

City of Annapolis
Budget Revision Request

Control number: GT-6-16

Department: Planning and Zoning

Date 28-Sep-2015

Account Name Only	Transfer FROM	Transfer TO
Contract Services 0100-01170-530800	13,978.46	
Benefits 0100-01170-517000	5,520.94	
Salaries 0100-01170-511000		19,499.40

For Economic Development Manager

Approved for Financial & Accounting Sufficiency:

Melissa Heaman
 Finance Director

C. P. [Signature]
 Department Director

Approved by:

- Mayor
- Finance Committee
- City Council
- City Manager

Michael P. [Signature]

[Signature]



City of Annapolis


DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

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MEMORANDUM

TO: City Council
FROM: Pete Gutwald, Department of Planning and Zoning 
RE: Budget transfer to salaries
DATE: October 5, 2015

The Department of Planning and Zoning is requesting a budget transfer to fully fund the Economic Development Manager position. The transfer is from two Planning and Zoning accounts to the Planning and Zoning salary line. The money that will be used is the money that was allocated for the Economic Development program when the program was moved to this department. The original budgeted line items for salaries and benefits were estimated, the proposed figures are based on the actual salary and benefits.

We are asking that \$13,978.46 and \$5,520.94 be moved to the salary line, for a total of \$19,499.40 of additional funding. The \$13,978.46 is from Contract Services and the \$5,520.94 is from Benefits.