

To: **Mayor and City Council**  
 From: **Nate Burkett, City Manager**  
 Date: **June 14, 2021**

## **City Hall Renovation – Schematic Design**

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### **BACKGROUND INFORMATION:**

Staff is preparing the 2022-2031 Capital Improvement Plan and as part of that we are proposing to accelerate renovation of the administration side and entryway of city hall in to 2022 or 2023 depending upon actual cash levels. In order to accurately estimate the cost to renovate the second part of city hall a more detailed schematic design is necessary. Wold Architects has familiarity with the city hall building and so they are the ideal architect to assist with schematic design. They have agreed to perform this work for a cost not to exceed \$22,500 plus expenses of approximately \$500.

The administration side of city hall needs to be renovated for a number of reasons, but most importantly:

- Customer service – While a lot of our business continues to move to online we have a steady flow of customers through the building. While we are able to serve them, it is inconvenient and occasionally difficult to navigate. Renovation will help us to effectively staff the front counter and to direct customers as they arrive.
- Safety and security – The administration side of city hall is not secure, and is significantly below the modern standard for security in a government building and in fact, for most offices.
- Storage – There is a complete lack of storage, staff members are storing equipment, files, etc... in their work spaces which is inefficient and potentially unsafe.
- Efficiency – Both in terms of layout/flow of space and in terms of modern aesthetics the administration side of city hall is extraordinarily inefficient. Modern workspaces improve flow and productivity through their layout and through aesthetic improvements that encourage/allow for greater focus as well as improved interactions between teams.

### **FISCAL IMPACT:**

<b>Fund</b>	<b>Department</b>	<b>Account</b>	<b>Amount</b>
415	41940	40399	\$22,500 + expense (NTE \$500.00)

### **STAFF RECOMMENDATION:**

Approve agreement with Wold Architects to perform schematic design of entryway and administration side of city hall in an amount not to exceed \$22,500 plus expenses.