

RWA Principal Office Location



February 21, 2023

- Background and History
- RWA and SGA Policy Guidance
- Process and criteria for selecting an office
- Crime
- Member Impacts
- Fiscal Impacts
- Discussion and Action



- Current location for more than 25 years
- Was managed by ACWA JPIA when RWA (SMWA) first leased space, but it is no longer professionally managed
- Outgrown the office
 - Some staff working from home
 - Difficult to get downtown from current office
- Problematic space
 - Odors (occasionally burning cannabis, rotting trash)
 - Poor janitorial services
 - Inadequate garbage service
 - Inadequate building maintenance
 - Individuals experiencing homelessness
 - Incompatible businesses
 - Landlord generally unresponsive to the needs of the businesses

RWA Policy 100.1 (Joint Powers Agreement), Section 11:

“The Board of Directors shall establish the principal office of the Regional Authority. The Board is hereby granted full power and authority to change its principal office from one location to another within the boundaries of the Regional Authority. Any change shall be noted by the Secretary, but shall not be considered an amendment to this Agreement.”

SGA Policy 200.1 (Rules of Procedure Governing the SGA), Section 3.09 (b):

“Regular meetings of the Board shall be held on the second Thursday of every other month at the offices of the Authority or a suitable location within the SGA boundaries....”

RWA Policy 100.2 (Agreement for Administrative and Management Services) Section 4:

“RWA shall be responsible for recruiting and hiring Employees, contracting for Goods and Services, and paying Common Costs.”

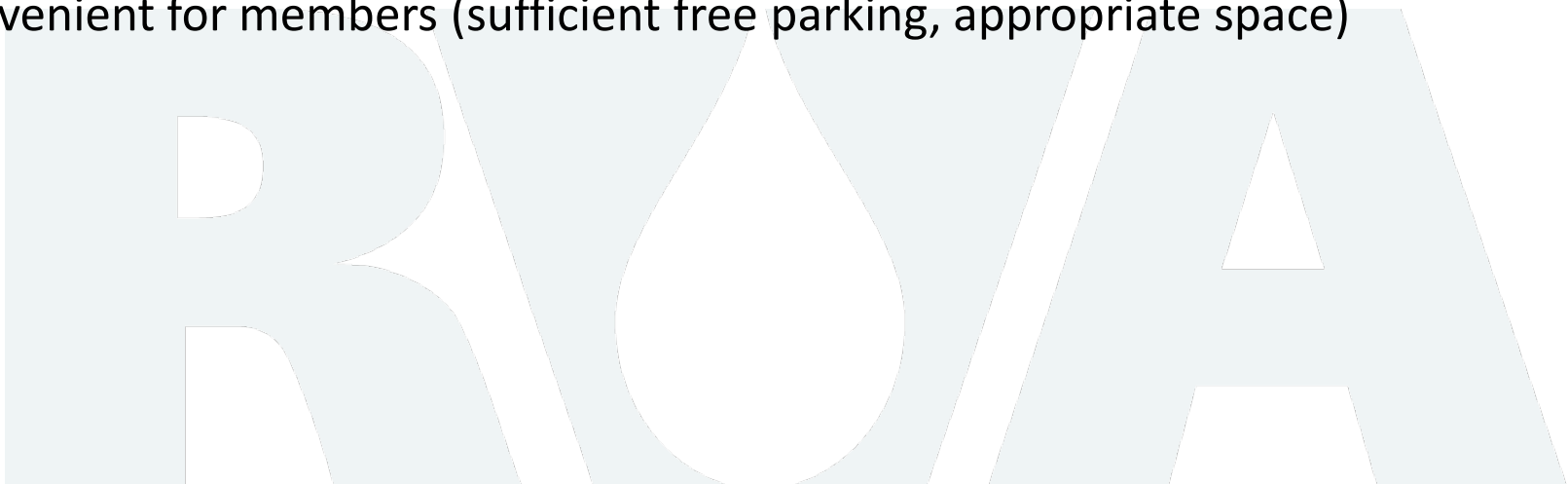
Section 2.a defines Common Costs to include “costs for Goods and Services”
Section 2.d defines Goods and Services to include “equipment, furniture, **rents, leases**, clerical services, or any other goods or services acquired or retained for the benefit of both RWA and SGA.”

Ad Hoc Committee

- Ron Greenwood (Chair), Sean Bigley, Audie Foster, Dan York

Board Feedback:

- November Board Meeting: Use Member's Board Rooms
 - Ad Hoc Committee Feedback: Locations of board meetings should be convenient for members (sufficient free parking, appropriate space)



Criteria:

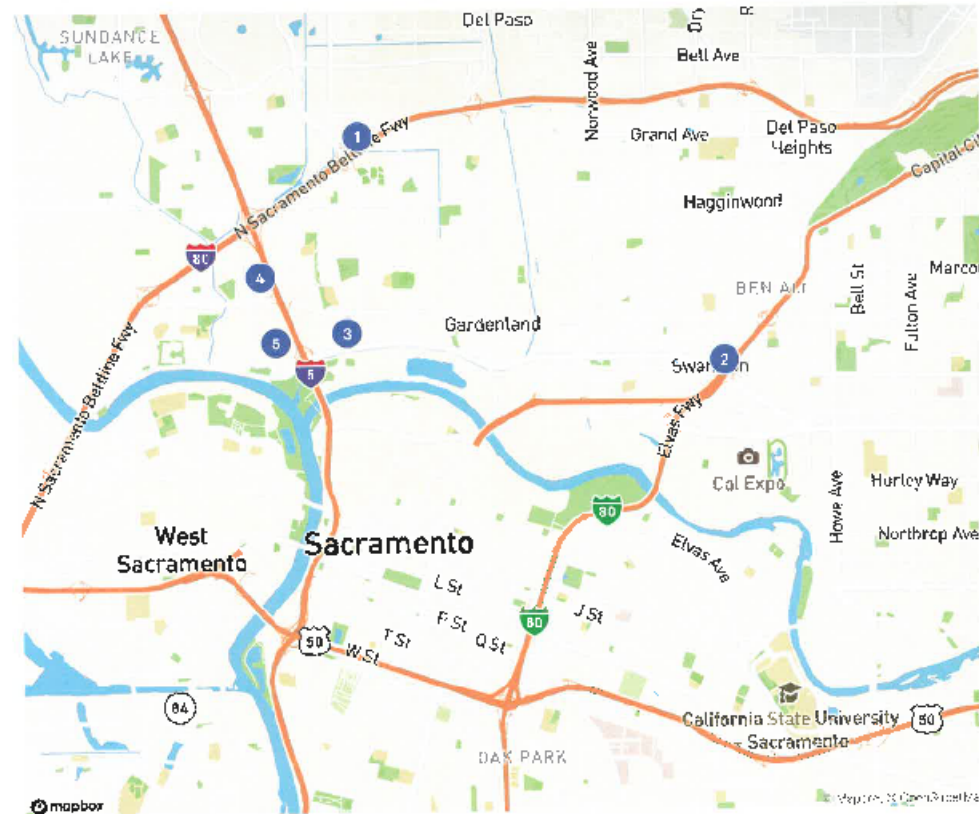
- Ample free and convenient parking for visitors
- Within SGA service area
- Sufficient office space for RWA/SGA operations
- Kitchenette
- Conference room for 25 – Suitable for an Executive Committee meeting or an SGA Board meeting
- Less than \$2.50 per square foot
- Close to a Freeway

RWA Principal Office Location

- Retained CBRE
- Preliminary list of properties
- Toured five locations in the Natomas and Point West Markets
- Negotiation

N & S Natomas / Point West Submarkets

- 1 1411 Ironhorse Circle
Sacramento, CA 95834
- 2 2100 Hillcrest Street
Sacramento, CA 95833
- 3 1700 Oakridge Oaks Drive
Sacramento, CA 95833
- 4 2400 Gateway Oaks Drive
Sacramento, CA 95833
- 5 2200 Gateway Oaks Drive
Sacramento, CA 95833



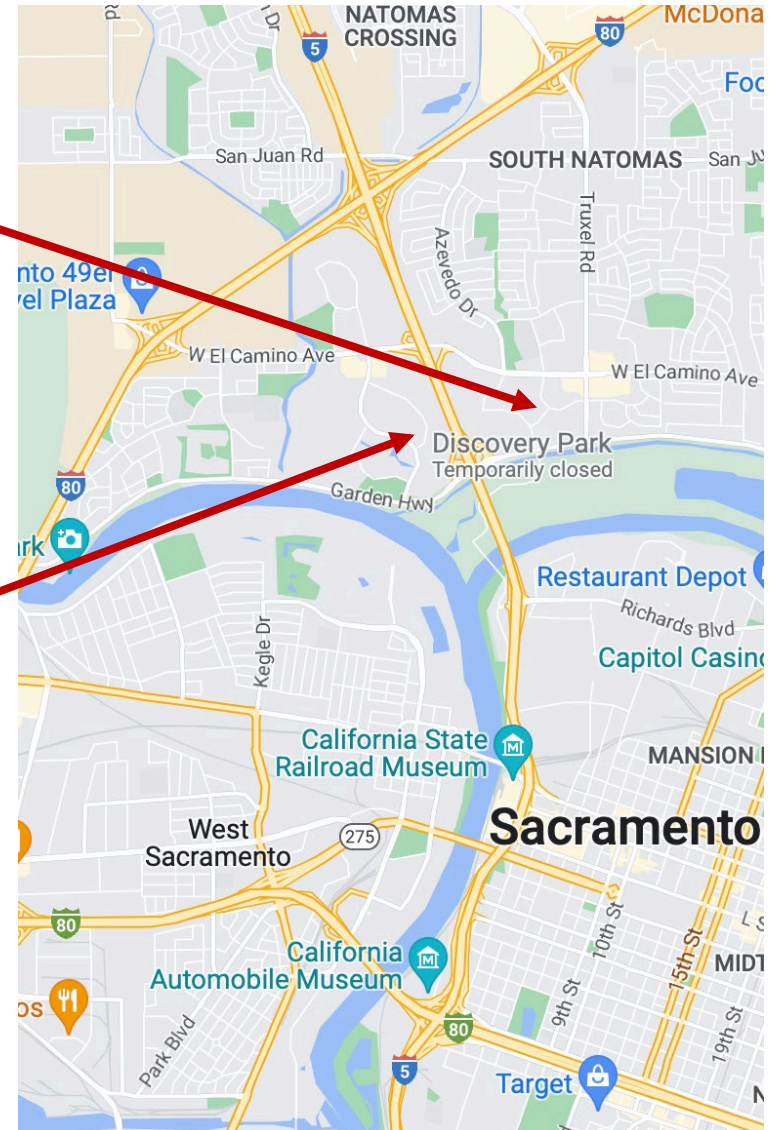
RWA Principal Office Location

Considered two offices

1755 Creekside Oaks Drive

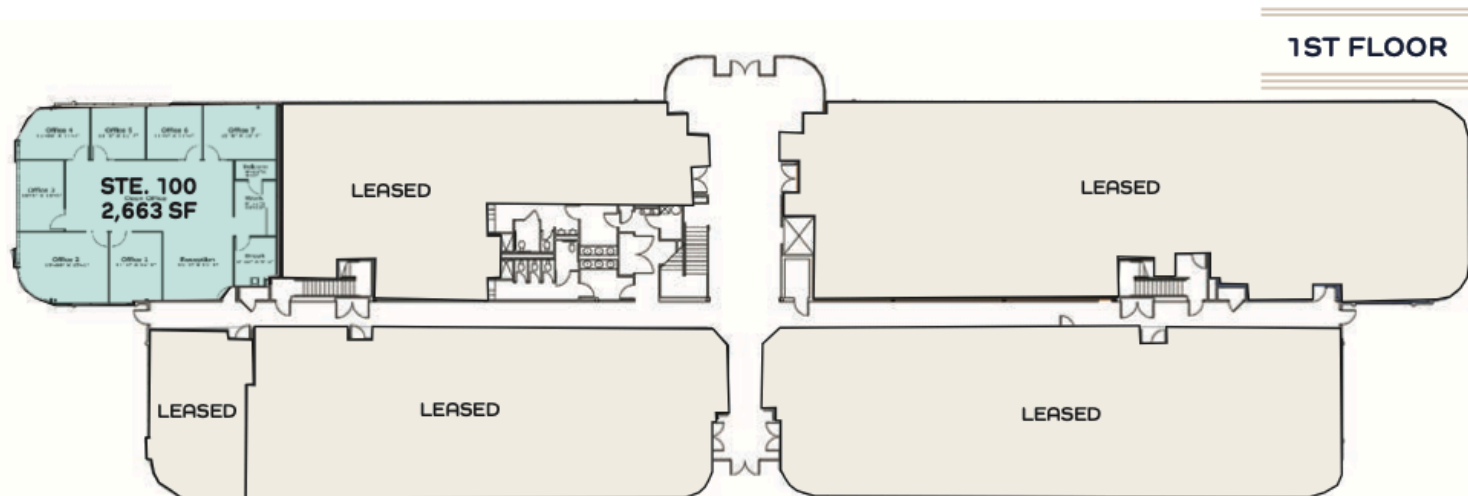


2295 Gateway Oaks Drive



Recommendation: 2295 Gateway Oaks Drive

- Includes furniture
- More amenities including conference rooms and gym
- More light (the Creekside Oaks location is very dark!)
- Majority of the staff prefers the Gateway Oaks location over the Creekside Oaks location



Crime

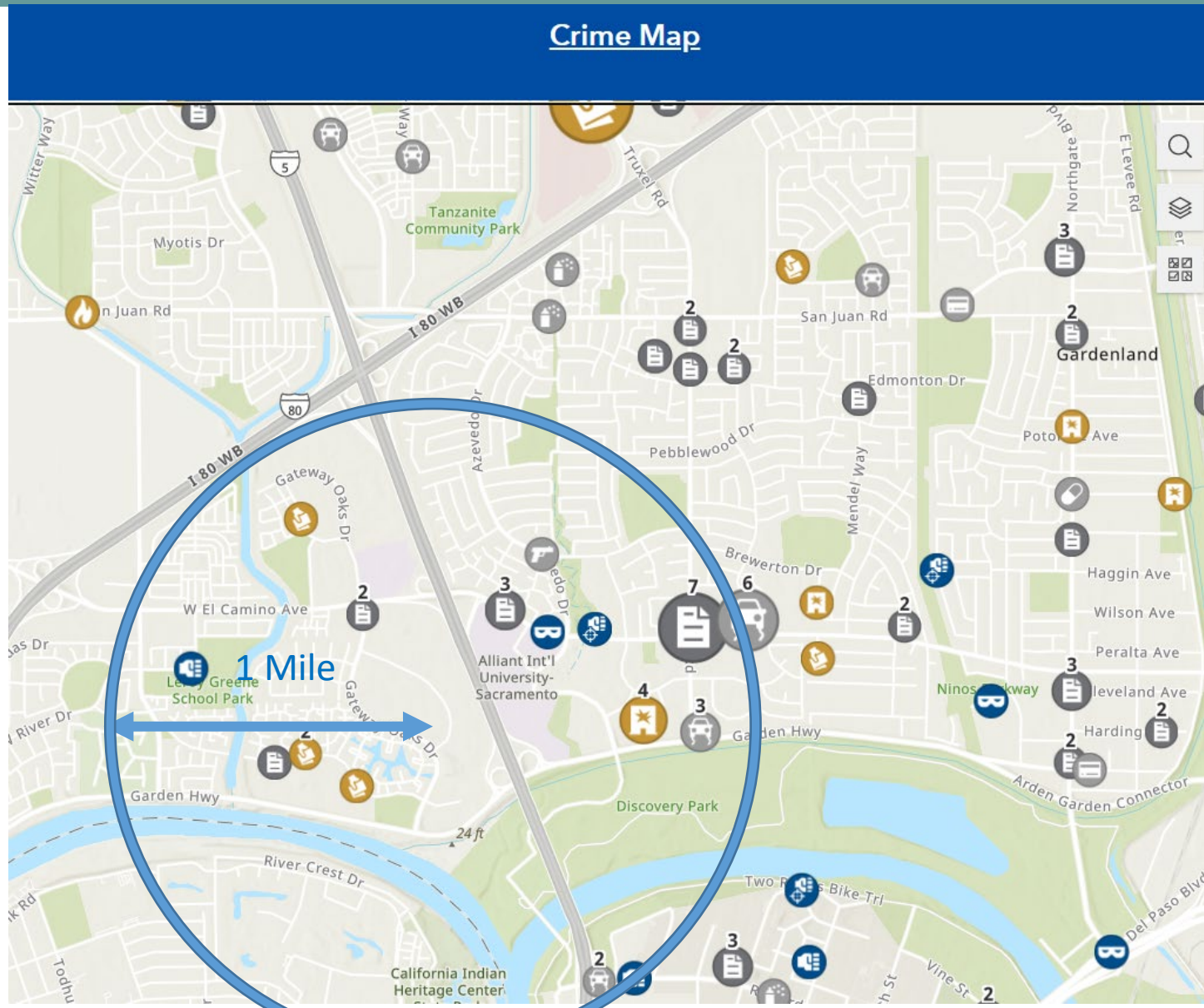


RWA Principal Office Location

Crime Map
(2/17/2023)

Crimes over
the previous 4
weeks

From City of
Sacramento
Police
Department

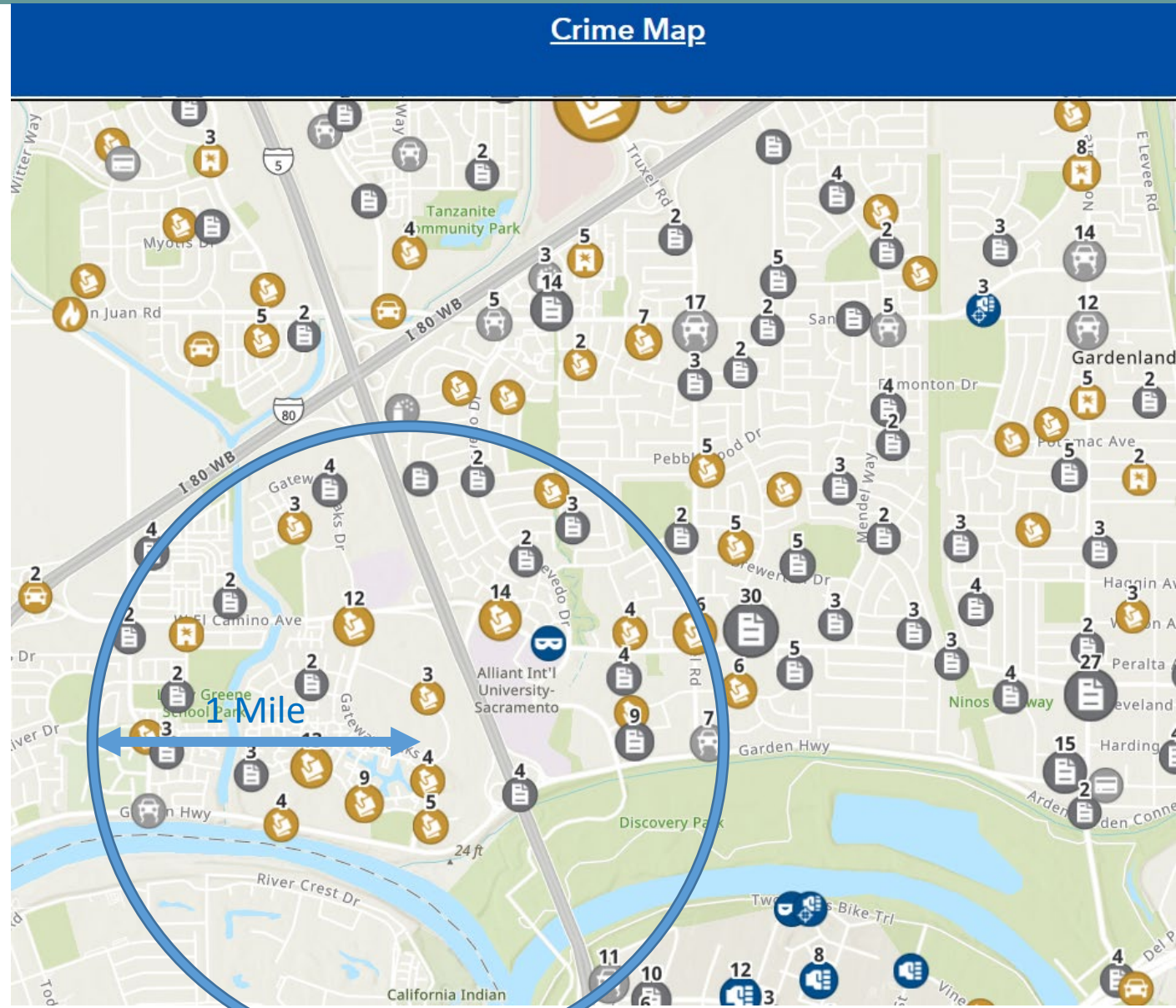


RWA Principal Office Location

Crime Map
(2/17/2023)

Crimes over
the previous 3
months

From City of
Sacramento
Police
Department



RWA Principal Office Location

Crime Map (2/17/2023)

Crimes over
the previous 4
weeks

From County
of Sacramento
Sheriff

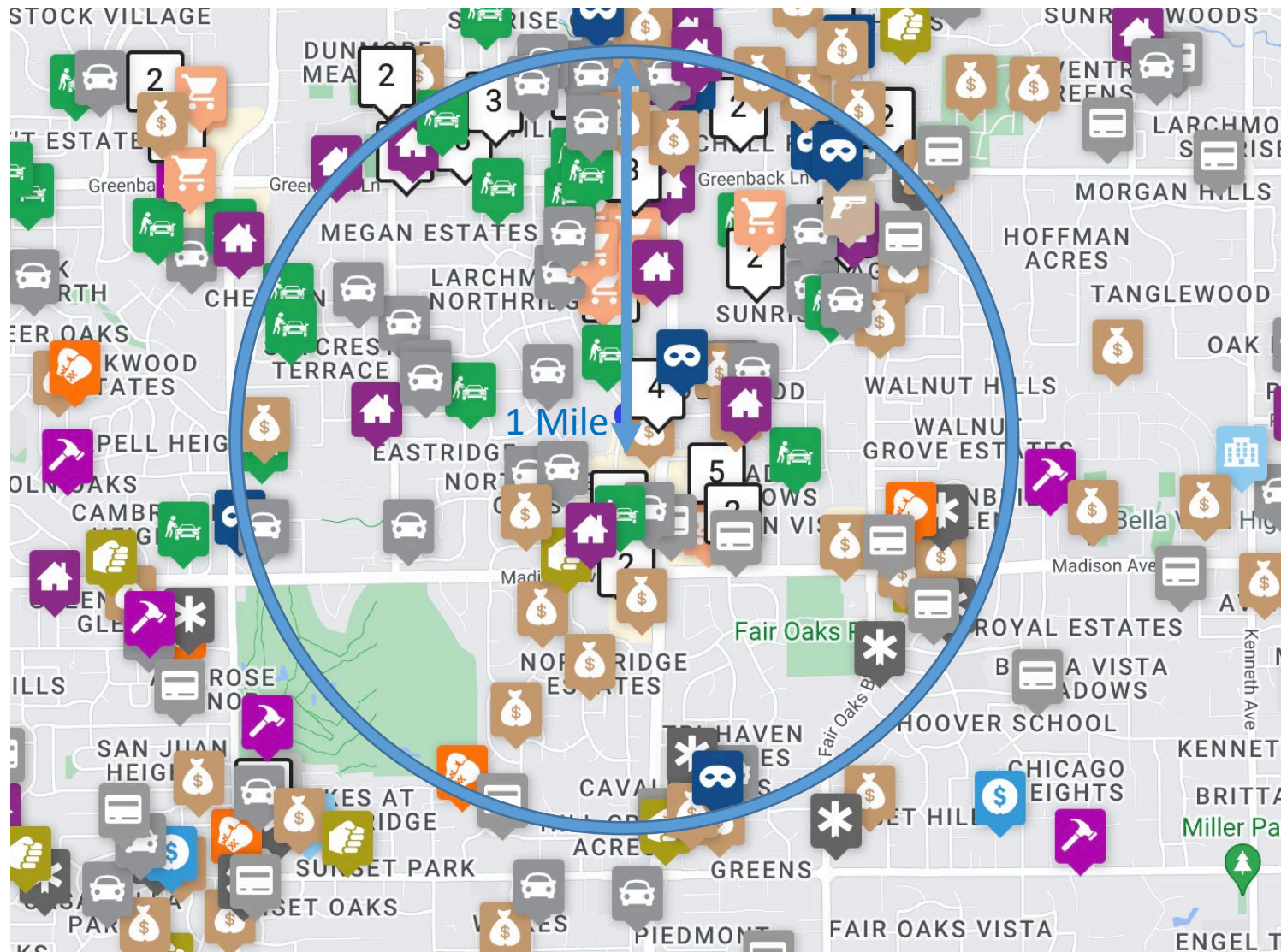


RWA Principal Office Location

Crime Map
(2/17/2023)

Crimes over
the previous 4
weeks

From County
of Sacramento
Sheriff



This map illustrates the Sacramento metropolitan area and its surrounding regions. The city of Sacramento is prominently featured in the lower-left corner, with its major highways (I-5, I-80, SR-99, SR-84, SR-160) clearly marked. To the north and east of the city, the map shows the Folsom Lake State Recreation Area, which is a large green space with a blue lake. Other notable areas include the Granite Bay area, the Folsom area, and the Elk Grove area. The map also shows the Sacramento River flowing through the city and into the Delta. Various other cities and towns are labeled, including Roseville, Citrus Heights, Folsom, Elk Grove, and Yuba City. The map includes a legend for land use (green for parks, blue for water) and a scale bar.

Member Impacts:

- 26 affected agencies within RWA and SGA (not including associate and affiliate members)
- Average and median travel time from members offices to the Gateway Oaks Dr. and Birdcage St. properties (for all 26 agencies):

	Gateway Oaks Dr.	Birdcage St.
Average	25.8 Min.	24.1 Min.
Median	22.0 Min.	24.0 Min.

Member Impacts:

- 11 of the 26 agencies would have a shorter duration trip to the Gateway Oaks Dr. office compared to the Birdcage St. office.
- Differential one way travel time for members:

	All 26 Agencies	RWA Board Members	2023 RWA Executive Committee	SGA Board Members
Average	-1.8 Min.	-2.9 Min.	+1.0 Min.	-2.3 Min.

- The 2023 Executive Committee members would collectively save 9 minutes traveling one way from their office to the Gateway Oaks office compared to the Birdcage St. office
- The 2022 EC would have saved 51 minutes (5.7 minutes each on average) if they met at the Gateway Oaks Dr. property

Fiscal Impact:

- FY 23/24 dues are somewhere between 0% and 3% including move
- FY 24/25 and FY 25/26 dues are currently forecasted at 2% including move
- New office would likely increase RWA's Core Budget 1.85% in 5 years, or 0.37% per year
- Five year cost for the Birdcage St. office is perhaps roughly \$180,000 to \$215,000 (with two staff working from home.)
- Five year cost for the Gateway Oaks Dr. property is approximately \$292,522

Perspective:

- Since 2015, the RWA/SGA staff have grown 50% (from 6 to 9)
- Two RWA staff members are working from home
- Two additional staff hired since the Birdcage St. office was leased in 2018

Ratio of proportions: Increased staff and current rent:

$$\$200,000 \times 9 \text{ staff} / 6 \text{ staff} = \$300,000$$



Executive Committee Recommended Actions:

1. Waive the lease provision to extend the lease at the Birdcage Street Office;
2. Recommendation of a new principal office location at 2295 Gateway Oaks Drive to the Board of Directors



Questions?

