



MEMORANDUM

To: Mayor and City Council

From: Kent Collins, P.E., Director of Public Works

Date: November 10, 2020

Reference: Lobby Safety Reconfiguration 265 E. Parkway Blvd.

2040: Pillar 0: Sustainable City Government
Goal 3: Well-maintained City Infrastructure

General Information:

- 265 E. Parkway Blvd. lobby was constructed in an open concept design to allow close contact between staff and public.
- Due to safety concerns with COVID-19 and complying with CDC guidelines this is no longer a recommended design.
- CARES funding is available to update the design that would accommodate social distancing and enhanced staff safety.
- In addition to distancing, a pass-through window would be installed for times the site needs to be completely closed to public, or as an alternative to coming inside the building for service.
- All departments affected by the proposed changes provided input as to what would be the most effective design for their department.
- Public Works Department is recommending the completion of the lobby reconfiguration for the city-owned facility at 265 E. Parkway Blvd. in the amount of \$122,059.16.

Introduction:

This agenda item is being presented to consider approval of Custard Construction Services, Texas Hub Certification #1454932931700 TIPS Contract #181101 proposal for the lobby re-configuration at 265 E. Parkway Blvd., in the amount of \$122,059.16 using CARES Act Funding and authorizing the City Manager to sign any necessary documents.

Analysis:

The City-owned facility at 265 E. Parkway Blvd. has a lobby and work area designed as “open concept” allowing the staff and public close contact. Due to CDC recommendations on social distancing to help prevent the transmission of COVID-19 this design is not favorable for the health and safety of staff or customers. This proposal would make the following changes.

- Community Development front counter will be extended to separate public from staff
- A door will be added in the hallway just past the public bathrooms to prevent unauthorized personnel from entering.
- A door will be added at the base of the lobby stairwell to prevent unauthorized access to the second floor.
- A door will be added to the hallway from the lobby to the first-floor conference room to prevent unauthorized access.
- A pass-through window will be added as a non-contact point of service option.
- With the extended counter sealing off one end of Community Development, an exit door from Community Development to the lobby area will be added.
- All new doors and the elevator on the first floor will be added to the badge access system so City Staff will have access.

Conclusion:

Staff recommends changes outlined in this project based on current events and CDC guidelines on social distancing due to the COVID-19 pandemic.

Legal Review:

N/A.

Fiscal Impact:

The fiscal impact of the agenda item is a total of \$122,059.16, using CARES Act funding.

Recommendation:

The Public Works Department recommends approval of this item.