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DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

April 8, 1987

Budget and Finance Committee
Transportation and Community Development Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Report Back on Other Cities' Methods of Providing
Operational Space Needs

SUMMARY

This report is a follow-up to Councilperson Kastanis's request on March 17, 1987, Phase II Space Need Study wrap-up presentation, for information regarding other cities' methods of providing operational space - city owned buildings versus leased buildings.

INFORMATION

Exhibit I provides an overview of the responses staff received from larger California cities surveyed. The highlights of the survey information gathered are as follows:

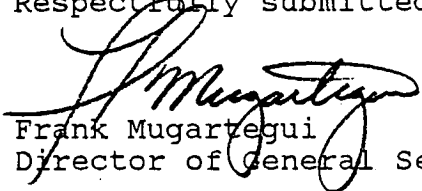
- o The City of Sacramento currently leases 99,744 square feet of administrative facilities, which exceeds all cities surveyed.
- o Lease only for short-term needs.
- o City owned for long-term needs.

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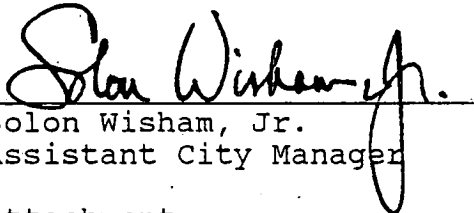
RECOMMENDATION

This report is for Committee information and no action is required.

Respectfully submitted,


Frank Mugartegui
Director of General Services

APPROVED FOR COMMITTEE INFORMATION:


Solon Wisham, Jr.
Assistant City Manager

Attachment

ADM2.081

CITY FACILITIES SURVEY
LEASED VS OWNED

City:	ANAHEIM	FRESNO	LONG BEACH	OAKLAND
Contact:	Doris Taylor (714) 520-6800	Ralph Anderson (209) 488-1240	Jerry Herman (213) 590-6120	Bob LaVell (415) 273-3541

1. How much total square footage do you currently:				
a. lease	less than 10,000	35,000	lease very little	lease 30% of office
b. own	1,500,000 - excludes Anaheim Stadium and Convention Center	1,100,000	2,000,000 +	just a guess - records terrible no way to know right now
(include corporation yard)				
2. How many employees do you currently have?	1,800	2,300	4,800	4,000
3. When was the last city-owned facility constructed?	1980 - Main Civic Center	1985 - Police Area Station	Waste to Energy Facility	1970 - Museum
How was it financed?	Certificates of Participation	General Revenue	Joint Venture with County of LA Revenue Bonds	Bond Issue
4. Do you currently have all the space you need?	No	No	Yes	No
If not, by how many square feet are you deficient?	unknown	87,000		Space planning questionnaire in the works
5. How are you planning to address your space deficiencies?	Having serious budget problems not addressing space needs now	Building new City Hall	N/A	Lease or build
How are you planning to finance these improvements?		COP		not sure
6. What's the city's long range versus short-term plan to address space needs?	see above - also note - Anaheim unique due to city ownership of utility system and the stadium being located there	New city hall designed to meet 10-20 year office space needs Corp yard space is a problem in process of finding land to buy and construct corp yard satellite estimated completion 5-6 years	Space needs addressed 10 years ago which eliminates a crunch today	Not sure - waiting for data from questionnaire - suffering from lack of planning particularly in federally funded programs

CITY: CONTACT:	RIVERSIDE Jerry DeSilva (714) 787-7259	SAN DIEGO Pat Frazier (619) 236-6070	SANTA ANA Bob Hoffman (714) 647-5360	SAN JOSE Ellis Jones (408) 277-5522
<hr/>				
1. How much total square footage do you currently:				
a. lease	5,000	70-75,000 + Police Community Rel. Storefronts @ .65/sq.ft.	not available	43,000
b. own	1,061,431		not available	2.7 million including Community Centers etc.
(include corporation yard)				
2. How many employees do you currently have?	1,800	unknown	1,200 + P	5,000
3. When was the last city-owned facility constructed?	1975 - Community Center	1965 - City Admin Center	1975 - City Hall	1986 - Library Renovation
How was it financed?	Federal EDA funds	Borrowed from City Employees Retir. 1985 - Public Safety Bldg COP for lease/purchase	not sure about financing	Construction Conveyance Tax
4. Do you currently have all the space you need?	No	No	Yes	No
If not, by how many square feet are you deficient?	Don't know no official space needs study in the works	Don't know - space needs study in the works looking at lease of high-rise for admin. space	Currently have enough because of leasing RA/City/new developer building new building - 1990 occupancy	100,000 currently leasing space and remodeling existing owned space problem areas are admin. and police
5. How are you planning to address your space deficiencies? How are you planning to finance these improvements?	Police satellite and public utilities bldg currently in design - satellite financed by COP, PUB with revenue bonds	Space needs study - short term will lease - currently have 5 year leases for city offices as admin bldg is too small	Redev. mechanisms being used City assembling site and leasing from dev currently pay rent for space	Would like to build a City Hall and a police substation However, no funding sources available
6. What's the city's long range versus short-term plan to address space needs?	Short-term each dept leases what it needs as determined by each dept head - no official standards in place Long-term want to build own buildings to suit	Short-term lease Long-term build	Short-term own lease Long-term lease - plans driven by downtown redevelopment - desire to stimulate renaissance and put money back into downtown	Short-term relocate Parks and General Services to service yards Long term identify funding source for construction of new City Hall Space needs study done in 1985 on hold for now