



Roll Call Number

Agenda Item Number

Ex 3

February 22, 2016

Date

Request from Council Members Chris Coleman and Joe Gatto, to discuss the City's plan and timeline for City Hall move.

Moved by _____ to

Sponsors: Coleman and Gatto

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GATTO				
GRAY				
HENSLEY				
MOORE				
WESTERGAARD				
TOTAL				
MOTION CARRIED	APPROVED			

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Mayor

City Clerk

Ex 3

Rauh, Diane I.

From: Coleman's <colemanseven@mchsi.com>
Sent: Monday, February 22, 2016 11:32 AM
To: Rauh, Diane I.; Gatto, Joe P.
Cc: Sanders, Scott E.
Subject: Extra Item, Council today

Diane,

Hope all is good.

Joe Gatto and I would jointly request an extra item related to "city's plan and timeline for city hall move".

It has been since our last meeting that official communication to the employees was sent. We think waiting two weeks for a fuller discussion is problematic.

Specifically, we will be asking for a plan on how we can get a contractor hired BEFORE we exit the existing building.

You may include this communication with Council Documents.

Chris (and Joe)

From: CDM-Broadcast
Sent: Monday, February 15, 2016 4:33 PM
To: CDMStaff <CDMStaff@dmgov.org>
Subject: City Hall Move - Please Post!

City Hall Employees –

As most of you have heard, on April 1st City Hall staff will be moving out of the historic City Hall for a period of 18-24 months. During this time, the City Clerk, City Manager, Engineering, Finance, and Legal Departments will be relocating to 400 E. Court Avenue. The Human Resources Department will relocate to the lower level of the Armory Building.

What this means for you:

EX 3

- If you are in one of the departments moving to 400 E. Court, the new space will be approximately 23,000 square feet. This is a little over half of the existing space we have in City Hall today.
- Because of the reduced space, there will be some adjustments to the physical layout of our departments. Office furniture will be largely provided.
- We will not be able to accommodate all physical files in the new space, so please review how often you use your existing files. This will be critical to determining which files will be relocated to your new space, storage space within 400 E Court, or another City-owned facility.
- Starting in mid-March, R&R Realty will deliver boxes and labels to your departments. It will be your responsibility to place your work-related belongings into boxes with your labels. All personal belongings will be your responsibility to relocate to your new workspace. Due to space limitations, please be considerate of the number of personal belongings you plan to take with you.
- The Council Chambers will still be in use until June 1, 2016. After that date, all meetings currently held in Chambers will be relocated to the 2nd floor of the Richard A. Clark Municipal Service Center Ashworth/Greenwood conference rooms.
- Office leads have been identified for the move. If you have any questions, please direct them to your office lead. They are:
 - ○ Diane Rauh, City Clerk's Office;
 - ○ Laura Graham, City Manager's Office;
 - ○ Calvin Miller, Engineering;
 - ○ Dan Ritter, Finance; and
 - ○ Jeff Lester, Legal

Thank you for your patience and cooperation as we work through this transition. Additional information and an FAQ will be available in the coming weeks as we prepare for relocation.

Marcie and Chris

Thanks. Have a great day.