

SANTA CLARA CITY.

City Hall Dedication 2/29/64

NEW CITY HALL TOUR INFORMATION FOR DEDICATION FEBRUARY 29, 1964

Tour begins in west wing of City Hall. Groups should be limited to 25 persons.

Enter from ground floor off patio, and proceed up stairs to main floor. Upon assembling on main floor explain that the Civic Center site comprises 23½ acres purchased at a cost of \$305,976 and valued today in excess of \$1,500,000. The cost for construction of the City Hall was \$1,445,000, plus the furnishings. Most of the usable furniture from the old City Hall has been transferred to the new facility; however, you will notice new walnut furniture in many of the offices. This furniture is a product of the San Quentin Penitentiary which manufactures office furniture for State, County and municipal governments. The City Hall comprises 75,000 square feet. It was financed out of current revenue of the City's water and electric utilities plus sales tax revenue. It serves in excess of 83,000 citizens in Santa Clara, which incidentally is spread over an area of approximately 14 square miles. Projected population is estimated to reach 150,000.

Architect - L. F. Richards

General Contractor - E. A. Hathaway & Co.

Material Construction

Exterior walls are of reinforced concrete; framed construction consists of girders, beams, roof trusses and interior columns of structural steel. The roof is tile and the architecture of the building is considered "modern mission." Running through the floor is a duct covered with tile which serves as a conduit for the passage of electrical and signal telephone wiring to all floor outlets. This permits easy access in event of repairs or changes in the system.

Suspended Ceilings

The ceilings in the building are suspended. Light fixtures and acoustical tile are fitted in and are of such a nature that they can be removed for quick access to the area above it. The ceilings are suspended by means of 12 gauge aluminum wire. Corridors are provided with furred down ceilings in order to permit larger space for utility passage between floor beams and ceiling. Ceilings are constructed of acoustical tile.

Partitions

The interior partitions are composed of three types. Reinforced concrete, shear walls and necessary structural, permanent stud walls with lathe and plaster and removable partitions composed of aluminum studs and gypsum board. The removable partitions are used only for interior offices allowing for future expansion or contraction of space as needed. The building we are presently in, which is the west wing, houses the Finance Department, Engineering Department, Building Inspection Department, Planning Department and the office of the Director of Public Works and Utilities. As we move along from one Department to another, I will point out these Departments.

Finance Department

The function of the Finance Department includes the preparation of utility billing for all residential and commercial users, the collection of utility bills and the maintenance of all accounting records for the City's operation. The Meter Readers who read your electric and water meters work out of this office. Their reports are transferred by key punch system on Data Processing cards, which are then run through IBM Service Bureau for computation. They are then returned to City Hall for mailing. A drive-in window faces the north of the building for the convenience of the public who wish to make their utility payments at the City Hall without parking their vehicle. The City's total budget including reserves is in excess of \$17½ million dollars. The assessed valuation exceeds \$134 million. The City's tax rate is \$1.52 per \$100 assessed valuation. Much of the work that goes into handling of the budget is done by the Finance Director who projects the revenues and maintains strict accounting for budget purposes.

Engineering Department

This department is responsible for the design and inspection of all streets bridges, storm drains, sanitary sewers and public thoroughfares. It also is responsible for all public works in connection with subdivision development. There are 42 persons employed in the Engineering Department. The Traffic Engineering Division also operates within this department and is responsible for the design and regulation of traffic flow throughout the City.

Building Inspection Department

This department serves the citizens by providing the necessary regulatory service to insure that all buildings are constructed in accordance with the City's codes.

Planning Department

The function of this department is to project plans for long range development of the City. It is to this office that people interested in developing, for example, a subdivision, would come with their proposed plans to determine whether or not they conform with the planning and zoning requirements.

Director of Public Works and Utilities

The Director maintains an office, adjoining which is the Conference Room where regular meetings are held with developers as well as Staff personnel.

Proceed over to the east wing, entering through the front door.

In this wing are the City Manager's Office, City Attorney's Office, City Clerk's Office, Personnel Department, Purchasing Department, the Central Duplicating Division and finally the Cafeteria.

Part of the lower floor is presently unfinished; however, the main heating and control systems are housed on the ground floor.

Telephone System

The Dial Telephone System has been installed permitting one office to dial another office within the building without going through the telephone operator at the main switchboard. The telephone system has its main plant on the ground floor of the east wing. Only incoming calls are channeled through the PBX Operator. Outgoing calls are made by dialing direct.

Sound System

The intercom sound system is connected to all offices from the main switchboard which is used for special announcements, paging and for background music. The Cafeteria operator underwrites the cost of the taped music.

City Clerk's Office

In this office are maintained all the official documents of the City, such as Ordinances, Minutes, Contracts and all other documents that are kept on a permanent basis. The City Clerk acts in the capacity of City Clerk and City Auditor.

Personnel Department

This department is under the City Manager and operates in conjunction with the Civil Service Commission. All applicants for the classified service are reviewed by the Civil Service Commission to determine eligibility following which a testing program is administered by the Personnel Department as part of the recruitment program. In addition to recruitment, the Personnel Department maintains all personnel records such as sick leave, vacation, retirement, etc. There are approximately 120 persons working in the new City Hall both in the east and west wings. Over all, there are 501 regular positions authorized in the budget. Presently there are 477 positions which are filled. These include the Water, Electric and Street Departments, the City Library, Parks and Recreation Department and the City Cemetery. Santa Clara is one of the few cities that operates a cemetery.

Purchasing Department

The Purchasing Office is under the direction of a Purchasing Agent through whom all purchase requests are channeled. The Purchasing Agent secures competitive bids in order to obtain the best quality at the best price. This office serves all departments. Every effort is made to obtain merchandise through Santa Clara vendors.

City Attorney

The City Attorney's office consists of a City Attorney and an Assistant City Attorney. Its function is to insure that the policies as formulated by the City Council are prepared in accordance with legal procedures and state law. The City Attorney defends the City against all suits and gives all the necessary legal advice to departments as required.

City Manager

In the City Manager's office are the Assistant City Manager, an Administrative Assistant together with secretaries. In addition, a new member has been added to the Staff recently - a Commercial and Industrial Development Representative, whose function is to encourage commercial and industrial enterprises to settle within Santa Clara. Ultimately their activity within the City will provide substantial revenues to the City. The City Manager carries out the policies of the City Council and is the Chief Executive of the City Government.

Adjoining the City Manager's Office is a Conference Staff Room where the City Manager meets with his Staff each Thursday reviewing the action taken by the City Council the preceding Tuesday, and makes necessary Staff assignments.

Council Chambers

The Council Chambers can accommodate approximately 300 people. At each Councilman's place is a microphone so that all persons attending the Council meeting are able to follow the proceedings without any difficulty. A screen and projector are used for demonstration purposes when needed.

Adjoining the Council Chambers is a meeting room for the Council and an office where they can conduct City business.

Proceeding down the stairs - approximately $\frac{1}{2}$ of the downstairs area is unfinished. This building houses the heating and air conditioning unit that I previously described. One room contains the necessary equipment for the telephone system, this is similar to a telephone substation downtown.

Heating and Ventilating System

The central control stations for the heat and closed air system are in the mechanical rooms on the ground floor of each building. A gas heating unit is used to heat the hot water coil system. Air is forced through the entire system mixed with fresh air from the outside of the building. The high velocity air is forced through the various enclosed ducts. During the summer months the air is circulated through a cooling system providing air conditioning for the entire building.

Proceeding on to the Central Duplicating Office, this office handles all of the reproduction work for the City. Two multilith presses run quite regularly and saves the City considerable sums of money in printing. All utility bills are run through a folding machine for mailing and thereafter through a postage machine. Some of the work produced by this office is on display.

Cafeteria

& The cafeteria is operated under contract with the State Department of Education by a blind person. The equipment contained in the cafeteria was purchased at a cost of \$~~25~~4,000. Two meals are served daily. The cafeteria is open to the public and you are welcome and invited to make use of this facility. I would like to mention that this building is fully paid for.

Bufano Statue

The Statue in front of the City Hall was sculptured by Benny Bufano - cost \$50,000 - 79 feet tall. It depicts his concept of the Universal Child fabricated of stainless steel, concrete and mosaic work. Its lines are characteristic of the missile age. Contributions are being received to defray the cost. Pledge cards are available in the Cafeteria.

This concludes the tour. If you have any questions I shall be happy to answer them. Refreshments are being served in the Cafeteria, you are our guests. We hope you enjoyed the tour. After you have had your refreshments you may leave by way of the adjoining patio.