





October 30, 2008

Honorable Mayor Devine and Common Council Members  
City of West Allis, WI

ATTN:  
Comm  
2008-0695

RE: Building Inspection Department Request For Additional Funds For Office Remodel

Dear Mayor Devine and Council Members:

This communication requests \$28,000 transfer from the contingency fund to remodel the Department of Building Inspection and Zoning office area to complete the department technology upgrades started in 2006. This requested amount includes \$5,000 deducted from a balance yet to be expended from a carry-over.

To date, the department has budgeted +\$121,642.00 and expended -\$116,581.00 - balance +\$5,064.00 - on our technology upgrade project.

Please refer to a separate communication dated October 30, 2008, summarizing the technology project.

Please refer to the attached Summary Budget/Expenditure Report.

Also, please refer to the attached construction cost estimate report provided by Public Works Department. Public Works will provide the remodeling labor estimated at approximately \$20,000. By policy and practice the department being remodeled picks up the materials cost – estimated at \$33,000.

Remodeling our office accomplishes the following:

- Creates public counter areas with self help touch screen PC monitors (3 monitors).
- Combines clerical operations to one area providing for a more efficient administrative area for permit issuance and responsive public counter assistance to self-help monitors.
- Creates a public/inspector counter area. This will separate permit application and inspector counter functions from clerical/administration area and provide a quieting effect to the clerical work area. This area will have a monitor for customer/inspector access to file information.
- Make large inspector office (6 inspectors) into 3 smaller offices. Additional wall separation will provide quieting effect to inspector work area.
- Provides handicapped accessibility for access to department services (American Disabilities Act (ADA) compliance).



- New ceiling (grid, lights, etc.) providing for better and more efficient lighting throughout the office area.

Please refer to the attached floor plan indicating the completed office arrangement.

In conclusion, in 2005, Jim Jandovitz, IT Manager, and I appeared before the Administration and Finance committee. We proposed our technology vision but were unsure of the final cost. At that time, the Department had approximately \$65,000 in carry-overs, with more to be budgeted in the coming years. That vision proposed is almost complete. Our department can be a model for other City departments. Department staff has been on board with the project(s) since 2006. There have been glitches along the way. I compliment Colleen Robinette, Office Manager, for her vision since 1992 when the department started saving money and investigating products available. In the mid 1990's the cost to do the project was estimated to be in excess of \$500,000. She recommended holding our ground for better technology. With this proposed remodeling the completed project will cost approximately \$155,000 and we are set up for the next round of technological advancements (i.e., field hand-held PC's).

Sincerely,



Ted Atkinson, Director, Building Inspection and Zoning

Attachments

- Summary Budget/Expenditure Report
- Remodeling Cost Estimate Report
- Proposed Dept. Floor Plan

cc: Paul Ziehler  
Mike Pertmer

**BUILDING INSPECTION DEPARTMENT SUMMARY (NOVEMBER 2008)  
DEPARTMENT TECHNOLOGY UPGRADE  
BUDGET AND EXPENDITURE REPORT**

		<u>Expenditure (-)</u>	<u>Budget/Source (+)</u>	<u>Balance</u>
1992-2008	Budget Accounts Carried Over thru 2008		\$97,500	
2006	Purchase Black Bear Computer Program	\$ 4,570		
2007	Black Bear Update, License, etc.	\$ 1,931		
2007	Dept. Personnel Overtime to Purge Property Files (518.3 Hours)	\$15,142		
2007	Overtime Cost to Purge Files Charge to 2007 Dept. Budget Balance		\$15,142	
2007	IT Division Purchases – 17 Desk and Counter Computers	\$ 8,500	\$ 8,500	
2007	Purchase 17 – 22 inch Large Screen Monitors	\$ 3,825		
2007-2008	Vender Scanning of Building Plans, Aperture Cards and Property Files (840,799 Items)	\$ 82,113		
2008	Black Bear Training for IT and Dept. Personnel from 2008 Training Act	<u>\$ 500</u>	<u>\$ 500</u>	
	Sub Totals	-\$116,581	+\$121,642	+ \$5,061
2008-2009	Proposed Office Remodel by Public Works Dept. – Materials Cost	<u>\$ 38,000</u>		
	<b>Subtotal</b>	<b>-\$154,581</b>	<b>+\$121,642</b>	<b>-\$ 32,939</b>
2009	Dept. 2009 Proposed Budget*		<u>\$ 5,000</u>	
	<b>Total</b>	<b>-\$154,581</b>	<b>+\$ 126,642</b>	<b>-\$ 27,939</b>

\*The 2009 Budget as recommended by the Mayor includes \$5,000 that may be applied to this budget, if approved by the Common Council.

**Building Inspection Department  
2008/2009 Office Remodel  
Cost Estimate**

The Public Works Department provided the following cost estimate. By policy and practice Public Works provides the labor and the Department must pay for materials.

<u>Item (Materials)</u>	<u>Cost Estimate</u>
Ceiling Work (grid, new tiles, light fixtures)	\$ 9,600
HVAC	2,500
Floor Tile/Carpet	4,000
Doors/Frames	4,800
Metal Studs/Drywall	3,500
Millwork (counters, trim)	6,000
Electrical (conduit, boxes, wire, switches, etc.)	2,500
Painting Supplies	650
Conference Room Communication & Projection Equipment	<u>4,000</u>
Materials Cost	\$ 37,550
Labor (Estimate 480 hours)	<u>\$ 19,880</u>
	\$ 57,430

Material Cost	Estimate	\$ 37,550
Less \$5000 in 2008 Budget		-5,000
Less \$5000 in proposed 2009 Budget		<u>-5,000</u>
		\$ 27,550

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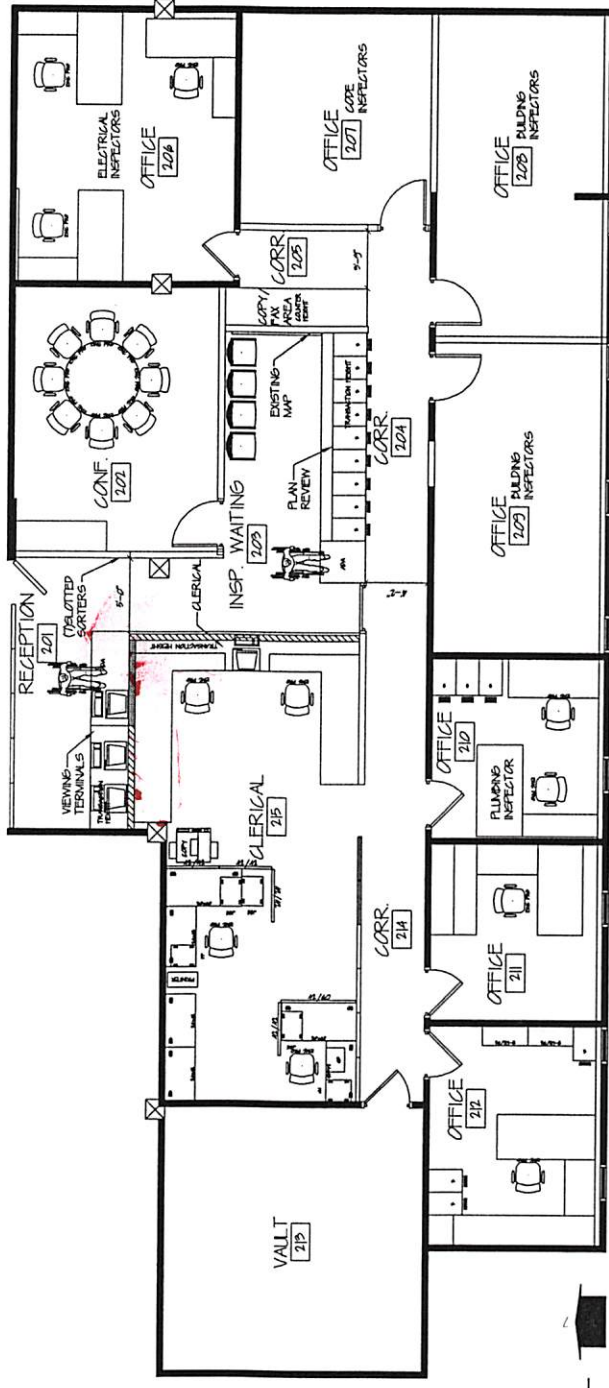
DATE: 02/20/09  
DESIGNER: AMY KOSKOWSKI  
PROJECT #: 2075-02

CITY OF WEST ALLIS  
BUILDING AND ZONING  
7525 W GREENFIELD AVE.  
WEST ALLIS, WI 53214

APPROVED  
(EXCEPT AS NOTED)

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

- REVISIONS:
- 02/20/09 ANN. REV. FLOOR PLAN
  - 02/19/09 ANN. REV. FLOOR PLAN
  - 02/18/09 ANN. REV. FLOOR PLAN
  - 02/17/09 ANN. REV. FLOOR PLAN
  - 02/16/09 ANN. REV. FLOOR PLAN
  - 02/15/09 ANN. REV. FLOOR PLAN
  - 02/14/09 ANN. REV. FLOOR PLAN



1 PROPOSED FLOOR PLAN  
SCALE 1/8" = 1'-0"

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