



## Legislation Text

---

File #: 20-064, Version: 1

---

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

**FROM:** Jill B. Keimach, Town Manager  
Jeremy Knapp, Community Development Director  
Paul Mood, Town Engineer

**DATE:** February 13, 2020

**DEPARTMENT:** Engineering

**AGENDA TITLE:**  
Public Works/Engineering Building Remodel

**RECOMMENDATION:**  
Information, discussion and possible direction to staff related to the proposed Public Works/Engineering Building remodel project.

**SUMMARY STATEMENT:**

Background

The Town's Capital Improvement Program identifies the Public Works/Engineering building remodel to be designed and constructed over fiscal years 2020 and 2021. The proposed project will help staff better serve its customers (residents, architects, engineers, contractors, etc.) as well as provide appropriate office space and work areas for employees.

In recent years the Engineering Department has taken on a more customer focused approach to the services it provides. Additionally, the Hillside Administration has been relocated to be housed within the Engineering Department. These changes have dramatically increased the amount of public foot traffic that enters the Public Works/Engineering Building and, as a result, has increased the need for adequate meeting space for staff to discuss and review plans with residents and developers. Furthermore, two staff members have been added to the Engineering Department as well, requiring a temporary trailer to house the Public Works Director and Streets Superintendent.

The project includes improving the customer experience in the building by adding a new public reception area, conference room and public restroom for use by customers and staff. The existing office space would be reorganized to better utilize the existing floorplan and ensure adequate hallway access and sufficient work areas. The goal of the remodel is to also ensure existing employees could all work safely inside the building, rather than continuing to use a temporary trailer outside for key Public Works staff. In addition to the existing offices, an IT room, copy room, flexible workspace for Public Works technicians to complete reports and another flexible space for storage or an open workstation would be provided. A new sign shop, expanded vehicle parts storage area and fleet maintenance area lighting improvements are also proposed.

The existing CIP project budget of \$790,000 is based on the 2017 space needs assessment study and was to be reevaluated and updated based on current and projected needs of the Public Works and Engineering Departments. The anticipated project budget is \$1,300,000 for design and construction of the proposed addition and remodel.

**BUDGETARY IMPACT:**

The anticipated CIP project budget is \$1,300,000 for design and construction of the improvements. If Council approves this project, the project budget would be updated with the additional \$510,000 in the upcoming Capital Improvement Program update for FY2021. The funding source for this project is the Capital Projects Fund.

**ATTACHMENT(S):**

A - PowerPoint Presentation