


MEMORANDUM

DATE: November 20, 2025

TO: Mayor and City Council

FROM: Gerry Beaudin, City Manager 
Siew-Chin Yeong, Public Works Director
Adam Nelkie, Assistant Public Works Director, City Engineer

SUBJECT: Evaluation of PUSD Office Space at 5758 W. Las Positas Blvd

Summary

In October 2025, the Pleasanton Unified School District (PUSD) shared an opportunity with City staff to lease a portion of the PUSD office building at 5758 W. Las Positas Blvd. Staff reviewed the two connected office suites available for lease from PUSD as a potential relocation site for City employees currently housed at the main City Center campus, including the buildings at 123 and 157 Main Street, and two modular buildings that currently house Information Technology (IT) and Human Resources (HR) staff. All these buildings are failing and/or require significant capital investment. Based on this assessment, staff determined that the PUSD space is not adequate to accommodate all Civic Center staff or support full vacation of the failing Civic Center buildings.

The PUSD suites are furnished for 38 staff, while the Civic Center buildings currently house 49 staff. Additionally, Civic Center operations require 23 private offices – nearly double the 12 private offices available at PUSD, as well as multiple public-facing service counters. While partial relocation options were evaluated, no scenario fully meets the operational, space, and public access needs of the affected buildings.

Civic Center Space Needs

The proposed relocation includes six departments from the Civic Center campus. Five of these departments maintain public service counters. In total, 49 staff would relocate and require:

- 26 cubicles
- 23 private offices
- 6 conference rooms

PUSD Lease Space Overview

The two connected suites at 5758 W. Las Positas total approximately 6,300 sq. ft. and are configured for 38 staff with 3 conference rooms. The central areas provide 24 cubicles (8' x 8') furnished for 23 staff, along with two additional wall workstations. With

reconfiguration, the suites could potentially accommodate up to 15 private offices, but would eliminate conference room space within the suites.

Shared building amenities include:

- Restrooms adjacent to the first floor and on the second floor
- Five reservable conference rooms (one on the first floor, three on the second floor, and one larger room in the adjacent building)
- A shared break room and rooftop seating in the adjacent building (no elevator access)

The suites are not structured to support public access. Visitors must check in at a reception desk, and there is no dedicated public counter. The City would need to construct a separate counter within the suite to support existing public service functions.

Although a direct square-footage comparison is imperfect, the existing Civic Center buildings provide approximately 11,800 sq. ft. (excluding 157 Main), including public counters, restrooms, workstations, and meeting spaces—nearly double the space available at PUSD. Preliminary analysis indicates the PUSD suites would significantly reduce operational space needed for staff functions and limit the ability to maintain public-facing service counters.

Discussion

Several operational challenges limit the feasibility of relocating Civic Center staff to PUSD:

- The relocation would create a third, separate campus for staff and public functions.
- Print equipment at 157 Main requires dedicated electrical and production space not available in a standard office environment.
- Conference room needs exceed the in-suite capacity, requiring heavy reliance on shared conference rooms that would need to be scheduled with PUSD staff.
- Breakroom capacity within the suite is insufficient for the number of relocating staff.
- Additional study is needed to determine whether the 123 Main server room could be moved to the PUSD “Site Tech” room or to another City facility.
- Relocating print and mailing equipment and the server room would incur costs on top of the typical estimated \$2,000 per-person office relocation cost.
- IT and telecommunications systems would require upgrades since the building is configured for a single-entity network.

Conclusion

The available space at the PUSD offices is not sufficient to accommodate all the staff that would need to relocate from the Civic Center campus. The PUSD suites could accommodate some, but not all, of the staff, but tenant improvements would be required to meet security, office layout, and operational needs. Additional improvements would be needed for the copy center and IT equipment. Conference room use would rely heavily on shared building space. Given these considerations, and the estimated \$2,000 per-person office relocation cost, City staff have determined that the office space at 5758 W. Las Positas Blvd. does not meet the City’s space relocation needs, and an alternative solution should be determined.