

Mountain Lakes Public Safety & Borough Hall Infrastructure Committee

September 25, 2017



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES



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Presentation & Discussion of:

- ▶ Borough Hall Public Safety Facilities / Administrative Offices
- ▶ Prior Discussions / Studies
- ▶ Overview of Committee's Work
- ▶ Current Building vs. Space Needs
- ▶ Options / Preliminary Cost Estimates
- ▶ Timeline
- ▶ Next Steps

Borough Facilities



Borough Hall

Administration – Finance
Recreation – Construction & Code
Council Chambers
Board of Education Offices



Police Headquarters

Police – Records – School Resource
Detective Bureau



Volunteer Fire Department

Fire Apparatus
Shared Meeting Room
Equipment Storage

Borough Hall Facilities Committee

Evaluation - Existing Conditions

Who Uses the Borough Hall?

- ▶ Borough Administration
 - ▶ Manager and Clerk
 - ▶ Construction Code, Code Enforcement & Zoning
 - ▶ Finance Department
 - ▶ Billings, Collections, and Utilities
 - ▶ Planning/Zoning Boards
 - ▶ Health Department
 - ▶ Recreation Department
- ▶ Police Department
- ▶ Fire Department
- ▶ Board of Education

Borough Hall Facilities Committee

Evaluation - Existing Conditions

How Many People Work in Borough Hall?

- ▶ Borough Administration
 - ▶ 6 Full Time, 10 Part Time
- ▶ Board of Education
 - ▶ 7 Full Time, 2 Part Time
- ▶ Police Department
 - ▶ 13 officers, 1 Civilian Administrative
- ▶ Fire Department
 - ▶ 35 Senior volunteers, 30 Junior volunteers
- ▶ Countless Laker Volunteers

What are the Issues?

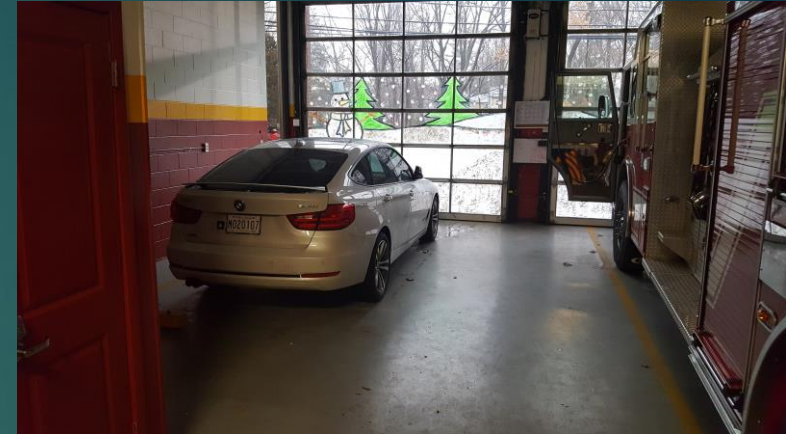
Building constructed 1969 and in need of updating in the following areas:

- ▶ HVAC
- ▶ Electric
- ▶ Plumbing
- ▶ Handicap accessibility/compliance
- ▶ Security
- ▶ Foundation water penetration
- ▶ Limited Parking
- ▶ Police Department does not meet regulatory requirements
- ▶ Fire Department lacks sufficient storage and meeting space
- ▶ Fire Department does not meet safety standards
- ▶ Insufficient technology infrastructure and file storage spaces
- ▶ Limited meeting room space
- ▶ Administrative office space inefficiencies

Public Safety

Police Department Current Issues

- ▶ One access to Department for both officers and public
- ▶ Insufficient locker space
- ▶ Insufficient Rest Rooms
- ▶ Insufficient Prisoner holding area; no separation of Adult/Juvenile, male/female
- ▶ Lack of Internal Affairs office as mandated
- ▶ Insufficient administrative facilities for each officer
- ▶ Insufficient space for Specialized roles: Detective, School Resource Officer and Shift Supervisor
- ▶ Insufficient space for interview room, recording equipment and evidence room
- ▶ Insufficient space for Patrol room
- ▶ Insufficient space for processing area, fingerprinting area, storage for medical supplies, vehicle supplies



Public Safety

Police Department Needs

- ▶ Secure method for bringing in prisoners separate from public
- ▶ Adequate locker room space with appropriate facilities
- ▶ Secure prisoner holding areas & separate areas for male & females & adults & juveniles
- ▶ Server room (can be shared with Administrative offices)
- ▶ Separate code compliant restrooms for employees, public & prisoners
- ▶ Processing/fingerprinting/ALCOTEST area
- ▶ Sound proof interview room
- ▶ Temporary & permanent evidence room
- ▶ Weapons Room/Armory
- ▶ Roll Call/training area

Public Safety

Fire Department Current Issues

Decontamination issues: NFPA 1581

- ▶ Members Gear/Gear cleaning
- ▶ Lack of shower and eye cleaning
- ▶ Vehicle Ventilation System
- ▶ Bathrooms
- ▶ Shared Breakroom
- ▶ Heating/AC
- ▶ Roof
- ▶ Parking



Public Safety

Fire Department Needs

- ▶ 3 Bay Apparatus Floor
- ▶ Meeting room
- ▶ Admin/Chief's office
- ▶ Equipment Storage
- ▶ Decontamination Area
 - ▶ Shower/Eye washing station
 - ▶ Gear Cleaners/washing machine
- ▶ Ventilation System for apparatus
- ▶ Gear room
- ▶ Emergency Generator
- ▶ Ample parking for volunteers and visitors

Borough Administration

Administrative Offices Current Issues

- ▶ Workplace noise issues / Privacy concerns
- ▶ Inefficient use of workplace and poor workplace adjacencies due to existing building conditions
- ▶ Compromised technology infrastructure
- ▶ Inefficient file storage spaces
- ▶ Lack of sufficient dedicated conference room space
- ▶ Lack of current code compliant restroom facilities
- ▶ Limited handicap accessibility

Borough Administration

Administrative Office Needs

- ▶ Improved workplace adjacencies and work flow
- ▶ Improved privacy
- ▶ Dedicated conference space
- ▶ Upgraded IT Server Room
- ▶ Improved code compliant restroom facilities
- ▶ Improved handicap accessibility

Has this been discussed before?

- ▶ **1972** It was recognized the building has deficiencies
- ▶ **1980s / 1990s** On-going discussions of building issues
- ▶ **2004 – 2008** A sub-committee, working with an architect, considered several options for adding needed space. This group had reached the point of design when the economic recession halted progress.
- ▶ **2011** Goal for Council was to address Facility constraints

Overview of Committee's Work

- ▶ Committee formed February 2017 consisting of Mayor & 2 Councilmembers, Borough Manager, Police Chief, Fire Chief, Board of Education representative, Planning Board Chair and three residents including 2 architects and a builder.
- ▶ Historical data has been reviewed from mid-1990's to present
- ▶ Committee has held 5 meetings of the full group plus various individual meetings and organized field trips to visit similar municipalities' facilities and existing commercial spaces.
- ▶ Through the work of the architects on the committee, accurate calculations have been performed to determine the exact square footage of existing spaces.
- ▶ Utilizing those numbers as a basis point, specific square footages have been determined for the Emergency Services, Borough Administrative functions and the Board of Education.

Current Building vs. Space Needs

- ▶ Police Department
 - ▶ Currently occupies **1,571** Net Square Feet (NSF) / Current Program requires **3,600** NSF
 - ▶ Fire Department
 - ▶ Currently occupies **1,747** NSF / Current Program requires **3,100** NSF
 - ▶ Borough Administration
 - ▶ Currently occupies **1,945** NSF / Current Program requires **2,510** NSF
 - ▶ Shared Support / Common Space
 - ▶ Currently occupies **875** NSF / Current Program requires **1,115** NSF
 - ▶ Board of Education
 - ▶ Currently occupies **1,365** NSF / Current Program requires **1,800** NSF
- Total Current Space – 7,500 NSF (9,275 w/ factor)**
- Total Proposed Space – 12,125 NSF (15,000 w/ factor)**
- ▶ The program spaces requested are inline with the studies completed in 2008 / 2009

Options

- ▶ Options from 2008 / 2009 Studies were reviewed by Committee
- ▶ Almost a dozen potential commercial/office sites were identified and evaluated and eventually discounted for a variety of reasons as long term solutions.

- ▶ This Committee identified three options for further study:
 - ▶ Construct New Borough Hall on Existing Borough Hall Site
 - ▶ Renovate / Expand Existing Borough Hall for Total Required Need
 - ▶ Renovate First Floor of Existing Borough Hall and Relocate Police Department to New Building at DPW Complex

Preliminary Cost Estimates

- ▶ Construct New Borough Hall on Existing Borough Hall Site
 - ▶ Construction Costs estimated to range between \$4.8 to \$5.8 million
- ▶ Renovate / Expand Existing Borough Hall for Total Required Need
 - ▶ Construction Costs estimated to range between \$3.6 to \$4.1 million
- ▶ Renovate First Floor of Existing Borough Hall and Relocate Police Department to New Building at DPW Complex
 - ▶ Construction Costs estimated to range between \$2.2 to \$2.7 million

All Preliminary Cost Estimates reflect estimated construction costs only and are Order of Magnitude due to lack of design and documentation

Timeline

Task	2017	2018	2019
Presentation to Council	◆		
Approval to Proceed	◆		
RFP / Interview / Architect Selection		■	
Preliminary Design / Approvals		■	
Design Development / Approvals		■	
Construction Documentation		■	
Bidding / Negotiation			■
Permitting			■
Construction			■
Move-In			◆

What is the Ask?

- ▶ Council needs to determine if they agree with Committee's work and findings
- ▶ If so, move forward with RFP for Architect services that use body of knowledge from this group and expand on the work of this committee. Funding is available in 2017 Budget.
- ▶ If not, decide in 2018 Capital Budget which maintenance items will be addressed.

Questions ?

