

**Board of Finance Transfer Request
Operating Budget
FY 2022/2023**

Office Use Only
BA:
Date:
Analyst:
Date Posted:

TO: Board of Finance
FROM: Matt Quiñones, Department Director
DATE: 6/30/2022
PURPOSE: PROPERTY MANAGER OLD TOWN HALL FY22/23
DEPT: 2149 - Old Town Hall
REQUEST AMOUNT: \$21,530.00

Part A - Description of Request



This transfer is to cover the expense of retaining the current position of Property Manager at the Old Town Hall. As per State regulations, he will be covered as a Seasonal for the maximum of 120 days until the Human Resources and Operations has been able to secure the position as a full-time City employee. This position is critical to the day-to-day functions of this facility to ensure that the outside vendors and tenants have a person that they can relay their individuals needs or issues with and be the liaison between them and the Operations Supervisor that oversees this facility and two others.

Part B - Account Information

Ref #	Prior Year's Expenditure	Department Request	Approved by Mayor	Approved by BOF	Approved by BOR	Revised Budget	Projected Exp	From	To
01421351100	Maintenance/Salaries				911,626	911,626		20,000.00	0.00
01421491203	Old Town Hall/Seasonal		0	0	0	0		0.00	20,000.00
01421352200	Maintenance/Social Security				78,462	78,462		1,530.00	0.00
01421492200	Old Town Hall/Social Security				4,734	4,734		0.00	1,530.00
Total								\$21,530.00	\$21,530.00

Part C - Approvals

In accordance with the City Charter Section C8-30-11, Control of Appropriations, transfers of appropriations (excluding administrative transfers) may, with the approval of the Board of Finance, be made in proper cases from one item to another. Please review above transactions.

Matt Quiñones, Department Head/Director  <small>Matt Quiñones (Jul 1, 2022 11:05 EDT)</small>	Date Jul 1, 2022	OPM Director/OPM Asst Director  <small>Elda Sinani (Jul 1, 2022 11:14 EDT)</small>	Date Jul 1, 2022
Sandra L. Dennies, Director of Administration <i>David A Yanik, on behalf of S Dennies</i> <small>David A Yanik, on behalf of S Dennies (Jul 1, 2022 11:22 EDT)</small>	Date Jul 1, 2022		

1003652372	jlazcano	6/30/2022					TRFF Old Town Hall
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