

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** July 18, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Review and Approve the Conceptual Design of the Proposed Recreation Center at 156 Littlefield Way and Authorize Staff to Prepare the Request for Bid to Construct.

**ISSUE:**

Shall the Board of Directors authorize the General Manager Review and Approve the Conceptual Design of the Proposed Recreation Center at 156 Littlefield Way and Authorize Staff to Prepare the Request for Bid to Construct?

**GENERAL MANAGER’S RECOMMENDATION:**

It is recommended that the Board of Directors Review and Approve the Conceptual Design of the Proposed Recreation Center at 156 Littlefield Way and Authorize Staff to Prepare the Request for Bid to Construct.

**FISCAL IMPACT:**

Funding Reserved for Project via Resolution 2018-06 Reserve Budget 2018-19: \$175,000  
 Funding Agreement Executed in FY 2018 with IID Local Entity: \$75,000. The funding Agreement has a timeline and due to the delay with planning and building permits we are falling behind. I will write a letter to the IID Local Entity requesting an extension.

These amounts are also included in the Resolution 2019-03 Reserve Policy Resolution for Fiscal Year 2019-20.

Capital Improvement Project Description: Install a modular building on the corner of Littlefield and Bloomfield for Recreation Activities.

Total Funds Available for this Project: \$250,000.

| FULLY FUNDED   | PARKS DEPARTMENT  |  |                       |                                 |                                 |                   |
|--|---|--|-----------------------|---------------------------------|---------------------------------|-------------------|
| Funding Source   | Recreation Building at Littlefield Lot  |  |                       |                                 |                                 |                   |
| <i>Property Taxes from TRA 006-002<br/>Used for Maintenance of Parks<br/>Grant from IID \$75,000</i> | <i>Install a modular building on the corner of<br/>Littlefield and Bloomfield for Recreation Activities</i> |  | Total Project<br>Cost | Project<br>Schedule<br>FY 18-19 | Project<br>Schedule<br>FY 19-20 | Project<br>Totals |
|  |   |  | \$ 250,000            |                                 |                                 |                   |
| <b>Project Components</b>  |   |  |                       |                                 |                                 |                   |
| IID Grant for \$75,000   | 8%  | Admin & Legal Costs                    |                       |                                 |                                 | 0                 |
|  | 7%  | Engineering Design                     | 220,000               | 37,500                          | 182,500                         | 220,000           |
|  |   | Construct and Install modular building | 30,000                |                                 | 30,000                          | 30,000            |
| <b>TOTAL</b>   |   |  | <b>\$ 250,000</b>     | <b>37,500</b>                   | <b>212,500</b>                  | <b>250,000</b>    |

The engineer’s probable cost estimates include cost estimated based on

- Two types of construction; prefabricated building and metal construction.
- Size of the facility, which will impact total costs.
- Ceiling height and pitch of room.

- Number of restrooms
- Door and windows

At the time that this report was posted, the engineer's probable cost estimates and conceptual designs were not fully complete. They will be attached as soon as they are ready and reviewed.

### **BACKGROUND:**

This project is included in the FY 18-19 and FY 19-20 Capital Improvement Plan and is funded via Resolution 2019-03 Reserve Budget and through an executed Agreement with IID Local Entity.

The project consists of purchasing and installing a prefabricated recreation room that can be used by the HPUD parks and recreation department. The building will be used for multi-generational activities for the entire community. The building will be a very simple design with a large meeting room and two restrooms. The building will not have kitchen facilities.

The Holt Group has been engaged to move the project through completion, and I am pleased to report that the Heber Public Utility District (HPUD) has received a favorable approval of our variance application from the Imperial County Planning Commission. The HPUD submitted the variance application on December 13, 2018 and item was before the Planning Commission on March 13, 2019. The Planning Commission heard the HPUD request for a variance on the rear setback, to allow for a larger building to be constructed on the lot, and on the parking requirements as this project has limited space for onsite parking.

After receiving approval by the Planning Commission, the HPUD staff and consulting engineers are reworking the design of the project and have secured estimated costs for construction.

### **DISCUSSION:**

Please see The Holt Group report which will be attached prior to the Board meeting. Some of the decision to be made include:

- Ceiling height – 8' – 10'
- Pitched roof vs. flat roof
- Size of facility – 40' X 40' (1600 sq.ft.) up to 45' X 50' (2250 sq.ft.)
- Type of construction – prefabricated building vs. metal
- Amenities – number of restrooms, storage, office, windows, door size, flooring

### **CONCLUSION:**

As this project was included in the capital improvement budget for FY 2019-20, and we have an executed funding Agreement with the IID Local Entity, which includes a timeline for completion, staff recommends that the Board review and Approve the Conceptual Design of the Proposed Recreation Center at 156 Littlefield Way and Authorize Staff to Prepare the Request for Bid to Construct.

### **ALTERNATIVES:**

- 1) Do not authorize the General Manager to solicit proposals for bid to construct the Recreation Center, which will further delay the project.
- 2) Provide alternate direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Conceptual Design