

February 14, 2006

TO: John Szerlag, City Manager

FROM: Brian Murphy, Assistant City Manager / Services
Peggy Clifton, Director of Human Resources
Jeanette Bennett Director of Purchasing
Steven A. Pallotta, Director of Building Operations

Agenda Item – Human Resources Renovation

RECOMMENDATION

City Management requests approval and authorization to expend an estimated \$ 79,511.00 to remodel and renovate the existing Human Resources Department (Appendix A), The Human Resources Department renovation will provide much needed workspace improvements and private office space (new plan attached – Appendix B). This project is part of the ongoing process to renovate office space currently scheduled for renovation at City Hall.

BACKGROUND AND DETAILS

The Human Resources Department, currently on the first floor level of City Hall, is the next department scheduled for renovation. This concurs with the ongoing renovation schedule in the Master Capital Plan for City Hall. The Human Resources Department was last renovated in 1990.

Human Resources will utilize a new walk-up service counter with a sliding glass door. This service counter will provide an area to fill out future job applications and information concerning employment. The counter will provide access to job applicants and also create a necessary division for privacy and delicate conversation within the office space area. The recommended plan will also include the purchase of new furniture for the Department Director, Human Resources Specialist and Conference room.

The recommendation to expend approximately \$79,511.00 will provide the Human Resources Department with efficient workspace, file storage, and updated furnishings (Detailed Cost Estimates – Appendix C).

Highlights of the plan include the following:

- Physical renovation of the space will update the area to the current standard for City Hall building space (i.e. ceiling appearance, lighting, electrical, fire suppression) including new carpeting and paint.
- Three new offices will be constructed which will provide privacy for the Department Director and two Human Resources Specialists.

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Re: Human Resources Department Renovation

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Highlights of the plan include the following: continued

- One of the existing offices will be converted into a conference room to enable meetings with departments and future employees in a neutral environment without staff leaving the office area.
- Rolling Files will alleviate large cabinet storage, which has been an issue over the last few years. Currently, many documents are kept in file cabinets at other areas of the building or housed on open storage shelving – both methods create access difficulties and security issues.
- The Human Resources Department will reuse a good portion of existing furniture and purchase some new furniture within the renovation process.

- **Equipment Status**

- **File cabinets:**

- Continue to utilize file cabinets from Human Resources Directors office and workstations.

- **Conference Room:**

- Provide one (1) new conference table and six (6) new chairs.

- **Two (2) offices:**

- Provide new furniture for Human Resources Director and new furniture for one (1) Human Resources Specialist.

- **One (1) office:**

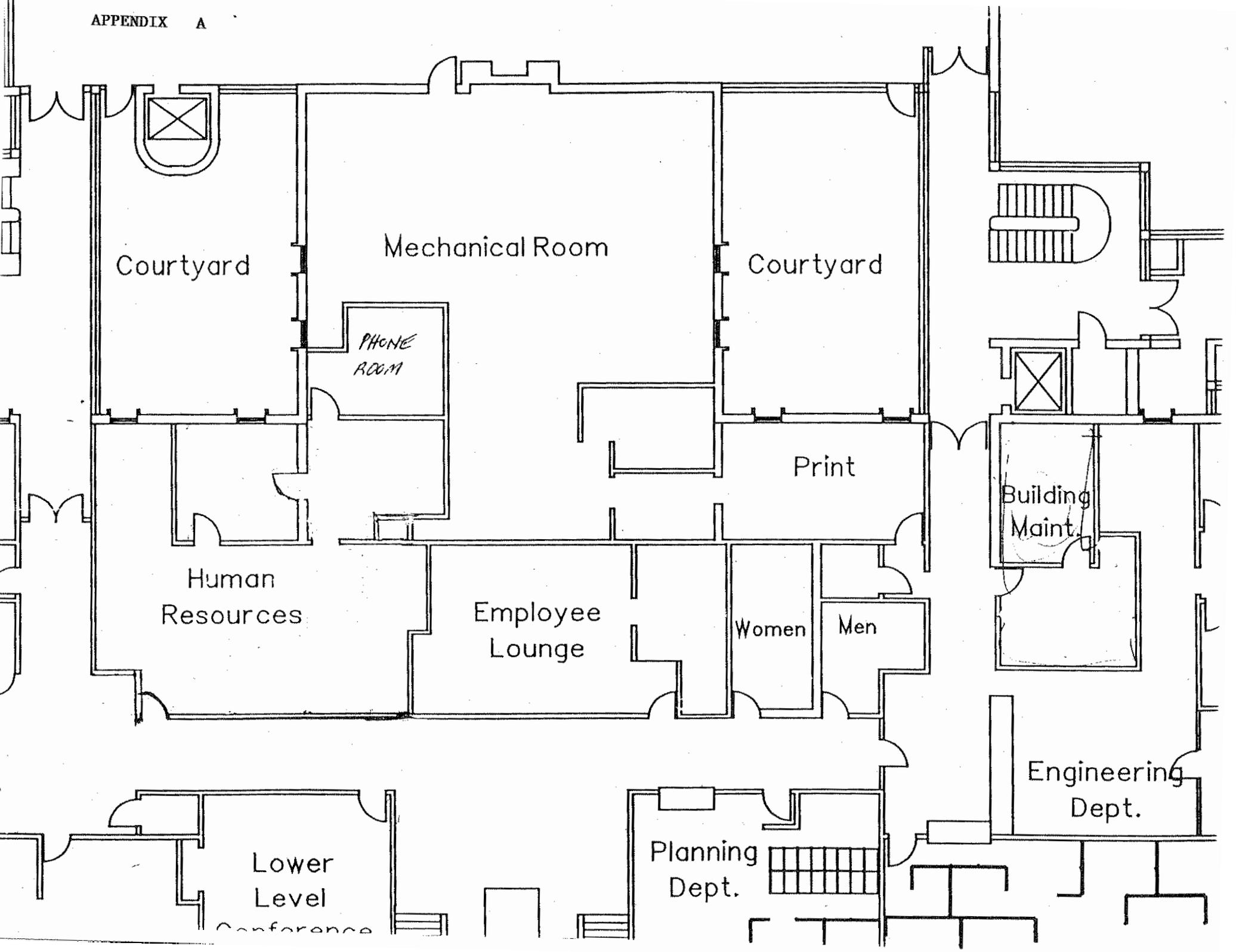
- Reuse Human Resources Directors existing furniture for other Human Resources Specialist office.

- **Two (2) workstations:**

- Clean and reuse work-surfaces, panels, and overheads storage units.

BUDGET

Funds for this expenditure are available through Building Operations – City Hall Capital Office Renovations, Account #401265.7975.010 from the 2005-06 Budget.



Courtyard

Mechanical Room

Courtyard

PHONE ROOM

Print

Human Resources

Employee Lounge

Women

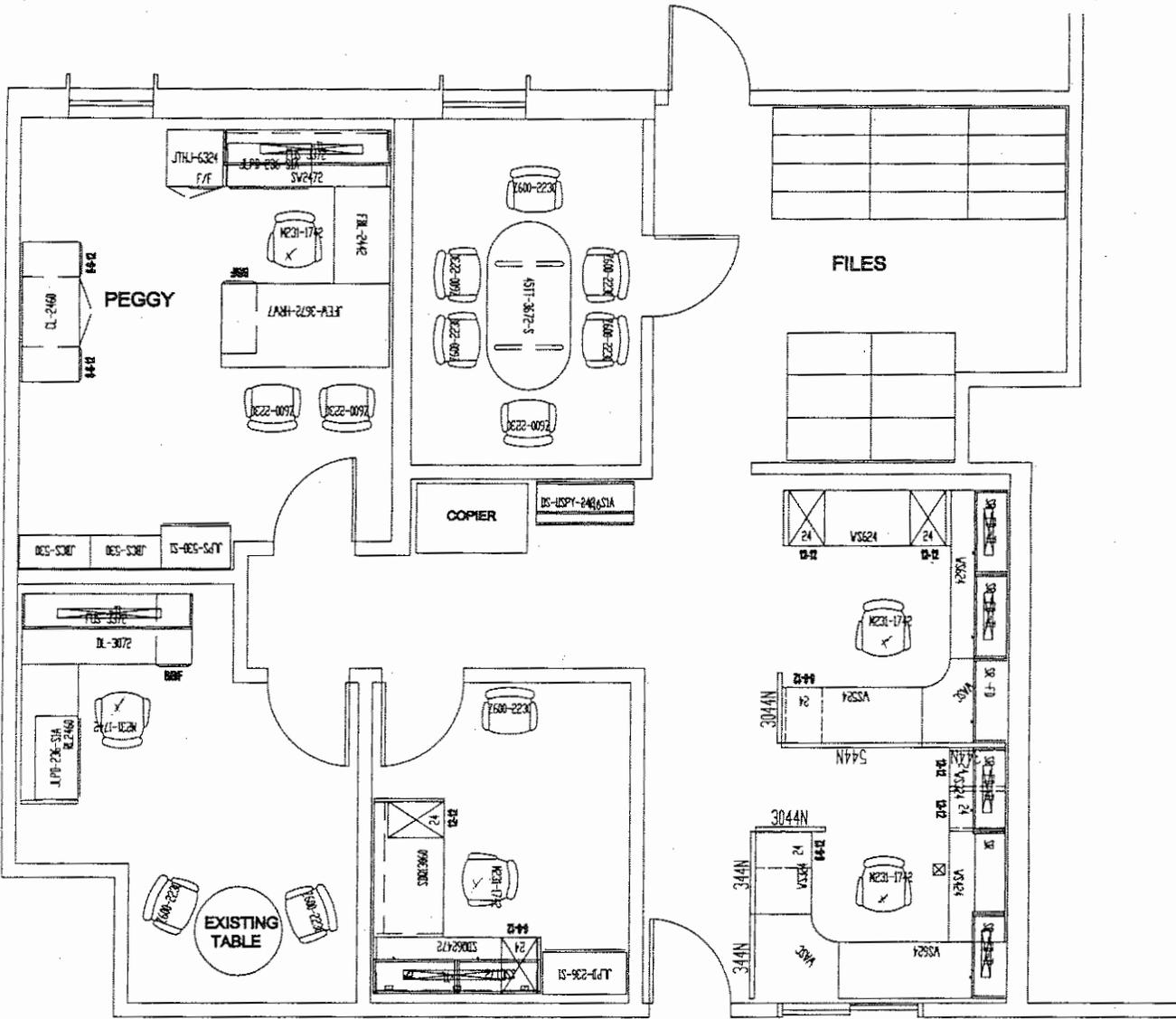
Men

Building Maint.

Engineering Dept.

Lower Level Conference

Planning Dept.



APPENDIX B

DETAILED COST ESTIMATESAPPENDIX C

Renovation for Human Resources - Square Footage 1150

	Price
Base Cove	\$600.00
Blinds	\$400.00
Carpet with Glue \$28.00 per sq. yard X 140 sq. yards	\$4,000.00
Ceiling Grid	\$1,400.00
Ceiling Tile	\$1,000.00
Storage cabinets & all laminates includes all substructures	\$1,000.00
Laminated Entry Doors, with all hardware and locksets	\$5,000.00
Drywall includes complete wall construction	\$2,000.00
Electrical	\$1,500.00
Fire Suppression COMPLETE ACTIVATION	\$12,000.00
HVAC	\$700.00
Lighting includes additional lights, exit signs and emergency lighting	\$2,300.00
Paint (2) coats with primer / Wall paper hallway	\$1,800.00
Sliding Glass window system with service counter	\$2,300.00
Rolling file system REMCO STORAGE SYSTEMS,INC	\$12,610.00
Sound Insulation Walls & Ceiling (4 inch both)	\$600.00
Misc. Items	\$500.00
TOTAL ESTIMATED MATERIAL COST	\$49,710.00
Labor cost estimated 500 hrs X \$23.68 per hr = \$	\$11,840.00
ESTIMATED COST WITH LABOR	\$61,550.00
Communications (Pricing provided from IT Department)	\$2,526.00

DETAILED COST ESTIMATES - Continued

APPENDIX C

Furniture (Pricing provided from AIREA - Haworth State Contract)

Workstations (reuse existing inventory, provide new in Directors Office,
Human Resources Specialist Office and Conference Room.)
Chairs (Replace in all offices, workstations and conference room)
File Cabinets (new in both Human Resources Specialist and Directors Office.)
Labor: In Contract Phases 1. Disassembly, design and Clean-reusable furnishings
Labor: In Contract Phase 2: Re-install offices, workstations, and new furniture

Price
\$12,937.10
\$998.00
\$1,500.00

Estimated Total Cost for the Entire Project

\$79,511.10