



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: May 5, 2014

SUBJECT: City Hall and Town Hall Planning Schedule Update

REQUESTED ACTION/RECOMMENDATION:

Staff requests that the City Council review and provide direction on the updated schedule for the City Hall and Town Hall Planning Process.

DISCUSSION/ANALYSIS:

On March 3, 2014 the City Council adopted a schedule of decision-making tasks for initial planning of a new City Hall and Town Hall. Based upon the Council's direction at the April 21, 2014 meeting where the Council discussed the program, staff is proposing the following schedule modifications (Attachment A):

May 5: Additional discussion on Program and Options
May 19: Cost Estimates based on Program (consultant presentation)
May 19: Highest and Best Use Analysis (consultant presentation)
May 19: Overview of Public Private Partnerships/direction for analysis
June 2: Financial analysis of Public Private Partnerships (consultant presentation)
June 2: Financing Capacity Discussion

The following, previously scheduled discussions and all community forums will be maintained:

May 19: Alternative Sites Analysis
June 9: Community Workshop
June 16: Decisions on next steps

ATTACHMENTS:

Attachment A – Updated Schedule & Timeline – City Hall Decision Planning

City Council Action:

Attachment A

DRAFT Schedule & Timeline - City Hall Decision Planning

revised and updated 05-05-2014

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
week of:																		
Project Management																		
Survey results/Council direction	★																	
Schedule & Timeline for decision tasks			★															
Report out on previous Alternative Sites Analysis														★				
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																		
Community Input Forums																		
Council Meeting Discussions																		
Community Workshop II																		
Council Decision: Define direction that the City will undertake to implement a new City Hall																		★

★ City Council Meetings