

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	
361-2400-519-68-07	102439	HPO - HVAC and Interior Renovations	\$ 800,565		
361-3100-551-68-07	102818	Clubhouse Re-Design - Sammons Golf Course		\$ 800,565	
TOTAL.....			\$ 800,565	\$ 800,565	

EXPLANATION OF ADJUSTMENT REQUEST

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

Allocate funding for the completion of interior renovations of the Historic Post Office, to include:
 Plumbing, Mechanical Yard, Mechanical Room, Electrical and Lighting at \$315,000
 Ceiling Plaster Repair at \$110,000
 Design of 1st and 2nd Floor Spaces at \$50,000
 Asbestos Abatement at \$25,565
 Flooring Replacement at \$200,000
 Remodel Offices at \$50,000
 Fire Alarm at \$50,000
 Construction plans for the Sammons Clubhouse will be reprioritized in the Business Plan after completion of the Golf Course Master Plan.

DOES THIS REQUEST REQUIRE COUNCIL APPROVAL?

DATE OF COUNCIL MEETING

03/06/25

☒ 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.:

(To Be Entered by Finance)

DESCRIPTION 2 FOR H.T.E.: