



**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: January 8, 2008

SUBJECT: MSC Interior Workspace Expansion, Project No.  
07-25; Approve Plans and Specifications, and  
Authorize Bid Advertisement

**Report in Brief**

The Municipal Service Center (MSC) Workplace Expansion, Project No. 07-25, will utilize underused areas of the facility in order to accommodate expanded office space, locker facilities and meeting rooms for Public Works, Purchasing Division and Parks Division staff. This project was initially approved in the current Capital Budget on February 20, 2007. Revisions to the project budget to reflect current cost estimates were approved by the City Council as part of the Mid-Year Adjustments to the Capital Budget on December 4, 2007. The total project budget is \$440,000 and the engineer's estimate for construction of the improvements is \$308,000. All of the project costs are funded by Development Impact Fees. Plans and specifications for the project are now complete and ready for bidding upon Council authorization.

Staff recommends that the City Council approve the plans and specifications for the MSC Workplace Expansion, Project No. 07-25, and authorize bid advertisement.

**Background**

In 1988, the City purchased the MSC building and yard from a mobile home manufacturer to house the City's Public Works Operations and Maintenance crews and equipment, including the City's fleet, garage, utility gear and apparatus, trees, traffic signals, and signs. In addition to the Public Works crews, space is also used by the Parks Division of the Parks and Recreation Department and the Purchasing Division of the Finance Department.

The City's continued growth has generated the need to accommodate additional staff, supplies and equipment. Staff has implemented several temporary modifications at the MSC to accommodate operational needs, including the use of a mobile home parked in an open bay and used as an office, multiple staff and crews using office space designed for one person and partitioned cubicles set up within unimproved loading dock areas. As a result, the MSC has developed a critical need for

constructing additional interior office space to correct many of the temporary and inadequate modifications and to meet existing Public Works, Purchasing and Parks staff needs.

**Discussion**

This project proposes to construct approximately 2,900 SF of basic office space on an underused MSC loading dock comprised of 10 offices and 2 meeting/conference rooms for Public Works, Purchasing and Parks maintenance staff. This project also provides emergency exit lighting, floor markings, minor modifications to existing office areas, doorways and Americans with Disabilities Act (ADA) accessibility requirements.

The project plans and specifications have been completed and are ready for bidding upon Council authorization. If approved on January 8, the bids will be opened on February 13, 2008. If one or more bids are responsive and within the project budget, the bid award will be scheduled for March 4, 2008 and construction could begin in April 2008.

**Fiscal Impact**

The project is fully funded in the current Capital Budget approved as part of the Mid-Year Adjustments on December 4, 2007. The total budget is \$440,000, including the engineer's estimate for the construction work of \$308,000. Development Impact Fees funded the entire project amount. There is no impact to the General Fund.

**Public Contact**

Posting of the City Council agenda.

**Recommendation for Action**

Staff recommends that the City Council approve the plans and specifications for the MSC Workplace Expansion, Project No. 07-25, and authorize bid advertisement.

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