



Memorandum

Date: 10/22/2024

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 24-508

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
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DEPARTMENT STAFF:

Parks	Quinn Kuhnhausen	Facilities Manager
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TITLE:

City Hall Staff Space Movement

OVERVIEW STATEMENT:

City Hall has not undergone significant space planning or study since it opened in 2005. Due to staff growth and changing needs, the City brought a space planner in to help address some of the most pressing needs. These included ensuring adequate workspaces for all full-time employees, flexible spaces as needed by the workgroup, storage for all departments to meet immediate needs, and co-locating departments in the building to ensure maximum collaboration and efficiency.

The first phase will build out additional cubicles on the 3rd floor and allow for increased efficiency and collaboration in those spaces. Impacted teams include TIS, Finance, Fire Prevention, and Executive. A second phase will impact Human Resources space and will be brought forward as an additional City Council update early next year. This phase will be managed through CBRE.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Facilities Condition Assessment
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**

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This item is coming forward as an informational item to City Council as there will be noticeable changes within City Hall due to this work.

OUTCOMES:

This work will increase efficiency and collaboration through co-locating departments, ensuring areas meet the needs of the impacted departments.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
November 2023 - Internal Stakeholder meetings with Directors & City Hall Departments
- **Outreach Methods and Results:**
Surveys
Meet with the space planner
- **Feedback Summary:**
The dispersed nature of many of the departments showed that there were some changes that could be made that would improve staff experience. Fire Prevention and Human Resources, in particular, suffered from a lack of appropriate space.

BUDGET IMPACT:

Total Cost:

\$100,000

Approved in current biennial budget:

☒ **Yes**

☐ **No**

☐ **N/A**

Budget Offer Number:

CIP - City Hall Reserves

Budget Priority:

Infrastructure

Other budget impacts or additional costs:

☐ **Yes**

☒ **No**

☐ **N/A**

If yes, explain:

N/A

Funding source(s):

CIP - City Hall Reserves

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

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COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A - City Hall floor plans - current and proposed