



# COUNCIL REPORT

**DATE:** May 14, 2024

**CATEGORY:** Consent

**DEPT.:** Public Works

**TITLE:** **City Buildings Workplace Study (City Attorney’s Office Phase), Project 21-50—Various Actions**

## **RECOMMENDATION**

1. Find that in accordance with California Environmental Quality Act requirements, City Buildings Workplace Study (City Attorney’s Office Phase), Project 21-50, is categorically exempt under California Public Resources Code Section 15301, Existing Facilities.
2. Approve plans and specifications for City Buildings Workplace Study (City Attorney’s Office Phase), Project 21-50, and authorize staff to advertise the projects for bids.
3. Authorize the City Manager or designee to award a construction contract to the lowest responsible responsive bidder if the bid is within the total project budget of \$2,220,000.

## **BACKGROUND**

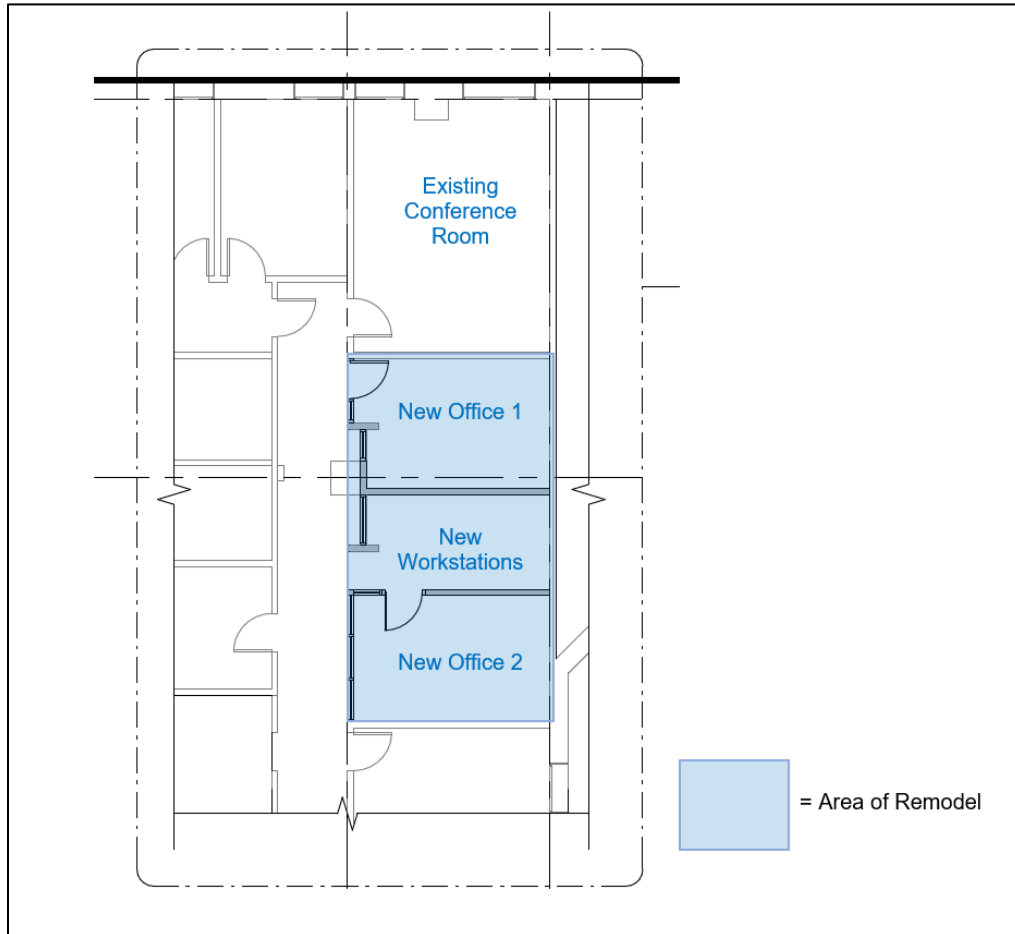
Over the past few years, the City has completed several office space enhancements within City facilities as part of City Buildings Workplace Study, Project 21-50. Many of the departmental moves and remodeling projects have been funded from this project, including those at City Hall and the newly leased office space at 888 Villa Street.

The City Attorney’s Office (CAO) is located on the third floor of City Hall and needs additional offices and workstations for current staff. The existing legal library area within the CAO area is no longer used for its original purpose, as many of the hard-copy legal reference books are now available digitally. A project was scoped to convert the existing CAO library area into additional office and workstation space (CAO Phase). This project will allow each attorney and CAO support staff person to have a dedicated workstation within CAO; without the conversion, not all CAO personnel will be able to have an assigned workstation within the CAO office.

On March 11, 2022, the City executed a professional services agreement with AETypic, Inc., for the design of tenant improvements for the CAO Phase.

## **ANALYSIS**

The plans and specifications for City Buildings Workplace Study (City Attorney's Office Phase), Project 21-50, are complete. The project will remodel the existing City Attorney's Office legal library area into two new dedicated offices and a work area for two small workstations, including separation/dividing walls and doors (see Figure 1).



**Figure 1: City Attorney's Office Phase**

## **Environmental Clearance**

In accordance with the requirements of the California Environmental Quality Act (CEQA), the CAO Phase of the project has been determined to be categorically exempt pursuant to Section 15301(a) of the California Public Resources Code because the project is an interior alteration involving interior partitions. Staff recommends Council make a finding that in accordance with the CEQA requirements, this phase is categorically exempt under Environmental Quality Statute (Division 13, Chapter 2.6 of the California Public Resources Code) Section 15301(a).

**FISCAL IMPACT**

The design and construction of the CAO Phase is under the overall City Buildings Workplace Study, Project 21-50, which is funded with \$1,560,000 from the CIP Reserve Fund, \$400,000 from the Development Services Fund, and \$260,000 from Construction and Conveyance Tax Fund, for a total funding amount of \$2,220,000.

The estimated project cost of the CAO Phase is as follows:

Construction	\$220,000
Construction Contingency	22,000
Project Management	15,000
Consultant Services	100,000
Construction Inspection and Testing	35,000
Permits, Printing, Miscellaneous	11,000
Project Contingency	<u>13,000</u>
Subtotal	\$416,000
City Administration	<u>27,000</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$443,000</b>

There is sufficient funding for the CAO phase of the project. No additional appropriation is requested at this time.

**ALTERNATIVES**

1. Do not approve plans and specifications and defer the project.
2. Provide other direction.

**PUBLIC NOTICING**—Agenda posting.

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