



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 04/04/2023

SUBJECT: **APPROVAL OF A BUILDING RENOVATION AT THE PRECINCT 2
MAINTENANCE FACILITY TO CREATE AN OFFICE FOR THE
BUSINESS MANAGER**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a building renovation at the Precinct 2 Maintenance Facility to create an office for the Business Manager.

BACKGROUND

The Precinct 2 Maintenance Facility has requested modifications to the front area of the Precinct 2 Business Office main entrance. The Business Manager is currently housed at a desk located in a large open area which provides no privacy. The scope of work will include removing the existing workstation cabinets from the storage room, closing in a passthrough opening, installing a new door and window, and relocating the workstation cabinets to the front area of the main entrance.

FISCAL IMPACT

The fiscal impact is \$12,298.00. Funding is available from funds designated for the Precinct 2 Maintenance Facility Project in account 532011/6210200000/26100-2023.

SUBMITTED BY:	Facilities Management	PREPARED BY: APPROVED BY:	Brad Phelps Michael Amador
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