



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2671  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**CONSENT**  
**March 18, 2008**

**Honorable Mayor and  
Members of the City Council**

**Title: Establishing a Capital Improvement Project: Relocation of City Offices (CE88, C13001500)**

**Location/Council District:** 915 I Street, Council District 1

**Recommendation:** Adopt a **Resolution:** 1) approving the establishment of a Capital Improvement Project (CIP) for the Relocation of Various City Offices Project (CE88, C13001500); and 2) appropriating funds in the amount of \$1.5 million to the Relocation of Various City Offices Project.

**Contact:** Gary Szydelko, Supervising Architect, 808-8335; Cynthia Kranc, Facilities Manager, 808-2258

**Presenters:** Not applicable

**Department:** General Services

**Division:** Facilities & Real Property Management

**Organization No:** 3281

**Description/Analysis:**

**Issue:** As a result of the acquisition of the office building at 300 Richards Boulevard, several departments currently housed in various locations throughout the City are scheduled to move to this location in early spring/summer 2008. Other departments will then backfill the resulting vacant office space in City Hall and other locations within the City. A CIP and related funding appropriation are needed for the cost to relocate various city offices.

**Policy Considerations:** The recommendations included in this report are consistent with the Guiding Principles for Downtown Space Planning adopted by City Council on September 19, 2006 (Resolution No. 2006-696) and the Downtown Space Plan accepted by City Council on May 22, 2007 (Resolution No. 2007-309).

**Committee/Commission Action:** Not applicable

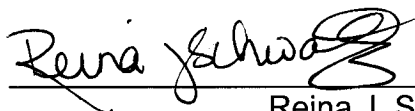
**Environmental Considerations:** This report concerns administrative/policy activities that will not have any significant effect on the environment, and that do not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

**Rationale for Recommendation:** On May 22, 2007, City Council adopted Resolution No. 2007-309, accepting the Downtown Space Plan. As a result, several departments currently housed in various locations throughout the City are scheduled to move to 300 Richards Boulevard in early spring/summer 2008. These moves will result in subsequent relocations and office reconfigurations of vacated space in City Hall and other locations. Establishing the Relocation of Various City Offices Project (C13001500) and appropriating funding to the project will provide the funds needed to facilitate these department moves.


**Financial Considerations:** The total cost of the relocation of various City offices is not expected to exceed \$1.5 million. Funding for the Project (CE88, C13001500) budget in the amount of \$1.5 million will come from the \$5.4 million that Council designated for High Priority Capital Needs in the FY2006/07 Comprehensive Annual Financial Report (CAFR).

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

Respectfully Submitted by:   
Cynthia Kranc  
Facilities Manager

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

Recommendation Approved:

  
Ray Kerridge  
City Manager

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**Attachment 1**

**BACKGROUND INFORMATION**

On September 19, 2006, City Council adopted Resolution No. 2006-696, approving Guiding Principles for Downtown Space Planning and directing staff to proceed with developing a more detailed Downtown Space Plan.

On May 22, 2007, City Council adopted Resolution No. 2007-309, accepting the Downtown Space Plan. Based on the developed plan, department relocations will begin in early spring/summer 2008, with the final moves/consolidations expected to be completed by yearend 2008.

**RESOLUTION NO. 2008-XXXX**

Adopted by the Sacramento City Council

**March 18, 2008**

**ESTABLISHING A CAPITAL IMPROVEMENT PROJECT FOR RELOCATION OF CITY OFFICES (CE88, C13001500)**

**BACKGROUND**

- A. On September 19, 2006, City Council adopted Resolution No. 2006-696, approving Guiding Principles for Downtown Space Planning and directed staff to proceed with developing a more detailed Downtown Space Plan.
- B. On May 22, 2007, City Council adopted Resolution No. 2007-309, accepting the Downtown Space Plan. Based on the developed plan, department relocations will begin in early spring/summer 2008, with the final moves/consolidations expected to be completed by yearend 2008.

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

- Section 1. The Relocation of Various City Offices Project (CE88, C13001500) is established as a new Capital Improvement Project.
- Section 2. One and one-half million dollars from the \$5.4 million that Council designated for High Priority Capital Needs in the FY2006/07 Comprehensive Annual Financial Report (CAFR) is appropriated to the Relocation of Various City Offices Project.