



**AGENCY:** City Council  
**MEETING DATE:** August 11, 2014  
**DEPARTMENT:** Administration  
**PRESENTED BY:** Ginny Feth-Michel

## AGENDA ITEM SUMMARY

**TITLE:**

**RECEIVE REPORT REGARDING TOWN HALL REMODEL PROJECT AND PROVIDE DIRECTION TO STAFF**

**ISSUE:**

The Fort Bragg Town Hall building was constructed in 1912 as the Fort Bragg Commercial Bank building. Over the years, the building has been used as a County Court House and Sheriff's Office. The City acquired the building in 1989 after it was damaged in the September 1987 fires. In 1990, the City completed fire damage repairs and remodeled Town Hall for use as a meeting and public gathering venue. Town Hall wall coverings and window coverings were updated in 1992. In 2009, the exterior of the building was painted and the parapets were replaced. In 2011, Town Hall lights were retrofitted as part of a city-wide energy efficiency project.

The current Town Hall project will:

- Improve the sound quality attendees of public meetings and for audio recordings of meetings.
- Replace lighting to improve energy efficiency and lighting at the Council dais.
- Build an audio-visual booth in the storage room (west of the public meeting hall) to house recording equipment and public access cable equipment and to facilitate recording of City Council and other public meetings.
- Update the video projector and screen for use in public meetings.
- Provide for adequate and accessible storage for the dais, chairs and other furniture when Town Hall is used for community events.
- Replace the podium and dais.
- Replace flooring and window coverings, and paint the interior of Town Hall.

**RECOMMENDED ACTION:**

Provide direction to staff on the final design and budget for the remodel of Town Hall.

**ALTERNATIVE ACTION(S):**

Request additional information and continue action to a future meeting.

**ANALYSIS:**

The City has contracted with Schlosser Newberger Architects for preparation of construction documents and technical specifications for architectural interior improvements to Town Hall. The current budget is attached as Exhibit A. Plans and wall elevations are attached as Exhibit B.

We have received one bid from Arnold Reception Desks, Inc. for the replacement of the dais (Exhibit D). The bid is for \$20,499. Staff is in the process of preparing a request for quotes for the manufacture of the dais and podium in order that we can solicit local cabinetmakers to provide bids.

Staff is seeking Council direction on the following items:

1. General input on the remodel plans, location of cabinets, projection screen and use of motorized blinds.
2. Display of the Mayor Photos: There are three options that have been identified:
  - a. Display Mayor photos in their current frames, hung at the top of the acoustical wall covering on the rail. Exhibit D, Option C
  - b. Display Mayor photos as presented in Exhibit D, Option A.
  - c. Display Mayor photos as presented in Exhibit D, Option B.
3. Budget Considerations. The current costs are estimated to exceed the preliminary budget by about \$10,500. There are still several areas that require additional research. These items include: the cost to manufacture the dais and podium locally, window coverings and the possible use of motorized shades, and added acoustical panels. Staff seeks Council direction regarding whether the budget should be augmented or are there specific line items that should be eliminated to reduce costs?

**FISCAL IMPACT:**

The current cost estimate is \$197,310, which is \$10,500 over the amount appropriated in the FY 2014/15 budget. Either additional funds will need to be added to the budget or modifications need to be made to the plans to reduce the costs to within the approved budget.

**IMPLEMENTATION/TIMEFRAMES:**

Staff anticipates that the project will be put out to bid in late September, a contract awarded in October, and the work completed by December 31, 2014.

**ATTACHMENTS:**

1. Exhibit A – Budget
2. Exhibit B – Plans and Wall Elevations
3. Exhibit C – Alternate Mayor Displays
4. Exhibit D – Dais drawings

**NOTIFICATION:**

1. Todd Newberger
2. Robert Schlosser

**City Clerk's Office Use Only**

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		