



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** July 18, 2024

**RE:** Consideration of funding for Finance Department renovations (\$41,204).

### SUMMARY:

The Finance Department is requesting additional funding in the FY 2024 budget to cover the costs of renovations to the Accounting and Administration sections of the department. Currently, two Finance payroll staff are situated within the Human Resources (HR) department and HR has recently added two additional staff and are now in need of the space. The Finance Department is also approved to add two additional staff to meet the growing budgetary and financial needs of the City in Fiscal Year 2025.

Therefore, the Finance department needs to have renovations performed in the Accounting and Administration Divisions to accommodate the additional staff. The renovations will be done in multiple phases. The first phase will be the buildout of two office spaces and the move of the payroll staff. The second phase would be the buildout of additional offices in Accounting and Administration, which would be done in the first half of FY 2025.

The funding for both phases is being requested together to take advantage of the efficiencies in design costs. The cost for design services for all modifications, contractor support services, and materials are estimated at \$41,204 with a contingency built in for increases in material and services.

### REQUESTING DEPARTMENTS:

Finance

**FISCAL IMPACT:**

Funding for the renovations will be processed through an amendment to transfer monies from General Fund Undesignated Fund Balance, account 001-0000-392-1001 (\$41,204) to account number 001-2010-513-4623.

**STAFF RECOMMENDATION:**

Motion to approve funding for office renovations to accommodate additional staff in the Finance department.

**ATTACHMENTS:**