

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.

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 LaDonna Hinesley
Department Marketing
Budget Category Operational
Date Submitted Jan. 24, 2022

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

Reason for Increase:
To improve residents awareness of city business, writing services are needed to
assist the marketing department with website updates and also to
help write press releases and articles for the mayor's newsletter.

Table with 2 columns: Amounts of Funds Needed, Account Number & Name. Row 1: \$ 4,000.00, 100-5060-6020.

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 *****