



**CITY OF KING
CITY COUNCIL**

MEETING DATE:
February 2, 2026

PART A

Subject:	Permit & Inspections Office Renovation
Action Requested:	Approve to spend funds to convert the Old PD basement to the new Building Inspections Department
Attachments:	Plan Layout/ Deliverables, Quote for Remodel

<i>Benjamin Marion</i> <hr/> Benjamin Marion, City Engineer	This abstract requires review by:	
	City Manager	City Attorney

PART B

Introduction and Background:
Staff recommend renovating the basement of the old PD building to house the city's Building Inspection Department. This has come to light as the building inspections department has grown, and City Hall has run out of space. Staff feel this will be a good use of an existing building that is currently not being used. Staff received 3 bids from three contractors given the same scope of work.

Discussion and Analysis:
Attached is a layout of the new building as well as the estimate for the scope of work from the lowest contractor. Highlights of this upfit are:

- Repair and paint all interior walls
- Convert the old fingerprint room into the inspections reception office to be open to the public
- Repair the break room and conference room
- Have a map and plans room to house old and current building plans, and an area for staff to review plans (built-in mapping cabinet)
- New flooring throughout the building (except tile bathrooms)
- TV, TV mount, refrigerator
- Signage for building and door (hours of operation, etc.)

Finney Construction has given staff a 4–6-week timeline from start to completion. We could conservatively have building inspection staff in their new building by the end of April at the latest. This would allow the new Community Relations Coordinator to be placed at City Hall in the planning department's current reception area. This allows citizens to sign up and pay for water, sewer, park rentals, solid waste services, and other city services under one roof. The

current building inspection office will be dedicated as a conference room at City Hall, to be used by staff and council outside the council chambers.

Budgetary Impact:

The cost for this project would be \$35,000 for the remodel and \$3,500 for signage, a TV, and a refrigerator.

Staff would recommend paying for this by using the following funds:

- Revenues from rental of the upstairs of the building from the chamber of commerce = \$15,000
- 2nd Quarter ABC distributions = \$20,000
- Planning vehicle maintenance & supplies and materials = \$3,500

Recommendation:

Approve moving forward with the cost estimate of \$35,000 provided by Finney Construction for the remodel of the Old Police Department Basement through the budget amendment proposed on February 2, 2026, council meeting.