



## Legislation Details (With Text)

**File #:** 19-039      **Version:** 1      **Name:**  
**Type:** Study Session Item      **Status:** Agenda Ready  
**File created:** 1/29/2019      **In control:** Town Council  
**On agenda:** 2/28/2019      **Final action:** 2/28/2019  
**Title:** Town Hall Optimization ~ IT Office Space  
45 Minutes

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 022819 Town Hall IT Space Remodel Study Session Final

Date	Ver.	Action By	Action	Result
2/28/2019	1	Town Council	Received and Filed	

**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Brian Dalke, Interim Town Manager  
Dawn Marie Buckland, Deputy Town Manager  
Paul Mood, Town Engineer  
Jason Harris, Capital Projects Administrator

**DATE:** February 28, 2019

**DEPARTMENT:** Town Manager

**AGENDA TITLE:**  
Town Hall Optimization ~ IT Office Space

**RECOMMENDATION:**  
Request Council's feedback and direction regarding final design and construction schedule for minor remodel to the Town Hall building.

**SUMMARY STATEMENT:**  
In 2016, the Town initiated a space study needs assessment which analyzed Town Hall, Engineering/Public Works, and the Public Safety buildings for both the current and the future (next 10 -20 years) needs. The objective was to understand the space required to provide efficient and effective public services, account for anticipated growth, and provide space for additional records required to be retained under state law.

The current Town Hall Complex has had a series of additions and remodels to incrementally address individual needs. The space needs assessment team looked at the buildings in their entirety with complete operations in mind and worked to identify opportunities to efficiently leverage the space

identified.

Observations and comments regarding the Town Hall layout were received by the public and from staff and include, but not limited to, the following:

- The existing entrance to the Town Hall building and flow of work can be quite clunky.
- It is not obvious where to go or who is available to help the customer.
- The Council Chamber is beautiful but awkward as it is surrounded by working offices and it blocks access to the main conference room facilities.
- The Community Room remains an important space for the organization, but its access and use can be less than optimal.

The results of the space study needs assessment were presented to Town Council in the spring of 2017. In January of 2018, a contract was brought before Town Council for the remodel of all three buildings within the Town Hall Complex. Rather than proceed with the full remodel of all three buildings, Town Council directed staff to further analyze Town Hall in the current fiscal year and to see if there is a way to improve the entrance and to gain the immediate office needs at a fair cost.

The Town engaged DWL Architects to complete this task and presented two options to Council in May 2018 to address the issues of the Town Hall's lobby and the immediate need for designated and consolidated office space for IT staff, while maintaining a community room public space. In addition, the ultimate build out was presented to show the interim improvements could be directly incorporated into that design at a future date if necessary.

#### **BUDGETARY IMPACT:**

The original design budget for the entire campus project was \$340,000 in the FY2019 Capital Improvement Program. Council directed staff to look at a reduced scope and see what could be accomplished within the \$340,000 budget for both design and construction. The design for the revised scope is \$47,000, leaving \$293,000 for construction. The construction cost estimates below are based on competitive bids received. Contingent on Council's direction, budget impact are as follows:

IT office space, \$221,000

IT office space and new air handler, \$236,000

IT office space, new air handler, and front entry, \$352,000

Additional options:

Option #1 shade trellis with exterior signage, \$51,400

Option #2 interior wayfinding signage, \$4,800

#### **ATTACHMENT(S):**

Presentation