AGENDA



City of Clyde Hill Council Study Session

Special Meeting Wednesday, August 15, 2018 - 6:00 PM Clyde Hill City Hall

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2. ROLL CALL

3. STUDY ITEMS

3 - 17 3.1. Facilities Master Plan - History

<u>History Memo 8-18</u> 2017 Presentation 8-18

19 - 43 3.2. Facilities Master Plan - Presentation by TCA

Property Map 8-18

Seismic Levels 8-18

Costing Table 8-18

School Property Sketch 8-18

Option Diagrams 8-18

Option Matrix 8-18

City Hall Phased Option 8-18

PW Phased Option 8-18

3.3. Next Steps - Discussion

4. ADJOURN



9605 NE 24th Street • Clyde Hill, Washington 98004 425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

TO: Mayor & Council

FROM: Mitch Wasserman, John Greenwood

DATE: August 10, 2018

RE: Facilities Master Plan – Re-Cap & Update

Background.

In 2014 Bellevue adopted a new fire facilities master plan which included a recommendation to replace Fire Station #5 by acquiring Clyde Hill's rental property and building a new fire station there between 2020 and 2022. Clyde Hill subsequently became interested in analyzing its options in order to identify the best win-win scenario for both cities. Money was set aside in the in the Clyde Hill Budget to fund this analysis and in 2016, an architectural firm, TCA, was hired.

Between 2016 and 2017 Clyde Hill staff, along with TCA, attempted to work together with both Bellevue and the Bellevue School District (BSD) for the purpose of finding shared opportunities associated with their developments. Unfortunately, discussions with the City of Bellevue did not get very far due to several of their pivotal employees retiring as well as their time table not lining up with either BSD's or Clyde Hill's.

Due to the need to design and build the new elementary school and not wait for others to make mutual plans, BSD discussions regarding shared opportunities lost traction. However, more recent conversations were focused on the process to have BCS consider the Clyde Hill's purchase of some property to the west of City Hall. These discussions are on-going. BSD is awaiting further information from Clyde Hill (appraisal).

The developments occurring around City Hall have taken some time to develop, understand and see how Clyde Hill could best maximize space with its public buildings. To help the City better understand the opportunities, in 2017 the Council requested a facilities master plan for Clyde Hill. From the beginning Clyde Hill has worked with TCA to help in the previous discussions. As more of the dust began to settle, TCA's type of assistance with the City changed. TCA's scope of work was subsequently amended and work began on a broader approach to the topic of Clyde Hill's facilities.

Approximately one year ago, a presentation (attached) about the development of a facilities master plan was made to the Council during a study session. The study session concluded with the following guidance from the Council:

General

 Clyde Hill is being impacted from BSD and Bellevue Fire and needs to plan for the future of its facilities

- o A facilities master plan is a critical tool that needs to be developed
- o Do not sell any City land owning land trumps receiving money
- Issuing bonds to purchase property and/or renovate/rebuild facilities has not been a preferred method to fund City work
- Leasing property from others is also not preferred
- o Buying land is preferable to an easement/agreement to use other's property
- o Maintain ongoing, great relationships w/BSD and Bellevue
- Decisions made now will have long-term implications and significant costs plan carefully, because this type of process will not likely happen again for a long time
- Purchasing property has implications tread w/caution; use City Attorney
- o Discuss whether or not a negotiation team needs to be assembled
- While acquisition/trading of property and/or easements should happen ASAP, work on current/future facilities does not have to happen [immediately, or at all

City Hall

- o City Hall, among other things, needs seismic upgrades and more space
- o Use of shared space is preferred, but not a necessity
- The future ability to expand onto adjacent property is preferred
- o Purchase of 9641 24th shall not be pursued at this time
- Recognize that Bellevue and BSD will move at different speeds and will have different schedules as well as their own internal issues/policies/plans
- Continue to stay abreast of BSD and Bellevue's plans as well as potential opportunities the City can explore within their developments
- o Having Bellevue site their future Fire Station #5 next to our City Hall is preferred
- Currently there is a lot of space that the City uses that is actually BSD's and BSD could take this back at any time this is a problem
- o The installation of a traffic signal at 24th & 98th is a preferred option to explore
- City Hall will eventually need to be replaced

Public Works Building

- Public Works Building needs seismic upgrades and more space to store its vehicles/equipment
- There is a lot of space in/around the PW Building the City uses that is actually Bellevue's and Bellevue could take that back at any time – this is a problem
- Purchase/demolition of one or both of Bellevue's water towers could be an avenue for more land
- o PW Building will eventually need to be replaced

Armed with some guidance, City staff and TCA began to move forward with the development of a draft facilities master plan.

Plan Development.

Earlier this year TCA administered a survey of all City staff to better understand additional items needing facilities master plan exploration. The results of this survey, paired with TCA's mechanical, electrical and structural assessments of City Hall and the PW Building, were subsequently vetted and modified by City staff using the Council's

guiding points. The result of this work is a series of scenarios for the City's two buildings that will be presented to the Council by TCA.

Updates.

- The property at 9641 24th (just east of City Hall) was purchased as a spec home and is expected to be completed later this year – there continues to be no appetite by Bellevue to purchase this property
- At the request of Council, City staff are currently engaged with BSD about the purchase of land directly to the west of City Hall and will report back when more feedback has been received from BSD's Board
- It is estimated that BSD is currently \$7.5m over budget on the elementary school
- BSD's replacement of the elementary school is slated to finish in August 2019
- Bellevue has a new Fire Chief and does not currently have a Facilities Director
- There is a strong indication that Bellevue is behind schedule in designing both the new downtown Fire Station #10 as well as Fire Station #5
- Bellevue's revised schedule to rebuild Fire Station #5 is to complete plans in 2019, work out a deal with Clyde Hill for the development of the new station on the rental property, continue to operate at its current station and construct the new station the rental property and about half on their existing station site, complete construction by 2021 and occupy the new Fire Station #5 in Q3 of 2022
- City staff continue to move forward with the establishment of a development agreement with Bellevue Christian School regarding an ~\$75m redevelopment project that could overlap with the development of Fire Station #5

Council's Decision.

No action necessary – informational only.

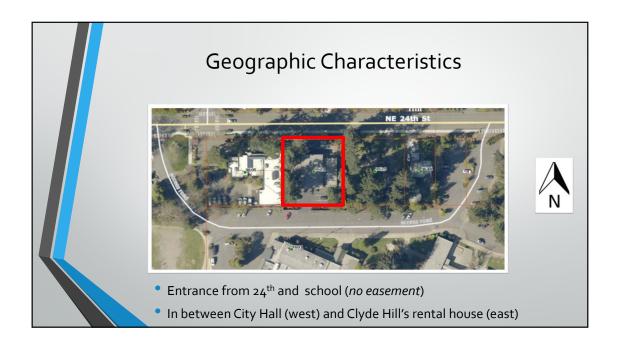
Future Facilities Discussion & Fire Station #5

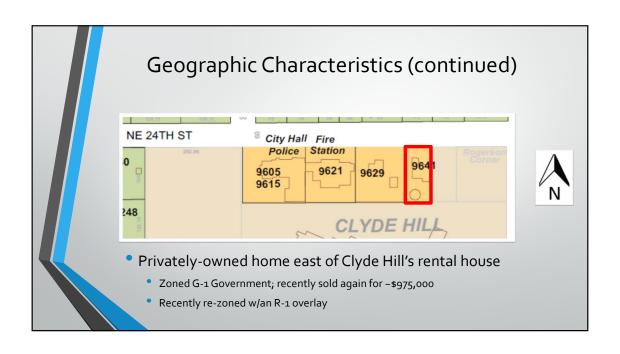
Clyde Hill City Council Study Session Presentation August 1, 2017

Fire Station #5 – Current Conditions



- Owned by City of Bellevue
- 50+ years old
- 2-bay facility
- Single-story
- Offices & living quarters
- Diesel tank & emergency generator
- Unreinforced masonry
- Limited parking space





Stakeholders

- City of Clyde Hill
 - City Hall to the west of Fire Station
 - Owns rental house east of Fire Station
 - Contracts w/Bellevue for fire services
 - Has numerous written agreements w/BSD (eg: circle lot, rear access, fence)
 - Parcels discussed in Clyde Hill
 - Clyde Hill previously had ILA w/Bellevue re: sharing Fire Station #5 facility
 - Part of City Hall is on BSD property (see handout)



Stakeholders (Continued)

- City of Bellevue
 - Owns Fire Station
 - Desires to replace Fire Station #5 in 2021-ish
 - Currently in the process of siting a new Fire Station #10 in Downtown
 - Has oral agreement w/BSD for rear access to Station
 - Clyde Hill uses emergency generator & diesel tank
 - We don't maintain generator but we did help pay for it



Stakeholders (Continued)

- Bellevue School District 405
 - Owns property south of Clyde Hill and Bellevue properties
 - Building new elementary school starting 8/2018; operational 8/2019
 - Long-standing history of great cooperation with Clyde Hill

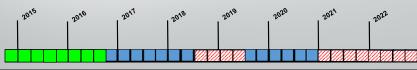


Bellevue's Fire Facilities Master Plan From Bellevue's approved Master Plan, as of Dec. 2014 it intended to: Acquire Clyde Hill's rental house; build new station there Use current station until new station is built, then switch operations over Swap property w/Clyde Hill Begin construction in 2021 Construction of new elementary school Construction of new fire station Apple 2019 Construction of new elementary school Construction of new fire station

Clyde Hill Acts Proactively

A budgeted 2016 Special Project was approved in 2015 which led to Clyde Hill:

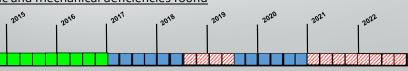
- Hiring architecture firm, TCA, to provide property evaluation services (Sep. 2016)
- Establishing initial expectations w/TCA on what could be done (Sep. 2016):
 - Swapping property w/Bellevue acquire Fire Station for Public Works, more office space
 - Sharing portion of the new Fire Station #5 (e.g. gym, storage, office space)
 - Selling rental house to Bellevue
 - Doing nothing let Bellevue refurbish/replace Fire Station #5 w/in current property lines
 - Expanding and/or connecting City Hall w/Fire Station #5



Clyde Hill Acts Proactively (Continued)

- TCA assesses Clyde Hill buildings (Oct. 2016)
- Public Works Shop Assessment
 - 41 years-old
 - Single-story
 - Unreinforced masonry
 - Office and single bay
 - Public bathrooms
 - Seismic and mechanical deficiencies found





Clyde Hill Acts Proactively (Continued) City Hall (includes garages in rear)

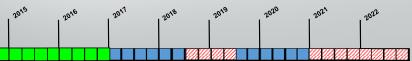
- 33 years-old
 - Refurbished 21 years ago
- Single-story
- Unreinforced masonry
- Private offices and public space
- Includes Police facilities
- Public bathrooms
- Seismic and mechanical deficiencies found



Results of First Meeting

Takeaways from the first meeting w/Bellevue (Nov. 2016):

- Clyde Hill's rental property not large enough to build a new fire station on
 - Bellevue will need both their current property as well as Clyde Hill's rental house
- Concerns arose regarding parking requirements and drive-through options
- Bellevue's construction plan does not line up w/BSD's
- Opportunities re: shared services (e.g. parking, stormwater, etc.); need to involve BSD
- Bellevue has no managerial support re: purchase of privately-owned property east of Clyde Hill's rental house



Results of Second Meeting

Takeaways from the second meeting w/Bellevue & BSD (Jan. 2017):

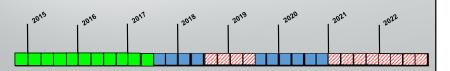
- Possible alignments of project schedules explored still questionable
- Asked Bellevue & BSD to think about shared services (e.g. parking, stormwater, etc.); involve BSD 405
- New fire station would need parking variance
- Vision of design for new elementary school discussed



Results of Third Meeting

Takeaways from the third meeting w/Bellevue & BSD (May 2017):

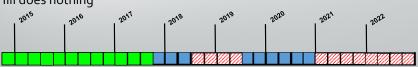
- Bellevue going out for Request For Qualifications for architecture firm to design new fire station – should be onboard by September
- Additional visionary designs re: new elementary school discussed
- Further discussion on shared services between all three parties (includes traffic signal (a) 98nd & 24th)



New Expectations

What courses of action have been identified by Clyde Hill re: Fire Station #5?

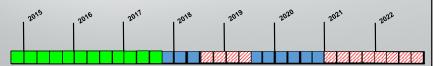
- Clyde Hill sells rental property to Bellevue, who uses it and current location
- Clyde Hill leases rental property to Bellevue, who uses it and current location
- Clyde Hill buys private home east of its rental home and performs a property swap with Bellevue, who uses all but their current location
 - Property not for sale; it is a proposed teardown/rebuild
- Clyde Hill does nothing



Widening the Scope to a Facilities Management Plan

New factors to consider since the Fire Station #5 project began:

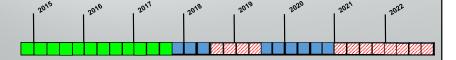
- Staff are much more cognizant of the deficiencies in City facilities
 - City Hall & PW Building have structural & mechanical issues
- New building/stormwater codes pose significant constraints on City facilities
 - The necessary structural work on existing facilities would require a significant investment in order to bring the buildings up to code
 - Any new facilities built would require significant investments in stormwater facilities



Widening the Scope to a Facilities Management Plan (Continued)

New factors to consider since the Fire Station #5 project began:

- Market for construction and real estate means increased project costs
 - Private house east of City's rental house recently sold for \$975,000
 - City's property sales history indicates market is still strong
 - In the recent sidewalk project, the City's contractor experienced a temporary hardship regarding acquisition of building material as a result of extremely high demands

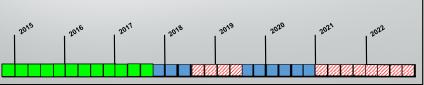


Widening the Scope to a Facilities Management Plan (Continued)

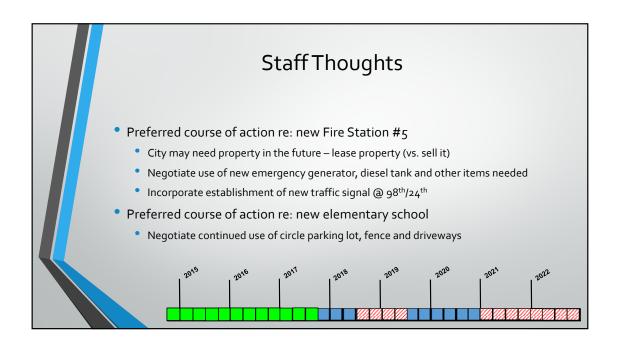
New factors to consider since the Fire Station #5 project began:

- Shared facilities and project timelines mean project savings:
 - 1. Generator
 - Traffic Signal
 - 3. Emergency Operations Center
 - 4. Office space for staff
 - 5. Parking
 - 6. Covered equipment/vehicle storage
 - 7. Gyn

- 8. Ingress/egress options
- Stormwater facilities
- 10. Green space
- 11. Civic space (e.g. meeting rooms)
- **12**. Traffic flow models
- 13. Electricity (e.g. PVCs)
- 14. Heating (e.g. geothermal)



What Now? Council advised needed on: Preferred course of action re: new Fire Station #5 Preferred course of action re: new elementary school Preferred course of action re: current City facilities

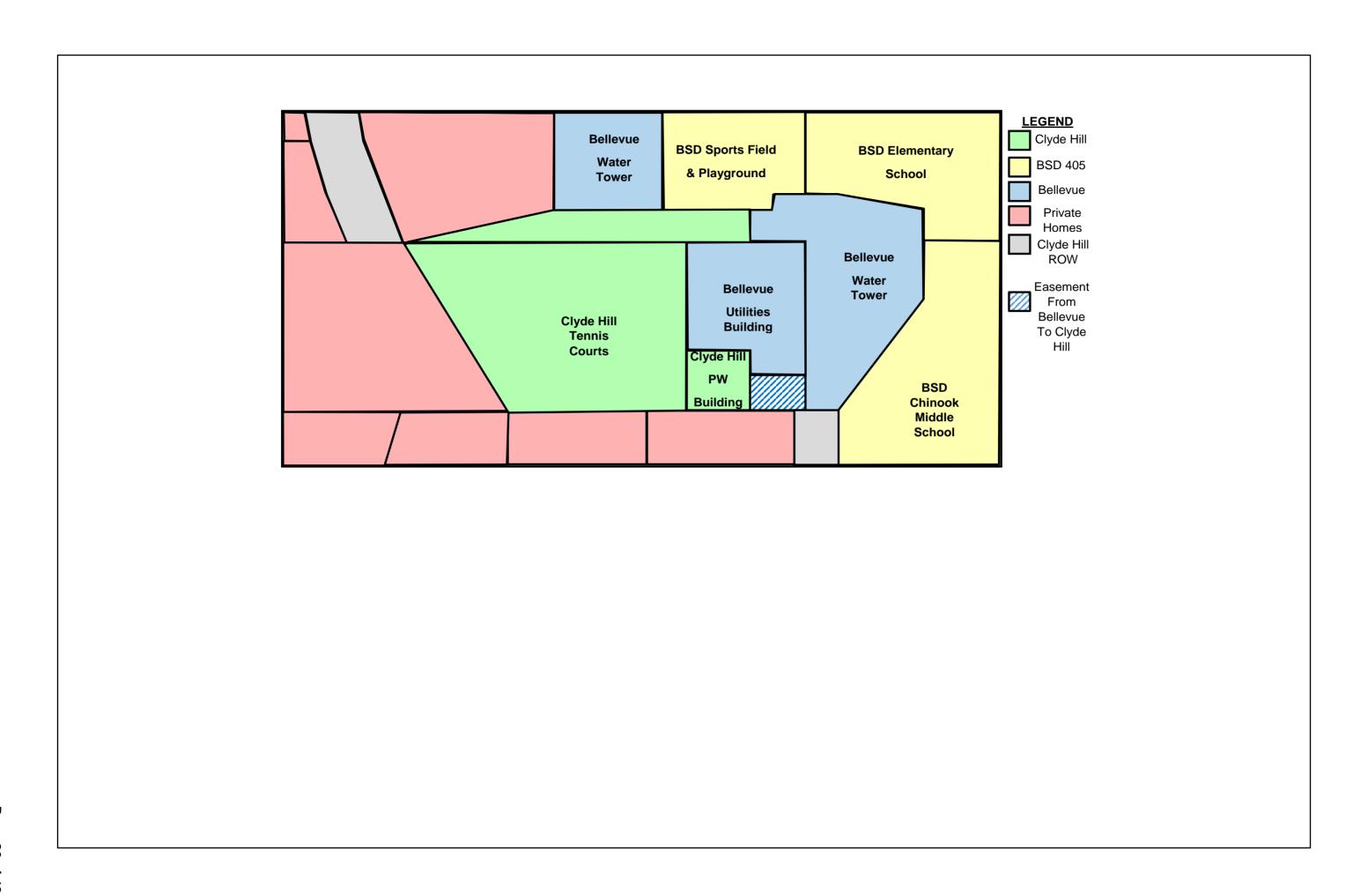


Staff Thoughts (Continued)

- Preferred course of action re: current City facilities
 - Should emergency preparedness retrofits be performed? Yes, either fully or partially
 - What is the remaining expected lifetime use of each building? Investments should not be made in short-lived facilities.
 - Look into office space for two more staff (Assistant City Administrator & PW Director)
 - Look into more covered vehicle/equipment space at both facility locations (backhoe, mobile LED sign; radar trailer, winter equipment)



						LEGEND Clyde Hill
BSD Circle Parking Lot	Clyde Hill City Hall	Bellevue Fire Station #5	Clyde Hill Rental House	Pa	BSD BSD BSD Parking Parking Lot #2	BSD 405 Bellevue Private
		E	BSD Elementary School			Homes Clyde Hill ROW



SEISMIC SAFETY LEVELS

LEVEL#	LEVEL DESCRIPTION			
Level 1 (Worst) Collapse Prevention - Major Damage				
Level 2 Life Safety - Moderate Damage				
Level 3 Immediate Occupancy - Minor Damage				
Level 4 (Best) Operational - No Damage				

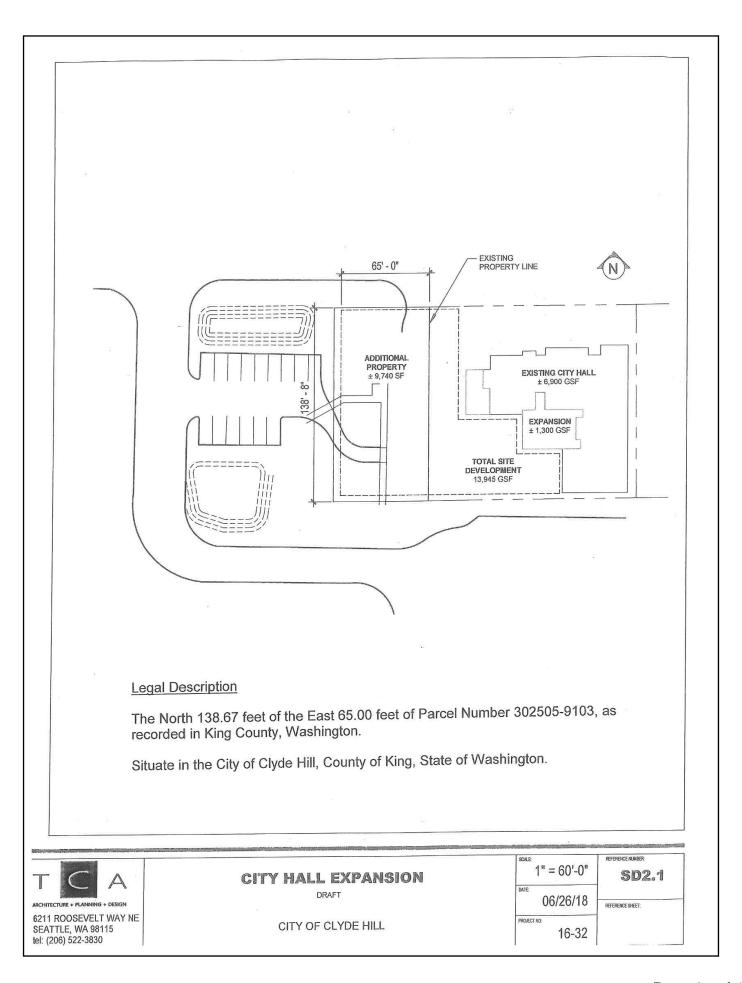
DESCRIPTION	CURRENTLY	UPON COMPLETION
City Hall	Level 1/2	Level 3
PW Building	Level 1	Level 2

OPTIONS COSTING TABLE

CITY HALL						
OPTION	TOTAL COST					
1	Replace City Hall	\$7,224,951				
2	Expand City Hall (E/W)	\$3,698,900				
3	Partial Expansion	\$2,820,372				
4	Office Expanision Only	\$2,068,041				
5	Office Expansion Only (Modular)	TBD				
6	Seismic Retrofit Only	\$358,000				

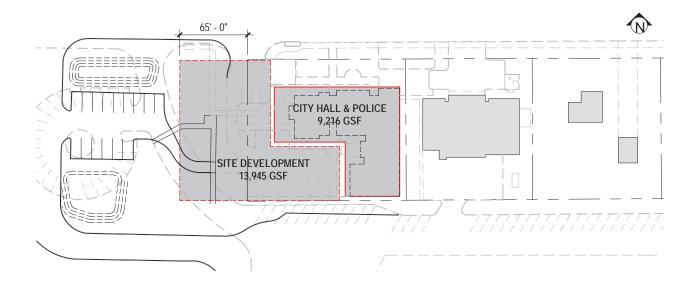
PW BUILDING						
OPTION	OPTION DESCRIPTION TOTAL COST					
1	Replace PW Building (Large)	\$3,875,108				
2	Relocate PW Building	\$3,561,897				
3	Replace PW Building (Small)	\$3,088,562				
4	Expand PW Building	\$3,038,168				
5	Parking & Vehicle Protection Only	\$335,059				
6	Seismic Retrofit Only	\$314,408				

10,500 SQ FT BSD PROPERTY (WEST)	TBD



City Hall Option 1

Replace City Hall



Positives

- + Most efficient use of space -less footprint required for a better facility
- + Opportunity for more energy efficient building
- + Accommodates all space requirements

Negatives

- Need to temporary facility for city hall during construction
- Needs more site area to fit site requirements

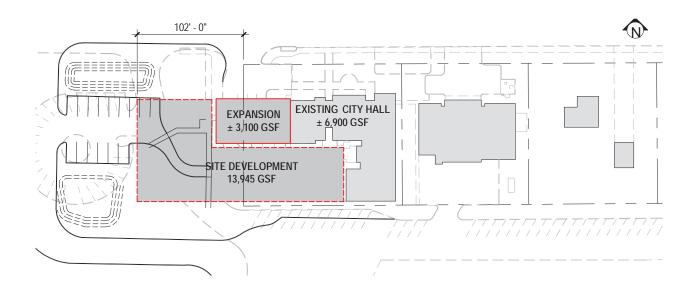
Estimate

7.22 MIL





City Hall: Option 2 **Expand City Hall West**



Positives

- + City Hall can remain operational during construction
- + Accommodates all space requirements
- + Seismic Upgrade

Negatives

- Would need to acquire more property to west, impact's the schools parking plan
- Police expansion is not close to existing police area (poor circulation)
- Inefficient perimeter geometry for site development

Estimate

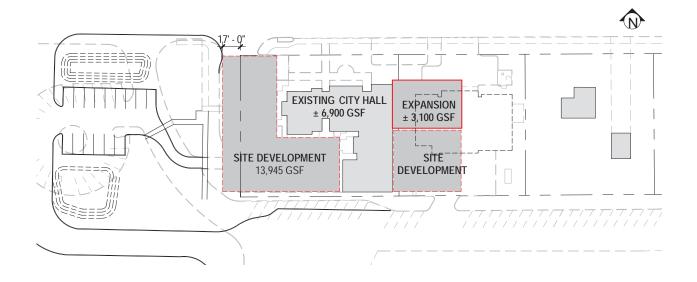
3.69 MIL





City Hall Option 3

Expand Existing City Hall East



Positives

- + City Hall can remain operational during construction
- + Space on both East and West of building to accommodate required site drainage
- + Share parking and site development with Fire dept.
- + Seismic Upgrade

Negatives

- Would need to negotiate with City of Bellevue for property.
- Timing would be Dependant on new fire station (estimated 2020)

Estimate

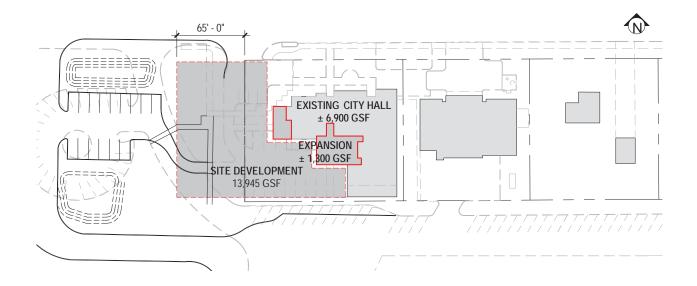
3.69 MIL





City Hall Option 4

Partial Expansion West, Partial Expansion South



Positives

- + City Hall can remain operational during construction
- + Can be constructed in phases
- + Additional space for Admin and Police can be placed adjacent to existing assigned space
- + Seismic Upgrade

Negatives

- Need to acquire more property to West
- Main building and systems will need to be upgraded in future

Estimate

2.28MIL

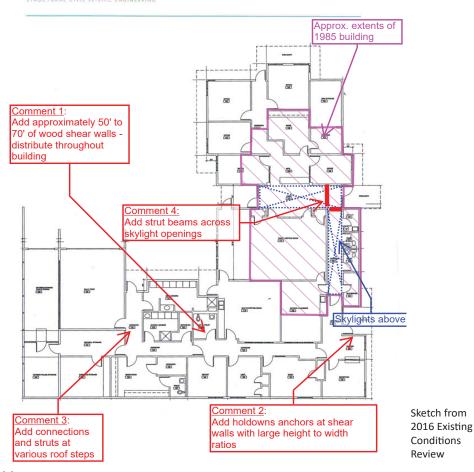




City Hall Option 5

Seismic Upgrade

COUGHLINPORTERLUNDEEN



Positives

- + Safer building Immediate Occupancy Performance
- + does not require additional land
- + does not require storm water upgrades

Negatives

- Does not address space needs

Estimate

0.3MIL

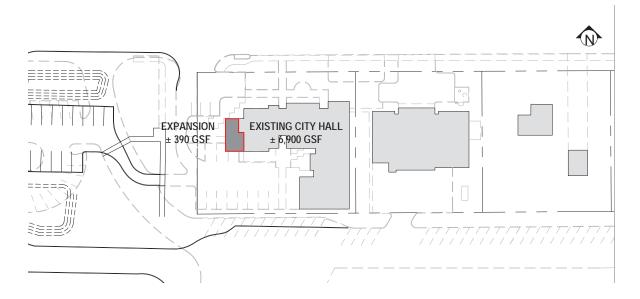
CITY OF CLYDE HILL CIVIC CENTER SPACE REQUIREMENTS





City Hall Option 6

Small Expansion West



Positives

- + City Hall can remain operational during construction
- + Can be constructed in phases
- + Meets immediate space needs
- + Seismic Upgrade

Negatives

- Main building and systems will need to be upgraded in future

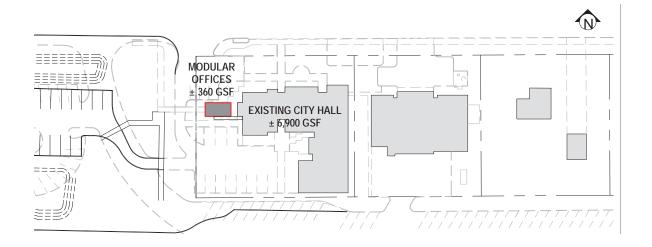
Estimate

2.1MIL





City Hall Option 7 Modular Offices



Positives

+ Additional 2 offices for City Administration

Negatives

- Offices cannot be connected directly to City Hall, will require breezeway
- Main building and systems will need to be upgraded in future
- No Seismic Upgrade

Estimate

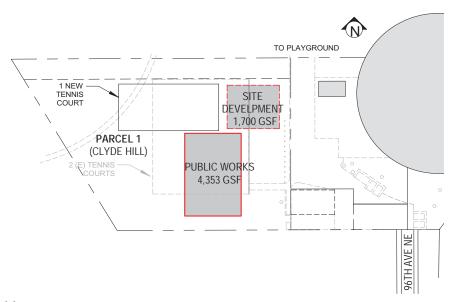
0.36 MIL





Public Works (Large) Option A1

Replace Public Works Building



Positives

- + Efficient space layout and use
- + Can accommodate all space requirements
- + Could continue to use existing building during construction

Negatives

- 1 tennis court to be located in East West orientation instead of preferred orientation.
- Large impact on park space

Estimate

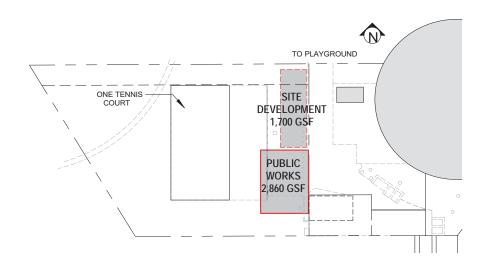
3.8MIL





Public Works (Small) Option A2

Replace Public Works Building



Positives

- + Efficient space layout and use
- + Can accommodate most needs
- + Allows flexibility for future needs and expansion

Negatives

- Requires access agreement with Bellevue

Estimate

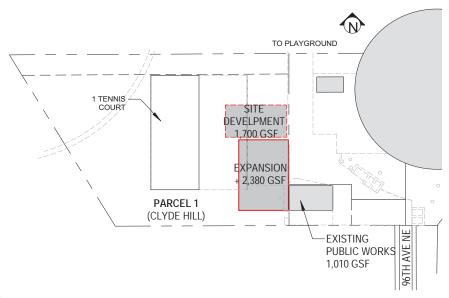
3.0MIL





Public Works Option B

Expand Existing Public Works



Positives

+ Could be phased and Public works could use existing space during construction

Negatives

- Easement required from Water district No. 68
- Inefficient use of space, and major renovations will required for existing building
- Need to relocate tennis courts

Estimate

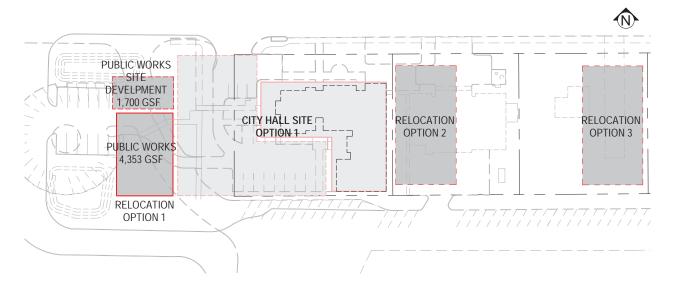
3.02MIL





Public Works Option C

Replace and relocate Public Works adjacent to City Hall (shown with City Hall Option 1)



Positives

- + Existing Public works building and site could stay in use while new space is under construction
- + Could Share Parking With City hall or Fire Dept.

Negatives

- Separate building for park bathrooms
- Acquire additional land close to City hall
- City works vehicles close to main road and school entrances, more public view of site

Estimate

3.5MIL

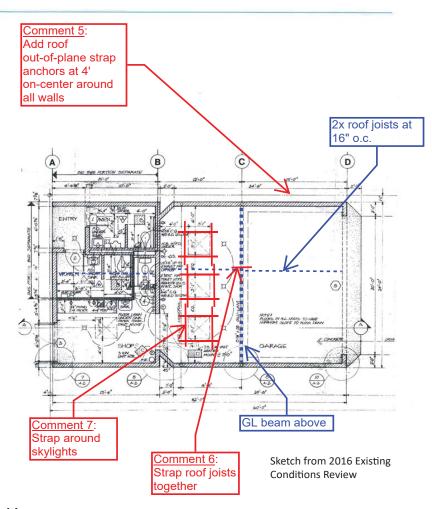




Public Works Option D

Seismic Upgrade

COUGHLINPORTERLUNDEEN



Positives

+ safer building - Life safety Performance

Negatives

- does not meet space needs

Estimate

0.26MIL



CITY OF CLYDE HILL CIVIC CENTER SPACE REQUIREMENTS

3.1 City Hall Option Matrix

	CITY HALL								
	OPTION	OVERVIEW	SITE	NEW SF	DEVELOPMENT COST (Todays \$)				
	Existing Building (6,900 SF)	Does not accommodate required city services, could experience major to moderate damage in design seismic event	Does not have sufficient parking						
1	Replace City Hall	Accommodates city hall, police services, and staff amenities, ADA compliant	Relocation of existing services during construction, requires purchase of additional property, storm water detention upgrades	9,220	7.22 MIL				
2&3	Expand City Hall (East or West)	Accommodates city hall, police services, and staff amenities, ADA compliant	Requires purchase of additional property, storm water detention upgrades	3,100	3.69 MIL				
4	Partial Expansion	Offices for city hall, ADA bathrooms, accommodates police requirements	Requires storm water detention upgrades	1,300	2.28 MIL				
5	Seismic Upgrade	Upgrade to Immediate Occupancy rating , does not accommodate required city services	No site work required		0.3 MIL				
6	Small Expansion	Offices for city hall, security for police entrance, & 20% budget to ADA improvements	Development agreement with city to avoid storm water detention upgrades	390	2.1 MIL				
7	Temporary Modular Offices	Modular offices, connected to city hall with exterior breezeway		360	0.36 MIL				

Storm water upgrade is required when construction costs exceed \$445,000

A complete seismic upgrade is required when more than 30% of the buildings structure is affected

All estimates do not include cost of additional land acquisition, and project soft costs.





3.1 Public Works Option Matrix

		PUBLIC	WORKS		
	OPTION	OVERVIEW	SITE	NEW SF	DEVELOPMENT COST (todays \$)
	Existing Building (1,010 SF)	Does not accommodate space needs, could experience major damage in design seismic event	Does not have sufficient space for parking and storage		
A1	Replace Public Works (Large)	4 Bay vehicle garage with storage and public bathrooms.	Takes up large portion of existing park, self dependent (does not depend on Bellevue), Storm water management, 1 relocated tennis court	4,353	3.8 MIL
A2	Replace Public Works (Small)	Smaller building with exterior parking for vehicles, space for future growth	Depends on access agreement with Bellevue, Storm water management, 1 tennis court to remain	2,860	3.00 MIL
В	Expand Public Works	Expand existing building, poor space layout	Depends on access agreement with Bellevue, Storm water management,	2,380	3.02 MIL
С	Replace and relocate Public Works	4 Bay vehicle garage with storage.	located close to city hall, property acquisition required	4,353	3.5 MIL
D	Seismic Upgrade	Upgrade to life safety			0.26 MIL

Storm water upgrade is required when construction costs exceed \$445,000

A complete seismic upgrade is required when more than 30% of the buildings structure is affected

All estimates do not include cost of additional land acquisition, and project soft costs.





