



City Council Communication

AGENDA DATE: July 7, 2025

LEGISTAR ITEM #: Ord 2686

PRESENTER: Theresa Wilson

DEPARTMENT: Finance

☒ Ordinance

☐ Resolution

☐ Public Hearing

REQUEST

Approve an ordinance to amend the 2025 Budget by appropriating unencumbered fund balance in the General Fund to transfer to the Capital Expenditures Fund for use on the Civic Center Remodel project.

BACKGROUND

As Commerce City continues to grow and develop, the number of City employees needed to serve the community increases. The number of full-time employees (FTEs) employed by the City continues to increase year over year, but the space that we have available for employees to work in has not grown at the same rate. Staff has been exploring different options for accommodating the growing City employee population. Commerce City currently owns the fifth floor of Adams Tower located at 7190 Colorado Boulevard and leases the sixth floor. Staff have moved into these remodeled spaces which allows for restructuring of the Civic Center to address departments that have grown outside of their capacity needs and allows for minimal growth spaces in other areas.

The presentation will cover the estimated financial resources needed as well as the following project objections:

1. PD Expansion
2. Safety/Security Upgrade
3. Growth - This shift addresses immediate growth needs. Staff will continue to assess facility requirements as the City expands, ensuring resources and services adapt to maintain acceptable Levels of Service.

Sufficient General Fund Unassigned Fund Balance at year-end 2024 is available to fund this project. Using General Fund Unassigned Fund

CITY COUNCIL COMMUNICATION CONTINUED

Balance to fund one-time capital projects is an appropriate use of this fund balance.

FINANCIAL IMPACT

Contractor	TBD
Amount of Request/Contract	\$2,880,280.20
Amount Not To Exceed	\$2,880,280.20
Amount Budgeted	\$N/A
Budget Year	FY2025
Funding Source	General Fund Unassigned Fund Balance
Additional Funds Needed	\$N/A
Funding Source (if funds needed)	N/A

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
August 5, 2025	December 31, 2025
Years and Months of Contract	Number of Times Renewable
Remainder of 2025	N/A

JUSTIFICATION

<input type="checkbox"/> Council Goal	<input type="checkbox"/> Strategic Plan	<input type="checkbox"/> Work Plan	<input type="checkbox"/> Legal
Citation	The remodel will create a new City Council Office to accommodate meetings with residents and address some of the current staffing needs along with the creation of additional floating offices for future capacity needs.		

AVAILABLE ACTIONS

- Available Action #1. Approve as submitted.
- Available Action #2. Propose amendment to Ordinance 2686.

STAFF RECOMMENDATION

e.g. Staff recommends action #1, approval of the item.