

## Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

### Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	<u>Larry Dearing</u>	
Department	<u>Police</u>	<u>Signature</u>
Budget Category	<u>Capital Purchase</u>	
Date Submitted	<u>5/6/22</u>	

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

### Reason for Increase:

Proposals for Jail Control System came back over budget. IT would like to budget 10% over cost due to likelihood of change requests once the installation begins. There is only \$85,318.08 available in jail fund to fund purchase.

Amounts of Funds Needed	Account Number & Name
<u>\$51,008.35</u>	<u>205-2010-5100 (Capital Purchases)</u>
<u>\$55,690.27</u>	<u>205-1012-4810 (Transfer from General Fund)</u>
<u>\$55,690.27</u>	<u>100-8000-8004 (Transfer to Jail Corrections Fund)</u>

Approval by City Administrator

Signature Date

Approval by Council President

Signature Date

### **Finance Department Use Only:**

Budget Adjustment Posted:

Resolution # Signature Date

**\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\***