



## Short Term Employee Space Needs Plan

- Fire Department
  - Interim Measures for Fire Station Indoor Air Quality (This will allow us to keep our current employees in this location until the New Fire Station is built.)
- Human Resources
  - Move to North End of City Hall and occupy the space that is currently being used by I.T.
- I.T.
  - Move to space that is currently occupied by Community Development.
- Community Development
  - Move to the Day Facility (Weather Station Office)
    - Cost of this facility:
      - \$2,960 per month or \$35,520 per year + electricity
      - Addition to City Janitorial Contract
      - Minor renovations

Currently were considering the demolition of both Fire Station 1 and the South Wing of City Hall.

During this phase we would:

- Move Fire to New Station
- Move Finance to Airport
- HR. & I.T. would move out of old City Hall and occupy the space that Finance currently occupies.
- Community Development continues to lease the Day facility.

After construction of New City Hall, move all staff back to City Hall including Capital Facilities.