

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: May 1, 2023
Reviewed by: NA

SUBJECT: Budget Appropriation for City Hall Gutters Replacement Project (CIP No. 51000)

REPORT BY: Razzu Engen, Public Works Manager
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SUMMARY

The Public Works Department is responsible for maintenance and rehabilitation of City-owned buildings and facilities. Over the past several years, the gutters at City Hall have severely deteriorated and need replacement. Staff recommends that the Council appropriate funds from the General City Buildings Reserve to fund the project in the amount of \$60,000.

STAFF RECOMMENDATION

That the City Council adopt Resolution No. 2023-25, appropriating \$60,000 from the General City Building Reserve Fund to fund gutter removal and replacement at City Hall (CIP No. 51000).

BACKGROUND

The General City Building Reserve Fund was established to ensure that the City can consistently fund cyclic large-scale replacements and repairs needed for City-owned buildings and facilities in Albany. While operations and general maintenance are included in departmental operating budgets, larger systemic repairs and building updates are not. This includes but is not limited to roofing, HVAC, paint, security systems, gutters, and restroom facilities.

The gutters at City Hall were painted and refurbished as part of the remodel project at City Hall in 2009. A major repair of a portion of the gutters by the Police Station took place in 2015. The Public Works Maintenance Crew regularly clears the roof and gutters at City buildings of pine needles, leaves, and debris. Before the rainy season the Crew flushes rain gutters to ensure water is properly being diverted away from the building. Even with this regular maintenance, the gutters have begun to rust through and fail. Replacement of the gutters is recommended.

DISCUSSION

In the update to the five-year Capital Improvement Plan (CIP) planned for later this year, staff plan to propose establishment of an Annual City Buildings & Facilities Rehabilitation Program (CIP No. 51000). This program will begin with a Citywide needs assessment of all City-owned buildings and facilities and will propose methods for investing systematically into the longevity of these assets. This program is modeled after the City's existing data-driven capital rehabilitation programs for streets, sewers, storm drains, and sidewalks. Larger-scale or more unique enhancements for City buildings and facilities will continue to be proposed as standalone projects and may draw on this reserve or individual departmental funding reserves, as appropriate to the nature of the project.

More specific costs of the proposed CIP program and recommendations for reserve funding levels will be brought to the Council as the program develops. For this repair, Staff felt that waiting for the future data-driven approach would likely take us into another winter, which could lead to extensive water damage and impact the integrity of the building.

In preparation for this project, Public Works staff contacted several licensed contractors who perform gutter repair and replacement work. Based on their assessment of the condition of the gutters and preliminary estimates, Staff recommends allocating \$60,000 to cover project costs including contingency.

SUSTAINABILITY CONSIDERATIONS

Replacement of these gutters is necessary maintenance of an existing structure to ensure proper collection and drainage of rainwater to the San Francisco Bay. Such maintenance also helps preserve a vital city building and minimizes future damage to the building's structure.

SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS

Maintenance of City buildings is important to ensure continued delivery of essential City services.

FINANCIAL CONSIDERATIONS

As noted previously, staff plan to propose establishment of the Annual City Buildings & Facilities Rehabilitation Program (CIP No. 51000) in the next update to the City's Capital Improvement Plan. This type of project will be systematically planned and funded through that program.

At this time, while that program is still in development, staff recommends an appropriation from the City Buildings Reserve Fund (2007) to address the project before the demands of winter create unnecessary impact to the functioning of the building.

Estimated Project Costs	Amount
Construction	\$50,000
Contingency	\$10,000
Total	\$60,000

The estimated unallocated balance of the General City Buildings Reserve Fund (2007) is approximately \$368,000. The budget appropriation recommended in this report is within available fund balance.

Funding Source	Amount
General City Buildings Reserve Fund (2007)	\$60,000
Total	\$60,000

This fund does not currently have a policy-level plan for replenishment.

Attachments

1. Resolution No. 2023-25