



## Legislation Details (With Text)

**File #:** Res. 2021-041      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Passed  
**File created:** 4/19/2021      **In control:** City Council  
**On agenda:** 5/4/2021      **Final action:** 5/4/2021  
**Title:** Consider Resolution authorizing preparation of plans and specification for City Hall Safety and Security Project FACL2021-M26.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 1 - Res. Order Preparation of Plans and Specs, 2. 2 - 210504 Presentation City Hall Modifications-5-4, 3. 3 - Project Process - City Hall Safety and Security Improvements -Current, 4. Staff Report, 5. Staff Report

Date	Ver.	Action By	Action	Result
5/4/2021	1	City Council	approve	Pass

**City Council Meeting Date:** May 4, 2021

**To:** Mayor and City Council  
City Administrator

**From:** Jayson Dwelle, Facilities Manager

**Subject:**

Consider Resolution authorizing preparation of plans and specification for City Hall Safety and Security Project FACL2021-M26.

**Action Requested:**

Consider Resolution authorizing preparation of plans and specification for City Hall Safety and Security Project FACL2021-M26.

**Summary Report:**

Northfield City Hall has been modified significantly over the last several years. Beginning with the large-scale remodel in 2013 followed by subsequent smaller departmental and room upgrades that have included cosmetic, customer service and safety enhancements. The proposed City Hall upgrades address several safety issues in the current building that we are proposing to improve.

Incidents involving city hall and workplace violence in recent history across a number of U.S. cities serve as reminders that there are basic physical building improvements that can be taken to safeguard officials, staff, and the public from potential violence while also improving customer service. The pandemic has provided additional focus and attention related to considering improvements that also can reduce the spread of airborne illness.

The current floor layout for the departments does not allow for distancing or barriers for public health and safety concerns. While currently the COVID-19 pandemic is the biggest threat, barriers also have the ability to increase individual safety with other airborne and droplet spread illnesses such as the common cold and flu. A redesign with reception areas with barriers increases safety from illness threats.

The redesign of reception areas also will assist in customer service, as customers know where to go and employees know which areas customers arrive at, increasing customer satisfaction. This redesign also reduces the possibility of theft loss or confidential or private information being compromised through added door and space controls. The plans also call for improved branding and aesthetics throughout the building.

The increased barriers and access measures assist in safety from acts of violence by restricting access and exposure, protecting employees. These measures allow quick access to allow customers in but also allow quick locking to reduce threat access. Violence in workplaces and government buildings continues to be a valid concern in communities of all sizes throughout the country.

Staff worked with ATS&R architects to formulate a plan that will remedy most, if not all of the safety, separation and dedicated areas for customer interaction. The plan calls for electronic door locks, partition walls and doors, and system furniture with glass barriers for the customer service areas. The layout of the building is challenging from a safety standpoint due to multiple entrances and no centralized reception area. The departmental areas are easier to secure and the plan calls for an opening in the wall to the hallway in the Community Development area that would become the central informational hub for City Hall.

If the project is phased, ATS&R is recommending a closely phased approach in such a way to keep the contractors mobilized on site to minimize extra expenses involved with remobilizing.

Rice County currently leases space on the second floor of City Hall; not all county services are available in their northern service center, however, these are valuable services to the residents of Northfield. The proposed plan does indicate the City moving into Rice County space. Rice County has been working to secure another location and they are evaluating two options. They have indicated that they are comfortable with the City proceeding with remodeling and relocation plans and that they will be securing alternative space arrangements in town.

The project and alternates also help to accomplish some of the Facilities and Customer Service goals listed in the Comprehensive Plan. The project will improve the quality of the building and bring us towards modernizing City Hall. We will improve customer interaction areas to improve customer service. All of the departments will experience enhancements that will improve work flow, maximize space use, and create some efficiencies.

#### **Alternative Options:**

- A. Base package only- Includes safety, security and interior design improvements in all department areas \$634,000.
- B. Base package plus Corridor enhancements - \$834,000. Corridor enhancements include new tile to cover or replace all of the current tile in the building, flooring and paint in the upper and lower hallways.
- C. Council could choose not to proceed and to instead consider this through the 2022 budget process to review to incorporate into the Capital Improvement Plan. Staff would be prioritizing this project in recommendations of that CIP. Under this alternative, staff would pursue improved temporary barriers that have been installed during the pandemic for a more semi-permanent status. Additionally, we'd plan to continue to keep a number of offices locked even coming out of the pandemic to continue on a more semi-permanent status as well (administration, finance, human resources, etc.) to ensure safety and security.

**Financial Impacts:**

City Hall Safety Improvements	
	ESTIMATED COSTS
Construction Cost	\$606,400
1% for Arts	\$6,064
Services/Fee/Testing/Permits	\$72,900
Furniture Fixtures Equipment	\$73,200
Contingency (10%)	\$75,250
<b>PROJECT COSTS</b>	<b>\$833,814</b>
TOTAL PROJECT FUNDING	
FUNDING SOURCE	ESTIMATED FUNDING
Motor Vehicle Fund	\$35,600
Sanitary/Storm/Water/Garbage	\$51,600
Coronavirus Local Recovery Funds/Reserve Funds	\$746,614
<b>TOTAL FUNDING</b>	<b>\$833,814</b>

Note: Final amount of the allocation split between the Coronavirus Local Recovery Funds and reserve funds will come back after bids. Reserve Funds balance is \$653,000 and would cover the full cost of the estimated base bid if that is the preferred route in the future or if the Local Recovery Funds are not allowed for this use. We are still awaiting further guidance from the Federal Treasury related to eligible uses of funds.

Please note if this project moves ahead we will need to have a budget amendment approved by 5 of 7 Councilors scheduled at the time of the bid award.

**Tentative Timelines:**

May 2021- Prepare construction documents

June 2021 - Council approval to issue bids

July 2021 - Award of bid and approval of budget amendment resolution (5 of 7 vote required)

November 2021- Begin interior construction

February 2022 - Substantial completion