



Department Source: City Utilities - Sewer/Stormwater

To: City Council

From: City Manager & Staff

Council Meeting Date: March 19, 2018

Re: Administrative Public Improvement Project – WWTP Engineering Offices Remodel

Executive Summary

The WWTP Engineering Office Remodel is eligible for the administrative public improvement process. Unless the Council wishes to follow the standard public improvement process, staff will proceed with preparing plans and specifications and bidding the project.

Discussion

Under Section 22-72(c) of the City Code, the City Manager is required to report to the City Council any public improvement project that the Manager has determined meets the eligibility requirements of the Code and should follow the administrative public improvement process. Unless the Council determines that the project should follow the standard public improvement process, the Manager may proceed with the administrative process.

Sewer and Storm Water Utilities plan to renovate the “old administration” building at the Columbia Regional Wastewater Treatment Plant to accommodate existing and approved engineering staff. See the attached diagram. A portion of the building was renovated in 2015 when the engineering staff was relocated from the City Building to the WWTP. The renovation accommodated the funded positions at that time. Three new engineering positions, one sewer and two storm water, have been added since that time and it is anticipated more positions will be proposed with future budgets to accommodate the Integrated Management Plan for wastewater and storm water. The proposed renovations will accommodate current positions, temporary intern staff and some future positions. The renovation will also relocate the WWTP operations office for more efficient operations and use of the space. Renovations include IT work for computers and phones and cubicle and desk installations for staff.

Staff is proposing to utilize City forces and existing term and supply contracts previously bid through Purchasing Division to construct this project.

The public improvements on the attached form meet the eligibility requirements for projects that can follow the administrative public improvement process. An Interested Parties Meeting was held on February 7, 2018 with no one outside of City staff in attendance.

Fiscal Impact

Short-Term Impact: The cost of the project is \$60,000 and will be paid for with a combination of funds from the Sewer Utility operating budget and the Storm Water Utility operating budget.



Long-Term Impact: None

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Operational Excellence, Secondary Impact: Infrastructure, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Infrastructure, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
02/07/2018	IP meeting

Suggested Council Action

No action required unless the Council wishes to direct the City Manager to follow the standard public improvement process.