



Commerce City

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Council Communication

File Number: Ord 2646

Agenda Date: 10/7/2024

Version: 1

Status: Agenda Ready

In Control: City Council

File Type: Ordinance

AN ORDINANCE AMENDING THE 2024 BUDGET OF THE CITY OF COMMERCE CITY, COLORADO, BY APPROPRIATING UNENCUMBERED FUND BALANCE IN THE GENERAL FUND IN THE AMOUNT OF \$1,276,250 FOR USE ON THE ADAMS TOWER 6TH FLOOR LEASE AND RENOVATION, INCLUDING SPECIFIED INTERFUND TRANSFERS, AND AUTHORIZATION OF THE EXPENDITURES THEREOF

Summary and Background Information:

A mid-year appropriation totaling \$1,276,250 is being presented for City Council's consideration. Ordinance 2646 is proposed to enact these recommended appropriations.

On August 26, 2024, City Council approved Ordinance 2620 on Second Reading authorizing the City Manager to execute a lease agreement for the sixth floor of Adams Tower (unanimously approved on Consent Agenda). First Reading of Ordinance 2620 was approved on August 12, 2024 with all Council Members present voting aye (excused absence, Madera). With this direction from City Council, the City Manager executed a 5-year lease agreement beginning September 1, 2024. In order to accommodate City staff working in Adams Tower, the following equipment and installations are necessary:

- Purchase and install 55 cubicle work stations and associated office furniture (chairs, storage cabinets, etc.).
- Purchase and install office furniture (desks, chairs, storage cabinets, etc.) for 25 private offices.
- Purchase and install lobby furniture, breakroom furniture and breakroom appliances.
- Purchase and install Information Technology equipment including IT cabling for all cubicle work stations and offices, IT closet equipment and audio/visual equipment for all conference rooms.

Sufficient General Fund Unassigned Fund Balance at year-end 2023 is available to fund this priority project. Using General Fund Unassigned Fund Balance to fund one-time capital projects is an appropriate use of this fund balance.

Jeff Maxwell, Assistant City Manager, and Theresa Wilson, Director of Finance, will be available to answer questions.

Staff Responsible (Department Head): Jeff Maxwell, Assistant City Manager

Staff Member Presenting: Jeff Maxwell, Assistant City Manager

Financial Impact: Capital Expenditures Fund: \$1,276,250

Funding Source: General Fund Unassigned Fund Balance (for all appropriations and transfers)

Staff Recommendation: Approve Ordinance 2646

Suggested Motion: Motion to introduce by council as seated and approve Ordinance 2646