

**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
<b>TOTAL.....</b>			<b>\$ 102,610</b>	<b>\$ 102,610</b>

**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

\_\_\_\_\_  
Department Head/Division Director \_\_\_\_\_ Date  Approved  
 Disapproved

\_\_\_\_\_  
Finance \_\_\_\_\_ Date  Approved  
 Disapproved

\_\_\_\_\_  
City Manager \_\_\_\_\_ Date  Approved  
 Disapproved

**Finance Comments (for Finance Department only)**

DESCRIPTION 1 FOR H.T.E.:	_____	<i>(To Be Entered by Finance)</i>
DESCRIPTION 2 FOR H.T.E.:	_____	