RESOLUTION NO. 73990

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE APPROVING REVISED CITY COUNCIL POLICY NO. 2-4 REGARDING COUNCIL OFFICE SPACE ACQUISITION AND MODIFICATION

WHEREAS, in September, 1977, the City Council of the City of San José ("City") initially adopted Council Policy 2-4, the Council Office Space Acquisition/Modification Policy ("Policy"); and

WHEREAS, this Policy guides any purchases and alterations of office space for the Mayor or Councilmembers which are deemed necessary for the efficient conduct of official duties; and

WHEREAS, since the date of adoption of the Policy, various changes in department names and responsibilities have taken place, and it is necessary to revise and update the policy to align with these changes; and

WHEREAS, the City desires to adopt a revised and updated Policy No. 2-4 to replace the previous Policy No. 2-4, to reflect General Services as the lead department in coordinating the acquisition and modification of City Council office space, as well as clarifying the roles of other City departments;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

The City Council Policy No. 2-4 entitled, "Council Office Space Acquisition and Modification," which policy is attached hereto as Exhibit "A" and incorporated herein by this reference as though fully set forth herein, is hereby approved and shall, as of the

date and time of adoption of this Resolution, supersede City Council Policy 2-4, approved by the City Council in September, 1977.

ADOPTED this 11th day of September, 2007, by the following vote:

AYES:	CAMPOS, CHIRCO, CHU, CONSTANT, CORTESE, LICCARDO, NGUYEN, OLIVERIO, PYLE, WILLIAMS, REED
NOES:	NONE
ABSENT:	NONE
DISQUALIFIED:	NONE

CHUCK REED
Mayor

ATTEST:

LEE PRICE, MMC
City Clerk

EXHIBIT A

City of San Jose, California
COUNCIL POLICY

TITLE	PAGE	POLICY NUMBER
COUNCIL OFFICE SPACE ACQUISITION AND MODIFICATION	1 OF 3	2-4
	EFFECTIVE DATE Sept. 1977	REVISED DATE 09/11/2007
APPROVED BY		

BACKGROUND

This policy is meant to specify the constraints or routine to be observed by the Mayor or Councilmembers (as individuals or as a body) to acquire or modify office space for the conduct of official duties.

PURPOSE

The purpose of this policy statement is to establish rules and procedures for the acquisition or modification of office space required for the conduct of official duties.

POLICY

1. There is hereby established a Council Policy for the acquisition or modification of office space for the conduct of the representative and legislative business of the City.

2. This policy applies to the Mayor and members of the City Council as a body and as individuals in the performance of official duties.

3. All Mayoral and Council requests for office space acquisition or modification shall be made and processed in accordance with the following procedure.

4. No office space acquisition or modification shall be initiated, nor public monies expended therefore, except through approval and appropriation action by the City Council.

5. Disbursement of public money for approved acquisition and modification of office space shall be made from an appropriation in the General Fund for construction improvement, maintenance, and repair of municipal buildings; and such expenditures shall be separately recorded as expenditures of the Mayor and City Council.

DEFINITIONS

The term “office space” as used in this policy statement is defined as enclosed areas designated for the conduct of City Council business. Such space includes the offices of the Mayor and individual Councilmembers, their aides and assistants, and supporting clerical personnel; lobbies, waiting rooms, anterooms, and passages; conference rooms and Council Chambers. For the purposes of this policy, “space acquisition” is the process for obtaining the authorization to occupy and use office space. “Space modification” is the process of physically

changing the structural configuration, dimensions, or appearance of office space; or of installing or removing utility or communications devices.

RESPONSIBILITY	ACTION
Elected Official (Mayor or Council-member) Initiating Request	1. Submit memorandum to Mayor and City Council as a request for Council approval.
City Council	2. Consider and act on request as follows: a. Refer to Administration for cost and budget analysis; OR b. Deny.
City Manager	3. Refer assignment to Director of General Services for processing and to the Director of Finance for establishing cost centers for space acquisition or modification for the Mayor and City Council, if none exist.
Director of General Services	4. Obtain estimate of cost of modification, related to relocations, and utility installations.
	5. Submit cost estimates, proposed work completion schedule, and workload impact statement to City Manager.
Director of Finance	6. Establish Cost Centers for office space acquisition and office space modification for Mayor and City Council, if none exist.
City Manager	7. Refer to Budget Director.
Budget Director	8. Prepare and attach a budget and appropriation impact analysis; return to City Manager.
City Manager	9. Return to City Council with recommendation for scheduling or further consideration.
City Council	10. Consider and act on proposal and recommendation:

a. Approve work and expenditure of funds;
OR
b. Approve work subject to appropriation action;
OR
c. Deny.

11. Refer approved proposals to the Administration.

City Manager

12. Refer approved requests to the General Services Department.

RESPONSIBILITY	ACTION
Director of General Services	13. a. Issue work orders to initiate approved and funded actions; *OR* b. Hold conditionally approved request for inclusion in budget request for following fiscal year.
	14. Accomplish work specified in work orders.
	15. Report project completion and cost report to the City Manager.
City Manager	16. Submit project completion and cost report to City Council.