

LRB – FISCAL REVIEW SECTION ANALYSIS

PUBLIC IMPROVEMENTS COMMITTEE

ITEM 24, FILE 050442

JULY 20, 2005

ANGELYN WARD

File #050442 is a resolution authorizing the solicitation of lease proposals for the temporary relocation of the City Hall office of the City Attorney.

Background and Discussion

1. This resolution authorizes the Commissioner of Public Works, in consultation with the City Attorney, to solicit lease proposals for the temporary relocation of the entire City Hall Office of the City Attorney. The relocation is due to the City Hall Restoration Project. After soliciting and evaluating the lease proposals received, and after consultation with the City Attorney, the Commissioner is directed to recommend a lease to the Common Council for approval.
2. The construction phase of the City Hall Restoration project is due to begin in late 2005. With the exterior work required on the 8th floor for roof, walls and windows near the top of City Hall, it is necessary to relocate the City Attorney's Office during the exterior renovation.
3. The City Attorney's Office in City Hall consists of 49 attorneys, paralegals, clerical and technical personnel. (*Other personnel are located at the Police Administration Building.*) The relocation will require approximately 11,000 sq. ft. in space for personnel, furniture, equipment, conference rooms and break room that is in close proximity to City Hall.
4. The Buildings and Fleet Section of the Department of Public Works will develop the specifications for the lease RFP and review and evaluate the proposals submitted, in consultation with the City Attorney's Office. It is anticipated that the City Attorney's Office will move in the spring of 2006 and return to City Hall by the end of 2008.
5. The cost for the developing a RFP lease, obtaining the proposals, reviewing the proposals and providing recommendations is estimated at \$5,000. Buildings and Fleet proposes sending the RFP out in August, 2005.

Fiscal Impact

1. The \$5,000 in funding, for the estimated cost to develop the RFP lease, review proposal and recommendation, is from the City Hall Restoration Program.
2. The 2005 Capital Improvements account, BU110000300 had approximately \$31.6 million, \$23.4 million in carryover borrowing and \$8.2 million authorized in the 2005 Adopted Budget.

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