



City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Kathleen A. Garcia, Planning and Community Development Director
Via Scott W. Huth, City Manager

DATE: March 3, 2014

SUBJECT: Schedule of Efforts for City Hall Planning

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council receive the report of the draft schedule; receive public input and direct staff as to any requested modifications.

DISCUSSION/ANALYSIS:

Based upon the survey results presented to the City Council on February 18, 2014, the City Council directed staff to concentrate the planning efforts for a new City Hall at 1050 Camino del Mar; continue to investigate the methods and capacity for financing such a project in conjunction with Finance Committee recommendations; assess the potential and appropriateness for Public-Private Partnerships; conduct an independent evaluation of the space program for City Hall, Town Hall, community meeting rooms, parking and plazas; and, prepare estimates of probable construction costs for these uses.

Staff is now returning with a draft schedule of these tasks for review and input (Attachment A). The schedule identifies the key tasks and the anticipated City Council meetings that will address these tasks and decisions. The intent is to define the direction that the City Council wishes to move forward with implementation, by the June 16, 2014 Council meeting.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of a schedule.

ENVIRONMENTAL IMPACT:

In accordance with California Environmental Quality Act (CEQA) standards, the schedule, in itself, is not defined as a project and is therefore exempt from the provisions of CEQA. A future development project would be subject to CEQA review.

City Council Action:

PRIOR CITY COUNCIL REVIEW:

On February 18, 2014, the City Council heard the results of the City Hall/Civic Center Survey and directed staff to proceed with steps towards implementation.

ATTACHMENTS:

Attachment A – Draft Schedule

Attachment A

DRAFT Schedule & Timeline - City Hall Decision Planning

2014	February		March				April				May				June			
	17-Feb	24-Feb	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr	5-May	12-May	19-May	26-May	2-Jun	9-Jun	16-Jun
Project Management																		
Survey results/Council direction	★																	
Schedule & Timeline for decision tasks			★															
Program Validation																		
consultant RFP bid review																		
shortlist and recommendation/contract award					★													
City Hall program verification																		
Town Hall/Community meeting rooms program																		
Parking structure program																		
City Council program discussion										★								
Estimates of Probable Construction Costs																		
Construction cost estimates on building programs																		
City Council construction cost discussion														★				
Financial Feasibility																		
Finance Capacity Assessment																		
Non Essential Property Assessment																		
Additional Revenue Sources																		
Finance Committee Reports to Council									★									
Financing Program development																		
City Council financing capacity discussion													★					
Economic Assessment																		
Keyser Marston Contract Award	★																	
1050 CDM Value Assessment																		
Public Private Partnership Analysis Update																		
Council Discussion - Public Private Partnership Opportunities														★				
Community Outreach																		
Survey																		
Council Meeting Discussions																		
Community Workshop II																		
Council Decision: Define direction that the City will undertake to implement a new City Hall																	★	★

★ City Council Meetings