



Legislation Text

File #: 18-477, **Version:** 1

TO: Mayor Collins 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: December 6, 2018

DEPARTMENT: Town Manager

AGENDA TITLE:
Town Hall Optimization

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 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 opportunities to efficiently leverage the space identified.

Observations and comments were received through the process including: The 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 this 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 this fiscal year. The design for the revised scope was \$47,000, leaving \$293,000 remaining of the original \$340,000. The estimate received for the IT workspace, air handler replacement, and entryway total \$388,000.

ATTACHMENT(S):

PowerPoint Presentation