

March 17, 2003

Sandra Rotar  
Acting Budget Director  
Budget Office  
City Hall – Room 307

Re: Phase II City Attorney Remodeling Project

Dear Ms. Rotar:

I respectfully request that an additional \$40,000 of Capital Improvement funding appropriated for the City Attorney Remodeling Project be released to complete Phase II of the project. The 2002 Capital Improvements Budget included \$352,000 for the City Attorney Remodeling Project. One hundred thousand dollars of that amount was released for Phase I of the project. The original project was scaled back considerably and space was created in the library to accommodate the placement of four paralegals. Phase I of the project was completed for approximately \$73,000. There is an existing balance of approximately \$27,000 of the \$100,000 that was originally released. Phase II of the project includes the addition of two interior attorney offices on the south end of the 8<sup>th</sup> floor. The addition of these two offices will fulfill the additional space requirements necessary to accommodate the placement of two attorneys. This will conclude the legal staff reorganization efforts that I initiated in 2002 and alleviate the space issues related to the reorganization. The cost of Phase II of the project is estimated to be in the range of \$65,000 including design work, reconfiguration of exiting open panel systems, two new offices, and office furniture. Because there is an existing balance of \$27,000 for this project, approximately \$40,000 of additional funding will be needed to complete the project. I am pleased to report that the cost of the entire project will be much less than originally budgeted. I hope to be able to complete the project with the additional release of funding. Your assistance would be greatly appreciated.

Very truly yours,

GRANT F. LANGLEY  
City Attorney

GFL:bw  
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