

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 Brandy Springsteen **BD**
Department Municipal Court
Budget Category MCJAF Fund

Date Submitted February 22, 2019

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

N/A

Signature & Date

Reason for Increase:

There is a need for additional office space in the Courtroom for confidential meetings between attorneys and clients. There is a need for additional staff offices also. The funds are coming from the MCJAF FUND.

Amounts of Funds Needed	Account Number & Name
<u>\$ 49,843.20</u>	<u>400-1030-5100 R45 CONST</u>
<u>\$ 1,976.61</u>	<u>400-1030-5100 R45 FURN</u>
<u>\$</u>	<u></u>

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 *****