

# INTER-OFFICE MEMORANDUM

FROM THE OFFICE OF:  
**JOHN INGRAM**  
**AGRICULTURAL COMMISSIONER/SEALER**  
Phone: 224-4949

DATE: April 18, 2025  
TO: Erin Bertain, Deputy County Executive Officer  
FROM: John Ingram, Agricultural Commissioner/Sealer  
SUBJECT: FY 2024/25 Budget Amendment



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Per your approval of my requested budget amendment, please prepare a net zero budget amendment for the Department of Agricultural Commissioner/Sealer of Weights & Measures as detailed below. The purpose of this amendment is to recognize unanticipated revenues and allocate those revenues to Special Departmental Expense account. This will allow the Department to utilize these funds to purchase equipment and pay for additional expenditures associated with moving into the new facility at 1265 Redwood Blvd.

1. A budget amendment is requested to increase Expense Account #35700, Special Departmental Expense, in the amount of \$168,375, to pay for additional expenditures associated with moving into the new facility at 1265 Redwood Blvd and program equipment needs.

A budget amendment is requested to increase Revenue account #211320, Weights & Measures Device Registration, in the amount of \$67,266, to account for outstanding device registration payments that have been paid to the Department.

A budget amendment is requested to increase Revenue account #539150, State Detection Trapping, in the amount of \$22,120, to acknowledge unanticipated revenues paid to the Department.

A budget amendment is requested to increase Revenue account #539200, State Unclaimed Gas Tax, in the amount of \$108,250, to acknowledge unanticipated revenues paid to the Department.

A budget amendment is requested to decrease Revenue account #560151, Federal Glassy Wing Sharpshooter, in the amount of \$9,896, to account for a change in workplan contract amounts.

A budget amendment is requested to decrease Revenue account #673600, Pesticide Inspection, in the amount of \$19,365, to account for a change in workplan contract amounts.

cc: Bryce Ritchie, CAO Analyst  
Lori Peisker, Agency Staff Services Analyst II

**EXPENSES**

INCREASE &lt;DECREASE&gt;

<b>FUND/COST CENTER</b>	<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET READS</b>	<b>BUDGET SHOULD READ</b>	<b>AMOUNT OF TRANSFER</b>
28000	035700	Special Departmental Expense	160,550	328,925	168,375
				<b>TOTAL</b>	<b>168,375</b>

**REVENUES**

INCREASE &lt;DECREASE&gt;

<b>FUND/COST CENTER</b>	<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET READS</b>	<b>BUDGET SHOULD READ</b>	<b>AMOUNT OF TRANSFER</b>
28000	211320	Weights & Measures Device Registration	180,000	247,266	67,266
28000	539150	State Detection Trapping	88,000	110,120	22,120
28000	539200	State Unclaimed Gas Tax	820,000	928,250	108,250
28000	560151	Fed Glassy Wing Sharpshooter	57,896	48,000	<9,896>
28000	673600	Pesticide Inspection	120,000	100,635	<19,365>
				<b>TOTAL</b>	<b>168,375</b>