

EXHIBIT A



Budget Adjustment Form

Finance Department Use Only

Set/Batch/BE ID#: BE2209505

Proof Job #: _____

Entered By: _____

Date: _____

Request Date: 9/21/2021

Fiscal Year: 22

Requesting Department: HR

Adjustment Description: Contingency Use for New FTE

Requestor: Heather Ruiz

Department Head Approval: _____

Date: 9/13/2021

Finance Dept Review: _____

Date: 9/10/2021

City Manager Approval (if required)*: _____

Date: _____

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
41550	51100	MA II Pay/Ben Oct-June	84,760
41550	51405	MA II Pay/Ben Oct-June	1,070
41943	52903	MA II Pay/Ben Oct-June	1,720
41550	52902	MA II Pay/Ben Oct-June	900
41550	52104	MA II Pay/Ben Oct-June	50
41550	52301	MA II Pay/Ben Oct-June	9,020
41550	52301	MA II Pay/Ben Oct-June	(3,820)
41550	52601	MA II Pay/Ben Oct-June	360
41550	52201	MA II Pay/Ben Oct-June	1,260
41550	52102	MA II Pay/Ben Oct-June	16,800
41550	52101	MA II Pay/Ben Oct-June	1,290
41550	52103	MA II Pay/Ben Oct-June	160
41550	52909	MA II Pay/Ben Oct-June	1,870
41550	52501	MA II Pay/Ben Oct-June	190
41550	51100	HR Coord Pay/Ben Oct-June	31,840
41550	51100	HR Coord Pay/Ben Oct-June	130
41550	51405	HR Coord Pay/Ben Oct-June	400
41550	52902	HR Coord Pay/Ben Oct-June	230
41550	52104	HR Coord Pay/Ben Oct-June	30
41550	52301	HR Coord Pay/Ben Oct-June	3,390
41550	52301	HR Coord Pay/Ben Oct-June	(1,440)
41550	52601	HR Coord Pay/Ben Oct-June	120
41550	52201	HR Coord Pay/Ben Oct-June	450
41550	52102	HR Coord Pay/Ben Oct-June	8,400
41550	52101	HR Coord Pay/Ben Oct-June	650
41550	52103	HR Coord Pay/Ben Oct-June	40
41550	52909	HR Coord Pay/Ben Oct-June	670
41550	52501	HR Coord Pay/Ben Oct-June	70
64004	51100	HR Coord Pay/Ben Oct-June	31,840
64004	51100	HR Coord Pay/Ben Oct-June	130
64004	51405	HR Coord Pay/Ben Oct-June	400
64004	52902	HR Coord Pay/Ben Oct-June	230
64004	52104	HR Coord Pay/Ben Oct-June	30
64004	52301	HR Coord Pay/Ben Oct-June	3,390
64004	52301	HR Coord Pay/Ben Oct-June	(1,440)
64004	52601	HR Coord Pay/Ben Oct-June	120
64004	52201	HR Coord Pay/Ben Oct-June	450
64004	52102	HR Coord Pay/Ben Oct-June	8,400

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GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
64004	52101	HR Coord Pay/Ben Oct-June	650
64004	52103	HR Coord Pay/Ben Oct-June	40
64004	52909	HR Coord Pay/Ben Oct-June	670
64004	52501	HR Coord Pay/Ben Oct-June	70
41940	62301	CIP Facilities (HR New FTE)	3,210
41940	62301	CIP General (HR New FTE)	1,610
41940	65200	Emergency (HR New FTE)	22,490
41940	65200	Operating (HR New FTE)	8,030
41940	65200	Contingency (HR New FTE)	1,610
Total Expenditure Adjustments:			242,540
Net Adjustment:			(242,540)
(6,700)			249,240
TOTAL DR			TOTAL CR

Justification:

HR is requesting the addition of 3 FTE to the staffing plan. 1 FTE (MA I/II) will be funded by the ERP Project in FY22. 1.5 FTE (1 MA I/II and 0.5 HR Coordinator) will be funded by use of the General Fund Contingency Reserve. 0.5 FTE (HR Coordinator) will be funded by use of the Risk Fund available fund balance. In addition to pay/benefits budget increases, General Fund contributions to reserves also have to increase per fiscal policy.

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.**

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Contingency Rsv to Undesig for HR FTE

9/21/2021

Date: _____

TOTALS

(balance check)

Backup Attached _____