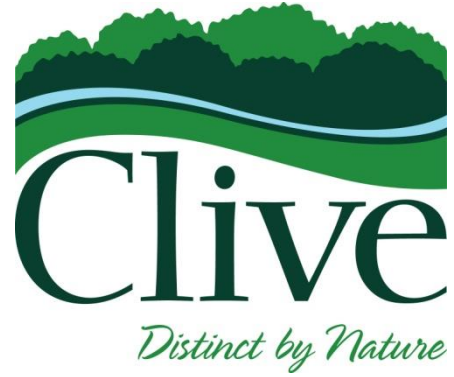


Memo

TO: Mayor Cirksena and Clive City Council
FROM: Assistant City Manager Matt McQuillen
DATE: April 12 2017
RE: City Facilities – Updated Strategy Direction



City Manager's Office

Over the past two years, the City has made substantial progress towards addressing facility needs for the City Hall/Library Building, the Parks Maintenance Facility and the Public Works Facility. In addition, recently the City received a presentation from ESCI Consultants reviewing the Standards of Cover for the Clive Fire Department. The recommendations from the Standards of Cover study is anticipated to have an effect on the City's future direction of the two remaining City facility items to be addressed, Police and Fire facilities. This memo will provide an overview of where the City of Clive is at today with City facilities, what potential changes the recent Standards of Cover study could have on the City's facility strategy, and what next steps the City Manager would propose to implement an updated City facility strategy.

Current City Facilities Strategy

The current facility strategy approved by the City Council in November 2014, and subsequently amended during strategic planning sessions is shown below:

- Phase 1 – New roof, overhead door and HVAC upgrades for Public Works Building. **(Complete)**
- Phase 2 – General maintenance upgrades for City Hall/Library Facility. **(Complete)**
- Phase 3 – Addition and improvements to Parks Maintenance Facility. **(95% Complete)**
- Phase 4 – Construction of a new 20,000 sq. ft. Police Station.
- Phase 5 – Remodeling of Dymond Public Safety Center to primarily Fire only use, with possible community space in the lower level.

As indicated above phase 1 and 2 have been completed, with the last component of the City Hall/Library project being the upgrades to the City Council Chambers audio/visual system completed earlier this year. Phase 3 is nearing completion, with a few punch-list items left to complete at the Parks Maintenance Facility. The Parks Maintenance work is expected to be finalized this spring, and will be followed by a ribbon cutting/open house.

Standards of Cover Study – Recommendations

During the March 23 City Council meeting, Sheldon Gilbert from ESCI presented the findings and recommendations from the Standards of Cover study conducted for the Clive Fire Department. In collaboration with the Urbandale Fire Department, who also received a Standards of Cover evaluation, the consultant presented a number of

recommendations where the two cities could work collaboratively on providing Fire & EMS services to both communities. Specifically, the consultant recommended that Urbandale construct a new fire station in the area of 156th Street & Meredith Drive in Urbandale, and for Clive to relocate Station 32 (currently located on Harbach Blvd, east of 86th Street) to an area further west in Clive, ideally west of 100th Street, east of 114th Street, south of Hickman Road and north of Walnut Creek.

It is important to note the consultant recommends Clive move Station 32 further west regardless of any collaborative efforts with Urbandale. In the study, the current Station 32 was deemed inadequate to meet Clive's current and future needs, and by moving it further west it affords Clive the ability to cover a greater percentage of Clive Fire & EMS calls from a relocated Station 32. The relocation of Station 32 and the opportunity to enter into a new service relationship with Urbandale, provide improved coverage on the east and west sides of Clive, affording Clive the ability to re-evaluate the relationship with West Des Moines for the Westside Fire Station (located south of Country Club Blvd).

After review of the Standards of Cover study and conferring with the City of Urbandale, the City Manager recommends the following as it relates to the future of Fire & EMS facilities serving Clive.

- 1) Clive collaborates with Urbandale to secure a contract for service with Urbandale to provide Clive fire & EMS services out of a new Urbandale fire station to be located near 156th Street & Meredith Drive.
- 2) Clive identifies and secures a new site for relocation of Station 32 west of 100th Street, east of 114th Street, south of Hickman Road, and north of Walnut Creek.
- 3) Clive renegotiates and extends the Westside Fire Station agreement with West Des Moines (the current agreement is set to expire June 30, 2017) to adjust the level of service from the Westside Fire Station based on the actions stated in items 1 and 2 above.

Updated City Facility Strategy – City Manager Recommendation

Based on the facility work that has been completed to date, and the recommendations from the Standards of Cover study for Clive Fire & EMS, the City Manager would recommend the below updated City Facility Strategy.

- Construction of a new Fire Station in an area west of 100th Street, South of Hickman Road, east of 114th Street and north of Walnut Creek.
- Remodeling of Dymond Public Safety Center to dedicate the entire facility for police operations.

Under the updated strategy, the Fire Department would vacate Dymond Public Safety Center (DPSC) and move into a new facility. The vacated space at DPSC would be consumed by the Police Department, thereby dedicating the entire DPSC facility for Police Department operations. A significant remodel would take place at DPSC to ensure the facility can serve as the long-term home for the Clive Police Department. This remodel of DPSC would complement the improvements already made to the police areas in the lower level of DPSC.

The facility programs that were developed in 2015 for the Fire and Police Departments would be adjusted to correspond to the updated facility strategy. For example, the original concept for the Police Department was the construction of a new 20,000 square foot facility. The size of DPSC is less than 20,000 square feet, therefore adjustments to the police facility program will need to be made to determine how best to utilize the smaller space than what was originally envisioned.

City Facility Strategy – Next Steps

If the City Council concurs with the City Manager's Recommendation for an updated City Facility Strategy, the following is what staff has identified as the next steps and timeline to implement the strategy:

- May-June 2017
 - Secure professional services to update Police and Fire facility programs to conform to the new strategy, including a potential reduction in the Police program due to DPSC size constraints.
 - Identify and prioritize potential sites for relocated Station 32, determine acquisition strategy.
 - Develop and finalize updated and extended agreement with West Des Moines for Westside Fire Station service role in Clive.
 - Develop 28E agreement with Urbandale for Clive's participation in new Urbandale fire station.
- July-September 2017
 - Present facility conceptual designs, determine budget for new fire facility (including land acquisition) and remodeled police station.
 - Hold an Executive Session with the City Council to review possible fire station sites.
 - Present options and determine financial strategy to support public safety facility projects, which may include setting a date for a public safety bond referendum and related public education campaign (referendum dates as set by State Code are first Tuesdays in Feb, May, Aug, Nov).
 - Finalize 28E agreement with Urbandale for Clive's participation in new Urbandale fire station.
- October-December 2017
 - Present purchase option agreements for new fire station.
 - Depending on result of Urbandale bond referendum, Urbandale initiates design and construction schedule for new fire station in Urbandale near 156th Street and Meredith Drive.
 - Identify and award professional services contract for fire station designer/architect.
 - Depending on Clive decision for financing, begin design and construction plans of new fire station.
- January-March 2018
 - Finalize design and construction plans for relocated Fire Station 32, send project to bid letting pending bond referendum schedule if applicable.
 - Award construction contract for new fire station, begin construction.
 - Identify and award professional services contract for remodeled police station designer/architect.
- April 2018-March 2019
 - Urbandale completes construction of their new fire station, station goes into service.
 - Clive completes construction of relocated Fire Station 32, station goes into service.
 - Finalize design and construction plans for remodeled police station, send project to bid letting.
- April-December 2019
 - Phased remodel of police station completed.

Staff understands there is a lot of information in this memo for the City Council to review and consider prior to the discussion during the meeting on May 4. If there are certain items of information the City Council would like to have available during the discussion in May please let staff know and we will compile the necessary documentation to ensure a thorough and thoughtful discussion on May 4. **Pending the City Council's discussion on the above items on May 4, the City Manager would recommend a motion to update the City's Facility Strategy based on the above recommendations.**