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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** August 10, 2021

**Subject:** Resolution 21-31, Amending 2021 General Fund Budget

Resolution 21-31 amends the 2021 General Fund budget, transferring funds from the Administration budget to the Code Enforcement budget. These funds are available due to an extended vacancy in the Executive Assistant position.

The City Council has expressed its support for the reclassification from part-time to full-time of a Code Enforcement Inspection position in the 2022 budget to assist Building Official Baker with additional job duties associated with the City Council's adoption of the new rental housing ordinance and housing maintenance policy, as well as addressing code enforcement and fire inspections. This budget adjustment would advance that hire to September 2021. The budget adjustment outlined in Resolution 20-31 will meet the additional salary and benefit costs for the remainder of 2021 associated with the reclassification of this position.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

