REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2671
www. CityofSacramento.org

STAFF REPORT
September 19, 2006

Honorable Mayor and
Members of the City Council

Title: Downtown Space Planning for City Staff

Location/Council District: All

Recommendation: Adopt a **Resolution:** Approving Guiding Principles for Downtown Space Planning and directing staff to proceed with developing more detailed plans consistent with the Guiding Principles.

Contacts: Rhonda R. Lake, Facilities and Real Property Superintendent, 808-7902; Cynthia Kranc, Facilities Manager, 808-2258

Presenters: Rhonda R. Lake, Facilities and Real Property Superintendent; Cynthia Kranc, Facilities Manager

Department: General Services

Division: Facilities and Real Property Management

Organization No: 3285

Description/Analysis:

Issue: The City of Sacramento owns and leases real property assets used for diverse public purposes. These assets are the infrastructure necessary to deliver citywide services, activities and programs of public benefit. As such, it is imperative to develop a strategic plan to help guide investment in, disposal of and management of the City's real property assets. Space planning is a key element in building a strategic plan.

To move forward, General Services facilitated discussion with the City Manager's office and Department leadership on citywide space needs, opportunities to improve operations and efficiency, and effective use of public assets. The following themes were identified as part of the discussion:

- **Authorized Growth**: Several key City facilities are characterized as overcrowded and beyond capacity to house new authorized staff and support operations, including required equipment and parking.

In some cases, space originally designed for storage has been converted to workspace. In others, workspace has been converted to overflow locker rooms; yet, there are not enough lockers. As a result, staff without lockers are unable to possess a full complement of equipment.

Other facilities like City Hall are fully occupied with no room for growth. In the event of a decision to locate strategic departments in close proximity to the Mayor, Council and City Manager, the only alternative would be to create room by relocating existing staff to another facility of which the City has none available at this time.

- **Operations and Efficiency**: There's a desire to centralize functional units from the same department to improve operational efficiency. In addition, there's a strong desire to consolidate similar functions currently handled by multiple departments, such as public counters, to capitalize on shared space while reducing costs and improving public access.

- **Use of Public Assets**: Some facilities have reached the end of their useful life, are functionally obsolete, or are not configured to provide flexibility to meet changing demands. Even with significant re-investment to update these facilities to current standards, capacity for future growth is unchanged.

In order to develop a space planning strategy, staff recommends that City Council adopt Guiding Principles for Downtown Space Planning for City staff and direct staff to proceed with developing more detailed plans consistent with the Guiding Principles for Council consideration.

Policy Considerations: Adopting Guiding Principles for Downtown Space Planning would enhance the City's ability to support the Mayor and City Council's mission, vision and strategic objectives.

The following Guiding Principles are recommended as a framework for Downtown Space Planning for City staff:

➢ Adequate facilities will be provided for authorized growth.

➢ First consideration will be given to locating City functions in City-owned rather than leased facilities.

➢ Priority will be given to locating City functions downtown that rely on direct contact or interact with elected officials and executive management and/or provide citywide support and administration.

➢ Leased facilities will be considered as an interim solution for time-critical, short-term or geographic-specific projects or programs, if City-owned space is not available.

- First consideration will be given to program space over office space in community facilities.

- Opportunities for public/private shared facilities will be considered.

- Support principles that establish energy efficiency and sustainable design practices.

- Space planning strategies for future growth will be brought back to Council.

Rationale for Recommendation: Adopting Guiding Policy Principles for Downtown Space Planning for City Staff is recommended for the following reasons:

- The City needs and occupies a significant amount of physical space, both for servicing the needs of the citizens of Sacramento and for the operation and function of City departments.

- It is in the best interest of the City, its citizens and visitors to develop a strategic plan, including a space planning strategy, to help guide investment in, disposal of and management of the City's real property assets.

Environmental Considerations: This report concerns administrative activities that will not have any significant effect on the environment, and that do not constitute a "project" as defined by California Code of Regulations, title 14, sections 15061(b)(3) and 15378(b).

Financial Considerations: Staff will report back to Council on the fiscal impacts of a more detailed space plan after it has been completed, including but not limited to a "lease versus buy" analysis, costs to relocate staff and costs to provide related furniture, fixtures and equipment.

Emerging Small Business Development (ESBD): No goods or services are being purchased as a result of this report.

Respectfully Submitted by: _____
Cynthia Kranc
Facilities Manager

Approved by: _____ FOR
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

Ray Kerridge
City Manager

Table of Contents:

	Report	Pgs	1-4
Attachments			
1	Background	Pg	5-6
2	Resolution	Pg	7-8

Background Information

Population growth and residential and commercial development in the City of Sacramento during the last few years has resulted in significant increased demand for services and the need to adjust resources to meet the demand.

Desired Outcomes

Department / Office(s)	Outcome
Police	Eliminate overcrowding at substations; address required equipment needs; support projected future staffing and growth
Development Services	Implement Matrix citywide; consolidate similar functions of other departments to enhance public access and improve efficiency
Organizational Development	Shared training facilities and student parking
Code Enforcement	Consolidate functional units from department; provide vehicle parking
Parking	Secured parking for scooters; relocate meter repair shop
Economic Development	Adjacent to Mayor, Council and City Manager's office
eCAPS	Implement new Human Resources/Finance system
Neighborhood Services	More easily accessible

Current Space Needs: Based on authorized growth and desired consolidation(s)

Department / Office(s)	Estimated Staff	Estimated SF	Special Requirements			
			Parking	Public Counter	Training	Lockers
Police	160	50,000	x	x	x	x
Development Services	150	50,000	x	x	x	
Code Enforcement	90	15,000	x			
Parking	50	15,000	x			x
Expansion Opportunities	50	15,000				
eCAPS Project Team	50	12,500				
Economic Development	30	7,500				
Organizational Development	10	7,000	x		x	
Neighborhood Services	4	1,000				
	594	**173,000**				

City Owned/Occupied Space Downtown

Occupied Building(s)	SF	Available SF	Comments
City Hall Complex	234,000	0	
921 10th Street	30,000	8,000	Significant re-investment to update
Waterfall Garage (office)	22,000	0	Council policy states preference for retail over office uses
625 H Street	20,000	0	Building is functionally obsolete; underutilized site
111 Bercut	5,000	5,000	Vacant due to move to new 911 center
312 K Street	3,500	3,500	Council policy states preference for retail over office uses
1030 15th Street, 2nd Floor	3,000	0	
	317,500	**16,500**	

RESOLUTION NO.

Adopted by the City of Sacramento City Council

September 19, 2006

APPROVING GUIDING PRINCIPLES FOR DOWNTOWN SPACE PLANNING AND DIRECTING STAFF TO PROCEED WITH DEVELOPING MORE DETAILED PLANS CONSISTENT WITH THE GUIDING PRINCIPLES

BACKGROUND

A. The City needs and occupies a significant amount of physical space, both for servicing the needs of the citizens of Sacramento and for the operation and function of City departments.

B. It is in the best interest of the City, its citizens and visitors to develop a strategic plan, including a space planning strategy, to help guide investment in, disposal of and management of the City's real property assets.

C. Adopting Guiding Principles for Downtown Space Planning would enhance the City's ability to support the Mayor and City Council's mission, vision and strategic objectives.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The following Downtown Space Planning Guiding Principles are adopted:

- Adequate facilities will be provided for authorized growth.
- First consideration will be given to locating City functions in City-owned rather than leased facilities.
- Priority will be given to locating City functions downtown that rely on direct contact or interact with elected officials and executive management and/or provide citywide support and administration.
- Leased facilities will be considered as an interim solution for time-critical, short-term or geographic-specific projects or programs, if City-owned space in not available.

- First consideration will be given to program space over office space in community facilities.
- Opportunities for public/private shared facilities will be considered.
- Support principles that establish energy efficiency and sustainable design practices.
- Space planning strategies related to future growth will be brought back to Council.

Section 2. Staff is directed to proceed with developing more detailed plans for downtown space consistent with the adopted Guiding Principles.