

**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 Chief Darby \_\_\_\_\_  
 Department Fire Department \_\_\_\_\_ Signature  
 Budget Category Capital \_\_\_\_\_  
 Date Submitted 9/13/22 \_\_\_\_\_

If Personnel Accounts, Approval from Human Resources Director is required. \_\_\_\_\_  
 Signature & Date

Reason for Increase:

Amend FY23 budget by \$12,275 due to an increase in scope, cost and engineering design to the project and a request for information from the State of Alabama.

Amounts of Funds Needed	Account Number & Name
<u>\$12,275</u>	<u>400-2020-5105 (HMGP Fire Station 1 Improvements)</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator  \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 10/10/22

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 \*\*\*\*\***