

City of Jacksonville, Florida  
Request for Budget Transfer Form

Office of Administrative Services - Jacksonville Environmental Protection Board  
Department or Area Responsible for Contract / Compliance / Oversight

All  
Council District(s)

Reversion of Funds: (if applicable) Fund / Center / Account / Project \* / Activity / Interfund / Future  
N/A

Fiscal Yr(s) of carry over (all-years funds do not require a carryover)  
Through FY2027

Section of Code Being Waived (if applicable): Sections 360.602, 111.755, Ordinance Code

CIP (yes or no): No

Justification for Waiver

A waiver of Section 360.602 and 111.755 is requested to authorize the use of the Environmental Protection Board (EPB) Trust Fund for travel, supplies, training, dues, membership fees, etc. for EPB members and staff.

Justification for / Description of Transfer:

To appropriate fund balance from the Environmental Protection Fund to the EPB operating account for education and outreach activities and supplies for the Environmental Protection Board.

Net Amount Appropriated and/or Transferred: \$45,000.00

\* This element of the account string is titled project but it houses both projects and grants.

CITY COUNCIL

Requesting Council Member:

CM's District:

Requesting Council Member:

CM's District:

Prepared By:

Ordinance:

OFFICE OF THE MAYOR

BUDGET ORDINANCE  TRANSFER DIRECTIVE

TD / BT Number: BT 26-065

Date Rec'd.	Date Fwd.	Approved	Disapproved
4/14/2026			
4-15-26	4/15/26		
4-15-26	4-21-26		

Date of Action By Mayor: APR 27 2026

Approved: 

Division Chief: Melissa M. Long, P.E.

Date Initiated: 4/14/2026

Prepared By: James Richardson, Program Administrator

Phone Number: 904-255-7213

Initiated / Requested By (if other than Department):

APPROVED BY: RECEIVED  
MAYOR'S BUDGET REVIEW COMMITTEE  
DATE: APR 27 2026

15  
4-27-26

**Budget Transfer Line Item Detail**

\* This element of the account string is titled project but it houses both projects and grants.

Budget Office approval does not confirm; whether or not a grant requires a new 1Cloud grant number nor the availability or use of prior-year revenue and/or the use of fund balance appropriations in all-years Budget Officer Initials \_\_\_\_\_

**TRANSFER FROM:** (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
REV	Environmental Protection	Environmental Protection Board Trust Fd	Transfer From Fund Balance	\$45,000.00	15301	191015	389010	000000	00000448	000000	00000000
				Total:	\$45,000.00						

**TRANSFER TO:** (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
EXP	Environmental Protection	Education & Outreach	Miscellaneous Services & Charges	\$15,000.00	15301	173101	549040	000000	00002140	000000	00000000
EXP	Environmental Protection	Education & Outreach	Trust Fund Authorized Expenditures	\$15,000.00	15301	173101	549006	000000	00002140	000000	00000000
EXP	Environmental Protection	Education & Outreach	Food	\$5,000.00	15301	173101	552060	000000	00002140	000000	00000000
EXP	Environmental Protection	Education & Outreach	Travel Expense	\$3,000.00	15301	173101	540020	000000	00002140	000000	00000000
EXP	Environmental Protection	Education & Outreach	Employee Training Expenses	\$3,000.00	15301	173101	555001	000000	00002140	000000	00000000
EXP	Environmental Protection	Education & Outreach	Other Operating Supplies	\$2,000.00	15301	173101	552160	000000	00002140	000000	00000000
EXP	Environmental Protection	Education & Outreach	Dues and Subscriptions	\$2,000.00	15301	173101	554001	000000	00002140	000000	00000000
				Total:	\$45,000.00						