



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Receive update and provide direction on City Hall Improvements

RECOMMENDED MOTION:

Seek Council direction on how to proceed. Group will come back in June with a response.

SUMMARY

At the City Manager's request, a committee (CHIC) has been formed to recommend improvements to City Hall that make it more welcoming and user-friendly.

BACKGROUND

In 2002, at the City Manager's request, CDD Director Reba Wright-Quastler led a City Hall space utilization study to improve both staff and public use of City Hall. Staff was interviewed, various plans were proposed but none were implemented.

The current City Manager has asked that some of the improvements discussed six years ago be re-visited, particularly those that make City Hall more welcoming and user-friendly.

On February 28, 2008 the first meeting of CHIC (City Hall Improvement Committee) was convened by Mary Richardson (Library). Members of the committee include Bob Woodrum and Mary Lee Bickford (Arts Commission); Libby Wilkinson and Jo Ann Goldschmidt (who were on the Space Utilization committee, Libby also represents the Friends of the Library); Vicki Nichols (Historical Society); Don Olsen (Sausalito Foundation); Mike Langford (Parks and Recreation); Dan Zepponi (Public Works).

The group suggested the following improvements to be implemented in phases. They include making the lobby more welcoming, creating more gallery space in the hallway and giving the Council Chambers a makeover:

- Make the lobby (Litho St. entrance) more inviting (coffee cart, comfortable chairs, tables, wireless access, information kiosks)
- Repaint walls in hallway

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- Improve lighting in hallway
- Improve signage in hallway, in parking lot, and at entrances
- Expand ability to exhibit art in the hallway so that rotating art exhibits as well as the existing permanent collection can be displayed
- Display rotating Sausalito history exhibits in hallway
- Council Chamber improvements- re-paint, new lights, chairs, carpet, blinds, and a new system for hanging art work.
- Switch locations of Administration and Community Development so that the main customer service counter faces the Litho St. lobby.
- Improve City Hall security (doors)
- ADA upgrade to restrooms and switch location with break room /kitchen.

The above list was divided among the committee members to research and obtain cost estimates. Subcommittees of the group met a few times in March and the group met again on April 15.

In order to take advantage of the wider lobby space at the Litho Street entrance, the possible switch of Administration and Community Development areas was explored. Details of work flow and storage need to be determined before a decision can be made.

ISSUES

- Funding. Currently funding is not available for all of the suggested improvements.
- Switching the locations of Administration and Community Development still needs to be explored.
- Use of exhibit space in hallway and Council Chambers will require some discussion among the Arts Commission, Sausalito Foundation, Historical Society and City Departments.

FISCAL IMPACT

Below are rough estimates of costs associated with the suggested improvements.

- Repaint Hallway (paint and labor)
 1st floor hallway & stairway up to 2d Floor- \$10,000 -13,000
 2nd Floor Hallway - \$ 4,570 - \$5,560

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- New lights in Hallway (energy-efficient, focus on artwork on walls as well as increase ambient light)
 - hallway 11 fixtures @ \$450 per fixture = \$4,950
 - lobby 5 fixtures @ \$450 per fixture = \$2,250

- 4' x 8' Panels in Hallway that expand the ability to securely hang artwork (11 panels) \$1,200 per panel
11 panels-\$13,200

- Display cases for historical exhibits - TBD

- Coffee cart – to be outsourced. Will probably be revenue –producing.

- Comfortable chairs and occasional tables in Lobby –
 - 4 chairs @\$998 - \$1634 per chair =\$3,992 -\$6,536
 - 4 tables @ \$300 per table = \$1,200

- Wireless Access - \$915 (\$815 wiring, \$100 access point)

- Council Chambers Improvements (Total =\$10,400)
 - Since paint colors are new, will need to change blinds ,seats & carpet*
 - Adjustable hanging system for art work - \$1,500
 - Painting – Public Works will absorb in their budget
 - New seats for Stacking Chairs – \$1,250
 - New Lights (5) (same type as hallway) -\$2,250
 - New Blinds – \$1,900
 - New carpet-\$3,500

- Information Kiosks (computers with Internet access)2 @ \$2,000 each =\$4,000

- Improved signage in hallway
 - Drop ceiling –signs with lights (Library, CDD, Admin) \$3,500 each
 - Total \$10,500

- Improved signage at entrances and in parking lot - TBD

- Switching Community Development and Administration –TBD

- Upgrading bathrooms -TBD

- Switching location of bathroom and staff kitchen / break room-TBD
- Building security (new locks that use cards) - \$36,000

STAFF RECOMMENDATIONS

Three scenarios were proposed for the first phase:

Scenario One – estimated total \$29,750

The majority of the group supported this scenario that focused more on the hallway and included facilitating the hanging of artwork in the Council Chambers

- Paint 1st floor hallway (\$15,000)
- Install lights in hallway (11) and Council Chambers (5) (\$7,250)
- Adjustable hanging system for artwork in Chambers (\$1,500)
- 5 panels in hallway to hang artwork securely (\$6,000)
- Coffee cart in lobby (no cost)
- Move some of the existing hallway chairs into the lobby

Scenario Two – estimated \$10,400

This scenario focuses only on a complete Council Chamber makeover

- Shades (\$1,900)
- Carpet (\$3,500)
- New seats for stackable chairs (\$1,250)
- Re-Paint (Public Works absorbs in their budget)
- 5 Lights that are directed toward artwork on walls (\$2,250)
- Adjustable hanging system for artwork in Chambers (\$1,500)

Scenario Three-estimated \$30, 400

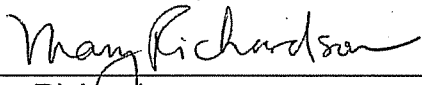
This scenario combines elements of the first two scenarios but relies on outside funding for 5 panels in the hallway to hang artwork securely (\$6,000). Everyone on the committee supports this scenario.

- Paint 1st floor hallway (\$15,000)
- Lights in hallway (\$5,000)
- Coffee cart in lobby (no cost)
- Move some of the existing hallway chairs into the lobby
- Lights in Council Chambers (\$2,250)
- Adjustable hanging system for artwork in Chambers (\$1,500)
- Paint Council Chamber (Public Works)
- New seats for Stackable Chairs in Council Chambers (\$1,250)
- Carpet in Council Chambers (\$3,500)
- Shades in Council Chambers (\$1,900)

ATTACHMENTS

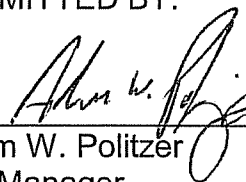
none

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