



Agenda Item

File #: 25-2884

Requested Agenda Date:

5/6/2025

Requested Agenda Title:

Budget Adjustment: Facilities Requests to Transfer \$60,000 in Under-Expend Budget from Other Completed Capital Projects to the Jail Expansion Study Transformational Initiative Project

Requested Agenda Item Description: On July 28, 2024, goods/services were received from CGL Companies, LLC in the amount of \$60,000. They were contracted to conduct a population study as part of their master planning effort with the adult detention center, Oxbow Jail, and Sheriff's Office Building. A contract amendment was completed but when it was put into the system, it was listed as a no-cost amendment. While the work was approved, the cost of the contract was never logged. The mistake was not discovered until we received the invoice from CGL. After some investigation, the no-cost amendment was discovered. At that point, the contract had been closed, and we were unable to pay the invoice. We are requesting budget from completed projects under expend to meet this obligation.

Requested Action: Discussion - Vote Needed

Presenter(s) (with titles): Presenters: Megan Hillyard, Administrative Services Department Director, and Tyson Kyhl, Facilities Management Division Director

Time Needed: Less than 5 MINS

Is this Item Time-Sensitive and/or Requesting a Time-Certain? No

Requesting Staff Member: Hoa Nguyen, Council Budget and Policy Analyst

Are Supporting Documents Needed for this Agenda Item Request? Yes