

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 Mike Thompson for Darrell Russell
Department Public Works
Budget Category Personnel

Date Submitted 1/28/2022

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

Suzanne Kellam
Signature & Date

Reason for Increase:

Administration is moving forward with a new position of Executive Director of Infrastructure and Development in the
Public Works Dept. This position is not budgtd in the FY22 budget, so an increase to the departmental personnel
accounts is required. This is document 1 of 2.

Amounts of Funds Needed	Account Number & Name
\$ <u>76,500.00</u>	<u>100-1060-5000 Salaries-Public Works</u>
\$ <u>5,850.00</u>	<u>100-1060-5004 Payroll Tax-Public Works</u>
\$ <u>200.00</u>	<u>100-1060-5006 Life/Dis-Public Works</u>

Approval by City Administrator

July Ryan
Signature

1/28/22
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 *****

