

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	John Jackson
Department	Library
Budget Category	Operational
Date Submitted	3/25/2019

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

Signature & Date

Reason for Increase:

Need to accept donation from the Friends of the Library and transfer the donation to the general fund to cover
the cost of the painting project.

Amounts of Funds Needed	Account Number & Name
\$ 5,000.00	201-5021-4651 Donations
\$ 5,000.00	201-8000-8000 Transfer to Gen Fund
\$ 5,000.00	100-1012-4825 Transfer frm Library
\$ 5,000.00	100-5020-6010 Building Maintenance

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 *******