

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: 04/21/2008

Reviewed by: *BP*

**SUBJECT:** Authorization for Expenditures related to Relocation

**REPORT BY:** Judy Lieberman, Assistant City Administrator

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**STAFF RECOMMENDATION**

Authorize the City administrator to enter into contracts, purchase orders or lease agreements for remaining relocation activities for the Monroe Street Public Safety Complex (Police and Fire), 405 Kains (Administration and Finance) and 979 San Pablo Avenue (Community Development), up to \$650,000.

**BACKGROUND**

The City's Civic Center project is underway and the relocation of the Civic Center project is scheduled to begin the first weekend of May. Timely accomplishment of the relocation is now urgent and penalties are in place for delay in vacating the Civic Center and making these premises available to the contractor. The primary contracts and lease agreements for the relocation have been approved by Council over the last several months. However, a variety of additional smaller contracts are upcoming throughout the next several months and will require approvals. Council authorization will enable the City Administrator to approve such contracts and/or service agreements in a timely manner so as to meet the construction schedule and avoid delay penalties.

**DISCUSSION**

Council has authorized the most significant contracts and lease agreements needed for the relocation. In December of 2006, consultant agreements for a relocation coordinator and a space planner were approved by Council, enabling the City to move forward with planning the relocation and assessing the suitability of potential relocation sites.

Over the course of the following year and a half, Council approved the leases for the City's three relocation sites at 405 Kains, 979 San Pablo Avenue and the Lease Agreement with the University for the Monroe Street site. In February of this year, as part of the call for bids for the Civic Center project, Council authorized the approval of the bid and award for the paving, grading, and other site preparation work for the Monroe Street public safety project, and the Lease Agreement for the modular buildings to house the police and fire departments. At that some time, Council also approved up to \$250,000 in contracts for

work related to telephone, 911 facilities, and radio antenna for Police and Fire Temporary Quarters. This amount includes a consultant agreement with KC Futures to provide IT Consulting Services for all of the Public Safety telecommunication needs, and the purchase of new router/switching equipment to accommodate our new remote locations. At this time, in total, Council has approved approximately \$1.8 million in leases, contracts, and agreements for the relocation.

It should be noted that additional smaller purchase orders have been authorized by staff for activities such as tenant improvements at 405 Kains, fencing at the Monroe Street site, and costs related to preparation of the bids for 405 Kains. To date, these costs total approximately \$20,000 over the course of the fiscal year. It should be noted that almost all of the tenant improvements have been handled by the city's Public Works crew, and that they have done an excellent job in keeping City costs low for these items.

As the timing for the relocation becomes increasingly urgent, and due to the changes in the Council schedule, staff believes it is important to review with Council some of the anticipated outstanding costs of the relocation that are yet to be born, and to provide a mechanism that both enables timely action and keeps Council informed of financial activities.

## **ANALYSIS**

At this time, there are various upcoming additional costs for the relocation. Moving cost proposals for the three departments have been received, and a vendor selected at a cost of approximately \$12,000. It is difficult to anticipate what costs will be for moving Police and Fire, since their needs are so specific, but at least \$25,000 should be anticipated. Additional costs at 405 Kains and 979 SPA include the final tenant improvements, the potential for additional paid parking spaces if available, possible storage costs (which can hopefully be avoided), and the on-going costs for our relocation coordinator and space planner. This is estimated at \$80,000. For wiring the Community Center, \$50,000 is the current combined estimate for both the move to the Community center, and also for the move back to the Council Chambers. Additional costs for equipment will be paid out of the Cable TV fund.

For the Monroe Street site, anticipated costs are more significant. A covered apparatus bay structure is still outstanding. Originally, this was to be purchased used from Foster City, but updated building code standards will not allow the City to utilize a structure of this age. A placeholder amount of \$100,000 is currently being used, and various options are being considered at this time. Utility upgrades and connections throughout the site are another unknown, but a figure of \$75,000 was judged to be a conservative estimate. Telecommunications continue to be an unknown, but in order to produce a conservative estimate, a range of \$50,000 to \$75,000 is proposed. Some of these costs may be picked up through the use of existing other funds. Interior improvements to the public safety complex will include items such as shelving, lockers, bullet-proof glass (for police), and a variety of other specialized "tenant improvements." Almost all furniture will be reused from the existing offices, and salvaged from furniture left behind from the three

departments. Nevertheless, because of the specialized nature of these functions (for instance, Fire Department decontamination facilities; Police security requirements, etc.) a generous (hopefully) estimate of \$50,000 is included. And since the unexpected is always an element, a contingency of 20% was added to the Monroe Street estimate. Project management costs of another \$50,000 brings the total of additional anticipated costs for Monroe Street to \$425,000.

### **FINANCIAL IMPACT**

In sum, additional costs not already authorized could range from approximately \$550,000 to \$650,000, bringing the total relocation cost up to \$2.45 million. Due to the favorable low bid amount, this is still well within the total budget for the Civic Center project as a whole. Any single contract or agreement for services over \$15,000 will be reported by the City Administrator to Council members.