

# Capitola City Council

## Agenda Report

**Meeting:** May 11, 2023

**From:** Community Development and Public Works Departments

**Subject:** City Hall Needs Assessment and Alternatives Analysis



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**Recommended Action:** Authorize staff to issue a Request for Proposals for a City Hall Needs Assessment and Alternatives Analysis Report.

**Background:** Capitola's City Hall and Police Station are located at the gateway to the Capitola Village at 420 and 421 Capitola Avenue, respectively. City Hall and the Police Station are located within the same building. The greater City Hall site includes the Capitola History Museum, City Hall, Police Station, Police Annex, and the adjacent Lower and Upper Pacific Cove public parking lots. The entire site is approximately seven acres.

City Hall and the Police station are older structures that are nearing a stage where they will require significant investment to maintain their functionality. Both buildings are smaller than typical given the current staffing and needs. All structures on the seven-acre site are located in the floodplain. In 2011, the Police Station and portions of the lower level of City Hall flooded. The adopted City Council goals for FY22-23 included \$50,000 to study long term City Hall options.

In January 2010, a study was completed using funding from the State of California Community Development Block Grant (CDBG) Program to assess reuse options for the Capitola City Hall site and adjacent Pacific Cove Parking lots. The study addressed potential alternatives for physical site redevelopment, market analysis at the time for possible alternative uses, and alternative sites for location of City Hall functions, future ownership alternatives for the site. At the time, there was some concern that the study had been developed without a high levels of public input. The current RFP is structured to help the City better understand current circumstances on the site and provide multiple opportunities for public input prior to drafting alternatives.

During the Budget Workshop held on March 1, 2022, the City Council identified the City Hall Needs Assessment as a goal and allocated \$50,000 within the Fiscal Year 2022-23 Budget to assess options for City Hall and the Police Station.

**Discussion:** The Request for Proposals (RFP) is comprised of two phases with separate deliverables. The first phase is the City Hall Site Needs Assessment. Following completion of phase one, the second phase of the Alternatives Analysis will be initiated at the direction of the City Council.

Phase one includes completion of an existing conditions report for the site and projections for future staffing and facility needs. This report will include an overview of the existing site and structures, a visual assessment, a breakdown of the current uses, a functionality analysis, a qualitative analysis of the current site's advantages/disadvantages, and an evaluation of the environmental constraints and hazards. Deliverables from this phase will include:

1. Site Description (including City Hall, Capitola Museum, Police Station, Accessory Structures, and Lower and Upper Pacific Cove Parking Lots);
2. Existing Conditions Report;
3. 20-Year Projections; and
4. Summary of Findings.

Staff intends to present the results of phase one to the City Council, at which time, the City Council will be asked whether or not to proceed with phase two.

Phase two involves identifying goals for the future City Hall by working with the City Council, members of the public, and staff. This will include a presentation from the consultant at both a community meeting and a City Council meeting. This phase of work will also identify possible future City Hall options for the City to consider, and an evaluation of how those options meet the identified goals. Deliverables after this phase will include:

1. Consultant attendance at a community input meeting
2. Consultant attendance at two City Council meetings
3. Alternatives Analysis Report

The tentative project schedule for the first phase is as follows:

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|--|---------------|
| • RFP Released                                       | May 15, 2023  |
| • Proposals Due                                      | July 21, 2023 |
| • City Council approval of Consultant Contract       | August 2023   |
| • Complete phase one City Hall Site Needs Assessment | December 2023 |
| • Presentation to City Council                       | January 2024  |

The second phase will be completed within nine months of City Council direction to initiate phase two.

Fiscal Impact: The adopted FY 2022/23 Budget includes \$50,000 for the City Hall Needs Assessment and Alternatives Analysis. Staff will evaluate proposals to determine whether existing funding will be necessary and, if needed, present options to the City Council when a proposed contract for this work is brought to Council for consideration this summer.

Attachments:

1. Draft RFP

Report Prepared By: Austin Westly, Deputy City Clerk

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Approved By: Jamie Goldstein, City Manager