



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: July 1, 2013

SUBJECT: City Facilities Planning Process – Scorecard and Assessment Criteria

REQUESTED ACTION/RECOMMENDATION:

Staff requests that City Council review and provide direction on the preliminary scorecard or criteria for success to be used to assess City Facilities planning alternatives.

DISCUSSION/ANALYSIS:

During the June 17, 2013 discussion on City Facilities Planning, City Council directed staff to return with a draft scorecard and assessment criteria for further discussion. This scorecard would outline the criteria for success that would be used to assess the various options and alternatives developed for the City Facilities Planning process.

City Council identified two overall categories of criteria:

1. Community Values
2. Operational Criteria

Based upon the Council suggested criteria, staff has prepared the attached matrix (Attachment A) to be considered as the draft scorecard and the assessment criteria when reviewing the future options for city facilities. Staff is requesting direction on refining the City Facilities scorecard for assessing the alternatives and prioritizing or ranking the criteria for success.

Based upon the City Council direction to include a scorecard discussion, staff has modified the Facilities Planning schedule to be:

1. Determine Scope of Facility Study and Decision Trees – June 17, 2013
2. Scorecard and Assessment Criteria – July 1, 2013
3. Preliminary Space Needs Assessments (planning level) – July 15, 2013
4. Siting Discussion/Opportunities & Constraints – September 3, 2013
5. Continued Siting Discussion, Decisions and Direction – September 9, 2013 (City Council Workshop)

City Council Action:

FISCAL IMPACT:

The facility survey is within the staff work program for FY 2013-2014. Future capital improvement projects would require funding in future budgets.

ENVIRONMENTAL IMPACT:

In accordance with CEQA standards, facility planning is not defined as a project and is therefore exempt from the provisions of CEQA.

PRIOR CITY COUNCIL REVIEW:

On June 17, 2013, City Council discussed the overall program for City Facility planning and provided staff direction to proceed with the modified work program. On May 13 and 14, 2013, City Council discussed the need for City Facility planning during the Budget workshops.

ATTACHMENTS:

Attachment A – Draft Scorecard for City Facilities Assessment

CRITERIA	PRIORITY/WEIGHT High/Med/Low
I. COMMUNITY VALUES	
I.1 Does the public facility location provide easy access and convenience to the community?	
I.2 Does the public facility promote additional community activity and interest?	
I.3 Does the public facility provide public gathering space, either indoor or outdoor?	
I.4 Are revenue generating uses not precluded?	
I.5 Are the development costs commensurate with the value to the community?	
I.6 Does the public facility reinforce the surrounding community character?	
I.7 Are there potential environmental impacts?	
II. OPERATIONAL CRITERIA	
II.1 Is there a cost-benefit value in the short (5 year) term?	
II.2 Is there a cost-benefit value in the long (30 year) term?	
II.3 Does this facility promote operational efficiencies for city employees?	
II.4 Does this facility provide connections between departments?	
II.5 Does this facility support increased energy efficiencies?	