

CITY OF NAPA CITY COUNCIL
AGENDA REPORT

CONSENT CALENDAR
AGENDA ITEM 4.I.
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Julie Lucido, Senior Civil Engineer

Subject: Budget Appropriation for Evaluation Study of City Hall Consolidation Alternatives

ISSUE STATEMENT:

Adopt a resolution authorizing a budget appropriation in the amount of \$120,000 from the CIP Building Reserve Account to the General Fund non-recurring account (49320) for an evaluation study of City Hall consolidation alternatives.

DISCUSSION:

The City has completed several studies over the past decade to examine the feasibility of consolidating City facilities. A comprehensive evaluation of alternatives tiering off previous studies is the required next step in order to determine current costs and opportunities, options for phasing, and potential financing strategies available.

Currently, the City's administrative staff is scattered among seven separate office buildings in the downtown area. The City owns five of these buildings while two are leased spaces. The City spends approximately \$200,000 per year on leases for office space. The Parks and Recreation Services Department will also be required to relocate when the Flood Project's Bypass construction contract begins, creating an additional need for space.

The current facilities do not fully support the operational needs of the departments and the buildings are inefficient to operate and maintain due to their age and separation. Some of the operational deficiencies include:

- Public access is confusing or difficult to obtain City services; due to the number of locations of administrative staff, the customer can be confused and may be required to go to multiple locations for service.
- Redundancy of support spaces exists due to separation of offices; these include restrooms, reception areas, break rooms, storage and conference rooms.
- Expansion is needed; several departments have outgrown the available office space resulting in overcrowding and reduced productivity.

-- Uneven standards exist; many of the structures were modified to offices from other uses which has led to less effective work areas, inefficient use of space, and non-standard furniture systems.

-- Service areas are inappropriate, lacking or redundant; in some buildings the space dedicated to document storage is subject to flooding or other water damage and some janitorial/maintenance spaces are either redundant or lacking.

-- Sustainability objectives could be better obtained; well-planned consolidated facilities could reduce operation and maintenance costs, reduce Green House Gas emissions, and be a catalyst for downtown housing and private reinvestment on existing City properties or adjacent sites.

The proposed evaluation of consolidation alternatives will address operational deficiencies and tie-in the recent facility study for Police and Fire Administration that conducted an operational needs assessment and prepared recommended facility program requirements. The upcoming evaluation will recommend the most favorable locations for safety and non-safety consolidated facilities in order to best leverage City property assets and create the greatest economic impacts by potentially making some of the City's downtown properties available for redevelopment.

The consultant previously hired to prepare the feasibility analysis of the joint City/County facilities, Jones Lang LaSalle (JLL), has studied the City's operations and downtown facilities, has the specific experience, and is capable of preparing the consolidation evaluation efficiently for the City. Authorization of the requested appropriation will fund a professional services agreement with JLL to prepare a consolidated facilities alternative evaluation and make recommendations on actions to proceed. JLL will also provide brokerage services to the City for property acquisition, if necessary, for the preferred alternative under a separate contract.

FINANCIAL IMPACTS:

The Recommended Action will appropriate funds in the amount of \$120,000 from the CIP Building Reserve Account (30199-62301-CIPBLDGRSV-62301) to the General Fund non-recurring account (49320-61301-49320-53201). As of April 30, 2013, approximately \$2.7 million was available in the Capital Reserve for funding of future activities. Approval of the pending action will reduce this balance to \$2.58 million.

CEQA:

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

1. Attachment 1: Resolution authorizing budget appropriation

NOTIFICATION:

None.

RECOMMENDED ACTION:

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution authorizing a budget appropriation for an evaluation study of City Hall consolidation alternatives.