



REPORT TO COUNCIL City of Sacramento

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STAFF REPORT
November 29, 2005

Honorable Mayor and
Members of the City Council

Subject: City Hall Expansion Project (PN: BB81/BB84/BB85): Update on Status of Occupancy and Improvements.

Location/Council District: 915 I Street, Central City (District 1).

Recommendation:

Adopt a resolution authorizing the City Manager to complete the design and installation of certain building and furnishing enhancements.

Contacts: Bob Williamson, Supervising Architect, 916-808-8430; Cynthia Kranc, Facilities Manager, 916-808-1888

Presenters: Bob Williamson, Supervising Architect
Cynthia Kranc, Facilities Manager

Department: Department of General Services

Division: Facility and Real Property Management

Organization No: 3282

Summary:

The actions recommended in this report will facilitate the follow-up completion of move-in adjustments and requests for the City Hall Expansion project.

Committee/Commission Action:

None

Background Information:

With the completion of construction of the new City Hall and refurbishment of the historic City Hall buildings and installation of furniture, staff over a period of four months moved out of seven rental buildings and into City Hall. This move was successfully completed due to the coordinated efforts of over 100 City staff who worked together to assure that all staff files, computer, telephone, and City equipment was packed, relocated, and unpacked in a swift and organized fashion.

As with all moves there was an adjustment period so that the Mayor, City Council, charter offices and numerous departments could settle into their new surroundings and adapt to some new procedures and activities. While detailed layouts and designs had been prepared for each office and workstation area, it was inevitable that some adjustments would be required following the adjustment period.

For this reason, City Hall staff was asked to submit requests for modifications to work areas and to common areas in the buildings. In addition, staff has reviewed the list of items that was generated at the July 26, 2005 Mayor and City Council Strategic Planning Retreat for improvements related to the new City Hall. From these sources, the requests can be grouped into three broad categories:

1. Minor requests
2. Major requests
3. Requests needing additional clarification

For requests for minor adjustments (those that can be done with in-house staff, are generally less than \$10,000 in cost and are consistent with the overall plan and standards for the buildings), over 100 adjustments have already been completed or are in progress. These types of requests included adding pencil drawers, additional chairs and signage in various locations.

For the more major requests (those with significant costs or major adjustments to the original building design), General Services staff has met with the affected tenants and has developed the following recommendations.

The major items recommended for Mayor and City Council authority to move forward include:

- Permanent removal of guardrails on the 4th floor roof (requires additional staff training and safety equipment for maintenance), approximately \$20,000
- Reconfiguration of intern workstations and copy/work areas in the Mayor and City Council suite, approximately \$30,000
- Provision of additional covering for the 4th floor roof visible from 5th floor Mayor and City Council offices. Staff is preparing final evaluations on roof covering options and will report back to City Council with a final proposal and request for funding in January 2006. The estimated cost of providing an alternative cover to the roof is approximately \$200,000.

There is one major request that staff does not recommend moving forward with at this time: the reconfiguration of conference space on the 5th floor. There is one large conference room on the 5th floor of new City Hall as well as a number of smaller conference rooms. Reconfiguring conference space would likely require significant remodeling, potentially disrupting both the Mayor and City Council offices as well as the City Manager's Office, Budget Office and Parks and Recreation Department offices. Potential costs for the remodeling could be \$250,000. Staff will work to clarify conference space requirements and report back

to the Mayor and City Council with the FY2006/07 budget cycle on any recommended changes.

This report recommends that the City Council authorize the City Manager to undertake the recommended improvements within the limitations of the existing City Hall project budgets. Staff also will continue to work with tenants to clarify requested tenant improvements.

Financial Considerations:

There are sufficient funds within the Project budgets – PN: BB81/84/85 for the recommended actions of this report.

Environmental Considerations:

The Environmental Impact Report for the City Hall Project is complete. The Notice of Determination was filed with the County of Sacramento on September 21, 2001.

Policy Considerations:

Prior to construction, City Council approved space planning principles to govern construction and occupancy of offices and common spaces in the new complex. The recommendations in this report are consistent with those guidelines.

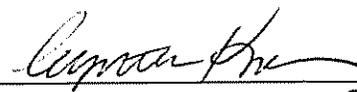
The actions recommended in this report are consistent with the following General Plan policies to:

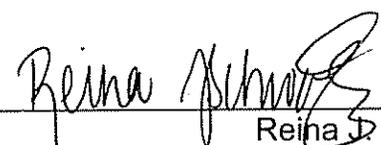
- Maintain and strengthen downtown's role as a major regional office, retail, commercial, governmental and cultural/entertainment center.
- Maintain and strengthen downtown's role as a center for City office activity.

The actions requested herein are also consistent with the City's Strategic Plan goals to achieve sustainability and livability.

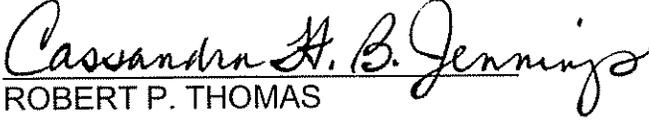
Emerging Small Business Development (ESBD):

Goods and services being purchased for these improvements will comply with the established ESBD goals for the project.

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

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

Recommendation Approved:


ROBERT P. THOMAS

City Manager

Table of Contents:

Pg 1-4 Report

Pg 5 Resolution

RESOLUTION NO.

Adopted by the Sacramento City Council

November 29, 2005

City Hall Expansion Project: Update on Status of Occupancy and Improvements

Background

- A. The move-in of the Mayor and City Council, Charter Officers, and various Departments into City Hall buildings is complete.
- B. Various improvements following move-in have been suggested, and recommended for action by the Mayor and City Council, Charter Officers, and various Departments.
- C. More improvements may be recommended as part of the process for increased efficiency in the operations within City Hall.

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

- Section 1. The City Manager is authorized to complete the design and installation of certain building and furnishing enhancements within the limitations of the existing City Hall project budgets and consistent with recommendations for action including:
 - Permanent removal of the guardrails on the 4th floor roof
 - Reconfiguration of intern workstations and copy/work areas in the Mayor and City Council offices
- Section 2. Staff is directed to finalize options for additional covering for the 4th floor roof and present a final recommendation to the Mayor and City Council in January 2006.
- Section 3. Staff is directed to report back in the FY 2006/07 budget process with a re-evaluation and recommendations regarding the 5th floor conference space needs.