Cumberland County Community Development Program
2015 CDBG General Program Application
Community Cover Page

Project Title Westbrook City Hall Accessibility Upgrades

Lead Community City of Westbrook

Additional Communities _____

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Program Category

Public Infrastructure/Facility X Downtown Revitalization ____

Housing ____ Economic Development ____

CDBG "National Objective"

Low/Moderate Income: Area-Wide X Limited Clientele ____

Direct Benefit: Presumed Group Disabled Residents (Identify Group)

Slum/Blight: Area-Wide X Spot Basis ____

Amount of CDBG Funds Requested $80,000

Total Estimated Project Cost $100,000

Name of Authorized Official Colleen Hilton, Mayor

Signature of Authorized Official Colleen Hilton

Project Description

Westbrook City Hall needs handicap accessibility upgrades including ADA compliant public bathrooms, and the relocation of the human resources offices and break room to the first floor. This reconfiguration of City Hall will be done in two phases; phase one will maximize use of the first floor as functional office space and phase two will include constructing public meeting spaces on the second floor and an elevator to ensure continued ADA compliance. The compliance upgrades will serve the elderly and handicapped citizens, and handicapped employees, of the City of Westbrook. According to the last census, Westbrook has a population of 17,494, 15.2% of the residents are over age 65 and 16.3% of the residents live below the poverty line. While the number of handicapped citizens is unknown, the fact remains that our building is not accessible for residents or for employees in need of accommodation.

Lachman Architects reconfigured the floor plan to ensure all public spaces and employee spaces are ADA compliant and located on the first floor. Presently, the two restrooms are not ADA compliant. The reconfiguration plan includes converting the two restrooms into four new ADA restrooms. The human resource office and break room's relocation to the first floor will comply with ADA requirements for all spaces to be accessible for employees. The total cost of construction for the reconfiguration of Westbrook City Hall will be $200,000. The accessibility upgrades including the construction and materials for the restrooms, human resources office and break room represent approximately half the total cost of the renovations at $100,000. Therefore, the City of Westbrook requests $80,000 towards phase one of this project.

Need for Project

The Americans with Disabilities Act (ADA) requires that individuals with disabilities are provided an equally effective opportunity to participate in or benefit from a public entity's aids, benefits, and services. The ADA website illustrates the following example: An individual who uses a wheelchair will not have an equal opportunity to participate in a program if applications must be filed in a second-floor office of a building without an elevator, because he or she would not be able to reach the office. For this reason, the City of Westbrook is planning on reconfiguring City Hall to include all municipal administrative offices on the first floor of the building. As the Human Resources office is currently located on the second floor and City Hall does not have an elevator, we are not incompliance with the ADA. The employee break room

where labor and safety notices are posted are also on the second floor, making such notices inaccessible for handicapped employees.

City Hall houses the Mayor's Office, Engineering and Code Enforcement Department, Planning Department, Assessing Department, Human Resources Department, the City Clerk's Office, and the Finance Department. City Hall is open five days per week, eight and a half hours per day and serves as the hub for all customer facing services provided by the City of Westbrook. As mentioned previously, Westbrook has a population of 17,494, 15.2% of the residents are over age 65 and 16.3% of the residents live below the poverty line. The individuals visiting City Hall are often the elderly, and residents without access to personal computers, as many of the services provided at City Hall can also be provided online. The low-moderate income population of the City of Westbrook is 8,280 or approximately 48% of the population.

This project would serve all members of the population and would ensure equity for Westbrook residents covered under the ADA. It would serve the social health of the community as it would allow all individuals to receive the services provided by the staff at City Hall, which are provided for the residents benefit and paid for by the City of Westbrook tax base.

This project is long overdue for the City of Westbrook as the building was purchased in 1995 and has had no major renovations since that time. In that same period of time, the City has invested significant resources in a new Vocational Center, a new Public Safety Building, a rehabilitation of our Library and Community Center, and is currently planning on building a new Public Services facility. Administrative offices are the last priority for renovation and there is a small budget for the overall project of $200,000. This ADA accessibility project will be phase one of the renovation of City Hall, with phase two to follow including an elevator to the renovated second floor housing City Council chambers and public meeting spaces.

Project Management

The project will be managed internally by Eric Dudley, P.E., City Engineer. Eric has managed multiple municipal construction projects, including renovations at the Westbrook Community Center and Walker Memorial Library. He has worked on several CDBG funded projects including a flooring project and electrical upgrades at the Westbrook Community Center. Eric has been the lead coordinator of this project to date and has worked extensively

with Lachman Architects on the design of the reconfiguration, paying special attention to the ADA requirements to ensure the city meets their legal obligations. Once all funding has been determined, Eric will write and accept bids from qualified contractors to manage the construction of the new spaces. He will work with the selected General Contractor to ensure all City goals for the project are achieved.

The City Council recently renewed their commitment to 2 York Street as the preferred location for City Hall and showed their support for these renovations by approving funding as part of the fiscal year 2015 Capital Improvement Program.

Readiness to Proceed

The City Council approved the FY2015 Capital Improvement Plan on July 7, 2014. The capital improvement program identified funding for this project and secured the funds which will be used as the local match. After receiving council's approval, the Administration contracted Lachman Architects to design the reconfiguration of City Hall. Their design moves the Human Resource Offices to the first floor, consolidates the Finance Offices to the front of the building, creates additional meeting space on the first floor, and creates ADA accessible restrooms and an employee break room. After multiple meetings with the department heads and architects, a final draft of the plan was approved by the Administration (plan attached.) Finally, the City Engineer solicited quotes for the construction portion of the reconfiguration which will cost approximately $200,000.

The City plans to issue and RFP for construction services once the final funding for the project has been determined.

Project Budget

In order to quantify the resources needed to complete the City Hall accessibility upgrades, the City Engineer worked with Great Falls Construction to determine an estimated total cost of the project. Great Falls estimates that the total construction project will be $192,000 plus additional costs such as building permits, architectural and engineering design fees. While the spaces being renovated for accessibility purposes only encompass approximately 25% of the total square footage to be renovated, the costs represent 50% of the total budget for the project

including plumbing, fixtures, and construction related to the restrooms, break room and relocation of the human resources offices to the first floor. We have conservatively estimated the total budget for the accessibility upgrades at $100,000.

Implementation Schedule

See attached

Demonstration of need for CDBG funds (non-ED project)

Westbrook City Hall has been located at 2 York Street for 20 years and has had very little cosmetic or structural changes during that time. Funding changes to administrative offices are a low priority compared to our many other projects in the Community Services Department and Public Services Department, which is why it has taken multiple years to accumulate dedicated reserve funds for this project. As we see municipal revenues continue to decline, we are tasked with identifying alternative funding for staff, services and capital needs that will not impact the taxpayer. We have not sought other funding for this project and will use municipal funds if we are not selected for funding. However, the $80,000 request would ensure that the project could be completed as designed and not done in multiple stages, which would disrupt our service delivery, accessibility, and safety of City Hall for our citizens and employees.

Community Distress Score

The City of Westbrook has a Community Distress score of 10.

Project Implementation Schedule

Activity	Q #1 J – S 2015	Q #2 O – D 2015	Q #3 J – M 2016	Q #4 A – J 2016	Q #5 J – S 2016	Q #6 O – D 2016	Q #7 J – M 2017	Q #8 A – J 2017
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Design/Engineering	Done							
Cost Estimate	Done							
Funding Secured	X							
Contract Bid	X							
Contract Award	X							
Phase 1 Construction		X						
Phase 1 Complete		X						
Project Completed:		X						

Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation.[1]	If no, please outline and attach future steps to secure match.[2]
Cash	Municipal Cash	$			Yes / No		
	Other Cash	$			Yes / No		
	Other Cash	$			Yes / No		
	Other Cash	$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	$ 20,000	Reserves	Architect/Design Funds spent	Yes / No		
	Other In-Kind & Donation	$			Yes / No		
	Other In-Kind & Donation	$			Yes / No		
	Other In-Kind & Donation	$			Yes / No		
TOTAL MATCH		$ 20,000					

[1] Please feel free to attach up to 1 page of additional documentation demonstrating secured match.
[2] Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix IV: Budget

Construction Projects				
Cost Category	**CDBG Funds**	**Municipal Funds**	**Other Funds**	**Total**
Design/Engineering		$20,000		$20,000
Land Costs				
Materials/Supplies	$65,000			$65,000
Construction Costs	$10,000			$10,000
Project Management	$5,000			$5,000
Other				
1.				
2.				
3.				
4.				
Total Costs	$80,000	$20,000		$100,000

Provide the basis for determination of budget amounts:

Great Falls Construction estimated the total City Hall renovation cost at $192,000 plus cost of permits, engineering and design. We used this estimate to determine the cost of the ADA accessibility upgrade project at $100,000.