



City of Del Mar Agenda Report



TO: City Council Members

FROM: Al Corti, Mayor
Don Mosier, City Councilmember
City Council Liaisons for City Hall/Town Hall Project

DATE: November 16, 2015

SUBJECT: City Council Sub-Committee Assignments
City Hall/Town Hall Project

REQUESTED ACTION/RECOMMENDATION:

Based on City Council adoption on November 2, 2015 of a proposed design for City Hall/Town Hall, the City Council requested that roles be identified for the City Councilmembers in order to facilitate critical decision making for all aspects of the implementation of the City Hall/Town Hall project.

DISCUSSION/ANALYSIS:

At the November 2, 2015 City Council meeting, the Council adopted a proposed design for the project. The design will now advance through the Design Review Board process, including a Community Participation Process meeting scheduled for November 19th, the DRB hearing scheduled for December 16th, final City Council consideration and approval of project entitlements scheduled for January 4, 2016, followed by completion of construction documents and securing financing, with construction scheduled to begin in spring 2016.

The next phase of the project will focus on entitlements, preparation of construction documents, managing the project budget, solidification of project financing, finalizing the plan for temporary relocation, and developing a community outreach plan to facilitate community involvement in art, use of the Plaza, and potential fundraising.

As the project proceeds, between now and groundbreaking, there are numerous decisions and activities that need to occur in order to keep the project on schedule and within budget. The City Council, representing the community, is functioning as the "project owner," and as such, the five City Councilmembers will remain actively engaged in the project to facilitate overall ownership decisions, with the objective of assisting in the process to keep the project within budget and on schedule.

City Council Action:

As the liaisons to the City Hall/Town Hall project, we have identified key processes and areas of focus and decision-making that the City Council should be involved with to facilitate the process of transparently moving forward within the approved budget and schedule parameters established by the City Council. A description of these work effort areas and the proposed City Councilmembers to work in these areas is included as Attachment A. Generally, the areas are:

- Design Process;
- Cost and Financing;
- Sustainability Features; and
- Community Outreach/Fundraising Program & Donation Opportunities/Public Art.

The City Councilmembers would act as subcommittee liaisons in each of these areas, providing oversight to the process, evaluating all major decisions based on priorities and policies set by the full Council, in order to keep the project moving forward within budget and on schedule. The subcommittees will provide status reports and recommendations to the full Council, and the full Council will make all final policy decisions. Staff will work with the Council subcommittees for these areas and provide assistance to allow the subcommittees to be able to make decisions on behalf of the owner and/or to make recommendations to the Council for their approval. This role is different from management of the project by staff and consultants.

FISCAL IMPACT:

The City Hall project efforts to date, including design and EIR, are funded in the adopted FY 2015 - 2016 and 2016 – 2017 Operating and Capital Budget.

ENVIRONMENTAL IMPACT:

The City Hall project is undergoing an EIR currently, pursuant to the regulations of the California Environmental Quality Act (CEQA).

PRIOR CITY COUNCIL REVIEW:

On March 2, 2015, the City Council authorized staff to proceed with the design phase of for the City Hall/Town Hall project. April 6, 2015, the City Council initiated the Design phase of work for the City Hall project, and on June 15, 2015, the City Council directed the Design Team to pursue the recommended Concept Plan for Schematic Design Phase. Following review, the City Council initiated the Design Development Phase of work on July 20, 2015. An update on the Design Review Board's initial review of the project on August 26, 2015 was presented on September 8, 2015. A project design was approved by the City Council on November 2, 2015.

ATTACHMENTS:

Attachment A – City Hall/Town Hall Project – City Council Subcommittee Assignments

City Hall / Town Hall Project
City Council Subcommittee Assignments

City Councilmember participation in work efforts related to the City Hall/Town Hall project should be structured so as to not compromise the City Council’s objectivity as decision makers. The City Attorney will advise the City Council how this can be accomplished.

Subcommittees	City Councilmembers	Decision Areas
Design Process	Al Corti and Don Mosier	<ul style="list-style-type: none"> • Design • Schedule • Relocation • Materials
Cost and Financing	Al Corti and Terry Sinnott	<ul style="list-style-type: none"> • Budget • Cost Reporting • Financing
Sustainability Features	Don Mosier and Dwight Worden	<ul style="list-style-type: none"> • Sustainable features for the project per the budget
Community Outreach / Fundraising Program & Donation Opportunities / Public Art	Sherryl Parks and Terry Sinnott	<ul style="list-style-type: none"> • Artwork Inclusion • Plaza Programming • Fundraising • Community Involvement