

CITY OF DANA POINT
AGENDA REPORT

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| Reviewed By: | |
| DH | <u>X</u> |
| CM | <u>X</u> |
| CA | — |

DATE: MAY 6, 2008

TO: CITY MANAGER AND CITY COUNCIL

FROM: MIKE ROSE, EMERGENCY AND SUPPORT SERVICES MANAGER

SUBJECT: AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE NEXT PHASE OF CITY HALL RENOVATION

RECOMMENDED ACTION:

That the City Council authorize staff to advertise for bids for the next phase of City Hall renovation.

BACKGROUND:

Over the past few years, City Hall has been undergoing a phased renovation project, the goal of which is to more effectively use the space available. The first phase of this renovation included the development of the Records Center and the Emergency Operations Center. The second phase included the new Police Services office and the partial renovation of the Administration office, and last year we concluded the improvements to the City Council Chamber. The next phase of this building-wide rehab is the renovation of the currently vacant space across from Administration and adjacent to the City Council Chambers. This area will become the new customer service area and work space for the Community Development Department, including the Planning Division, Building Division, Economic Development and Code Enforcement. The most critical portion of this renovation project will be the new Development Services Counter.

DISCUSSION:

One of the guiding principles of this renovation project has been to improve the Public Space at City Hall and to seek design improvements that will best support improved customer service. The final design is the result of months of meetings between Facilities staff, the architect, Planning staff, the Building Division, and Engineering. These meetings saw frequent re-design of the same space with new ideas constantly being developed to improve the manner in which we serve the public.

Our goal of improved customer service may be best exemplified by the new design for the customer service counter (Development Services Counter). This new area incorporates an increase in square footage; increased counter space (linear footage); a logical flow in the counter service area to increase the efficiency in the permit process; a self-service kiosk; a separate cashier area; and improved seating for waiting customers.

Staff is now prepared to begin this phase of the renovation and recommends approval to publish this project for public bid. Once this project is nearing completion (anticipated completion October 2008), we will return to Council to seek authorization for the renovation of the Public Works wing and the final renovation for the Administrative Services office.

FISCAL IMPACT:

\$450,000 was budgeted in the current fiscal year Facilities Improvement Fund to cover the cost of this renovation.

SUPPORTING DOCUMENTS:

None.