

**TO:** James L. App, City Manager  
**FROM:** Doug Monn, Interim Public Works Director  
**SUBJECT:** City Hall – Temporary Expansion  
**DATE:** November 15, 2005

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**NEEDS:** For the City Council to consider leasing 1500 square feet of office space at 610 10<sup>th</sup> Street to augment City Hall.

- FACTS:**
1. The City Council has funded further implementation of the Information System Strategic Plan including development of a Geographic Information System and expansion of the City Web site/business applications.
  2. To facilitate the implementation, City Council authorized hiring two additional staff positions familiar with Geographic Information Systems and web based e-commerce.
  3. Space limitations at City Hall make it difficult to accommodate the expanding information technology operations.
  4. Five (5) different locations have been investigated as possible expansion space.
  5. Lease space at 610 10<sup>th</sup> Street is economically priced and convenient to primary information technology service sites (City Hall, Library and Public Safety Center). The space will require some remodeling as outlined in the attachment titled "Cost Estimate."

**ANALYSIS  
AND**

**CONCLUSION:** A potential lease of 610 10<sup>th</sup> Street is the most viable office space of all those considered for the following reasons:

1. It is geographically close to major City facilities IT personnel support (Public Safety Center, Library and City Hall).
2. Its location facilitates easy connection to the central network at City Hall.
3. The building has adequate space and provides a rear freight entrance that facilitates the delivery of computer equipment.
4. The lease rate is competitive at \$1.25 per square foot, no triple net, resulting in a monthly cost of \$1,875.00, or \$22,500.00 per year.
6. The lease space will require some general maintenance (paint/carpet), upgrades to electrical and communications systems, in addition to the creation of individual work spaces.
7. It is estimated (copy attached) that the upgrades will cost \$90,000.00, including a small contingency.

**POLICY**

**REFERENCE:** None

**FISCAL IMPACT:** Approximately 30% (\$30,000.00) of the cost of the upgrades can be attributed to enterprise funds given that the majority of need for the GIS system is associated with the development and maintenance of water and sewer infrastructure. The remaining cost would be covered from the Building Maintenance Fund.

- OPTIONS:**
- a. Adopt Resolution No. 05-xx authorizing the City Manager to enter into a space lease at 610 10<sup>th</sup> Street Unit B and allocate up to \$90,000.00 from water, sewer and building maintenance funds to complete the necessary upgrades at this location.
  - b. Amend, modify, or reject the above option.

Attachments (2)

- 1) Resolution
- 2) Cost Estimate

Item	Measure	Cost	Force Account		
			Equipment	Materials/equip.	Out source
Remove Old Carpet	1500 sq. ft.	\$2.00		\$1,000.00	
Install new carpet	170 sq. yd	\$35.00			5,950.00
Paint	9800 sq. ft.			\$2,500.00	
Partitions	400 sq. ft.			\$3,500.00	
Electrical	1500 sq. ft.	\$9.75			\$14,625.00
Computer wiring internal	1500 sq. ft.	\$2.25			\$3,375.00
Computer Connection (City Hall)	1		\$6,000.00		
Phone wiring	1500 sq.ft.	\$1.90			\$2,850.00
Phone switch	1 ea.		\$1,100.00		
Phone Hand sets	5	\$300.00	\$1,500.00		
Alarm	1500 sq ft.	\$1.05			\$1,575.00
Modular office work space	5 ea.		\$26,500.00		
File Cabinets	2 ea.	\$600.00	\$1,200.00		
Copier	1 ea.		\$2,200.00		
			<u>\$38,500.00</u>	<u>\$7,000.00</u>	<u>28,375.00</u>
Contractor overhead/profit					7,093.75
Architect/design/layout					2,500.00
Contingency					4,000.00
			<u>\$38,500.00</u>	<u>\$7,000.00</u>	<u>41,968.75</u>
					<b>\$87,468.75</b>

RESOLUTION NO. 05-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A SPACE LEASE AT 610 10<sup>TH</sup>  
STREET, UNIT B AND ALLOCATE FUNDING FOR THE NECESSARY UPGRADES  
REQUIRED TO ACCOMMODATE THE CITY INFORMATION SERVICES DIVISION  
AT THIS LOCATION

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WHEREAS, the City Council for the City of Paso Robles has determined it to be in the best interest of its citizens to implement the Information Systems Strategic Plan, including the development of a Geographic Information System and Web based e-commerce; and

WHEREAS, the limited space at the Library/City Hall will not support the additional staff associated with the development of the City GIS and Web System; and

WHEREAS, City staff has located suitable lease space at 610 10<sup>th</sup> Street; and

WHEREAS, the initial lease term is for 20 months to coincide with fiscal years 05 through 07 and subsequent lease extensions are available in two year increments.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does hereby authorize the City Manager to enter into a space lease for 610 10<sup>th</sup> Street Unit B at a cost of \$13,125.00 for the remainder of fiscal year 05/06, and \$22,500.00 for fiscal year 06/07.

SECTION 2. The City Council of the City of El Paso de Robles does hereby authorize and approve a reoccurring budget appropriation of \$13,200 for fiscal year 2006 and \$22,500 for fiscal year 2007 from General Fund Reserves to budget account #100-130-5212-120.

SECTION 3. The City Council of the City of El Paso de Robles does hereby authorize and approve a one- time budget appropriation of \$90,000 from the City Facility Repair Fund Reserves to budget account #119-130-5452-120 to cover the cost of tenant improvements

SECTION 4. The City Council of the City of El Paso de Robles does hereby authorize one time fund transfers from Water Operations and Sewer Operations Fund, each at \$13,500, to City Facility Repair Fund to pay their proportional share of tenant improvements.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 15<sup>th</sup> day of November 2005 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Frank R. Mecham, Mayor

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Sharilyn M. Ryan, Deputy City Clerk

Agenda Item No. 17.1  
Revised Resolution