

**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 Chief Thurston Bullock  
 Department Foley Police Department  
 Budget Category Capital Purchase  
 Date Submitted 04/14/2022

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

\_\_\_\_\_  
Signature & Date

Reason for Increase:

The existing cooling unit failed in the fall of 2021 and the price to repair it exceeds the price to replace it. This unit needs to be replaced before the heat of summer arrives. This unit cools the courtroom at the Foley Justice Center and affects employees of the Police Dept, Court System and the public.

Amounts of Funds Needed	Account Number & Name
\$ 24,000.00	Capital Purchase 100-2010-5100
\$	
\$	

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 \*\*\*\*\*