



Field Operations Department

DATE: January 22, 2019

TO: Honorable Mayor and Council

THROUGH: Kevin Phelps, City Manager

FROM: Michelle Woytenko, Director, Field Operations

SUBJECT: Response to Council Item of Special Interest – City Prosecutor’s Office Relocation Alternatives

This memorandum is in response to a Council Item of Special Interest (CIOSI) raised by Vice Mayor Clark at the November 27, 2018 City Council Workshop requesting staff evaluate relocation options for the City Prosecutor’s Office.

Scoping Statement

For years the City Prosecutor’s Office has been located in a trailer clearly intended to be used as a temporary solution. Due to recent storms the need to move this office has become critical. Suitable alternatives need to be identified and evaluated as quickly and efficiently as possible.

Goals

To provide viable alternatives for the City Prosecutor’s Office, including use of the Sine Building.

Deliverables

The deliverable for this CIOSI consists of the following:

- Vetted alternatives for the City Prosecutor’s Office relocation
- An action plan for relocation
- A timeline for relocation of the City Prosecutor’s Office and any impacted staff
- A cost estimate for the relocation.

Timeline

Staff will present to Council at a Spring 2019 Workshop.

Administration

Field Operations staff time required to complete the work is expected to be 80 hours. The project will also require coordination between Field Operations, Fire, Police, the City Prosecutor's Office, and the City Attorney's Office.