

## Legislation Text

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File #: #20-110, Version: 1

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**PREPARED BY:** REINA SCHWARTZ

**DATE OF MEETING:** 03/16/20

**SUBJECT:**

CITY COUNCIL AUTHORIZATION OF OPERATIONAL PLANS FOR MOVE TO NEW CITY HALL

**CITY MANAGER RECOMMENDATION**

Authorize by Minute Order

**COMPLIANCE STATEMENTS**

Moving to the new City Hall building is not a specifically identified priority in the FY2019-21 City Council Priority Workplan but is necessary for efficient city operations.

**CEQA Compliance Statement**

This action is not subject to CEQA.

**BACKGROUND**

The City Manager is providing a City operational update to the City Council on the planned completion and logistical operational move to the new City Hall, located at 1000 Gateway Avenue at the Plaza San Pablo project site which is slated to be completed next month in April 2020.

**Proposed Move Schedule**

In order to operationally accommodate the move to the new City Hall building, there will be some minor operational impacts to hours of operation for the public just before and just after the move.

The City Manager's Office is proposing a current scheduled move to occur beginning Thursday, April 23, with logistics completed over the weekend period, with City Hall re-opening at the new 1000 Gateway Avenue location on Monday, April 27. At this time, it is anticipated that City Administrative Offices, with exception to Police Department Offices, will be closed to the public beginning at 12noon on Thursday, April 23, and re-open to the public at 10:00am on Monday April 27. This will allow staff sufficient time to have basic City operations up and running by the time the building is open to the public.

Public information regarding impacts to City operational hours will be communicated via all City provided external and internal communication channels.

**Public Meetings**

Any City scheduled public meetings subject to current Brown Act requirements (i.e. City Council, Planning Commission, Boards and Commissions, etc.) will remain scheduled in the existing City Hall through the month of April 2020 contingent upon any new precautionary and protective guidelines for the coronavirus COVID-19 outbreak from Contra Costa County Health Services Officials with regard to scheduling public meetings by local public agencies. All City scheduled public meetings are

planned to be scheduled in the new City Hall building, located at 1000 Gateway Avenue, beginning May 4, 2020.

The City Manager requests formal acknowledgement of this proposed City operational plan and modification of City operational hours to the public associated with the logistical move to the new City Hall building to be accepted by majority vote of the City Council via minute action.

**FISCAL IMPACT**

All costs associated with the construction of and logistical move to the new City Hall are already included in the project budget.