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DEPARTMENT OF
PUBLIC WORKS

ENGINEERING DIVISION

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
ROOM 300
915 I STREET
SACRAMENTO, CA
95814-2608

916-449-5307

THOMAS M. FINLEY
ENGINEERING DIVISION
MANAGER

October 14, 1986

Budget and Finance Committee
Sacramento, California

Honorable Members In Session:

SUBJECT: Leasing of Office Space at 640 Bercut Drive for Divisions
of the Police Department and the Department of Public Works

SUMMARY

It is requested that the attached resolutions be adopted authorizing the execution of a lease for 17,549 square feet of office space at 640 Bercut Drive and the amendment to the current 1986-87 budget appropriating the necessary funds to cover the cost associated with the lease.

BACKGROUND

See the attached report to the City Council

FINANCIAL

See the attached report to the City Council.

Budget and Finance Committee
Lease of Office Space at 640 Bercut Drive
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RECOMMENDATION

The Department of Public Works recommends approval of the attached resolutions authorizing execution of a lease contract for 640 Bercut Drive, and amending the 1986-87 budget by appropriating funding, and recommends this report be forwarded to the full City Council for approval and fund transfer.

Respectfully submitted,



THOMAS M. FINLEY
Engineering Division Manager

Recommendation Approved:

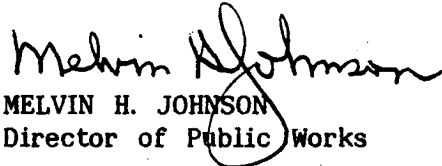


JACK R. CRIST
Deputy City Manager

IEM:vr
RE2-07.B
10.0986.2

Attachment

Approved:



MELVIN H. JOHNSON
Director of Public Works

October 14, 1986
District No. 1



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THOMAS M. FINLEY
ENGINEERING DIVISION
MANAGER

October 14, 1986

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: Leasing of Office Space at 640 Bercut Drive for Divisions of the
Police Department and the Department of Public Works

SUMMARY

It is requested that the City Manager be authorized to execute a five-year lease with Helmsley-Spear National Realty Corporation for the leasing of office space for divisions of the Police and Public Works Departments, and that funds be appropriated for the lease, telephones, moving expenses, and equipment. This item was considered by the Budget and Finance Committee at its meeting of October 14, 1986.

BACKGROUND

It is necessary to lease office space for the following activities:

1. Police Department
 - a. The Police Department has staff presently housed in what was once the Police emergency hospital. The space is extremely inadequate - 2,675 square feet for 38 employees. The new lease space at 640 Bercut Drive will provide 4,600 square feet of office space.
 - b. The Police Department also needs to rent space to train Communications personnel, and to provide adequate space for personnel involved with the recently financed Public Safety Communications Center computer upgrade for the Police and Fire Departments. The site is one mile from the existing Communications Center and will provide 3,000 square feet of office space.

2. Public Works, Engineering Division, Construction Section - This activity inspects Public Works contracts and public improvements constructed as part of private subdivisions, and performs land surveying. Adequate space is necessary to consolidate the Section's administrative and inspection functions, and to accommodate recent growth. The Section is currently very crowded in City Hall and at the Corporation Yard. This lease will provide 8,200 square feet of office and 1,200 square feet of storage space. The space vacated in the Corporation Yard will be used to relieve overcrowding in the Street Division.

The office at 640 Bercut Drive is a simple tilt-up office/warehouse building which requires only minor modification for these activities. The location is very good for each of the three functions. It is close to the Communications Center, and has good access for the inspectors and the contractors. There will be approximately 45 fenced parking spaces for City vehicles.

The owners of the building have agreed to execute a lease that calls for the City to lease the premises for five years, fully serviced, at an initial rent of \$15,794.10 per month. This is 90 cents per square foot for the first two years of the five year lease. The remaining three years' rental rate will increase by two cents per square foot each year (2.2%/yr.). This will make the fifth year's rental rate 96 cents per square foot. The lease also contains a clause to compensate the owner for the direct cost of SMUD rate increases.

It is important to execute the lease at this time in order to allow the parking lot for City vehicles to be constructed before the winter rains.

FINANCIAL

The leasing of this building will require the appropriation of money to pay for telephones, moving expenses and furniture. These costs were not anticipated in the current operating budget. The cost of the lease for the remaining eight (8) months of the 1986-87 fiscal year has been provided for in the General Services budget. The required appropriations are:

1. Transfer \$21,400 from the Police Department Salary Savings budget (101-210-21XX-4101) for the acquisition of furniture for the Police Department.
2. Transfer \$88,015 from the General Fund Contingency budget (101-710-7012-4999) to the Engineering Division, Construction Section for the acquisition of furniture.
3. Transfer \$41,000 from the General Fund Contingency budget (101-710-7012-4999) to General Services for installation of telephones.

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Lease of Office Space at 640 Bercut Drive
October 14, 1986
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4. Transfer \$10,000 from the General Fund Contingency budget (101-710-7012-4999) to General Services for moving costs.

RECOMMENDATION

It is recommended that the attached resolutions be adopted which authorize the execution of the lease and the amendment of the current 1986-87 budget to cover the expense relating to the lease.

Respectfully submitted,



THOMAS M. FINLEY
Engineering Division Manager

Recommendation Approved:

Approved:

WALTER J. SLIPE
City Manager

MELVIN H. JOHNSON
Director of Public Works

IEM:vr
RE2-07.B
10.0986.5

October 14, 1986
District No. 1

Attachment

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

AUTHORIZING EXECUTION OF LEASE FOR 640 BERECUT DRIVE

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

1. That the City Manager and City Clerk are hereby authorized and directed to execute on behalf of the City of Sacramento that certain lease agreement between the City and Helmsley-Spear National Realty Corporation, dated October 1, 1986, leasing the premises at 640 Bercut Drive, Sacramento, California, for a period of five years, commencing October 1, 1986, or as soon thereafter as the space is ready for occupancy.

2. The Director of Finance is authorized to expend the sum of \$988,710.64 as base rent under the terms of the lease as follows:

Balance of the 1986-87 Fiscal Year	\$126,352.80
1987-88 Fiscal Year	189,529.20
1988-89 Fiscal Year	191,986.06
1989-90 Fiscal Year	196,197.80
1990-91 Fiscal Year	200,409.58
1991-92 Fiscal Year	84,235.20

3. The property subject to said lease is described as all that real property in the City of Sacramento, County of Sacramento, State of California, more particularly described as:

640 Bercut Drive, Building No. 5, being a portion of Sacramento
County Parcel No. 001-0181-011

MAYOR

ATTEST:

CITY CLERK

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING TO THE CITY BUDGET
FOR FISCAL YEAR 1986-87 FOR DIVISIONS OF
THE POLICE DEPARTMENT AND DEPARTMENT OF
PUBLIC WORKS TO LEASE OFFICE SPACE AT BERECUT DRIVE

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

That the current operating budget Fiscal Year 1986-87 is hereby amended by:

1. Transferring \$88,015 from the General Fund Contingency (101-710-7012-4999) to the Engineering Division, Construction Section (101-310-3134-4XXX) for the acquisition of furniture.
2. Transferring \$41,000 from the General Fund Contingency (101-710-7012-4999) to the General Services Department (101-190-19XX-4XXX) for installation of telephones.
3. Transferring \$10,000 from General Fund Contingency (101-710-7012-4999) to the General Services Department (101-190-19XX-4XXX) for moving costs.
4. Transferring \$21,400 from the Police Department's Salary and Wage budget (101-210-21XX-4101) to the Police Department's Equipment budget (101-210-21XX-4XXX) for furniture.

MAYOR

ATTEST:

CITY CLERK

TENNIS CLASSES

The City of Sacramento specializes in group lessons for adults and juniors. The instructors train and work under the direction of Dexter Fong, a certified United States Professional Tennis Instructor.

The City of Sacramento will offer 5 different levels of tennis classes throughout the calendar year. We recognize that tennis is a social activity, therefore, at the completion of most adult evening classes, a pot luck/round robin will be arranged. Classes will be offered at the following locations: Curtis, Glenn Hall, Lewis, McKinley, and Reichmuth Parks. Classes will also be offered at C.K. McClatchy and J.F. Kennedy High Schools.

The five different levels of instruction are:

STROKE PRODUCTION: This class has been designed to teach the beginning students the basic fundamentals of the game. Course content includes stroke production, scoring and tennis etiquette.

GROOVING STROKES: This class has been designed for those who wish to develop their strokes. Class content will include drills, drills, and more drills. Students must have a thorough knowledge of the 5 basic strokes. A fast moving class filled with a lot of hitting.

DOUBLES GAME: This class has been designed for those who wish to develop their doubles game. Course content will include doubles drills, strategy, positions and play with pointers. Call this office for permission.

SINGLES GAME: This class has been designed for those who wish to develop their singles game. Course content will include singles drills, strategy, positions and play with pointers. Call this office for permission.

MATCH PLAY: This class has been designed for those who wish greater competition. Course content will include ladder competition and preparation for tournament play.

REGISTRATION

General Information

1. The City of Sacramento Recreation classes are self-supporting through participant fees.
2. All students are urged to register during the early mail-in period to avoid the cancellation of the class.
3. You may not sign up on the first day of class. You must pre-register.
4. A \$5.00 service charge will be added for all returned checks.
5. All classes are subject to change due to circumstances beyond our control.
6. After signing up, it is your responsibility to determine your status.
7. Complete the attached registration form and submit with your fees 10 days prior to the first day of your class.
8. Applications received 9 days prior to the beginning of a class will be charged an additional \$2.00 late fee.
9. Make checks to the "CITY OF SACRAMENTO" and mail to:
TENNIS LESSONS
4823 T STREET
SACRAMENTO, CA. 95819
10. NO CASH PLEASE!
11. If we must cancel a class we will notify you.

INSTRUCTION PROGRAM

FALL SCHEDULE

ADULT STROKE PRODUCTION

Curtis Park	M/W	5:30-6:30pm	10/13-11/5	\$17.00
McKinley Park	M/W	5:30-6:30pm	10/13-11/5	\$17.00
Glenn Hall Park	T/TH	6:00-7:00pm	10/14-11/6	\$17.00
Reichmuth Park	T/TH	5:45-6:45pm	10/14-11/6	\$17.00

ADULT GROOVING STROKES

Curtis Park	M/W	6:30-7:30pm	10/13-11/5	\$17.00
McKinley Park	M/W	6:30-7:30pm	10/13-11/5	\$17.00
Glenn Hall Park	T/TH	7:00-8:00pm	10/12-11/6	\$17.00
Reichmuth Park	T/TH	6:45-7:45pm	10/12-11/6	\$17.00

ADULT SINGLES/DOUBLES GAME

McKinley Park	M/W	7:30-8:30pm	10/13-11/5	\$19.00
Reichmuth Park	T/TH	7:45-8:45pm	10/14-11/6	\$19.00

JUNIOR STROKE PRODUCTION

McKinley Park	M/W	4:30-5:30pm	10/13-11/5	9+	\$17.00
Reichmuth Park	T/TH	4:30-5:30pm	10/14-11/6	9+	\$17.00