

March 21, 2016

DRAFT – Confidential Work Product

Capitalizing on 101 W. Colfax Avenue Lease Opportunity

Background:

The Webb Building is currently 95% occupied and approximately 150 new FTE's and 45-50 new contractors have been budgeted for 2016. This enhanced staffing level includes:

The Webb Building cannot house the newly budgeted number of FTEs allocated to those agencies/divisions/departments currently located in the Webb Building, including the City Attorney's Office, Public Works, Technology Services and Community Planning and Development.

Plan of Action:

Lease 45,613 square feet in 101 W. Colfax Avenue consisting of 8,451 square feet on the 1st floor and 37,162 square feet on the 7th floor. The 7th floor is "move in ready" and includes sufficient existing furniture to largely address staff needs. Existing technology infrastructure is compatible with City requirements.

Lease strategy:

- Initial take down of 28,451 square feet which includes 8,451 square feet on the 1st floor and 20,000 square feet on the 7th floor. Lease commencement July 1, 2016 with rent commencement September 1, 2016.
- Second take down of 8,581 square feet on 7th floor, commencing June 1, 2017.
- Final take down of 8,581 square feet on 7th floor, commencing January 1, 2018
- Term: 7 years with one 7 year option to renew.
- The City will have a first right to lease the 8th floor consisting of 17,770 square feet.

Proposed Use of Newly Leased Space:

1st Floor

- The Office of Independent Monitor would relocate from the 12th floor of the Webb Building to the 1st floor of 101 W. Colfax Avenue. Approximate square footage is 8,451 s.f.

7th Floor

- Civil Service would relocate from the 2nd floor of the Webb Building to the 7th floor of 101 W. Colfax Avenue. The approximate square footage to be occupied by Civil Service is 8,160 square feet. They now occupy 7,336 square feet in the Webb Building.
- Technology Services 311 would relocate from the 1st floor of the Webb Building to the 7th floor of 101 W. Colfax Avenue. The approximate square footage to be occupied by 311 in their new location is 6,232 square feet. They currently occupy 4,115 square feet on the first floor of the Webb Building and they have additional space on the 3rd floor.
- City will have two options to take down additional space on the 7th floor for new FTE growth, hoteling stations and/or transitional space:
 - 8,581 s.f. as of April 1, 2017
 - 8,581 s.f. as of January 1, 2018

Proposed Webb Building Use Strategies:

1st Floor

311 Call Center - Relocated to 101 W. Colfax Avenue 7th floor

- Currently 10 311 staff located on 3rd floor will also move to 101 W. Colfax

Mail Room – Relocate from Webb Building 3rd floor to Webb Building 1st floor.

- Utilize part of 1.F.5 and 1.F.6 for mail room and receiving.

2nd Floor

CPD – Relocation of Civil Service to 101 W. Colfax, 7th floor

- Gains 26 workstations, 4 offices and 2 conference rooms (currently offline).

3rd Floor

Room 3.H.4 (Existing Mail Room) allocate to Technology Services

- Provides for 38 Tech Services Contractors and War Room/ Planning Space.
- Allows TS to secure all equipment and intellectual property and meet Auditor's Office security recommendations by having TS housed within secured space.

9th Floor

Relocate Facilities Management to 11th Floor to be housed with their parent agency, General Services.

Space allows for Western Stock Show Team and short-term staging in the Webb Building.

- Existing Conditions: 12 workstations, 2 offices, storage room.
- Possible Conditions: 17 workstations, 2 offices, storage room or war room/conference room.

11th Floor

Relocate Sheriff's Department Finance to 7th Floor of 101 West Colfax.

- Backfill vacated space with Facilities Management.

12th Floor

Space vacated by Office of the Independent Monitor goes to the City Attorney's Office to house: