



CITY OF CAMAS STAFF REPORT

To: City Council
From: Robert Maul, Planning Manager
Date: February 18th, 2020
Proceeding Type: PRESENTATION / UPDATE
Subject: City Annex Building

Legislative History:

• Property acquisition:	December 3 rd , 2018
• Preliminary Remodel Budget:	September 3 rd , 2019
• Consultant Contract :	October 7 th , 2019
• Project Status (1):	February 18 th , 2020

Purpose:

This is an update for Mayor McDonnell and the Camas City Council on the status of remodel project for the City Annex building.

Background:

With a growing city work force the City Administrator had identified the need for additional work space since City Hall is at capacity. In exploring options, an opportunity arose in 2018 for the City to purchase the former Bank of America Building located on 528 NE 4th Avenue to allow for additional work space for staff. As authorized by City Council an initial offer for \$1,500,000 was presented to the sellers by the City of Camas, with a final agreed upon sale price of \$1,600,000. On December 3rd, 2018 City Council authorized the City Administrator to move forward with the property acquisition (Exhibit 1). The City closed on the property on December 13th, 2018 for a total amount of \$1,605,448.03, which includes all closing costs (Exhibit 2).

After the acquisition the City Administrator, Mayor Turk and Department Heads discussed different scenarios for which departments would best fit in the newly acquired space. It was determined that moving the Community Development Department and the Fire Marshall's office for a "permit center" made sense for the space. The City Administrator then hired LSW

Architects on February 13th, 2019 to meet with staff and help design space needs for the new annex building in what is called Program and Block Plan (Exhibit 3). This effort included LSW meeting with the Community Development Department and the Fire Marshall's office for a design charrette to help design and maximize space needs for the building area, and ultimately led to the development of an overall project cost estimate. This cost estimate was presented to the City Council on September 3rd, 2019 during the work session, but it did not include any remodel estimates for City Hall (Exhibit 5). There had been some discussion about allotting some money to have a minor remodel city hall up by the finance department for better efficiency and customer service presence. The contract and associated documents were presented the City Council on October 7th, 2019 and approved (Exhibits 6A-D) which included estimates for both projects.

Status:

Less than a month after Council approval of the contract, a general election was held in early November which saw changes in one council position and the Mayor's seat. Not long after that, the City Administrator, Pete Capell, retired at the end of 2019. This is important to note because Mr. Capell was the project manager for this remodel up until that point. As such the project management were reassigned to the Community Development Department with PM duties delegated to the Planning Manager.

Staff immediately began review of the proposed designs for the space pursuant to the contract schedule of services and met with the architect to get up to speed on design and budget status, as well as refining changes needed in the layout. In a collaborative effort with the Public Works Director, operations, IT staff, and the Fire Marshall's office, staff has been able to refine the building proposal to make sure it is a functional space to serve the needs of the city long term. Because of a few refinements there are budget implications that need to be discussed with Council. At the time of staff report publication, staff does not have a full updated construction estimate, but will have it at the time of the February 18th, 2020 council meeting.

The contract adopted in October has general timelines assumed and are listed on page 2 of 7 on Exhibit 6B. In total the estimated timeline for completion was 46 weeks. There has been a slight delay in the schedule of approximately 2 ½ months as a result of management changes.