



Item No. 19 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR**

FROM: MARY GRACE HOULIHAN, CITY ENGINEER

DATE: JUNE 15, 2016

**SUBJECT: RECEIVE AND FILE THE CIVIC CENTER PROJECT STATUS
REPORT FOR JUNE 2016**

RECOMMENDATION

Receive and File.

BACKGROUND

On May 18, 2016 City Council authorized amendment to the WRNS Studio contract to proceed with the Design Development Phase and provided direction to staff to work with the design team to reduce the square footage of the proposed council chamber, review the program and building layout for efficiency and reduction in square footage where possible, and identify options for base bid and add-alternate project elements.

FINDINGS/ANALYSIS

Project Design

The CCAC met and provided input on landscape and alternate design. Details of these discussions will be provided in a PowerPoint presentation to Council.

Staff met with the WRNS Studio design team and reviewed functionality of office space and needs for storage access. Building, Planning and Public Works staff provided input for the permit center and the support staff office areas. City Administrative staff provided input on the administrative offices and the lobby functions for the mail station and front desk and Police Services provided input for streamlining of the police department areas. The WRNS Studio Project Team will take this information and return with a streamlined floor plan that allows for increased use of cubicles in lieu of designated offices, multi-functional spaces and efficiency in relation of work spaces to

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public spaces. Details of many of the suggestions will be provided in a PowerPoint presentation to Council.

No action is needed at this time; however, feedback on the suggestions is certainly appropriate during the PowerPoint presentation.

Project Cost Estimate

On May 18, 2016, City Council provided direction to staff to work with the design team to reduce costs by approximately \$1.8 million by holding the assumed donation requirement at \$25 million. Staff has been working with the design team to identify the opportunities for reduction in square footage and identification of items that can be bid as add-alternates as opposed to base bid.

No action is needed at this time.

Project Schedule

The Project Schedule for the Design Development Phase has been updated to reflect time required to provide quality assurance checks and reasonable interaction with the CCAC and Council to provide key input through the process. At this time, completion of the Design Development phase is projected to be December 2016. Staff will be reviewing the entire project schedule with Mack5 and providing a complete project schedule update through the Construction Documents phase in July 2016.

No action is needed at this time.

Project Funding

Atherton Now's June Monthly Fundraising Update is attached (Attachment 1). Atherton Now has sufficient contributions to allow the project to move through all design phases. Their contribution towards Design Development has been received by the Town. Atherton Now maintains a public website at <http://atherton-now.org> that provides information on the project, a project video, and information on the campaign status.

Staff met with representatives of the Peninsula Advanced Energy Community (PAEC) to develop the Scope of Work and schedule for their grant to analyze sustainability features of the Civic Center. The \$40,000 grant will offset design costs for engineering analysis of features being incorporated into the plans. Participation in this grant opportunity allows the Town to participate in Phase II (2018) for implementation of sustainability features – to include the installation of photovoltaic panels. Representatives from PAEC advised that the Town would be in line for a grant amount up to \$822,000.

No action is needed at this time.

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Project Management – CCAC Scope of Work

At the June 6 meeting, the CCAC discussed that based bid for landscape will be comprised of basic native hydroseed and simple planting. All outdoor room enhancements will be designed and bid as add-alternates. CCAC provided some ideas and preferences for the outdoor room design details of which will be provided in a PowerPoint presentation to Council. The Library Working Group will be evaluating outdoor room spaces connected to the Library.

Follow up meetings with the Green Subcommittee are pending.

POLICY ISSUES

On May 18, 2016, City Council approved the Schematic Design with comments and direction to staff to reduce square footage of the Council Chamber, review the program and building layout for efficiency and reduction in square footage where possible, and identify options for base bid and ad alternate project elements and reduce the budget by approximately \$1.8 Million. This was accomplished by holding the assumed donation requirement at \$25 million.

There are no significant policy issues within this Report.

FISCAL IMPACT

Attachment 2 is a summary of the project finances via the Monthly Budget Summary.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. In addition, the project's information is updated frequently on the Town's Website, and an open forum is noticed and offered prior to the beginning of each CCAC Regular meeting.

The Town maintains an active and up to date Project Website at <http://ca-atherton.civicplus.com/index.aspx?nid=290>

ATTACHMENTS

Attachment 1: Atherton Now Monthly Report

Attachment 2: Monthly Budget Summary

Attachment 3: Presentation to Council (to be provided on receipt)

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Attachment 1

Monthly Budget Summary

Fund Allocations	Library Fund	Building Facilities Fund	General Fund	Civic Center Donations	Total
FY 15-16 Budget	\$1,842,000	\$594,000	\$645,000	\$1,495,000	\$4,576,000
Expenditures For FY 15-16					
Design	\$177,783	\$54,702	\$0	\$466,965	\$699,450
Project Management	\$71,475	\$80,095	\$4,531	\$88,638	\$244,739
Geo-Tech/Environmental	\$47,259	\$91,321	\$23,613	\$0	\$162,193
Totals	\$296,517	\$226,118	\$28,144	\$555,603	\$1,106,382
Remaining FY 15-16 Budget	\$1,545,483	\$367,882	\$616,856	\$939,397	\$3,469,618

Atherton Now Cash Donations (Received)	Amount
Master Plan & Conceptual Design Phases 1 & 2	\$250,457
Schematic Design Phase 3	\$200,838
Design Development	\$506,870
Total Contributions to Date	\$958,165



June 1, 2016

TO: Town Council of Atherton
FROM: Atherton Now Campaign Committee
SUBJECT: Monthly Fundraising Update – June 2016

Campaign Committee
Didi Fisher, Co-Chair
Sandy Levison, Co-Chair
Kay Clarke
Brendan Cullen
Christine David
Rick Degolia
Herb Lechner
Beverly Lenihan
Elizabeth Lewis
Kimberly Young

Greetings,

Key committee members have continued to contact prospects during May. Several strategic conversations were held with prospects resulting in some new pledges of commitment and support. Follow up with individuals that attended events seems to be a challenge. The naming opportunities have been updated to include the library areas and are available for Council to approve at their next meeting.

The third milestone payment for Phase 1 has been made to the Town in the amount of \$506,870.

The marketing video for this project is currently being updated to include additional donors and more recent facts regarding the project. *Atherton Now* Co-chair, Didi Fisher, is the designated media spokesperson. Please refer any inquiries to her.

Here is an updated confidential financial summary:

Outstanding commitments/pledges	\$2,837,262
Cash Donations	\$2,772,305
Cash Grants to the Town	\$958,165
Next Payment Due October, 2016	\$780,526
Total Cash & Pledges to date	5,609,567
Million Dollar Donors	4
Total # of Donors to date	50

Respectfully submitted.