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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT SERVICES AND OPERATIONS COMMITTEE
ACTION ITEM**

SUBJECT: Master Plan for Sterling Area Public Facilities: Sterling Volunteer Fire Department and the Sterling Volunteer Rescue Squad, Sterling Community Center and Sterling Library

ELECTION DISTRICT: Sterling

CRITICAL ACTION DATE: At the Board's Direction

STAFF CONTACTS: Melissa Poole, Design Manager, Dept. of Transportation and Capital Infrastructure (DTCI)
Paul Brown, Assistant Director, DTCI
Rick Conner, Interim Director, DTCI

RECOMMENDATION:

Staff: Staff recommends that the Finance/Government Services and Operations Committee recommend that the Board of Supervisors review the Master Plan options, provide direction on programming, funding and scheduling for the Sterling Volunteer Fire Department and the Sterling Volunteer Rescue Squad, Sterling Community Center and Sterling Library projects during the FY 2014 Capital Improvement Program budget review process.

BACKGROUND: During its FY 2013 Budget deliberations, the Board of Supervisors directed staff to develop a proposal to conduct a Master Plan for several existing County facilities in the Sterling area to include the Sterling Volunteer Fire Department, the Sterling Volunteer Rescue Squad, the Sterling Community Center and the Sterling Library. In June 2012, the Finance/Government Services and Operations Committee provided approval for the Department of Transportation and Capital Infrastructure to proceed with the Master Plan and, upon completion of the Master Plan process, report back to the Committee.

Capital Improvement Program History:

In 2006, the Board of Supervisor's Capital Improvement Program included a plan to renovate existing volunteer-owned Fire & Rescue stations to address life safety and Americans with Disabilities Act (ADA) issues as County career staff began to operate out of these stations. The November 2007 bond referendum approved funding for the design and construction of improvements to various volunteer stations including the design and construction of the renovation of the existing Sterling Volunteer Fire & Rescue Station located at 104 Commerce

Street in Sterling. Of the approved renovation funding, \$3,668,954 was allocated for the Sterling Fire & Rescue project.

In addition, the November 2007 referendum approved general obligation bond funding to renovate five (5) County Community Centers. The Sterling Community Center has a total of \$2,000,000 allocated to its renovation. The renovation has not started pending a determination on the re-location of the Sterling Library which is located in the Sterling Community Center.

A Sterling Library replacement facility was removed from the FY 2013 – FY 2018 Capital Improvement Program by the Board of Supervisors during its FY 2013 Budget deliberation and adoption work sessions. Direction was provided that, during the Master Plan review process, staff explore an option to lease a store front property for the relocation of the Sterling Library. The Capital Improvement Program did not include any funding for this plan.

ISSUES: In Summer 2012, the Department of Transportation and Capital Infrastructure hired Moseley Architects, a current Task Order Architectural and Engineering (A&E) firm, to develop Master Plan concepts for the Sterling Public Safety Center, Company 11 and Company 15 (Sterling Volunteer Fire Department and the Sterling Volunteer Rescue Squad, respectively) and the Sterling Community Center based on their programmatic needs, the existing facilities and the existing parcels. The Master Plan Report prepared by Moseley Architects is included as Attachment 1.

Concurrent to Moseley Architects' study, the Department of Transportation and Capital Infrastructure staff developed program requirements for the Sterling Library. Library Services staff and the County's Land Acquisition Manager have been exploring leased space opportunities to relocate the Sterling Library. A Summary Report for the Sterling Library Relocation is included as Attachment 2.

The current layout of the facilities is shown below:

EXISTING SITE PLAN



MOSELEYARCHITECTS

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The County departments and the Volunteer Companies involved in the Master Plan process have arrived at two (2) recommended Master Plan Concepts and one preferred that are outlined in Moseley Architects' report:

- Concept 1 is the preferred option which provides for a replacement Fire & Rescue Station on the parcel currently owned by the Sterling Park Safety Center, Inc. This option requires the Library to be relocated so that the Community Center can expand through

renovation of the vacated Library space. This option requires adjacent land to be acquired for the Fire & Rescue Station largely to address deficient parking and site requirements. This option requires funding for land acquisition and new construction for the Fire & Rescue Station, Renovation Construction for the Community Center and an operating lease and capital funding to relocate and build-out a leased space for the Sterling Library. See Page 12 of Attachment 1 for the layout of Concept 1.

- Concept 2 is acceptable to the departments and it also provides for a replacement Fire & Rescue Station on the parcel owned by the Sterling Park Safety Center, Inc. This option similarly requires the Library to be relocated in order for the Community Center to expand through renovation. However, this option proposes a “land swap” relocating the park portion of the County-owned Community Center/Library parcel onto a portion of the parcel currently owned by the Safety Center in order to provide for the new Fire & Rescue Station’s parking to be located in the area of the existing park. The departments, and Department of Parks, Recreation and Community Services in particular, noted that the existing park is an important community feature including the mature shade trees currently on the site. This option requires funding for new construction for the Fire & Rescue Station and legal review to facilitate a land exchange with the County, Renovation Construction for the Community Center and an operating lease and capital funding to relocate and build-out a leased space for the Sterling Library. See Page 13 of Attachment 1 for the layout of Concept 2.

Community Center Parking Issues:

In either of the overall Master Plan Concepts noted above, the Community Center preferred renovation concept is achievable. However, the renovation of the Community Center does require a significant increase in required parking spaces due to the renovation permitting an increased number of building occupants. This parking, as calculated currently, cannot fit on the site as surface parking. Waivers and/or the possibility of building structured parking on the Community Center site will need to be explored further.

Project Development Schedule Issues:

The Library relocation is the critical path step necessary for the Community Center Renovation. The design phases for the fit-out of the Library and the Community Center Renovation can occur concurrently or overlap, however the construction of the Community Center Renovation cannot occur until the Library has moved to their completed space. The design and construction schedule of the Fire & Rescue Station can occur independently of the Community Center and Library.

FISCAL IMPACT:

Sterling Fire and Rescue Station Funding:

The Moseley Master Plan report identifies planning and implementation issues that will need refinement to determine the final funding amounts required to execute either Option 1 or Option 2. The proposed design and construction of a new 21,899 GSF building is estimated to be in the range of \$9,973,325 and \$9,992,950 depending on whether Option 1 or 2 is selected. If Option

1 is selected, additional funding will be required for property acquisition. Both options will require further analysis to determine the costs to implement temporary Fire and Rescue facilities for operations and costs for land use actions.

In November 2007, the voters approved general obligation bond financing in the amount of \$10,000,000 to renovate existing fire stations in the County. Of the approved renovation funding, \$3,668,954 was allocated for the Sterling Fire & Rescue project. Both Master Plan options for the Sterling Fire and Rescue Station require new construction. Funding to re-program the Sterling Fire and Rescue Station will need to be identified in the Capital Improvement Program as the bonds approved to renovate stations may not be utilized for new construction.

Community Center Renovation Funding:

The Moseley Master Plan Report estimates the renovation project to cost between \$5,821,970 and \$5,884,560 depending on whether Option 1 or Option 2 is selected. Should a structured parking option be required, supplemental funding will be required to meet the parking needs of the renovated facility. The structured parking facility for 328 spaces is estimated to cost between \$7,500,000 and \$9,500,000.

In November 2007, the voters approved general obligation bond financing in the amount of \$13,500,000 to renovate five community centers. The Sterling Community Center project budget has reserved \$2,000,000 of the authorized bond authority to renovate the building. Once a determination is received on the parking requirements, a review of the available authorized bond authority and total project costs will determine the amount of supplemental funding to be identified and programed in the Capital Improvement Program to renovate the Community Center.

Sterling Library Funding:

There is no funding identified in the capital or operating budgets to fund the re-location of the Sterling Library to a leased storefront property. If a lease option is pursued, operating funds in the range of \$300,000 - \$400,000 per year would be required in the Department of General Services operating budget for leases. In addition, a capital improvement project would need to be programmed in the Capital Improvement Program for the build-out of the leased space. The projected capital costs to build-out 15,000 GSF of space are approximately \$3,375,000 to \$3,800,000. Financing for the capital costs would also need to be identified. If a lease/purchase or an outright purchase option is recommended, further negotiations would be required to determine the terms and costs associated with these options.

Next Steps:

Board direction regarding which fiscal year to include operating funds for the Library lease and capital funding in the Capital Improvement Program for build-out will determine the schedule to re-locate the Sterling Library. The funding to relocate the Sterling Library is first in the sequence of funding considerations for the Sterling Master Plan. Concurrent to the Library funding consideration, review of the Community Center parking requirements and review of the available authorized bond authority and total project costs to determine whether supplemental

funding is required for the construction phase of the project will also need to occur. Sufficient funding is available to proceed with the Design Phase of the renovation.

Further input from the Finance/Government Services and Operations Committee and Board of Supervisors is needed regarding the scope of work for the replacement Fire and Rescue Station project proposed by the Master Plan as compared to the originally authorized station renovation. With input from the Finance/Government Services and Operations Committee on the preferred development option, a complete overall project budget can be developed and presented during the FY 2014 CIP budget deliberations.

DRAFT MOTION:

1. I move that the Finance/Government Services and Operations Committee recommend that the Board of Supervisors review the Master Plan options, provide direction on programming, funding and scheduling for the Sterling Volunteer Fire Department and the Sterling Volunteer Rescue Squad, Sterling Community Center and Sterling Library projects during the FY 2014 Capital Improvement Program budget review process.

Or

2. I move an alternate motion.

Attachment 1: Sterling Public Facilities Master Plan prepared by Moseley Architects

Attachment 2: Sterling Library Relocation Summary Report prepared by Loudoun County