



CITY COUNCIL AGENDA REPORT

MEETING DATE: APRIL 21, 2015

ITEM NUMBER: **NB-1**

SUBJECT: AUTHORIZATION OF CONSTRUCTION OF COMMUNITY MEETING ROOM AND OUTDOOR MEETING SPACE AND REMODEL EMPLOYEE LOUNGE AT CITY HALL

DATE: APRIL 14, 2015

FROM: CEO'S OFFICE

PRESENTATION BY: DANE BORA, VIDEO PRODUCTION COORDINATOR

FOR FURTHER INFORMATION CONTACT: DANE BORA AT (714) 754-5098

RECOMMENDATION:

Staff recommends the City Council:

- 1) Approve designating \$992,000 to convert City Hall's former print shop into a community meeting room with broadcasting capabilities; and direct City staff to issue a Notice Inviting Bids (NIB) for the conversion of the former print shop into a community meeting room.
- 2) Direct City staff to issue a Notice Inviting Bids (NIB) to remodel employee/community lounge.
- 3) Consider authorizing Request for Proposals (RFPs) for design, construction documents and bids for an outdoor meeting space on the south side of City Hall adjacent to the new community meeting room.

BACKGROUND:

On March 19, 2013, the City Council awarded, through a request for proposals (RFP) process, a professional services agreement to Costa Mesa-based Dougherty + Dougherty Architects to provide design services for the redesign of the Council Chambers, City Hall and police lobbies, the public portion of the City Clerk's Office and the closed City Hall print shop. The one-year professional services agreement was signed on April 25, 2013 for an amount not-to-exceed \$84,300.

On December 3, 2013, the City Council approved a \$1.6-million upgrade to the City's audio/visual and broadcasting equipment and instructed staff to also upgrade the audio/visual and broadcasting equipment in Conference Room 1A as part of the project.

On December 11, 2013, the City executed a no-cost change order that focused Dougherty + Dougherty's work on the increased level of design services needed in the Council Chambers for the approved \$1.6-million upgrade to the City's audio/visual and broadcasting equipment.

On June 17, 2014, the City Council approved the Fiscal Year 2014-15 budget that included \$180,000 for the upgrades to the audio/visual and broadcasting equipment in Conference Room 1A.

The total audio/visual and broadcasting equipment project is now budgeted for \$1.78 million. This project is ready to go to bid.

On June 25, 2014, the City Council increased the Dougherty + Dougherty's scope of professional services agreement to include design work associated with the conversion of the print shop to a community meeting room to provide more quality meeting space in anticipation of a new central library at the Neighborhood Community Center.

ANALYSIS:

The design work and construction documents for converting the former print shop into a community meeting room have been completed and are ready to go out to bid. The estimated cost of converting the space is \$992,000, which includes \$657,000 for construction, furnishings, and related American's with Disabilities Act (ADA) improvements; plus \$335,000 for the audio/visual and broadcasting systems.

The 1,625-square-foot space on the southeast corner of City Hall is spacious and centrally located in Costa Mesa, making it ideal for a community meeting room. Currently, City Hall has only one meeting room for the community: Conference Room 1A. Small and narrow, the converted office space that serves as Conference Room 1A isn't conducive to quality public interaction and cannot support crowds of more than 35.

The proposed community room would provide a far more suitable setting that would allow for live broadcast of public meetings, better public interaction during more informal public meetings, and a quality (and flexible) meeting space for the community. During business hours, the community meeting room would also serve as a valuable meeting space for both people doing business at City Hall and employees.

Significantly, the new community room would allow the Police Department's Emergency Operations Center (EOC) to be reserved for its intended use. Lack of Civic Center meeting spaces has led to the EOC being used often for non-public safety-related meetings. With technology upgrades to the EOC anticipated, it would be ideal for that meeting space to be used strictly by public safety personnel.

As part of the proposed community meeting room project, Dougherty + Dougherty also provided design work and construction documents to remodel the current employee lounge. This stark space—basically a small table, no chairs, two vending machines, a sink and microwave, is utilized little by employees or the general public during breaks in public meetings. At lunchtime, it's common to see employees eating lunch in their cars because of the condition of the employee break room. As designed, the new employee lounge would serve employees and the public with business at City Hall, especially those attending public meetings in the evening. The remodel would include adding an exterior door, creating one larger space out of the existing three rooms, and decorating the space in a casual and friendly coffeehouse style. The estimated cost of remodeling the lounge is \$75,000.

As design work progressed on the proposed community meeting room and employee lounge, staff and Dougherty + Dougherty began to consider an additional improvement to the common facilities on the ground floor at City Hall that would be of benefit to the community and City employees.

The project would be to convert the outdoor space adjacent to the former print shop on the south side of City Hall into an outdoor meeting space that could be a gathering spot for community groups, those with business at City Hall and City employees. The outdoor space would complement the proposed community room and could provide an attractive space where small breakout groups could meet during larger meetings or others could gather before or after meetings in the community room.

The outdoor space would benefit from five mature shade trees and consist of decorative concrete or pavers, benches, tables, chairs and landscaping. The outdoor community space would take advantage of Costa Mesa's pleasant year-round weather and create a popular spot to meet. It would also be popular with employees, many of whom spend their breaks and lunches in their cars in the parking lot because of a lack of other options at City Hall. Because City staff would be able to do much of the work on this project, the outdoor meeting space cost would be relatively inexpensive at an estimated \$135,000.

FISCAL REVIEW:

Community Meeting Room

It's estimated that the community meeting room would cost \$992,000, which includes construction, furnishing and installing audio/visual and broadcasting systems.

Employee/Community Lounge

It's estimated that the employee/community lounge would cost \$75,000, which includes construction and furnishing.

Outdoor Meeting Space

The outdoor meeting space's cost is estimated at \$135,000, which includes the design, construction and installation of furniture and other features. Much of the work could be done by the City's Public Services Department.

The total amount needed to fund all three projects is \$1,202,000. Staff recommends funding these projects with projected FY 2014-15 salary savings.

LEGAL REVIEW:

No legal review required.

CONCLUSION:

A community meeting room at City Hall would offer a large and centralized meeting space for City Council study sessions, City commissions and committees, those who do business at City Hall, nonprofits and those who normally meet at the Neighborhood Community Center. It would also allow the Police Department's Emergency Operations Center (EOC) to return to its original use.

An adjacent outdoor meeting space would complement the community meeting room and provide the public and employees with a park-like setting to meet.

A remodeled employee lounge would provide the employees and community members with a quality space to have coffee, eat, hold small informal meetings or relax.

DANE BORA

Video Production Coordinator

THOMAS R. HATCH

Chief Executive Officer

STEPHEN DUNIVENT

Interim Finance Director