Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 5/21/2021 PREPARED BY: Keith Johnson Meeting Date Requested: 5/25/2021 PRESENTED BY: Keith Johnson ITEM: (Select One) X□ Consent Agenda Brought Before the Board Time needed: 5 minutes SUBJECT: Approval of Remodeling basement offices in courthouse for Assessor and Human Resources FISCAL IMPACT: Approx. up to \$50,000 from 2021 Contingency funds BACKGROUND: The Franklin County Assessor's office space is not currently configured to meet the needs of the office, particularly in providing adequate privacy for taxpayers, preparing for needed expansion and growth of the office and to accommodate necessary improvements to space needs resulting from COVID-19 limitations. This proposed remodel will accommodate those changes and will help improve the quality of service from the office. While the Human Resources Department is directly affected, this proposal will allow them to continue to provide services in an efficient manner and will not be unusually disruptive to their mission. RECOMMENDATION: **Approve Resolution 2021-115 COORDINATION: (All Supporting)** Keith Johnson, Administrator John Rosenau, Assessor Carlee Nave, HR Director Jennifer Wagner, Facilities Director ATTACHMENTS: (Documents you are submitting to the Board) ASR, Resolution, Project Plans and description HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf) Administration Office, Assessor's Office, HR and Facilities

I certify the above information is accurate and complete.

Keith Johnson, Administrator

FRANKLIN COUNTY RESOLUTION NO. 2021-115

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: AUTHORIZATION TO ENTER INTO CONTRACTS FOR THE PURPOSE OF REMODELING OFFICE SPACE IN THE FRANKLIN COUNTY COURTHOUSE FOR THE COUNTY ASSESSOR AND HUMAN RESOURCES DEPARTMENT

WHEREAS, due to the COVID-19 pandemic, growth in the requirements of personnel in the County Assessor's office, and the need to maintain and improve the quality of service provided by the Assessor, the County has identified the necessity of remodeling office space of both the Assessor's office and the Human Resources office located on the basement floor of the Franklin County Courthouse; and

WHEREAS, under the current configuration there is inadequate protection of taxpayer privacy and inadequate separation of personnel in the Assessor's office to provide services professionally and safely; and

WHEREAS, the Human Resources Department must also be able to provide essential services professionally and safely;

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners hereby authorizes the expending of up to \$50,000 of Current Expense Fund Contingency dollars for the purpose of remodeling the current Assessor's office and Human Resources office located in the basement of the Franklin County Courthouse in accordance with the attached plan and project description. The County Administrator is hereby authorized to enter into contracts with appropriate construction and other providers to carry out this remodeling project in accordance with state and county procurement laws and policies; and

BE IT ALSO RESOLVED that in the event it becomes permissible to utilize federal or state COVID-19 Relief funds through the American Rescue Plan Act of 2021 or other grant funds for any or all of this project, that those funds be used first to either pay for the costs of the project or reimburse the Current Expense Fund as permitted under law, so as to minimize the impact to the Current Expense Fund.

APPROVED this 25th day of May, 2021

	BOARD OF COUNTY COMMISSIONERS FRANKLIN COUNTY, WASHINGTON
	Chair
	Chair Pro Tem
Attest:	Member
Clerk to the Board	

ASSESSORS/HUMAN RESOURCES

As you walk into the Assessors entrance from the hall, the entrance door into the office area will be moved approximately 5 ft. to the right. The counter to the west will be removed and replaced with the new office entry door. An enclosed office will be created where Robin currently sits.

Facing the North wall a framed passage way will be installed. This will create easier access to the new office to the North West in the back portion of the Assessors space.

In back area, where the appraisers are located, there will be a wall created to the East. The wall will close off the space to the New Human Resources office and provide access to the Old Human Resources back area where the Assessors will move into.

In the current Human Resources office another framed passage way (basically a doorway without a door) will be installed for the Assessors to pass into this area.

There will be some electrical to move which an electrician will be required for.

We also know that data will need to be moved by the I.s. department

