

FY 2025**BUDGET ADJUSTMENT FORM**

Use this form to make adjustments to your budget. All adjustments must balance within a Department.

Adjustments should be rounded to the nearest \$1.

ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT DESCRIPTION	ACCOUNT INCREASE		ACCOUNT DECREASE	
561-5400-535-69-97	103211	Manhole Rehabilitation	\$ 102,610			
561-5200-535-67-19	103125	10th Street Water & WW Line Relocation			\$ 102,610	
TOTAL.....			\$ 102,610		\$ 102,610	

EXPLANATION OF ADJUSTMENT REQUEST

Include justification for increases AND reason why funds in decreased account are available.

Allocate funding for construction contract with Vortex Services for Manhole Rehabilitation, project 103211.

DOES THIS REQUEST REQUIRE COUNCIL APPROVAL?

DATE OF COUNCIL MEETING

05/15/25☒ Yes☐ No

WITH AGENDA ITEM?

☒ Yes☐ No☐ Approved☐ Disapproved☐ Approved☐ Disapproved☐ Approved☐ DisapprovedDepartment Head/Division DirectorDateFinanceDateCity ManagerDate**Finance Comments (for Finance Department only)**

DESCRIPTION 1 FOR H.T.E.:

DESCRIPTION 2 FOR H.T.E.:

(To Be Entered by Finance)