



**CITY OF LARKSPUR
Staff Report**

September 18, 2019, Council Meeting

DATE: September 12, 2019

TO: Honorable Mayor Morrison and the Larkspur City Council

FROM: Dan Schwarz, City Manager

SUBJECT: UPDATE ON COMMUNITY FACILITY PARCEL PROCEDURES AND GRANTING OF BUDGET AUTHORITY FOR ASSESSING COMMUNITY SUPPORT FOR PUBLICLY FINANCED PROJECT OPTIONS

ACTION REQUESTED

Receive update and approve the attached resolution.

SUMMARY

At the conclusion of its August 14 workshop on unfunded infrastructure, the Council directed staff to evaluate options for the City to develop the Community Facility Parcel such that there is a new library on the property. Staff is working on several processes necessary for the Council and the community to evaluate options, for which brief updates are offered in the report. One of the options is to evaluate voter sentiment about an assessment to publicly finance the project. For this work, staff requires the support of experts in the field of evaluating public opinion. The attached resolution provides the City Manager with budget authority to retain this support.

BACKGROUND

Based on the Council's direction at the August 14 workshop, staff is advancing evaluation of the Community Facility Parcel (CFP) in four different ways.

Request For Proposals (RFP) for a Schematic Design of a New Library

One option the Council desires to evaluate is developing a new library on the property, consistent with the adopted CFP Master Plan. Following the August 14 workshop, the working group between the City and the Larkspur Library and Community Center Foundation (LLCCF) met to discuss the nature and scope of the project description in light of comments made during the workshop and feedback the LLCCF has received while engaging the community. Staff is incorporating this feedback into the RFP and is targeting release of the document for the end of September. Staff envisions a timetable that has the City Council reviewing proposals in February 2020.

AGENDA ITEM 8.2

Request For Qualifications (RFQ) for a Mixed-Use Development

Another option the Council desires to evaluate is whether a developer might propose a project on the property that is a mix of public facility and housing. Since the August 14 workshop, staff has discussed this type of document with agencies that have utilized them. Staff is drafting an RFQ that invites developers to describe what sort of mixed-use development would be feasible. Staff is targeting release of the document in early October and envisions a timetable that has the City Council reviewing responses in January 2020.

Assess Community Support for Publicly Financed Project Options

Determining the level of community support for a publicly financed project requires a team of experts. One component of the team is a municipal advisor to analyze funding options and determine the nature and scale of the assessment that would be presented to voters. Another item on the September 18, 2019 agenda proposes retaining a municipal advisor for this purpose. The team also requires expertise in the field of evaluating public opinion. The attached resolution authorizes the City Manager to use up to \$150,000 from the General Fund Reserves to engage consultant support for assessing public opinion and conducting community engagement and education. This allocation is expected to extend across fiscal years if the Council ultimately chooses to place a ballot measure before the voters. In addition to evaluating public support for this project, it is consistent with the Council's direction to evaluate voter support for public financing for other unfunded projects, including work on the City's two fire stations and City Hall. Because evaluating public opinion is dynamic in nature, the form of the professional services agreements and their scope of work is anticipated to evolve over the lifetime of the project. The attached resolution empowers the City Manager to enter into agreements and amend those agreements, provided they are of a form acceptable to the City Attorney and are acceptable to the councilmembers acting as an ad-hoc committee to participate on the working group with the LLCCF.

The City has pre-existing relationships with the Lew Edwards Group (LEG) and FM3 Research for this type of support. From these relationships and their past work in Larkspur, LEG and FM3 have a familiarity with the community that will prove valuable for this project. Staff intends to reach out to these entities to see if they are available and interested in working on this project.

Explore Partnerships with Other Public Entities

Staff has not begun this assignment. It is anticipated that once the other three processes are underway, staff will initiate discussions with potential public partners.

FISCAL IMPACT

The attached resolution authorizes the City Manager to use up to \$150,000 from General Fund Reserves to engage consultant support for assessing public opinion and conducting community engagement and education.

STAFF RECOMMENDATIONS

Receive update and adopt attached resolution.

Respectfully submitted,

Dan Schwarz, City Manager

Attachments

1. Resolution

CITY OF LARKSPUR
RESOLUTION 59/19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
ESTABLISHING SPENDING AUTHORITY FOR THE CITY MANAGER TO ENGAGE
CONSULTANT SUPPORT FOR ASSESSING PUBLIC OPINION AND CONDUCTING
COMMUNITY ENGAGEMENT AND EDUCATION**

WHEREAS, the City Council desires to determine whether the community supports public financing for several unfunded capital projects, including rehabilitation or replacement of the City’s two fire stations, rehabilitation of City Hall, and construction of a new library on the Community Facility Parcel;

WHEREAS, the City Manager has determined that the City should continue its practice of procuring outside professional services to assist with ballot measure analysis, educational material development, and public outreach;

WHEREAS, the City Manager anticipates total costs for this process to be as much as \$150,000.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Larkspur hereby adopts this resolution establishing spending authority for the City Manager not-to-exceed \$150,000 for ballot measure analysis, educational material development, and public outreach.

BE IT FURTHER RESOLVED, that the City Manager is to draw the money authorized by this spending authority from the General Fund Reserve.

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute agreements within this spending authority that are in excess of any limits in the City’s Purchasing Policy, upon approval by a Council ad-hoc committee and, with respect to form, by the City Attorney.

IT IS HEREBY CERTIFIED, that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on the 18th day of September 2019, by the following vote, to wit:

- AYES: COUNCILMEMBER:
- NOES: COUNCILMEMBER:
- ABSENT: COUNCILMEMBER:
- ABSTAIN: COUNCILMEMBER:

Ann Morrison, Mayor

ATTEST:

Alison Foulis, City Clerk