



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE: Update on City Hall Improvements Project

RECOMMENDED MOTION: Receive update on City Hall Improvements Project

SUMMARY

After reviewing its list of potential improvements to make City Hall more welcoming and user friendly, the City Hall Improvements Committee (CHIC) recommends repainting the hallway, improving the lighting and signage and installing a coffee cart as part of the first phase of improvements for up to \$30,000. The project will be paid from account number 100-190-7000-780.

BACKGROUND

On May 27, 2008, the City Hall Improvements Committee (CHIC) presented to the City Council a report that included various scenarios to make City Hall more welcoming and user friendly. The Council chose Scenario 3 (painting, improved lighting and art hanging systems in the hallway & Council Chambers and a coffee cart in the lobby).

Since then, the group added improved signage to the list and then trimmed the list to fit within the \$30,000 budget. The list now includes repainting the hallways, new lighting in the hallways, new signage, and a coffee cart in the lobby.

Additional funding will need to be found in order to implement the remaining suggested improvements. These include Council Chamber makeover (new carpet, chairs, blinds, lights, paint and artwork hanging system), new locking system on City Hall doors, information kiosks (computers), wireless access in lobby, new chairs and occasional tables in lobby, display cases for historical displays, switching locations of Administration and Community Development Departments.

There are plans in process to make ADA improvements to the restrooms and possibly switch the location of the restrooms and staff break room. These are not included in this report.

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The Sausalito Foundation will be 'retiring' some of the collection currently hung in the hallway. The remaining artwork will be hung on one side of the hallway and each piece will include brief biographical information about the artist.

ISSUES

- Funding. Currently, funding is only available for the first phase. Funding will need to be identified for the other suggested improvements.
- Switching the locations of Administration and Community Development (to take advantage of the wider lobby space at the Litho St. entrance) still needs to be explored. Details of work flow and storage need to be determined before a decision can be made.
- Use of exhibit space in the hallway and Council Chambers will require some discussion among the Arts Commission, Sausalito Foundation, Historical Society and City Departments.

FISCAL IMPACT

Below are estimates for the recommended Phase One Improvements.

<u>Improvement</u>	<u>Estimated Cost (materials & labor)</u>
Repaint hallways 1 st and 2 nd floors	\$16,000
Add new light fixtures in hallway	\$ 5,000
New signage	\$ 7,000
Coffee Cart	\$ unknown at this time
TOTAL	\$28,000

STAFF RECOMMENDATIONS

Repaint Hallways

Repaint hallways on 1st floor (including stairway up to 2nd floor) and 2nd floors (up to the iron gate).

Add new light fixtures in hallway

Add a total of 25 new energy efficient fixtures into existing tracks in the hallway outside Library and Council Chambers and three new fixtures in 'dark spots' near the bathrooms on the 1st floor.

New signage

At the time of this report estimates were not available for new signage in City Hall. However, the two vendors contacted have indicated they can work within our budget to do the artwork for and create:

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- a. Three exterior signs (two in the parking lot and one at the Litho Street entrance). One of the parking lot signs and the Litho Street entrance sign would be carved wood.
- b. Five overhead directional signs at hallway junctures on the main floor and one on the Recreation Department level.

New signs in the elevator and above each room cannot be included in the budgeted amount and would have to be added in a later phase. Until then the existing signs could continue to be used.

Coffee Cart


An investigation was made to determine if it was feasible to have a coffee service in City Hall. Local coffee shops and coffee distributors were contacted and it was determined that there was not enough business in City Hall to warrant a "manned" coffee station. To have such a station, the vendor would need to sell in excess of 200 cups of coffee per day. Another obstacle was that equipment would have to be taken off site daily for cleaning.

Many shops were interested in providing a once a day coffee service to City Hall. Coffee and condiments would be brought to City Hall in the morning in sealed thermos type dispensers. The coffee would be self service.

Another option would be to have a single cup brewing machine such as the Flavia system. With this system the consumer would have a greater variety of options than the pre-brewed coffee. Packets could be sold at the counter or the honor system could be used.

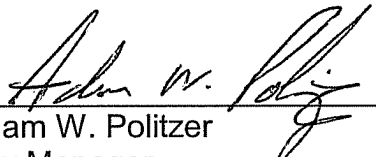
It should be noted that, in order to install the Flavia, a water line and electricity would need to be brought to the machine. There is also a monthly rental fee of \$40. At the time of this report we have no estimate for the cost to bring electricity and water to the machine. If the other improvements stay within budget there will be \$2,000 left from the \$30,000. It could be used for the coffee machine installation.

PREPARED BY:



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SUBMITTED BY:



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