

# RESOLUTION NO. 2004-947

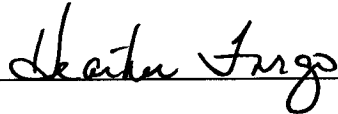
ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF DECEMBER 14, 2004

## CITY HALL EXPANSION PROJECT (PN: BB81) APPROVE MOVE PRINCIPLES AND SCHEDULE AND BUILDING OPERATION PRINCIPLES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO AS  
FOLLOWS:

- Approve the tenant move principles and schedule (Exhibit A)
- Approve the building operation principles (Exhibit B)
- Review building operating principles in a year.

  
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MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK

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FOR CITY CLERK USE ONLY

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DATE ADOPTED: December 14, 2004

**Exhibit A**  
**City Hall Project - Final\* Tenant Move Schedule**  
**Sorted by Move Dates**  
**Prepared by: E.C. Looi, Project Manager**

	IT		IT		Tenant		Comments
	Early Start	Hook-up	Early Finish	Hook-up	Back to Work	Move	
1st Floor	5/5/05	5/5/05	5/6/05	5/6/05	5/9/05	5/9/05	Need to be FIRST to Move In!
Basement	5/5/05	5/5/05	5/6/05	5/6/05	5/9/05	5/9/05	Gordy's office move
2nd Floor	5/5/05	5/5/05	5/6/05	5/6/05	5/9/05	5/9/05	660 J Street - Lease expires 8/31/05
2nd Floor	5/5/05	5/5/05	5/6/05	5/6/05	5/9/05	5/9/05	Plaza - City-owned property
1st Floor	5/10/05	5/10/05	5/11/05	5/11/05	5/12/05	5/12/05	2nd move for Central Services
2nd Floor	5/12/05	5/12/05	5/13/05	5/13/05	5/16/05	5/16/05	1000 I Street Suite 170; 730 I Street Basement
2nd Floor	5/12/05	5/12/05	5/13/05	5/13/05	5/16/05	5/16/05	927-10th Lease expires 6/30/05
2nd Floor	5/19/05	5/19/05	5/20/05	5/20/05	5/23/05	5/23/05	927-10th Lease expires 6/30/05
2nd Floor	5/19/05	5/19/05	5/20/05	5/20/05	5/23/05	5/23/05	927-10th Lease expires 6/30/05
2nd Floor	5/19/05	5/19/05	5/20/05	5/20/05	5/23/05	5/23/05	927-10th Lease expires 6/30/05
2nd Floor	5/19/05	5/19/05	5/20/05	5/20/05	5/23/05	5/23/05	927-10th Lease expires 6/30/05
4th Floor	5/26/05	5/26/05	5/27/05	5/27/05	5/31/05	5/31/05	Plaza 921 10th St - City owned property
4th Floor	5/26/05	5/26/05	5/27/05	5/27/05	5/31/05	5/31/05	Plaza 921 10th St - City owned property
2nd Floor	6/2/05	6/2/05	6/3/05	6/3/05	6/6/05	6/6/05	Plaza - City-owned property
Plaza Floor	6/2/05	6/2/05	6/3/05	6/3/05	6/6/05	6/6/05	Plaza - City-owned property
1st Floor	6/9/05	6/9/05	6/10/05	6/10/05	6/13/05	6/13/05	ICH Lease expires 8/31/05
1st Floor	6/9/05	6/9/05	6/10/05	6/10/05	6/13/05	6/13/05	ICH Lease expires 8/31/05
1st Floor	6/16/05	6/16/05	6/17/05	6/17/05	6/20/05	6/20/05	ICH Lease expires 8/31/05
1st Floor	6/16/05	6/16/05	6/17/05	6/17/05	6/20/05	6/20/05	ICH Lease expires 8/31/05
3rd Floor	6/24/05	6/24/05	6/26/05	6/26/05	6/27/05	6/27/05	Lease expires 8/31/05
3rd Floor	6/24/05	6/24/05	6/26/05	6/26/05	6/27/05	6/27/05	Lease expires 8/31/05
5th Floor	7/5/05	7/5/05	7/8/05	7/8/05	7/11/05	7/11/05	During Council Summer Recess
1st Floor	7/5/05	7/5/05	7/8/05	7/8/05	7/11/05	7/11/05	Per Bob Thomas, this should be same time as Council Move.
5th Floor	7/14/05	7/14/05	7/15/05	7/15/05	7/18/05	7/18/05	ICH Lease expires 8/31/05
5th Floor	7/14/05	7/14/05	7/15/05	7/15/05	7/18/05	7/18/05	ICH Lease expires 8/31/05
5th Floor	7/21/05	7/21/05	7/22/05	7/22/05	7/25/05	7/25/05	ICH Lease expires 8/31/05
5th Floor	7/28/05	7/28/05	7/29/05	7/29/05	8/1/05	8/1/05	US Plaza Bank Lease expires 8/31/05
4th Floor	8/4/05	8/4/05	8/5/05	8/5/05	8/8/05	8/8/05	US Plaza Bank Lease expires 8/31/05
4th Floor	8/11/05	8/11/05	8/12/05	8/12/05	8/15/05	8/15/05	No Move during Tax Filing 4/15/05
4th Floor	8/18/05	8/18/05	8/19/05	8/19/05	8/22/05	8/22/05	1231 I St Lease expires 12/31/05
3rd Floor	8/18/05	8/18/05	8/19/05	8/19/05	8/22/05	8/22/05	Two moves
3rd Floor	8/18/05	8/18/05	8/19/05	8/19/05	8/22/05	8/22/05	1231 I St Lease expires 12/31/05
3rd Floor	8/18/05	8/18/05	8/19/05	8/19/05	8/22/05	8/22/05	1231 I St Lease expires 12/31/05
3rd Floor	8/18/05	8/18/05	8/19/05	8/19/05	8/22/05	8/22/05	1231 I St Lease expires 12/31/05
3rd Floor	8/25/05	8/25/05	8/26/05	8/26/05	8/29/05	8/29/05	Two moves (No move Labor Day Weekend)

**City Hall Move Principles**

- Schedule moves of City staff located in existing leased space prior to lease termination. Allow sufficient time in schedule to return the leased space back to condition agreed to in lease agreement.
- Moves are to start Thursday prior to the weekend of the move. All departments will remain reachable. Staff will be fully functional by the following Monday a.m.
- New Council Chamber shall be fully functional and tested with staff trained in the use of chamber presentation equipment prior to moving the City Council, City Clerk and City Manager offices. City Council will be scheduled to move during the summer recess.
- Each department will provide one or more move representatives who will coordinate move details. The department representative will also coordinate follow up work requests.
- Security and building services staff will be available at the City Hall complex and at all leased buildings until the leased building is vacated and returned to the property owner.

**Building Operating Principles**

- The City Hall complex will be maintained and operated as a Class "A" office building and kept in an "as new" condition.
- The City Hall complex will be operated at the highest level of energy efficiency and environmental conservation efforts.
- All entrances to the City Hall complex will be monitored 24 hours a day, seven days a week by security staff.
- Normal business hours for the City Hall complex will be from 7:30 a.m. until 5:00 p.m.
- City Hall will open at 6:30 p.m. for regular council meetings with enhanced security and a uniformed Sacramento City police officer on duty. Additional security and police presence will be available as required.
- Access to non-public areas will be controlled by building security and will require visitor passes and sign in.
- There will be shared reception on each floor of the building.
- City employees shall be readily identified via a picture I.D. badge and will access non-public areas via electronic access cards.
- U.S. mail, packages and merchandise will be delivered via the loading dock for security clearance and distribution throughout City Hall by City staff.
- Any deliveries requiring an authorized signature i.e. receipt of official documents and priority packages will be delivered to Central Security for clearance prior to delivery to the appropriate city department. Individuals delivering such documents shall be required to sign in and be issued a visitor's badge.
- Access to the parking structure under City Hall will require an electronic access card and will be assigned to authorized city officials and staff. No public parking will be allowed in the underground parking structure.
- A building operations and service center will be established and staffed in the new City Hall complex to provide timely service requests, assistance, coordination and security oversight.