



## Staff Report

September 19, 2022 Council Workshop

Riverview Building Lease

Presenter: Jeff Swanson, Interim City Administrator and Jennifer Gorsuch, Administrative Services Director

Time Estimate: 10 minutes

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**BACKGROUND:** The City has been talking with Rivcam LLC since early this year regarding leasing the first-floor space in the Riverview Building across the street from City Hall. This space will house the Information Technology and City Clerk Departments for the next 3-5 years. The IT Department is in the City Hall Annex which will be vacated in advance of work that needs to be done so it can be fully utilized. The Clerk's Office will vacate the small conference room in City Hall, freeing up much needed meeting space for staff and elected officials.

**SUMMARY:** Staff has been talking with the owner of the Riverview Building for several months about leasing their first-floor office space for up to 5 years. The IT department, currently 6 employees, would move from the Annex into Riverview, as would the Clerk's office. This will be a secure location for those employees and their equipment, and the space would have 4 additional workspaces should those departments expand in the next few years. Moving the Clerk's office to Riverview will free up the small conference room at City Hall for meeting space again, which is desperately needed for staff and elected officials.

This lease/move will allow the City to begin work on the Annex building. Public Works Director Steve Wall has been working with a firm to begin the review of that space and will be sharing that information with Council at a future meeting. There will be a need for a contract with a consultant to begin in depth space planning as well as review the infrastructure needs of that space.

Tenant improvements at Riverview are necessary prior to the City taking occupancy and the contractor is ready to submit plans for permitting and begin the work. The owner will be managing the project and it is expected that the work will take approximately 3 months.

The lease is for three years, with an option for two 1-year extensions. Rivcam LLC has signed the lease and is looking forward to having the City as a tenant. The City Attorney has worked with their legal counsel on the document, and it is ready for City approval.

**EQUITY CONSIDERATIONS:**

**What are the desired results and outcomes for this agenda item?** The desired result is to secure a lease for needed office space for the IT and City Clerk departments.

**What's the data? What does the data tell us?** N/A

**How have communities been engaged? Are there opportunities to expand engagement?**  
N/A

**Who will benefit from, or be burdened by this agenda item?** City staff will benefit from having workspace and the city overall will benefit by making progress on the renovations for the City Hall Annex which will serve the citizens and staff.

**What are the strategies to mitigate any unintended consequences?** N/A

**Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.** N/A

**Will this agenda item improve ADA accessibilities for people with disabilities?** N/A

**What potential hurdles exists in implementing this proposal (include both operational and political)?** N/A

**How will you ensure accountabilities, communicate, and evaluate results?** N/A

**How does this item support a comprehensive plan goal, policy or other adopted resolution?**  
N/A

**BUDGET IMPACT:** The total cost for three years in the building, including the tenant improvements, permits, additional needed equipment and wiring is approximately \$550k as follows:

- 2022 \$235k (tenant improvements, permits, misc. equipment/furniture)
- 2023 \$164k (final tenant improvement payment plus 1 year lease)
- 2024 \$75k (lease payments)
- 2025 \$78k (lease payments)

There would be additional budget impacts in 2026 and 2027 if the City exercised it's right to the one-year extensions beyond the original three-year agreement.

**RECOMMENDATION:** Staff recommends approval of the lease with Rivcam LLC at the September 19 regular meeting.