



MEMORANDUM

To: Mayor and City Council

From: Sheri Belmont, Recreation Center Manager
Via: Brad Reid, Director of Parks and Recreation

Date: September 10, 2019

Reference: Consider award of The Interlocal Purchasing System (TIPS) contract # 181101 with Custard Construction Services, in the amount of \$168,002.27, as budgeted in 2018-19 Facilities Division Funds and available in Parks and Recreation Building Improvements Funds, for the demolition and replacement of The CORE Service Desk and the lobby flooring; and authorizing the City Manager to sign

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Introduction:

The CORE lobby flooring is due for replacement during the current budget year, with funds available in the Facilities division budget. The CORE service desk was updated in 2011 during The CORE facility expansion. During this time, the architects designed the service desk to be moved to a central location in the lobby that better suited the facility entrance and allowed for a secure staff area. During revisions, the service desk relocation was eliminated from consideration and remained in the same area as the original design from the building opening in 2000. In 2016, the service desk replacement project was added to the Five Year Financial Projection to update and relocate the desk to the proposed centralized location. With The CORE seeing an estimated 250,000 patrons per year, the new location of the service desk will allow staff better access to all patrons, better control of what area patrons are utilizing, and a secure location for staff offices and break areas. Overall, the replacement of the service desk will positively impact the customer experience as well as provide staff the ability to improve the safety and security of the facility.

Analysis:

Replacing the service desk and the lobby flooring at The CORE will require some disruption to the users of the facility. Staff reviewed several alternate entrance options to safely allow patrons to enter the facility during construction. With the replacement of The CORE's entrance bridge occurring in November and December of this year, there will already be an alternate entrance in place, allowing for patrons to enter without additional disruption. During this time, The CORE will have a temporary service desk on the East side of the building when entering in through the Courtyard area.

Legal Review:

Agenda item does not require legal review.

Fiscal Impact:

The fiscal impact of this agenda item is \$168,002.27, with \$100,000.00 budgeted in the Facilities 2018-19 budget and the remaining available in Parks and Recreation Department Building Improvements Funds.

Recommendation:

The Parks and Recreation Department recommends approval of this item.