

# CITY OF CAPITOLA

City Hall Space Planning

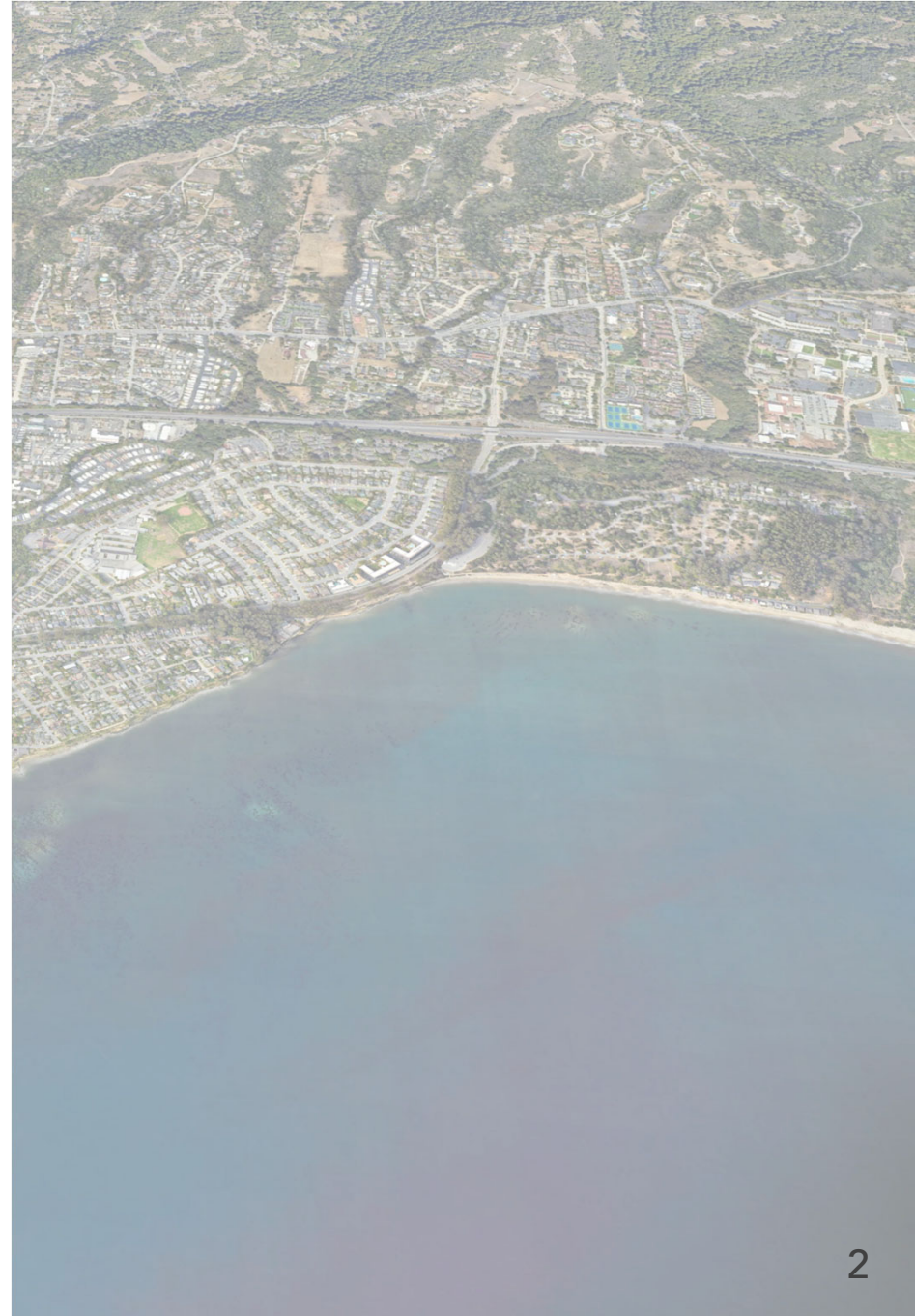
April 25, 2024





# AGENDA

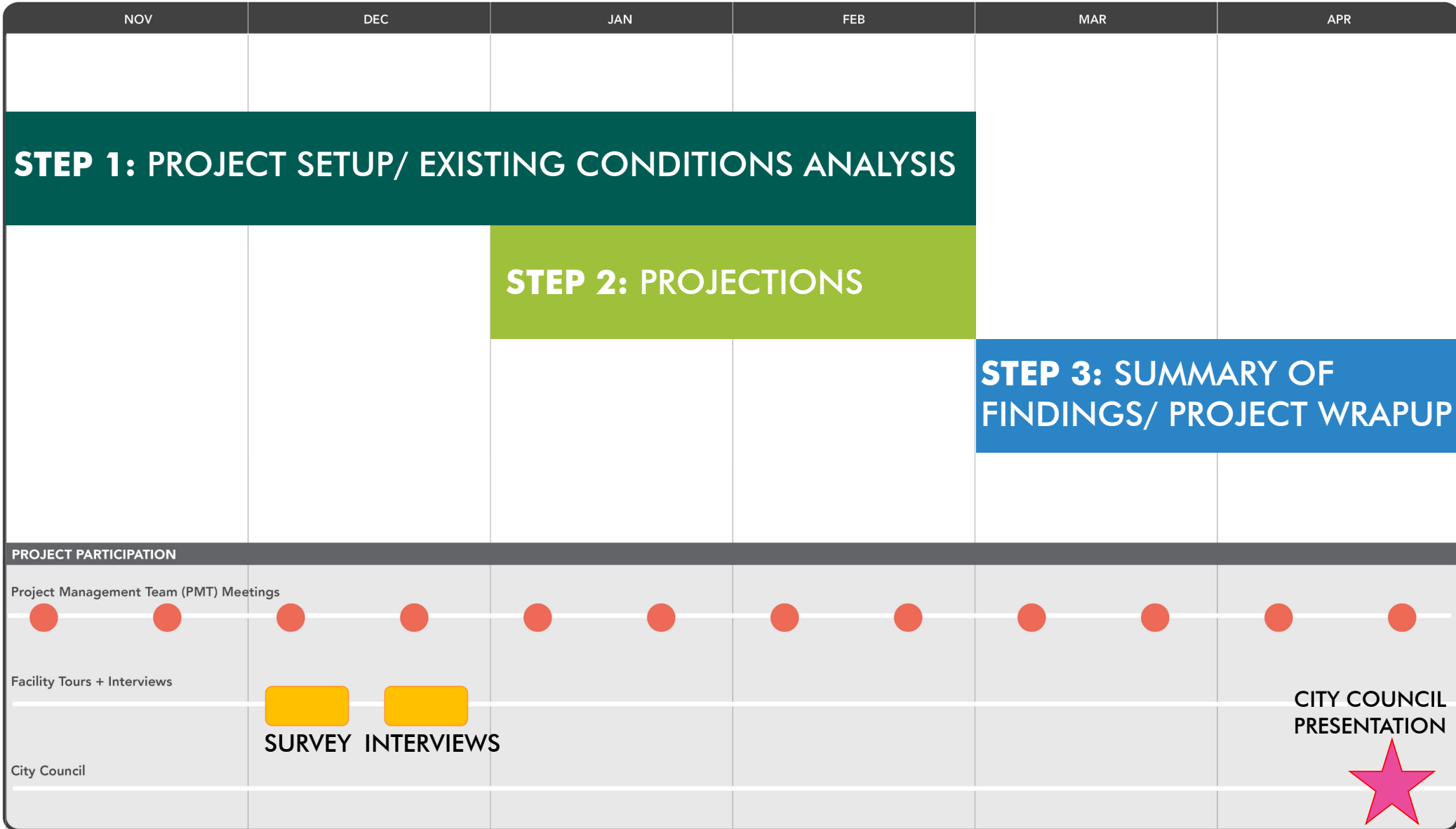
1. Project Schedule
2. Existing Conditions Analysis
3. Projections
4. Next Steps





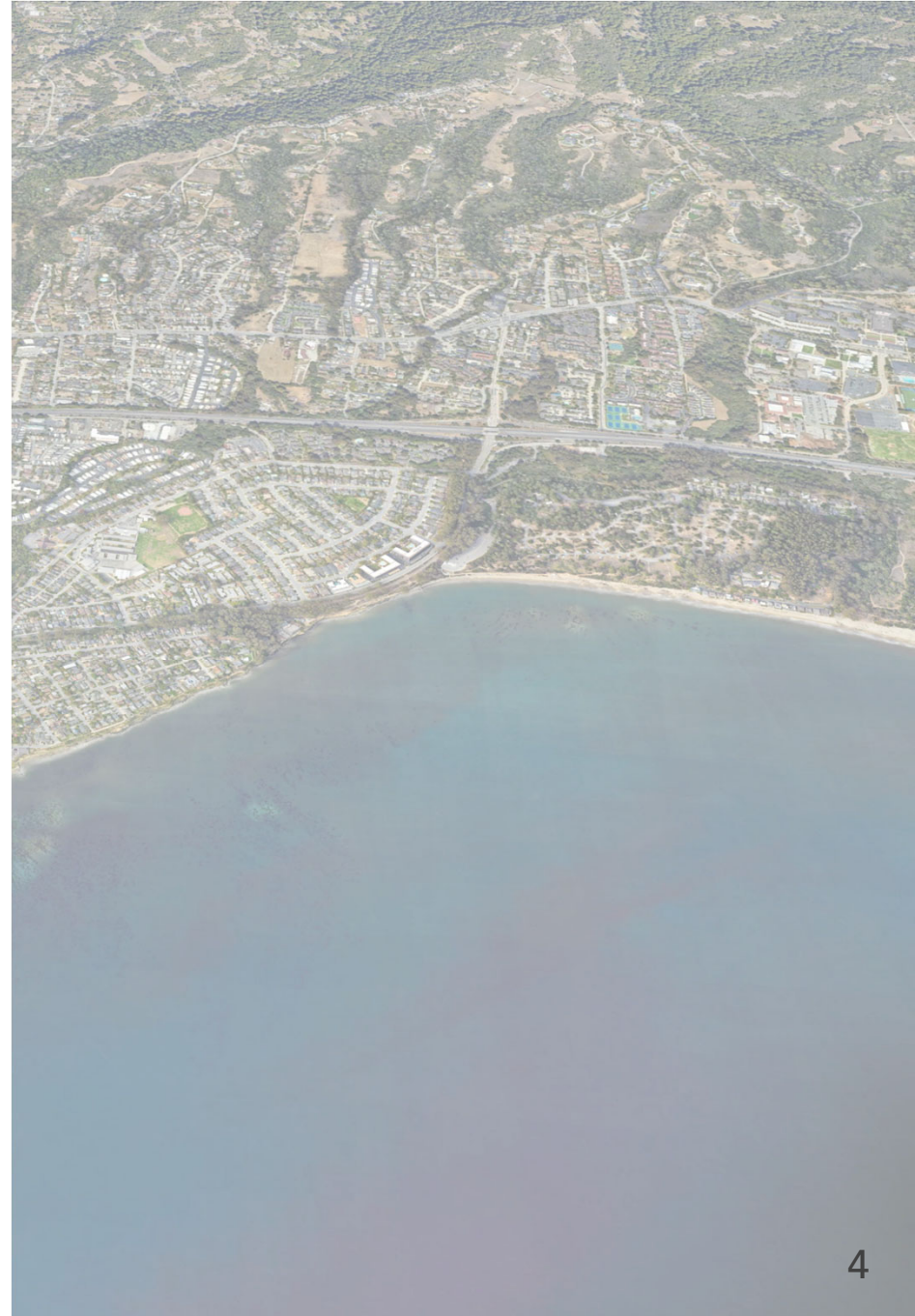
CITY OF CAPITOLA

# FACILITIES NEEDS ASSESSMENT WORK PLAN



# AGENDA

1. Project Schedule
2. Existing Conditions Analysis
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# CAPITOLA CITY HALL SITE MAP

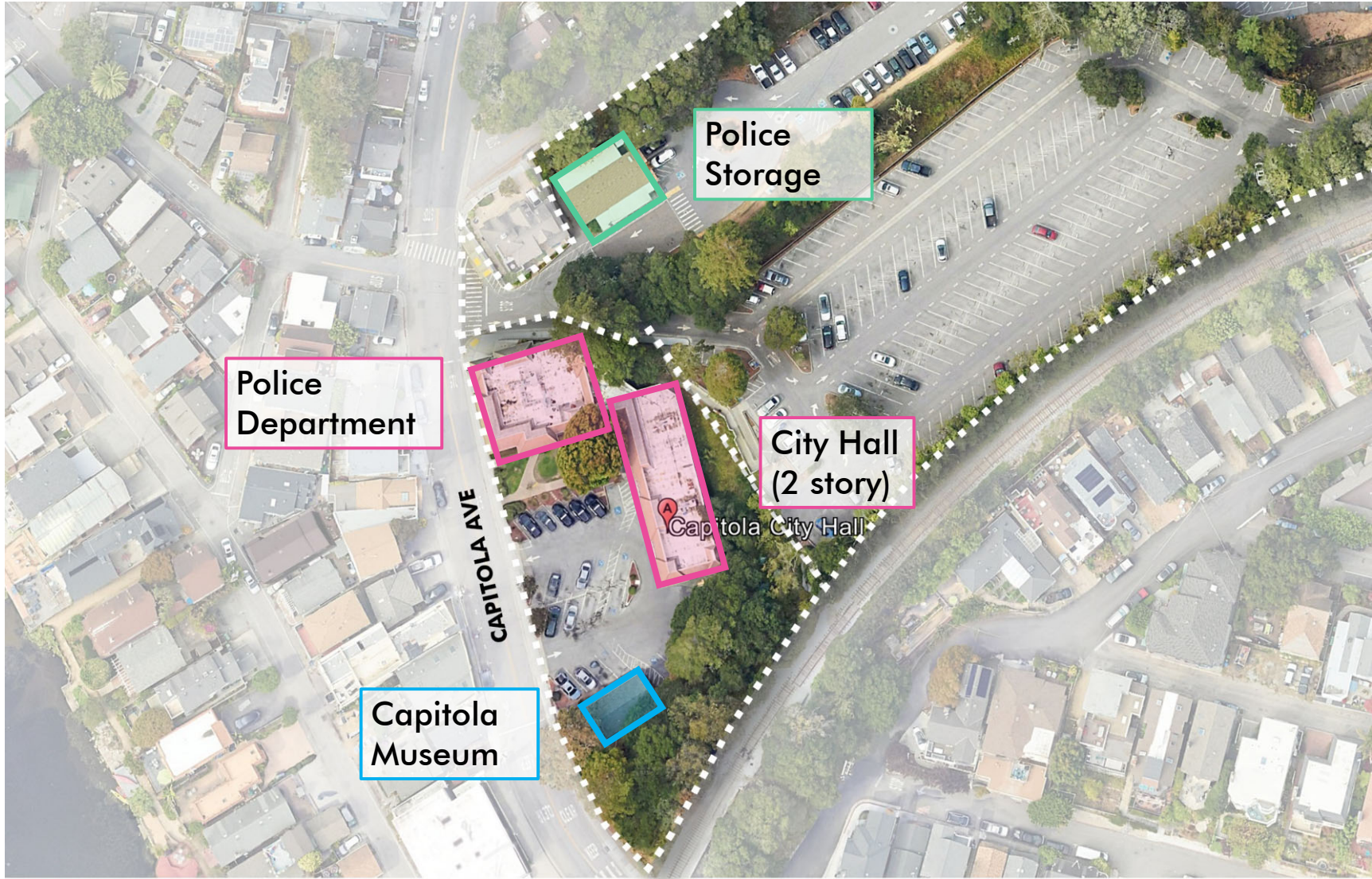


Size: ~ 7 acres total





# CAPITOLA CITY HALL SITE MAP





# CURRENT CITY HALL



Year Built

**1976**

Current Building Size (inc. police storage)

**~ 12,300 sf**

2020 Population

**9,938**

2023/24 CITY HALL FTE

**52.5 staff**





## BUILDING ISSUES

### Major building improvements/issues that need to be addressed:

- Lack of space and modern accommodations for all staff
- Staff breakroom is uncomfortable and small
- Public service counter and lobby size is too small and not welcoming
- Located within the flood plain
- Roof leaks for entire building
- In adequate air circulation & HVAC for entire building





# CURRENT POLICE STATION

## BUILDING ISSUES

### Major building improvements/issues that need to be addressed:

- Inadequate locker rooms with lack of privacy and not meeting requirements.
- No staff breakroom
- Public service counter and lobby size is too small and not welcoming
- Lacking dedicated meeting rooms that are separate from staff workspace
- Emergency responders facility located within flood plain



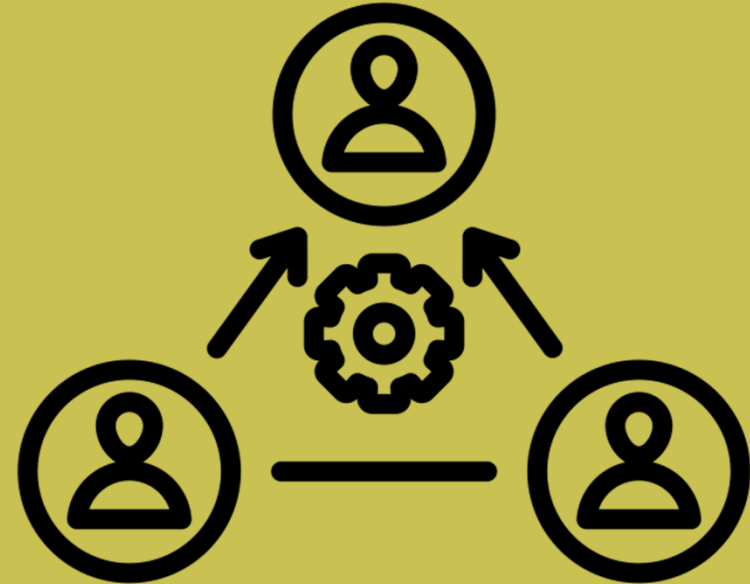
# CURRENT CITY HALL AND POLICE STATION



## STAFF EFFICIENCY

The following areas need improvement for better staff efficiency:

- Physical layout of departments and staff
- Lack of department collaboration spaces and conference space
- Separated police storage
- Police cars parked in public lot
- Office for museum curator in City Hall

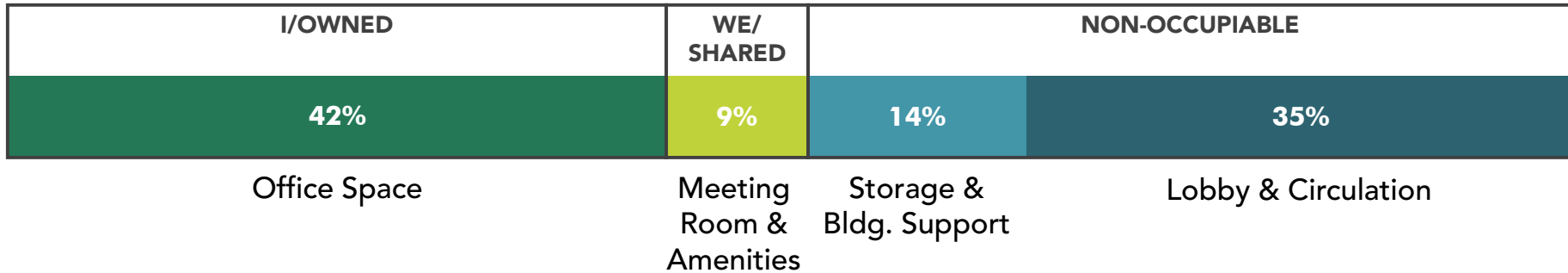




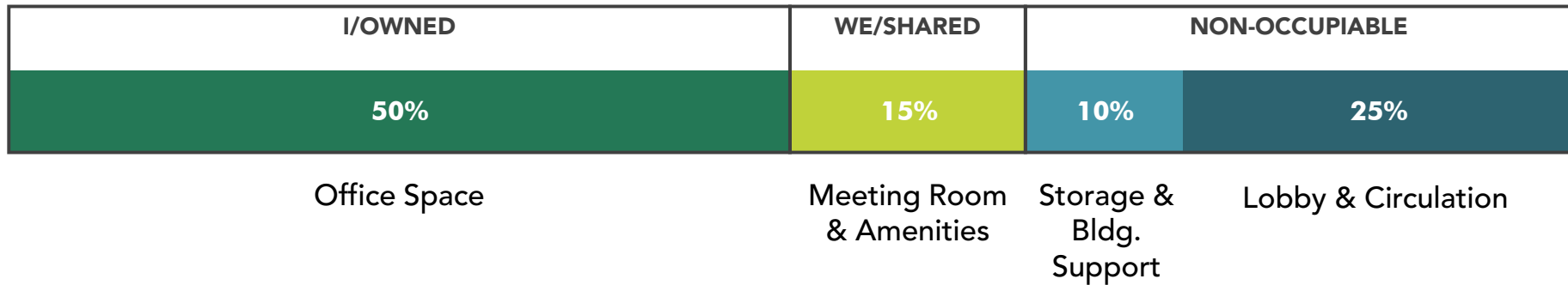
# CITY HALL CURRENT VS NEW SPACE UTILIZATION\*



## Current Space Utilization



## Future Space Utilization



\* Excluding Community Room and Council Chambers

# STAFF SURVEY SUMMARY

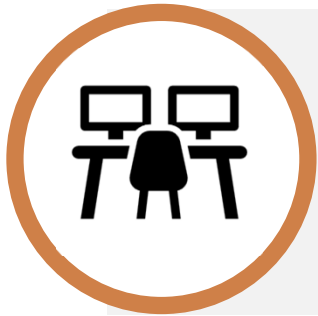
40  
responses



**75%** are on a video conference call for 1-2 hours each



**70%** Interact with the public at the service counter



**68%** have a shared office workspace



**49%** interact with the public frequently daily



**50%** are at their workstations for 6-8 hours a day



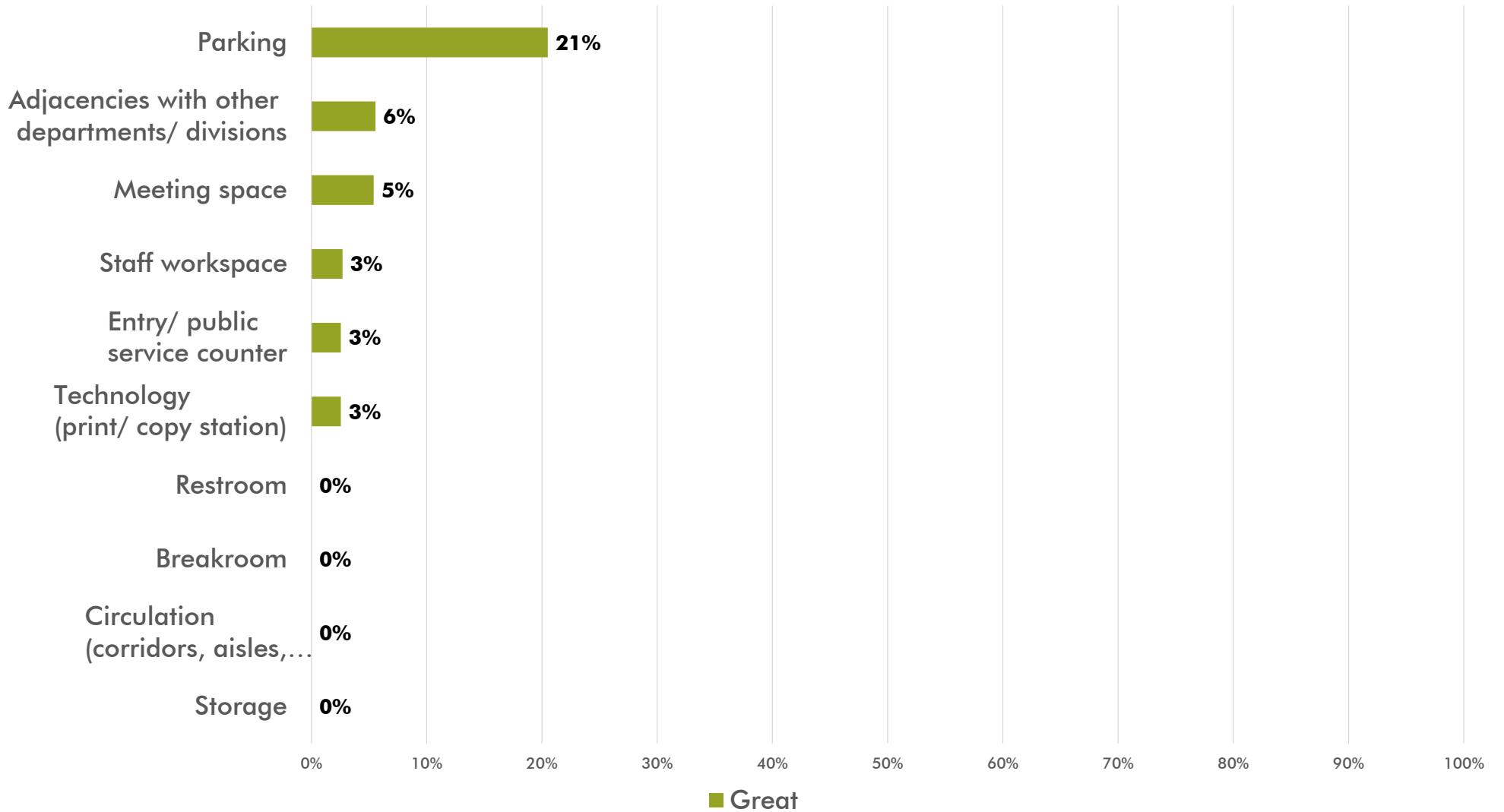
**68%** describe their workspace as outdated



# STAFF SURVEY SUMMARY



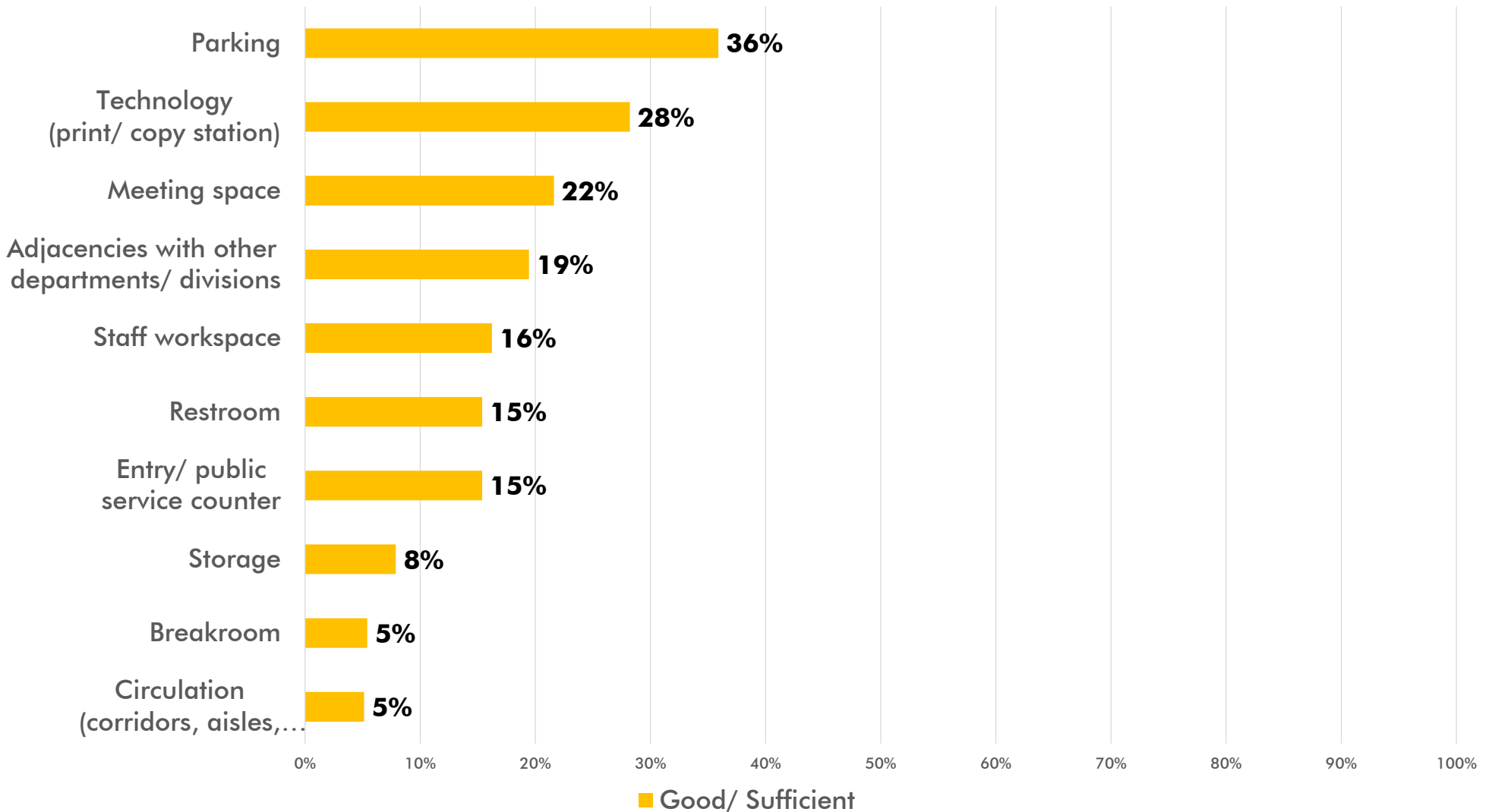
Please indicate the condition of each area within City Hall as applicable: **Great**



# STAFF SURVEY SUMMARY



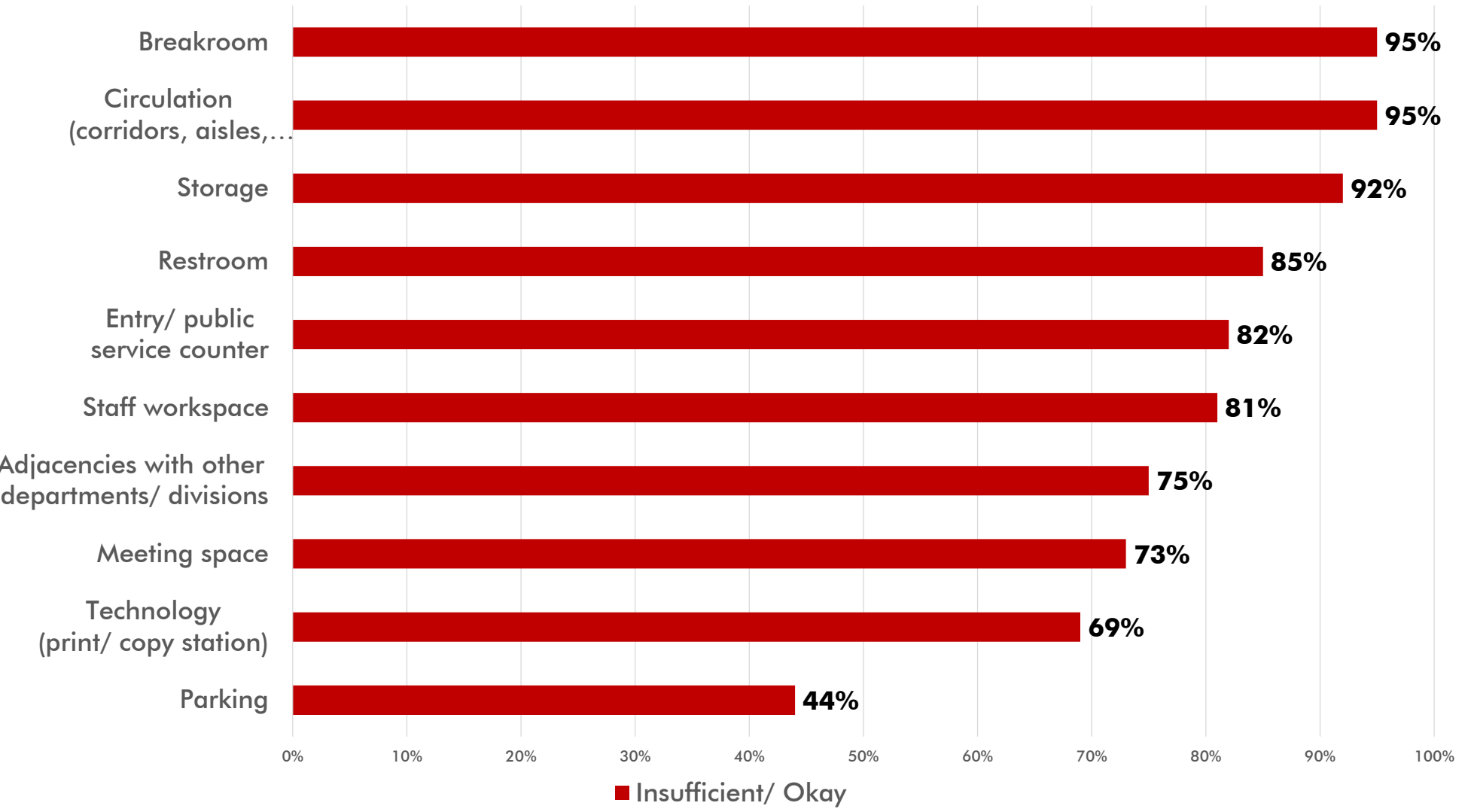
Please indicate the condition of each area within City Hall as applicable: **Good/ Sufficient**



# STAFF SURVEY SUMMARY



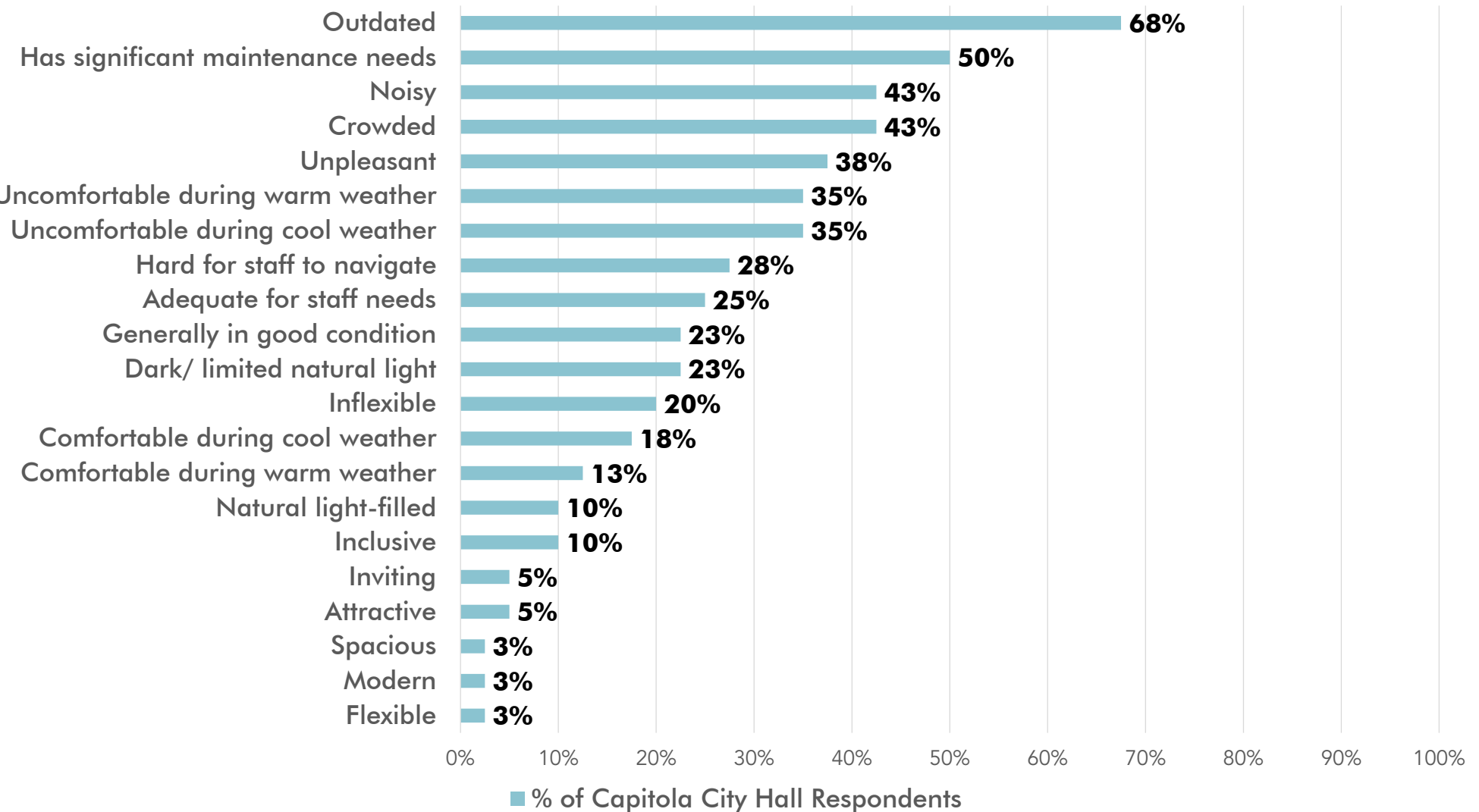
Please indicate the condition of each area within City Hall as applicable: **Insufficient/ Okay**



# STAFF SURVEY SUMMARY



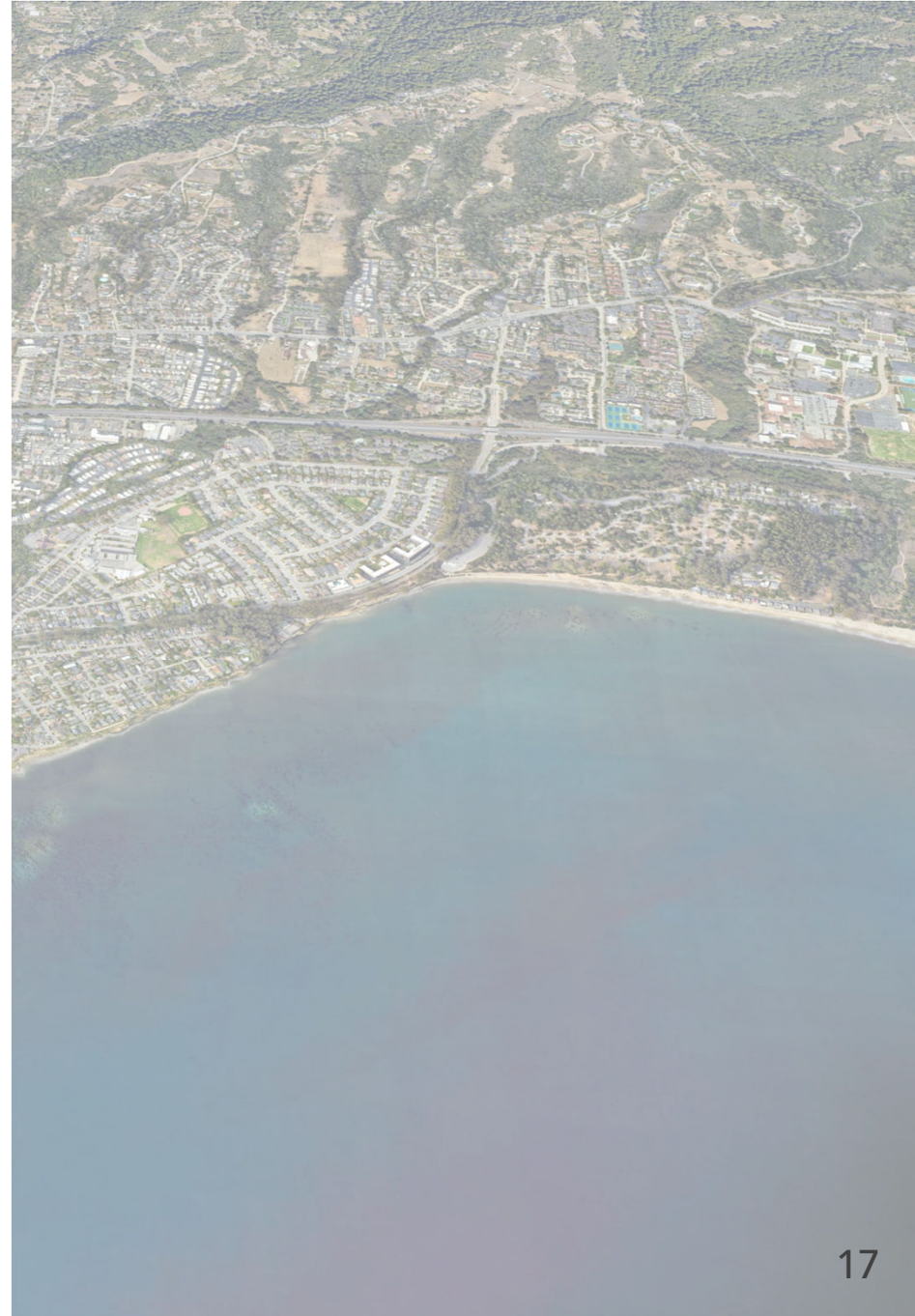
## How would you describe your current workspace?





# AGENDA

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# INDUSTRY PLANNING STANDARDS



## Police:

- Work in shifts
- Share desks
- High amount of field work
- Few private offices

## City Hall:

- Limited desk sharing and remote work potential
- Traditional mix of open workstation and private offices

- The average office space per employee was as high as 225-325 SF/person at the beginning of the 21<sup>st</sup> Century, due to the amount of physical paper storage at the desk and size of technology.
- The amount has decrease to a range of 150-175 SF/person with the reliance of digital filing and smaller more mobile technology.
- It is predicted that square foot per person will hold and perhaps slightly reduce to 125-175 SF/person with the increase of remote work capability.

50      100      150      200      250      300      350      400      450      500

### HIGH DENSITY

Majority open seating with shared desks and few private offices.

### AVERAGE DENSITY

Mix of open cube or desk space and private offices.

### LOW DENSITY

Majority of the space consists of large private offices.

# CITY HALL STAFF & SPACE NEEDS



## CAPITOLA CITY HALL

### BUILDING PROGRAM

Space	CURRENT STAFF				CURRENT SPACE	
	City Hall		Other Locations		SF	SF/person
	FTE	Part Time	FTE	Part Time		
<b>CITY HALL TOTAL</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>0.5</b>	<b>7777</b>	<b>111</b>



# POLICE STAFF & SPACE NEEDS



## CAPITOLA CITY HALL

### BUILDING PROGRAM

Space	CURRENT STAFF				CURRENT SPACE	
	City Hall		Other Locations		SF	SF/person
	FTE	Part Time	FTE	Part Time		
<b>POLICE SUBTOTAL</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4553</b>	<b>64</b>





# BEST PRACTICES FOR WORKPLACES



**COLLABORATIVE  
WORKPLACE**



**LOCKER ROOM**



**GROUP CONFERENCE**



**COMMUNITY SPACE**



**THE HUB (BREAK ROOM)**



**LOBBY**



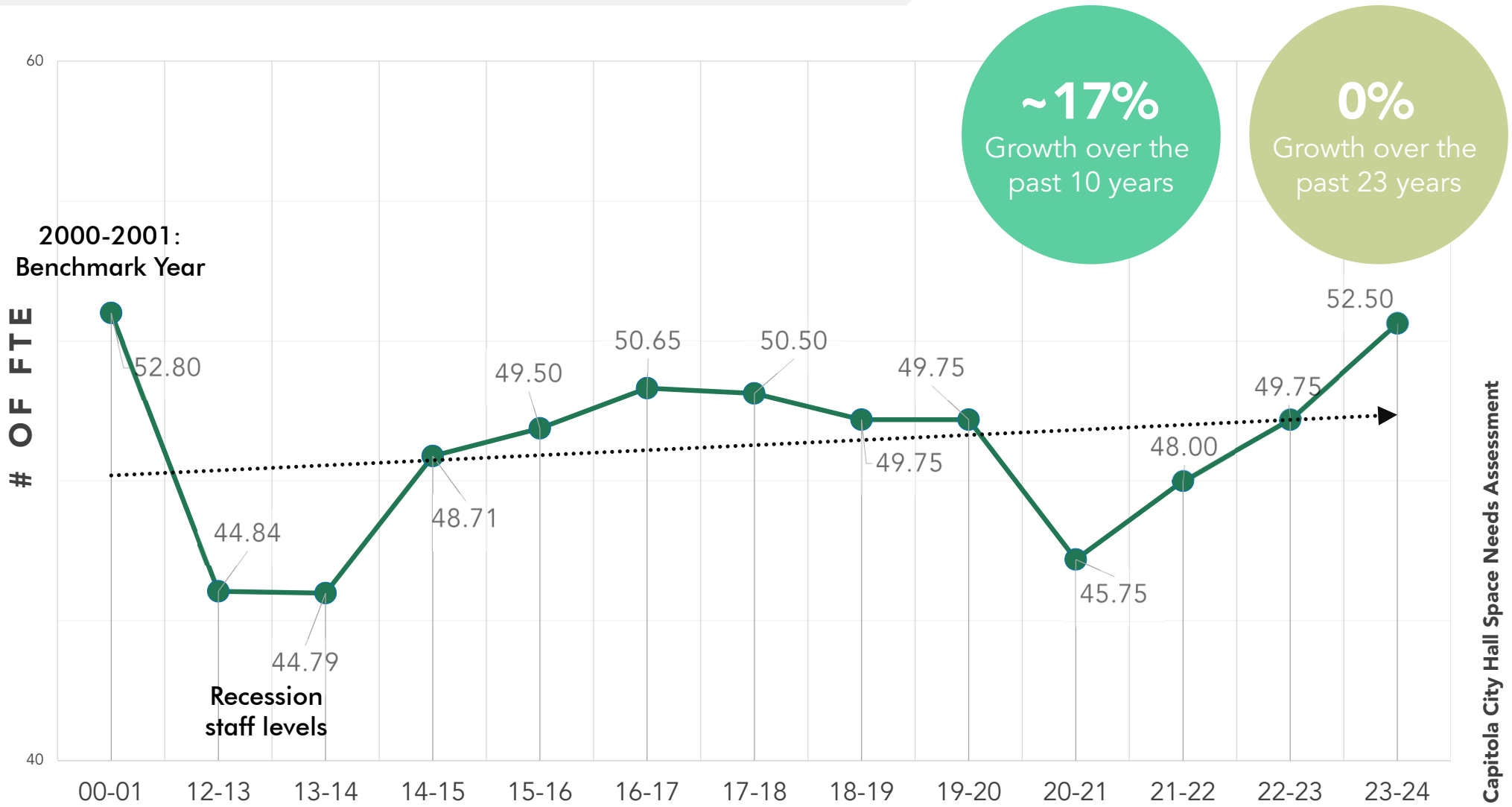
**SMALL FOOTPRINT**



**WORKPLACE MOBILITY**

# METRICS

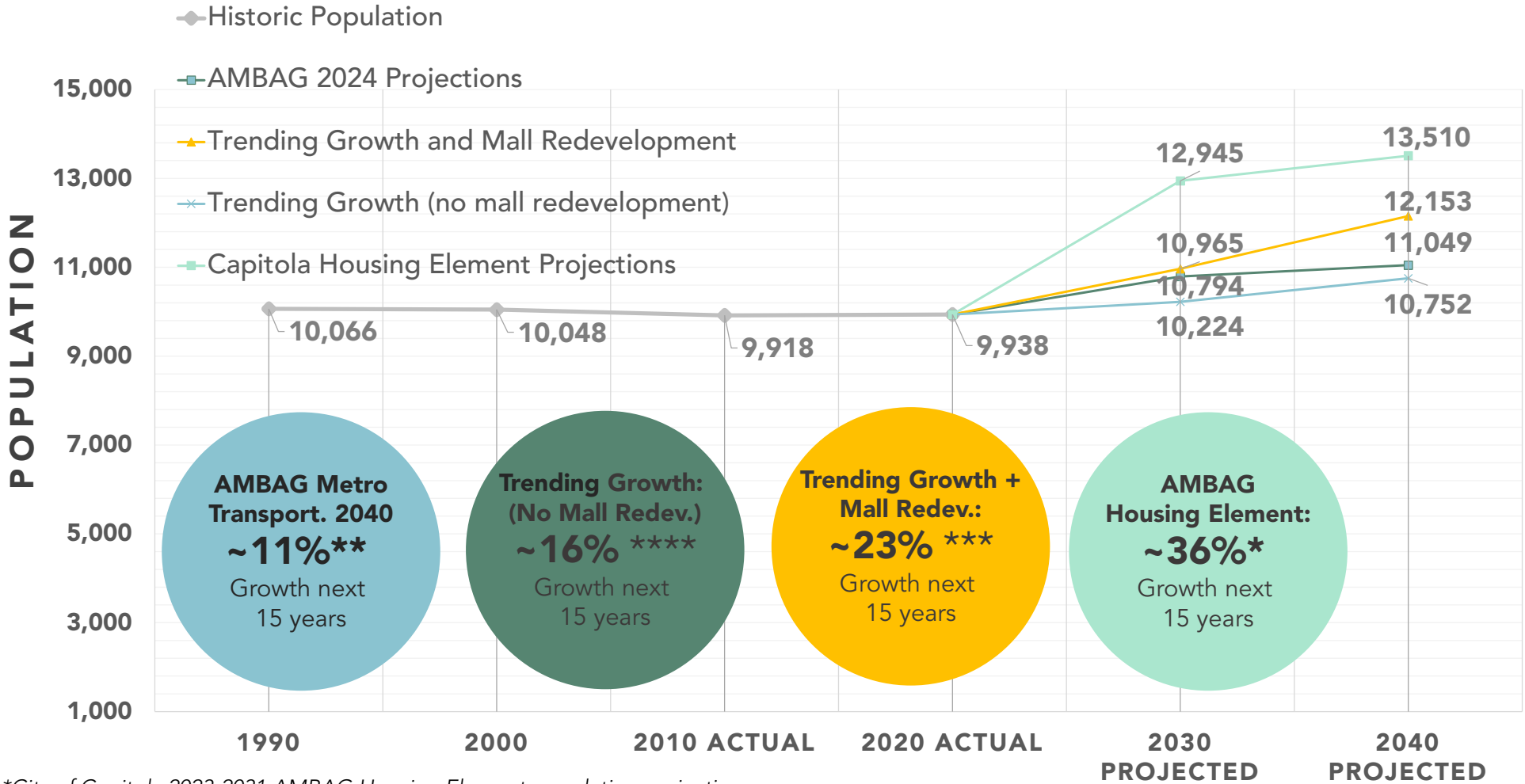
## CITY HALL FTE STAFF



\*Projection represents early preliminary projection and is subject to significant volatility.

# METRICS

## CAPITOLA POPULATION



\*City of Capitola 2023-2031 AMBAG Housing Element population projections

\*\*AMBAG Metropolitan Transportation Plan population projections.

\*\*\*City calculations based on trending growth plus mall redevelopment:  
 2030: 467 new units X 2.2 people per unit = +1,027 people  
 2040: 540 new units X 2.2 people per unit = +1,188 people

\*\*\*\* City calculation based on trending growth with no mall redevelopment:  
 2030: 130 new units X 2.2 people per unit = +286 people  
 2040: 240 new units X 2.2 people per unit = +528 people



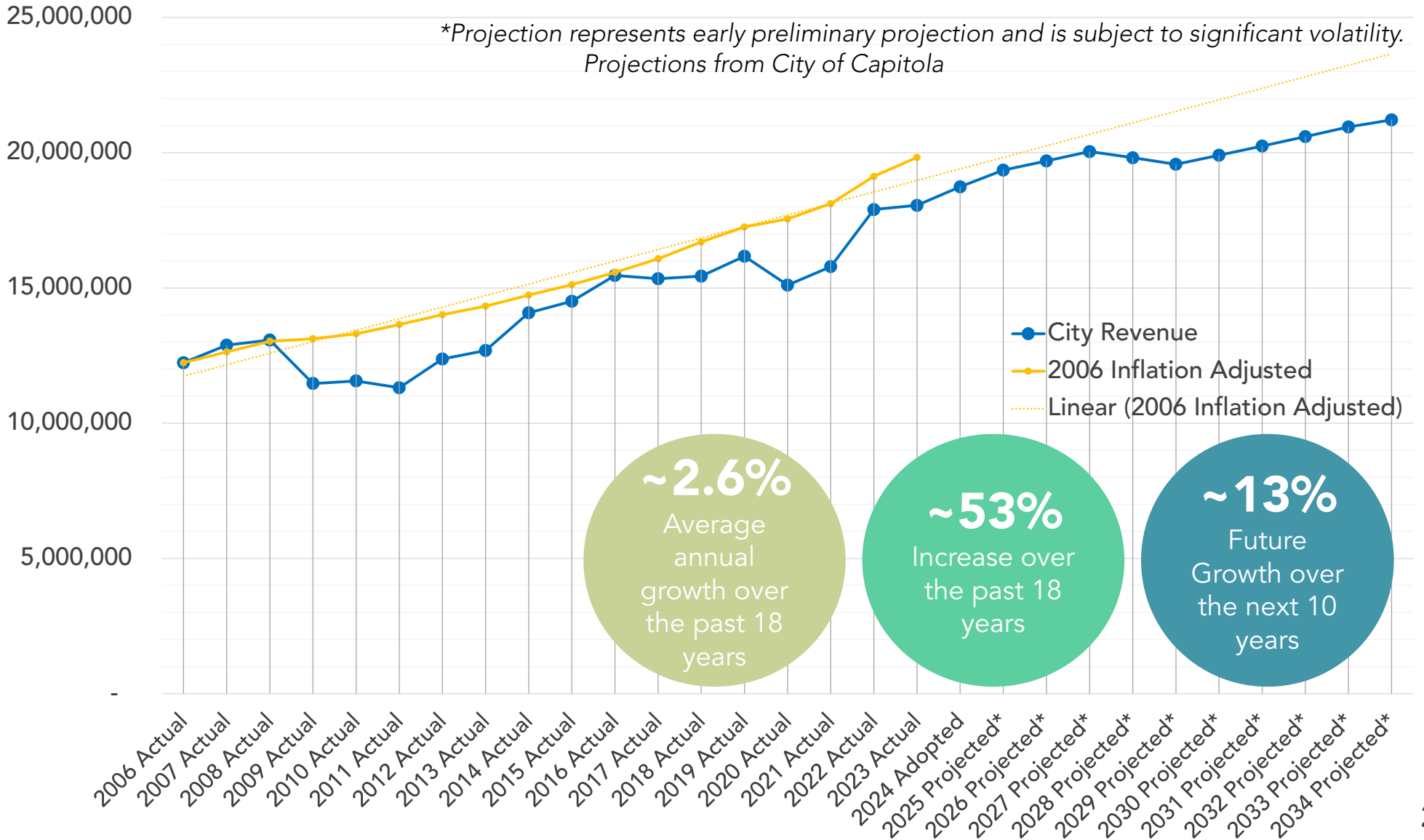
# METRICS

## REVENUE/GENERAL FUND



*\*Projection represents early preliminary projection and is subject to significant volatility.  
Projections from City of Capitola*

DOLLARS



**~2.6%**  
Average annual growth over the past 18 years

**~53%**  
Increase over the past 18 years

**~13%**  
Future Growth over the next 10 years

# DRAFT SPACE NEEDS – CITY HALL



Growth	Community Space & Council Chambers	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL CITY HALL SPACE NEEDS
Existing	2,400 SF	2,340 SF (at 111 SF/Staff)	3,060 SF	7,800 SF
Right Sized	2,500 SF*	3,150 SF (at 150 SF/Staff)	3,150 SF*	8,800 SF
10% Growth	2,600 SF	3,450 SF	3,450 SF	9,500 SF
15% Growth	2,700 SF	3,600 SF	3,600 SF	9,900 SF
20% Growth	2,800 SF	3,750 SF	3,750 SF	10,300 SF

TARGET

\* Improve efficiency with a more flexible layout to accommodate a higher occupancy in lobby, meeting rooms and amenities

# DRAFT SPACE NEEDS - POLICE



Growth	Community Space	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL POLICE SPACE NEEDS
Existing	0 SF	2,040 SF (at 64 SF/Staff)	2,520 SF	4,560 SF
Right Sized	0 SF	3,200 SF (at 100 SF/ Staff)	3,200 SF*	6,400 SF
10% Growth	0 SF	3,500 SF	3,500 SF	7,000 SF
15% Growth	0 SF	3,650 SF	3,650 SF	7,300 SF
20% Growth	0 SF	3,800 SF	3,800 SF	7,600 SF

TARGET

\* Additional space for lobby, meeting rooms, break room and locker rooms.



# DRAFT SPACE NEEDS - TOTAL

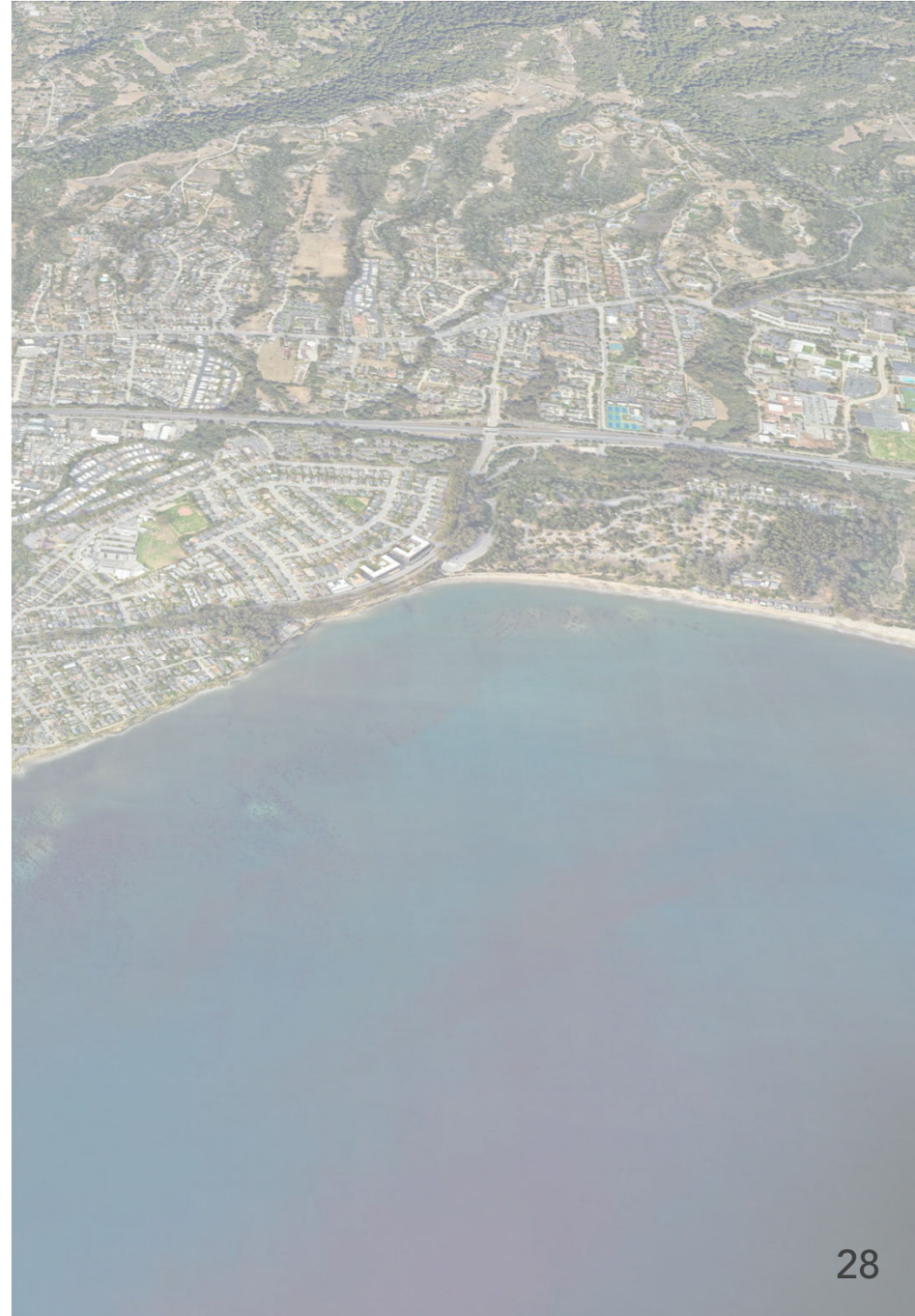


Growth	Community Space & Council Chambers	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL CITY HALL + POLICE SPACE NEEDS
Existing	2,400 SF	4,380 SF	5,580 SF	<b>12,360 SF</b>
Right Size	2,500 SF	6,350 SF	6,350 SF	<b>15,200 SF</b>
<b>10% Growth</b>	2,600 SF	6,950 SF	6,950 SF	<b>16,500 SF</b>
<b>15% Growth</b>	2,700 SF	7,250 SF	7,250 SF	<b>17,200 SF</b>
<b>20% Growth</b>	2,800 SF	7,550 SF	7,550 SF	<b>17,900 SF</b>

TARGET

# AGENDA

1. Project Schedule
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# KEY POINTS

## BUILDING CONDITIONS

- City Hall and Police Stations are built in a flood plain.
- Staff survey results show inadequacy with the City Hall staff workspaces; examples include lack of space, poor building conditions, and inadequate space to assist the public with daily requests.
- Based on the existing conditions report, the building is nearing its end of life and plans should be made for either an extensive full building renovation or new construction.





# KEY POINTS

## SPACE STANDARDS

- City Hall should feature a modern community space and Council Chambers to meet community needs.
- To enhance the customer service experience for the community at City Hall and the Police Station, it is recommended that the lobby areas are improved.
- Existing conditions do not meet accepted industry standards relative to current staff levels.
  - City Hall - 1,000 sf below industry standards
  - Police Department 1,840 sf under industry standard
- Current facilities do not provide the right balance of meeting rooms and amenities for City and Police staff.



## KEY POINTS

### PROJECTIONS

- City Hall FTE history shows that current staffing numbers have reached pre-recession levels, the City Hall space is currently at capacity.
- Capitola's population projections range from 11% to 36% growth in the next 20 years based on 4 development models.
- Best practice would be to plan for future growth to accommodate changes in staff, services, and operations.
- Combined City Hall and Police Station would range from 16,500 to 17,900 SF.



## NEXT STEPS



Upon adoption of this report, the City of Capitola should...

- **Identify future goals and vision** for the Capitola City Hall and Police Station through community engagement.
- **Create scenarios** to meet space planning needs; future growth projections; and vision and goals through either a:
  - Major renovation and addition of the existing City Hall and Police Station
  - New City Hall and Police Station, either on the existing or another City-owned site.
- **Establish conceptual budget** for scenarios.
- **Engage community** to gather feedback on proposed scenarios.
- **Identify preferred scenario** for a proposed City Hall and Police Station.



An aerial photograph of a coastal town, showing a dense residential area with a grid-like street pattern, surrounded by green hills and a blue ocean. A dark, semi-transparent rectangular overlay covers the central portion of the image, serving as a background for the text and logo.

THANK YOU!

