

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. Categories consist of Personnel, Capital Equipment and Operational Expense. 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 Thurson Bullock
 Department Police
 Budget Category Opertional
 Date Submitted 12-Feb

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

Reason for Increase:
Use unbudgeted donation funds received from USPCA (Nationals host) to purchase K9 equipment
\$0 net effect on he budget

Amounts of Funds Needed	
\$15,000.00	100-2010-6145 (K9 Expense)
(\$15,000.00)	100-2010-4651 (Donation Account)

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 *******