

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: February 3, 2025
SUBJECT: Authorization to purchase office remodel furniture
ITEM NUMBER: 8.d
SECTION: CONSENT AGENDA

REQUESTED MOTION

To authorize the purchase of furniture for the office remodel project with Innovative Office Solutions, pursuant to the adopted capital improvement program.

INTRODUCTION

The city council is being asked to authorize the purchase of furniture for the office remodel project from Innovative Office Solutions. The total cost is estimated at \$280,000.

DISCUSSION

The adopted capital improvement program includes a project to remodel city hall and parks and recreation offices to take place in 2024 and 2025. The below updates will allow us to maximize space, improve efficiency and functionality, and create a modern and collaborative work environment:

- Expand the footprint of the parks and recreation office area and create new offices, workstations, and meeting spaces
- Demo the private offices on both levels of city hall to create new offices, workstations, meeting spaces, and workrooms
- Update the front counters in all three areas to be more modern, as well as safe

Staff have been working with Innovative Office Solutions since summer 2024 to identify and select furniture for this project. The city worked with Innovative for the 2019 workstation remodel in city hall. Staff felt it was important to work with them again to ensure a consistent look with the workstations.

The furniture for this project includes:

- Workstations for parks and recreation
- Desks and storage for private offices in all three areas
- Conference and focus room tables and chairs
- Breakroom tables, chairs, and booths
- Additional workstations in city hall for interns and communications staff

The majority of the workstations in city hall will remain as is. The city is also able to reuse several tables and chairs for the conference and focus rooms in city hall.

All of the furniture in the attached quote is from a governmental contract that the city can utilize for purchases. By purchasing from a governmental contract, the city is ensuring that the furniture was publicly bid.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council authorize the purchase of furniture for the office remodel project with Innovative Office Solutions, pursuant to the adopted capital improvement program.

ATTACHMENTS

[Lower level city hall](#)

[Upper level city hall](#)

[Parks and recreation](#)