



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/05/2023

SUBJECT: **APPROVAL OF A BUILDING RENOVATION ON THE THIRD FLOOR OF THE ADMINISTRATION BUILDING FOR THE HUMAN RESOURCES DEPARTMENT**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a building renovation on the third floor of the Administration Building for the Human Resources Department located at 100 E. Weatherford Street, Fort Worth.

BACKGROUND

On September 13, 2022, the Commissioners Court, through Court Order #139078, approved the FY 2023 Budget, which included funding to renovate the Human Resources Department reception area. The current open-concept layout lacks confidentiality between visitors at the front desk and staff. In addition, the reception desk does not meet design standards for two (2) workstations.

The new design concept will increase privacy, confidentiality, and security by constructing one (1) wall with one (1) door to separate the reception area from the back offices. The project includes the fabrication of a new reception desk and partition wall to create a more efficient workspace for two (2) workstations. In addition, the renovation will allow the receptionist to face the entrance door which provides better visibility and efficient customer service.

The renovation project will include the installation of walls, doors, laminate countertops, millwork, electrical, lighting, and data.

FISCAL IMPACT

Funding in the amount of \$45,128.00 is available in account 540000/45100-2023/3110200000.

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