

Capitola City Council

Agenda Report



Meeting: April 25, 2024

From: Community Development Department

Subject: City Hall Needs Assessment

Recommended Action: Receive presentation from Group 4 Architecture on the findings of Phase 1 of the City Hall Needs Assessment and Alternatives Analysis.

Background: Capitola's City Hall and Police Station are located at 420 and 421 Capitola Avenue, respectively. The greater City Hall site includes the Capitola History Museum, City Hall, Police Station, Police storage facility, and the adjacent Upper and Lower Village parking lots. The entire site is approximately seven acres. City Hall and the Police Station were expanded into the current configuration in 1976 and are nearing a stage where they will require significant investment to maintain current functionality.

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 due to a culvert failure at the east end of the Lower Village parking lot near Monterey Avenue.

In 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 City-owned parking lots. The study addressed potential redevelopment alternatives, market analysis at the time for possible alternative uses, alternative sites for the location of City Hall, and future ownership alternatives for the site. At the time, there was some concern the study had been developed without a high level of public input. The current study 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 FY 2022-23 Budget and Goal Setting Workshop held on March 1, 2022, the City Council designated \$50,000 to study long-term City Hall options. On September 14, 2023, the City Council authorized a contract in the amount of \$49,950 with Group 4 Architecture for Phase 1 of the City Hall Needs Assessment and Alternatives Analysis.

Discussion: The project is comprised of two phases with separate deliverables. The first phase is the City Hall Site Needs Assessment which includes an existing conditions report, an analysis of existing operations, a staff survey, 20-year population projections, and identified needs. The existing conditions report for the site was completed by City staff with an overview of the existing site and structures, a visual assessment of the buildings, and an evaluation of the environmental constraints and hazards. Group 4 Architecture completed the rest of the assessment, including two surveys, the evaluation of the space relative to industry standards, twenty-year population projections, and identifying existing and future needs.

Group 4 Architecture will present the findings of the City Hall Needs Assessment during the April 25, 2024, meeting. The assessment concluded the following:

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 overall 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.

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, Group 4 Architects recommends that the lobby areas are improved.
- The existing offices do not meet accepted industry standards relative to current and historic staff levels.
 - City Hall - 1,000 sf below industry standards
 - Police Department 1,840 sf below industry standard
- Current facilities do not provide the right balance of meeting rooms and amenities for City and Police staff.

Projections

- City Hall FTE history shows that current staffing numbers have reached pre-recession levels, the City Hall space is currently at capacity.
- Growth projections for Capitola range from 11% to 36% over the next 20 years based on four different development scenarios.
- Best practice would be to plan for future growth to accommodate changes in staff, services, and operations.
- Based on current space standards, and limited projected growth, a combined City Hall and Police Station would range from 16,500 to 17,900 SF.

The next phase of the project would involve identifying goals for the future of City Hall through a robust public outreach process, including a community meeting, City Council meetings, and stakeholder meetings. Following the establishment of goals, the consultant would draft alternatives for the future of City Hall that align with the identified goals. A final report would provide the City Council with recommendations regarding various alternatives.

During the Goal Setting session in March 2024, City Council deferred Phase II of this study due to other high-priority needs.

Fiscal Impact: The estimated cost for Phase 2 is \$67,150 which is currently unfunded.

Attachments:

1. City Hall Needs Assessment Findings

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Approved By: Jamie Goldstein, City Manager