



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091

Area Code (907)

COUNCIL MEMORANDUM NO. 95-08

Administration
Ph: 373-9055
Fx: 373-9085

From: Deputy Administrator
Date: January 5, 1995

Clerks Office
Ph: 373-9065
Fx: 373-9085

SUBJECT: BUILDING MODIFICATIONS - PUBLIC WORKS DEPARTMENT

Finance
Ph: 373-9070
Fx: 373-9085

The City Public Works Department has been "out of office space" for many years. The City Planning Division does not have enough space and is currently in violation of federal regulations pertaining to personal work space.

Library
Ph: 376-5913
Fx: 376-2347

For several years, one classroom in the Headstart "wing" has been reserved for a future Public Works Department, but has been basically used as storage space by all departments.

Museum
Ph: 373-9071
Fx: 373-9072

The current Public Works office is of sufficient size to meet the current space requirements for the City Planning Office.

Planning
Ph: 373-9074
Fx: 373-9085

Administration/Public Works proposes to modify the classroom in such a fashion that eventually it could be turned over to Headstart without any additional remodeling. Modifications would include a doorway cut into the existing window wall facing the parking lot; an arctic entry (approx. 6'X10') constructed inside the larger room - to facilitate entry to and from the Department without disruption to the younger children in the existing corridors; communications, heating, and electrical changes; purchase of additional office furniture, equipment and electronic technology for increased efficiency of employee work space (designated work stations for: Road Maintenance Division, Wastewater Division, Water Works Division, Property Maintenance Division, and Parks and Recreation Division). Construction to begin immediately and projected move 1st of March, 1995.

Public Works
Ph: 373-9095
Fx: 373-9085

The City Planning Office will then be moved into the vacated Public Works space in City Hall.

Ph: _____
Fx: _____

IM #95-03, Cost Estimate, included for Council consideration

Recommendation: Council set for Public Hearing Ordinance Serial #95-06 in the amount of \$28,150 for Capital Project - Building Modifications to accommodate Public Works Department. Appropriation from Fund 02 - General Fund, Fund Balance.

Lee A. Wyatt
Deputy Administrator