

**MEMORANDUM  
FINANCE DEPARTMENT**

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**TO:** Todd Thompson, City Manager  
**SUBJECT:** Adjustment to the CY 2023 Budget

**Number:** 008-23  
**Date:** 02/17/2023

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The Community & Economic Development Department is requesting the following CY 2023 budget adjustment in the amount of \$4,929 to increase expenditures for legal services in the Community Development Block Grant Fund (242).

General	242	Community Development
Department	314	Inspections
Cost Center	881	Inspection Services
Object Code	53101	Legal Services
Project Code	6199	HUD Code Enforcement Activity

**Recommendation:** Council approve the budget adjustment increasing the Community Development Block Grant Fund (242) expenditure budget by \$4,929.00.

**Submitted by:** Linda Barnes, Finance Director

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**Approved:** Todd Thompson, City Manager

# Memorandum

## Community and Economic Development Department

**To:** Linda Barnes, Finance Director

**Subject:** Budget Adjustment to Increase Expenses

**Date:** February 17, 2023



An account was unintentionally excluded from the CED Department budget during the 2023 budgeting process. Staff became aware of this when attempting to process an invoice that would normally be paid out of that account. The CED Department, therefore, requests a budget adjustment increasing department expenses by \$4,929.00 in order to equal department revenue.

Account:

General	242	Community Development
Department	314	Inspections
Cost Center	881	Inspection Services
Object Code	53101	Legal Services
Project Code	6199	HUD Code Enforcement Activity

**Submitted by:** Melissa Holderfield, Administrative Secretary  
Nichole Mata, Community Development Manager  
Miles Brainard, Community & Economic Development Director