

## MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

**SUBJECT: Town Space Relocation Issues**

DATE: February 11, 2013

**Background:** In 2012, the Town Board of Commissioners directed Staff to hire a Town Engineer. Staff has advised the Board that existing space in the Town Hall is not sufficient to house the additional person. Funds in the 2012-2013 Budget have been allocated to move Staff to a new location, as well as to make basic operational furniture and equipment purchases. In December 2012, Staff presented two (2) facilities: Main Street Station to the west of Town Hall and the Platinum Commons complex to the east (adjacent to the Chatham County Board of Elections). The Board subsequently requested an additional breakdown of price per square foot of area.

On January 14<sup>th</sup>, the Board discussed the two options and asked Staff to convene a workgroup of Board members to discuss overall Town Hall space issues. Commissioners Baldwin and Farrell and I met on January 30, 2013 to discuss different options and strategies for locating Town administrative operations. In essence, we agreed that there is the short-term concern of locating an Engineer in the existing Town Hall or “off-campus” as well as a longer-term issue of completely relocating the police department and/or all other Town administrative functions – Manager, Finance, Clerk, etc. The short-term issues can be resolved quickly, while relocating or expanding the Town Hall may take a few years to complete.

A couple of additional off-campus options were mentioned to relocate the Planning and Engineering Departments. One of the options was located at 41 Fayetteville Street – a detached home converted to office use. The building is fully accessible, 1,519 sq ft in size and priced at \$1,471/month. I have not discussed lease length or walked inside of the building yet. There is another property located on Hillsboro Street (the old antique store located on the east Side of the Street nearest the law office). Commissioner Farrell indicates that the property owner would be willing to rent this space at \$1,600/month for her 3,000 sq ft. Some rehab work would be required.

**Action Requested:** If appropriate, direction on short-term relocation of Planning and Engineering Departments.