CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION

CC: 8C
Amend No. _____

Date Prepared: January 7, 2010 **Council Meeting Date:** February 16, 2010

TO: Carl Swenson, City Manager

THROUGH: Susan K. Thorpe, Deputy City Manager SKT

FROM: William Mattingly, Public Works-Utilities Director WJM

PREPARED BY: Javier Setovich, Construction Superintendent

SUBJECT: Authorize Expenditure for an Amount not-to-exceed $572,000 for Operational Improvements to City Office Space.

RECOMMENDATION:

That the Mayor and Council authorize expenditure for an amount not to exceed $572,000 to be used for operational improvements to city office space using authorized contracts. Funding is available in the current Capital Improvement Program in account 1970-1970-CIPOF-540500-PW00320.

SUMMARY:

In May 19, 2009 Council approved an expenditure of $228,000 for an initial phase of renovation of city office space funded from account 1970-1970-CIPOF-540500-PW00320.

Project scope focuses on developing efficiencies within each department by creating adjacencies within working groups and a better interface with the public. This plan also allows for expansion by vacating spaces for future use.

Major elements of the project include:

- Consolidating the Human Resources Department in one location and creating a reception lobby.
- Consolidating Finance into one common area.
- Consolidating the City Clerk's Office.
- Allocating dedicated space for the Office of Communications.
- Relocating city staff from modular buildings at the City Hall complex to the City Hall building.
- Relocating Building Safety inspectors and Offsite inspectors from the modular building located at the Beardsley Water Reclamation facility to the DCSB Building.

CITY CLERK USE ONLY:

o Consent Agenda **ORD. #**_____ **RES. #**
o Carry Over to Date:_____ **LCON#**_____ **LIC. #**
o Approved **Action Date:**
o Unfinished Business (Date heard previous:_____**)**
o New Business

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- Removal of modular buildings from Municipal office complex.
- Minor improvements to the Budget office area.

The project will attain its goals while minimizing the need for major construction and furniture purchases. The project's focus is on upgrading existing spaces through painting, carpet replacement, and minimal structural modifications associated with customer interface areas enhancements. Electrical and network needs will also be addressed. The total cost of the project will not exceed $800,000.

Staff recommends approval of and additional expenditure authority of $572,000. This additional expenditure authority will provide the funding needed to complete the project.

Initial Funds Authorized - May 19, 2009	$228,000
Additional Expenditure Authority Requested- February 16, 2010	$572,000
Total	$800,000

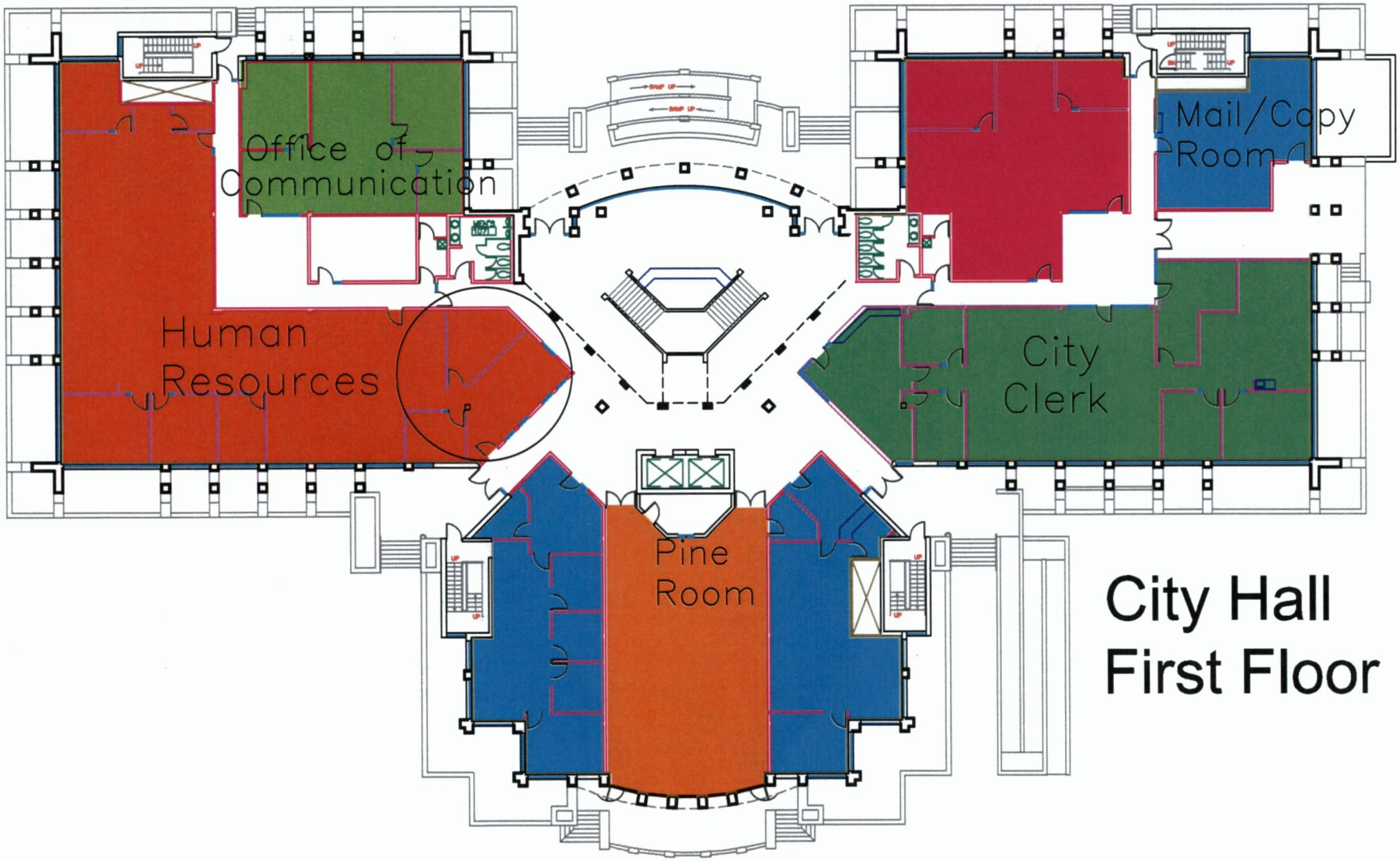
FISCAL NOTE:

Currently $638,339 Funds are available in account 1970-1970-CIPOF-540500-PW00320

ATTACHMENT(S):

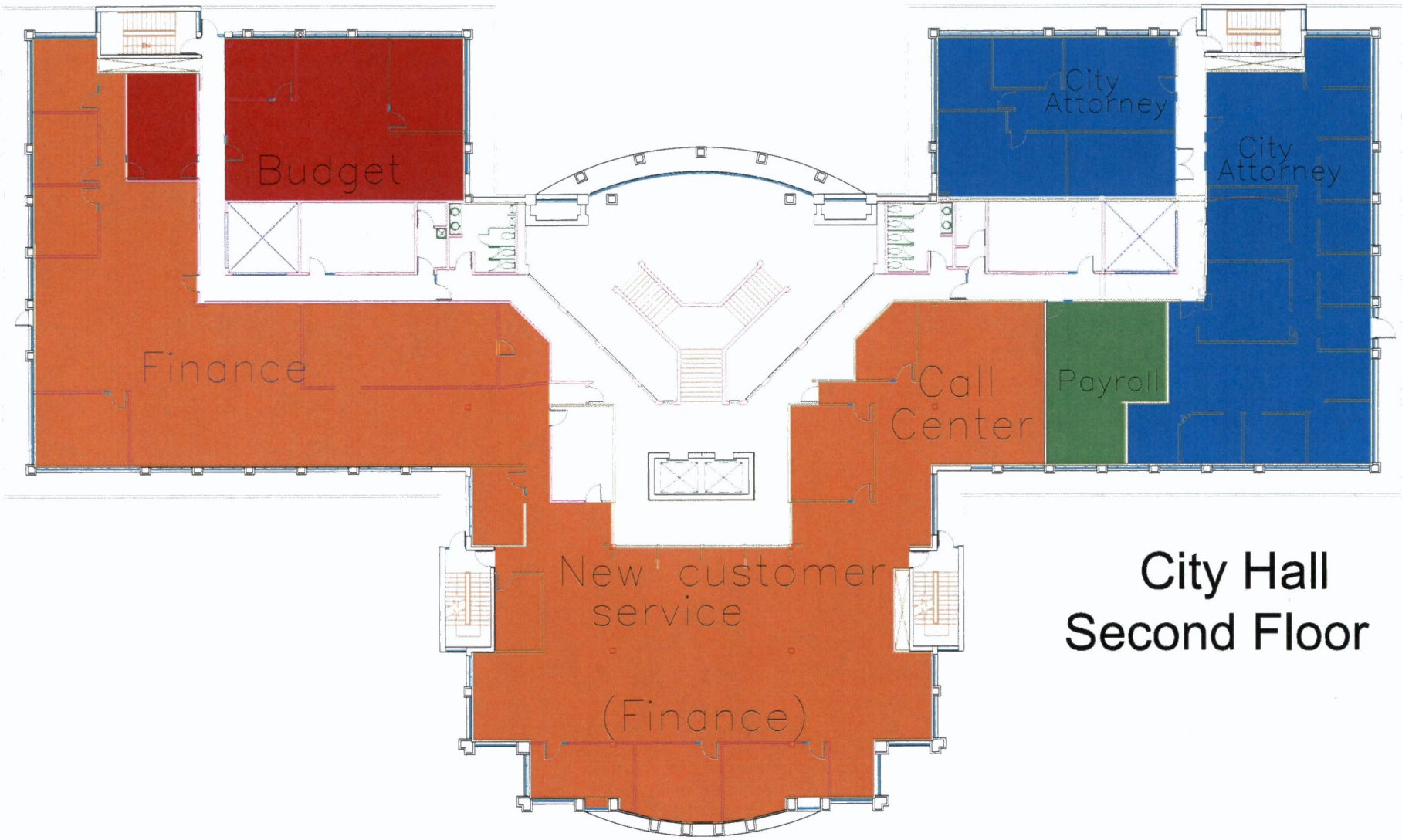
Exhibit "A" City Hall 1st Floor Layout
Exhibit "B" City Hall 2nd Floor Layout

Exhibit "A"



City Hall First Floor

Exibit "B"



City Hall Second Floor