

# EXHIBIT A



## Budget Adjustment Form

Finance Department Use Only

Set/Batch/BE ID#: BE2111501

Proof Job #: \_\_\_\_\_

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Request Date: 11/17/2020

Fiscal Year: 21

Requesting Department: Public Works

Adjustment Description: Office Space Modification

Requestor: Rosalba Ramirez

Department Head Approval: \_\_\_\_\_

Date: 11/5/2020

Finance Analyst Review: \_\_\_\_\_

Date: 11/2/2020

City Manager Approval (if required)\*: \_\_\_\_\_

Date: \_\_\_\_\_

GL or JL Key	GL/JL Rev Object	Description of Adjustment	Increase / (Decrease)
Total Revenue Adjustments:			-

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
30101	57601	FC21PW01 CH Modification	100,000
FC21PW01	57601	FC21PW01 CH Modification	100,000
Total Expenditure Adjustments:			200,000

Net Adjustment: (200,000)

-	200,000
TOTAL DR	TOTAL CR

### Justification:

Establishing a Capital Improvement Project for the design and construction work related to the Office Space Modification Project in the City Hall Building funded by the \$100,000 from the CIP Facilities Reserve.

City Clerk Signature (if required)\*\*: \_\_\_\_\_

Date: \_\_\_\_\_

\* City Manager Approval required for transfers between departments within the same fund, any changes to salary/benefit budgets, or matching increases to revenue and expense budgets.

\*\* City Clerk Signature indicates that the requested Budget Adjustment was approved by Council.