

# EXHIBIT A



## Budget Adjustment Form

*Finance Department Use Only*

Set/Batch/BE ID#: BE2109501

Proof Job #: \_\_\_\_\_

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Request Date: 9/1/2020

Fiscal Year: FY21

Requesting Department: CDD

Adjustment Description: Unfreeze Permit Tech

Requestor: Vin Smith

Department Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Analyst Review: Jessie Gooch

Date: 8/18/2020

City Manager Approval (if required)\*: \_\_\_\_\_

Date: \_\_\_\_\_

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
41721	51100	Unfreeze CDD Permit Tech 75%	57,900
41721	52902	Unfreeze CDD Permit Tech 75%	450
41721	52104	Unfreeze CDD Permit Tech 75%	80
41721	52301	Unfreeze CDD Permit Tech 75%	14,480
41721	52601	Unfreeze CDD Permit Tech 75%	300
41721	52201	Unfreeze CDD Permit Tech 75%	830
41721	52102	Unfreeze CDD Permit Tech 75%	17,480
41721	52101	Unfreeze CDD Permit Tech 75%	1,350
41721	52103	Unfreeze CDD Permit Tech 75%	80
41721	52909	Unfreeze CDD Permit Tech 75%	1,580
41721	52501	Unfreeze CDD Permit Tech 75%	150
41721	53201	To Sal/Ben for Permit Tech	(94,680)
<b>Total Expenditure Adjustments:</b>			-

**Net Adjustment:**

-

(94,680)	94,680
TOTAL DR	TOTAL CR

### Justification:

CDD has requested to unfreeze and fund 1 Permit Tech position. Assume hiring in October; need budget for 75% of FY21. Transferring budget from Professional Services to cover salary/benefits.

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.