

## 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	Miriam Boutwell	<u>Miriam Boutwell</u>
Department	Community Development Department	Signature
Budget Category	Operating	
Date Submitted	5/13/19	

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

Signature & Date

### Reason for Increase:

Alabama Historic Commission has awarded a grant of \$5,000 with a \$3,333 match to expand the downtown walking tours, increase historical signage along the route, and update the current walking tour brochure.

Amounts of Funds Needed	Account Number & Name
5,000	100-2034-4100 (Alabama Historic Commission Grants)
8,333	100-2034-6026 (Historic Commission Grant Expense)

Approval by City Administrator

Andy Taylor  
Signature

5/13/19  
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 \*\*\*\*\*

## Logan Eberly

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**From:** Wayne  
**Sent:** Monday, May 13, 2019 2:14 PM  
**To:** Logan Eberly  
**Cc:** Katy Taylor; Michael Thompson  
**Subject:** RE: Budget Increase Form

Logan

I'm good with your request.

Wayne

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**From:** Logan Eberly <leberly@cityoffoley.org>  
**Sent:** Monday, May 13, 2019 2:01 PM  
**To:** Wayne <wtrawick@trawickb.com>  
**Subject:** Budget Increase Form

Good Afternoon Mr. Trawick,

May I please get your approval on the attached budget increase form for Miriam? We received a grant from the Alabama Historic Commission for \$5,000 with a \$3,333.33 match.

Thank  
you,

**Logan Eberly**  
City of Foley  
Grants & Special Agreements Administrator  
407 East Laurel Avenue  
PO Box 1750  
Foley, AL 36536  
(P) 251-970-1867 (F) 251-952-4014  
[leberly@cityoffoley.org](mailto:leberly@cityoffoley.org)

