

# 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 Darrell Russell \_\_\_\_\_  
Department Public Works \_\_\_\_\_ Signature  
Budget Category Capital \_\_\_\_\_  
  
Date Submitted \_\_\_\_\_ 5-Apr

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

Reason for Increase:

The City constructed a new road, East Jessamine Street Extension, from Cypress Street to Chicago Street. The new road is in need of a 400amp single phase service along with the installation of 5 new light poles. Engineering received a quote from Riviera Utilities for the installation in the amount of \$27,062.06

Amounts of Funds Needed	Account Number & Name
<u>\$27,062.06</u>	<u>400-3010-5100 CR-5</u>
_____	_____
_____	_____
_____	_____

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Approval by City Administrator  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval by Council President  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Finance Department Use Only:**

Budget Adjustment Posted:  
Resolution # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\***