

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 David Thompson
Department Leisure Services
Budget Category Capital Projects


Signature

Date Submitted 12-Jun

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

Signature & Date

Reason for Increase:

We need a survey for the pond expansion on the pickleball road. Sawgrass has quoted us \$1,300 for the required work.

Amounts of Funds Needed	Account Number & Name
\$ <u>1,300.00</u>	<u>400-5030-5108 Pickleball Road Addition</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator


Signature

6/12/23
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 *****