

October 21, 1988

**Pre-Construction Activities for Convention Center Project**

**Budget Office**

November 14 on

Status of Fund Balance

Verify costs for:

- land acquisition
- relocation
- replacement housing
- mitigation in EIR
- construction estimates
- potential toxics on site
- pre-construction cash flow
- line item budget appropriation before B/F & Council
- verify appropriation of 87 COP to Project

**Treasurer's Office**

November 11 on

Financing

- financing vehicle
- terms of financing
- overall amount of financing
- date for financing
- problems/issues to be resolved prior to financing
- monitor public vs. private use of 87 COP

Convention Center & Facility Management Dec. 1 on

Unidentified Costs

Determine costs for Furniture, Fixtures, and Equipment  
Identify Operating costs for future budgeting  
Identify long-term maintenance costs  
Issue Market Study  
Issue Programming Report  
Begin Schematic Designs

Public Works - Real Estate

Dec. 1 on

Appraisals:

Prepare flow chart of steps in acquisition process for both voluntary/negotiated sales and eminent domain for use by the Core Group  
Update appraisals as required  
Amend appraiser contract as required  
In-house review of appraisal by core group & Real Estate  
Coordinate with attorneys for potential eminent domain requirements  
Coordinate with attorneys for negotiated/voluntary sales  
Prepare documents to go to B/F & Council for negotiated sales - Resolution of Just Compensation  
Contract with Agency & complete a relocation plan to be presented later to Council for adoption

If City can't negotiate purchase and determines to use eminent domain, 45 days after Reso. notice to owners of probable eminent domain  
60 days return to Council with Reso for Eminent Domain

File court suit same week as reso if planning to take immediate possession (to get people moved and to get in and do toxics investigation)

Cut check and file with court on day suit is filed if City intends to take immediate possession, otherwise, acquisition costs don't have to be put up until court is settled one year + later.

Possession effective 90 days after court hearing

Tenants out 120 days after court hearing, if City determines to take immediate possession

If City does not take immediate possession, prepare for potential management firm to manage the residential units once possession occurs

**City Manager & Finance & Real Estate Nov. 11 on**

Investigate relocation of Merrium

Hire consultant to complete both commercial and residential relocation plans

Meet with attorneys to determine requirements for relocation benefits

Deal with property management, as necessary

Move tenants when necessary

Secure properties after tenants have been moved

**Finance - Public Works - Planning Nov 16 on**

**Environmental Issues:**

Resolve parking issue

Resolve Merrium Relocation or Replacement Housing Issue

Hire consultant archaeologist to provide historical record and mitigation plan/cost estimates

Resolve urban design issues

Put together supplemental EIR

Take project through required Design Review hearings

**Facility Management Nov 11 on**

**Site Preparation:**

Potential archaeological pre-investigation based on archival record search (Planning)

Toxics investigation

Secure properties

Demolition

**Consultants**

Relocation

Appraisals

Toxics

Soils

Archaeological

Merrium relocation

Parking Garage

Design

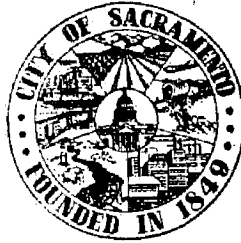
Programming

Cost Estimating

Construction Management

Supplemental EIR

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO  
Nov 9 2 06 PM '88



*Mason*  
*Janice*  
*Please plan on attending*  
*(M)*

OFFICE OF THE  
CITY MANAGER

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 101  
915 I STREET  
SACRAMENTO, CA  
95814-2684

November 4, 1988

916-449-5704

MEMORANDUM

TO: JAMES P. JACKSON, City Attorney  
TOM FRIERY, City Treasurer  
MIKE DAVIS, Director of Planning and Development  
MEL JOHNSON, Director of Public Works  
JOHN P. KEARNS, Chief of Police  
RAY CHARLES, Fire Chief  
BOB THOMAS, Director of Parks and Community Services  
BETTY MASUOKA, Director of Finance  
FRANK MUGARTEGUI, Director of General Services  
SAM BURNS, Director of Community Center

FROM: SOLON WISHAM, JR., Assistant City Manager


RE: Community/Convention Center Expansion Project Team Meeting  
November 16, 1988, 9:30 a.m., City Manager's Conference  
Room, Room 102

On October 25, 1988, the City Council approved the East Alternative for the expansion of the Community/Convention Center. In order to keep this project moving in an effective and efficient manner, a Project Team must be assembled. Your department has been identified as a necessary part of that team which means that you will play an important role in the implementation of the Expansion Project. To discuss the project schedule and how the Project Team will work, I have scheduled a meeting for November 16, 1988, at 9:30 a.m. in the City Manager's Conference Room, Room 102.

This Project Team concept is organized on a "horizontal basis" as a management approach that has been discussed at the Executive Management Retreat and also during our monthly executive meetings. The concept is to create a Project Team that links the multiple departments required to carry out large, multi-year projects such as the Expansion Project. The goal is to develop a system for making the best, most thoughtful, decisions on projects and issues which involve multiple departments. The Project Team is structured to provide leadership, pre-planning, coordination, accountability, follow-through, delegation, time and resource commitments.

It is my intention that the Community/Convention Center Expansion Project Team will keep the City Manager's Office well informed on all aspects of this project. Attached to this memorandum is an organization chart outlining the components of the Project Team and those individuals who have been identified as a part of the Project Team. Your department is represented in the Technical Assistance section of the Project Team (See attached chart). You may wish to designate yourself, as department head, or name a subordinate to attend Project Team meetings to represent the views of your department and to coordinate departmental work assignments. Whoever is designated should attend the meeting on November 16th. Some departments have not been named in the Technical Assistance section of the Project Team. All departments will, however, receive a copy of this memorandum. If you wish to include a designated staff representative in the meeting of November 16th, please do so.

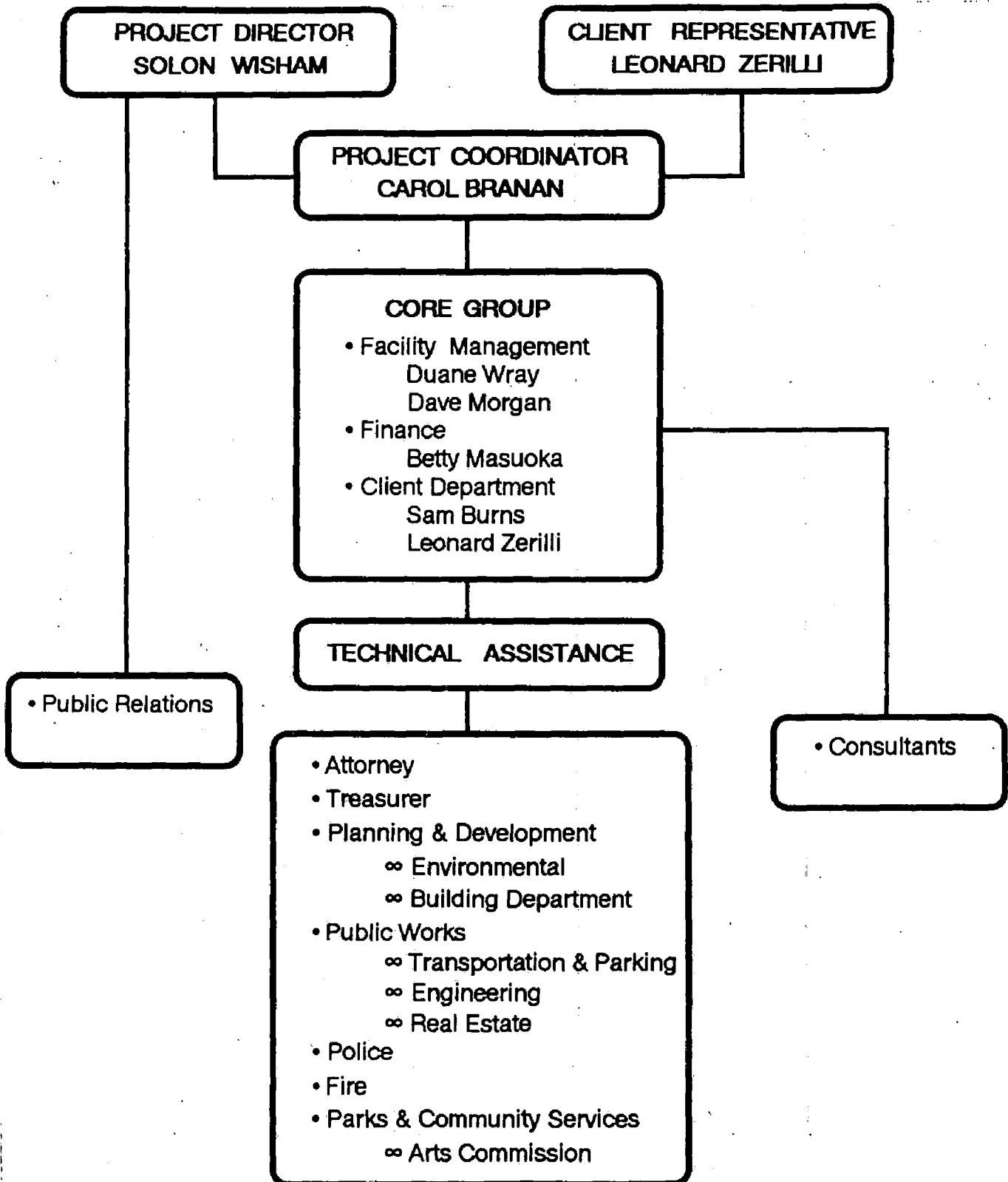
The purpose of the meeting is to discuss the Community/Convention Center Expansion Project, to clarify how the Project Team will function, to discuss the project schedule, and identify points where departments will be involved. Please send the representative who will become your department's contact person to this meeting.

  
\_\_\_\_\_  
SOLON WISHAM, JR.  
Assistant City Manager

Attachment

cc: Carol Branan  
Duane Wray  
Dave Morgan  
Leonard Zerilli  
Anne Mason  
Steve Lakich  
Richard Killian  
Jeanne Murphy  
Donna Giles

# MAJOR PROJECTS TEAM ORGANIZATIONAL CHART



# MAJOR PROJECTS TEAM ORGANIZATIONAL CHART

