



## Legislation Text

File #: 19-957, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Michalyn DelValle, Director Community Development  
Christine Hutt, Accountant Community Development

**DATE:** October 8, 2019

**SUBJECT:** Approve Budget Transfer in Budget Unit 2602, Building & Safety, to Object Code 61.60 to Facilitate the Completion of Counter and Work Space Remodel Within the Community Development Department and Authorize Chair to Sign

#### EXECUTIVE SUMMARY:

Approval for the front counter remodel in the Community Development Department was obtained at mid-year budget adjustments in February 2019. The amount appropriated in the fixed asset account, Object Code 61.60, was based on the estimated project cost. However, construction bids exceeded the estimated amount.

FY 18/19 Budgeted amount:	\$60,000.00
Paid Invoices to Date:	(\$16,271.87)
Hopkins Estimate:	(\$59,990.00)
B & G Estimate:	(\$5,772.37)
Additional Amount Requested:	<u>\$22,100.00</u>

**FISCAL IMPACT:** \_\_\_ None **XX** Budgeted \_\_\_ Non-Budgeted  
Estimated Cost: **\$72,125.00**  
Amount Budgeted: **\$50,025.00**  
Additional Requested: **\$22,100.00**  
Annual Cost (if planned for future years): **N/A**

**FISCAL IMPACT (Narrative):** Funds will be transferred from Budget Unit 2602, Building & Safety object code 23-80 to 61.60 to facilitate the completion of a public counter and staff workspace remodel.

**STAFFING IMPACT (if applicable):** N/A

**RECOMMENDED ACTION:** Approve Budget Transfer in Budget Unit 2602, Building & Safety, to Object Code 61-60 to complete the Community Development Department Counter and Office Space remodel and Authorize Chair to Sign