

City Hall Complex

Scope: CITYWIDE

Policy Contact

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- Resolution No. 2005-0550
- Ordinance No. 2012-0040

Effective Date: November 7, 2016

Charter Officer Review and Acknowledgement
City Hall Complex Policy

City Manager

e-Signed by Howard Chan
on 2016-11-17 21:01:05 GMT

November 17, 2016

City Attorney

e-Signed by Brett Witter
on 2016-11-17 20:01:12 GMT

November 17, 2016

City Clerk

e-Signed by Shirley Concolino
on 2016-11-17 20:19:51 GMT

November 17, 2016

City Treasurer

e-Signed by John Colville
on 2016-11-17 20:15:35 GMT

November 17, 2016

The City Hall Complex, defined in City Code Chapter 12.74 as “*real property and structures bounded by the public sidewalks adjacent to H and I Streets and 9th and 10th Streets in the City of Sacramento, including Historic City Hall, New City Hall, Sa'Cumn'e Plaza, all walkways, and all landscaped areas,*” was built to provide a place to conduct official city business and provide a professional work environment for the approximately 600 city officials that presently work at these facilities. City Hall is also the community epicenter and often the location for public events, press conferences, and announcements.

The buildings are not to be used in any manner or for any purpose that would injure the reputation of the City of Sacramento (City) or impair the present or future value of the premises or the buildings. The City has and will adopt appropriate systems and procedures for the security and safety of the buildings, complex improvements, and its occupants.

I. Overall Use of City Hall Complex

Acceptable and prohibited uses for the interior lobby and exterior areas of the City Hall Complex by visitors and city employees and officials are detailed in this package. Included are policies, procedures, handbooks and forms necessary to facilitate the proper use of the City Hall Complex.

The following rules apply to City Hall Complex:

- a. All persons accessing City Hall Complex buildings will properly display City identification badges. Identification badges shall not be worn or used by anyone other than the person to whom it was issued.
- b. Anyone without a City identification badge shall be denied access to secured work areas, unless escorted by an authorized person as identified by security.
- c. Except for those visitors using the First Floor Revenue Window, Visitors will check-in with security personnel before conducting City business.
- d. Personal items left in public locations will be placed in the lost and found area, located at the Security Desk. Personal items will be kept for 30 days, and then, as appropriate, donated to a local charity.
- e. Smoking is not allowed inside, or within 20 feet of any opening, of a City building. (SCC section 8.80.140 Smoking-City buildings).
- f. Plumbing fixtures and appliances shall be used only for the purposes for which they are designed.
- g. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall remain open and used only to ingress and egress to and from the building. An eight-foot-wide open space surrounding each entrance and exit is required.
- h. No improper or objectionable activities that disrupt City business are allowed in the buildings.
- i. Activities that constitute a nuisance are not allowed.
- j. No canvassing, solicitation, or distribution of any handbills, promotional material or other advertising is allowed within the City Hall Complex buildings.
- k. No signs, advertisements or notices shall be painted or affixed on or to any windows, floors or other parts of the buildings, except those approved in writing by the building manager. No nails, hooks or screws shall be driven or inserted into any part of the

building except by the building maintenance personnel, nor shall any part of the buildings be defaced.

- l. Corridor doors leading to work areas shall be kept closed and locked at all times. All other corridor doors, when not in use, shall be kept closed and latched. No doors or fire-rated doors shall ever be propped open except as approved by the building manager.
- m. In addition to the general rules noted here, City officials will ensure specific City Hall Complex Rules (Attachment A) are followed by everyone especially in areas relative to their specific work areas.

2. Visitor Acceptable and Prohibited Internal Uses

a. Acceptable Internal Uses:

Conducting Official City Business at the City Hall Complex during regular business hours. After hour access must be accompanied by City staff.

All public reception areas are intended to be used and shall be used exclusively, unless otherwise provided within this packet, for waiting visitors who intend to participate in or conduct official City business.

Viewing public artwork located in the Robert T. Matsui Art Gallery/New City Hall-first floor is generally open to the public Monday through Friday 8 am to 5pm. Public viewing of art work on upper floors requires an appointment scheduled through the Sacramento Arts Commission at 916-808-3992.

b. Prohibited Internal Uses:

Prohibited uses and activities include anything other than those specified in Section 2a and within this packet.

3. Threat or Unauthorized Use

Anyone may report to the City Manager's Office that a particular visitor has demonstrated that he or she is not using the City Hall Complex in a manner authorized in Section 2a. Based on the report, the City Manager or designee may direct security to restrict that visitor from access to the First Floor of New City Hall or the Plaza Level of Historic City Hall.

Determination of a threat sufficient to restrict access to the first floor of New City Hall or Plaza Level Historic City Hall for specific visitors may also be made by the City of Sacramento Threat Assessment team or the City of Sacramento Police Department.

When a determination is made of an unacceptable use or a threat by the visitor, they will not be admitted past the first floor of New City Hall or the Plaza Level of Historic City hall. The City official, that the visitor has indicated, shall come to the visitor's location and provide services where practicable.

City Sponsored Event and Meetings-Internal Use

a. City Sponsored Events

The New City Hall Lobby (including both the plaza entrance side and H St Gallery side), the second floor mezzanine and the first floor meeting room (CH 1119) are available for City sponsored events. The sponsoring department is responsible for completion of the City Hall Complex-Internal Use Application form.

b. Legislative Meeting Rooms

The City Hall Complex public meeting rooms are used to conduct City business. When not in use, the rooms are available to regional agencies for public meetings. Non-City agencies must be sponsored by a City department with approval by the Office of the City Clerk following completion of the City Hall Complex-Internal Use Application.

1. New City Hall Council Chamber

The chamber has capacity for 203 members of the public to participate in meetings. In addition to rules generally applicable to the City Hall Complex, the following use restrictions apply to the New City Hall Council Chamber.

- a. All participants are required to follow security protocol for entrance into the chamber.
- b. No food or beverage (other than water) is allowed inside the council chamber by visitors.
- c. Presentation material and devices used to present must be reviewed and approved by City staff.
- d. All City Legislative meeting participants are required to observe the Council Rules of Procedures. The full version of the [Council Rules of Procedure](#) document is available on City's Website.

2. Historic City Hall Hearing Room

The Hearing Room has capacity for 70 members of the public to participate in meetings. In addition to the City Hall Complex, general use rules the following also apply.

- a. All participants are required to follow security protocol for entrance into the chamber if deemed necessary by security staff.
- b. No food or beverage (other than water) is allowed inside the chamber.
- c. Presentation material and devices used to present on City business must be reviewed and approved by City staff.
- d. All City Legislative meeting participants are required to observe the Council Rules of Procedures. The full version of the Council Rules of Procedure document is available on City's Website.

3. New City Hall Closed Session Room

The Closed Session Room has capacity of 24 and is primarily for the use of Councilmembers to hold sessions that are not open to the public. Public comment is heard in open session in the council chamber before closed session discussions occur.

During open session council meetings, city staff use the Closed Session Room to view the open meeting proceedings, prepare for presentations to councilmembers and remain available for questions from Council or staff if needed.

4. **New City Hall Media Room**

The City Hall Media Room is set aside for the convenience of journalists who regularly report and publish news about City Hall activities. The room functions as a working “newsroom” that allows journalists to quickly report on City Hall news events and interview city government officials and employees. The Media Room is not meant for city employees, volunteers, interns, etc. unless the City employee is being interviewed or is assisting media personnel with their work.

The City does not distribute media badges. After media personnel review and acknowledge the Media Rules Acceptance form, they will be placed on the media room list maintained by the Office of Media and Communications. The Sergeant at Arms and Building Management Office retain the current list.

The City Hall Media Room is a place of business. Neither these rules nor the City’s permission for persons to use the Media Room establish the Media Room as a public forum or generally accessible public space of any kind.

4. **Visitor External Building Use (Ordinance No. 2012-0040)**

a. City Hall Sa’Cumn’e Plaza (Plaza) Events

Because the City Hall Complex serves as the seat of city government, the Plaza is often the site of public protests and demonstrations, not just on city issues but also on regional, state, and national affairs.

To reconcile these potentially competing uses, City Code Chapter 12.74 was adopted and is intended to allow members of the public to use the exterior of the City Hall Complex for exercising their constitutional rights of free speech and assembly subject to reasonable time, place, and manner restrictions.

All persons are entitled to use the exterior of the City Hall Complex for exercising their constitutional rights of free speech and assembly, without paying fees, obtaining permits, or providing advance notice, subject to the certain restrictions. It is important to coordinate multiple uses of the Plaza so as to minimize the impact on city business, city officials, employees, interns, contractors and volunteers.

b. Plaza Event Permits

The Plaza is available Monday through Friday for Plaza Events held in accordance with Plaza Event Permits. The time, place, and manner of Plaza Events must not interfere unreasonably with the conduct of city business. In addition, city business, programs, and activities have priority use of the Plaza.

The Plaza may be reserved for a Plaza Event by obtaining a Plaza Event Permit. Complete the Plaza Event Permit form for application, fee and cancellation requirements and information.

c. Prohibited Activities

1. Leave personal property unattended other than bicycles parked at city-provided bicycle racks.
2. Be present at any time between 11:00 p.m. and 7:00 a.m. the following day, unless attending a city hearing or meeting.
3. Use skates, a skateboard, a bicycle, or similar device.
4. Bathe or sponge bathe, or wash clothes, dishes, or other items.
5. Bring or keep any fireworks, confetti, smoke or fog-generating devices, or dangerous or deadly weapons as defined in the California Penal Code other than a weapon on the person of a Peace Officer.
6. Engage in any behavior or activity that violates the City Code or state law.
7. Harm or destroy any landscaping or vegetation, including trees, shrubs, bushes, flowers, and grass.
8. Stand or sit on or in, or otherwise use, any water feature, statue, sculpture, or architectural or design feature in a manner inconsistent with its intended use.
9. Dispose of trash or garbage in any location other than in receptacles provided for that purpose.
10. Use any type of paint, chalk, stickers, nails, fasteners, glue, or adhesive on any surface, including trees.
11. Knowingly join or participate in a Plaza Event conducted under any Plaza Event Permit (a) in violation of the permit, (b) without the Permittee's express consent and over the Permittee's express objection, or (c) in any manner that disrupts the Plaza Event. This restriction does not apply to a protest against a Plaza Event so long as the protesters comply with this chapter and do not physically invade the area assigned for the Plaza Event.
12. Unless authorized by a Plaza Event Permit the following is prohibited:
 - a. Use Amplified Sound or any drum, horn, cowbell, whistle, rattle, clapper, or other noisemaker between 7:00 a.m. and 5:00 p.m. Monday through Friday.
 - b. Erect, install, or place any sign, display, or structure, temporary or otherwise, including tables and chairs, except
 - If space is available, portable tables may be placed in the Plaza, in the areas designated for that purpose, but only if the tables are used exclusively to facilitate the dissemination of expressive materials such as leaflets, pamphlets, petitions, and literature requesting contributions. As used here, "portable table" includes a banner suspended from the table plus up to two portable chairs
 - Hand-held signs, banners, and flags are permitted.
 - c. Sell merchandise or solicit immediate contributions of money or property.
 - d. Bring or keep any animal other than service animals and service animals in training.

- e. Cook, sell, or distribute any food or beverage (other than water) or use any heat source or flame.

5. Underground Parking Garage

It is important to effectively manage and utilize City Hall Complex underground parking and ensure that it is a safe and secure parking experience. The limited number of spaces and demand for use requires a comprehensive policy to ensure fairness, equity, consistency and manageability.

There are approximately 600 city officials that access the City Hall Complex with an underground parking capacity for 172 vehicles. In addition to assigned city official stalls, parking is available for electric vehicles (charging station), visitors and those needing mobility accessible spaces.

Parking for city motor pool vehicles, secure bicycle racks/lockers are also available in the City Hall Complex underground parking garage.

A. Parking Assignments and Priority

- 1. Mayor and Support Staff
 - a. Four single stalls and one tandem stall
- 2. Council and Support Staff Parking
 - a. Two single stalls and one tandem stall
- 3. Charter Officers and Approved Staff
- 4. Independent Budget Analyst and City Auditor
- 5. Department Directors
- 6. Accessibility Stalls
- 7. Visitor Stalls
- 8. City Motor Pool Vehicles
- 9. Departmental Assigned City Vehicles
- 10. Additional Assignments

Additional parking stalls may be assigned to departments based upon square footage usage at City Hall Complex as follows.

- a. 10,000 – 15,000 square feet one additional parking stall
- b. 15,000 – 20,000 square feet two additional parking stalls
- c. 20,000 square feet and greater three additional parking stalls

B. Accessibility-American Disabilities Act (ADA)

City officials with temporary and or permanent accessibility issues may be interviewed by the City’s ADA coordinator regarding underground parking accommodations. After the interview, the ADA coordinator provides an evaluation report to building operations based on the rules governing privately managed parking garages for those with accessibility issues.

C. Visitors

1. Off-site city official 24/7 access to parking stalls are limited to off-site department directors and off-site department operations, support services and division managers.
2. Off-site city official managers, that are not assigned, may request access through building operations.
3. Off-site city official access to parking stalls between 5:00 pm and 7:00 am are available after approval by building operations.

D. Bicycle Amenities

1. Bicycle lockers and racks are intended for City Hall officials that are regular bicycle riders (those that ride at least 3 times per week)
2. Only one locker or rack will be assigned per city official after completed Bicycle Rack-Locker form is submitted and approved.
3. A lock for each bicycle locker is provided by building operations.
4. A refundable \$25.00 deposit must be paid by city official for use of bicycle locker.
5. When building operations is notified the locker or rack is no longer needed and the lock is returned, the \$25.00 deposit is refunded to the city official.

E. Motor Pool Vehicles

1. Motor pool vehicles have assigned parking stalls or blocks of stalls and must be returned to the same location after use.
2. Motor pool system and vehicles are managed by the Public Works-Fleet Division and all decisions for use will be addressed by fleet staff.
 - a. Motor pool inventory is determined by demand usage, available vehicle types and fuel source obtainability.
 - b. A Security and Fleet Request form is required before city officials may access the motor pool system.
 - c. All motor pool requests should be made in advance and submitted to:
 - i. Public Works clerk- 2nd floor New City Hall (915 I Street)
 - ii. Fleet Office-south area corporation yard (24th Ave)

F. Safety and Security

1. Only employees who have bicycle lockers or who have assigned parking in the City Hall (underground) parking garage will have access to the garage via their City ID Badge.
2. Watch for pedestrians at all times while accessing the underground parking garage.
3. Do not exceed the posted 5 mph speed limit at any time.
4. Do not take short cuts or drive against the posted directional arrows.
5. The freight elevator is available to those with garage access except after 1:00 pm. on established council meeting dates. Only Mayor/Councilmembers and their staff may use the 5th floor “rear” exit elevator doors (5R) which opens into the Mayor/Council suite.


City Hall Complex Rules

In addition to the City Hall Complex policy, the following rules shall apply to the City Hall Complex and all city officials shall work to ensure that the rules are followed. The City strives to meet all ADA requirements and building management will coordinate with the city's ADA specialist whenever necessary.

All requests for permission or assistance as noted in City Hall Complex policy and these rules shall be initiated via a work order, unless otherwise noted. A work order may be submitted to the Building Manager's office in hard copy or via e-mail. All work orders should be submitted to the Building Manager through the Department's designated Business Service Officer.

I. General Use and Access to Work Areas

a. Access to Suite Areas

1. Visitors

After registering with the security desk and receiving a temporary identification sticker, visitors may proceed to the desired department suite lobby and check in with the receptionist. If the reception counter is unattended, visitors may use the lobby phone to contact staff who will escort them to the proper service area.

2. Permanent Employees –Long-term Volunteers

Permanent employees and long-term volunteers shall be issued a permanent badge and shall wear it on one's person to access secure work areas. Any permanent employee or long term volunteer with proper access to the suite may do so without receptionist assistance.

3. Guests and Short-Term or Intermittently Assigned Volunteers

Guests and volunteers who have short-term or intermittent assignments shall wear a temporary badge that is issued each day by building security. Guests or volunteers issued a temporary badge shall check-in with the suite receptionist for entry into secure work areas. If no receptionist is available, use the suite lobby phone to request access.

b. Workspace Acumen

1. For egress purposes, cubicles and office spaces shall maintain entrances at no less than 30 inches in width.
2. The Department occupants shall not place any items that impede ingress and egress into cubicles or office space.
3. No piece of furniture or items atop furniture shall be more than 12 inches above windowsill line.
4. The Department and employee-owned plants will be kept healthy and pest free, and will not exceed a height of six (6) feet. At no time will plant branches or foliage be attached to and supported by the walls or ceiling grid of the buildings.
5. After appropriate notice to remove, manager shall have the right to move any item, which restricts ingress or egress into any cubicle or office space. This includes potted plants, bookcases, shelving units, and other pieces of furniture. This does not include modular furniture panels, as long as the 30 inch minimum is maintained.
6. The Department occupants shall not hang or connect any item from the ceiling of occupied floors. This includes plants, mobiles, and decorations of any kind. Any signage affixed to any part of the buildings, including the ceiling, must be pre-approved as to size, weight and mounting method before installation.

7. No piece of furniture or items atop furniture shall be more than 12 inches above windowsill line.
8. Department employees may post personal notices on bulletin boards located in break rooms throughout the premises.

c. **Holiday Decorations**

1. In addition to the rules for suite and workspace areas, observe the following when decorating common lobbies, suites and work space to assure safety and sensitivity to all forms of holiday celebrations.
2. **Winter Holiday Decorations**
 - a. Common lobbies shall only display wreaths and garlands
 - b. Individual suites, offices and workspaces may display appropriate sized artificial trees
 - c. Use LED lighting approved for artificial greenery to conserve energy
 - d. Unplug lighting after hours for safety

2. Maintenance and Damage Responsibilities

a. **Contractors**

1. The Building Manager will supervise, approve, and control all facility-related contractors, contractor's representatives, and installation technicians providing any facility service to the Department, before performance or any contractual service.
2. This oversight applies to all work performed in the buildings, including but not limited to the installation of telephones, computer wiring, cabling, equipment, electrical devices, attachments and installations of any nature.
3. The Department shall be solely responsible for complying with all applicable laws, codes and ordinances pursuant to which said work shall be performed.
4. The Building Manager will not be responsible for any work performed for the Department.

b. **Departmental Work**

1. The Department shall carry out the Department's permitted repair, maintenance, alterations, and improvements in the premises only during times agreed to in advance by the Building Manager and in a manner which will not interfere with the rights of other Departments in the buildings.

c. **Damage**

1. Departments are expected to ensure that their employees, guests, and contractors do not cause damage nor use the plumbing fixtures and appliances in an excessively unclean manner.
2. Damage resulting to any such fixtures or appliances from misuse by employees or guests, shall be paid for by the Department, and the Building Manager shall not in any case be responsible.

d. **Window Covering**

1. The Department shall observe the Building Manager's rules with respect to maintaining standard window coverings at all windows in the buildings so that the buildings present a uniform exterior appearance.
2. The Department shall reasonably ensure that window coverings are closed on all windows in the buildings while they are exposed to the direct rays of the sun. No pictures or items are to be placed in the window area.

e. Cleaning

1. The work of cleaning personnel shall not be hindered by the Department after 5:30 p.m., weekdays, and any time on weekends. Such cleaning work may be done at any time when the offices are vacant.
2. Windows, doors and fixtures may be cleaned at any time. Interior window cleaning that may interfere with the Department activities will be scheduled after regular business hours and/or on the weekends.

3. Additional Restrictions and Prohibitions

a. Locks

1. Departments shall not place any additional lock or locks on any door in the buildings without the Building Manager's prior written consent.
2. The Department shall not have any duplicate keys made.
3. A reasonable number of keys to the locks on the doors in the buildings shall be furnished by the Building Manager to each Department at the cost of the Department.

b. Moving

1. The department must provide written details to the building manager for approval before moving furniture or office equipment materials.
2. The Building Manger will supervise the activity and prescribe the weight and position of files and other heavy equipment or items, which in all cases shall not exceed acceptable floor loading and weight distribution requirements.
3. The Building Manager may prohibit any article, equipment or any other item from being brought into the buildings.
4. The use of elevators, stairways, lobby areas, or loading dock areas, shall be restricted to hours designated by the Building Manager.
5. The department is to assume all loss and risk for damage to articles moved or other property impacted and injury to any persons resulting from any move or installation activities.

c. Electrical Appliances/Equipment

1. The Department shall not install, operate or maintain in premises or in any other area of the buildings, any electrical equipment which does not bear the U/L (Underwriters Laboratories) seal of approval, or which would overload the electrical system or any part thereof beyond its capacity for proper, efficient and safe operation as determined by the Building Manager, taking into consideration the overall electrical system and the present and future requirements therefore in the Building.
2. The Department shall not furnish any cooling or heating to the premises, including, without limitation the use of any electronic or gas heating devices, without the Building Manager's prior written consent.

d. Dangerous Materials

1. No inflammable, explosive or dangerous fluid or substance shall be used or kept by the Department in the buildings.

2. The Department shall not, without the Building Manager's prior written consent, use, store, install, spill, remove, release or dispose of within or about the premises or any other portion of the property, any asbestos-containing materials or any solid, liquid or gaseous material now or hereafter considered toxic or hazardous under the provisions of 42 U.S.C. § 9601 et seq. or any other applicable environmental law which may now or hereafter be in effect. If the Building Manager does give written consent to the Department pursuant to the foregoing sentence, the Department shall comply with all applicable laws, rules and regulations pertaining to and governing such use by the Department, and shall remain liable for all costs of cleanup or removal.

e. Deliveries

1. Vending services will be operated by the Building Manager.
2. No furniture, packages, supplies, merchandise, freight or equipment which cannot be hand carried shall be brought into the buildings without the consent of the Building Manager. All moving of the same into or out of the buildings shall be via the premise's loading dock, unless otherwise directed by the Building Manager. Any hand trucks permitted in the buildings must be equipped with soft rubber tires and side guards.