



COUNCIL REPORT

DATE: March 26, 2024

CATEGORY: Consent

DEPT.: Public Works

TITLE: **City Hall Remodel (Community Development Department Reception Area Phase), Project 16-64—Various Actions**

RECOMMENDATION

1. Find that in accordance with California Environmental Quality Act requirements, City Hall Remodel (Community Development Department Reception Area Phase), Project 16-64, is categorically exempt under California Public Resources Code Section 15301, Existing Facilities.
2. Approve plans and specifications for City Hall Remodel (Community Development Department Reception Area Phase), Project 16-64, and authorize staff to advertise the project 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 \$2,000,000.

BACKGROUND

Over the past few years, the City has completed several security enhancements in efforts to secure public and staff areas as part of the City Hall Remodel, Project 16-64. Access beyond public reception areas have been better controlled with the installation of card key access to staff areas and security glass partitions in the reception areas of the departments of the City Clerk's Office, Human Resources, Finance and Administrative Services, and Public Works.

The Community Development Department (CDD) operates the Planning and Building reception area on the first floor of City Hall. The reception area includes a publicly accessible counter and is open during business hours to provide Planning and Building Permit services to the public. There are currently two walkway openings behind the counter that are used by staff to access the reception area from staff-only office areas. While the two openings are behind the counter, they are unsecured, and the public could access staff-only office areas without permission. Additionally, within the CDD reception area, there is an alcove that will provide more efficient use as a meeting room. A project was scoped to provide secure access at the two existing

unsecured entry points in the CDD reception area and convert the alcove to a meeting room (CDD Reception Area phase).

On November 8, 2023, the City executed a professional services agreement with Dialog Design LP for the design of tenant improvements (TI) for the CDD Reception Area phase and separately at the Municipal Operations Center (MOC) located at 231 North Whisman Road. The MOC TI project is still under design and will be bid separately from the CDD Reception Area phase.

ANALYSIS

The plans and specifications are now complete for the CDD Reception Area phase and will feature the following amenities: security doors with vision panels and card key access at the two openings between the public reception and staff areas; and an additional door installed outside the alcove to create a small meeting room (see Figure 1).

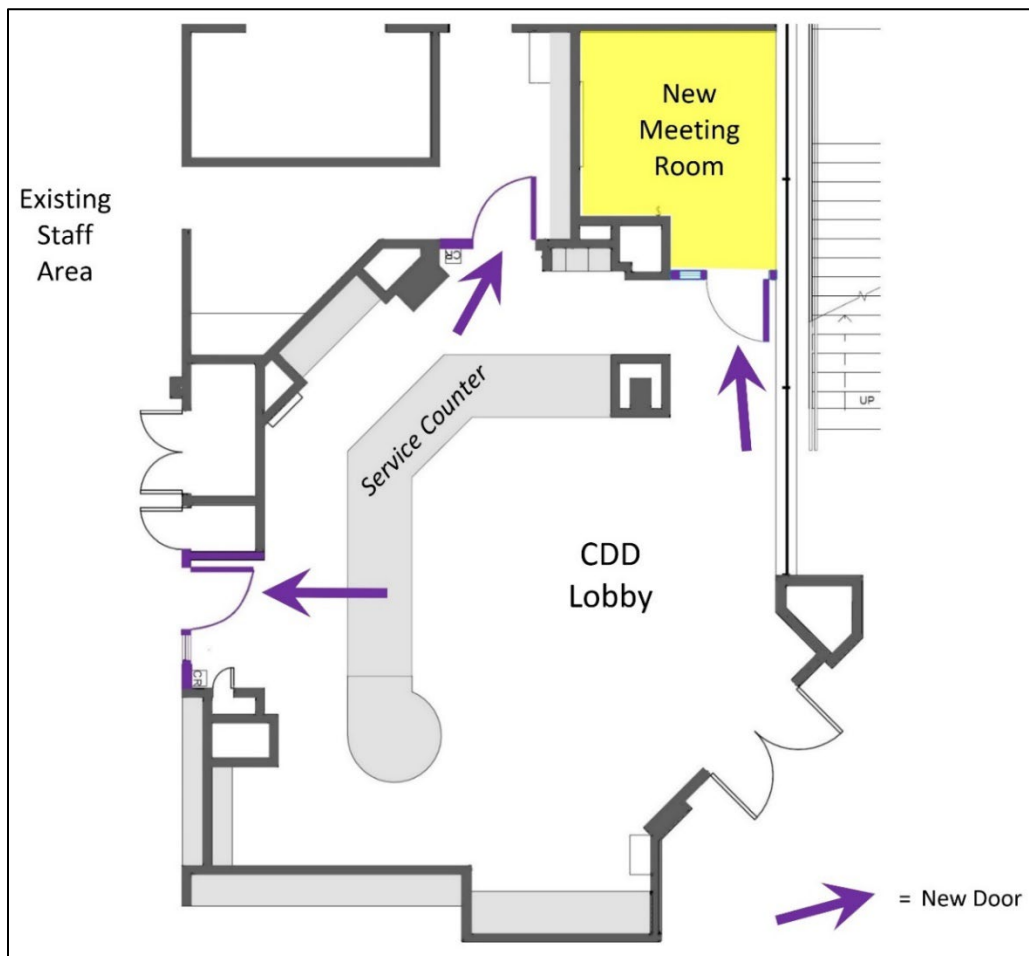


Figure 1: CDD Reception Area Phase

Most of the construction will be performed during nonbusiness hours to minimize disruption and allow operations in the department to continue.

Environmental Clearance

In accordance with the requirements of the California Environmental Quality Act (CEQA), the CDD Reception Area phase of the project has been determined to be categorically exempt pursuant to Section 15301(a) of the California Public Resources Code because this project is an interior alteration involving interior partitions. Staff recommends that Council make a finding that in accordance with the CEQA requirements, the project 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 CDD Reception Area phase is under the overall City Hall Remodel, Project 16-64, which is funded with \$1,500,000 from the Development Services Fund and \$500,000 from the Construction and Conveyance Tax Fund, for a total funding amount of \$2,000,000.

The estimated project cost of the CDD Reception Area phase is as follows:

Construction	\$275,000
Construction Contingency	27,000
Project Management	15,000
Consultant Services	47,000
Construction Inspection and Testing	35,000
Permits, Printing, Miscellaneous	11,000
Project Contingency	<u>5,000</u>
Subtotal	\$415,000
City Administration	<u>27,000</u>
TOTAL ESTIMATED COST	\$442,000

The requirements for nonbusiness hour work and the ballistic ratings of the security doors and windows contributed significantly to the estimated cost of this project, above what otherwise would be expected for this type and scope of tenant improvements. There is sufficient funding for the CDD Reception Area 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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