

Supplemental Material

For

City of Sacramento

City Council

Housing Authority

Redevelopment Agency

Economic Development Commission

Sacramento City Financing Authority

Agenda Packet

Submitted: December 13, 2004

For the Meeting of: December 14, 2004

- Additional Material
- Revised Material

Subject: This document is to be included in the City Hall Expansion Project Afternoon Staff report. It is to be inserted in between pages 29 and 30; therefore, this insert should immediately follow the Resolution on page 29.

Thank you.

Approved By:

Please include this supplemental material in your agenda packet. This material will also be published to the City's Intranet. For additional information, contact the City Clerk Department at Interim City Hall, 730 I Street, Suite 211, Sacramento, CA 95814-2671 B (916) 808-7200.

City Hall Move Principles

- Schedule moves of City staff located in existing leased space prior to lease termination. Allow sufficient time in schedule to return the leased space back to condition agreed to in lease agreement.
- Moves are to start Thursday prior to the weekend of the move. All departments will remain reachable. Staff will be fully functional by the following Monday a.m.
- New Council Chamber shall be fully functional and tested with staff trained in the use of chamber presentation equipment prior to moving the City Council, City Clerk and City Manager offices. City Council will be scheduled to move during the summer recess.
- Each department will provide one or more move representatives who will coordinate move details. The department representative will also coordinate follow up work requests.
- Security and building services staff will be available at the City Hall complex and at all leased buildings until the leased building is vacated and returned to the property owner.