City of SACRAMENTO

Space Planning
City Hall Complex and 300 Richards Blvd. Campus

Scope: CITYWIDE

Policy Contact
Maryann Deleon-Munoz
Program Analyst-Real Estate/Asset Management
Department of Public Works
(916) 808-5761
Mdeleon-Munoz@cityofsacramento.org

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Effective Date: November 7, 2016

City of
SACRAMENTO

Charter Officer Review and Acknowledgement

Space Planning-City Hall Complex and 300 Richards Blvd

City Manager

City Attorney

City Clerk

City Treasurer

New City Hall and 300 Richards Campus have been in full operation for over 10 years. In those 10 years, many operational moves have been negotiated, dictated or driven by politics and/or based on short term needs. Written criteria for space planning best practices and clearly defined organizational principles are important for good management of Class A tenant building spaces such as City Hall Complex and 300 Richards Campus.   Contact Building Operations at (916) 808-5761 for assistance and direction with your space planning needs.

Organizational Principles for Space Planning
The following principles will be considered while applying space planning criteria.

- **Fairness**
  Impartial, free from self-interest, prejudice or favoritism while conforming with established rules.

- **Equity**
  Fairness or justice in the way people are treated.

- **Funding**
  Financial resources.

- **Highest and Best Use**
  Use which results in the highest present value, and brings in the greatest net return over a given period or the foreseeable future - within the applicable constraints.

Space Planning Criteria
The goal of space planning is to clearly define: 1) what moves are proposed, 2) why the moves are needed, 3) when the move is preferred, 4) how the move will be implemented, and 5) the identity of funding needed to move staff into and/or within these central locations. A comprehensive analysis of short and long term goals for each request will be completed using the following space planning criteria.

- Meets the intended design of the building.
- Maximizes square footage of office space for optimum efficiency and cost savings while meeting the needs of all customers.
- Ensures sufficient "shared" meeting space is available
- Minimizes the domino effect with a priority to keep departments and/or working groups together whenever possible.
- Adheres to space standards for each job classification with standardized work space layout.
- Assigns proper space allocation and proper workstation size and ancillary spaces per position. (ie. private offices may be limited to division manager and higher)
- Maximizes space use flexibility by retaining more cost effective modular furniture (24" x 48") which is more easily modified and remodeled.
- Provides more effective file storage by using digital repositories instead of hard copy storage whenever possible.
- Retains security effectiveness and safe practices (minimize vulnerable locations)

Funding: A comprehensive review will be completed based on organizational principles and space planning criteria. If a move is approved the lead department is responsible for the funding effort.

Definitions

Class "A" Building Space
These buildings represent the newest and highest quality buildings in their market. They are generally the best looking buildings with the best construction, and possess high-quality building infrastructure. Class A buildings also are well located, have good access, and are professionally managed. As a result of this, they attract the highest quality tenants and also command the highest rents.

City Hall Complex Building Space
Per Ordinance No. 2012-0040, City Hall Complex is defined as *"real property and structures bounded by the public sidewalks adjacent to H and I Streets and 9th and 10th Streets in the City of Sacramento, including Historic City Hall, New City Hall, Sa'Cumn'e Plaza, all walkways, and all landscaped areas."*

Domino Effect
A domino effect or chain reaction is the cumulative effect produced when one event sets off a chain of similar events.

300 Richards Blvd Campus Building Space
Defined as *"real property, structures and site improvements bounded by the property boundary between 210 and 300 Richards Boulevard, and by the public sidewalks adjacent to the south side of Richards Boulevard, the west side of Sequoia Pacific Boulevard, and the north side of Bannon Street."*

Space Standard
Space standards are units for categorizing space needs and calculating a space's square footage and associated costs. (see Reference B)

Reference A
Tenants provided for reference (effective 7/1/2016)

New City Hall
    Mayor and Council Offices
    City Clerk
    Independent Budget Analyst
    Central IT
    City Attorney's Office
    Economic Development
    Finance
    Human Resource
        Risk Management
        Workers Comp
    Parks and Recreation
    Public Works

Historic City Hall
    City Treasurer
    City Auditor
    Human Resources
        Office of Director
        Employee Benefits
        Labor Relations
        Classifications

300 Richards Blvd Campus
    Community Development Department (CDD)
    Department of Utilities (DOU)
    Fire
    Police
    Public Works
    River District

300 RICHARDS BLVD. - SPACE STANDARDS

BY TYPE OF SPACE

Private Office

Accounting Manager	12 x 16	PO192
Area Manager	12 x 16	PO192
Assistant City Attorney	12 x 16	PO192
Assistant City Manager	12 x 20	PO240
Attorney	12 x 16	PO192
Budget Manager	12 x 16	PO192
Chief Building Official	12 x 16	PO192
Chief of Code Enforcement	12 x 16	PO192
Chief of Housing & Dangerous Bldg	12 x 16	PO192
Chief of Staff to the Mayor	12 x 16	PO192
City Attorney	16 x 24	PO384
City Clerk	16 x 24	PO384
City Councilmember	16 x 24	PO384
City Manager	16 x 24	PO384
Council Operations Manager	12 x 16	PO192
Department Head	12 x 20	PO240
Deputy City Attorney II	12 x 16	PO192
Deputy Director Public Safety Accountability	12 x 12	PO144
Director of Economic Development	12 x 20	PO240
Director of Economic Development - Redevelopment	12 x 20	PO240
Director of Finance	12 x 20	PO240
Director of Governmental Affairs	12 x 16	PO192
Director of Labor Relations	12 x 20	PO240
Director of Neighborhood Services	12 x 20	PO240
Director of Parks & Recreation	12 x 20	PO240
Director of Planning	12 x 20	PO240
Director of Public Safety Accountability	12 x 20	PO240
Director of Youth Development	12 x 20	PO240
District Director	12 x 20	PO240
Division Manager	12 x 16	PO192
E-Government Manager	12 x 20	PO240
Economic Development Manager	12 x 16	PO192
General Plan Update Project Manager	12 x 16	PO192
Internal Audit Manager	12 x 16	PO192
Labor Relations Manager	12 x 16	PO192
Legislative Manager	12 x 16	PO192
Mayor	16 x 30	PO480
Media & Communications Officer	12 x 12	PO144
Natomas Manager	12 x 16	PO192
Operations Manager	12 x 16	PO192
Park Plan Design & Development Manager	12 x 16	PO192
Parking Manager	12 x 16	PO192
Procurement Services Manager	12 x 16	PO192
Recreation Manager	12 x 16	PO192
Revenue Manager	12 x 16	PO192
Senior Deputy City Attorney	12 x 16	PO192
Special Assistant to City Attorney	12 x 12	PO144
Special Project Manager	12 x 12	PO144
Supervising Deputy City Attorney	12 x 16	PO192
Support Services Manager	12 x 16	PO192

Workstation

Account Clerk	8 x 8	WS64
Accountant Auditor	8 x 10	WS80
Accounting Clerk I	8 x 10	WS80
Accounting Clerk II	8 x 10	WS80
Accounting Technician	8 x 8	WS64
Administrative Analyst	8 x 10	WS80
Administrative Assistant	8 x 10	WS80
Administrative Assistant (Conf/Ex)	8 x 10	WS80
Administrative Officer	8 x 10	WS80
Administrative Service Officer	8 x 12	WS96
Administrative Technician	8 x 8	WS64
Administrative Technician (Ex)	8 x 8	WS64
Administrative Trainee	8 x 8	WS64
Application Developer	8 x 8	WS64
Architectural Technician	8 x 8	WS64
Assistant Architect	8 x 10	WS80
Assistant Civil Engineer	8 x 10	WS80
Assistant Code Enforcement Officer	8 x 8	WS64
Assistant Engineer	8 x 10	WS80
Assistant Landscape Architect	8 x 10	WS80
Assistant Planner	8 x 10	WS80
Assistant Planning Director	8 x 12	WS96
Associate Architect	8 x 10	WS80
Associate Civil Engineer	8 x 10	WS80
Associate Landscape Architect	8 x 10	WS80
Associate Mechanical Engineer	8 x 10	WS80
Associate Planner	8 x 10	WS80
Auditor	8 x 12	WS96
Benefits Officer	8 x 10	WS80
Benefits Technician	8 x 8	WS64
Building Inspector	8 x 10	WS80
Buyer	8 x 10	WS80
Central Service Supervisor	8 x 12	WS96
Central Services Assistant II	8 x 10	WS80
Central Services Assistant III	8 x 10	WS80
Central Services Supervisor	8 x 12	WS96
Chief Deputy City Clerk	8 x 12	WS96
Claims Collector	8 x 8	WS64
Clerk	8 x 8	WS64
Code Enforcement Officer	8 x 8	WS64
Computer Operator	8 x 8	WS64
Construction Inspector	6 x 8	WS48
Construction Inspector III	8 x 10	WS80
Consultant	8 x 10	WS80
Custodian I	8 x 10	WS80
Custodian II	8 x 10	WS80
Customer Service Assistant	8 x 10	WS80
Customer Service Representative	8 x 10	WS80
Customer Service Specialist	8 x 10	WS80
Customer Service Supervisor	8 x 12	WS96
Data Systems Technician	8 x 8	WS64
Department Systems Specialist I	8 x 10	WS80
Department Systems Specialist II	8 x 10	WS80
Dept. Systems Spec	8 x 8	WS64
Economic Development Project Manager	8 x 12	WS96
Electrical Inspector	6 x 8	WS48
Enforcement & Col Supvr	8 x 8	WS64
Engineering Aide	6 x 8	WS48
Engineering Technician	8 x 8	WS64
Executive Assistant (Ex)	8 x 10	WS80
Executive Secretary	8 x 8	WS64

300 RICHARDS BLVD. SPACE STANDARDS
BY TYPE OF SPACE

Financial Svs. Supervisor	8 x 12	WS96	Neighborhood Resources Coordinator II	8 x 10	WS80	Senior Application Developer	8 x 10	WS80
Fire Plans Examiner	8 x 8	WS64	Office Supervisor	8 x 12	WS96	Senior Applications Developer	8 x 12	WS96
Geographic Information Systems Specialist II	8 x 10	WS80	Operations General Supervisor	8 x 12	WS96	Senior Architect	8 x 12	WS96
Geographic Information Systems Specialist III	8 x 10	WS80	Paralegal	8 x 10	WS80	Senior Building Maintenance Worker	8 x 12	WS96
Geographical Information Specialist	8 x 8	WS64	Parking Enforcement Officer	8 x 8	WS64	Senior Central Services Assistant	8 x 12	WS96
GIS Administrator	8 x 12	WS96	Parking Enforcement Superintendent	8 x 12	WS96	Senior Claims Collector	8 x 12	WS96
Grad Students	6 x 8	WS48	Parking Enforcement Supervisor	8 x 10	WS80	Senior Code Enforcement Officer	8 x 10	WS80
Graphic Designer	8 x 8	WS64	Parking Lot Attendant	8 x 10	WS80	Senior Computer Operators	8 x 8	WS64
Graphics Assistant	8 x 10	WS80	Parking Lot Supervisor	8 x 12	WS96	Senior Customer Svs. Rep	8 x 10	WS80
Hotel Position	8 x 8	WS64	Parking Meter Coin Collector	6 x 5	WS30	Senior Data Entry Technician	8 x 8	WS64
Human Res. Technician	8 x 8	WS64	Parking Meter Collection Supervisor	8 x 12	WS96	Senior Department Systems Specialist	8 x 10	WS80
Human Resource Administrator	8 x 12	WS96	Parking Meter Repair Supervisor	8 x 12	WS96	Senior Economic Development Project Manager	8 x 12	WS96
Human Resource Analyst	8 x 10	WS80	Parking Meter Repair Work	8 x 8	WS64	Senior Engineer	8 x 12	WS96
Information Tech Support Specialist	8 x 8	WS64	Payroll Technician	8 x 10	WS80	Senior Engineering Technician	8 x 8	WS64
Information Technician	8 x 8	WS64	Personnel Analyst	8 x 12	WS96	Senior Landscape Architect	8 x 12	WS96
Information Technology Supervisor	8 x 12	WS96	Personnel Technician	8 x 10	WS80	Senior Maintenance Worker	8 x 12	WS96
Intern	6 x 8	WS48	Planning Technician	8 x 8	WS64	Senior Management Analyst	8 x 12	WS96
Investigator (Ex)	8 x 10	WS80	Principal Accountant	8 x 12	WS96	Senior Parking Lot Attendant	8 x 12	WS96
IT Administrator	8 x 12	WS96	Principal Building Inspector	8 x 12	WS96	Senior Parking Lot Supervisor	8 x 12	WS96
IT Trainee	8 x 8	WS64	Principal Management Analyst	8 x 12	WS96	Senior Personnel Analyst	8 x 12	WS96
Junior Architect	8 x 10	WS80	Principal Planner	8 x 12	WS96	Senior Personnel Tranportation Coordinator	8 x 12	WS96
Junior Civil Engineer	8 x 10	WS80	Principal Systems Engineer	8 x 12	WS96	Senior Planner	8 x 12	WS96
Junior Engineer	8 x 10	WS80	Program Analyst	8 x 10	WS80	Senior Public Finance Analyst	8 x 12	WS96
Junior Planner	8 x 10	WS80	Program Manager	8 x 12	WS96	Senior Rev Svs. Rep	8 x 8	WS64
Labor Relations Analyst	8 x 10	WS80	Program Specialist	8 x 10	WS80	Senior Staff Assistant	8 x 12	WS96
Labor Relations Officer	8 x 12	WS96	Programmer	8 x 10	WS80	Senior Systems Engineer	8 x 12	WS96
LAN Administrator (Ex)	8 x 10	WS80	Public Finance Analyst	8 x 12	WS96	Senior Systems Programmer	8 x 10	WS80
Landscape Archt Techn	8 x 8	WS64	Public Information Officer	8 x 12	WS96	Special Assistant to the Mayor	8 x 10	WS80
Landscaper Architect Technician	8 x 10	WS80	Public Works General Supervisor	8 x 12	WS96	Special District Analyst	8 x 10	WS80
Law Clerks	6 x 8	WS48	Real Property Agent	8 x 10	WS80	Staff Aide	8 x 10	WS80
Law Office Administrator	8 x 10	WS80	Retirement Officer	8 x 10	WS80	Staff Aide (Confidential)	8 x 10	WS80
Legal Administrative Analyst	8 x 10	WS80	Revenue Supervisor	8 x 12	WS96	Staff Aide (Management)	8 x 10	WS80
Legal Secretary	8 x 10	WS80	Revenue Svs. Rep	8 x 8	WS64	Staff Assistant (Ex)	8 x 10	WS80
Legal Staff Assistant (Ex)	8 x 10	WS80	Safety Specialist	8 x 8	WS64	Staff Services Supervisor	8 x 12	WS96
Maintenance Worker	8 x 10	WS80	Secretary	8 x 8	WS64	Stores Clerk II	8 x 10	WS80
Management Analyst	8 x 12	WS96	Senior Accountant Auditor	8 x 12	WS96	Student Trainee	8 x 10	WS80
Media & Communications Specialist	8 x 10	WS80	Senior Accounting Tech.	8 x 8	WS64	Supervising Architect	8 x 12	WS96
Neighborhood Resource Coordinator	8 x 8	WS64	Senior Accounting Technician	8 x 12	WS96	Supervising Engineer	8 x 12	WS96
Neighborhood Resources Coordinator	8 x 10	WS80	Senior Administrative Servs. Officer	8 x 12	WS96	Supervising Financial Analyst	8 x 12	WS96

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300 RICHARDS BLVD. SPACE STANDARDS
BY TYPE OF SPACE

Supervising Graphic Specialist	8	x	12	WS96
Supervising Landscape Architect	8	x	12	WS96
Supervising Legal Secretary	8	x	12	WS96
Supervising Surveyor	8	x	12	WS96
Survey Party Chief	8	x	8	WS64
Survey Technician	8	x	8	WS64
Telecomm Engineer	8	x	8	WS64
Telecommunications Analyst	8	x	10	WS80
Traffic Investigator	8	x	8	WS64
Traffic Investigator I	8	x	10	WS80
Typist Clerk	8	x	8	WS64
Typist Clerk I	8	x	8	WS64
Typist Clerk II	8	x	8	WS64
Typist Clerk III	8	x	10	WS80
Utility Services Inspector (UNPY)	8	x	10	WS80
Vocational Rehab Coordinators	8	x	10	WS80
Workers Comp Administrator	8	x	12	WS96
Workers Comp Claim Rep	8	x	10	WS80
Youth Aide	6	x	8	WS48