



## **CITY OF MENIFEE**

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SUBJECT: City Facilities Development Update

MEETING DATE: October 19, 2022

TO: Mayor and City Council

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REVIEWED BY: Rochelle Clayton, Assistant City Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Receive and file a city facilities development update report.

### **DISCUSSION**

Since incorporation in 2008, the City of Meniffee has grown by 70 percent and is currently the fifth fastest growing city in California. Meniffee has a population of over 105,000 people and it is expected that number will increase to 150,000 residents within the next 24 years. To keep pace with the population growth and enhance municipal services in our community, the City established a Police Department in July 2020 and has significantly increased the number of personnel serving the community in all departments.

During the course of the last ten years, 81 percent of the City's capital budget, totaling over \$141 million, has been allocated to transportation related projects including streets, traffic signals, and street light improvements. While the City's transportation infrastructure remains an important part of the City's Capital Improvement Program (CIP), it is equally important for the City to begin to take a comprehensive look at the City's facility needs, making the long-term investments required to support City operations and services to residents well into the future. With the level of growth that is projected for the next two decades it is clear that the City's existing facilities are not adequate to meet the City's long-term needs. In addition to the operational space requirements, there is also a need to add more recreational facilities to serve the needs of Meniffee residents.

#### **Recreational Facilities**

The Parks Master Plan update is currently underway and will guide the City in determining the need for and placement of parks, trails, and recreational facilities. Community Services Department staff will present the plan for adoption by the Mayor and City Council in early 2023 after receiving input from the community through a series of stakeholder meetings, surveys, and commission and council workshops. As identified in the adopted five-year CIP, a Community

Center is planned for the 2.32 acres of land located on La Piedra Road, adjacent to the Menifee public library, that was transferred to the City from the County of Riverside this year (CIP 23-10). The design and amenities incorporated in the planned community center will be developed based upon the Parks Master Plan and available funding.

### **Fire Stations**

Fire Department staff are working to develop a fire services strategic plan that will establish a long-term strategy to support fire services. The strategic plan is scheduled for completion at the end of the calendar year. Once completed, this plan will assist the City in determining the need for and distribution of fire stations, personnel, and equipment required to support fire services based upon the City's population and demand for services. This could include a new fire station and/or expansion of existing fire stations. The construction of the new Fire Station No. 5, located in Quail Valley, is scheduled for completion by the end of December 2023 (CIP 21-04) and the expansion and interior improvements to Fire Station No. 68 including remodeling the existing dormitory areas and bathrooms to support additional personnel are scheduled for completion by January 2023 (CIP 21-03).

### **City Hall, Police Station, and Public Works Maintenance Operations Center**

The City owned Public Works Maintenance Operations Center (MOC) located on Bradley Road is not large enough to adequately support the operational needs of the City's fleet and public works operations and maintenance divisions. Furthermore, the City Hall and Police Department operations are currently located in leased space that is not sufficient to support each of these operational units based upon the City's growth projections. The City has a ten-year lease on the property housing City Hall operations located within the Haun Medical Campus that extends through March 14, 2029. There is a second lease for office space within the same complex that extends to May 2027 with an optional five-year extension. Together these two locations encompass close to 27,000 square feet of space at an average lease cost of just under \$900,000 annually. The City holds three leases on the properties housing the police department operations including two for the police headquarters located on Haun Road and the substation located on Bradley Road with varying lease terms. Collectively, these three facilities provide close to 20,000 square feet of space at an average cost of just over \$220,000 per year. As the City approaches the end of the term for the current lease agreements for each of these facilities, there is a need to find longer term solutions to support City operations and meet the service needs of our growing community.

The City currently owns property in multiple locations able to accommodate the construction of new permanent buildings needed to house City operations. The locations include the anticipated site of the future City Hall/Civic Center located on Town Center Drive and City Hall Drive and the property at Bradley Road and Cherry Hills Boulevard, adjacent to Fire Station 7, that could support the Police Station and Public Works MOC. As identified in the strategic plan, staff worked with an architectural firm this year to assess the current and future operational space needs for city hall, the police station, and the public works MOC (attached). These assessments provide an analysis of the maximum space requirements anticipated for each of these facilities based upon the City's growth projections for the next two decades, considered in relation to the size of the City owned properties capable of supporting the specified City services. This information was used to confirm that the projected size of each facility could be accommodated on the identified properties. It is important to note that these assessments were prepared as a starting point in the

facility development process. The ultimate size, layout, and design elements for each facility will be developed as the City moves closer to facility construction based upon established priorities and available resources identified through the creation of the five-year strategic plan and CIP budget.

The design and construction of the Civic Center parking lot located at Town Center Drive and City Hall Drive was included in the adopted capital improvement program budget (CIP 22-24) with project funding allocated in fiscal year 2021/2022. This parking lot will serve the future City Hall/Civic Center as well as Central Park and the future amphitheater (CIP 19-15). The design plan for the parking lot is 30 percent complete, with construction scheduled to begin in the spring of 2023.

### **Next Steps**

Each of the City's facility development projects will require significant investments in terms of human and financial capital. In August of this year, the City engaged a financial advisory firm (Urban Futures), to aid the City in evaluating available financing options and begin to develop a financing plan to support the City's public facility infrastructure needs. This comprehensive analysis will be shared with the Mayor and City Council in the coming year as the City embarks on the development of a long-term vision and five-year strategic plan in combination with the creation of the City's operating and CIP budgets. Given the cost and complexity of the City's facility development projects, careful consideration will need to be given to the timing of each project. The analysis prepared by the City's financial advisory firm will assist the Mayor and City Council in prioritizing projects in relation to current and future needs, considered in combination with available resources.

After reviewing other large scale facility development projects managed by other cities/counties during the course of the last 10-15 years and the challenges they have faced, staff have identified the importance of designating an owner's representative/program manager capable of managing complex facility development projects from beginning to end. Given the number of projects currently being managed by staff in the Public Works Engineering Division staff sees the need to engage a consultant to serve as the City's owner's representative to manage the largest of the facility projects under consideration at this time including the City Hall/Civic Center, Police Station, and Public Works MOC. It is important to have an experienced owner's representative in place early in the process to ensure that City has a qualified representative able to perform all requisite services related to managing each project through planning, design, financing, permitting, and construction and assist the City in formulating and implementing strategies on how best to deliver each project. Given the limited duration and complexity of each project, staff believes that the City would be best served by engaging a third-party firm(s) with experience in facility design and construction to manage each of the identified projects. To this end, a request for proposal (RFP) for qualified firms to serve as the City's owner's representative/program manager is scheduled for release in October of this year. After review of the proposals received, staff would bring forward an agreement with the top firm(s) selected to serve as the owner's representative for each of the identified projects for Mayor and City Council review and approval in early 2023.

### **STRATEGIC PLAN OBJECTIVE**

Accessible and Interconnected Community

**FISCAL IMPACT**

There is no fiscal impact associated with receiving this report.

**ATTACHMENTS**

1. City Hall Space Needs Assessment
2. Police Station and Public Works Maintenance Operations Center Space Needs Assessment