



**AGENDA**  
**SPECIAL MEETING OF**  
**SAN DIMAS CITY COUNCIL**  
**TUESDAY, AUGUST 24, 2010, 6:00 P. M.**  
**SENIOR CITIZEN/COMMUNITY CENTER**  
**201 E. BONITA AVE.**

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**COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem John Ebner  
Councilmember Emmett Badar  
Councilmember Denis Bertone  
Councilmember Jeff Templeman

**1. CALL TO ORDER**

**2. ORAL COMMUNICATIONS**

(For anyone wishing to address the City Council on an item on this agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. Speakers are limited to three minutes or as may be determined by the Chair.)

a. Members of the Audience

**3. STUDY SESSION PLANNING MATTERS**

a. Review of renovation work for the City Council Chambers. Provide direction.

**4. ADJOURNMENT**

The next City Council meeting is Tuesday, August 24, 2010, 7:00 p.m.

**AGENDA STAFF REPORTS:** COPIES OF STAFF REPORTS AND/OR OTHER WRITTEN DOCUMENTATION PERTAINING TO THE ITEMS ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK AND ARE AVAILABLE FOR PUBLIC INSPECTION DURING THE HOURS OF 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY. INFORMATION MAY BE OBTAINED BY CALLING (909) 394-6216. CITY COUNCIL MINUTES AND AGENDAS ARE ALSO AVAILABLE ON THE CITY'S HOME PAGE ON THE INTERNET: <http://www.cityofsandimas.com/minutes.cfm>.

**POSTING STATEMENT:** ON AUGUST 20, 2010, A TRUE AND CORRECT COPY OF THIS AGENDA WAS POSTED ON THE BULLETIN BOARDS AT 201 EAST BONITA AVENUE (SAN DIMAS SENIOR CITIZEN/COMMUNITY CENTER); 186 VILLAGE COURT (SAN DIMAS TEMPORARY CITY HALL) 145 NORTH WALNUT AVENUE (LOS ANGELES COUNTY PUBLIC LIBRARY, SAN DIMAS BRANCH); 300 EAST BONITA AVENUE (UNITED STATES POST OFFICE); VONS SHOPPING CENTER (PUENTE/VIA VERDE) AND THE CITY'S WEBSITE AT [www.cityofsandimas.com/minutes.cfm](http://www.cityofsandimas.com/minutes.cfm).



# Agenda Item Staff Report

## STUDY SESSION

**TO:** Honorable Mayor and Members of City Council  
*For the Meeting of August 24, 2010*

**FROM:** Blaine Michaelis, City Manager *BM*

**SUBJECT:** City Council Chambers renovation options – estimated costs – council direction

### **SUMMARY**

*We recently discussed the benefit of a more complete and long term approach with the renovation of the council chambers. We also talked about taking an opportunity to improve the function and layout of the chambers. We have prepared some cost estimates to assist in the decision making process to proceed with these measures.*

### **ANALYSIS**

The attached spread sheet provides a detailed summary of the current project (blue) and the proposed project (green).

#### **Audience chairs – project budget \$18,250**

We have compared the cost to refurbish the existing chairs (\$430/seat) with the cost of new chairs (\$291/seat). Our recommendation is to purchase and install new chairs. Because of some efficiencies, there is an option to also add another row of chairs to increase the seating from 72 to a total of 80 seats with the same spacing between the rows if desired.

#### **Council Chambers – project budget \$60,000**

The original plan is to refinish all wood surfaces with no physical changes or improvements to the layout.

The proposal before you is to bring the dais into full ADA compliance, relocate and add elements (tables and podium) to improve the function of the chambers and to install long lasting dais, podium, and table tops. The objective is to also set aside an allowance to address audio visual, data and telecommunication needs. In addition, the recommendation is to change out the paneling behind the dais. The paneling of today is a better material than the existing, and the modern means of attaching paneling will give it a better look and be consistent with the wood of the new dais.

*3a*

If the paneling replacement is included the estimated additional costs for this additional work is \$70,550. If replacing the paneling is not included, the estimate is \$30,000 less.

Another option that has been talked about for the dais is the installation of bullet proof panels. Staff requests direction on whether or not to include this in the project. At this point we have moved it to be an alternate in the bid process. In other words, council could decide whether or not to include it after we have received a bid price for including it in the project. The estimated cost is \$4,500.

### **RECOMMENDATION**

Receive report from staff, ask questions as desired. The project team will be in attendance.

1. Authorize the purchase and installation of new audience seating – 80 total.
2. Authorize the solicitation for bids for the proposed renovation plan. Give direction on whether or not to include the bullet proof concept in the bidding.

The proposed project will provide all new woodwork throughout the Chambers built to current standards (the original is not), with materials and counter tops that will last for a very long time with very minimal maintenance. The dais and podium will be fully ADA compliant. Staff tables will be in a more efficient and effective layout for council meetings. The council and staff will have the latest technology for power, data, and audio visual needs.

3. Bids for this work will be presented for council action September 14, 2010.

Attachments:        Summary spread sheet

## City Council Chambers - Renovation Decisions

<b>Audience Seating</b>			
	<b>Project Budget \$18,250</b>		
72 - existing seats	Current	Proposed	80 - proposed new seats
Refurbish seats - \$430/seat	\$31,000	\$23,280	Purchase and install new seats - \$291/seat
<b>Recommendation - purchase and install new seats at an increased project budget cost of \$5,030</b>			
<b>Work on the City Council Dais</b>			
	<b>Project Budget \$60,000</b>		
	Current	Proposed	
Refinish existing Dais, table, podium, panels keep wood surfaces and finishes no change in configurations	\$34,000	\$3,500	Demo and remove existing millwork
		\$25,000	Rebuild entire dais - ADA compliance w/ solid surface top
		\$5,000	Move existing staff table in the circle w/ solid surface top
		\$5,000	Add staff table w/ solid surface top
		\$5,000	Renovate table with solid surface top
		\$3,500	Rebuild podium - ADA compliant w/ solid surface top
		\$15,750	Rebuild radius wood railing / wall
		\$30,000	Rebuild wood paneling
		\$2,800	Refurbish light valance and speaker box
Electrical Modifications	\$5,000	\$6,000	New Electrical
Allowance for reinstall or repair of existing:			Allowance for reinstall or repair of existing:
Screen	\$0	\$1,000	Relocate Screen
Audio/Visual (Allowance)	\$6,000	\$12,000	New / modified Audio/Visual (Allowance)
Data/Telecommunication	\$3,000	\$6,000	New / modified Data & Telecommunication
New Acoustical Panels	\$6,750	\$6,750	New Acoustical Panels
Misc.	\$3,250	\$3,250	Misc
Total	\$58,000	\$130,550	
<b>Recommendation - rebuild and new surface for the dais, rebuild and new surface for existing tables, rebuild and new ADA Podium, add new staff table and infill railing at an increase to the project budget cost of 70,550</b>			
<b>Further Recommendation - Include the following item in the bid process as an alternate - decide Sept 14 whether or not to include them at the bid award.</b>			
			\$4,500 Add bullet proof panels to face of dias