



## CITY COUNCIL AGENDA ITEM

November 5, 2014

TO: The Honorable Mayor and City Council Members

FROM: Brian Kischnick, City Manager  
Thomas Darling, Director of Financial Services

SUBJECT: 2014/15 Budget Amendment No. 3 – Customer Friendly City Hall Initiative (City Manager' Office)

### **History**

This budget request stems from the “Interaction Troy” initiative and is focused on initial steps in developing the City Manager Office into a customer friendly environment.

This request is to make renovations in the City Manager’s suite offices. The renovations will be done in phases. The first wall has already been removed and soon Building Operations will remove additional walls which will create an open atmosphere within the City Manger’s offices.

The current work stations in the front office will be removed and re-used in another department. They will be replaced by 4 air-touch desks with mobile file cabinets creating 2 additional open work spaces and eliminating the partition between our visitors and our office staff. A reception area is planned to be created by the front door with the addition of a couch and 2 chairs.

The rest of the offices in the Manager’s suite will be renovated in an effort to create an open, welcoming, technologically advanced team atmosphere.

### **Purchasing**

A Troy company compliant with government cooperative pricing will be used to supply office furniture and provide design and layout options.

## **Financial Considerations**

Funding for the request has been deemed appropriate in the capital projects fund. The current and requested budget adjustment to the fund is as follows:

	<b>Current Budget</b>	<b>Budget Request</b>	<b>Ending Budget</b>
Expenditures	\$19,937,900	\$35,000	\$19,972,900
Ending Fund Balance (Est. based on 6/30/2014 ending)	11,282,163	11,247,163	11,247,163

### **Legal Considerations:**

The budget amendments will keep us in compliance with P.A. 621 of 1978 Uniform Budgeting Act, which calls for budgets to be amended when necessary.