



Request for City Council Committee Action From the Department of Public Works

Date: February 28, 2006
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral to: Honorable Paul Ostrow, Chair Ways & Means/Budget Committee
Subject: Lease for Regulatory Services at North Regional Library – 1315 Lowry Avenue N

Recommendation: That the proper City Officials be authorized to execute a new (10) year lease for Regulatory Services with the Library Board at the North Regional Library Facility.

Previous Directives: December 23, 2005 – Adopt Regulatory Services 2006-10 Business Plan

Prepared by: Greg Goeke, Facilities Manager – Property Services, 673-2706
Approved by:

Klara Fabry, P.E., City Engineer, Director of Public Works

Presenters: Greg Goeke, Facilities Manager – Property Services
Rocco Forte', Assistant City Coordinator - Emergency Preparedness and Regulatory Services

Permanent Review Committee (PRC) Approval _____ Not applicable X

Policy review Group (PRG) Approval _____ Not applicable X

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
 Action requires an appropriation increase to the Capital Budget
 Action requires an appropriation increase to the Operating Budget
 Action provides increased revenue for appropriation increase
 Action requires use of contingency or reserves
 Business Plan: X Action is within the plan. Action requires a change to plan.
 Other financial impact (Explain):

 Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

Neighborhood Notification: Not Applicable
City Goals:

1. Build communities where all people feel safe and trust the City's public safety professionals and systems.
2. Maintain the physical infrastructure to ensure a healthy, vital and safe city.
3. Deliver consistently high-quality City services at a good value to the taxpayers.
4. Create an environment that maximizes economic development opportunities within Minneapolis by focusing on the City's physical and human aspects.
5. Strengthen City government management and enhance community engagement.

Comprehensive Plan: Not Applicable

Zoning Code: Not Applicable

Background/Supporting Information

Property Services, in a coordinated effort with Regulatory Services to address work space issues identified in their current business plan, recommends the City enter into a lease with the Library Board for available office space at the North Regional Library located at 1315 Lowry Avenue North. This request is consistent with the Regulatory Services 2006-2010 Business Plan, the City's internal strategic space plan, and supports the concept of Geographic Service Delivery.

(from the 2006-2010 Regulatory Services Business Plan)

Space Plan

The most significant space issue with Regulatory Services is remote office space. Under the new management system, in order to reach maximum efficiencies, it is imperative that housing, construction, and environmental Inspectors are decentralized to provide better service. The Department will be evaluating sharing resources with other City departments (Police, Fire, Public Works) that will provide office space for 80 inspectors in the communities.

Moving some housing inspectors to remote sites will open up space in the Public Service Center for the One Stop staff and customers. The Department will continue to analyze workspace assignments to assure that staff are situated in work sites close to those whom they have the most day-to-day contact for improved communication and efficiency and effectiveness.

Current workspace issues for office and field personnel:

- The current system of having field staff constantly going back from the field to the office for paperwork and meetings is inefficient.
- Several field inspectors and stationary personnel have inadequate spaces, with inefficient equipment (access to computers, etc.).
- Inadequate space for One Stop Expansion
- Inefficient parking at Haaf Ramp for the fleet
- Some employees feeling separated or left out of the organization

The overall department goal in the context of Geographic Service Delivery is to create three offices for field inspectors (North, Central, and South). The North Regional Library will service as north office. The space is 2334 square feet and will provide accommodations for 3 supervisors, 16 inspector work stations, and a conference/break room. Limited daytime (6:00 AM to 6:00 PM) short term parking will be on-site.

Public Works process included: 1) meeting with Regulatory Services to review the departments five (5) - year business plan, 2) determine space programming requirements by interviewing appropriate staff and applying the adopted City Space Allocation Standards. 3) review available space within the City buildings and contact the Park Board, Library Board, and School Board to identify other available space/locations, 4) meet and confer with customer and FSAM committee on options, 5) provide conceptual design and cost estimates for consideration.

The Library Board is proposing a net rent rate of \$15.00 per square foot (\$35,010 per year) with yearly escalation for inflation. The rate would include all costs associated with maintenance, cleaning, utilities, and property management overheads. The City would be responsible for tenant improvements, furniture, equipment, and moving expenses for an estimated one-time cost of \$300,000.

All costs associated with the lease and tenant improvements will be paid for by Regulatory Services Fund 0100 Agency 835 Organization 8510.