


## 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	Darrell Russell	 Signature
Department	Public Works	
Budget Category	100-3013-6010	
Date Submitted	5/27/2021	

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

Signature & Date

### Reason for Increase:

We need more sidewalks pressure washed, so we are requesting a budget increase of \$6400.00 to cover the cost.

#### Amounts of Funds Needed

#### Account Number & Name

\$6,400.00

100-3013-6010

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 \*\*\*\*\*