

Buy



CITY OF SACRAMENTO

DEPARTMENT OF FINANCE

915 I STREET
ROOM 112

SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 449-5736

March 7, 1985
FA:85094:JRC:KMF

JACK R. CRIST
DIRECTOR OF FINANCE
ROBERT C. LELAND
ASSISTANT DIRECTOR

MEMORANDUM

TO: SOLON WISHAM, JR., Assistant City Manager
FROM: JACK R. CRIST, Director of Finance
RE: Proposed Funding for Acquisition of Scofield Building

At your request, I asked my staff to analyze the financial status of the Community Center Authority. Attached for your information is a detailed listing of all the Authority projects currently approved by the Authority Board. As can be seen, many of the projects are inactive and no costs are being charged against them.

As of January 31, 1985, the Community Center Authority financial condition is as follows:

Total Resources Available in the Construction and Surplus Funds	\$1,580,592.42
Less: Approved Projects Unexpended Balances	(872,982.70)
Available at 1-31-85	\$ 707,612.72

I suggest the following projects should be considered for deferral or cancellation:

1. Roof Flashing #10	\$ 100,000.00
2. Movable Partitions #44	20,000.00
3. Service Entrance #45	14,000.00
4. Folding Chair Covers #47	75,000.00
5. Carpet Replacement #52	65,000.00
6. HVAC Modification #57	20,000.00
7. Install Dish Antenna #58	20,000.00

RECEIVED

AUG 12 1986

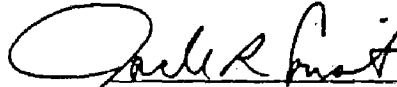
PUBLIC WORKS
ADMINISTRATION

8.	Consultant Fees #61	40,000.00
9.	Box Office Expansion #62	100,000.00
10.	Security System #63	50,000.00
11.	Exhibit Hall Risers #65	220,000.00
12.	Recarpet Theater #66	44,880.00
13.	Expansion of Stage Loft #68	25,000.00
14.	Mod. Exhibit Hall Lighting #69	12,000.00
15.	Electrical Distribution System #71	15,000.00

Total of Projects Proposed for Cancellation	\$ 820,880.00
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Assuming the above 15 projects are canceled, the Community Center Authority will have \$1,528,492.72 (\$707,612.72 + \$820,880.00) available to finance the proposed acquisition of the Scofield.

By copy of this memorandum, I am asking Sam Burns to review the project list to see which if any of the projects can indeed be canceled or deferred.


 JACK R. CRIST
 Director of Finance

Attachment

cc: Sam Burns
 Walter Slipe
 Tom Friery

COMMUNITY CENTER AUTHORITY
SCHEDULE OF APPROVED PROJECTS
AS OF JANUARY 31, 1985

6074
MAY 1985

PROJECT DESCRIPTION	ESTIMATED COST	ENCUMBRANCE P.O. #	REQUISITIONS PAID REQ #	ENCUMBRANCE BALANCE	PROJECT BALANCE
** PROJECT # 10					
ROOF FLASHING	100000.00	0.00	0.00	0.00	100000.00
** Subtotal **	100000.00	0.00	0.00	0.00	100000.00
** PROJECT # 35					
MOVABLE PARTIONS(EX HALL)	180000.00	0.00	0.00	0.00	180000.00
	0.00	163800.00	CC-JT-68	0.00	-163800.00
	0.00	0.00	CC-JT-68	108014.40	0.00
** Subtotal **	180000.00	163800.00	108014.40	55785.60	16200.00
			126 450	121 30,585	
** PROJECT # 44					
MOVABLE PARTIONS-ACT BLDG	20000.00	0.00	0.00	0.00	20000.00
** Subtotal **	20000.00	0.00	0.00	0.00	20000.00
** PROJECT # 45					
SERVICE ENTRANCE-METRO RM	14000.00	0.00	0.00	0.00	14000.00
** Subtotal **	14000.00	0.00	0.00	0.00	14000.00
			12,153.00	13,625.00	
			JT-63		
** PROJECT # 47					
FOLDING CHAIR COVERS	75000.00	0.00	0.00	0.00	75000.00
** Subtotal **	75000.00	0.00	0.00	0.00	75000.00
			60128		
			19,977.00		
** PROJECT # 52					
CARPET REPLACEMENT-ACT BL	65000.00	0.00	0.00	0.00	65000.00
** Subtotal **	65000.00	0.00	0.00	0.00	65000.00
			621,906.00		
** PROJECT # 57					
HVAC MODIF TO CONCESSION	20000.00	0.00	0.00	0.00	20000.00
** Subtotal **	20000.00	0.00	0.00	0.00	20000.00
** PROJECT # 58					
INSTALL DISH ANTENNA	20000.00	0.00	0.00	0.00	20000.00
** Subtotal **	20000.00	0.00	0.00	0.00	20000.00
** PROJECT # 61					
CONSULTAION FEES	50000.00	0.00	0.00	0.00	50000.00
	0.00	1667.50	1667.50	0.00	-1667.50
	0.00	297.75	297.75	0.00	-297.75
	0.00	358.05	358.05	0.00	-358.05
	0.00	1828.75	1828.75	0.00	-1828.75

COMMUNITY CENTER AUTHORITY
SCHEDULE OF APPROVED PROJECTS
AS OF JANUARY 31, 1985

PROJECT DESCRIPTION	ESTIMATED COST	ENCUMBRANCE P.O. #	REQUITIONS PAID REQ #	ENCUMBRANCE BALANCE	PROJECT BALANCE
** Subtotal **	50000.00	4148.05	4148.05	0.00	45851.95
** PROJECT # 82 EXPANSION OF BOX OFFICE	100000.00	0.00	0.00	0.00	100000.00
** Subtotal **	100000.00	0.00	0.00	0.00	100000.00
** PROJECT # 63 SECURITY SYSTEM	50000.00	0.00	0.00	0.00	50000.00
** Subtotal **	50000.00	0.00	0.00	0.00	50000.00
** PROJECT # 65 RISERS FOR EXHIBIT HALL	220000.00	0.00	0.00	0.00	220000.00
** Subtotal **	220000.00	0.00	0.00	0.00	220000.00
** PROJECT # 66 RECARPET THEATER	45000.00 0.00	0.00 120.00	0.00 120.00 116A	0.00 0.00	45000.00 -120.00
** Subtotal **	45000.00	120.00	120.00	0.00	44880.00
** PROJECT # 67 REPLACE DRAPERY RODS-A.B.	4800.00 0.00	0.00 3595.00 CC-JT-66	0.00 0.00	0.00 3595.00	4800.00 -3595.00
** Subtotal **	4800.00	3595.00	0.00	3595.00	1205.00
** PROJECT # 68 EXPANSION OF STAGE LOFT	25000.00	0.00	0.00	0.00	25000.00
** Subtotal **	25000.00	0.00	0.00	0.00	25000.00
** PROJECT # 69 MODIF EXH HALL LIGHTING	12000.00	0.00	0.00	0.00	12000.00
** Subtotal **	12000.00	0.00	0.00	0.00	12000.00
** PROJECT # 70 AUDIO ENHANCE THEATER/E.H.	50000.00 0.00 0.00	0.00 11167.10 CC-JT-65 9907.15 CC-JT-65 3416.00 CCJT-72	0.00 11167.10 116 9907.15 117	0.00 0.00 0.00	50000.00 -11167.10 -9907.15
** Subtotal **	50000.00	21154.25	21154.25	0.00	28835.75

CCJT-75 11220.82

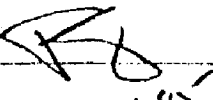
COMMUNITY CENTER AUTHORITY
SCHEDULE OF APPROVED PROJECTS
AS OF JANUARY 31, 1985

PROJECT DESCRIPTION	ESTIMATED COST	ENCUMBRANCE P.O. #	REQUISITIONS PAID REQ #	ENCUMBRANCE BALANCE	PROJECT BALANCE
** PROJECT # 71					
ELECTRICAL DISTR SYSTEM	15000.00	0.00	0.00	0.00	15000.00
** Subtotal **	15000.00	0.00	0.00	0.00	15000.00
*** Total ***	1065800.00	192217.30	133436.70	59380.60	872982.70

CASH BALANCES AS OF DECEMBER 31, 1984

Construction Fund	\$ 985,148.31
Surplus Fund	595,447.11
Total	\$1,580,595.42

less - project balance 1,580,595.42
 AVAILABLE @ 1-31-85 <872,982.70> (After JAN. pmts)
707,612.72


1-31-85

Community Center Authority
Sacramento, California

Members in Session:

PROPOSED CONSTRUCTION FUND EXPENDITURES

Since the opening of the Community/Convention Center in 1974, certain features of the facility and equipment have posed operational deficiencies that need correction. Several projects of this nature have been financed by the Construction Fund and are completed. Below is a compilation of current projects previously authorized by the Community Center Authority, but with revised cost estimates. Following that is a list of proposed projects for which Community Center Authority authorization for expenditure from the Construction Fund is sought, as well as request justifications (contained in Attachment II).

Completion of these projects, if authorized, will permit the Convention Center to increase its level of service to the community and greatly enhance its appearance.

Previously Authorized Projects

Project No.	Description	Estimated Cost
10	Roof Flashing	\$100,000
35	Movable Partition Modifications (Exhibit Hall)	\$180,000
44	Movable Partition Modifications (Activities Building)	\$ 20,000
45	Service Entrances, Metro Room	\$ 14,000
47	Folding Chair Covers	\$ 75,000
52	Carpet Replacement (Activities Building)	\$ 65,000
57	HVAC Modification to Concessions Office	\$ 20,000
58	Installation of Dish Antenna	\$ 20,000
61	Consultation Fees	\$ 50,000
62	Expansion of Box Office	\$100,000
63	Security System	\$ 50,000
65	Risers for Exhibit Hall	\$220,000
		<u>\$914,000</u>

Proposed Projects

Description	Estimated Cost
Recarpet Theater	\$ 45,000
Replace Drapery Rods (First floor Activities Building)	\$ 4,800
Expansion of Stage Loft/Stage Equipment Storage	\$ 25,000
Modification to Exhibit Hall Perimeter Lighting	\$ 12,000
Audio Enhancements for Theater and Exhibit Hall	\$ 50,000
Electrical Distribution System	\$ 15,000
	<u>\$ 151,800</u>
	<u>\$1,065,800</u>

These modifications and purchases will be made as quickly as possible. The Convention Center Director requests authorization from the Authority to reallocate savings on a specific project to another project that has been under estimated.

Respectfully Submitted

Mr. Sam J. Burns
Community Center Director

Recommendation Approval:

Walter J. Slipe
City Manager

Justifications for Proposed Construction Fund Projects

Recarpeting of Theater:

The Theater carpet is failing. The backing has lost its flexibility and consequently has become very brittle resulting in excessive seam failure and delamination of the primary and secondary backings. The brittleness makes repairs futile as the seams will not hold. The seam failures and delaminations are causing trip hazards in addition to the aesthetic concerns.

Replace Drapery Rods:

The drapery rods on the first floor of the Activities Building are failing and parts are no longer available. Drapes are scheduled for replacement in FY 84-85, but cannot be hung until the rods are replaced because the special drape hooks utilized by the existing rods are also no longer available.

Expansion of Stage Loft/Stage Equipment Storage:

The storage space available for stage related equipment is inadequate with the result that storage security is lost increasing the potentials of theft and damage.

Modification to Exhibit Hall Perimeter Lighting:

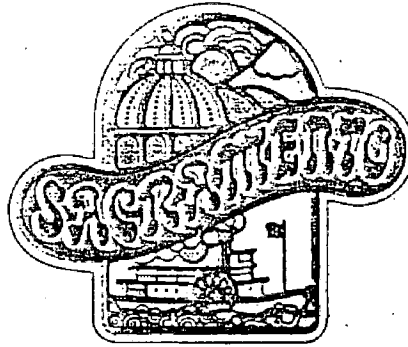
Three areas in the Exhibit Hall have no perimeter lighting creating dark areas when minimal lighting is utilized. The low light levels pose problems for bars or other activities operating in these areas.

Audio Enhancements for Theater and Exhibit Hall:

Replacement of aging amplifiers and upgrading the speakers in these areas will greatly enhance the quality of sound and equipment reliability.

Electrical Distribution System:

This will permit the Center to reduce its use of power carts, enhancing the appearance of portable stage areas in the Exhibit Hall, and will also be utilized for providing electrical service to small scale events in the Exhibit Hall.



March 2, 1982

COMMUNITY/CONVENTION CENTER
CITY OF SACRAMENTO
 SAM J. BURNS, GENERAL MANAGER

Community Center Authority
 Sacramento, California

Members in Session:

PROPOSED CONSTRUCTION FUND EXPENDITURES

Since the opening of the Community Center, June 29, 1974, there have been certain items that have either failed or have been found to be inadequate for the type of events staged in the facility. Management has found, after eight years of operation, there are certain modifications and equipment purchases that will make the Community Center safer, more economic, and more versatile.

The three factors stated above have prompted us to request that the Community Center Authority fund the following projects out of the Community Center Construction Fund:

1. Sealing of exposed aggregate	\$ 32,000
2. Air circulation in concession stand storage	6,000
3. Movable partition - Activity Building	20,000
4. Service entrance - Metro Room	10,000
5. Stripping of Exhibit Hall floor	18,000
6. Folding chair covers	25,000
7. Exhibit Hall lights	22,000
8. Metal grates over exterior quartz lights	4,000
9. Split restroom exhaust from MZ-3 system	7,500
10. Chillitrol Control	32,500
11. Carpet	17,000

(more)

SACRAMENTO, CALIFORNIA 95814 • (916) 449-5291



Community Center Authority
Sacramento, California

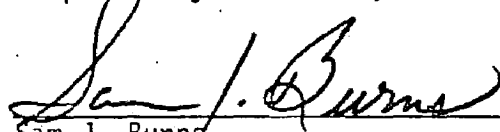
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March 2, 1982

12. Automatic shut-off valve in Theater hot water heating line	\$ 5,900
13. Boiler stack heat exchanger	11,000
14. Variable speed fan drive system for the Exhibit Hall HVAC unit	35,000
15. Fence around dock area	50,000
16. Add Operations Office/Concession Office to main air conditioning unit, AC5	7,500
17. Installation of roof-mounted antenna	7,000
18. Poseidon water supply	10,000
19. Additional power supply	4,800
20. Consultation fees	48,000
21. Expand Box Office	90,000
22. Security system	50,000
23. Nevada and Solano Rooms extension	52,000
24. Risers for Exhibit Hall	220,000
	<hr/>
	\$685,200

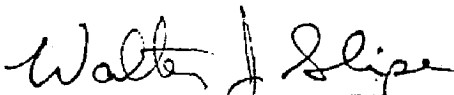
These modifications and additions of equipment will be made as soon as possible. Management would like the latitude of transferring any savings on specific items that savings are made to items where possible under-estimates have been made.

Respectfully submitted,



Sam J. Burns
Community Center Director

Recommendation approved:



Walter J. Slipe
City Manager

SJB/cat

SACRAMENTO COMMUNITY/CONVENTION CENTER
PROPOSED CONSTRUCTION AND SURPLUS FUND PROJECTS

1. Sealing of Exposed Aggregate:

There is 124,389 square feet of exterior surface at 26¢ per square foot that needs sealing. This should have been done at approximately five years; it is in dire need at the present time and cannot be applied during damp weather.

\$32,000.00

2. Air circulation in the concession stand storage areas:

The storage area in the Exhibit Hall has no ventilation when heating or cooling equipment is not running. During this time these areas become very hot, causing the refrigeration equipment to fail or perform poorly. As a result, hot beverages are served to the customers. In order to correct this problem, we must install four thermally controlled fans to maintain air circulation in these areas.

\$6,000.00

3. Activity Building and Metro. Room movable partitions:

- a. All partitions in this area are compressing and bulging outward allowing room noise to travel from room to room with the walls in place due to the irregular mating surfaces.

In order to correct this problem, all panels must be fitted with two additional spreader bars, which will prevent any further damage and expand the panels back to their original dimensions. This will correct the necessary mating surface we have lost. \$16,000.00

- b. The stationary strike, south wall, two locations: a ferred and plastered box-like column, which houses an eyebeam, was provided for the first panel (lead panel) to butt against in order to create a sound seal. This column is not attached to the existing steel eyebeam and, as a result, the pressure of the panels has cracked both columns and actually moved them during final assembly of the walls causing further sound protection loss.

In order to correct this item, we must tear out the existing ferred column and fabricate a metal strap, floor to ceiling, which is braced to the existing eyebeam and replaster. This will prevent any further movement and maintain a precise mating surface. \$4,000.00

\$20,000.00 (Total cost of #3., a. and b.)

Sacramento Community/Convention Center
Proposed Construction/Surplus Fund Projects

4. Metro. Room service entrance (three):

Install a wider entrance into the Metro. Room on the north wall. This will reduce maintenance and operation costs because the present narrow width of access for chair carts results in damage to doors, panic hardware, chairs, and carts. Safety is also a factor, since there have been injuries as a result of the present conditions.

\$10,000.00

5. Stripping of the Exhibit Hall Floor:

During the construction of the Community Center, the seal used on the Exhibit Hall floors was not durable enough and has not held. Since "day one" we have had problems with discoloration and at this time we are stripping all the color off the floor and applying a polished sealant in the hopes that we can keep a consistent color-seal on the floor.

\$18,000.00

6. Upholstery of Clarin Folding Chair Covers:

At the time of construction, replacement upholstered seats (covers) should have been ordered in that the original order was a "mill run" and the color would be impossible to duplicate at a future date. At this time we are attempting to match these colors to allow for replacement as these covers wear out.

\$25,000.00

7. Exhibit Hall Lights:

Rearrange various fluorescent fixtures in order to better illuminate the outer perimeters for all booth shows. Also add 75-100 high pressure sodium energy efficient lamps for general lighting, which can be used for most events. This will also cut out energy consumption by one-half.

\$22,000.00

8. Metal grates to cover exterior quartz lights:

Vandalism has resulted in the loss or damage of 31 quartz lights at \$100.00 each, 50 grates @ \$85.00 each.

\$4,000.00

Sacramento Community/Convention Center
Proposed Construction/Surplus Fund Projects

9. Split restroom exhaust from MZ-3 system:
Currently, we have to light-off Exhibit Hall "C" equipment to exhaust the first floor Activity Building restrooms. \$7,500.00
10. Chillitrol Control:
Purchase and install a chillitrol unit to control all three 284-ton chillers. This unit is designed to prevent any of the units from running unnecessarily. The unit monitors the return of the chilled water temperature and keeps whichever unit that is running from over-cooling the water whereby reducing energy consumption and maintaining water temperature at a level adequate to cool (depending on demand), and not over-cooling. This unit is recommended by SMUD and is a proven energy conservation device with cost effective pay-back period of approximately four to five years. \$32,500.00
11. Carpet:
We have the same problem with the carpet as we do with the folding chairs in that matching replacement carpeting is impossible at this late date. This necessitates replacing carpet in any area where it is damaged. It is our request to replace all damaged carpet, as well as replacing the carpeting in the administrative offices due to the noise factor.
\$17,000.00
12. Automatic shut-off valve in the Theater hot water heating line:
Exhibit Hall and Activity Building: conserve energy by isolating other buildings that are not being used.
\$5,900.00
13. Boiler stack heat exchanger:
To heat domestic hot water and steam boiler make-up. This is an energy-saving item.
\$11,000.00
14. Variable speed fan drive system for the Exhibit Hall HVAC unit:
Due to the single-drive speed on the fans in the Exhibit Hall, a draft effect is created when attempting to pull in fresh air; therefore, we would like to change over to a variable speed system for the comfort of the exhibitors and the patrons, as well as to allow for increased energy savings.
\$35,000.00

Sacramento Community/Convention Center
Proposed Construction/Surplus Fund Projects

15. Fence around dock area:

We have had many losses from theft and vandalism in the dock area. This fence would save the costs of repairs and replacements, and would be compatible with existing architecture of the building. It must be high enough to keep out both vandals and indigents.

\$50,000.00

16. Add Operations office/Volume Service office to main air-conditioning unit, AC5:

By connecting these areas to the main unit (AC5), which supplies air conditioning to the front office, during dark periods it would not be necessary to run a 284-ton chiller to cool these two rooms and would eliminate the necessity of running large ventilating equipment during heating periods.

\$7,500.00

17. Installation of roof-mounted antenna:

Due to the increased number of requests, we should install a roof-mounted antenna of at least 60 feet, which would provide a signal for all three complexes. This tower must be of the extendable type for servicing.

\$7,000.00

18. Poseidon water supply:

The underground supply and return lines have developed leaks of unknown origin. This causes the treated water to seep into the ground and also pick up dirty water through the leaking return system. Lines must be replaced.

\$10,000.00

19. Additional power supply installation:

In order to prevent the possibility of injuries, as a result of potential power cable damage, it is suggested that a 100 amp, three-phase power supply be installed in the patio area. This is needed for events such as the Harvest Festival.

Last year and again this year, power cables must be run outside through a door to various booths which require power. The constant foot traffic over these cables, in addition to the doors closing on them, is a condition which must be corrected and can be by providing power to the outside, if these types of events are to continue.

\$4,800.00

Sacramento Community/Convention Center
Proposed Construction/Surplus Fund Projects

20. Consultation fees @ \$2,000.00 per month, approximately 24 months:

The small size of our staff makes it extremely difficult to do the coordination necessary to complete construction projects. We propose hiring a firm to see that these projects are done in an orderly manner as soon as possible.

\$48,000.00

21. Expand Box Office:

The planning concepts of the Box Office at the Community Center did not consider that we would have a centrally-located Box Office, nor was the volume of activity generated by ticketed events adequately anticipated; therefore, expansion of our Box Office area is necessary to allow for growth, and to continue with the level of operational efficiency currently in effect.

\$90,000.00

22. Security systems:

Due to the extreme size of the Community Center Complex, as well as with the changing environment in the downtown area, particularly around the Community Center Complex, some type of security system must be installed in the Complex to protect valuable assets and deter employee theft when the Complex is not in use. We are now in the process of evaluating having our own security system available in the complex, and recommendation is to be made soon on the type of security system to overcome these problems.

\$50,000.00

23. Nevada and Solano Room extension:

This will add approximately 270 square feet on the north side of these rooms. No major effect on maintenance and operational cost, but it will eliminate the problem of presently being a sleeping quarters for bums. This would also increase revenue from rental of these areas.

\$52,000.00

24. Scaffold Risers for Exhibit Hall:

We presently have no seating to provide adequate visibility for arena-type events in the Exhibit Hall. The risers would allow greater flexibility in usage of the Hall and increased revenues.

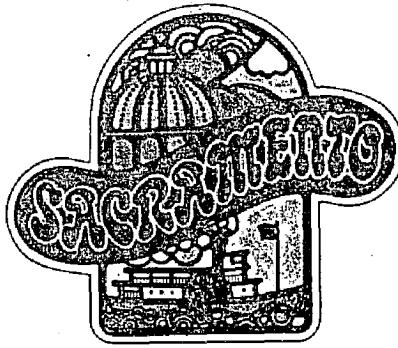
\$220,000.00

*Presented to Board
on 3-31-81*

SACRAMENTO COMMUNITY CENTER

Construction Fund Status Report
as of February 27, 1981

<u>Project No.</u>	<u>Project Title</u>	<u>Status</u>	<u>Est. Completion Date</u>
1.	Correct House Curtain Movement	In Progress	November '81
2.	Correct Freezer System	In Progress	October '81
3.	Modify South Elevator	Completed	--
4.	Modification of All Locks	In Progress	July '82
5.	Handrail, Activity Bldg.	In Progress	December '81
6.	Power Cart Modification	In Progress	December '81
7.	Communication System	Completed	--
8.	Central Paging System	Completed	--
9.	Steel Gates, Patio	Completed	--
10.	Replace All Roof Flashing	In Progress	December '81
11.	Replace Valves Destroyed by Electrolysis	In Progress	December '81
12.	A-C5, Theater Box Office	Completed	--
13.	Theater Ticket Window Lights	Completed	--
14.	Stainless Steel Wall Covering & Brazier	Completed	--
15.	Corridor 145 Security Doors	Completed	--
16.	Mechanical Room Airway Louvres	Completed	--
17.	Exhibit Hall Temperature Controls	In Progress	May '81
18.	Kitchen Automatic Door Opening Equipt.	In Progress	April '81
19.	Theater Stage Rail Lowering	Completed	--
20.	Dock Leveling Device	In Progress	December '81
21.	Raceway for Stage Controls	In Progress	March '81
22.	Chair Cart Modifications	Completed	--
23.	Electric Floor Scrubber	Completed	--
24.	Reroof Cooling Tower, Theater	In Progress	July '81
25.	Redesign Well Lights Under Trees	In Progress	July '81
26.	Boiler Safety Devices	Completed	--
27.	Modification of Stage Risers	Completed	--
28.	Chiller, Condenser Water Surging	In Progress	September '81
29.	Low Voltage System	Completed	--
30.	Electrical Systems (Trade-Show Hook-ups)	In Progress	July '82
31.	Electrical Truck to Move Equipt.	Completed	--
32.	Two Strong Super Troopers	Completed	--
33.	Exhibit Hall B Panic Hardware	Completed	--
34.	Exhibit Hall Service Access	Completed	--
35.	Movable Partition Modification	Completed	--
36.	Activity Bldg. Exit Door Modification	In Progress	November '81
37.	Theater Box Office Sound Soak Paneling	Completed	--
38.	Theater Catwalks Modifications	Completed	--
39.	Theater Ceiling Lights	In Progress	October '81
40.	Theater Chandelier Modifications	Completed	--
41.	Electric Battons	Completed	--



79-2

COMMUNITY/CONVENTION CENTER
CITY OF SACRAMENTO
SAM J. BURNS, GENERAL MANAGER

March 6, 1979

Community Center Authority
Sacramento, California

Members in Session:

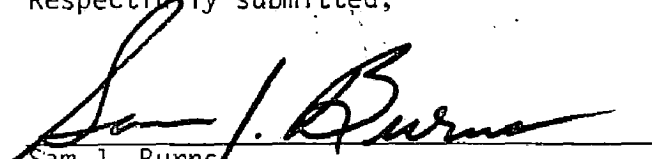
PROPOSED CONSTRUCTION FUND EXPENDITURES

Since the committee meeting of November 2, 1978, further evaluation of the Community Center facility has been made by the maintenance and operations staff of the Community Center.

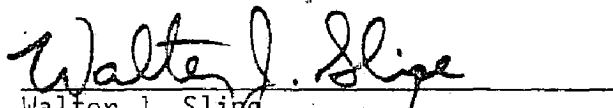
As we had stated in our November communication, there were certain modifications and equipment purchases which will make the Community Center facility safer, more economical and versatile. The list of items with their justifications is attached to this proposal and we are requesting of the Community Center Authority that these additional expenditures be made to enhance the flexibility and safety of the Community Center facility.

Some of these modifications are determined by OSHA, while others are an extension of the original design of the building that we have found inadequate creating undue operational costs.

Respectfully submitted,


Sam J. Burns
General Manager

Recommendation approved,


Walter J. Slize
City Manager

SJB/bjt.
Attachment



(ATTACHMENT SHEET)

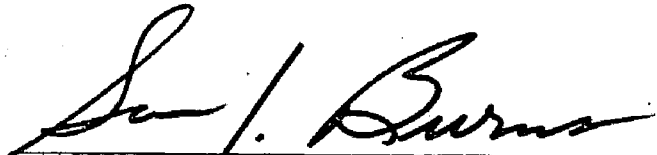
CONSTRUCTION FUND PROJECTS

Projects that have come up since November 2, 1978, and that the Community Center administration feels should be done.

1. Exhibit Hall B Panic Hardware	\$ 3,250.00
2. Exhibit Hall C Service Access	5,000.00
3. Exhibit Hall and Activities Building Movable Partition Modification	54,240.00
4. Activities Building Exit Door Modification	7,231.00
5. Theater Box Office Sound Soak Paneling	2,700.00
6. Theater Catwalks Modifications	2,000.00
7. Theater Ceiling Lights	7,500.00
8. Theater Chandelier Modifications	12,120.00
9. Electric Battens. (Relocate Junction Boxes, Theater)	<u>10,000.00</u>

Total: \$104,041.00

Your favorable consideration will be appreciated. Justifications are attached.


Sam J. Burns
Community Center General Manager

SJB/bjt

(ATTACHMENT SHEET)

JUSTIFICATIONS FOR CONSTRUCTION FUND PROJECTS

1. Exhibit Hall B Panic Hardware

Install panic hardware on 12 doors leading from the J Street Lobby to Exhibit Hall B to provide greater security during events.

2. Exhibit Hall C Service Access

A service access to the patio area from Exhibit Hall C would give greater flexibility of use to the building.

3. Exhibit Hall and Activities Building Movable Partition Modifications

The movable partitions are presenting a safety hazard as evidenced by the third failure of a trolley wheel assembly. Should an employee be struck by the falling defective parts, it would easily result in serious injury. There are 226 panels in the facility, all of which may be subject to this failure.

The damage occurs to the wheel assembly when the partitions are switched from the operating track to the storage track. Since the partitions weigh approximately 900 pounds each, it is difficult to switch tracks without the wheel assembly being placed under severe stress.

An inspection of 26 partitions in the Exhibit Hall was conducted February 20, 1979, revealing that 33% of the partitions were about to suffer trolley wheel assembly failure, and the remaining partitions showed failure warning signs.

4. Activities Building Exit Door Modification

The exit doors from the Activities Building towards the Theater do not close properly because of weak doors and framing, posing a security problem. Correction will require installation of a heavy duty door frame that is wider and higher than the existing one, with balanced doors or floor mounted closures designed to withstand rough use.

5. Theater Box Office Sound Soak Paneling

Sound soak acoustical paneling is needed to reduce noise levels.

6. Theater Catwalks Modification

When stage lights are hung from either the canopy or glass catwalks, the mid-rail must be removed, leaving a large gap through which a person might fall. A portable barrier is needed to close the gap, and must comply with CAL-OSHA regulations.

7. Theater Ceiling Lights

There are 15 lights which may only be changed by walking across a suspended plaster ceiling which is neither intended for nor capable of supporting a person's weight. This is a serious CAL-OSHA violation, and before any of these lights may be changed, a series of catwalks must be designed and installed.

8. Theater Chandelier Modifications

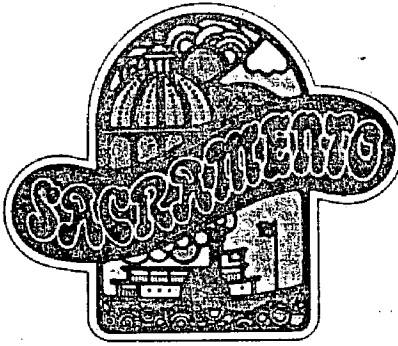
The Theater chandelier was designed with an insufficient number of supporting cables resulting in it sagging under its own weight. The factory has provided additional cables, but refuse to specify where the cables should be placed and to provide any assistance with the job.

9. Electric Battons. (Relocate Junction Boxes, Theater)

The power supply lines for the 5 electric battons in the Theater were improperly suspended resulting in damage to these cables. One has completely shorted out, and two others have lost several circuits. The replacement cost for the cable runs \$1,000.00 for each two cable set. However, replacement of the cables is not the answer as they will be subject to the same stresses.

The proposed solution is to relocate the junction boxes from the grid area to the loading bridge intercepting the existing raceway leading to the grid and then run horizontally to the respective pipes. This would shorten the cable run by approximately 50 feet each and would subject the cables to less strain from flexing.

A handwritten signature or set of initials, possibly 'J.B.', written in dark ink on the right side of the page.



79-1

COMMUNITY/CONVENTION CENTER
CITY OF SACRAMENTO
SAM J. BURNS, GENERAL MANAGER

March 6, 1979

Community Center Authority
Sacramento, California

Members in Session:

CORRECTION OF RESOLUTION NO. 78-1
November 2, 1978

Resolution No. 78-1 authorizing the Director of Finance to expend \$108,800.00 from the Community Center Authority Construction and/or Surplus Fund(s) was in error of the calculated total.

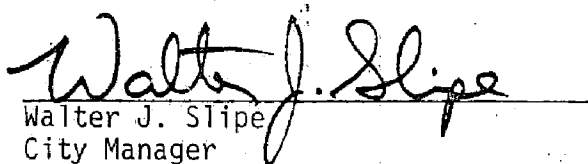
The Resolution which gave the Director of Finance the authority to expend \$108,000.00, should have been in the amount of \$201,800.00, and should have been reflected in the Resolution as that amount.

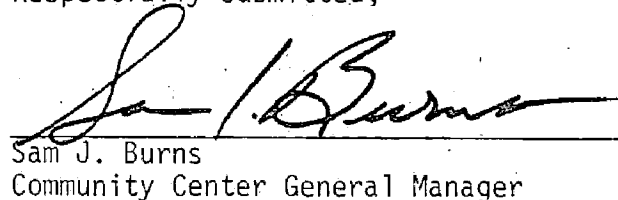
In researching this mistake we cannot determine if this was a typographical error or an addition error. The Community Center administration apologizes for this mistake and requests at this time that the Authority rescind the original Resolution and pass a new Resolution to reflect the total amount.

I must point out that there are no changes in the per item requests but rather in the grand total.

Recommendation approved,

Respectfully submitted,


Walter J. Slipe
City Manager


Sam J. Burns
Community Center General Manager

SJB/bjt



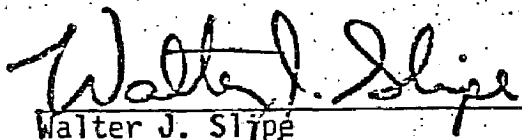
Projects that have come up since October, 1976, and Community Center Administration feels should be done.

Replace all roof flashing	\$70,000.00
Replace valves destroyed by electrolysis	2,000.00
A-C5, Theatre Box Office heating/cooling	2,500.00
Theatre ticket window lights	6,000.00
Stainless steel wall covering and brazier	7,500.00
Corridor 145 security doors	5,000.00
Mechanical Room airway louvers	9,000.00
Exhibit Hall temperature controls	5,000.00
Kitchen automatic door operating equipment	6,000.00
Stage rail lowering(Theatre)	3,000.00
Dock leveling device or ramp	7,500.00
Raceway for stage controls	6,000.00
Chair cart modification	4,500.00
Convertomatic ZOE Electric Floor Scrubber	1,200.00
Re-roof cooling tower (Theatre)	4,000.00
Re-design well lights (under trees)	1,500.00
Boiler, safety devices(required)	600.00
Modification stage risers (safety)	5,000.00
Chiller - condenser water surging	3,500.00
Low voltage system	1,500.00
Electrical systems (trade show hook-ups)	40,000.00
Electrical truck to move equipment	2,500.00
Two (2) strong super troopers (\$4,000.00 @)	8,000.00
	<u>108,800.00</u>


These modifications and equipment will be made within the next six months. ^{201,800.00}
Management would like the latitude of transferring any savings on specific items that savings are made to items where possible under-estimates are made.

Recommendation Approved:

Respectfully submitted,

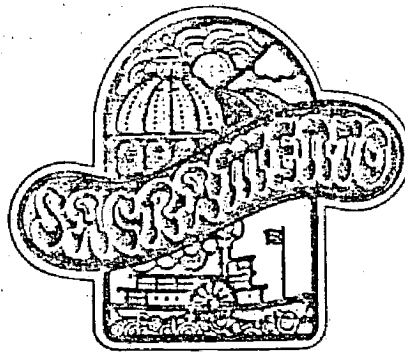


Walter J. Slipp
City Manager



Sam J. Burns
Community Center General Manager

SJB/bjt



78-1

COMMUNITY/CONVENTION CENTER
CITY OF SACRAMENTO
SAM J. BURNS, GENERAL MANAGER

November 2, 1978

Community Center Authority
Sacramento, California

Members in Session:

PROPOSED CONSTRUCTION FUND EXPENDITURES

Since the opening of the Community Center, June 29, 1974, there have been certain items that have either failed or have been found to be inadequate for the type of events staged in the facility. Management has found, after four years of operation, there are certain modifications and equipment purchases that will make the Community Center safer, more economic, and more versatile.

The three factors stated above have prompted us to request that the Community Center Authority fund the following projects out of the Community Center Construction Fund.

Projects that were approved by the Sacramento Community Center Authority October 14, 1976, and are being instituted:

Correct House Curtain Movement	\$ 6,000.00
Correct Freezer System	unknown
Modify South Elevator	1,000.00
Modification of all locks	18,000.00
Handrail, Activity Building	3,500.00
Power Cart Modification	6,500.00
Communication System (\$20,000.00)	
Central Paging System (\$ 6,000.00)	26,000.00
Steel Gates, Patio	3,000.00
	<u>\$74,153.00</u>
(less Freezer)	

- more -

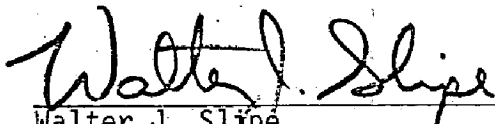


Projects that have come up since October, 1976, and Community Center Administration feels should be done.

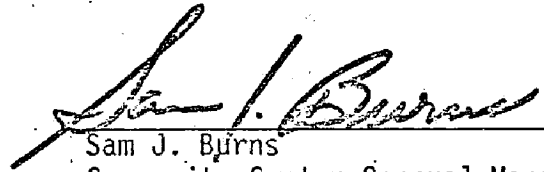
Replace all roof flashing	\$70,000.00
Replace valves destroyed by electrolysis	2,000.00
A-C5, Theatre Box Office heating/cooling	2,500.00
Theatre ticket window lights	6,000.00
Stainless steel wall covering and brazier	7,500.00
Corridor 145 security doors	5,000.00
Mechanical Room airway louvers	9,000.00
Exhibit Hall temperature controls	5,000.00
Kitchen automatic door operating equipment	6,000.00
Stage rail lowering(Theatre)	3,000.00
Dock leveling device or ramp	7,500.00
Raceway for stage controls	6,000.00
Chair cart modification	4,500.00
Convertomatic ZOE Electric Floor Scrubber	1,200.00
Re-roof cooling tower (Theatre)	4,000.00
Re-design well lights (under trees)	1,500.00
Boiler, safety devices(required)	600.00
Modification stage risers (safety)	5,000.00
Chiller - condenser water surging	3,500.00
Low voltage system	1,500.00
Electrical systems (trade show hook-ups)	40,000.00
Electrical truck to move equipment	2,500.00
Two (2) strong super troopers (\$4,000.00 @)	8,000.00
	<u>\$108,800.00</u>

These modifications and equipment will be made within the next six months. Management would like the latitude of transferring any savings on specific items that savings are made to items where possible under-estimates are made.

Recommendation Approved:


Walter J. Slupe
City Manager

Respectfully submitted,


Sam J. Burns
Community Center General Manager

SJB/bjt



CITY OF SACRAMENTO
CALIFORNIA

OFFICE OF THE
CITY MANAGER

October 22, 1976

CITY HALL
915 I STREET - 95814
(916) 449-5704

Community Center Authority
Sacramento, California

Members in Session:

REVISED FUND BALANCE FOR THE CONSTRUCTION AND SURPLUS
REVENUE FUND OF THE COMMUNITY CENTER AUTHORITY

The Security Pacific National Bank quarterly statement for the various fund accounts was received October 20, 1976 covering the period of July 1, 1976 through September 30, 1976. The following is a partial recap of the disposition of fund balances.

SURPLUS REVENUE FUND	\$149,085.00
CONSTRUCTION FUND	\$144,504.60

As stated in a letter dated October 14, 1976 to the Authority concerning these funds it was stated that a fund balance of \$119,266.80 was in the Surplus Revenue Fund as of June 30, 1976, and \$80,811.59 in the Construction Fund as of August 3, 1976. Due to the none compliance of the handling of interest, income, and profit prior to the completion of the facilities, the amount of \$64,184.42 was not deposited in the Construction Fund until now. It is recommended that these funds remain in the Construction Fund and not be ear-marked for any specific project at this time until all punch list items have been corrected, and the facilities are accepted as complete.

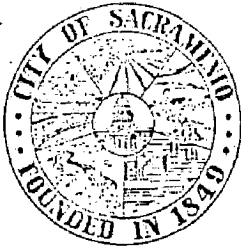
As requested in letter to the Authority dated October 14, 1976, the sum of \$104,653 is still required to accomplish the additional items necessary to improve the operations and safety of the building. It is requested that the amount of \$104,653 be transferred from the Surplus Revenue Fund to the Construction Fund for this purpose.

Respectfully submitted,

John L. Whitehead
Assistant Management Analyst

Recommendation Approved:

Walter J. Slupe
City Manager



CITY OF SACRAMENTO CALIFORNIA

OFFICE OF THE
CITY MANAGER

October 14, 1976

CITY HALL
915 I STREET - 95814
(916) 449-5704

Community Center Authority
Sacramento, California

Members in Session:

COMMUNITY CENTER PROJECT FUNDED BY THE CONSTRUCTION FUND

At the regular meeting of the Governing Board of the Sacramento Community Center Authority March 4, 1975, they authorized the transfer of funds in the amount of \$113,792 from the Surplus Revenue Fund to the Construction Fund to finance changes, alterations and additions to the Community Center Project. The funding transfer was accomplished by the bank September 22, 1975, leaving a balance of \$119,266.80 in the Surplus Revenue Fund.

Following is a list of projects that the above mentioned money was to be used for and the estimated cost and actual cost.

<u>PROJECT</u>	<u>Estimated Cost</u>	<u>Actual Cost When Complet</u>
Correct Freezer System (Aircon Service Inc.)	\$Unscheduled	\$ 2,118.79
Drapery Fabric (Breuner's)	2,594.88	1,993.86
Trash Containers (Fast Products)	2,800.00	2,737.35
Follow Spot Vent & Hood (Bobo Sheet Metal)	1,200.00	1,258.64
30 Chair Trucks (Clarín Corp)	5,075.00	3,839.31
Blueprint	Unscheduled	9.78
Stancion Ropes & Poles	1,500.00	863.22
Modify 30 Table Carts (N. M. Alling Iron)	5,829.00	4,941.23
Modify 90 Chair Carts (N. M. Alling Iron)	12,814.00	13,179.26
High Strength Bolt Test (Lowry & Associates)	Unscheduled	93.50
Correct Water System Problem	3,600.00	3,108.59
Modification of Mechanical System (Bobo Sheet Metal)	3,400.00	2,029.39
Correct Theater Backstage Ventilation	3,600.00	
Correct Theater House Curtain Movements	6,000.00	
Purchase Panic Door Hardware	4,000.00	
Modify Power Carts	800.00	
Modify Return Air Ducts-Activity Building	2,500.00	
Blueprints	Unscheduled	76.84

	<u>Estimated Cost</u>	<u>Actual Cost When Complet</u>
Kellum Parts For Power Carts	\$ 1,000.00	
Spare Parts For Doors	200.00	
Exit Signs Per OSHA	1,000.00	Complete In House
Fabricate Metal Stairs	800.00	Complete In House
Install Overhead Hoist Theater	4,000.00	
Modify South Elevator	1,000.00	
Correct Freezer System	Unknown	

As of August 3, 1976, there is a fund balance of \$80,811.59 remaining to complete the unfinished projects described above.

Following is a list of additional items that should be accomplished to improve the operations and safety of the building and the estimated cost:

	<u>Estimated Cost</u>
Flag Pole Modification	\$ 1,200
Modification of all Locks	18,000
Panic Hardware Theatre	2,800
Hand Rail, Activity Building	3,500
Power Cart Modification	6,500
Repair Rest Room Floors	10,153
Plumbing Bench Stock	1,000
Communication System	20,000
Replacement Seat Covers	2,500
Modify TV Antenna	5,000
Central Paging System	6,000
Drapes for Head Tables	2,000
Steel Gates Patio	3,000
Panic Hardware Exhibit Hall	3,000
Matching Funds Federal Grant For The Arts	20,000
TOTAL	\$104,653

Funds for the above new items should be requested from the Community Center Authority from the Surplus Revenue Fund which has a balance of \$119,266.80 as of June 30, 1976.

Recommendation Approved:

Walter J. Slipe

 Walter J. Slipe
 City Manager

Respectfully submitted,

John L. Whitehead, Jr.

 John L. Whitehead
 Assistant Management Analyst



CRIST
WHITEHEAD

SECURITY PACIFIC NATIONAL BANK

ONE EMBARCADERO CENTER, SAN FRANCISCO, CALIFORNIA • TELEPHONE (415) 445-4000

MAILING ADDRESS: POST OFFICE BOX 7762, SAN FRANCISCO, CALIFORNIA 94120

January 10, 1977

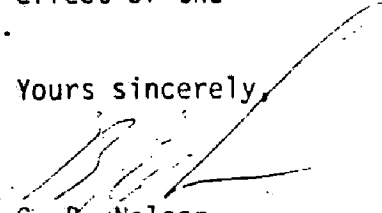
Mr. Walter J. Slipe, City Manager
City of Sacramento
City Hall
915 I Street
Sacramento, Ca. 95814

Re: 39-7-41937-0
Sacramento Community Center Authority

Dear Mr. Slipe:

In response to our previous correspondence and your most recent letter of January 3rd, as you requested the funds have been transferred from the Surplus Revenue Fund to the Construction Fund. What we actually transferred was \$100,000.00 P.V. Federal National Mortgage Association 7.95% due 6/10/81 which currently has a market value of approximately \$105,000.00. Once it has been necessary to sell all these bonds an appropriate dollar adjustment will be made that will have the effect of the transfer having been the exact \$104,653.00.

Yours sincerely,


G. B. Nelson
Senior Trust Officer

GBN/mlp

5

January 3, 1977

Security Pacific National Bank
c/o Mr. Gary B. Nelson
Senior Trust Officer
P. O. Box 7762
San Francisco, CA 94120

Re: 39-7-41937-0
Sacramento County Center Authority

Dear Mr. Nelson:

Reference is made to my request of November 4, 1976 for the transfer of \$104,653 from the Surplus Revenue Fund to the Construction Fund so that necessary alterations and additions to the Community Center Project may be accomplished.

In answer to your letter of November 9, 1976 and the follow up letter of December 16, 1976 concerning the Engineer's Certificate stating the fact and date of such completion as stated in Section 3.03 of Resolution 10-71 there are several items that have not checked out or considered to be complete as of this date. The major items of concern are the proper operation of the Delta 2000 Central Control Monitoring System, proper movement of the theatre house curtain, theatre south elevator, fresh air intake leak, leak in roof of cooling tower, exhibit building - thermostat and ducting, and items that must be corrected due to OSHA safety standards.

I hope that this explains the reason why the Engineer's Certificate of Completion has not been accomplished and the need for the fund transfer.

Please advise me when the fund transfer has been accomplished, and if I can be of any further assistance to you please contact me.

Very truly yours,

Walter J. Slipe
City Manager

Enclosure



SECURITY PACIFIC NATIONAL BANK

ONE EMBARCADERO CENTER, SAN FRANCISCO, CALIFORNIA - TELEPHONE (415) 445-4000

MAILING ADDRESS: POST OFFICE BOX 7762, SAN FRANCISCO, CALIFORNIA 94120

December 16, 1976

Mr. Walter J. Slipe
City Hall
915 "I" Street
Sacramento, Ca. 95814

Re: 39-7-41937-0
Sacramento Community Center Authority

Dear Mr. Slipe:

I wish to remind you that I have not yet received a response to my letter to you of November 9th which concerns the transfer of Surplus Revenue Fund money and clarification concerning the Construction Fund.

Yours sincerely,

G. B. Nelson
Senior Trust Officer

GBN/mlp



SECURITY PACIFIC NATIONAL BANK

ONE EMBARCADERO CENTER, SAN FRANCISCO, CALIFORNIA • TELEPHONE (415) 445-4000

MAILING ADDRESS: POST OFFICE BOX 7762, SAN FRANCISCO, CALIFORNIA 94120

November 9, 1976

Mr. Walter J. Slipe
City Hall
915 "I" Street
Sacramento, Ca. 95814

Re: 39-7-41937-0
Sacramento Community Center Authority

Dear Mr. Slipe:

Thank you for your letter of November 4th. In connection with your request, I am enclosing a copy of my letter of October 14th to Mr. Parker. I would appreciate some clarification on the question that I raised in that letter before making the transfer requested. Any assistance you can give on this matter will be greatly appreciated.

Yours sincerely,

G. B. Nelson
Senior Trust Officer

GBN/mTp

Enclosure

Nov 4, 76

Security Pacific National Bank
c/o Mr. Gary B. Nelson
Corporation Trust Officer
P. O. Box 7762
San Francisco, CA 94120

Dear Mr. Nelson:

SACRAMENTO COMMUNITY CENTER AUTHORITY

I would like to request funds in the amount of \$104,653 be transferred from the Surplus Revenue Fund to the Construction Fund so that alterations and additions to the Community Center Project may be accomplished. The transfer of these funds was approved by the Governing Board of the Sacramento Community Center Authority during their regular meeting November 2, 1976. A copy of the minutes is attached.

Please advise me when this transfer has been accomplished, and thank you for your cooperation in this matter.

Sincerely,

Walter J. Slips
City Manager

Attachment

MEMORANDUM

*transfer of funds 113,792
on 3-4-75*

January 3, 1975

motion

TO: Walter J. Slipe
Assistant City Manager for Community Development

FROM: John L. Whitehead
Assistant Management Analyst

SUBJECT: Additional Equipment for Community Center
to Improve Operations

Equipment purchased and paid by advance from the General Fund as of December 13, 1974 (includes 1,500 chairs)	\$45,803
Equipment that has been ordered but not received as yet nor paid for: Grand Piano	10,000
Equipment needed to be purchased to improve operations:	
(5) portable card holders	500
(2) wheelchairs	150
(2) stretchers	100
park and recreation supplies	2,800
stanchions and ropes	1,500
Modify 13 table carts that are on board	950
Modify 60 chair carts that are on board	6,000
Purchase (28) HT-100 chair carts to be able to move 1,008 additional chairs that are on board but do not have carts	5,075
Locally manufacture 23 additional chair carts to our specifications	7,935
Locally manufacture 17 additional table carts for additional tables on hand to our specifications	4,879
Purchase of Von Duprin bronze panic door hardware for inner doors to convention rooms as required by Uniform Building Code and Title 19	<u>4,000</u>
Total cost to purchase and manufacture additional needed equipment.	\$89,692

It is requested that the Manager request \$89,692 be authorized for expenditure from the Community Center Trust Fund (Surplus Revenue) by the Community Center Authority and the City Council. As of December 6, 1974, there was \$149,729 in that account.

[Signature]
John L. Whitehead
Assistant Management Analyst

FROM THE OFFICE OF THE CITY MANAGER

MEMORANDUM

February 28, 1975

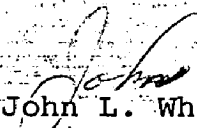
TO: WALTER J. SLIPE
ASSISTANT CITY MANAGER FOR COMMUNITY DEVELOPMENT

FROM: JOHN L. WHITEHEAD
ASSISTANT MANAGEMENT ANALYST

SUBJECT: ADDITIONAL FUNDS FOR THE COMMUNITY CENTER

There are a number of items within the Community Center that do not meet code requirements or are necessary for operational or security reasons.

Request that an additional \$24,100 be appropriated from the Community Center Trust Fund to be used to correct these deficiencies.


John L. Whitehead
Assistant Management Analyst

Addendum I

\$ 89,692.
+ 24,100.

\$ 113,792

Design List - To our knowledge these items have been installed as per plans and specifications but still are not functioning correctly. Further evaluation and direction is required from Architects and possibly the involved manufacturers. In any event, a solution for correction is required.

2-28-75
KEITH
ESTIMATE
COST

1. RHC-2 and RCH-3 strip heaters are not heating stage area and first aid room sufficiently. (NEW STRIP HEATER RH-2 - SMALL R.M.) KEITH SAUFORD
\$ 3,000

2. Compressors CU-1 through CU-4, CT-3 and RE-1 through RE-4 (Refrigerator-Freezer System) does not function within required limits. MARV. SINGLER - KEITH WILL REVIEW & IF NECESSARY SELECT CONSULTANT TO REVIEW

3. Tempered water system fluctuates from 84° to 104° with overnight stacking temperature recorded at 135°. 10° VARIOUS - POWERS MAN TO REVIEW
\$ 1,500

4. Chiller oil temperature fluctuates from 80° to 120° - manufactures literature - specifies 110°; chiller continues to have excessive surging in condensing water system. SUMMER -

5. Boilers #1, #2 and #3 relief valves are set at 50 pounds which continually allows release of treated (chemically) water - establish setting as per manufacture recommendations. Boiler #1 modulating valve is chattering. It may be a part of the problem. POSSIBLE LARGE EXPANSION TANK - INCREASE EXPANSION TANK - (KEITH)
\$ 800

6. The supply and return requirements of both the Activity Building large meeting rooms and the Theater House are developing excessive negative and positive pressures. KEITH DAMPER CLOSE - OUTSIDE AIR (COLD) THEN
\$ 2,500

7. Activity Building second floor restrooms do not seem to have required air changes as it is normally stagnant. NEGATIVE PRESSURE
\$ 400

8. Unit SF-2 is pulling air through Unit MZ-10, evidently dampers are mislocated or not working? FRANK -
\$ 1,000

9. Unit MZ-6 draws air out of kitchen through A/C-1 which preheats through hot plenum during outside air requirement. FRANK
\$ 1,000

10. Domestic hot water system has excessive high pressure, 125 pounds. How can this be relieved? (TIE IN WITH # 3)
\$ 800

11. Speakman valves are not operating correctly. (NUMBER REQUIRING REPLACING)
\$ 500

12. Theater backstage ventilation requirements provide excessive drafts on scenes and curtains. METHOD OF SUPPLY
\$ 3,000

13. Theater House curtain does not operate correctly as per contract documents. It requires (3) people to move due to restrictions. (MOTORIZE CURTAIN)
\$ 5,600

MARCH 17, 1975 ANSWER.

MEETING DAVE, KEITH, BILL, FRANK & CHRIS

Budget Items - These might include some of Design or other category items. Most of the following have been previously discussed. See attached drawings for the appropriate item.

1. Chemical feeder shut off valve to isolate solenoid valve.
2. Modify ventilation in follow spot as per Drawing #1. ^{\$1,200}
3. Seal around ^{FILLED} and vacant conduit holes in Delta room.
4. Install locking devices in sound booth, project and follow spot windows.
5. Revamp circuit from Theater stage light console through PMB work lights to backstage wall switch for desired control.
6. Install ladder from loading gallery to Theater grid iron as per Drawing #2. Verify location east-west direction with lift cable. ^{\$200}
7. Install forestage canopy service catwalk with lights and access ladder as per Drawings #3A and 3B.
8. Construct and install steel gates as per Drawings 4A and #4B.
9. Restain Theater stage floor a dark color - selection has been forwarded to Len Zerilli.
10. Purchase and install directional signs for Activity Building Complex and ticket window identification as per suggested Detail #5. ^{\$600}
11. Provide thumb latch at Theater basement Door #6A, plus remodel existing Areaway #03 grating to a counterbalanced exit with latch release on ladder.
12. Provide exit signs in Theater basement Room #01 as per Industrial Safety-Elevator letter. ^{\$1,000}
13. Provide Kellum grip arrangement for power cart conductors for overhead utilization. ^{\$1,000}
14. Spare parts for door hardware should be coordinated with installation vendor. Either purchase outright or require vendor inventory by agreement. 200
15. Purchase and install Von Duprin panic hardware (surface mounted with matching existing finish) for Activity Building meeting room wood doors.

In answer and response to some of the items which do not fall in any category.

1. Chiller lines do have flex couplings. See manufacture catalogue data and Contract Drawings M2-3 "F.C.P's to be Vitaulic Style 77 for pipes larger than 4" Diameters."
2. Power carts should be utilized in lieu of stringing conductors on floors and taping down. *800*
3. As-built prints will be returned from Architect upon our contract evaluation and settlement.
4. Ray Cooks service inspection check list should be modified to include all pertinent equipment serviced. Each monthly report should be reviewed and appropriate comments made through the general contractor as to accepting or flagging items not accepted.
5. Activity Building speakers are acceptable as installed - slightly recessed from ceiling.
6. Provide a method behind Theater Elevator #5 louvers to direct water down and away from elevator cab.
7. Activity Building Areaway #03 must be kept open to central plant area #01. If this separation is really a priority item then I would budget for a full louver and screen at Grid Line 89 from BN to BP similar to the Theater air conditioning Equipment Space #01 to Areaway #03.
8. Reports by Springer Associates, fire marshal and boiler inspector have all been resolved. Factory mutuals recent inspection I am not aware of. They have had many in the past with which we've complied. Also verified by our insurance carrier.



Christopher G. Delgado
Supervising Engineer

CGD:jp
attachments

*presented at
6-20-74
meeting*

COMMUNITY CENTER COMPLEX

ENGINEER'S PROGRESS REPORT

March 1974

acceptance of project

Site Work -

- On site cobblestone near completion.
- Irrigation system in the process of being installed and tested.
- Site grading is still in progress.
- Light wells for site lighting are being set and poured.
- On site A. C. completed.
- Statue base (Poseidon) completed.

Exhibit Hall -

- Installation of the acoustical ceiling is still in progress.
- Painting of the sound partitions was completed.
- Finish hardware is in the process of being installed.
- Potable water lines were chlorinated and cleared.
- Thresholds at exterior doors have been installed.

Activity Building -

- Painting of reworked walls in progress.
- Handrails on stairs are in the process of being installed.
- Finish hardware is being installed.
- Sound partitions at the meeting rooms have been installed and are being painted.
- Light fixtures at the covered walkways were installed.
- Thresholds to exterior doors have been installed.

Theater -

- Installation of ceiling tile is in progress in the main lobbies.
- Handrails on stairs are being installed.
- The skylight has been installed.
- Stagerigging is in the process of being installed.
- Painting is in progress at various locations in the Theater.
- Theater seats have been delivered to the site.
- Main stage floor has been installed, but has not been sanded or finished.
- Electrical work for stage lighting is in progress.
- Thresholds to exterior doors have been installed.

The formal completion date as stated by the Contractor is the end of March. The punch list of check-out items should begin the first part of April.

To date we have stayed within our allotted budget. Taking into consideration our next Change Order which will be Change Order No. 5, and will take in all the remaining items that have been incorporated, or will be, into the project we should be able to complete the project with the monies available in our budget.

Following are the major items yet to be completed:

Testing of the acoustics and sound systems in all buildings.

Floors must be finished and painted, carpeted or tiled, as specified.

Draperies must be installed at all buildings.

Furniture must be placed in the appropriate rooms.

Theater seats, which are on the site, must be installed.

Glass catwalks and the glass for the carriage entry canopy must be installed.

Landscaping and soil sterilization has yet to be started, and will take approximately 6 weeks to complete which is going to take us past our completion date for this particular item.

The affirmation action program was initiated into the project and has been a very successful undertaking. The minimum percentages of minorities working on the site was established at 2.1 percent for the first year; 5.1 percent for the second year; and 8.1 percent from December 1973 to the completion of the project. As of January 1974 our accumulative percentage of all trades for the project was 15.1 percent.

PROCEDURE FOR PAYMENT OF SECURITY PACIFIC NATIONAL BANK BILLS FOR SERVICES

TYPE CLAIM FOR SIGNATURE OF COMMUNITY CENTER MANAGER OR ASSISTANT.

CODE NUMBER: 4-45-2121-0000-4321

HAND CARRY TO COMMUNITY CENTER OR SEND DIRECTLY TO BURNS SECRETARY FOR SIGNATURE. HAVE THEM RETURN HERE AND SEND TO FINANCE-ATTN: PHIL EZELL

MEDIA CENTER FUNCTIONS

PUBLIC MEETINGS

Videotaping public meetings will enable the City to make it easier and more convenient for Sacramento City residents to participate in local government. Surveys in cities that now broadcast public meetings indicate that these meetings receive a large viewer audience. City Council meetings will be videotaped from gavel to gavel, and will be played unedited on the cable government channel. Tapes may also be used by schools for citizenship education projects. Examples:

- City Council meetings
- Special Council meetings
- Council Committee meetings
- Planning Commission meetings
- Other Board and Commission meetings

PUBLIC SERVICE ANNOUNCEMENTS

Currently, the Public Information Officer requests that radio and television stations (at their expense) produce public service announcements for the City. The City has no control over if and when public service messages are produced and aired. The Media Center will enable the City to produce and schedule 10, 20, and 30 second public service messages on the cable television government channel. In addition, it is likely that commercial radio and television stations will air City produced messages. Examples:

- **Public Safety Messages** - Smoke detectors save lives, Fire prevention tips, Fireworks safety, Holiday fire safety, Crime Alert Hotline telephone number, Home Alert tips, Operation Identification, Personal safety tips, Call A Cop First, 9-1-1 emergency assistance, Thumbs Up program, Rabies shots for dogs, Problems relating to dogs running loose, Safe disposal of household toxics
- **Messages Describing City Regulations and Ordinances** - New regulations, Smoking Ordinance, Fence Ordinance, Auto repair in neighborhoods, Illegal dumping, Building permits, Dog license renewal, Leash law, Dogs causing a nuisance, Water conservation
- **Messages Describing City Services and Programs** - How to reach City offices, Location and hours of City facilities such as libraries, Utility tax refund program, Abandoned car removal, Latchkey programs, Camp Sacramento, Job openings, Board and Commission openings, How to do business with the City, Dogs and cats available for adoption, Rideshare, Gifts to Share
- **Announcements About Special Events** - Neighborhood cleanups, Exhibits at Crocker, Police Low Rider Car Show, Special library programs, Surplus equipment auctions
- **Meeting and Hearing Announcements** - Council meetings, Community meetings, Budget hearings
- **Announcements About Reports Released for Review**

VIDEO TEXT MESSAGES

Brief written messages will be displayed on the cable government channel between programming. Certain types of messages, such as the Calendar of Events and City Council Agenda Preview, may appear at regularly scheduled times. Examples:

- **City News Briefs** - New ordinances, New public projects, Rate changes
- **Meeting Notices**
- **Public Service Announcements**
- **City Council Agenda Preview** - a public information summary, in non-technical language, of major items to be discussed at the next Council meeting
- **Calendar of Events**
- **Traffic Advisories**
- **Job Announcements**
- **City Facts** - "Did you know . . ."
- **Results of City elections**
- **Announcements of City information programs that will appear on cable television**

PUBLIC INFORMATION PROGRAMS

City produced video and audio/visual programs will encourage better citizen understanding of government programs, policies, and operations. More City residents may watch and understand a brief cable television program about the City budget, than would read a brochure on the subject. The Media Center will produce public information programs ranging in length from 1-30 minutes, for use on the cable government channel and commercial broadcast stations, and in group presentations, classrooms and libraries. Examples:

- **Public Safety Programs** - Fire prevention information, Crime prevention information, Home safety inspection
- **Programs Explaining City Regulations and Ordinances**
- **Information Programs On New Public Projects** - Boat Harbor expansion
- **How-To Information Programs** - How to use the library, How to remove mistletoe from trees, How to dispose of garbage and garden refuse
- **Information Programs Describing City Operations and Services** - City Budget, City parking program, How to request neighborhood improvements, the City's Hazardous Material Response Team, Refuse removal and disposal operations, Utility rates and services, Video tour of facilities such as the Water Treatment Plant or History Center
- **Production of Videos or Slide/Tape Programs for Special Presentations** - Presentations to teachers, for court cases, etc.

EMPLOYEE INFORMATION PROGRAMS

Employee training and information programs videotaped and/or produced by the Media Center will provide a cost-efficient way to expand training opportunities and make the City's training programs more adaptable to a variety of City workplaces and schedules. In the future, the Media Center will also enable the City to effectively use the cable institutional network for internal City communication and training. Examples:

- **Videotaping Seminars And Presentations For Use In Employee Training Programs; and Program Production** - Employee Orientation, Information programs on new policies and procedures, Safety programs

OTHER VIDEO AND AUDIO/VISUAL PRODUCTION

Examples:

- **Production Of City Public Information Messages During A Disaster Or Community Emergency;**
- **Providing Pool Video Coverage Of Major Events Where Access For Reporters Is Restricted;**
- **Providing File Footage Of City Operations (e.g. Garbage Collection) For Commercial Broadcast Stations**
- **Taping On-Air Programs Of Interest To The City**
- **Transferring Tapes**

GRAPHIC ARTS

Graphic arts design and production will become a function of the Media Center, but will continue to be the responsibility of the Public Information Officer.

- **Photography**
- **Publication design and production**
- **Signs**
- **Billboards**
- **Displays**

GRANTS AND PROGRAM RESEARCH

Media Center staff will pursue grant funding opportunities to support production of City information or employee training programs. Staff will also locate video programs of interest to City staff or residents.

EQUIPMENT LOAN

The Media Center will serve as a central facility to maintain and loan audio/visual equipment to City departments.

ADMINISTRATION

- **Budget, Work Plan, Production scheduling, Reporting, Recordkeeping, Cable Coordination**

POLICIES AND PROCEDURES FOR VIDEOTAPING PUBLIC MEETINGS

All public meetings of City policy-making or advisory boards and commissions, held in open session, may be videotaped by City Media Center staff for cablecast on the cable television channel, and other uses authorized by the City Manager. Meetings will be videotaped in their entirety.

Modes of Cablecast

Whenever possible, City public meetings will be cablecast live on the cable television government channel. When live coverage is not feasible, the meeting will be aired at a later date on the cable television government channel.

Functional Responsibility

All functions related to videotaping public meetings for cablecast will be the responsibility of the City Media Center, under direction of the City Manager's Office.

Public Notification

At all public meetings being videotaped by the City Media Center, a sign will be posted near the door to the meeting, a message will be printed on the meeting agenda, and the Chairperson may announce at the beginning of the meeting that, "This meeting is being videotaped and will be broadcast on Channel 28."

Priorities for Videotaping Public Meetings

The decision to videotape a public meeting will be made by the City Manager or the Manager's designee, in accordance with City priorities, technical capabilities, and the availability of staff time and resources.

Beginning and Ending Meeting Coverage

Videotaping of the meeting will begin when the Chairperson calls the meeting to order.

Videotaping will continue without interruption until the Chairperson adjourns the meeting.

Meeting Recesses

During meeting recesses called by the Chairperson, a sign or videotext message will state, "Meeting Recess".

Videocoverage Interruption

Meeting coverage may be interrupted by order of the Chairperson or, because of technical difficulties. In either case, every effort will be made to display a message stating, "Please Stand By".

Video Camera Focus

During videotaping of a public meeting, cameras will, as a matter of practice, focus on the person or persons recognized by the Chairperson to speak. However, cameras may focus on any of the following:

- o Some or all of the Council, Committee, Commission, or Board members
- o The person or persons recognized by the Chairperson to speak
- o Graphic materials related to with matters being discussed

Cameras will not record views of the audience, and will not record audience or participant reactions.

Editing

Public meetings will be videotaped and cablecast in their entirety. Meetings will not be edited for presentation. However, portions of public meeting videotapes may be used for purposes authorized by the City Manager, such as school presentations and City productions.

Public Information Videotext

Public information about a meeting, such as, technical terms used, the legislative body which is meeting, agenda items, or issues being discussed, may be prepared by City Media Center staff, and may appear as videotext messages before or during the meeting, subject to the approval of the City Manager or the Manager's designee. In addition, members of the legislative body, staff members and scheduled speakers may be identified by videotext. Unscheduled speakers will not necessarily be identified by videotext, but will be asked to identify themselves verbally. However, other than their name, speakers will not be encouraged to give personal information, such as an address. No meeting summations will be allowed.

Editorial Comment

Public meetings videotaped by the City Media Center and cablecast on the cable television government channel will not be subject to editorial comments.

Cable Television Scheduled for Public Meetings

City public meetings aired on the government channel will always be shown in their entirety. Whenever possible, public meetings will be videotaped and cablecast live on the cable television government channel. If meetings cannot be cablecast live, meetings will be shown on the cable television government channel. If meetings cannot be cablecast live,

meetings will be shown on the cable television government channel as soon after the meeting as possible. Videotapes of public meetings will be replayed at least once, beginning at a time between 8:00 a.m. and 9:00 p.m., within one week of the date of the meeting. Requests for a preferred meeting play and replay schedule will be made by the Media Center Manager, but will be determined by the Government Channel Programming Task Force. The scheduled cablecast or play back of public meetings will not be preempted, except by request of the City Manager.

Technical Standards

Cable television technical standards will be the minimum standards used in videotaping public meetings. Technical requirements and practices necessary to videotape public meetings in accordance with these policies will be determined and implemented by the Media Center Manager.

Meeting Room Modifications

Meeting room sound, lighting, structural, and other modifications may be necessary to successfully videotape public meetings. Budgets and workplans for such modifications will require approval by the City Council and/or the City Manager.

Ownership/Copyright of Tapes

Audio and video tapes of public meetings, produced by City staff, will be the property of the City of Sacramento. The copyright of master tapes and copies of public meeting videotapes will be held by the City of Sacramento. Use of any portion of public meeting videotapes owned by the City of Sacramento requires written permission from the City Manager or the Manager's designee.

Liability

The City shall have no responsibility to retain public meeting videotapes; or for inadvertent erasure or omissions in the videotapes. Further, the City of Sacramento, its officers, employees, and agents will not be liable for the accuracy of any information presented and videotaped during a public meeting.

Retention of Public Meeting Videotapes

Videotapes of public meetings shall not be considered as a legal record of the meeting, and the City is not required to keep permanent video records of the meetings. Further, the City does not guarantee the availability of complete or error free copies of public meeting videotapes. Original tapes of each meeting will be retained by the City Media Center for a minimum of four weeks, and may then be erased and revised. Requests for longer retention of videotapes must be made in advance of the four week deadline to the Media Center Manager.

Copies of Public Meeting Videotapes

Written requests for copies of public meeting videotapes must be sent to the City Media Center within four weeks of the meeting date, and must be approved by the City Manager of the Manager's designee. Complete videotapes or portions of videotapes of public meetings may be used for any purpose authorized by the City Manager or the Manager's designee. Persons requesting copies of public meeting videotapes are responsible for all costs associated with making copies available. Copy fees, or a portion of the costs, may be waived, if appropriate, by the Media Center Manager when copies are made for a non-commercial, informational use which is consistent with City public information goals and policies.

SACRAMENTO COMMUNITY CENTER AUTHORITY

REQUISITION NO.

To: Security Pacific National Bank
c/6 Mr. Gary B. Nelson, Assistant Corp. Trust Officer
P. O. Box 7762
San Francisco, CA 94120

1. You are hereby authorized to transfer the sum of \$113,792 from the Surplus Revenue Fund provided for in Section 5.02 of Resolution No. 10-71 adopted July 28, 1971, to the Construction Fund provided for in Section 3.03 of said resolution, said transfer being made pursuant to subsection (e) of Section 5.02 of said resolution to finance changes, alterations and additions to the Sacramento Community Center Project.

2. You are further authorized to disburse from the Construction Fund provided for in Section 3.03 of Resolution No. 10-71 the following sums to the following-named political subdivisions, municipal corporations, individuals, firms and corporations for expenses incident to the issuance of said Bonds and to the fulfillment of the authorized purpose for which they were issued:

<u>ITEM</u> <u>NO.</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
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The obligations in the stated amounts have been incurred by the Authority and each item thereof is a proper charge against the Construction Fund. There has not been filed with or served upon the Authority notice of

any lien, right to lien or attachment upon, or claim affecting the right to received payment of, any of the moneys payable to any of the persons named hereinabove.

Very truly yours,

SACRAMENTO COMMUNITY CENTER AUTHORITY

By _____
Authorized Officer or Member of said
Authority

By _____
Secretary

APPROVED:

Director of Finance of the City
of Sacramento

LORRAINE MAGANA

OFFICE OF THE CITY MANAGER
CITY CLERKS OFFICE
CITY OF SACRAMENTO

MEMORANDUM
JUL 17 11 55 AM '86

July 1, 1986

TO: DEPARTMENT HEADS AND DIVISION CHIEFS
SUBJECT: AUTHORITY FOR EXECUTION OF CONTRACTS

On May 14, 1986, this office issued a memorandum which described several types of contracts, financial limitations and the authority for execution. Effective immediately, this memorandum and the revisions contained herein will serve as your administrative guide in the execution of contracts which do not require City Council approval.

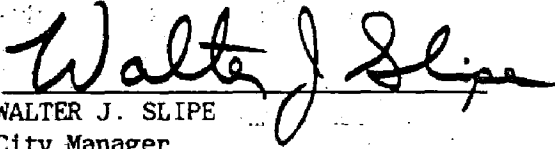
A. DELEGATION OF AUTHORITY

<u>Types of Contracts and Limits</u>	<u>Authority</u>	<u>Authorized Position</u>	<u>City Manager Designee</u>
1. Short-term real property leases	City Code Sec. 12.42	Director of Public Works	Director of Public Works
2. Supplies or non-professional services for <u>less than \$10,000</u>	City Code Sec. 57.201	City Manager	Director of General Services Dir. of Plan. & Dev.
3. Public projects, including required supplies or materials for <u>less than \$5,000</u>	City Code Sec. 58.201	City Manager	Director of Public Works Director of General Services
4. Consultants and professional service contracts for <u>less than \$20,000</u>	City Code Sec. 59.103	City Manager	Director of Public Works
a. Professional service for <u>less than \$5,000</u>	Administrative Policy	City Manager	Director of Personnel Chief of Police
b. Professional service for <u>less than \$10,000</u>	Administrative Policy	City Manager	Director of Parks & Community Services
c. Professional service for <u>less than \$20,000</u>	Administrative Policy	City Manager	Director of General Services Dir. of Plan. & Dev.
5. Consultants and professional service contracts for subdivision work of <u>less than \$20,000</u>	City Code Sec. 59.104	City Manager	Director of Public Works

<u>Types of Contracts and Limits</u>	<u>Authority</u>	<u>Authorized Position</u>	<u>City Manager Designee</u>
6. All other contracts	City Charter Sec. 61 (h)	City Manager	None

B. REQUIREMENTS

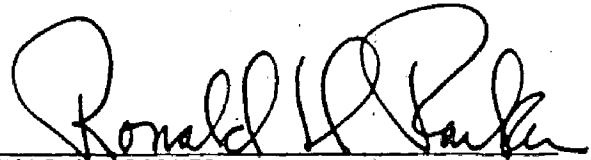
1. All contracts developed within the above authority shall be approved as to form by the City Attorney prior to signature by the City Manager or his designee.
2. An original contract will be submitted to the City Manager for review and final distribution to the City Clerk for assignment of a City contract number. The City Clerk will retain a copy for the City's official records.


 WALTER J. SLIPE
 City Manager

CERTIFICATE OF COMPLETION
OF SACRAMENTO COMMUNITY
CENTER FACILITIES

TO: SACRAMENTO COMMUNITY CENTER AUTHORITY,

I, Ronald H. Parker, City Engineer of the City of Sacramento, do hereby certify that the Sacramento Community Center Facilities are on this date completed in accordance with the approved plans and specifications for said facilities, and that all of such costs of construction and all expenses incidental thereto or connected therewith have been determined and paid.



RONALD H. PARKER
City Engineer

Dated: July 21, 1974

RECEIVED
CITY CLERKS OFFICE
CITY OF SACRAMENTO
MAY 29 8 37 AM '79

Recorded at the request and for the benefit of the Sacramento Community Center Authority

FOR RECORDER'S USE ONLY

SACRAMENTO COMMUNITY CENTER

RETURN TO: City Clerk
City Hall, Room 207
915 I Street

JUN 20 3 31 PM 1974

54880

Sacramento, California 95814

NOTICE OF COMPLETION AND ACCEPTANCE

OF WORK UNDER PUBLIC WORKS CONTRACT

SACRAMENTO COMMUNITY CENTER

NO FEE

AUTHORITY

NOTICE IS HEREBY GIVEN that on June 20, 1974, the work for Sacramento Community Center Facilities, located on the block bounded by J, L, 13th and 14th Streets in the City of Sacramento, was accepted by the Sacramento Community Center Authority. Said work was performed pursuant to contract between the City of Sacramento and Nielsen-Nickles Company and Carl W. Olson & Sons Company, a joint venture, as contractor, whose address is 320 N. 10th Street, Sacramento, California 95814, and said contract is described as follows:

Sacramento Community Center Complex

The Contractor's surety is: Pacific Indemnity Company, and United States Fidelity and Guaranty Company
701 Howe Avenue
Sacramento, California

DATED: June 20, 1974

SACRAMENTO COMMUNITY CENTER AUTHORITY,
a joint powers authority

By Jaci K. DeFord
Secretary

VERIFICATION

I, JACI DeFORD, declare:

I am the Secretary of the Sacramento Community Center Authority, a joint powers authority. I have read the foregoing Notice of Completion and Acceptance of Work Under Public Works Contract and am informed and believe the matters stated therein to be true, and on that ground, allege that the matters stated therein are true.

I declare under penalty of perjury that the foregoing is true and correct. Executed at Sacramento, California, on June 20, 1974.

Jaci K. DeFord
JACI DeFORD

RECORDED

SACRAMENTO COMMUNITY CENTER AUTHORITY

REQUISITION NO. ____

To: Security Pacific National Bank
c/o Mr. Gary B. Nelson, Asst. Corp. Trust Officer
P. O. Box 7762
San Francisco, CA 94120

You are authorized to disburse from the Construction Fund provided for in Section 3.03 of Resolution No. 10-71 adopted July 28, 1971, authorizing the issuance of \$19,100,000 principal amount of Sacramento Community Center Authority 1971 Bonds of this Authority, on or after the date of delivery of and payment for said Bonds, the following sums to the following-named political subdivisions, municipal corporations, individuals, firms and corporations for expenses incident to the issuance of said Bonds and to the fulfillment of the authorized purpose for which they were issued:

<u>Item</u> <u>No.</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
---------------------------	--------------	---------------	----------------

The obligations in the stated amounts have been incurred by the Authority and each item thereof is a proper charge against the Construction Fund. There has not been

filed with or served upon the Authority notice of any lien, right to lien or attachment upon, or claim affecting the right to received payment of, any of the moneys payable to any of the persons named hereinabove.

Very truly yours,

SACRAMENTO COMMUNITY CENTER AUTHORITY

By _____
Authorized Officer or Member of
said Authority

APPROVED:

By _____
Secretary

Director of Finance of the
City of Sacramento