



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Lisa Frazier, Growth Management

DATE: April 18, 2024

RE: Authorization to Approve Additional Funding for Code Compliance Office Furniture.

SUMMARY:

The Growth Management Department/ Code Division is requesting additional funding to the FY 2024 Budget to cover the cost of new workstations for the Code Compliance Officers and Code Compliance Manager's Office.

The Code Officers and Manager have been utilizing workstations that were previously purchased under the Building Department. The workstations are small and with two monitors, a laptop, and desk phone, there is little to no space to perform daily functions such as gathering, preparing, and processing paperwork for the Code Magistrate cases.

The new workstations will provide more space to perform their job duties.

REQUESTING DEPARTMENTS:

Growth Management

FISCAL IMPACT:

Funding for the workstation improvements will be processed through an amendment to transfer monies from General Fund Undesignated Fund Balance, account 001-0000-392-1001 (\$28,856) to account number 001-3330-529-5105.

STAFF RECOMMENDATION:

Motion to authorize the city to approve the additional funding from General Fund Undesignated Fund Balance.

ATTACHMENTS:

Honorable Mayor and Members of the City Council

Legislative Memorandum

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1. Quote from ABI
2. Code Compliance Office Layout with Furniture