

**City of Annapolis**  
**Budget Revision Request**  
 (City Council Budget Revision > \$25,000)

**Fund:** General **Control Number:** FT3-23  
**Department:** DPW Buildings & Traffic **Date:** 1/26/2023

Dept/Division	Account Name	Transfer From	Transfer To
DPW-Buildings	Salaries and benefits	\$49,000	
DPW-Traffic	Salaries and benefits	27,700	
DPW-Buildings	Contractual services		76,700

**Explanation:**

This budget revision transfers \$49,000 of salaries and benefits (Department of Public Works-Buildings division) and \$27,700 of salaries and benefits (Department of Public Works -Traffic Control and Maintenance division) to contractual services (Department of Public Works-Buildings division). This will allow the Department of Public Works to pay for vent cleaning in City Hall and the Forest Drive Fire Station. There are salary savings due to vacancies in the divisions.

In Process

**Approved by:**

*Joanna D. Dickinson*

1/26/2023 | 9:52 AM PST

**Finance Director**

**Date**

*Michael Mallinoff*

1/26/2023 | 1:40 PM EST

**City Manager**

**Date**

*David Jarrell*

1/28/2023 | 10:04 AM EST

**Department Director**

**Date**

**Mayor**

**Date**

**Finance Committee**

**Date**

**City Council**

**Date**

**CM:** City Manager approved transfers of appropriations of \$25,000 or less from one line item to another within a fund.

CM's do not increase the total budget or the budget for any fund.

**FT:** Fund Transfers of appropriations greater than \$25,000 from one line item to another within a fund.

These are also used for fund transfers from the contingency account, bond proceeds, or from one fund to another, regardless of the amount. FT's do not increase the total budget.

**SA:** Supplemental Appropriations from revenue not anticipated in the budget or in excess of that anticipated in the budget.

SA's increase the total budget.