



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Lindy Coe-Juell, Assistant to the City Manager

DATE: September 4, 2007

SUBJECT: Presentation and Update for the Facilities Strategic Plan and Appropriate \$46,800 for Consulting Work and Project Materials Provided by MDA Johnson Favaro

RECOMMENDATION:

Staff and the Council sub-committee recommends that the City Council receive and file this Facilities Strategic Plan (FSP) update and appropriate \$46,800 from the Unreserved CIP balance for additional consulting work and project materials provided by MDA Johnson Favaro (MDAJF).

FISCAL IMPLICATION:

The original MDAJF contract was in the amount of \$470,000 and, within that amount, funds were designated for: 1) reconnaissance and analysis \$90,000, 2) option development \$130,000, 3) final documentation \$30,000, 4) outreach \$135,000, 5) sub-consultants such as traffic and parking \$50,000, 6) and reimbursables \$35,000. Due to a larger number of community and stakeholder meetings and additional services for a library feasibility study, MDAJF has exceeded its original project budget and is requesting an additional \$46,800 for the remainder of the project.

MDAJF's original budget of \$35,000 for reimbursables has been exceeded due to unanticipated printing costs for hand-outs at numerous stakeholder meetings, the hometown fair, community-wide forums and printed copies of the Preliminary Report for the steering committee and staff. They are requesting an additional \$17,500 in reimbursable costs to fulfill the obligations of the project in the distribution of printed materials.

The original MDAJF scope of work included three community-wide forums. In order to provide an evening and weekend alternative for our residents, the steering committee and Council sub-committee asked that MDAJF facilitate a Thursday evening and Saturday morning session for each of the three originally planned forums. The first two sets (4 actual meetings) of community forums have been held, and the final Thursday evening and Saturday morning sessions are planned for September 13th and 15th. In order to accommodate the break-out sessions, MDAJF bring approximately 8 staff to each community forum, they prepare a detailed PPT presentation, provide printed boards for each of the break-out groups, take and provide detailed meeting notes from each session. MDAJF is requesting \$16,300 to cover the costs of the additional three forums.

Finally, the steering committee and Council sub-committee requested MDAJF to prepare a

feasibility study for the construction of an expanded library and community theatre on the existing library site as one the potential locations of the library in the master plan. This scope of work was beyond the usual master planning level in that it included analyzing existing topography, analyzing the impact of adjacent structures, considering the limited construction staging area, height limitations and the costs of temporary library housing that would be necessary during construction. Analyzing these elements was necessary to produce a reliable cost estimate for the steering committee and Council sub-committee to consider. MDAJF has requested \$13,000 to cover their time and their cost estimator's time related to this work.

BACKGROUND:

During the October 18, 2005 City Council meeting, Council approved of the idea to initiate a strategic planning process with the ultimate goal of developing a master plan and long term vision for community facilities throughout the City. The Council was interested in pursuing this planning process because many of our civic and recreation facilities have reached, or are near to, the end of their useful lives. The facilities require an ever increasing amount of maintenance work to remain open and are outdated for the programming needs of our community. Consequently, the City contracted with MDA Johson Favaro (MDAJF), an architectural and urban design firm, to facilitate the creation of the facilities master plan. This work began in the late summer of 2006.

Over the last year, MDAJF has guided a comprehensive community driven process for assessing facility and programming needs. This process has included monthly meetings of a resident steering committee, over 70 stakeholder meetings, four community forums, review of related documents, assessment of current and future programming needs, on-site facility research and many iterative drawings showing options for new, or reconstructed, facilities. A schedule of upcoming FSP meetings is presented in the table at the end of this report.

DISCUSSION:

MDAJF will give a presentation to City Council this evening with the purpose of providing an update on the FSP work done to-date and the current thinking regarding proposed facilities. This presentation will include discussion of the remaining work to be completed in this phase of the FSP. As a part of that work, there will be two final community wide forums in mid-September. The steering committee will then meet on September 24th for a final discussion and to take a vote for their recommendation on the master plan. The presentation this evening will include the highlights of the steering committee's initial vote, during their August meeting.

Staff and MDAJF plan to return to City Council during the October 2nd meeting to provide another update and seek Council's direction as to the review to be conducted by the City Commissions. Following the Commissions' review the City Council will receive the proposed master plan for their discussion, direction and ultimate approval. Staff expects to have the master plan ready for Council review early next year.

For public reference, staff and MDAJF have provided three recent updates previous to the presentation this evening. These updates were provided for the June 19, 2007, July 17, 2007 and August 7, 2007 meetings and the staff reports are available on the City's website at <http://www.citymb.info/Index.aspx?page=1168>. More information on the Facility Strategic Plan project, including steering committee meeting agendas and minutes, is also available online from the FSP link at <http://www.citymb.info/Index.aspx?page=1077>.

Schedule of Recent and Remaining FSP Meetings

Meeting	Date	Time	Place
Steering Committee*	8-6-07	6:30pm	PD/FD Conference Room
Update to City Council	8-7-07	During the City Council meeting	Council Chambers
Live Oak Neighborhood Mtg.	8-27-07	6:00pm	Joslyn Center
Polliwog Park Neighborhood Mtg.	8-29-07	6:00pm	Manhattan Heights Community Center
Update to City Council	9-4-07	During the City Council meeting	Council Chambers
Community Forum	9-13-07	6:30pm	Joslyn Center
Community Forum	9-15-07	6:30pm	Manhattan Heights Community Center
Steering Committee**	9-24-07	6:30pm	Joslyn Center
Update to City Council	10-2-07	During the City Council meeting	Council Chambers

*The steering committee cast preliminary votes for the recommended master plan at this meeting.

** Steering committee to cast final votes for the recommended master plan