

**ITEM NO. 2**

**INFORMATION FOR WORK SESSION**

**OF THE SUPERIOR BOARD OF TRUSTEES**

**AGENDA ITEM NAME: Modular Building Concepts**

**MEETING DATE: August 26, 2013**

**PRESENTED BY: Matt Magley, Town Manager**

**PRESENTED FOR: Discussion**

**BACKGROUND:**

Most of the professional and administrative staff of the Public Works & Utilities Department; and Parks, Recreation & Open Space Department are currently housed in the Town-owned modular building located at 127 Coal Creek Drive (across from Town Hall). Eight full-time staff occupy this building in small offices and former storage spaces. There is one unisex rest room and no conference or storage space. There was no room for the Public Works intern in this building during the summer of 2013, so this position had to share an office in Town Hall with two other employees. The separation of these operating departments from Town Hall creates inefficiencies in staff coordination and communication as well as confusion for the public in finding appropriate staff to obtain Town services. A long-term solution could be construction of a well-designed Town Hall facility that is sized for the Town’s administrative and operating department functions.

Earlier this year, the 127 Coal Creek Drive modular structure was listed for sale and several offers were received. In order to sell the building, it was proposed to install a larger modular office building behind Town Hall and move the staff from 127 Coal Creek Drive to the structure. The Town Board reviewed these offers and decided not to sell this building this year, but was open to moving the two departments into modular offices behind Town Hall.

Staff has further developed the concept and developed estimated up front and annual costs for the new modular offices. The attached sketch illustrates an initial concept for these offices. Staff has contacted vendors and found a firm with an available 48 ft. by 60 ft. building that could provide ten offices and a small conference room. The building would be connected to the existing Town Hall by means of a breezeway attached to the IT closet which would be relocated the new building. This plan is estimated to cost $100,000 in one-time set-up costs, and then $28,000 in annual rental charges (with a minimum of a five-year lease period).

The dashed lines on the attached graphic represent a larger building with four additional offices. This would allow the Building Department to co-locate with the Public Works & Utilities Department, providing a one-stop center for development and permitting services which are expected to increase significantly over the next few years. This plan with both options together would be estimated to cost $120,000 in one-time set-up costs and $37,000 in annual rental charges (with a minimum of a five-year lease period). Costs could be partially offset by lease revenues from renting out the 127 Coal Creek Drive building.

If the Board would like staff to proceed with either of these plans, staff will finalize plans and bring a contract for the Board to consider at a future meeting.

**PROS:**

* Reduces confusion and inconvenience to the public
* Provides one-stop convenience for development services and permitting
* Consolidates staff on one site increasing staff interaction and coordination
* Provides more efficient and better designed space to allow Town staff to better perform their jobs

**CONS:**

* Increase the Town’s building costs

**ATTACHMENTS:**

* Proposed Site Plan
* Sample Photos