



**PUBLIC WORKS DEPARTMENT**

CITY HALL

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**CITY COUNCIL STAFF REPORT**

Meeting Date: November 5, 2018

Subject

Study Session regarding the Citywide Building Condition and Use Assessment.

Recommended Action

Accept a presentation on Citywide Building Condition and Use Assessment and provide staff with input prior to completion of the report.

Background and Discussion

The City annually expends over \$3 million on building maintenance services and products. Expenditures range from removal and replacement of systems, to increasing building efficiencies, to keeping the many roofs on City buildings from leaking. Some work is low cost annual preventative maintenance while other work is expensive replacement of systems that may last for decades.

Expensive replacements are anticipated to occur more and more due to a variety of contributing factors. These include:

- Many City buildings are over 30 years old and systems are either reaching or have already been extended past the end of their serviceable lives.
- Increased occupancy of buildings, due to staff and community program increases, are pushing systems beyond their original design.

Knowing that expensive system replacements are in the future, staff recommended and Council authorized on January 16, 2018 that a Citywide Building Condition and Use Assessment be completed. The purpose of this nearly 1-year long project is to determine the condition of all City owned buildings and to recommend and prioritize what maintenance, replacements, and improvements should be completed on a particular building given its age, present condition and current/future use.

The report considers future use of buildings by surveying City staff, department directors, the community, and coordinating with City master plans, projecting employee growth, and using industry space use standards for similar government operations.

Specific building improvements that will be recommended through this process will be prioritized over a 10-year period among all City buildings.

This assessment evaluated approximately 205,000 square feet of building area distributed among 51 City buildings. As different level of details and recommendations were needed, Cupertino City Hall was designated a top priority facility. The Senior Center, Sports Center, Quinlan Community Center and the Service Center were among several facilities designated as a primary facility. Other buildings were designated as secondary facilities. These designations are the result of how these buildings are utilized during an emergency event as well as how the buildings are used day to day by the public.

Staff and the consultant (The KPA Group) established a priority rating of building elements based upon health & safety, reliability & resiliency and by efficiency. Each element within these priorities is ranked numerically between "1" and "5". A rating of "1" indicates an element in critical condition. A rating of "5" indicates an element in excellent condition.

For purposes of this study session, City Hall is included in the Citywide Building Condition and Use Assessment. Due to the new ages of the Library and Community Hall, these buildings were not included in the project.

Individual building evaluations, depending on the selected buildings included but were not limited to:

- Site/Civil/Landscape
- Exterior envelope
- Roofing
- Structure
- Interior elements
- Mechanical, electric and plumbing Systems
- ADA compliance
- Space use efficiency

A review of previously completed seismic evaluations was done at City Hall due to its type of construction and de facto use as an Emergency Operation Center. Seismic elements were also reviewed for the remainder of the facilities evaluated in this study.

The estimated 10-year expenditures for evaluated buildings are being finalized. When completed, these expenditures will estimate the future costs that the City is likely to incur to resolve issues of building health and safety, building reliability and building resiliency.

Early calculations totaling approximately \$65 million of recommended expenditures may be required over the next 10 years for all City buildings. This estimate, depending on the year work is completed, will increase at the rate of construction inflation. Preliminary 10-year expenditures of several well used City buildings is shown below. These estimates do not include the replacement or expansion of a building. Estimates include a 50% allowance for soft costs, such as design and design contingencies.

|                                   | Expected 10- year Expenditures <sup>1</sup> |   |                          |                     |
|-----------------------------------|---|---|--------------------------|---------------------|
|                                   | Health & Safety<br>(Millions)               | Reliability &<br>Resiliency<br>(Millions) | Efficiency<br>(Millions) | Total<br>(Millions) |
| City Hall                         | \$3.75                                      | \$4.35                                    | \$4.95                   | \$13.05             |
| Quinlan<br>Community Center       | \$1.10                                      | \$1.25                                    | \$3.23                   | \$5.58              |
| Sports Center                     | \$1.42                                      | \$1.08                                    | \$.69                    | \$3.19              |
| Service Center<br>Admin. Building | \$.53                                       | \$1.67                                    | \$1.74                   | \$3.94              |
| Senior Center                     | \$.55                                       | \$.73                                     | \$.50                    | \$1.78              |
| Blackberry Farm <sup>2</sup>      | \$.85                                       | \$2.35                                    | \$1.00                   | \$4.20              |
| All Other Buildings               | \$10.19                                     | \$16.90                                   | \$6.47                   | \$33.55             |
|                                   |   |   | Total                    | \$65.29             |

<sup>1</sup> Expressed in 2018 dollars. Inflation escalator of 5% will be included in completed report.

<sup>2</sup> Retreat Center, Café, pump houses, lifeguard building, kiosk, trash storage and restrooms

The study session presentation will include an overview of existing building conditions documented by The KPA Group, feedback regarding various building efficiencies received from City staff and public survey results received from users of City Hall, Quinlan Community Center and the Senior Center. The remaining serviceable life of evaluated City buildings will be provided and recommendations will be made for buildings that should be expanded or replaced. For information, staff will present a lump sum budget amount to resolve all current Citywide building maintenance needs. Additionally, staff will provide a draft expenditure plan to complete all recommended improvements over the next 10 years. Sharing this information with the City Council and receiving comments and suggested direction on the overview and the expenditure plan are the purpose of the study session.

### Sustainability Impact

Buildings are designed and constructed to meet the program needs and technologies available at that time. This includes the size of the building and the amenities built into the building to accommodate programs. As time passes, the program needs of the community may grow and/or change. This can cause the original construction to become obsolete. Examples of these changes in the City include the additions of community programs and/or the additions of staff. Improvements in construction methods and equipment technology cause older buildings to also lag in efficiency. Retrofitting an older building to be more efficient, whether for increased energy efficiency or to employ the latest technologies can be costly.

As the City owns many different buildings for many different purposes, some buildings are impacted by time more than others. For ongoing sustainability, each building decision should consider both the needs of the community and the condition of the building. Accordingly, buildings that are determined to have a remaining long life and meet the needs of the community should continue to receive timely preventative maintenance. For these buildings, systems should be changed out as needed and more efficient systems should take their place.

Buildings that do not meet the needs of the community, but are serviceable, should continue to be maintained by having replacement systems sized for the potential of future expansion.

Finally, buildings that are identified for replacement within a few years should be maintained yet another way by receiving only the maintenance needed to keep the building safe, operational and keeping system replacements to a minimum.

### Fiscal Impact

The current FY 18/19 Operating Budget (420-99-063 900-905) includes \$1 million for Citywide Building Condition Implementation that may result from completion of the Citywide Building Condition and Use Assessment Project. The purpose of this allocation was to begin analysis of feasibility or design on one or several projects that will be recommended. No additional appropriations are being requested at this time. The FY 19/20 budget will have recommendations to improve buildings as detailed in the completed the Citywide Building Condition and Use Assessment Project.

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