



CITY COUNCIL MEMO

TOPIC: CITY HALL OFFICE REMODEL REQUEST

DATE: 8/19/2020

BACKGROUND

With the additional staff members that have come on board in the last few years, a new addition of a Public Works Director, and additional staff members that are potential in the near future related to Engineering, Interns, Building Inspectors, City Hall is at capacity with current work and office space. City Hall staff upstairs have identified a remodeling idea that would increase staff workspace to accommodate folks for hopefully the next several years of service to the City of St. Helens.

CURRENT CITY APPROACH

The City Hall upstairs staff have met with Roger/Tim from Public Works to identify the attached proposal for the upstairs office space. The end goals obtained include creating office space for the Planning Department that is together, keeping Engineering together, keeping Finance together, providing additional workspaces for additional and temporary staff as needed and creation a real break area for our team upstairs.

Potential Costs of this project (Estimates):

\$3,000 - Construction costs, minimal because PW will be doing all construction and plumbing work.

\$10,000 – Electrical work: Peak Electric for lights and cabling needed for new offices and to clean up current space

\$4,000 to \$8,000 – Wayne Martin Flooring, depending on choice of regular carpet/laminate/carpet squares

\$2,000 – Plumbing work and addition of a bottle-filler drinking fountain upstairs

\$4,000 – Unknown. With all projects, especially at City Hall, we may encounter an issue we were not prepared for.

TOTAL = \$25,000 (estimate)

Because this remodel includes Finance, Planning, IT, Engineering, and Public Works, the costs for this project would be spread out amongst the General Fund and PW Operations Fund. These are unbudgeted expenses as of right now, but both funds have plenty of funds in contingency to afford a project such as this.

STAFF RECOMMENDATION

City staff is recommending moving forward on this project to ensure that we have the facilities that are needed for City staff to continue working in City Hall for the next several years. Our hope, when/if a new Police facility is built that all IT infrastructure and IT personnel would move over to the new Police Station. Municipal Court, as of right now, is planning on moving over to the new Police facility as well. These moves will open up additional space at City Hall in the future.

