



Information Item

Date: October 13, 2009

To: Mayor and City Council
From: Lee E. Swain, Director of Public Works
Subject: City Administrative Office Space Needs Analysis Update

Introduction

This report updates the City Council on the findings and conclusions of Phase 1 of the two-phased City Administrative Space Needs Analysis completed by Gensler Architects on July 24, 2009.

Background

In 2001, the City contracted with a development team led by Sares Regis Group to complete a Santa Monica City Hall Feasibility Study and Concept Design. The study included a space needs assessment and adjacencies analysis of the organizational structure, and a preliminary design of a 111,245 square foot City Services Building with a 147,170 square foot below-grade parking structure.

On July 8, 2008, Council endorsed the short-term strategies originally discussed in October 2007 Council workshop. Discussions included a plan to revive efforts to address the City's on-going space issues, including goals to move City staff in lease spaces to or adjacent to the Civic Center as well as a strategy of completing a City Services Building. Council members also provided potential locations for a building or buildings to meet the City's space needs. These locations included spaces to the north of the City Hall (identified in the Specific Plan), the City-owned site of the Sears Auto Center and City Hall Courtyard.

On September 16, 2008, City Council approved a professional services agreement with Gensler Architects in an amount not to exceed \$220,000 to complete a two-phased City Administrative Space Needs Analysis.

Discussion

Phase 1 of the analysis includes updating the previous study, reviewing the working environment, examining the appropriateness and benefits of an open office concept for the City, reviewing collaboration and customer service spaces and examining different scenarios to meet the City's space needs given today's financial and competing desires for the Civic Center. A copy of the Phase 1 analysis is included as Attachment A.

Study Findings

- City Hall workspace is currently below standard and approximately 53,387 square feet of spaces are leased in 10 separate citywide locations at an annual cost of \$2.2 million.
- There is a need for a new administrative facility for the City as well as an opportunity to re-imagine the way that space is used by the City's administrative departments.
- Current administrative space portfolio is decentralized and of varied quality and character which hampers workflow and public convenience.
- Providing top quality services and public interaction is of utmost importance to the City.

Study Recommendations

- The future work environment should be based on a new workplace strategy that better supports the City's goals.
- The new workplace strategy should optimize the effectiveness of staff in an activity-based work environment.
- Create building blocks of spaces designed for collaboration, for focused work, for socializing and for learning.
- Create a "one-stop-shop" model for public counter functions.

- Develop options for individual work spaces that support a variety of work processes.
- Define models for a new workplace environment.
- Create real estate occupancy concepts and planning guidelines that will optimize the City's resources, support its planning vision and enhance its commitment to good government.
- Consolidate administrative functions into one facility.
- Develop a mix of uses for City Hall that enhances its cultural value to the City and to the public.
- Create a sense of shared community for the City's staff and for public visitors.
- Project a unified image of the City government that supports the City's overall goals and vision for the community.

Next Steps

- 1) Proceed with Phase 2 of the City Administrative Office Space Needs Analysis to develop three occupancy concepts. Each concept will identify how the City Departments and Divisions could fit into a new Administrative Services Building and remodeled City Hall. Occupancy concepts will reflect one or more potential locations that have been identified by City Council as being viable to accommodate a new City Services Building.
- 2) Return to City Council with a study session on the analysis and occupancy concepts for open discussion to address the City's on-going space issues.

Prepared by: Jean Bellman, Architect

Attachment: [**Office Space Needs Assessment – Phase 1**](#)