

BUDGET CHANGE FORM

| Type of Change | From | | To | |
|---|--------------|------------|--------------|------------|
| | Account | Amount | Account | Amount |
| Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer | 100-822-4237 | \$ 115,000 | 100-822-4111 | \$ 115,000 |

Explain the reason for the budget change:

Background: Due to increased work load as a result of the multiple development projects that were approved by the City and an increased demand for fire inspection services, one (1) additional permanent full-time Fire Prevention Inspector position is needed in the Fire Prevention Division. The Fire Department's authorized position list has two fire prevention inspector positions of which one has been funded and the other has been unfunded since 2006. If the City Council approves the funding for this position, the projected funding need for the remaining months in FY 13-14 will be \$115,000. There is sufficient funding in the Fire Prevention contractual services budget that can be transferred to the personnel services budget to pay for the additional Fire Prevention Inspector position. The additional Fire Prevention Inspector will further enhance customer service and inspection delivery.

Fiscal Impact: None in FY 13-14.

Recommendation: Approve transfer of \$115,000 from the Fire Prevention contractual services budget to personnel services budget.

Check if City Council Approval required.

Meeting Date: December 3, 2013

| | | |
|---|---|-------------------------|
| Requested by: | Division Head: Robert Mihovich, Acting Fire Chief | Date: November 21, 2013 |
| Reviewed by: | Finance Director: <i>Tru Kal</i> | Date: 11/21/13 |
| Approved by: | City Manager: | Date: |
| Date approved by City Council, if required: | | Confirmed by: |