



TOWN OF UNIVERSITY PARK

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DATE: April 21, 2025

TO: Mayor & Town Council
FROM: Debi Sandlin, Town Administrator
SUBJECT: New Town Hall Funding Memo

Attached are two documents outlining the proposed cost and funding options for the construction of a new Town Hall. The cost estimate spreadsheet includes a comparison between the preliminary estimates presented to the Council in 2019 and the projected costs to initiate the project in 2025.

The funding spreadsheet shows where funding can be pulled to pay for the project, including bond grants, designated reserved funds, general obligation bond sale, and the unreserved fund balance.

The motivation for constructing a new Town Hall stems from the limitations of the current facility, a 1926 historic home originally built as a private residence. While it holds architectural and sentimental value, its design is not suited for modern municipal operations, lacking in functionality, accessibility, and efficiency. The Public Facilities Standing Committee is committed to a design that is modest in both floor plan and construction cost, while allowing room for future growth. The new building will provide a safe and secure environment for staff, elected officials, residents, and visitors. It will also meet full ADA compliance—something the current building cannot achieve—by including accessible entrances, restrooms, meeting areas, and parking, ensuring equal access for all members of the community.

The Town Hall serves as the operations center for:

- Administration
- Public Works
- Police Department
- Treasurer

Existing Town Hall Space Capacity

- Offices & Other Occupied Spaces: 2,839 sf
- Storage & Mechanical Spaces: 1,298 sf
- Existing Total Square Footage: 4,137 sf
- Existing Staff with all vacancies filled: 29 people
- Max Occupancy (office): 19 people
- Existing Council Attendees with all vacancies filled: 11 persons
- Max Occupancy (meeting): 14 people

New Town Hall Space Capacity

- Offices & Other Occupied Spaces: 4,705 sf
- Storage & Mechanical Spaces: 542 sf
- Total Square Footage: 6,821
- Admin & PD Staff with all vacancies filled: 19 people
- Max Occupancy (office): 31 persons
- Max Occupancy (council chambers): 49 people

ADA Accessibility: More importantly the new Town Hall will be in full compliance with the Americans with Disabilities Act (ADA) to ensure that all community members, regardless of physical ability, can participate in town meetings and access municipal services.

The current Town Hall does not meet ADA accessibility standards and lacks the capacity to serve as a welcoming and inclusive space for community events and meetings. While residents can participate in Town meetings virtually and provide input on Town matters, this option does not replicate the engagement and sense of connection offered by in-person gatherings. Furthermore, the existing facility does not provide a suitable space for residents and community groups to convene and collaborate.

Secure Facility

The current Town Hall presents significant security shortcomings that leave town staff vulnerable. While there is a basic security feature at the main entrance, it does little to protect employees once inside the building. In contrast, the proposed new facility will be designed with modern security infrastructure, ensuring a fully secure environment. Public access to both the Police Department and Administrative Offices will be strictly regulated through controlled entry points equipped with advanced security systems.

Proposed Project Costs

New Town Hall Building: \$3,332,112.78

Existing Building Retrofit: \$682,605.00
Garage Addition for DPW: \$130,000.00
Project Management by Contractor: \$100,000
Furnishings and Fixtures: \$500,000
Total Projected Costs: \$4,744,717.78

Timeline: The project is expected to take approximately 18-24 months from the start of construction to completion. The next steps include finalizing the design plans, securing necessary permits, and selecting a contractor through a competitive bidding process. Once these steps are completed, construction can begin, bringing the vision of a new, modern Town Hall to life.

Conclusions

- Funding Town Hall construction with existing surplus, bonds, and grants
- Creates a space for the public to participate in government and community with ADA Accessibility
- Maintains the existing iconic University Park Town Hall Build
- Leaves room for future growth