



CITY COUNCIL Staff Report

Meeting Date: September 17, 2019

To: Mayor and City Council

From: Scott Chadwick, City Manager

Staff Contact: Curtis M. Jackson, Real Estate Manager
curtis.jackson@carlsbadca.gov or 760-434-2836

Subject: Scoping and Space Planning Analysis Report and Site Evaluation Criteria Report for a new city hall.

Recommended Action

Adopt a Resolution accepting the Scoping and Space Planning Analysis Report and Site Evaluation Criteria Report for a new city hall.

Executive Summary

On January 23, 2018, the City Council approved an agreement with MIG, Inc. as the consultant to provide a scoping and space planning analysis for a new city hall. The scope of the agreement called for three deliverables, including a Scoping and Space Planning Analysis Report, a Site Evaluation Criteria Report, and a final Written Report which will include staff's best professional recommendation for a new city hall and civic center location. The purpose of this staff report is to present the first two deliverables, the Scoping and Space Planning Analysis Report and the Site Evaluation Criteria Report for City Council review and acceptance.

Discussion

In January 2016 and February 2017, the City Council conducted goal setting workshops where the City Council established a goal expressing their desire to have a majority of the city's administrative workforce, elected officials, and city council chamber in one location. The city owns and has identified four properties that could be selected as the location for a new city hall, as an integral component of a larger civic center campus: the existing city hall location, the Pine Avenue Community Park/Senior Center, the Farmer's property, and the Faraday Center.

On September 19, 2017, the City Council authorized the issuance of a Request for Proposals (RFP) to identify a consultant to conduct a city hall scoping and space planning analysis (Resolution No. 2017-188). In response to the RFP, on January 23, 2018, the City Council selected and approved an agreement with MIG, Inc. as the consultant for the project (Resolution No. 2018-007). The scope of the agreement called for three deliverables, including a Scoping and Space Planning Analysis Report (Deliverable 1), Site Evaluation Criteria Report (Deliverable 2), and a final Written Report which will include staff's best professional recommendation for a new city hall and civic center location (Deliverable 3). The Scoping and Space Planning Analysis Report and Site Evaluation Criteria Report are now before the City Council for consideration.

Public Engagement and Outreach

MIG, with the assistance of a city staff team and city public outreach consultants (The Participation Company), conducted outreach and engaged with key stakeholders in formulating a plan for public input on a new city hall located on a site that could accommodate a new civic center. The outreach plan included two community workshops which presented a general introduction to the city hall site selection process, project background, including a short video about the project and the need for a new city hall, a discussion about community values, and a placemaking and city hall criteria discussion. Further, the city released a direct mailer to frequent users of the Faraday Center public counter, released a survey to frequent users of the City Council Chamber, and provided a link to an online survey on the city's website with questions related to a new city hall and civic center. Approximately 200 people participated in the community workshops and approximately 1,000 responses were received to the direct mailer and two surveys, providing a wide range of input to help inform the project scoping and site criteria.

Scoping and Space Planning Analysis

MIG, with the assistance of sub-consultant ID Studios, Inc. and the city staff team, conducted a thorough analysis of the existing city facilities, current and projected staffing and office space needs, current industry best practices for commercial office space, organizational structure and objectives, public use and ease of access to city administrative facilities, parking, surrounding land use compatibility issues, maintenance, and a variety of other factors. The conclusions in the Scoping and Space Planning Analysis Report (Attachment A to Exhibit 1) represent an informed estimate of the amount of building square footage needed, which will be used in evaluating the selection of a city hall location and the planning and development of a new city hall located on a site that can accommodate a new civic center.

Currently, the square footage for the existing City Hall and the Faraday Center totals 111,500 square feet and the 2018 staff count totals 278 people. The Scoping and Space Planning Analysis Report provides an overall estimate of the square footage and workforce projections to the year 2035. The overall building summary was calculated for a single building/single story scenario, and for a multi-story/multiple building scenario. The estimated square footage for a single building/single story scenario is 141,761 square feet, and the estimated square footage for a multi-story/multi-building scenario is 184,289 square feet. Staff projections for 2035 are estimated at 333 people.

Site Evaluation Criteria

Based on the information gathered from the public engagement and outreach and internal meetings with the city staff team, MIG created a draft Site Evaluation Criteria matrix to help ascertain which factors were most important to residents and city staff alike in selecting a new city hall location including: proximity to other city facilities, surrounding land uses, site flexibility, ease of access, public transportation, curb appeal, parking, constructability, and funding sources. MIG and the city staff team reviewed the draft matrix in depth and revised the Site Evaluation Criteria, with a goal of clarifying and identifying the most important and relevant Site Evaluation Criteria factors. The final recommended Site Evaluation Criteria are organized into six major categories: Location, Transportation and Utilities, Site Character, Size and Configuration, Constructability, and Funding Sources/Opportunity Costs. In the next phase of

public outreach leading towards a new city hall location recommendation, the Site Evaluation Criteria will be one tool used to evaluate the four potential city hall locations. The full Site Evaluation Criteria Report is attached to this staff report (Attachment B to Exhibit 1).

Fiscal Analysis

There is no fiscal impact associated with this staff report. Funds for this work effort were previously appropriated from Community Facilities District No. 1.

Next Steps

Following City Council acceptance of the Scoping and Space Planning Analysis Report and the Site Evaluation Criteria Report, the project team will utilize these reports and again seek community feedback and input on conceptual site plans, to include a new city hall and a greater civic center, for each of the four potential sites. The conceptual site plans will be presented to the community by early 2020. This will be done through a similar process as the earlier community engagement, to include a community workshop and an online component. Community feedback, the results of applying the Site Evaluation Criteria to each site, and the conceptual site plans will then be presented to the City Council for consideration in early 2020. This work effort will be compiled into a Final Written Report which will include staff's best professional recommendation for the location of a new city hall and civic center. At that time, the City Council will have the option of choosing a city hall and civic center location or providing additional direction to city staff.

Environmental Evaluation (CEQA)

Pursuant to Public Resources Code Section 21065, receipt of this update does not constitute a "project" within the meaning of CEQA in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing at least 72 hours prior to the meeting date and time.

Exhibits

1. City Council Resolution