

SUBJECT: FIRST FLOOR AREA OFFICE RELOCATION

APPROVED  
DATE: 9/14/98  
BY: K. VanGorder

REQUESTED BY: Council Member Chappel

PREPARED BY: Kristie L. VanGorder, City Clerk DATE: September 8, 1998

FOR AGENDA OF: September 14, 1998

**SUMMARY:**

In March, the council appropriated funds for building modifications to provide office space for the finance department staff who are currently located downstairs. The building modifications will be completed shortly and the finance staff will be moved in October. Currently, most of the traffic using the Herning Street entrance visits the finance department and some enter to go directly upstairs to the mayor's office or clerk's office. It is predicted that most of the public who routinely come into the finance department will become accustomed to using the new main entrance after they enter the building for the first time after relocation. This will leave the remaining public with no staff to assist them if the Herning Street entrance is to remain open.

Over the past several months, one option has been suggested to relocate the clerk's office to the front offices on the first floor and to make the two back offices off the council chambers a conference room.

This option would allow for the clerk's office to be the point of contact for the public entering the building off Herning Street. The clerk's office receives the majority of their customers from the Herning Street entrance and since they are the first office on the second floor, many times act as a receptionist directing persons to find the office they are looking for. It would also provide the public and disabled persons more convenient access when assistance or information is needed during the voting process. The clerk's office would also have more control of the council chambers usage.

The two back offices off the council chambers have several options. One option would be to remove the wall in the two existing offices and make one large conference room. This additional conference room would allow for a council work area and a place to hold executive sessions or smaller meetings not needing a large room such as the council chambers. Another option would be to expand the council chambers or to make another copy machine room.

If the clerk's office were to relocate, the entryway, front office, council chambers, and the two back offices off the council chambers would be requested for renovation at the time it is vacated. The remodel would include painting, carpet throughout, flooring in the entryway, a handicapped counter, a wall to be constructed and a door removed in the

front office, an electric door release to be installed in the front office, soundboard installation in the council chambers (to allow for a tack board for maps and other information for display), and a door to be installed from the council chambers to the back hallway in the front office. The two back offices would also be included in the renovation. The property maintenance division estimates these items at \$20,000.

Other options can be considered to move other staff to the first floor. Input from the council is requested.

**FISCAL IMPACT:**  No  Yes

Not at this time, a funding ordinance to be presented at a later time if directed.

**RECOMMENDED ACTION:**

Direct the clerk's office to relocate to the first floor after renovation and to bring forward a funding ordinance to add additional funds to the CIP, fund 02.480.7091.

**MAYOR REVIEW/COMMENT:**

*Consideration of Clerk's request.*



Reviewed by: SARAH PALIN, Mayor

Attachments: