

Action Item #2 Resolution 09-06: City Services Lease Agreement

Westfield Public Works constructed the City Services Building located at 2728 East 171st Street, Westfield, IN 46074 for expansion purposes. The structure is occupied by several City departments including;

Administration

Community Development

Construction Services

Customer Service

Human Resources

Informatics

Parks Department

Accounting for the area occupied by the various departments is part of the appropriate allocation of costs to each department. To this end, Westfield Public Works has determined the amount of space occupied by each department and has determined the appropriate contribution of the various departments to the Westfield Department of Public Works.

The Westfield Public Works Department is requesting that the Board of Public Works and Safety approve Resolution No. 09-06

**WESTFIELD BOARD OF PUBLIC WORKS AND SAFETY
RESOLUTION NO. 09-06**

**RESOLUTION APPROVING COST ALLOCATION BETWEEN THE VARIOUS
CITY DEPARTMENTS OCCUPYING
THE CITY SERVICES BUILDING**

WHEREAS, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

WHEREAS, certain duties and responsibilities have been delegated by law and by practice to the Westfield Board of Public Works and Safety (“Board”) including but not limited to the operation of the City Services Complex; and,

WHEREAS, it sometimes becomes necessary to adopt by resolution certain acts by the Board to codify its decisions and acts.

NOW, THEREFORE, BE IT RESOLVED by the Westfield Board of Public Works and Safety meeting in session finds as follows:

Section 1. That the City Services Building Complex is located at 2728 East 171st Street Westfield, Indiana 46074 which was constructed by the Westfield Department of Public Works.

Section 2. That other various City offices and functions are located within the complex occupying varying amounts of space for those functions. Among them being the Westfield Parks Department, Community Development, Informatics, Public Relations and Human Resources.

Section 3. That an accounting of the space devoted to the various departments in an attempt to determine an appropriate monetary obligation due and owing from the City to that of the Department of Public Works cannot be arrived at with certainty due to the overlapping functions performed by these various departments of the City.

Section 4. That Exhibit “A” attached hereto and incorporated by reference herein, is an accurate and appropriate allocation of the use of space as well as an appropriate allocation of

costs in determining the contribution of the various City Departments to the Westfield Department of Public Works.

Section 5. That those costs shall be allocated from the various City Departments budgets to that of the Westfield Board of Public Works as the means to allocate costs appropriately.

Section 6. That this Board has been granted the authority to adopt and enact this change by the laws of the State of Indiana and the Westfield City Council and Mayor. These allocations shall remain in effect until amended by resolution of the Westfield Board of Works & Safety.

Exhibit 'A'
Department Space Allocations

Of the overall 53.2% of shared space in the building:				
City Administration is responsible for	13.5%	of the shared space.		
Information Technology is responsible for	13.8%	of the shared space.		
Community development is responsible for	26.0%	of the shared space.		
Customer Service is responsible for	13.4%	of the shared space.		
Parks and Recreation is responsible for	2.6%	of the shared space.		
Public Works is responsible for	30.7%	of the shared space.		
	Square Feet	%		
Shared	4061	22.2		
Shared Public	5662.4	31		
Total	9723.4	53.2		
	Departmental Square Feet	% Departmental Square Feet	Shared Space	% Shared Space
City Administration	1150.4	6.3	1316.1	7.2
Community Development	2219.6	12.2	2521.7	13.8
IT	1177.2	6.4	1352.6	7.4
Parks	226	1.2	256.7	1.4
Customer Service	1148.4	6.3	1297.9	7.1
Public Works	2621.4	14.4	2978.4	16.3
Total	8543	46.8	9723.4	53.2
Total Square Feet Charged at 100%	18266.4			

	Departmental Square Feet	Price at \$5 per Square Foot
City Administration	2466.5	\$ 12,332.50
Community Development	4741.3	\$ 23,706.50
IT	2529.8	\$ 12,649.00
Parks	482.7	\$ 2,413.50
Customer Service	2446.3	\$ 12,231.50
Public Works	5599.8	\$ 27,999.00
	18266.4	\$ 91,332.00

**RENT - CUSTOMER SERVICE CENTER
PAYMENT SCHEDULE**

	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Total Rent 2009
City Administration	1027.7	1027.7	1027.7	1027.7	1027.7	1027.7	1027.7	1027.7	1027.7	1027.7	1027.7	1027.8	\$ 12,332.50
Community Development	1975.54	1975.54	1975.54	1975.54	1975.54	1975.54	1975.54	1975.54	1975.54	1975.54	1975.54	1975.56	\$ 23,706.50
IT	1054.08	1054.08	1054.08	1054.08	1054.08	1054.08	1054.08	1054.08	1054.08	1054.08	1054.08	1054.12	\$ 12,649.00
Parks	201.12	201.12	201.12	201.12	201.12	201.12	201.12	201.12	201.12	201.12	201.12	201.18	\$ 2,413.50
Public Works Portion	3352.54	3352.54	3352.54	3352.54	3352.54	3352.54	3352.54	3352.54	3352.54	3352.54	3352.54	3352.56	\$ 40,230.50

TOTAL Rent 2009 \$ 91,332.00

	<u>Appropriation - Debit</u>	<u>Appropriation - Credit</u>	Payment Amount
City Administration			
Community Development	101-001-343		
IT	101-003-349		
Parks	101-007-224		
	101-005-224		
Public Works Portion			

ALL OF WHICH IS RESOLVED THIS _____ DAY OF _____ 2009.

WESTFIELD BOARD OF PUBLIC WORKS AND SAFETY

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ J. Andrew Cook	_____ J. Andrew Cook	_____ J. Andrew Cook
_____ Jack Hart	_____ Jack Hart	_____ Jack Hart
_____ Mark Heirbrandt	_____ Mark Heirbrandt	_____ Mark Heirbrandt

ATTEST:

Cindy Gossard, Clerk Treasurer

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