

Board of Health for Madison and Dane County
Resolution #2015-06

Furniture Replacement at Downtown Office

The PHMDC office space in the City-County Building is in significant need of improvements. The most urgent needs pertain to staff space; we have a need for more workstations to accommodate staff, particularly in light of consolidating our communications team to the downtown office and increasing our Operations infrastructure. For greatest effectiveness and to improve flow of communication, we would like to be able to group staff in functional workspaces near their managers. Our offices have more capacity than is currently used, but much of the existing, outdated furniture and cubical walls do not allow for efficient use of work space. In addition, suite 515 is subdivided by several demountable walls, which breaks up the space and limits options for furniture arrangement.

In order to meet our immediate needs, we propose to remove three demountable walls in suite 515 to restore the original flow to the space and to open up one of the rooms to allow for more effective use of the space for work stations. In addition, we would like to replace some of the existing staff furniture and workstations with new, efficiently designed workstations. This will allow us to meet our goals of comfortably accommodating staff and having teams sit together. This would be an interim step to make the space more functional until we are able to do a complete remodel of the PHMDC offices in the City-County Building. The PHMDC offices are one of two departments in the City-County Building that have not been remodeled, and are in sore need of repair and renovation. All furniture purchased will be modular and can be used and added to in the future.

PHMDC is required to secure \$291,271 in vacancy savings in 2015. Current projections are that the department has already secured \$779,634 in salary savings for 2015 – exceeding the target by \$488,363. PHMDC is proposing to divert a portion of these unused funds to remove three demountable walls and purchase workstation furniture. The estimate to remove the demountable walls is \$8000. The estimate to replace the furniture is \$42,000.

The intergovernmental agreement (IGA) that created Public Health—Madison and Dane County gives the Board of Health for Madison and Dane County the authority to make budget transfers of up to \$50,000. Anything above this amount requires the approval of both the Dane County Board of Supervisors and the City of Madison Common Council (IGA, Section VIII, Paragraph G). This budget transfer requires a $\frac{3}{4}$ vote of Board of Health members present and voting.

NOW THEREFORE BE IT RESOLVED that the Board of Health for Madison and Dane County authorizes the transfer of \$50,000 from permanent salary to capital building expense and furniture for the purpose of removing three demountable walls at the department's downtown office and purchasing workstations, also at the department's Downtown office.

Account strings:

32101-51110-0000	Permanent Salaries	(\$50,000)
32101 -53140-0000	Furniture	\$42,000
32101-53310-0000	Building (Capital)	\$8000

Submitted by:	Shawnee Parens
Introduced:	December 3, 2015
Action:	