

Capitola City Council

Agenda Report



Meeting: September 14, 2023

From: Community Development Department

Subject: City Hall Needs Assessment and Alternatives Analysis

Recommended Action: Authorize the City Manager to execute a Professional Services Agreement with Group 4 Architecture for Phase 1 of the City Hall Sites Needs Assessment and Alternatives Analysis Report in the amount of \$49,950.

Background: Capitola's City Hall and Police Station are located at the gateway to the Capitola Village at 420 and 421 Capitola Avenue, respectively. 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 current staffing levels 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. During the FY 2022-23 Budget and Goal Setting Workshop held on March 1st, the City Council designated \$50,000 to study long-term City Hall options.

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 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 the location of City Hall functions, 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 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.

On May 11, 2023, the City Council authorized staff to issue a Request for Proposals (RFP) for a City Hall Needs Assessment and Alternatives Analysis Report. The RFP was published on May 15, 2023, for two months. Four architectural firms submitted proposals. Group 4 Architecture was selected by staff due to their prior experience, competitive pricing, and understanding of scope. Group 4 Architecture has experience with feasibility studies for many jurisdictions throughout the Bay Area.

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

Phase one includes the 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 to proceed with phase two. Phase two involves identifying goals for the future of 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; and
3. Alternatives Analysis Report.

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

- August 2023: City Council approval of Consultant Contract
- December 2023: Complete phase one City Hall Site Needs Assessment
- January 2024: Presentation to City Council

The second phase will be completed within nine months of the City Council's 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. Group 4 Architects proposal included \$49,950 for Phase One and \$66,138 for Phase Two. If the City Council decides to move forward with Phase Two, a budget amendment will be necessary.

Attachments:

1. Professional Services Agreement

Report Prepared By: Katie Herlihy, Community Development Director

Reviewed By: Julia Moss, City Clerk

Approved By: Jamie Goldstein, City Manager