



DATE: December 13, 2016

CATEGORY: Consent

DEPT.: Public Works

TITLE: **City Hall Remodel – Reception Areas for Finance and Public Works and Community Development Department Office Remodel, Project 16-64, Approve Plans and Specifications/Authorize Bidding**

RECOMMENDATION

1. Approve plans and specifications for modifications to Finance and Administrative Services and Public Works Departments reception areas and remodeling of Community Development offices and authorize staff to advertise the project for bids.
2. Authorize the City Manager to award a construction contract to the lowest responsible bidder if the bid is within the project budget.

BACKGROUND

City Hall was completed in 1991. Since that time, concerns about security within public buildings have resulted in efforts to better secure public and staff areas. Over the past several years, access beyond public reception areas has been better controlled by requiring card key access to staff areas and with physical improvements recently completed in the City Clerk's and Human Resources offices.

ANALYSIS

Plans are now complete for similar improvements in the Finance and Administrative Services Department (FASD) and Public Works Department (PWD) reception areas. The plans also include improvements to office areas in the Community Development Department (CDD) to accommodate staff added in recent years in response to the high level of development activity.

In FASD, the public counter will have a glass partition with a pass-through tray to engage with customers paying utility bills and other financial transactions. The staff area will be separate from the public lobby with a door secured with card key access.

In PWD, the staff area will also be separated from the public counter and reception area with card key access. Because staff needs to work over the counter with improvement plans and other documents, a glass partition over the counter is not practical.

Staff in CDD have been working in improvised spaces or in other areas or floors of City Hall due to lack of space. The recommended plans would increase the total number of work stations from 43 to 50, a gain of 7 spaces. The Building Inspection Division area will expand into an existing storage area and will provide a continuous work counter and a central plan review table. Work stations in the Planning Division will be modified to provide continuous counters and shared space to house additional staff. The design improves circulation and makes more efficient use of space and creates reduced individual work spaces to increase the number of staff work stations.

The plan also includes conversion of an existing storage area to an Information Technology (IT) equipment room to accommodate the additional computers and phones for the new workstations.

Security improvements are not recommended in CDD at this time because the public counter already blocks direct access to the staff area. Also, the nature of the work done at the counter (review of plans and other documents with the public) and the high volume of staff traffic to and from the counter make partitions and locked doors impractical.

Public counter and remodeled staff spaces will be modified to meet current Americans with Disabilities Act (ADA) requirements.

FISCAL IMPACT

City Hall Remodel, Project 16-64, is funded with \$500,000 from the Construction and Conveyance Tax Fund and \$1,500,000 from the Development Services Fund for total funding of \$2,000,000. There is sufficient balance in the project to fund the

recommended actions. The total project costs related to design and construction of this portion of City Hall remodel areas are itemized as follows:

Construction	\$500,000
Construction Contingency	75,000
Furniture, Fixtures, and Equipment	20,000
Design and Project Management	48,000
Public Works Inspection	15,000
Architectural and Engineering Services	40,000
Permit/Building Inspection	15,000
City Administration	42,000
Advertising and Printing/Miscellaneous Costs	<u>5,000</u>
 TOTAL ESTIMATED PROJECT COST	 <u>\$760,000</u>

ALTERNATIVES

1. Direct staff to delay or modify the scope of work of the project.
2. Provide other direction.

PUBLIC NOTICING – Agenda posting.

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