



Claremont City Council

Agenda Report

File #: 2602

Item No: 5.

TO: TARA SCHULTZ, CITY MANAGER
FROM: COLIN TUDOR, ASSISTANT CITY MANAGER
DATE: OCTOBER 23, 2018

Reviewed by:
City Manager: TS
Finance Director: AP

SUBJECT:

AUTHORIZATION TO AMEND THE AGREEMENT WITH IDS GROUP TO EVALUATE THE RETROFITTING, REUSE, AND EXPANSION OF THE CURRENT POLICE STATION AND CITY YARD ADMINISTRATION BUILDING

SUMMARY

Following the failure of Measure SC and the formation of the Police Station Citizens' Advisory Committee (PSCAC), staff secured the services of IDS Group to reexamine the state of the current Police Station building and further explore the needs to retrofit and/or reuse the existing structure. IDS Group has identified needed improvements to the facility to maintain occupant safety. This facility work is anticipated to cost between \$200,000 and \$400,000.

While performing their analysis, the team from IDS Group came up with a concept that could potentially allow for a new structure to be built above and around the current station building. Police operations could move into the "new" portion of the building and then the existing structure could be retrofitted and reused. At this point in time, this idea is only a concept. While the IDS team believes this construction method should reduce the cost of the project, the full feasibility and cost savings can only be established with additional study. IDS Group has provided an estimate of \$15,000 to complete this additional study.

Also, during the public outreach and PSCAC process, the idea of reexamining the feasibility of repurposing and expanding the administration building at the City Yard (1616 Monte Vista Avenue) was repeatedly brought up. To explore all potential options, the City Yard site would need to be evaluated based on current space needs and operations assumptions. The City Yard site study option is also estimated at \$15,000.

RECOMMENDATION

Staff recommends that the City Council:

- A. Direct staff to begin a competitive Request for Proposals (RFP) process for occupant safety improvements at the existing Police Station, and bring back for City Council consideration a contract to complete the improvements (estimated cost \$200,000-\$400,000);
- B. Authorize the City Manager to amend the agreement with IDS Group to increase the compensation amount by \$30,000 for a total cost of \$43,345 to provide for additional analysis of the feasibility of retrofit, reuse and expansion of the existing Police Station, and repurposing and expanding the administration building at the City Yard; and
- C. Appropriate \$30,000 from the Operating and Environmental Emergency Reserve to cover the additional cost of the agreement with IDS Group.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- A. Take no action.
- B. Provide alternative direction to staff on how to move the Police Station project forward.

FINANCIAL REVIEW

The current contract with IDS Group is in the amount of \$13,345 for structural analysis. Staff recommends that the City Council authorize the City Manager to amend the agreement, increasing the compensation amount by \$30,000, for a total cost of \$43,345, to explore the potential of retrofitting and expansion of the current Police Station for feasibility and potential cost savings, and to evaluate the repurposing and expansion of the administration building at the City Yard.

The appropriation of \$30,000 from the Operating and Environmental Emergency Reserve will reduce its balance to \$5,514,043. This new balance would represent 21.0% of 2018-19 General Fund expenditures and transfers out. The City's Reserve Policy sets a minimum threshold of 25% of General Fund expenditures and transfers out for this reserve balance.

The staff cost to prepare this report and administer the contract is estimated at \$28,000 and is included in the operating budget of the Administrative Services Department and Police Department.

ANALYSIS

During the initial review of the Police Station it was determined that the facility is seismically deficient and does not meet current building codes or ADA (Americans with Disabilities Act) requirements. Following the defeat of Measure SC it was imperative that the City have both an environmental and structural review of the building to determine what needs to be done to ensure the safety of the employees working in the structure while it pursues the next options for the Police Station.

Staff enlisted the services of Ninyo and Moore, an environmental engineering firm, to look at any potential environmental issues inside and outside of the building that the City may need to address. The review showed a number of issues, such as asbestos, lead, mold and some potential issues under the site. Many of these items do not pose an immediate threat, but will need to be addressed if

disturbed in the future. Staff is preparing to address the mold found in two small areas within the building.

Staff also contracted with IDS Group to look at the structure to determine what needed to be done to address the previously identified seismic and ADA issues in the building, both on a long-term and short-term basis. IDS has prepared a list of items that should be addressed in the near term to ensure the safety of the Police Department staff. They also prepared a list of improvements that should be made if the Police Department is to remain in the structure for a longer period of time. These items would strengthen the building by reinforcing the connections between the walls and ceilings and bracing and supporting electrical and mechanical equipment. These, more extensive improvements, are not being recommended at this time.

Occupant Safety Improvements

IDS Group has identified improvements that need to be made to the facility for occupant safety. This work is anticipated to cost between \$200,000 and \$400,000. The identified improvements are as follows:

Minimal improvements can be implemented now to improve occupant safety:

- Independent support of lights and mechanical registers in suspended ceiling
- Anchorage of tall narrow furniture and contents
- Bracing of partitions with mounted equipment/millwork
- Installation of flexible gas line connection on mechanical equipment
- Repair of concrete spalls on building exterior roof overhang
- Additional ADA work (20% of the cost)

At this time, staff requests direction to prepare an RFP on cost and approach by contractors qualified to do this type of work. The proposals will be brought back to the City Council for review and appropriation once the actual costs are known.

Further Study of Expansion and Reuse of the Current Police Station and City Yard Administration Building

Existing Station

During the seismic evaluation of the building, IDS Group developed a concept that, if found to be feasible, could allow for the retrofitting, expansion and reuse of the current Police Station building. The consulting team believes this option should also be a less expensive option than building an entirely new structure. However, to determine feasibility, additional study of this option and how it accomplishes meeting the needs of the Police Department is required. This study is estimated to cost \$15,000.

City Yard Administration Building

During the public outreach and PSCAC process, the idea of reexamining the feasibility of repurposing and expanding the administration building at the City Yard was repeatedly brought up. To explore all potential options, the City Yard site would need to be evaluated based on current space needs and operations assumptions. The City Yard site study option is also estimated at \$15,000.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds the following:

Council Priorities - This item addresses the Public Safety and Financial Stability Council Priorities.

Sustainability Plan - This item does not directly relate to the goals of the Sustainability Plan.

Economic Sustainability Plan - This item relates to the Economic Sustainability Plan.

General Plan - This item addresses the following goals and objectives of the General Plan:

6-9.1: Provide effective and comprehensive policing services and enforce laws in an equitable way.

6-9.2: Provide a state-of-the-art Police Facility and up-to-date emergency communications technology for the Claremont Police Department.

6-10: Strive to maintain the highest level of emergency preparedness for natural and man-made disasters.

2018-19 Budget - This item addresses the following Work Plan Goals:

CP-1: Implement applicable items on the City Council Priority List.

CM-3: Ensure financial stability through long range financial planning.

GG-2: Involve interested citizens in the local government decision-making process.

PS-34: Continue analysis of replacing the Public Safety Facility.

Youth and Family Master Plan - This item does not relate to the objectives in the Youth and Family Master Plan.

CEQA REVIEW

This item (entering into a contract for additional analysis) is not subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and Section 15060(c)(3) (the activity is not a "project"). CEQA Section 15378(b)(2), (4), and (5) excludes "[c]ontinuing administrative ... activities," "government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment," and "[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment" from its definition of "project."

Even if this item were a "project," it would be exempt from CEQA review under the general rule set forth in Section 15061(b)(3) of the CEQA guidelines that the CEQA applies only to projects that have the potential for causing a significant effect on the environment. Amending a contract for consulting services will not, in and of itself, result in any physical changes to the environment. Therefore, no

additional environmental review is needed at this time.

COUNCIL COMMITTEE/COMMISSION REVIEW

On October 17, 2018, the Police Station Citizens Advisory Committee heard a presentation from the IDS team and recommended (on a vote of 11-1) the following:

- A. Direct staff to begin a competitive RFP process for occupant safety improvements and bring back a contract to the City Council to complete the improvements (estimated cost \$200,000-400,000);
- B. Appropriate \$15,000 from the Operating and Environmental Emergency Reserve for additional study of the reuse and expansion option at the current site; and
- C. Appropriate \$15,000 from the Operating and Environmental Emergency Reserve for additional study of the reuse and expansion of the administration building at the City Yard.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies are available at the City Hall public counter, the Youth Activity Center, the Alexander Hughes Community Center, and the City website.

Submitted and Prepared by:

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