

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

**PROPOSED RETROFIT PROGRAM FOR TOWN HALL AND POLICE
DEPARTMENT BUILDINGS**

Summary Statement:

In keeping with the Town Council's policy direction, the space planning for the Town Hall Annex building and the Animal Shelter incorporated into their designs the space needs of the Development Services and Animal Services operations for the next twenty (20) years. Now that the Town Hall Annex building is nearing completion, the office space occupied by the Economic and Community Development Department and Municipal Services will be vacated. This will allow the vacated office space to be efficiently backfilled by remaining Town departments. It was always anticipated that the vacant space, made available from the relocation of the Development Services staff, would be utilized by the remaining departments within Town Hall.

One of the major growth issues for Town operations is the need for the Police Department to physically expand and use the entire building that is currently occupied by the Police Department, the Code Enforcement Division, and records storage for the Town Clerk. Effectively addressing the Police Department's space needs would require that Code Enforcement and the Town Clerk's Records Center be located elsewhere. After studying several alternatives, it was determined that the most logical location would be the existing Town Hall building. Since the existing Town Hall building went into service in 2002, there has been a physical disconnect between the Town Clerk and her records storage operation. Locating the Records Storage Center near the Clerk would be beneficial to the Town Clerk and her staff, as well as enhancing the Town Clerk's ability to service the public. The Town Clerk is also in need of an expanded Records Storage Center as the Town gets older and continues to collect records that require retention.

Currently, many of the Parks and Recreation administrative staff are housed in closets that have been used as makeshift offices. Moving affected Parks and Recreation staff into vacated office space will significantly reduce overcrowding and enable the current space to be used for its intended purpose. (continued on next page)

Recommended Action:

That the Town Council ratify the actions of the Town Manager and direct staff to proceed with obtaining Town Hall/Police Department retrofit cost estimates and return to Town Council for project approval.

Proposed by: Planning Division **Item Number** _____

Town Manager Approval: _____ **Budget Item** **Yes** **No** **N/A**

To address these issues the Town Manager authorized staff to prepare several reorganization/retrofit alternatives and, with his input, determine the best alternatives for space planning retrofit of the Town Hall and Police buildings. The Town Manager authorized staff to use the architect, furniture vendor and construction manager currently being used for the Town Hall Annex project to provide cost estimates. It was determined that, in order to get accurate and reliable cost estimates, plans would be developed by Dougherty & Dougherty Architects for both buildings. This work was authorized by the Town Manager, with the understanding that, once cost estimates were determined, the projects would be brought forward to the Town Council for consideration. Both projects would be paid for through cost savings from the Public Facilities program and the Police Facilities Development Impact Fee fund. It is anticipated there will be no cost to the General Fund for these projects. Existing furniture and open floor plan cubicles would be reorganized and re-used within each building. It is not anticipated that an additional purchase of furniture or cubicles would be necessary.

The preferred design alternative expands the Police Department, allowing for additional office space, expansion of the lobby/reception area, providing training facilities, and more than doubles the size of the evidence room. The changes to Town Hall would include locating the Town Clerk Records Center near the Town Clerk and her staff and significantly increase the Clerk's storage area. The Code Enforcement Division and the Parks and Recreation Administrative operation would be relocated to Town Hall. One of the key benefits of these proposed relocations would be the ability of the public to access these services at the front counter. To accommodate the need for additional space by the Police Department, and the record storage needs of the Town Clerk, the Town Manager will be relocating to the offices vacated by the Assistant Town Manager for Economic and Community Development and the Assistant Director of Economic Development and Housing. The Town Manager's relocation will also precipitate the relocations of the Human Resources, Public Information/Special Events and Legislative Affairs/Grants functions. The retrofit programs will increase the useful life of Town Hall and the Police Department buildings by allowing these buildings to grow with the size of the community for the next twenty (20) years.

The architect is nearing 90% completion of the plans and will have designed the necessary changes to the buildings to determine, with the construction manager and furniture consultants, the estimated cost of the two (2) building projects. Staff will bring back these cost estimates for the Council's consideration in May 2010.

Based upon the foregoing, staff recommends adoption of the form motion.