



Office of Financial Management

2020 13th Street • Boulder, Colorado 80302 • finance@bouldercounty.gov • 303-441-3525
Mailing Address: P.O. Box 471 • Boulder, CO 80306 • www.BoulderCounty.gov

MEMORANDUM

Date: 06/30/2025
To: Office of Financial Management
From: County Attorney's Office
Subject: Fiscal Year 2025 Budget Request

Details

Request Title: Transfer of a Position from HRD to CTY
Request Type: Budget Amendment – Ongoing Base Change
Expenditure Amount: \$ 0.00

Description:

The County Attorney's Office is requesting an ongoing transfer of a currently vacant Human Resources Business Partner position to the County Attorney's Office. The request comes out of discussions among HR, OCA, and the County Attorney's Office about the best way to collectively address the workload associated with the recognition of the Boulder County Employees Union (BCEU).

The employee hired in the transferred position would assist with current and ongoing negotiations over collective bargaining agreements, engage with labor representatives, staff, and the state, as well as help address issues, complaints, grievances, hearings, and arbitrations.

Source Type: Transfer

Source Context:

This position's budget \$115,867 will be transferred from 101/HR11 to 101/CA11 (\$113,867 Ongoing cost, \$2,000 One-time equipment cost). This is a net zero amendment.

Requested **Expenditure** Increase Amount: \$ 0.00

Requested **Revenue** Increase Amount: \$ 0.00

Approvals

Approved
By: Ben Pearlman Date: July 1, 2025

Approved
By (2): Julia Larsen Date: July 1, 2025

Approved
By (3): _____ Date: _____

Approved
By (4): _____ Date: _____

Signers: Department Approvers as applicable, **including** Elected Official or Department Head

Reviewed
by Budget
Officer: _____ Date: _____

Budget Officer signature

Reviewed
by CFO: _____ Date: _____

Chief Financial Officer signature


Request Title: 101 CTY CA11 Transfer Position from HR to CTY

Summary: This page provides expenditure breakdown for the Budget Amendment Request.

| Fund | Organization | Account | Appropriation | Amount |
|-------------------|--------------|---------|---------------|-------------|
| 101 | 10029 | 70000 | HR11 | (80,771.00) |
| 101 | 10029 | 70100 | HR11 | (93.00) |
| 101 | 10029 | 71000 | HR11 | (7,093.00) |
| 101 | 10029 | 71030 | HR11 | (11,938.00) |
| 101 | 10029 | 71040 | HR11 | (167.00) |
| 101 | 10029 | 71045 | HR11 | (149.00) |
| 101 | 10029 | 71050 | HR11 | (11,932.00) |
| 101 | 10029 | 71060 | HR11 | (130.00) |
| 101 | 10029 | 71070 | HR11 | (594.00) |
| 101 | 10029 | 76400 | HR11 | (1,000.00) |
| 101 | 10029 | 72010 | HR11 | (2,000.00) |
| 101 | 18001 | 70000 | CA11 | 80,771.00 |
| 101 | 18001 | 70100 | CA11 | 93.00 |
| 101 | 18001 | 71000 | CA11 | 7,093.00 |
| 101 | 18001 | 71030 | CA11 | 11,938.00 |
| 101 | 18001 | 71040 | CA11 | 167.00 |
| 101 | 18001 | 71045 | CA11 | 149.00 |
| 101 | 18001 | 71050 | CA11 | 11,932.00 |
| 101 | 18001 | 71060 | CA11 | 130.00 |
| 101 | 18001 | 71070 | CA11 | 594.00 |
| 101 | 18001 | 76400 | CA11 | 1,000.00 |
| 101 | 18001 | 72010 | CA11 | 2,000.00 |
| Expenditure Total | | | | \$ - |

Certificate Of Completion

| | |
|---|---------------------------|
| Envelope Id: 25541DCD-BA91-4566-941F-DD9797FA35EC | Status: Completed |
| Subject: Please Sign Budget Amendment: Transfer FTE from HRD to CTY | |
| Type of Document: | |
| Budget Adjustment | |
| Department/Office: County Attorney | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 2 |
| Certificate Pages: 2 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Hiroko Sakai |
| Time Zone: (UTC-07:00) Mountain Time (US & Canada) | 2025 14th St |
| | Boulder, CO 80302 |
| | hsakai@bouldercounty.org |
| | IP Address: 73.243.45.145 |

Record Tracking

| | | |
|--------------------------------------|--------------------------|--------------------|
| Status: Original | Holder: Hiroko Sakai | Location: DocuSign |
| 7/1/2025 8:38:41 AM | hsakai@bouldercounty.org | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Boulder County | Location: Docusign |

Signer Events

| Signature | Timestamp |
|--|------------------------------|
| Ben Pearlman | Sent: 7/1/2025 8:51:37 AM |
| bpearlman@bouldercounty.org | Viewed: 7/1/2025 8:52:39 AM |
| Boulder County Attorney | Signed: 7/1/2025 10:56:27 AM |
| Boulder County | |
| Security Level: Email, Account Authentication (None) | |
| Signature Adoption: Pre-selected Style | |
| Using IP Address: 97.107.70.37 | |

Electronic Record and Signature Disclosure:

Not Offered via Docusign

| | |
|--|------------------------------|
| Julia Larsen | Sent: 7/1/2025 10:56:29 AM |
| jlarsen@bouldercounty.org | Viewed: 7/1/2025 11:15:08 AM |
| Human Resources Director | Signed: 7/1/2025 11:15:35 AM |
| Boulder County | |
| Security Level: Email, Account Authentication (None) | |
| Signature Adoption: Pre-selected Style | |
| Using IP Address: 64.118.3.115 | |

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

| Envelope Summary Events | Status | Timestamps |
|-------------------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 7/1/2025 8:51:38 AM |
| Certified Delivered | Security Checked | 7/1/2025 11:15:08 AM |
| Signing Complete | Security Checked | 7/1/2025 11:15:35 AM |
| Completed | Security Checked | 7/1/2025 11:15:35 AM |
| Payment Events | Status | Timestamps |