



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



(4)

January 23, 1989

CITY MANAGER'S OFFICE
RECEIVED
JAN 18 1989

Budget and Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: Proposed New Commission Meeting Room at Riverview
Plaza

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Housing Authority and Redevelopment Agency of the City of Sacramento.


RECOMMENDATION

The staff recommends approval of the attached resolution approving the meeting room development.

Respectfully submitted,

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COMMITTEE:



JACK R. CRIST
Deputy City Manager

Attachment



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



4

January 31, 1989

Housing Authority and
Redevelopment Agency of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Proposed New Commission Meeting Room at Riverview
Plaza

SUMMARY

This report provides information concerning the use of approximately 3,000 square feet of Riverview Plaza commercial space for the new Sacramento Housing and Redevelopment Commission meeting room and Agency conference and training room.

BACKGROUND/FINANCIAL DATA

Staff has developed initial schematic plans for converting a portion of Riverview Plaza's first floor commercial space into the new Commission meeting room. The room will be located on the southeast corner adjacent to the child care center (see Attachment 1). In addition to the Commission meeting room, the new space will be used for training, testing, bid conferences, and other large meetings. Plans for the space include (1) seating capacity of 60 to 100, (2) a public address system, (3) built-in projection screen, (4) a small meeting and break area, (5) storage and archives rooms, (6) "tackable" walls and display areas, and (7) restrooms. Attachment 2 represents the tentative floor plan.

The tentative time schedule for the project is as follows:

<u>ACTIVITY</u>	<u>TIME FRAME</u>
Develop construction specifications	Feb. 1 to Mar. 15, 1989
Develop bid package	Mar. 16 to Mar. 31, 1989
Bid period	Apr. 1 to Apr. 30, 1989
Contract award	May 1 to May 15, 1989
Construction period	May 16 to Aug. 15, 1989

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

4

Housing Authority and
Redevelopment Agency of the
City of Sacramento
January 31, 1989
Page Two

The use of the meeting room at Riverview Plaza will help alleviate the overcrowded office space conditions at the Central Office (630 I Street). Programs that will be moving to the first floor of the Central Office are General Services and Finance (see Attachment 3).

Staff recommends using Takata & Sugioka Architects, the architects for Riverview Plaza, to develop specifications for the Commission meeting room. Staff will coordinate the project with the Chairperson of the Commission.

Funding for this project is recommended as follows:

DESCRIPTION	AMOUNT
Riverview Plaza Commission Room	
Riverview Plaza tenant improvement allowance (Based on \$15 per square foot)	\$105,000
Excess funds from 320 Commerce Circle loan	\$100,000
Capital Improvement Project carryover	<u>\$ 20,000</u>
TOTAL	\$225,000

The conversion of the Central Office meeting room to office use will require Herman Miller partitions, seating, telephones, carpeting, etc. The improvements considered are similar to those accomplished for Gateway Services. Funding for the anticipated cost of the improvements (\$35,000) is contained in the approved 1989 Budget. The improvements proposed does not affect previously planned Ping Yuen Center improvement items such as carpeting, painting, and space modifications.

ENVIRONMENTAL REVIEW

Pursuant to the National Environmental Protection Act the proposed action is categorically excluded by Section 58.35(a)(1)(ii) - The improvements replace or upgrade existing facilities with minimal change in use, size and capacity.

Pursuant to the California Environmental Quality Act, the proposed action is a categorical exemption by Section 15301(a) - Interior alterations involving such things as partitions, plumbing, and electrical to an existing facility.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority and
Redevelopment Agency of the
City of Sacramento
January 31, 1989
Page Three

POLICY IMPLICATIONS

The action recommended will increase the Agency's usage of Riverview Plaza and will require transfer of funds to Riverview Plaza for the additional cost of the improvements. The Agency is presently preparing 4,164 square feet of office space for the Department of Community Development on the second floor and the additional 3,000 square feet for the meeting room will result in 30% of the commercial space being used by the Agency.

The Agency procurement policy requires all purchase orders and agreements exceed \$20,000 be approved by the Sacramento Housing and Redevelopment Commission. The recommendations contained within this report are consistent with the procurement policies and procedures. Formal bidding procedures including notification to known MBE/WBE contractors, advertising, and bid conference will be followed.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of January 23, 1989, the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolution. The votes were as follows:

AYES:

NOES:

ABSENT:

RECOMMENDATION

Staff recommends that a new Commission meeting room be created and the existing Commission room be converted into office space to relieve the overcrowded situation at the Central Office and to provide better meeting room with greater seating capacity and display area. Staff recommends adoption of the attached resolution authorizing the Executive Director (1) to contract with Takata & Sugioka Architects to develop bid specifications, (2) to solicit bids and to enter into an agreement with the lowest responsive and responsible bidder for the new Commission meeting room request for bids and (3) to purchase Herman Miller partitions.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

4

Housing Authority and
Redevelopment Agency of the
City of Sacramento
January 31, 1989
Page Four

Respectfully submitted,

(Handwritten signature)

WILLIAM H. EDGAR
Executive Director

Contact Person: Satoshi Matsuda, 440-1309
General Services Director

Enclosures

4

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

NEW COMMISSION MEETING ROOM

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1: The Executive Director is authorized to contract with Takata & Sugioka Architects to develop plans and specifications for creating a new Commission Meeting Room on the first floor of Riverview Plaza.

Section 2: The Executive Director is authorized to solicit bids and enter into an agreement with the lowest responsive and responsible bidder.

Section 3: The Executive Director is authorized to transfer funds necessary to complete the project in accordance with the staff report attached to this resolution.

Section 4: The Executive Director is authorized to award a purchase order for Herman Miller partitions and furniture through Miles Treaster and Associates in the same manner as for similar purchase orders approved in 1988 and the subject budget amounts set out in the attached report.

CHAIR

ATTEST:

SECRETARY

1100WPP2(202)

4

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

NEW COMMISSION MEETING ROOM

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The Executive Director is authorized to contract with Takata & Sugioka Architects to develop plans and specifications for creating a new Commission Meeting Room on the first floor of Riverview Plaza.

Section 2: The Executive Director is authorized to solicit bids and enter into an agreement with the lowest responsive and responsible bidder.

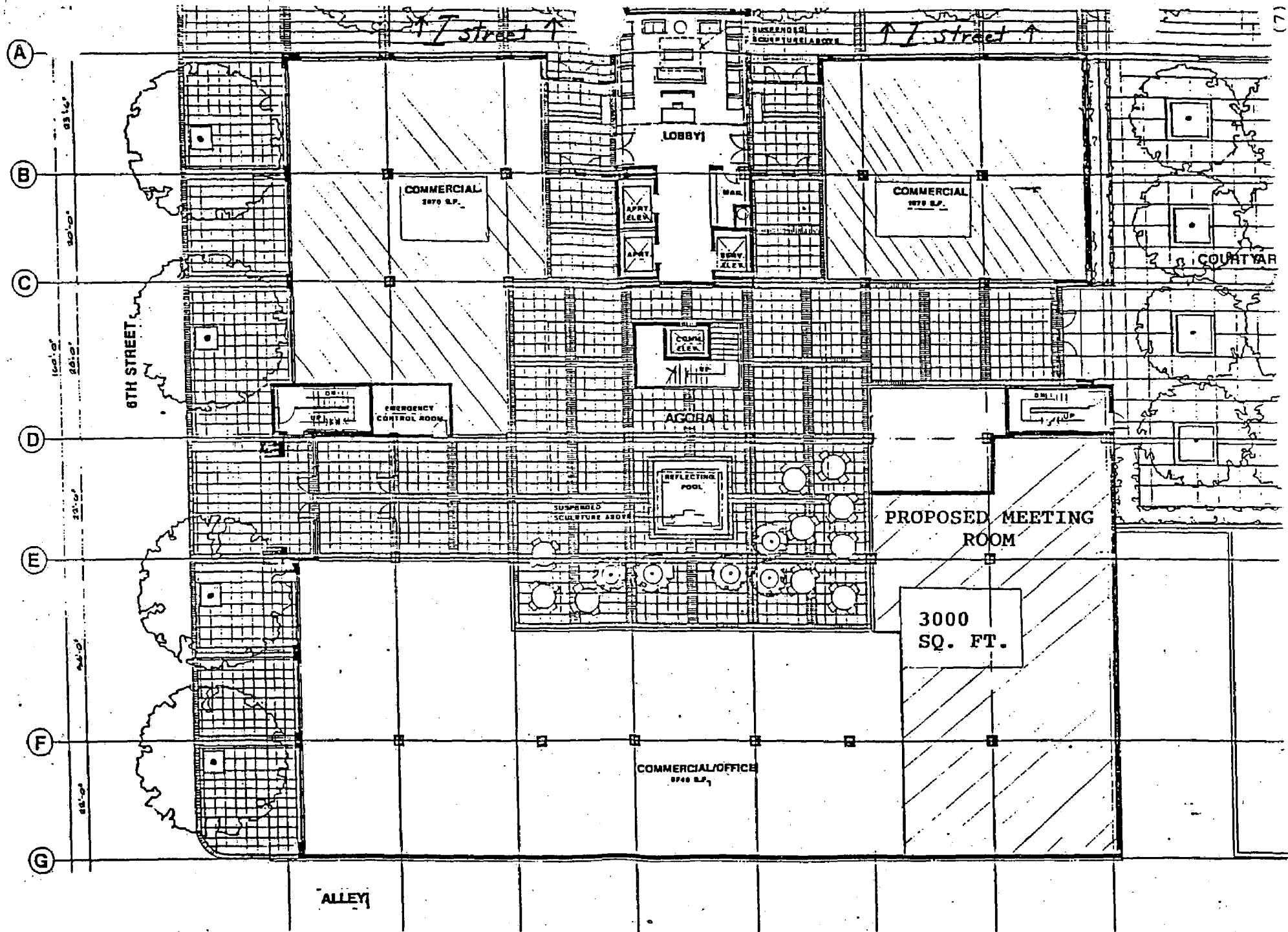
Section 3: The Executive Director is authorized to transfer funds necessary to complete the project in accordance with the staff report attached to this resolution.

Section 4: The Executive Director is authorized to award a purchase order for Herman Miller partitions and furniture through Miles Treaster and Associates in the same manner as for similar purchase orders approved in 1988 and the subject budget amounts set out in the attached report.

CHAIR

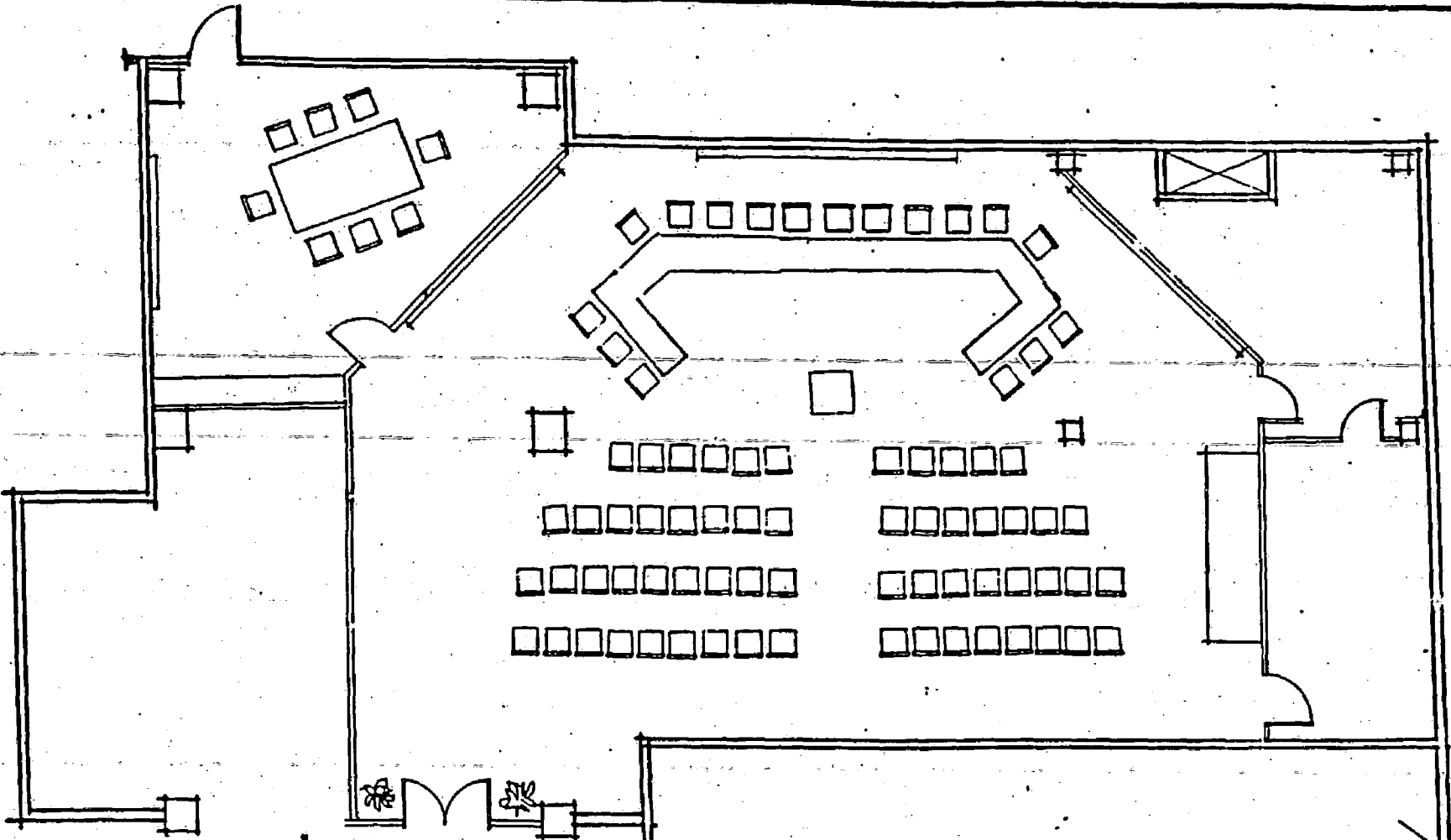
ATTEST:

SECRETARY



4

(8)

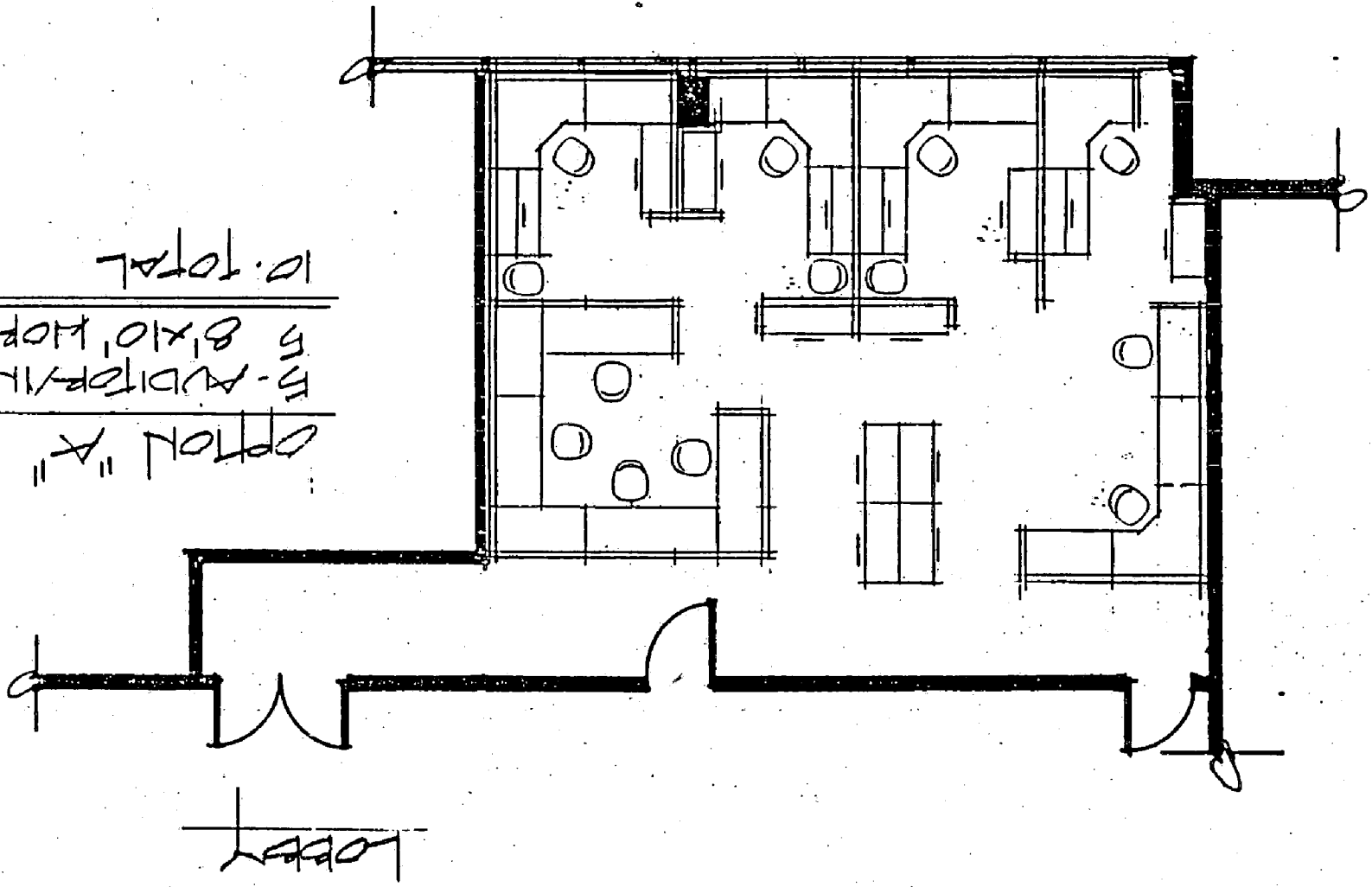


BERNADETTE CHIANG & ASSOCIATES
 Interior Space Planning & Design
 1500 El Camino Avenue, Suite L
 SACRAMENTO, CALIFORNIA 95813

OCT 27 1988

**SACRAMENTO HOUSING AND
 REDEVELOPMENT AGENCY
 COMMISSIONERS' ROOM**

S.H.R.A. 630 I ST. CENTRAL SVCS.
 1/8" = 1'-0" FURNITURE PLAN
 10.20.88
 REV. 11.7.88



OPTION "A"
 5-ADDITIONAL
 5 8'X10' WORKSTATION
 10. TOTAL

LEGISLATIVE CHANGES

NEW GIFT PROHIBITION (Government Code Section 85400, added by Proposition 73, June, 7, 1988.)

Effective January 1, 1989, elected officeholders are prohibited from accepting any gift or gifts aggregating more than \$1,000 during a calendar year from any single source.

NEW HONORARIA PROHIBITION (Government Code Section 85400, added by Proposition 73, June 7, 1988.)

Effective January 1, 1989, elected officeholders are prohibited from accepting any honoraria for any speech, article or published work relating to the governmental process aggregating more than \$1,000 in a calendar year from a single source. This prohibition does not apply to reimbursement for actual travel expenses and reasonable subsistence in connection with such activities.

CHANGE IN RETRIEVAL FEES (Government Code Section 81008; SB 2537, Stats. of 1988, Chapter 1208)

Previously, a filing officer was required to provide copies of statements upon request at a fee not to exceed ten cents per page. This bill adds a fee for retrieving statements which are five or more years old. Filing officers may charge a fee not to exceed five dollars per request for statements which are five or more years old. A request for more than one statement at the same time shall be considered a single request.