

RWA Principal Office Location



March 9, 2023

Presentation outline:

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



- Current location for more than 25 years (SMWA and RWA)
- Was managed by ACWA JPIA when the RWA initially 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

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



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
- Ad Hoc Committee input

Board Feedback

- November Board Meeting: Use Member's Board Rooms



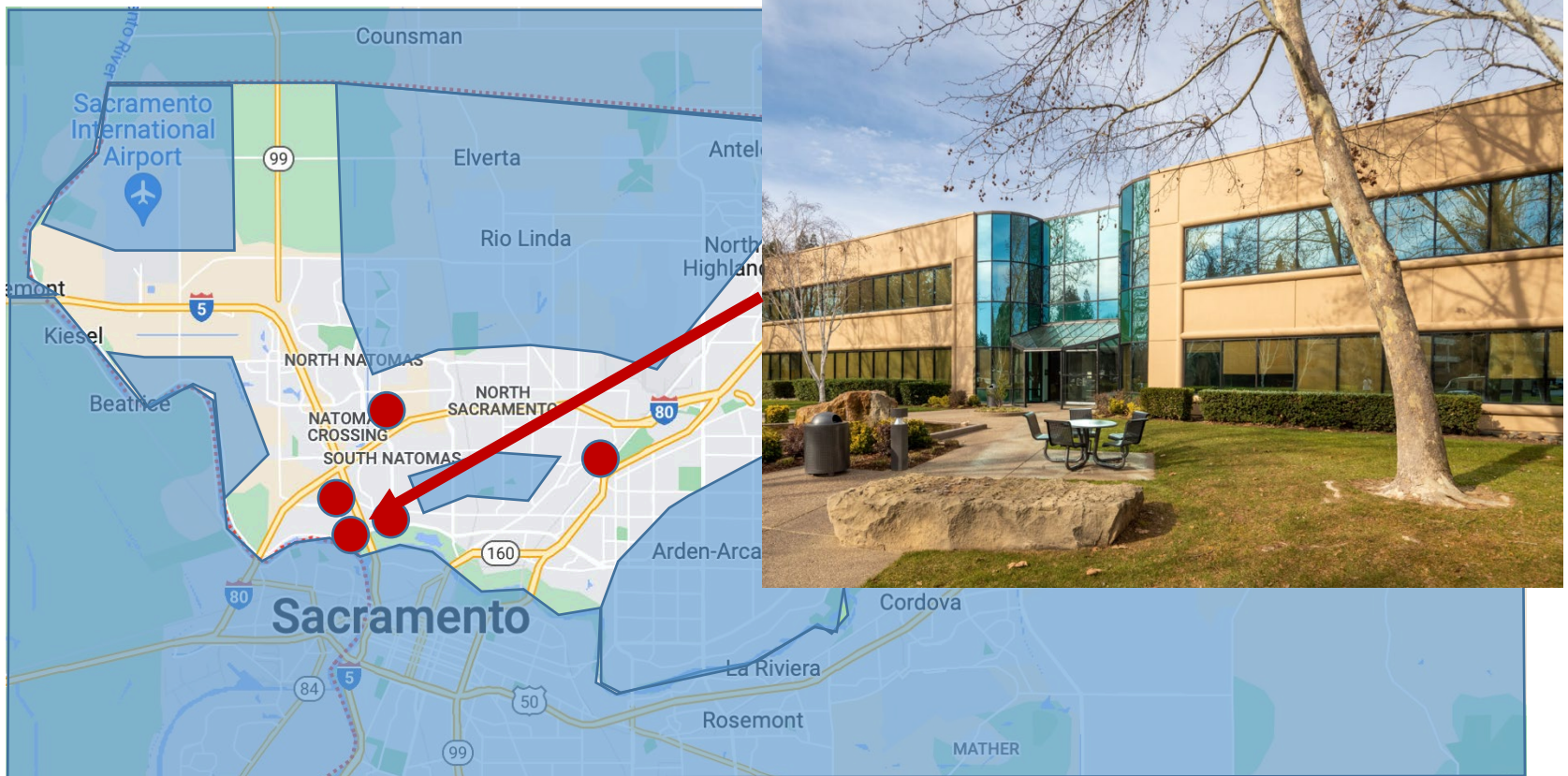
Process

- Ad Hoc committee assembled
 - Met on 5/27/22, 6/20/22, 8/30/22, 2/14/23
- Developed and discussed criteria for an office
- Retained CBRE as a broker
- CBRE developed an initial list of candidate sites
- Screened list to remove unsuitable properties
- Toured five locations – short listed two
- Staff toured the two short listed locations
- Executive Committee: waive Birdcage St. office lease extension

Criteria:

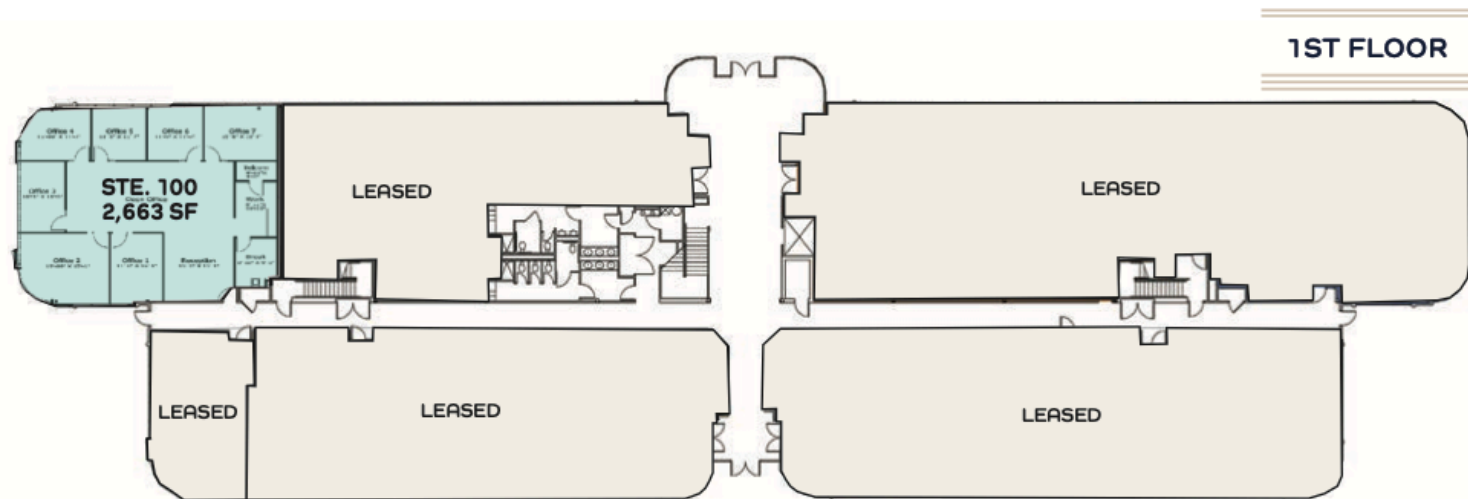
- Ample free and convenient parking for visitors
- Within SGA service area
- Sufficient office space for RWA/SGA operations
- Kitchenette
- Conference room for 25 – Suitable for an Executive Committee meeting or an SGA Board meeting
- Less than \$2.50 per square foot
- Close to a Freeway

Geography of potential locations



Recommendation: 2295 Gateway Oaks Drive

- Includes furniture
- Cash moving allowance
- Seven months of free rent
- Amenities including conference rooms and gym
- Majority of the staff supports the Gateway Oaks Dr. Location



Member Impacts:

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

	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.

Executive Committee member concern: Traveling to or from a meeting during rush hour. Meeting times can be set to avoid rush hour traffic.

Fiscal Impact:

- 0% dues increase recommended by the Executive Committee for the RWA. 2% forecasted in FY 24/25.
- 0% fee increase recommended by the SGA Budget Committee for FY 23/24. 4% forecasted for FY 24/25. (Note: 0% for FY 22/23)
- New office would likely increase RWA's Core Budget 1.85% over 5 years, or 0.37% per year



Executive Committee recommended actions:

1. Approve 2295 Gateway Oaks Drive as the principal office location
2. Authorize the Executive Director to sign a lease for the proposed office location



Questions?

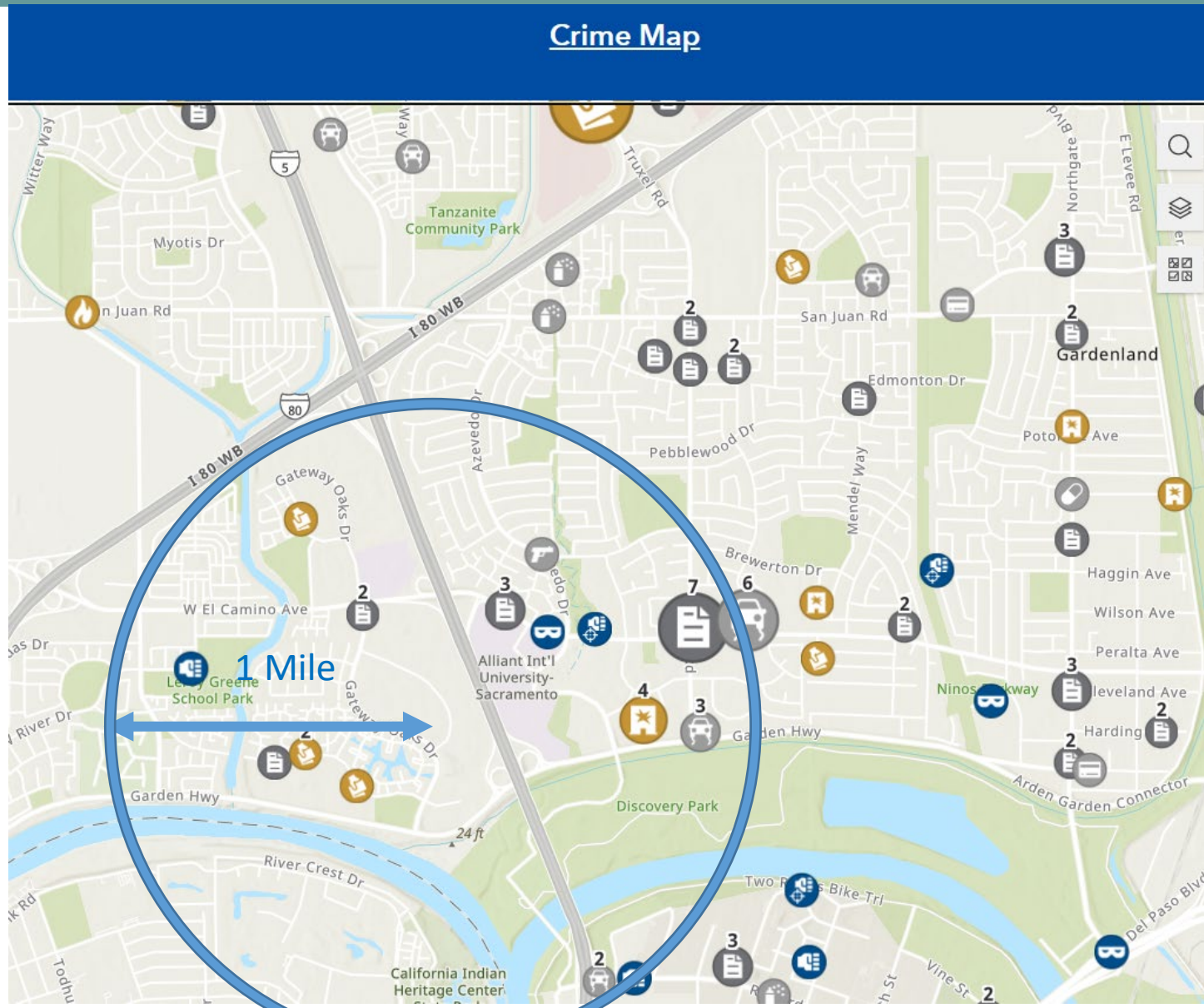


RWA Principal Office Location

Crime Map

Crimes over
the previous 4
weeks ending
2/17/2023

From City of
Sacramento
Police
Department





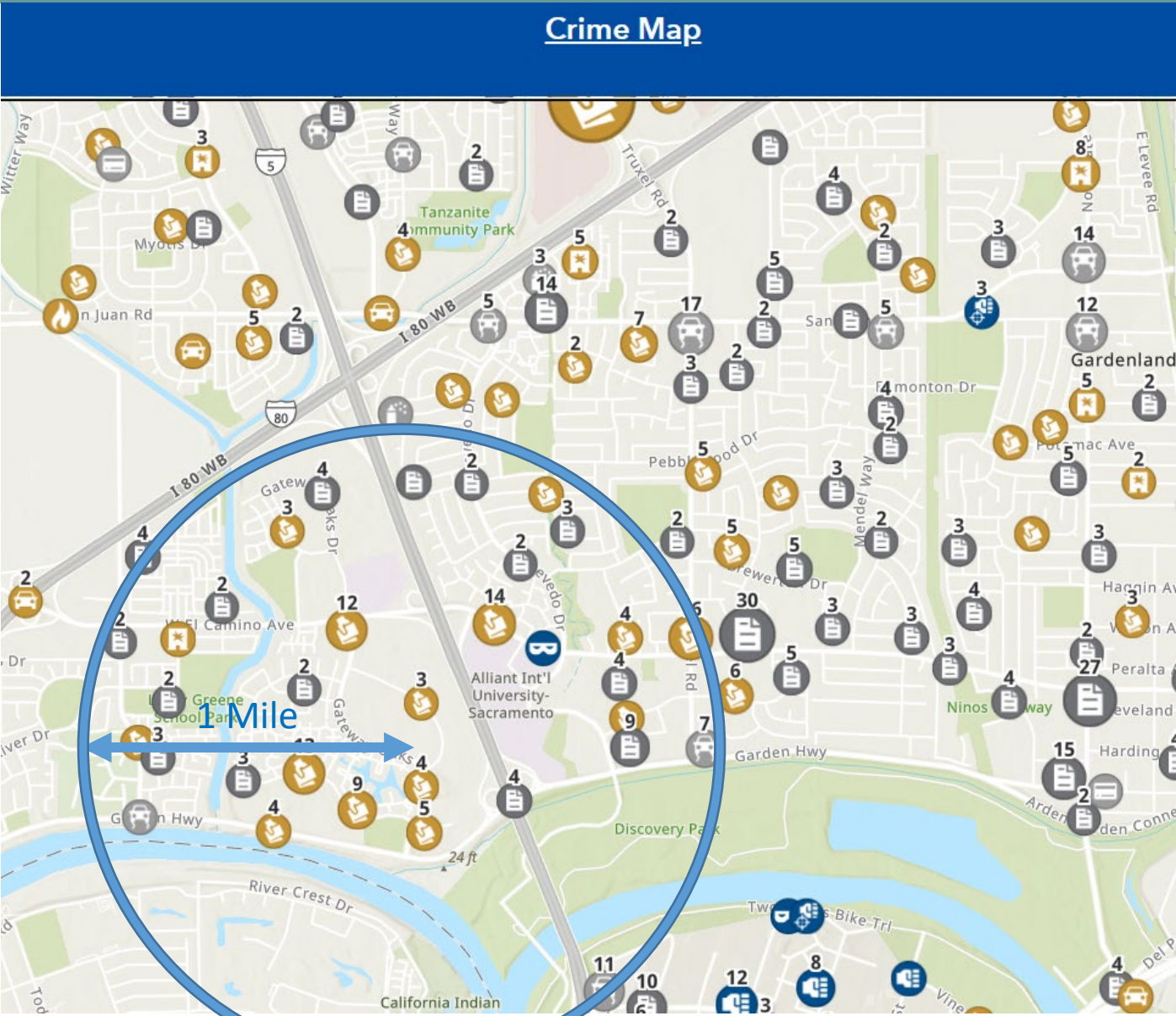
RWA Principal Office Location



Crime Map

Crimes over the previous 3 months ending 2/17/2023

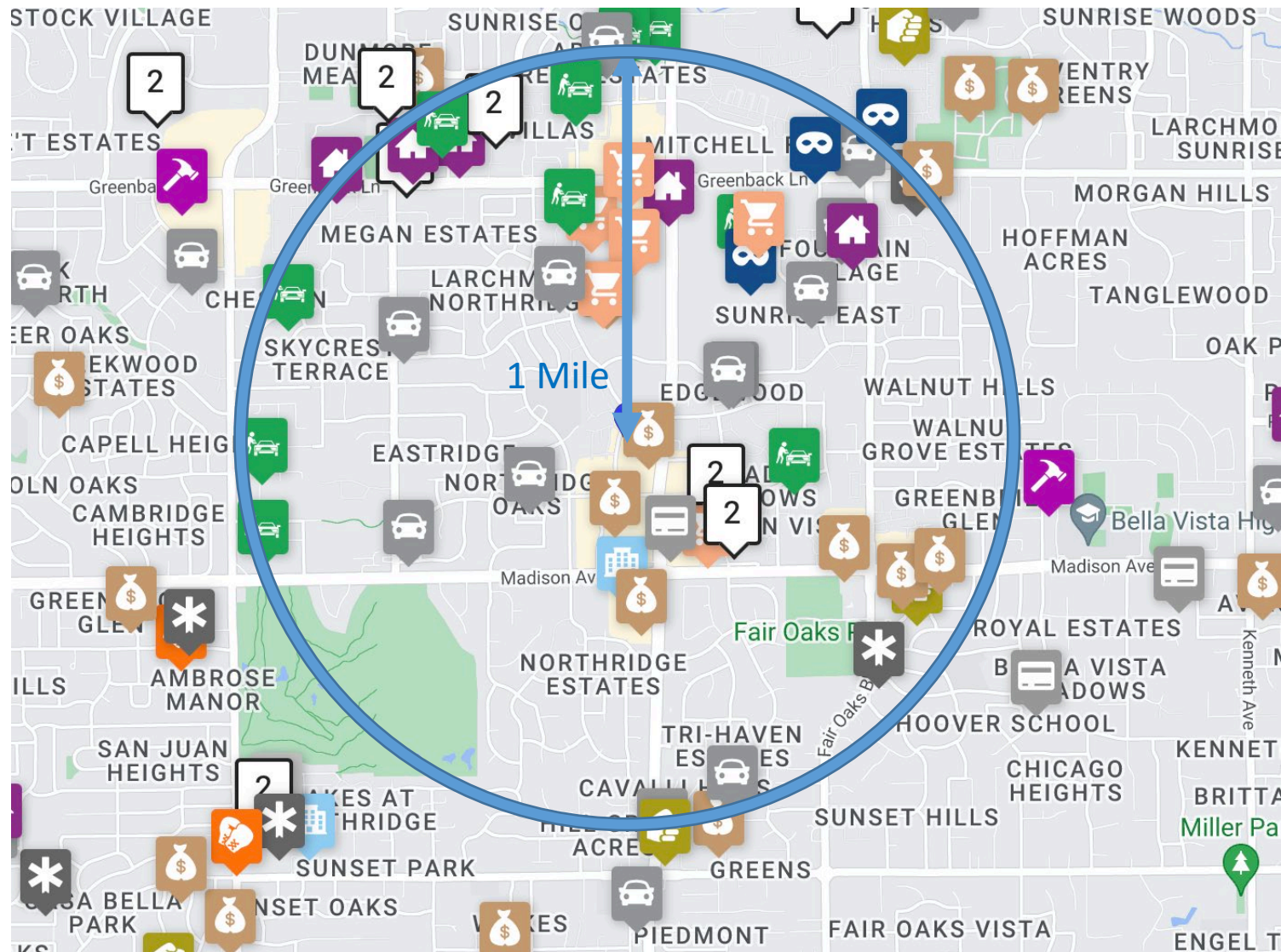
From City of Sacramento Police Department



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Crime Map

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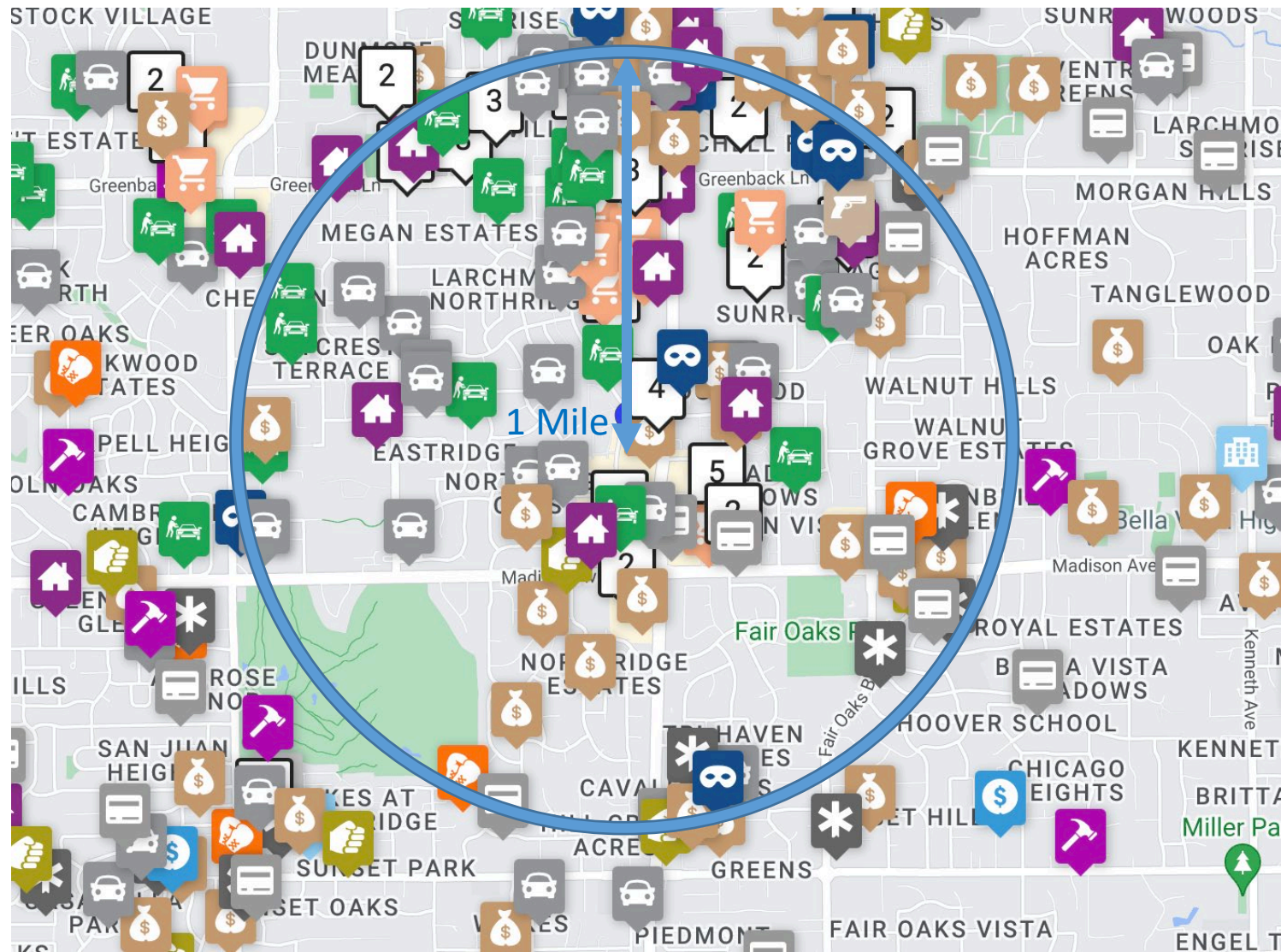


From County
of Sacramento
Sheriff

RWA Principal Office Location

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From County
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