



## Item No. 6b Town of Atherton

### **CIVIC CENTER ADVISORY COMMITTEE STAFF REPORT**

**TO: CIVIC CENTER ADVISORY COMMITTEE  
GEORGE RODERICKS, CITY MANAGER**

**FROM: GORDON SIEBERT, CITY ENGINEER**

**DATE: SEPTEMBER 8, 2014**

**SUBJECT: FUTURE CCAC TASKS**

#### **RECOMMENDATION**

Information only.

#### **BACKGROUND**

The CCAC's role is defined in the CCAC Charter, adopted by Resolution of the City Council, and outlines the responsibilities of the Committee with respect to the Project. The Master Project Schedule includes CCAC meeting dates interspersed amongst the project milestones and details managed by staff and project consultants. To provide better clarity for the CCAC, a member of the CCAC has asked if a more basic version could be created to provide the CCAC with a broad overview of tasks related to the project that will involve the CCAC.

#### **FINDINGS/ANALYSIS**

The CCAC's Charter provisions are as follows:

1. Work with staff in finalizing the master planning process by identifying key issues that need to be addressed.
2. Work with staff to *solicit feedback* through tools such as surveys, community gatherings, and workshops to disseminate information regarding the key issues and questions involved in the new Civic Center.
3. Engage in *public outreach* to solicit substantive feedback and opinions on the Civic Center project. Support staff with updates for the town website and periodic updates for residents.
4. The CCAC may form Ad Hoc Subcommittees and/or host *community workshops* to involve a broader base of residents for the purposes of *information gathering* on specific issues, thus creating more community involvement and more in-depth visioning.
5. Once the council adopts a Master Plan, the CCAC will continue to work with staff through the design phase, to include *coordination of public outreach, collection of resident input, and providing feedback on the design.*

6. Assist staff, as appropriate, in the *review and recommendation of project professionals*, to include, but not limited to environmental consultants, design professionals, project management professionals, and project contractor.
7. Once the Civic Center project is underway, the CCAC will continue to work with staff, as appropriate, to *provide feedback on project priorities and direction*.
8. Assist staff and the City Council with the identification and development of *donor recognition opportunities* throughout the project.
9. Assist in discussion about the *short-term improvements* needed for the library and Civic Center facilities.

*(Emphasis Added)*

The following CCAC tasks are scheduled by month to correlate to staff and consultant tasks in the Master Project Schedule. Each task relates to a particular provision within the Committee Charter. Charter Task #4 & #5 will be ongoing from now until completion of the design phase. Charter Task #6 is ongoing as the project evolves. Charter Task #7 will be strictly defined once the project gets underway to ensure that the CCAC is involved in any major project decision points that require Council review and approval (specifically related to project design and budget).

- October 2014 – Discuss and select a short list of architects from respondents to the RFQ; review and recommend to the City Council the final Design RFP (#6)
- November 2014 – Interview architects and recommend selection of an architect to the City Council (#6)
- December 2014 – Review and Confirm a Scope of Work for the Recommended Architect (#4&6)
- January 2015 – Assist during the architectural phase by hosting Public Meetings for Design Input (#4&5)
- February 2015 – Review and Recommend final program information (#4&5)
- March 2015 – Assist in any additional public outreach (#4&5)
- April 2015 – No specific tasks
- May 2015 – Review Final Schematic Design and Provide Recommendation to City Council (#5)
- September – November 2015 – Review Final Design and Provide Recommendation to City Council (#5)

- December 2015 – Review Final Construction Drawings and Provide Final Recommendation(s) to City Council (#5)
- January 2015 – Project Completion – Provide review and recommendation of major change orders requiring City Council approval (#7)
- January 2015 – Project Completion – Assist staff in the identification of project donor recognition opportunities (#8)