



MEMO

TO: Mayor and Council

FROM: Ken Cassel, City Manager

DATE: April 30, 2020

RE: City Hall Planning

It is well understood that every municipality needs a location from which to provide services to their residents. Some of the questions to be answered include when to construct, where to locate, services provided, number of onsite personnel, number of meeting rooms, and the council chambers. This pandemic is making it very clear there is a significant paradigm shift about to occur in the delivery of services by municipalities.

Over the past year or more I have had multiple conversations with Mr. Carter regarding a site for a City Hall. He has committed to providing an appropriate site. I have also had several conversations with other city managers regarding their facilities and projections for the future. I have been able to determine an appropriate size of the proposed city hall from these conversations. For a population of approximately 15,000 people at build out, we will need a building of approximately 15,000 square feet. In consultation with the city planner and the city engineer it appears that a site of approximately 2.5 acres will be enough land to construct the City Hall. This size of city hall complex would be needed at buildout, so the question is what we can afford to construct and when. Below is an estimated (order of magnitude) cost for the facility and proposed timeline.

Building cost of a 15, 000 sq. ft. building with a cost per square foot at \$ 234.00 would be approximately \$ 3,500,000.00. Soft Cost (mobilization, overhead, contingency, legal & administrative, design, permitting and construction admin.) is estimated at \$2,326,000.00. Site work (Water, Wastewater, Stormwater, landscaping, irrigation, etc.) approximately \$712,000, for **a total projected budget for a City Hall of approximately \$6,548,000.** These numbers do not include any cost of issuance of bonds for the project

FY 2019 - 2020 Land – Have an agreement with Minto to provide approximately 2.5 acres of land to the City for a city hall to by the end of the fiscal year (Sept. 30th).

FY 2021-2023 – budget for design cost over three years. (approximately \$225,000.00 per year)

FY 2023 – 2024 - Design, Secure Bids and issue bonds for construction

FY 2024- 2026 – Construct City Hall

In addition to one on one meetings with the City Manager and finance team, the Council will need to have several workshops to discuss the plan and funding mechanisms available. Securing a City Hall by the tenth year after starting a new city is a significant achievement. I look forward to speaking with each of you regarding the proposed plan and any modification thereof.