



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Workshop Agenda

From: Laurelei McVey, Public Works **Meeting Date:** August 12, 2025
Presenter: Laurelei McVey, Public Works **Estimated Time:** 30 minutes
Topic: City Hall Space Planning Study Results and Recommendations

Recommended Council Action:

Seeking direction and approval on implementation of near-term tenant improvements.

Specifically:

- Approval to move forward with bidding previously designed Fire Department TI
- Direction on Council interim location
- Approval to initiate design of Mayor and CommDev 2nd Floor projects

No additional budget is needed at this time; however, future additional budget requests will be needed as additional near term tenant improvements are designed/bid.

Background:

During the FY25 budget process City Council requested that a comprehensive space planning study was completed for the City Hall facility.

This study included several objectives:

- Validate/compare City Hall space planning standards (office/cubicle sizes)
- Identify any areas/Departments with immediate space constraints and develop conceptual layouts
- Identify future space planning options (high level concepts/layout options) by area/Department
- Develop a full building "buildout concept" (max number of FTEs in the building)

Report Findings:

The City contracted with Lombard Conrad and Associates (LCA), an architectural firm familiar with space planning and design. LCA toured the building and met with each Department head, the Mayor, and a City Council representative to review current spaces and identify future needs.

The study identified the following areas that have immediate (or near term) space constraints that need tenant improvements to meet operational needs. The most prevalent need identified throughout the building was a lack of private office space for supervisors and the desire to

consolidate departmental staff to localized working areas. Conceptual layouts were developed for each of these constrained areas. All near-term projects were conceptualized to allow for future expansion, where needed. High level design and construction estimates were provided in addition to project timelines.

- Fire
- IT
- Mayor's Office
- 2nd Floor Comm Dev
- City Council

Another important finding of the study was the importance of phasing the tenant improvement projects. The City will likely not be able to undertake all tenant improvements at once due to the disruption/displacement of staff and limited project management capacity.

The study evaluated the City's space planning standards and determined that they were in alignment with typical municipal office workspaces. All conceptual layouts were developed using these standards.

Future, long term layouts were developed for each area of the building. These conceptual layouts were developed to give maximum future space potential for the building. There are no recommended timeframes for these future tenant improvement projects. The City will need to continue to evaluate the need for future tenant improvements as the employee counts rise in specific departments. All future tenant improvement requests should be validated against the space planning study and space planning standards.

Near Term Recommendations (Budget and Timeline):

Immediate Plan by Project				
Project	Estimated Design Time	Estimated Design Cost	Estimated Construction Time (includes move, permit & bid time)	Estimated Construction Cost
Council Offices-1st Floor	3 months	\$10,000	6 months	\$93,000
HR Reconfiguration & Access Card Readers	N/A	N/A	2 months	\$6,000
Mayor's Office	3 months	\$16,000	7 months	\$161,000
PW/Comm Dev Plan Review Office Flip	1 month	\$2,000	5 months	\$20,000
Fire Tenant Improvement	Completed	N/A	8 months	\$360,000
IT Tenant Improvement	Completed	N/A	7 months	\$160,000
Total		\$28,000		\$800,000
Current Funded Budgets		\$64,000		\$306,000
Additional Budget Needed to Complete All Near Term Projects				\$458,000

Potential Project Timeline by Fiscal Year

	Summary of Proposed Work						Current Available Funding	Estimated Expenditures	Additional Budget Needed (Estimate)
	HR	Council	Fire	IT	Mayor	Comm Dev			
Remainder FY25	Install Card Readers (Aug)		Bid (Sept-Oct)				\$64K (Design) \$306K (Const)	\$6K (HR)	
FY26		Relocate Council (Nov)	Relocate Fire (Nov) Complete Construction (Dec-May)	Bid (April-May) Relocate IT (June) Begin Construction (July-Nov)	Design	Design	\$64K (Design) \$300K (Const)	\$16K (Mayor) \$2K (Comm) \$360K (Fire) \$160K (IT)	\$220K *via budget amendments after bidding
FY27				Complete Construction (Nov)	Bid (Oct-Nov) Relocate Mayors (Dec) Complete Construction (Jan-May)	Bid (April-May) Relocate Comm Dev/PW (June) Complete Construction (July-Sept)	\$46K (Design)	\$161K (Mayors) \$20K (Comm)	\$181K *add to FY27 budget
FY28		Design (3 months) Bid (2 months) Construction (5-6 months)					\$46K (Design)	\$10K (Council)	Unknown- depending on option selected Remaining design money (~\$36K) could be transferred to construction costs.