

4.1 ADMINISTRATIVE FACILITIES

The City owns and operates buildings that house the general administrative services of the City. Administrative facilities are located in several centrally located buildings known as the Civic Center. Administrative services of the City include the City Manager's Office, City Attorney's Office, Finance Department, Engineering Department, Planning Department, Building Department, Redevelopment Agency, and the Personnel Department.

I. Performance Standard

The City does not maintain a performance standard for administrative facilities. General Plan Public Facilities Goal 6 is to "Provide for and maintain a variety of buildings in the Civic Center to satisfy the requirements of the many diverse governmental agencies within the City and allow the agencies to adequately serve the public." The City will consider establishing performance standards for City administrative buildings and staff to allow better analysis of existing and future resources' adequacy and to determine the need for additional resources and staffing. To give an example, other jurisdictions have established performance standards for administrative facilities in terms of square feet per 1,000 residents for administrative staff in terms of number of personnel per 1,000 residents.

II. Facility Planning and Adequacy Analysis

Inventory of Existing Facilities

The City's administrative facilities are located in what is known as the Civic Center, a group of buildings with a central location along Main Street between Imperial Avenue and 8th Street. Along with administrative facilities of the City, the Civic Center includes the main station of the El Centro Police Department (ECPD), whose facilities are discussed below in Section 4.4 of this SAP. Several County buildings, including the County courthouse and County administrative facilities, and the headquarters of the Imperial Irrigation District are also located in the same complex as the Civic Center, although these structures are not operated by the City. The following list provides a square footage inventory of the four City administrative buildings located within the Civic Center.

City Hall	10,700 square feet
Public Works Building	4,700 square feet
City Manager/Personnel Building	4,800 square feet
Redevelopment Agency Building	4,100 square feet
Total	24,300 square feet

The square footage totals listed above include recent expansion, remodeling, and office relocation that took place after City review of future near-term staffing and related need for space.

Adequacy of Existing Facilities

The existing City administrative facilities are not considered to be under excessive strain, and the buildings are generally in acceptable condition and spacious enough to accommodate the scope and scale of City services. The existing amount of office space and meeting space is acceptable to accommodate the employees, customers, and users of City administrative facilities, as well as to accommodate future needs. It should be noted that recent budgetary cuts have forced the City to cut positions and lay off employees, which has placed a strain on the administrative programs and personnel of the City.

Future Demand for Facilities

The City recently reviewed needs for office space in the Civic Center and purchased building space and remodeled and expanded their facilities to accommodate anticipated near-term needs. Increased development within the City boundaries and the SOI will present an increased demand on the City's administrative facilities, programs, and personnel. As growth continues, the City will be presented with the need to hire additional administrative personnel and expand City services, which will necessitate the need to expand administrative facilities.

The existing facilities are centrally located in a high traffic area that is easily accessible to many City residents. Maintaining a centrally located Civic Center is an effective way to administer City programs and services, and is in conformance with General Plan Public Services Policy 6.1. It is not likely that growth within the SOI will demand that additional facilities be constructed in new locations, as the centralized location will remain accessible to new development throughout the SOI. Where possible, future demands will be met by expanding existing structures. Should this not prove to be a feasible option, the City may consider purchasing additional land in the immediate vicinity of the Civic Center, especially land within the outlying commercial district.

Opportunities for Shared Facilities

A publicly available conference room located in the Main Branch of the El Centro Public Library is occasionally used to house meetings when conference space is not available in the Civic Center buildings.

Phasing

The City does not currently have any plans for the expansion of the administrative facilities within the Civic Center.

As the City grows, the expansion of administrative facilities would likely occur within the existing Civic Center area and in the immediate vicinity of the existing location. Maintaining a single, centrally located Civic Center will allow efficient operation of administrative programs and effective public service.

III. Funding

Current Funding

Maintenance and operation of the City's administrative facilities and staff is financed by the General Fund. The City charges user fees for various administrative tasks that it performs, and the funds from these fees are deposited into the General Fund. The General Fund is further described below in Chapter 5 of this SAP.

The City charges development impact fees for "other public facilities." These fees may partially be used to fund large-scale development and improvement projects related to City administrative facilities. The City's development impact fees program is further described below in Chapter 5 of this SAP.

Cost Avoidance Opportunities

The Main Branch of the El Centro Public Library contains a conference room that is sometimes used for meetings when space in City Hall is not available. The Main Branch is located close enough to City Hall to make this a convenient alternative to acquiring additional space or

expanding existing City buildings, and continuing to use this library facility is a good cost-saving opportunity for City administrative services.

Recommended Funding

The City will continue to use the General Fund for the maintenance and operation of the administrative facilities. As the City continues to grow, any necessary expansion of the facilities or acquisition of additional property for administrative facilities could be financed by issuing bonds to private investors.

The City will review the Cost Recovery Study prepared in March 2003 (See Section 5.3) and, where feasible, implement the recommended revisions to the user fees charged for services of the Planning Department, Building Department, and Engineering Department. Updating the City's user fees would provide increased revenue that could be used for improvements and expansion of administrative facilities.

IV. Mitigation

In order for the City to provide to its residents adequate administrative services and to assure that future demands for facilities are properly identified and addressed, the City will implement the following measures.

- Adopt a performance standard for City administrative facilities. Such a standard may be developed in terms of square footage of administrative buildings per 1,000 City residents.
- Continue to periodically review the administrative facilities and personnel of the City through the preparation of annual reports. Such review will identify staffing and budgetary concerns as City growth continues to increase the demand on facilities and staff.
- Review the Cost Recovery Study Findings prepared for the City in May 2003 and implement recommended improvements to the DPR user fee structure.

This Page Intentionally Left Blank.