



# CITY OF MEDINA

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**Date:** November 13, 2023

**To:** Honorable Mayor and City Council

**From:** Stephen R. Burns, City Manager

**Subject:** City Hall Carpet Replacement

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City Staff is requesting the Medina City Council approve the replacement of the Medina City Hall carpet. This request would cover the main floor, stairs, and the upper level. The estimated cost would be between \$45,000 and \$50,000 for a commercial grade carpet.

## **History**

Medina City Hall was remodeled in 2009 and completed in 2010. The carpets were replaced during the remodel, and they are still used today. The carpets have been regularly cleaned over the years but are showing wear, stains, and fraying. Carpet replacement has been in previous budgets but was not purchased. Last year's budget allotment for carpet was \$25,000 but all the bids exceeded this amount – see attached quotes.

## **Central Meeting Location**

Medina City Hall is the central meeting location for the Council, Planning Commission, Development Services Committee, Park Board, and Emergency Preparedness Meetings. City staff routinely holds community forums and open houses in the council chambers which attracts residents from around the city. Medina also hosts meetings involving Eastside Police Chiefs, the Coalition of Small Police Agencies, and NORCOM Operation Committee. Lastly, the Council Chamber is occasionally used by our district legislators as a meeting/interview room.

## **Maintenance**

The request for carpet falls in line with routine maintenance. In researching carpet lifespan - "*The average lifespan of an industrial carpet is about 7-10 years (though some can last even longer with proper maintenance and regular industrial cleaning).*" City Hall's carpet last carpet cleaning was in June 2023.

## **Health and Safety**

Research shows that as carpet gets older, they can result in the potential for higher numbers of workplace illnesses. Employees and visitors might experience respiratory illness, skin infections, and irritations in addition to allergies which can lead to headaches and sneezing.

## **Employee Impact**

A clean and well-maintained office and workplace creates a professional impression on clients and visitors while having a positive impact on the productivity and morale of employees. In several studies there are six areas where a clean and professional work environment routinely impacts employees – health and well-being, improved efficiency and organization, enhanced creativity, and innovation, boosted employee morale, positive company culture, and professional image.

## **Replacement Funding**

From the City's Financial Policies -

*"The City will make capital improvements in accordance with an adopted Capital Improvement Plan. The use of any funds within the Capital Projects Fund must be recommended by the City Manager or their designee and approved by City Council. The Capital Improvement Plan and the base budget will be reviewed at the same time to ensure the City's Capital and operating needs are funded and that the Capital Improvement Plan is aligned with the City's other long-term plans."*

Utilizing unrestricted capital funds allows for the City to make these improvements without pulling funds from the City's General Fund. This is important as the Levy mandates that surplus funds must be saved at a rate which guarantees standard service levels through at the very least 2029 (with the goal of extending this further).

Below is a sample of the wear and tear throughout the main and upper floors.



**Main Floor**



**Council Chambers**



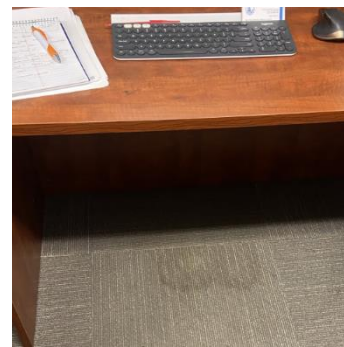
**Top of Stairs – Top Floor**



**Eastside of Main Floor**



**Stairs - Upper Level**



**Public Works Director Office**