

## **REPORT TO CITY COUNCIL**

**DATE:** MAY 25, 2005

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER

**BY:** JIM THORSEN, ASSISTANT CITY MANAGER  
CHRIS DODD, FACILITIES/OPERATIONS SUPERVISOR

**SUBJECT:** REQUEST CITY COUNCIL APPROVAL TO SEEK BIDS FOR THE  
COUNCIL CHAMBER STAFF DAIS EXTENSION PROJECT (NIB 05-03)

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The purpose of this report is to seek City Council approval to obtain bids to extend the staff dais in the Council Chamber at the Civic Center.

In recent months, staff has extensively researched the option of extending the staff dais in the council chamber to accommodate more staff and consultants. This would increase the number of available staff positions and reduce or eliminate the need to shuffle staff and consultants during City Council and Planning Commission meetings.

The City has enlisted the services of CWA (Charles Walton and Associates) to design and prepare specifications for bidding and construction purposes. As the architecture firm on the Civic Center complex, CWA have designed a staff dais extension that is both functional and will match existing conditions.

The staff dais extension design will accommodate up to four more staff/consultant positions with full audio/visual capabilities. The Building and Safety Department has reviewed and approved all plans and specifications.

The funds for this project have been reserved in the 2005/2006 budget. Staff has scheduled to seek bids in June 2005, with construction to begin in July 2005.

### **RECOMMENDATION**

Staff respectfully recommends the City Council take the following action:

1. Approve the plans and specifications for the Council Chamber Staff Dais Extension project (NIB 05-03)
2. Authorize City staff to seek bids for the project