



# REQUEST FOR BUDGET ADJUSTMENT

**REQUESTER NAME & TITLE:** Trisha Isom, Housing Manager **FISCAL YEAR:** 2021-22  
**PREPARER NAME & TITLE:** Melissa Hagan, Management Analyst II **COUNCIL DATE (if applicable):** 07/07/21  
**DEPARTMENT/DIVISION:** Economic Development - Housing **ORDINANCE:** \_\_\_\_\_

**EXPENDITURES/EXPENSES/TRANSFERS OUT**

| ACCOUNT STRING |         |        |         | BUDGET (\$)   | DESCRIPTION                             |
|----------------|---------|--------|---------|---------------|---|
| Fund           | Account | Center | Project | Adjustment    |   |
| 1001           | 5071    | 54011  |         | 149,380       | General Fund increase                   |
| 1001           | 5912    | 54011  |         | (126,973)     | Reduce General Fund-Charges Out         |
| 1001           | 5980    | 54011  |         | (22,407)      | Reduce General Fund-Charges Out         |
| 2821           | 5911    | 54011  |         | 22,407        | Charge to Housing Trust Fund (15%)      |
| 2824           | 5911    | 54011  |         | 22,407        | Charge to Affordable Housing Fund (15%) |
| 2210           | 5911    | 54011  |         | 14,938        | Charge to HOME (10%)                    |
| <b>TOTAL</b>   |         |        |         | <b>59,752</b> |   |

**REVENUES/TRANSFERS IN**

| ACCOUNT STRING |         |        |         | BUDGET (\$) | DESCRIPTION |
|----------------|---------|--------|---------|-------------|-------------|
| Fund           | Account | Center | Project | Adjustment  |             |
|                |         |        |         |             |             |
|                |         |        |         |             |             |
| <b>TOTAL</b>   |         |        |         | <b>-</b>    |             |

|                       |               |
|-----------------------|---------------|
| <b>NET ADJUSTMENT</b> | <b>59,752</b> |
|-----------------------|---------------|

**FUND BALANCE**

| ACCOUNT STRING |         |        |         | BUDGET (\$)     | DESCRIPTION                                 |
|----------------|---------|--------|---------|-----------------|---|
| Fund           | Account | Center | Project | Adjustment      |   |
| 2210           |         |        |         | (14,938)        | HOME Fund Available Resources               |
| 2821           |         |        |         | (22,407)        | Housing Trust Fund Available Resources      |
| 2824           |         |        |         | (22,407)        | Affordable Housing Fund Available Resources |
|                |         |        |         |                 |   |
| <b>TOTAL</b>   |         |        |         | <b>(59,752)</b> |   |

**Justification for Budget Adjustment:**  
 The approved Limited Term Housing Analyst will have duties across several programs within the Housing Division. As such, this position will be funded by the Housing Authority Emergency Housing Voucher program, the HOME fund, the Housing Trust Fund and the Affordable Housing Fund. New program funding slated to begin in FY2021-22 (HOME, Permanent Local Housing Allocation and additional funds for Affordable housing) require additional staff to support their objectives. The portion of this position being funded by the Housing Authority using additional revenues from the Emergency Voucher Program, is being approved in a separate budget adjustment.

|   |  |   |                              |
|---|--|---|------------------------------|
| <b>REQUIRED APPROVALS:</b>  |  |   |                              |
| <br>_____<br><small>REQUESTING DEPARTMENT HEAD / DESIGNEE</small> | <u>6/17/21</u><br>_____<br><small>DATE</small> | _____<br><small>BUDGET MANAGER / DESIGNEE</small> | _____<br><small>DATE</small> |
| _____<br><small>CHIEF FINANCIAL OFFICER / DESIGNEE</small>        | _____<br><small>DATE</small>                   | _____<br><small>CITY MANAGER / DESIGNEE</small>   | _____<br><small>DATE</small> |
| <b>BUDGET DEPARTMENT USE ONLY:</b>                                |  |   |                              |