



# BUDGET ADJUSTMENT REQUEST

Department:	City Manager’s Office	<b><u>For Finance Use Only</u></b>  BA # _____  Fiscal Year <u>2025</u>
Department Contact:	Jennifer Schoeneck	
City Council Meeting Date: (attach staff report)	July 10, 2024	

**EXPLANATION OF REQUEST**

Resolution No. 2024-62, authorizing the Mayor to execute a Consulting Agreement with Hinderliter, DeLlamas & Associates (“HdL”) for Sales and Use Tax, Business License, and Transient Occupancy Tax (TOT) Administration Consulting Services. Addition of a Full-Time Customer Service Representative position to the City Manager’s Office
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**BUDGET ADJUSTMENT INFORMATION**

Project/Account Description	Account Number	Amount of Increase	Amount of Decrease
City Manager’s Office – Reclassification of Temporary Part-Time Department Specialist to Full-Time Customer Service Representative II	5001-001-002	74,570	
	5004-001-002		19,230
Implementation Costs	5131-001-002	10,000	

**APPROVALS**

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6/27/2024		6/27/2024	
DEPARTMENT HEAD	DATE	FINANCE	DATE