



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 5/6/2025
Agenda Section: Consent
Agenda

Department Police
Origination:

Agenda Item: Approve \$15,000 Police Department Facility Improvements from Existing Budget Remaining for Furniture Replacement

Approval Required: Simple Majority Vote

BACKGROUND

The 2025 budget includes \$43,000 to replace office desks and cubicles in the squad room. The budget figure was based upon an initial quote obtained during the budget process. As staff updated the plans and prepared to order the office equipment earlier this year, two quotes were obtained for the furniture to meet the city's purchasing policy and state statute requirements. In the meantime, a Sourcewell \$2,000 Boost grant was awarded and approved by the council on January 21, 2025, to cover a portion of the project cost.

Two quotes were received for furniture replacement. The lower quote from Officer Furniture Solutions Inc. for the office furniture is approximately \$27,500?, substantially less than projected. We also anticipate that there would be some other minor costs for other office equipment such as computer risers and cabinets to help with storage. Total office furniture/equipment should not exceed \$30,000.

With the lower than anticipated cost to replace the office furniture, staff is requesting to utilize the approximate \$15,000 remaining for other office improvements within the police department. The timing is ideal, and it is more efficient to paint and replace the carpeting after the office furniture has been removed and before the replacements are installed. Staff have identified the following improvements and approximate costs:

- \$6,630 to replace the 25-year-old carpet in the patrol room where the new office equipment will be installed, the lobby entrance, and hallway leading to the city hall entrance.
- \$3,000 to upgrade and replace the lighting with new LED ballast lighting. Recently one light ballast started smoking which required a response from the Brainerd Fire Department. This light no longer works.
- \$2,100 to replace the window shades in the patrol room.
- \$1,075 to repaint the patrol room and hallway.

FINANCIAL IMPLICATIONS

The 2025 general fund budget included \$43,000 for office furniture replacements. With the \$2,000 Sourcewell grant, \$45,000 of funds are available. The project budget for the furniture replacement and other improvements identified above are anticipated to be less than \$45,000, requiring no increase in funding.

STAFF RECOMMENDATIONS

Staff recommend approval to use the remaining approximate \$15,000 furniture replacement budget for other related police department facility improvements.

COUNCIL ACTION REQUESTED

Approve \$15,000 police department facility improvements from existing budget remaining for furniture replacement