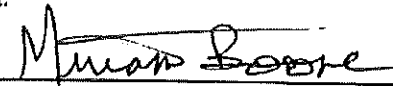


Request to Increase Departmental Budget Dollars

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	Miriam Boone	
Department	CDD	Signature
Budget Category	Operating	
Date Submitted	7-Oct	

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

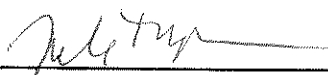
Signature & Date

Reason for Increase:

ADCNR grant for Northwest Comp Plan update

Amounts of Funds Needed	Account Number & Name
\$ 20,000.00	100-2031-4201 (ADCNR - Comp Plan Grant Revenue)
\$ 27,750.00	100-2031-6025 (ADCNR Grant Expense)

Approval by City Administrator


Signature

10/7/21
Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date