

Meeting Date: Nov 16, 2021

Agenda Item No. 8

Agenda Item: Status of Transition to new HQ

Bureau Chief Approval: JF

Prepared by: Michael Pearson, Chief, Bureau of Administration

Background:

In February of 2019, the Legislature approved the Department's request for additional spending authority in the amount of \$500,000 annually to pursue the construction of a new headquarters, which was signed by the Governor and into law. Completion of the new HQ was targeted before the lease with St. Luke's where half of HQ staff were located terminates on June 30, 2022.

In August of 2019, the Department signed a lease with the Idaho Fish & Wildlife Foundation that became the foundation for the \$20M bond issuance held by the Foundation. This bond issuance and lease was approved by the Commission in November 2019, and bonds were sold in December of 2019.

Since then, Department staff have worked closely with the Foundation to demolish the former facility of 25,000 square feet and construct the current building, consistent with zoning needs, permit requirements, and State of Idaho standards during the COVID-19 pandemic. In anticipation of possible supply chain shortages last summer, the general contractor (CSDI) ordered and stockpiled many different raw materials for the building, which resulted in the occupancy date actually forecasted to be earlier than originally planned.

At the time of this writing, the new headquarters is completely enclosed and climate controlled, with the new furniture being delivered and assembled. Dates have been scheduled to move Department staff assigned to the new HQ from three different locations, and work is underway to make the transition as smooth as possible given the size and scope.

Current plan is to completely vacate the leased St. Luke's plaza facility by December 31, 2021, and also thereby avoid unnecessary lease payments of over \$250,000.

This update to the Commission will detail progress made and plan to move about 170 employees into the new building.

Statutory Authority and/or Policy Issues:

N/A

Public Involvement Process:

N/A

Staff Recommendation:

N/A, update only.

Suggested Motion:

N/A