



# STAFF REPORT

CITY COUNCIL OF THE CITY OF SAUSALITO

## AGENDA TITLE:

Plan for Phase II Improvements at City Hall

## RECOMMENDED MOTION:

Direct Staff to Seek Additional Funding for and Implement Lighting Energy Use Reduction, Historically-Sensitive Exterior Door and Window Retrofit including ADA Compliant Doors, and Authorize Demolition of Existing Break-Room/Kitchen to Allow Final Design of ADA Restroom Installation for City Hall

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## SUMMARY

At its April 22, 2008 meeting, the City Council directed Staff to implement certain consensus improvements to City Hall including extending the wireless internet connection in the building, painting the first floor hallway, replacing light fixtures, replacing furniture, replacing signage and improving accessibility under the Americans with Disabilities Act (ADA), and Council Chambers improvements. These (and other) suggestions were developed by the CHIC (City Hall Improvement Committee) chaired by Mary Richardson (Library). Members of the committee included Bob Woodrum and Mary Lee Bickford (Arts Commission), Libby Wilkinson (Friends of the Library), Jo Ann Goldschmidt, Vicki Nichols (Historical Society), Don Olsen (Sausalito Foundation), Mike Langford (Parks and Recreation), and Dan Zepponi (Public Works). The CHIC was formed to follow through with concepts advanced by the 2002 City Hall Space Utilization Committee with emphasis on making City Hall more welcoming and user-friendly. A significant lighting project was completed in 2004 replacing incandescent fixtures with fluorescent. Carpeting was replaced in 2005.

Since the Council direction of April 2008, the Library Director's leadership has resulted in:

- Implementation of open wireless internet connectivity in City Hall by the City's Information Technology Department
- Repainting of the first floor hallway
- Replacement of track light fixtures and bulbs in the first floor hallway reducing electrical load from an estimated 480 watts with compact fluorescent (CFL) bulbs to 90 watts with light-emitting diodes (LED).
- Replacement of old signage and acquisition of additional signage to improve accessibility under the ADA

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At the same time, Staff has advanced two more complex elements of City Hall improvements – construction of accessible restrooms where the existing break-room/kitchen is located, and replacement of exterior doors with ADA accessible doors -- through design and budget processes to the point where additional direction from Council is warranted.

**Restroom Project** -- The design for the restroom improvement project relies on assumptions regarding the size and condition of water supply and waste plumbing that cannot be verified without initiating inspections that will require opening walls and the floor in the existing break-room/kitchen space. Rather than embark on the project tentatively, Staff recommends that the existing space be demolished to studs in order to speed the process of completion of construction. Such demolition would have to be completed in any event, and separating it from the construction contract will significantly reduce the uncertainty of the cost estimating necessary for the construction. On the basis of historical records (including improvement drawings from prior City Hall projects), and recollections of former students of the Central School, it seems likely that the requisite water supply and waste plumbing will be found close enough to the planned improvements so as to facilitate completion of the project without significant risk. A temporary break-room will be established for employee and volunteer use until a permanent replacement is constructed.

**Exterior Doors and Windows Project** -- The required improvements to exterior doors for accessibility can logically be completed in conjunction with another significant improvement for energy efficiency – replacement of the steel-framed single pane windows and wooden door “storefronts” originally fitted to the Central School in approximately 1930, with modern, extruded aluminum windows and doors with true, divided lights, muntin and mullion dimensions as well as placement on sill to match the existing, low-E glazing and integral thermal break.

**Lighting in City Hall Project** -- The track light fixtures and LED bulbs installed in the hallways at City Hall do not provide adequate light on all of the wall space suitable for hanging art installation or other display, and the task light and signage emphasis is less than adequate in some locations. Staff proposes to extend the existing tracks and acquire additional fixtures as warranted (budget permitting) to extend the benefits of the new lighting.

## **STAFF RECOMMENDATIONS**

The track light fixtures and LED bulbs installed at City Hall do not provide adequate light on all of the wall space suitable for hanging art installation or other display, and the task light and signage emphasis is less than adequate in some locations. Staff proposes to extend the existing tracks and acquire additional fixtures as warranted (budget permitting) to extend the benefits of the new lighting.

Staff recommends that quotations be solicited for demolition of the existing break-room/kitchen and that alternatives for temporary break space be identified and a preferred

alternative selected by Staff prior to demolition. Once demolition is completed, Staff will develop a detailed cost estimate and bid documents for construction of new accessible restrooms, and will solicit quotations for demolition of the restrooms at the southwest corner of the first floor in anticipation of conversion of that space into a break room/kitchen in the future.

Staff proposes to develop plans for historically-sensitive exterior door and window replacement, acquire appropriate approvals from the Planning Commission and other City Boards, Commissions and Committees with jurisdiction, and return to Council to seek approval of the plans along with authorization to solicit bids for construction to begin in Spring 2010. To the extent that grants or other rebates can be approved to provide for an adequate overall budget, the plans will not divide the project into phases. To the extent that no alternative funding sources can be made available, Staff will propose to phase the project, beginning with doors and storefronts, the Library and Council Chambers windows, etc.

## **ISSUES**

No other issues identified with the subject projects.

## **FISCAL IMPACTS**

**Restroom Project** -- Staff anticipates that the necessary demolition can be accomplished for less than \$30,000 either using City personnel ("force account") or a local demolition contractor. The City's adopted FY10 budget includes \$71,500 for the project overall.

**Exterior Doors and Windows Project** -- The estimated demolition, asbestos abatement (asbestos was a common constituent in glazier's putty at one time), and construction cost for replacement of all exterior doors and windows at City Hall is \$270,000 on the basis of the City's cost per square foot for new exterior doors, windows and storefronts at the PSF project and an estimate prepared for the City by R&S Glazing Specialties in Napa, California. The City's adopted FY10 budget includes a total of \$206,000 for ADA improvements, Doors/Security Upgrades and Windows Replacement for City Hall. With a preliminary estimate of a reduction in City Hall's annual heating demand of 180,000 BTUs Staff estimates based on 2005 through 2008 heating day gas costs (and assuming that gas costs remain at those levels) that the replacement windows would save almost \$7,000 in avoided heating costs per year.

**Lighting in City Hall Project** -- The budget estimated for lighting with the April 2008 CHIC report was \$7,200. To date, the replacement of 30 track fixtures and bulbs cost approximately \$2,100. Staff plans to install an additional ten (10) fixtures and bulbs and to acquire and install additional track. It is expected that these improvements, as well as the addition of track lighting to the hallway between the Administration office and the southernmost internal stair to allow for art illumination and safety in the walkways there, can be accomplished for an additional \$5,000 or less. Staff will also evaluate lighting improvements in Council Chambers

and the Conference Room to reduce energy consumption in both rooms as well as improve color temperature for future potential audio-visual connectivity in Council Chambers.

**ATTACHMENTS**

Examples of historically-sensitive replacement window brochures

PREPARED BY:

REVIEWED BY:

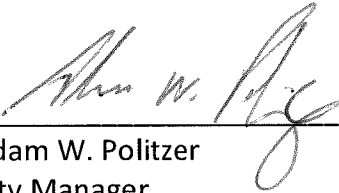


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