



Mission Statement:

To provide municipal services, infrastructure, and a high quality of life through trusted leadership, accountability, and efficiency for the benefit of our community

**CITY OF ANGELS
INFRASTRUCTURE/FACILITIES COMMITTEE MEETING
February 12, 2024
8:00 a.m.**

THIS MEETING WILL BE HELD AT ANGELS FIRE HOUSE, 1404 VALLECITO ROAD AND WILL BE OPEN TO PUBLIC.

In person public attendance will be available with limited seating. Seats are available on a first come, first served basis. Members of the public shall have the right to observe and offer public comment at the appropriate time. CITY COUNCIL appreciates your interest and encourages your participation.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

- 1. ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF MINUTES: N/A**
- 4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)**
- 5. NEW BUSINESS**
 - A. Discussion and Direction of the City of Angels Space Needs Assessment**
- 6. OLD BUSINESS**
- 7. CITY ADMINISTRATOR COMMENTS**
- 8. COUNCIL MEMBER COMMENTS OR FUTURE AGENDA ITEMS**
- 9. NEXT COMMITTEE MEETING**
- 10. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at City Hall 209-736-2181. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II) Materials related to an item on this Agenda submitted to the City Council after distribution of the Agenda packet are available for public inspection at City Hall at 200 Monte Verda Street Ste. B, Angels Camp, CA 95222 during normal business hours. The agenda is also available online at www.angelscamp.gov.



Vision Statement:

Dedicated to preserving our rich history and providing a safe and thriving community that is devoted to families, businesses, and visitors



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: February 12, 2024

TO: City Council

FROM: Rebecca Callen, City Administrator

RE: DISCUSSION AND DIRECTION OF THE CITY OF ANGELS NEEDS ASSESSMENT

RECOMMENDATION:

Discussion of the 2016 City of Angels Needs Assessment and where it stands today

STRATEGIC PLAN ALIGNMENT:

C4 Public Facilities & Services - Maintain or increase the levels of service currently available within Angels Camp for public works facilities and infrastructure including roads, sidewalks, drainage facilities, public buildings, and other public facilities

BACKGROUND:

The City of Angels engaged with Aspen Street Architects in 2015 and 2016 to do a Space Needs Assessment, focusing on how to support its residents moving forward in to the next 5-10 years.

DISCUSSION:

Aspen Street Architects was contracted to develop a 5 to 10-year facility plan assessment. The total investment was \$10,525 and covered documentation of existing space, interviews with departmental managers and staff, establish future space needs (based on expected growth), provide conceptual site plan for co-location, and supply a report outlining the findings.

Then and Now:

City Hall was located at 584 South Main Street. It lacked conference/meeting facilities. To meet public and community outreach demands, the city uses the Fire House (located in a flood zone), the Bret Harte High School Theatre, and the building located at 200 Monte Verda, which is now where City Hall is located, along with Community Development. This current location lacks adequate office space, meeting space, and technology ability. The two biggest challenges with City Hall are the lack of assembly space for community engagement in the case of emergencies, and centralized access to general and community development services.





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Community Development was located at 200 Monte Verda (and still is). However, there is now only one full-time employee dedicated to a support function for these efforts. At the time of the report, the city had a community Development Director, Engineer, Building Inspector, engineering technician, and administrative technician. The building was also used for map and plan storage, in addition to offsite storage for the same provided at the Police Department due to insufficient storage capacity and limited technology access. The reduction in full-time employees, is a temporary solution, to a temporary lag in development. The city is engaging with multiple consultants for engineering, planning, building inspection, and code compliance, all of whom need office space. With the move of City Hall staff to the “Community Development” building, the space needs have only become more of an issue.

Police Department The metal building that houses the Police Department was initially intended to be the Public Works Corp Yard, as a central location for all Distribution, Collection, and Road equipment and staff. Minimal improvements were made to facilitate the move of the Police Department from the Museum location to the current location at 200 Monte Verda. Public Works and Fire also house equipment in this facility. The existing building does not provide adequate evident processing and storage, training and conference space, expanded restroom and locker facilities for both men and woman employees, and there is no access to community gathering/training space.

Public Works At the time of the report, Public Works was under the City Engineer, who was housed at the Public Works Superintendent, Foreman, and all Distribution/Collection staff are housed out of the wastewater site. Sand, gravel, and various equipment are housed at the Police Department.

Water/Wastewater Operators are housed at whatever the plant they work out of.

Fire Department The Fire Department is located at the Vallecito facility. This is located in a flood zone and does not have adequate storage capability for its equipment. This location serves as a limited space for City Council meetings, Planning Commission meetings, and small community meetings.

The city applied for a Community Resiliency Grant. This would provide for a centralized office and meeting space to be used for training and community meetings, centralized office space for general governmental services that benefit the public during emergencies for all city services, emergency services and responses, and public safety to be co-located at 584 South Main Street (the old city hall location).

The city applied for a CDBG grant for planning a new city firehouse. The 200 Monte Verda location was determined to be the site, per the grant. The issue is that the total cost would exceed the potential



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construction grant identified. To help facilitate this, if the Community Resiliency Grant is successful, this would free up the Police Department facility to be repurposed as the Firehouse and we could amend the plans to utilize that location. From that change, we would be able to bring the construction costs well down to align with CDBG construction or other sources of funding.

This concept is identified in the plan as Site Option 2.

Parking Not identified in the plan was public parking facilities. The city has engaged in the purchase of various parcels to facilitate parking. Staff are looking at demolition quotes to complete an initial phase to use these parcels as gravel parking lots and then work to identify future funding options to build and/or pave the lots.

FINANCIAL IMPACT:

Any budgetary impacts will be identified per direction and brought back to the subcommittee, as directed, or the the full City Council for budget authority.

ATTACHMENTS:

2015 City of Angels Space Needs Assessment



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City of Angels Camp
Space Needs Assessment



ASPEN STREET
ARCHITECTS, INC.

City of Angels Camp

Space Needs Assessment

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ASPEN STREET ARCHITECTS, INC.

ARCHITECTURE • PLANNING • FEASIBILITY STUDIES

City of Angels Camp

Space Needs Assessment

SCOPE

The City of Angels Camp is taking proactive steps towards understanding how it can support its residents moving forward today and in the next 5-10 years and beyond. City departments are currently dispersed within multiple offices in multiple buildings throughout the city boundaries. The City is considering the benefits of co-location of applicable departments in an effort to consolidate services and potentially create a single public face for government interaction.

The City currently has seven departments – City Administration (administration and City Council), Community Development (Planning and Building), Public Works Department, Water and Sewer Department, Police Department, Fire Department and the Museum.

Aspen Street Architects, Inc. (ASAi) was contracted by the City to perform an architectural needs assessment related to the space usage of city departments. The tasks to perform were the following

1. Document existing space utilization by City services – to include departmental working space, storage, support space and parking.
2. Interview departmental managers and/or staff to develop current requirements.
3. Establish future space needs – taking in to account expected growth.
4. Provide conceptual site/massing plan for co-location on sites directed by the City Administrator.
5. Supply a report outlining the findings of the above.

ANALYSIS

Initial discussions were undertaken and resulted with an understanding that this analysis would focus on the possibilities of consolidating City Administration, Community Development and Police. These are the three departments that the residents and community of Angels Camp interact with on a daily basis and pose the greatest potential for efficiencies and economies in a consolidation of space.

The attached tables show the current and future (5-10 years out) requirements of these departments, as far as room type and size.

City Administration – The existing City Hall is composed of city administration and finance. This is located within a residential type structure off Highway 49 between Stanislaus Avenue and Mark Twain Road. Actual office space is provided for the City Manager and two directors. Other staff occupies open work stations as noted in the attached appendixes. No dedicated office space is provided for the Mayor, City Council members, or City Attorney. The existing building is limited in size with no expansion possibilities.



The department does not expect large growth in personnel in the next 5-10 years, however future needs point to having in-house conference and council chamber activities. Currently, the City uses 3rd party spaces such as the Angels Fire Department Building, Bret Harte High School and Community Development spaces for large conferences and council meetings. The current City Hall facility is relatively adequate for the current staff and daily work activities apart from the need for 1+ future staff member and need for larger common facilities such as Break Room and common storage.

Outside of the City Hall staff scope, it was discussed that Council, Mayor, and City Attorney currently do not have offices. Calaveras Council of Governments (COG) offices (5-7 people) were also discussed in moving to central location. It was determined that these additional offices, for such entities as COG or others, would be considered in the future plan if space is available.

The largest future need for City Hall is assembly space. These spaces require a large amount of square footage and public access, however the continued use of 3rd party facilities is inefficient for staff and the City is already paying to use some of these spaces. It is a priority to have one location for both the public and private functions of City Hall in one location.

Community Development – The Planning and Building department composes Community Development. This department is located within a modular building on the city property off Monte Verda Street near the Police Department. The Community Development Director, City Engineer, Building Inspector, engineering tech and administrative tech all have private offices. Storage fills all available space, and additional storage is provided within the existing metal building that houses the Police Department. The existing building is limited in size with no expansion possibilities.



Community Development likely has the largest foreseeable increase in personnel of all the city departments. One additional engineer and one administrative position are the most likely additions, but an inspector, a planner, and an additional engineer may be needed in 5-10 years. Four additional personnel were factored in the tables.

The most immediate needs slightly reflect those of City Hall, in that public and private conference and meeting areas are a top priority with staff. Storage and printing are also on top of the list, as a large printing room is needed to handles the large prints. Storage is also a main need as much of it is spread out in different buildings and containers.

Police Department – The Police Department is housed within the existing metal building off Monte Verda Street. The department is comprised of the Chief, seven officers and dispatch. The existing office space is adequate for existing personnel. Vehicles and storage occupy a portion of the yard and garage associated with the existing metal building. Dog kennels are also within the garage space.



The Police department also does not expect large personnel growth in 5-10 years. A detective and possibly additional officer were predicted to be needed in the future. The most immediate needs for the department are evidence processing space, training and conference spaces and restroom and locker facilities for both men and women. The current lack of restroom facilities for both staff and

public as well as gathering areas such as conference room and training/classroom impact the need for additional space the most.

The current facility provides for the majority of the department's needs other than those previously mentioned. Being that the department is in the largest building surveyed, they also have the most space available to expand. It is important to note that the spaces the Police Department need are to be secured and separated from those of other departments such as Community Development due to their sensitive nature. This would increase the amount of space allocated to the Police Department in a shared environment with other departments.

The other departments reside in locations specific to their activities and would not benefit from co-location within a single building:

Public Works – headed up by the City Engineer who resides within the Community Development department space usage analysis. The foreman's office, meeting room and lab are all located off Centennial Lane in a modular building at the wastewater site. There is parking for PW vehicles and associated storage. Additional storage is provided on the current Police site off Monte Verda Street – within the existing metal building enclosed garage space (parts) and within the exterior yard (gravel/etc).



Water/Wastewater - headed up by the City Engineer who resides within the Community Development department space usage analysis. Plant operators work out of facilities at the water storage tanks off Murphys Grade Road as well as the wastewater facility off Centennial Lane. They share facilities with PW at the Centennial Lane modular building.



Fire Department – the Fire Department is located at the fire house on Vallecito Road near the Highway 49 intersection. This is a facility specific to the fire department in housing fire equipment and vehicle storage, as well as accommodating overnight shifts (sleeping and meal preparation).



To date the fire house has also been used for City Council/Planning Commission meetings due to the fact that it has the only public meeting space that can accommodate the expected public participation. This space/meeting room is limited in size and use, and a major goal heading forward is a new dedicated City Council Chambers and public meeting space in a new location/new building.

The fire department also houses equipment in the Police Department's existing metal building enclosed garage space off Monte Verda Street (older vehicles and equipment).

Museum – the museum is a specific building located on Highway 49, occupied 3 acres on the historic Angels Mine site. The director and staff works out of the museum.



SITE SCENARIOS

Citing examples of co-located government services in other California communities, the City of Angels Camp is considering the options of consolidating the city administrative, community development and Police services within a single site and/or building. A new single building would be a new public face to the community and the single point of community interaction with the local government. In so doing, this space could become a “government center”, reducing redundant support spaces, but adding much needed public meeting rooms for government and community needs.

The City Manager identified two potential sites for further review for a new consolidated City Hall/Police Building. The first is the existing Police/Community Development site off Monte Verda Street. The second is the existing City Hall parcel and adjacent available parcels off Highway 49 at the intersection with Mark Twain Road.

Site Option 1 – This site is two parcels totaling approximately 4.67 acres. The Police and Community Development departments are currently located on this site; Community Development is located in a modular single story building and the Police within the large metal building. The metal building is approximately 10,200 square foot footprint. The police department occupies less than 3,000 square feet over two floors. The remainder of the building is single story garage/storage area and loft storage.



This site is properly sized for a consolidated City Hall/Police Department as indicated on the conceptual plan. Additional space is provided for PW storage, potential sharing (dividing the parcel) with adjacent tenants if desired, and additional future public spaces, such as a Community Recreation Center or Youth Center.

This site leads to two options:

- 1) Renovate existing metal building and add addition
- 2) Demolish all existing structures and building new

The conceptual plan attached shows the option of adding an addition to the existing metal building. The exterior of the metal building would be refinished to resemble a public institution – the physical look of the building could be altered to appear as a two story public building with stone veneer or other siding.

The Police Department could remain on the side they are currently located and expand as needed into the garage space. The garage space inside could be built out with a second floor and provide office space for City Administration and/or Community Development. A shared entrance for public access could be developed mid span of the existing building and an elevator added for shared use between all departments. Police would maintain a private entrance on the western side as well as a private access to a vehicle yard in this location.

A building addition is shown to help break down the mass of the larger building and create aesthetic interest and could provide for a public entrance to new City Council Chambers/meeting rooms. This addition could respond to the view from Highway 4 as residents and visitors pass by.

The refinished building would also respond to additional future buildings on the site creating a public campus – such as a new Community or Recreation Center along Highway 4. A monument, whether in the shape of a tower or sign could be built on the corner with Highway 4, visible from the Highway 49 intersection to mark the City at the location most visitors transverse daily. No access of Highway 4 would be possible, but improved access of Monte Verda Street could be provided and sidewalk access to Highway 49 improved. The campus could also house a new storage building for the existing fire department vehicles stored within the metal building currently (antique engines).

Site Option 2 – This site is the existing City Hall parcel and two adjacent available parcels to the Southeast. Total area is approximately 3.38 acres. City Hall is currently on this site, but would be proposed to be demolished to accommodate a consolidated two story structure to house Administration, Community Development and Police.



A single access off Highway 49 is shown on the attached conceptual plan located where the existing City Hall access is. This would approach a public parking area for the new building, as well as access higher parking lots stepped up the existing grade towards the rear of the parcels and an access off Oneida Street. The additional PW covered storage and equipment storage yard would not be possible due to site size constraints as available on the Site Option 1 location. However, the sloped site would be conducive to a second story entrance on the rear for the Police Department to separate it from the City Hall activities.

This site also has a distinctive element in that there are existing foundations from mining activities on site. A thorough geotechnical survey would be required in order to build here, but assuming the ground is adequate, the foundations could be utilized as a public feature, creating a park like setting at the access to the building to connect the city's past to the current government.

CONCLUSIONS

The City of Angels Camp is proactively looking at how to best support the community it serves. In so doing, the expected growth of government functions reflects the expected growth within the population base. This growth is expected by all forecasts to be minor, but even a small increase in department staffing requirements can hardly be handled by the existing constraints imposed by the current buildings. Also, the need for a formal Council Chambers and meeting space has been emphasized. The existing plan to use Fire Department space is not adequate (occupancy, safety and security wise) and when forced to look at larger venues (the High School) the City is subject to scheduling conflicts. An addition of this space in a consolidated structure would also be a public asset, for use for community events.

A new building, whether building upon an existing structure on land currently owned by the City, or a new building located within the heart of the City near where current City Hall is would be adequate for the purposes of current and future needs. Both sites have differing advantages for creating a distinct public campus/government center.

ANGELS CAMP - NEEDS ASSESSMENT, DEPARTMENT TABLES

A

	Current #	5-10yr #	Est Sqft/Room	Current Sqft	5-10yr Sqft	5-10yr growth Contingency	5-10YR Shared Space?	Notes
City Hall								
Offices (Private)	3	4	120	360	480			
Work Stations (Open/Admin)	4	4	100	400	400			Cubicle/Admin Station
Conference Room	0	1	300	-	300		Y	Wanted: 1, Private use
Storage Area (File Cabinet)	1	1	n/a	160	192	Extg+20%	Y	Currently have 20lnft of file cabs
Storage Area (File Boxes)	1	1	n/a	200	240	Extg+20%	Y	Container(s) + Misc Storage+ 10 boxes In-house
Entry w/ Waiting	1	1	120	120	120		Y	Use: 5-10 visitors/hour
Storage (Misc)	1	1	n/a	40	48	Extg+20%	Y	Paper/Supplies/forms
Council Chamber	0	1		-	2,000		Y	Currently using Fire Station (60ppl max) need to house 100. To be multi use, multi user.
Kitchen	1	1	120	120	120		Y	
Restrooms (private)	2	2	100	200	200		Y	Need mens+womens
Restrooms (public)	0	2	100	-	200		Y	Need mens+womens
Plotting/Layout Room	0	1	300	-	300		Y	To be shared by all disciplines
Admin Work/Copy Area	1	1	80	80	80			
Waiting	1	1	120	120	120		Y	
Reception	1	1	50	50	50			Need Controlled Entry
Server Room	1	1	n/a	10	50		Y	
Mail Room	1	1	80	80	96	Extg+20%		Weigher, Stamps, Shedders, Sorters
Break Room	0	1	160	-	160			

Parking (Staff)	8	9						
Parking (Public)	n/a	65+						Main Parking Increase due to Council

	<u>Current</u>	<u>New</u>
Total Room Sqft		5,156
Circulation Space 15%		773
Building Area Total (Sqft)	1,650	5,929

ANGELS CAMP - NEEDS ASSESSMENT, DEPARTMENT TABLES

B

	Current #	5-10yr #	Est Sqft/Room	Current Sqft	5-10yr Sqft	5-10yr growth Contingency	5-10YR Shared Space?	Notes
Community Development								
Offices (Private)	5	8	120	600	960			
Work Stations (Open/Admin)	2	3	100	200	300			
Conference Room	1	2	300	300	600			Wanted: 1, Private use, 1 public/walk-in mtg.
Storage Area (File Cabinet)	1	1	n/a	150	180	Extg+20%		Currently have 12Inft of file cabs
Storage Area (File Boxes)	1	1	n/a	580	696	Extg+20%		2nd Flr Police Bldg + Inside Planning
Storage Area (Rolled Plans)	1	1	n/a	60	72	Extg+20%		
Storage (Misc)	1	1	n/a	80	96	Extg+20%		Survey equip/general strg
Storage (Flat Files)	0	1	n/a	-	60			
Kitchen	1	1	120	120	120			
Restrooms (private)	1	2	100	100	200			Need mens+omens
Restrooms (public)	1	2	100	100	200			Need mens+omens
Plotting/Layout Room	0	1	300	-	300			To be shared by all diciplines
Admin Work/Copy Area	1	1	80	80	80			
Waiting	0	1	120	-	120			
Reception	1	1	50	50	50			
Server Room	1	1	n/a	10	50			

Parking (City Vehicles)	2	2						
Tractors	4	3						1 On site. Road crew use.
Sand Strg Bin	1	1						Needs weather protection. May need relocation on site.
Gravel Strg Bin	1	1						
Emergency Trailers	4	4						

	<u>Current</u>	<u>New</u>
Total Room Sqft		4,084
Circulation Space 15%		613
Building Area Total (Sqft)	2,130	4,697

ANGELS CAMP - NEEDS ASSESSMENT, DEPARTMENT TABLES

C

	Current #	5-10yr #	Est Sqft/Room	Current Sqft	5-10yr Sqft	5-10yr growth Contingency	5-10YR Shared Space?	Notes
Police Department								
Offices (Private)	1	2	120	120	240			1 Chief. 1 future detective
Offices (Shared)	1	2	200	200	400			2 in Sgt. Office. 1 future room for reports
Work Stations (Officer/Admin)	4	4	100	400	400			1 full Time, 1 Part time, 2 in Brief Rm
Conference Room/Brief Room	1	1	300	300	300		Y	Future to be for conference/brief only
Storage Area (File Cabinet)	1	1	n/a	60	72	Extg+20%		Currently have 20lnft of file cabs
Storage Area (File Boxes)	1	1	n/a	200	240	Extg+20%		In Evidence area
Entry w/ Waiting	1	1	120	120	120			Secure Entry/Exit
Storage (Misc)	1	1	n/a	40	48	Extg+20%	Y	Paper/Supplies/forms
Storage (Evidence)	1	1	250	250	250		Y	Currently upstairs. Need eyewash
Storage (Evidence Layout)	0	1	140	-	140			Tied to Evidence storage
Storage (Fire Arms)	1	1	100	100	100			Secure, Gun Safe
Storage (Dogs)	1	1	150	150	150			Protected from elements
Locker Room (Male)	1	1	200	200	200			
Locker Room (Female)	0	1	200	-	200			Currently shared/makeshift.
Kitchen	1	1	120	120	120		Y	
Restrooms (Staff)	1	2	100	100	200			Need mens+womens
Restrooms (Custody)	0	1	100	-	100			Unisex
Restrooms (public)	0	2	100	-	200		Y	Need mens+womens
Finger Print/Photo Room	0	1	100	-	100			
Line Walk/Balance Test	1	1	100	100	100			
Admin Work/Copy Area	1	1	80	80	80			
Waiting	1	1	120	120	120			
Reception	1	1	50	50	50			Need Controlled Entry
Server Room	1	1	n/a	10	50			Needs desk for cpu
Classroom	0	1	140	-	140		Y	For Training/Public Classes
	0	1	160	-	160		Y	

Parking (Staff)	12	15						Covered Parking Needed.
Parking (Public)	10	15						
Storage (Dogs)	1	1	150	150	150			Protected from elements

	<u>Current</u>	<u>New</u>
Total Room Sqft		4,280
Circulation Space 15%		642
Building Area Total (Sqft)	2,760	4,922

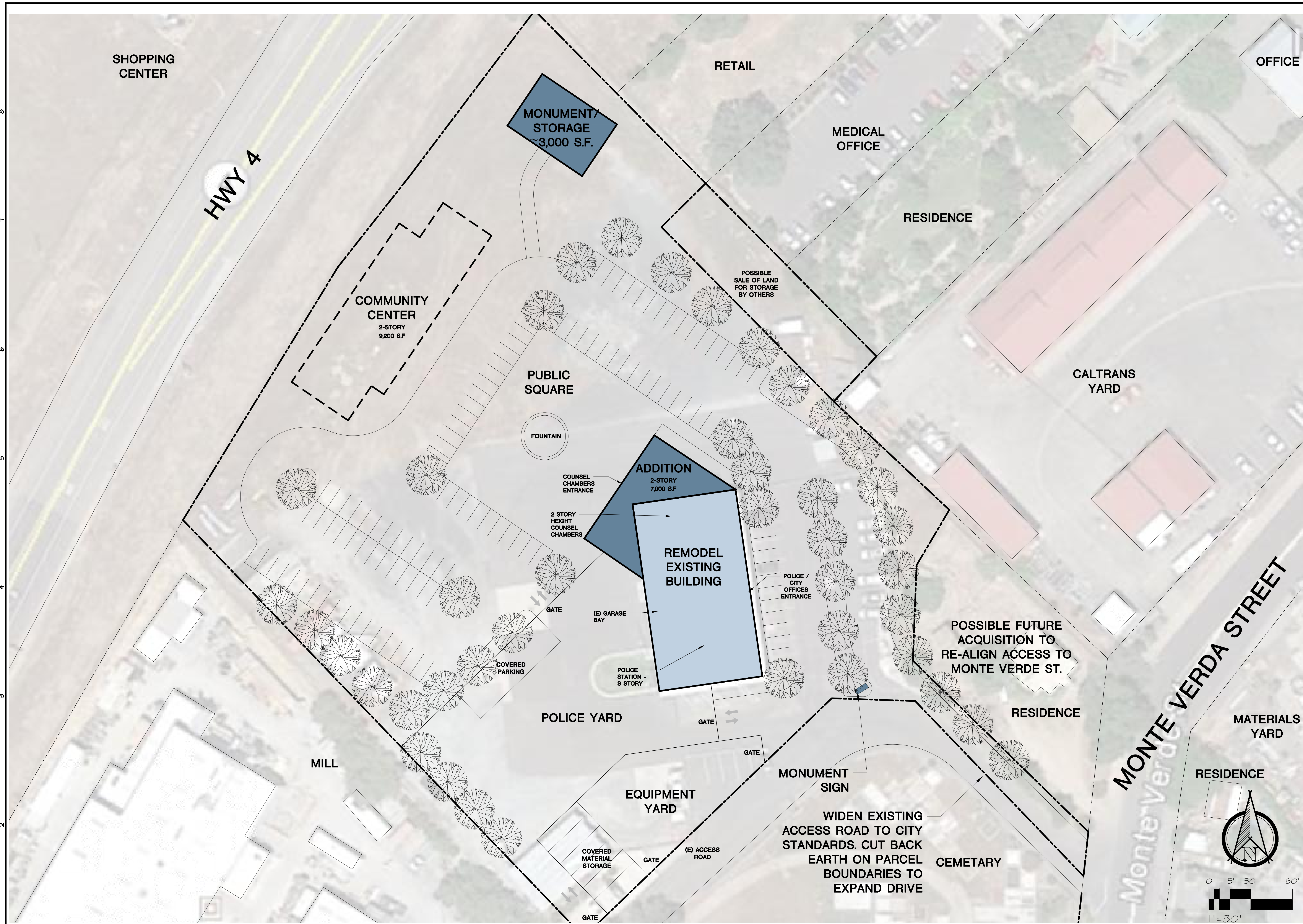
ANGELS CAMP - NEEDS ASSESSMENT, DEPARTMENT TABLES

SUMMARY

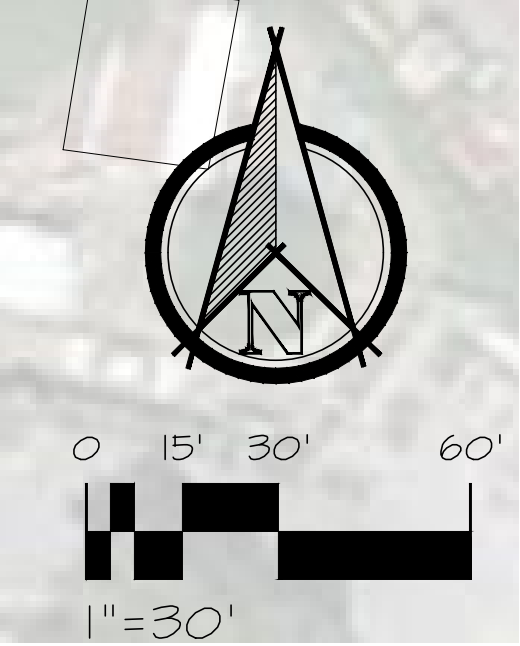
	Current Sqft	5-10yr Sqft
City Hall	1,650	5,929
Community Development	2,130	4,697
Police	2,760	4,922
Separate Bldg Total	6,540	15,548
Shared Space Savings (-)		2,500
TOTAL BUILDING Sqft	6,540	13,048

(estimated from kitchen, restroom, conference sharing between departments)


THIS DRAWING IS MEANT TO BE PRINTED 24"x36". AT ANY OTHER SIZE, DISREGARD REFERENCES TO SCALE.




20 SITE PLAN OPTION ONE

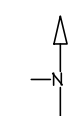


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ANGELS CAMP
REDEFINING THE RUSH
CITY OF ANGELS CAMP NEEDS ASSESSMENT
ANGELS CAMP, CA 95222
584 S. MAIN STREET

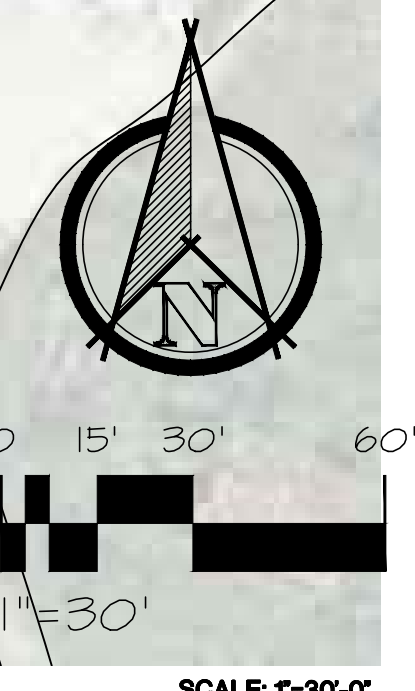
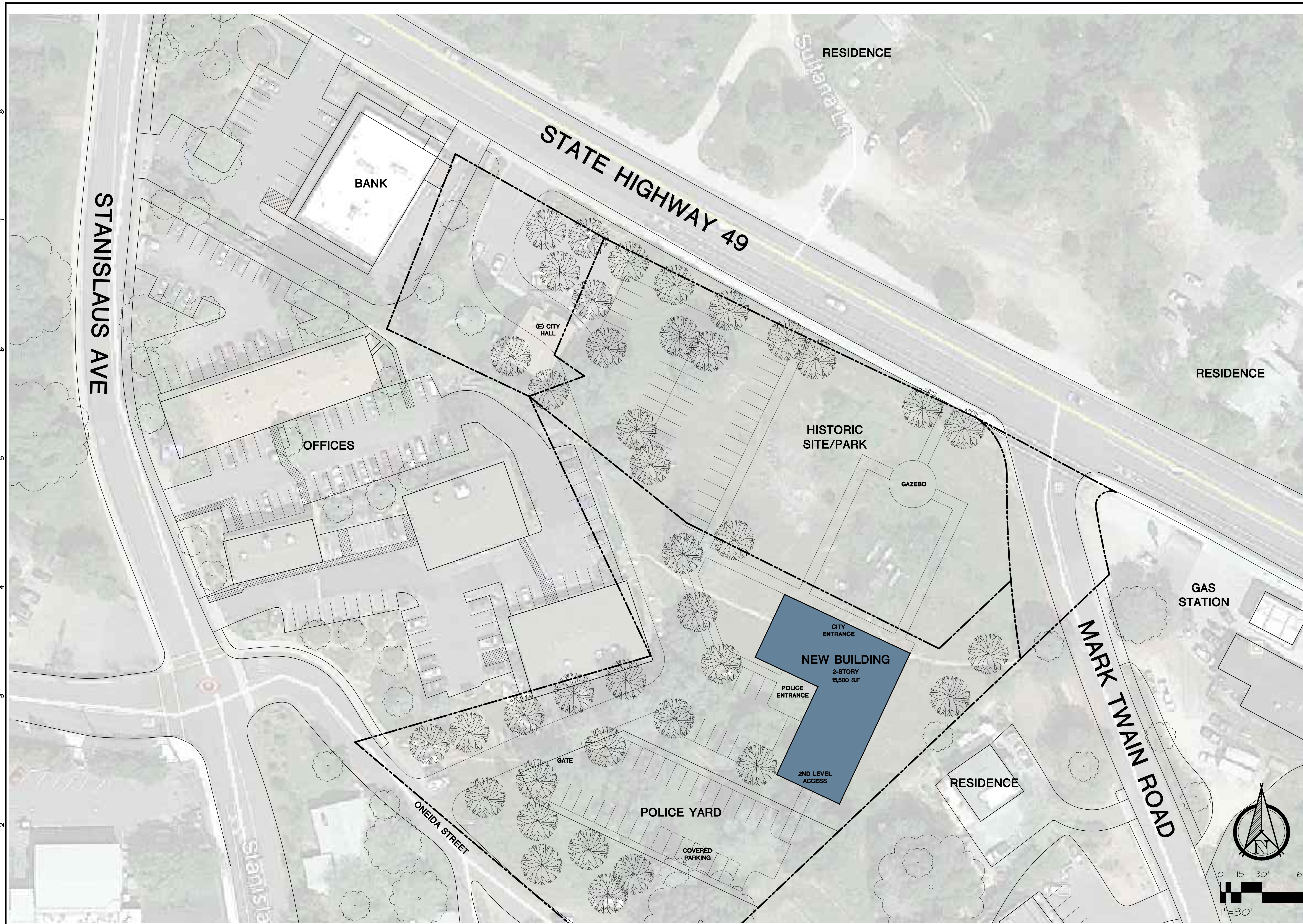
KEY PLAN 

AGENCY APPROVALS
 AGENCY NO. **00-000000**
 SITE PLAN OPTION ONE

DRAWING TITLE
 JOB: 215011.00
 SCALE: As Shown
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 DATE: _____

A-101.1
SHEET NO.

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20 SITE PLAN OPTION TWO

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ANGELS CAMP CALIFORNIA
 REDEFINING THE RUSH
CITY OF ANGELS CAMP NEEDS ASSESSMENT
 584 S. MAIN STREET
 ANGELS CAMP, CA 95222

KEY PLAN

AGENCY APPROVALS
 AGENCY NO. **00-000000**

SITE PLAN OPTION TWO

DRAWING TITLE
 JOB: 215011.00
 SCALE: As Shown
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A-102.1
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