

**CIVIC CENTER ADVISORY COMMITTEE  
AGENDA REPORT**

**MEETING DATE: 06/22/2023  
AGENDA HEADING: Regular Business**

**AGENDA TITLE:**

Updated Civic Center Master Plan Project Schedule

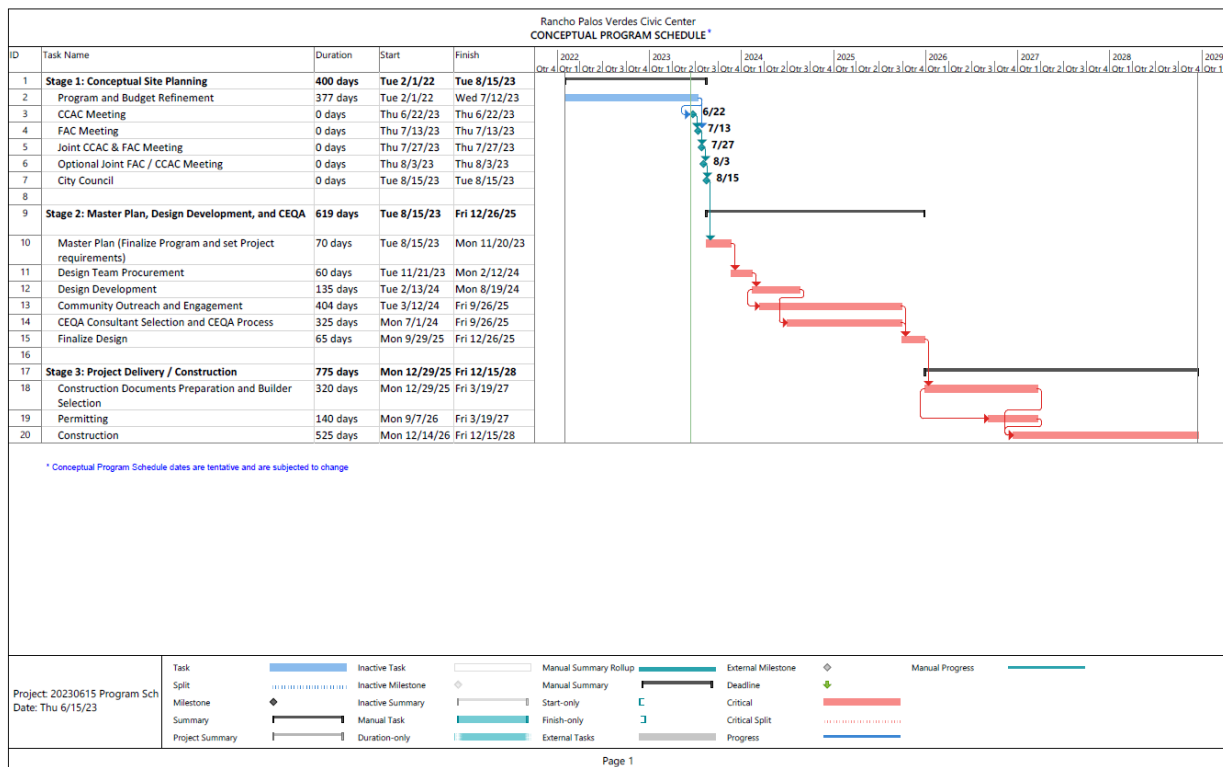
**RECOMMENDED CCAC ACTION:**

- 1) Provide input on updated Civic Center Master Plan project schedule.

**STAFF COORDINATOR:** Matt Waters, Senior Administrative Analyst   
Robert Godfrey, Griffin Structures Project Manager

**BACKGROUND AND DISCUSSION:**

At its April 27, 2023 the Civic Center Advisory Committee (CCAC) requested that Staff include detailed Civic Center Master Plan project schedule updates at upcoming CCAC meetings. The schedule below was prepared by Griffin Structures, the Civic Center Project Manager, in conjunction with staff. Robert Godfrey, with Griffin Structures will present the schedule at the June 22, 2023 CCAC meeting.



The three stages and the individual milestones shown in the schedule are estimates based on current information and subject to change. The schedule covers the period from February 2022 through October 2028.

The schedule is divided into three stages:

- Stage 1: Conceptual Site Planning
- Stage 2: Master Plan, Design Development and CEQA (California Environmental Quality Act)
- Stage 3: Project Delivery/Construction

Stage 1 covers the time period of February 1, 2022 through August 15, 2023 and incorporates refinements to the program document and development of the project budget. This stage includes tonight's CCAC meeting, an upcoming FAC (Finance Advisory Committee) meeting, a joint CCAC/FAC meeting where the project budget and financing/delivery options will be discussed, and an additional joint FAC/CCAC meeting if needed in August. Stage 1 is scheduled to conclude with a presentation of the conceptual site plan, project budget, and a financing/delivery plan to the City Council on August 15, 2023.

Below are explanatory notes on individual Stage 1 line items:

#2 – The City is in the process of completing program and budget refinement, and it is expected to be completed by mid-July.

Stage 2 covers the time period from August 15, 2023 to December 26, 2025 and includes finalization of the program and Master Plan, design team procurement, design development, community outreach, the CEQA process, and design finalization.

Below are explanatory notes on individual Stage 2 line items:

#10 – Complete Master Plan to include a finalized program, which establishes the size of City Hall. The Master plan will also set project requirements for the different amenities that should be considered in the Civic Center, and set project perimeters in terms of land use requirements and include construction phasing if required.

#11 – Design Team Procurement – go through selection process to select the right design team to complete design development.

#13 – Community Outreach will continue through the design development and CEQA process to solicit and address public comments throughout the design process.

#14 – CEQA consultant will be selected as design development is being completed.

#15 – At the end of the CEQA process, the design will be finalized to incorporate comments as appropriate.

Stage 3 covers the time period from December 29, 2025 to December 15, 2028 and includes preparation of construction documents, builder selection process, permitting, and construction.

Below are explanatory notes on individual Stage 3 line items:

#18 – The Design will be further developed into Construction Documents and a builder will be selected

#19 – Assuming we are delivering the project via a form of Design-build method, permitting and construction can begin before the entire set of construction documents are fully completed.

Staff is looking to the CCAC for input on the Civic Center Master Plan project schedule.