

EXHIBIT A



Budget Adjustment Form

<i>Finance Department Use Only</i>	
Set/Batch/BE ID#:	BE2102503
Proof Job #:	_____
Entered By:	_____
Date:	_____

Request Date: 2/2/2021 Fiscal Year: FY21

Requesting Department: Public Works

Adjustment Description: Unfreeze 1 Mechanic FTE

Requestor: Seth Anderson

Department Head Approval: *[Signature]* Date: 1/25/2021

Finance Analyst Review: *[Signature]* Date: 1/25/2021

City Manager Approval (if required)*: _____ Date: _____

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
61001	51100	Unfreeze 1 Mechanic FTE	36,000
61001	51405	Unfreeze 1 Mechanic FTE	210
61001	51406	Unfreeze 1 Mechanic FTE	330
61001	52902	Unfreeze 1 Mechanic FTE	250
61001	52104	Unfreeze 1 Mechanic FTE	40
61001	52301	Unfreeze 1 Mechanic FTE	9,000
61001	52601	Unfreeze 1 Mechanic FTE	2,670
61001	52201	Unfreeze 1 Mechanic FTE	540
61001	52110	Unfreeze 1 Mechanic FTE	2,500
61001	52101	Unfreeze 1 Mechanic FTE	750
61001	52103	Unfreeze 1 Mechanic FTE	40
61001	52909	Unfreeze 1 Mechanic FTE	960
61001	52501	Unfreeze 1 Mechanic FTE	80
Total Expenditure Adjustments:			53,370
Net Adjustment:			(53,370)
		-	53,370
		TOTAL DR	TOTAL CR

Justification:

1 Equipment Mechanic Entry/Journey/Master position was frozen in FY21 by Council action with the budget update in June 2020. Position is funded by the Fleet Internal Service Fund, which has sufficient fund balance/revenue to cover the costs of the position. Budget added back for FY21 here is equivalent to 5 months of Journey-level position.

City Clerk Signature (if required)**: _____ Date: _____

* City Manager Approval required for transfers between departments within the same fund, any changes to salary/benefit budgets, or matching increases to revenue and expense budgets.

** City Clerk Signature indicates that the requested Budget Adjustment was approved by Council.

EXHIBIT A

BUDGET ADJUSTMENT FORM INSTRUCTIONS

Request Date: Enter the current date

Fiscal Year: Enter the fiscal year in which to post the budget adjustment(s)

Requesting Department: Enter your department name

Adjustment Description: Enter a brief (30 character) description of the adjustments

Requestor: Enter your name

Department Head Approval: Department Heads must sign and date ALL Budget Adjustment Forms

City Manager Approval (if required)*: If City Manager approval is required, Finance will obtain signature after reviewing the form for accuracy

City Clerk Signature (if required)*: City Clerk Signature indicates that the requested Budget Adjustment was approved by Council. Per Fiscal Policy 5.b.i, budget adjustments for CIP projects, budget transfers between funds, or net increases to expenditure budgets require City Council approval.

Revenue Adjustments: Enter adjustments to Revenue Budgets in the upper section. Enter GL and JL adjustments on separate lines. Include a brief (30 character) description of the adjustment.

Expenditure Adjustments: Enter adjustments to Expenditure Budgets in the lower section. Enter GL and JL adjustments on separate lines. Include a brief (30 character) description of the adjustment.

Justification: Enter an explanation of why the budget adjustments are needed.

Backup:

- If moving budget between keys/objects: attach the GL8000 showing that there is available budget.
- If increasing revenue and expenditures based on receipt of developer funds or donations, include proof of payment.