

# The Making of a City Hall - Boerne, Texas

New City Hall Sequence of Events as of April 25, 2017

All City Council Retreats, Roundtables, Workshops and Meetings are open to the public and posted on the City's website, as well as Facebook. Ad Hoc Committee Meetings and Forums have been treated as open meetings.

Date	Meeting Attendees/Type	Event/Topic
April 16, 2015	City Council Retreat	City Council agreed to proceed with a needs assessment for a future city hall, based on the Master Plan and RUDAT recommendations.
June 4, 2015	Staff	Request for Qualifications released for Space Needs Assessment and Conceptual Design.
July 10, 2015	Staff	Statements of Qualifications received for Space Needs Assessment and Conceptual Design. 10 submissions received.
August 5, 2015	Staff/Candidate Firms	Out of 10 submitting firms, 4 were chosen to be interviewed. Interviews conducted with four firms that submitted qualifications for Space Needs Assessment and Conceptual Design.
August 25, 2015	City Council Meeting	Resolution 2015-R77 - Authorizing the City Manager to enter into and manage negotiations with Randall Scott Architects for Space Needs Assessment and Conceptual Design for future municipal office. - <b>Approved</b>
September 10, 2015	Staff/Architect	Scoping meeting held with architect and key staff members.
October 13, 2015	City Council Meeting	Resolution 2015-R101 - Amending the authorization for the City Manager to enter into and manage negotiations with Randall Scott Architects for Space Needs Assessment and Conceptual Design for future municipal facilities. - <b>Approved</b>
October 20, 2015	City Council Quarterly Roundtable	Discussion on City Council involvement in Space Needs Assessment/Conceptual Design.
November 10, 2015	Staff/Architect	Needs Assessment meeting with architect and staff.

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November 10, 2015	City Council Workshop	Discussion on Space Needs Assessment - Needs for City Council Chambers and Executive Session Area.
December 9, 2015	Staff/Architect	Space Needs Assessment review (of all departments) with architect and staff.
January 14, 2016	Staff/Architect	Block floor plan (for all departments) discussions with architect and staff.
February 2, 2016	Staff/Mayor/Mayor Pro Tem	Facility Program meeting with staff, Mayor and Mayor Pro Tem.
February 3, 2016	Staff/Mayor/Mayor Pro Tem/Architect	Facility Program meeting with staff, Mayor, Mayor Pro Tem and architect.
February 5, 2016	Staff/Mayor/Candidate	Project Manager candidate interview. (1 of 4 conducted.)
February 26, 2016	Staff	Request for Qualifications released for Architecture and Engineering Services.
March 11, 2016	Staff	Request for Qualifications for Architecture and Engineering Services received. Eight firms submitted qualification statements.
March 30, 2016	Staff/Mayor/Architect	City hall exterior design presentation with staff, Mayor and architect.
April 12, 2016	City Council Workshop	Discussion on Space Needs Assessment and Conceptual Design for a new city hall by Randall Scott Architects, Inc.
April 12, 2016	City Council Meeting	Receive Needs Assessment and Conceptual Design for a new city hall by Randall Scott Architects, Inc.
April 14, 2016	Staff	Project Manager candidate interview. (2 of 4 conducted.)
April 19, 2016	City Council Meeting	Future city hall discussion regarding Conceptual Design and floor plans.

Date	Meeting Attendees/Type	Event/Topic
April 26, 2016	City Council Meeting	<p>Resolution 2016-R43 - Authorizing the City Manager to negotiate an agreement for Architectural and Engineering Services for the proposed new city hall (with Randall Scott Architects, Inc.). - <b>Approved</b></p> <p>Resolution 2016-R44 - Authorizing the City Manager to negotiate an agreement for Project Management Consulting Services for the proposed new city hall project. - <b>Approved (Negotiations later withdrawn.)</b></p>
May 10, 2016	City Council Meeting	<p>Resolution 2016-R50 - Authorizing the City Manager to enter into and manage an agreement for Architectural and Engineering Services for the proposed new city hall between the City of Boerne and Randall Scott Architects, Inc. - <b>Tabled for 30 days</b></p>
May 24, 2016	City Council Meeting	<p>Establish and consider mayoral appointments for an Ad Hoc Committee for the proposed new city hall. Committee of 6 appointed citizens to review proposed city hall process.</p>
June 8, 2016	Ad Hoc Committee Meeting	<p>Ad Hoc Committee Meeting #1.</p>
June 14, 2016	City Council Meeting	<p>Discussed the untabling of Resolution 2016-R50 (Architectural and Engineering Services). - <b>Untabled</b></p> <p>Resolution 2016-R50 - Authorizing the City Manager to enter into and manage an agreement for Architectural and Engineering Services for the proposed new city hall between the City of Boerne and Randall Scott Architects, Inc. - <b>Tabled to allow Ad Hoc Committee to complete their objectives.</b></p>
June 15, 2016	Ad Hoc Committee Meeting	<p>Ad Hoc Committee Meeting #2.</p>
June 23, 2016	Ad Hoc Committee Meeting	<p>Ad Hoc Committee Meeting #3.</p>

Date	Meeting Attendees/Type	Event/Topic
June 28, 2016	City Council Meeting	Receive presentation from the New City Hall Ad Hoc Committee. Consider the untabling of Resolution 2016-R50 (Architectural and Engineering Services). - <b>Untabled</b>
July 6, 2016	Staff/Mayor/Mayor Pro Tem	Resolution 2016-R50 - Authorizing the City Manager to enter into and manage an agreement for Architectural and Engineering Services for the proposed new city hall between the City of Boerne and Randall Scott Architects, Inc. - <b>Tabled</b> Staff recommendation to receive public input with 2 Public Forums.
July 12, 2016	City Council Meeting	Consider Resolution 2016-R62 Authorizing the City Manager to enter into and manage the first amendment to the contract between the City of Boerne and Randall Scott Architects for a Space Needs Assessment and Conceptual Design for future municipal office, to allow for further development of the Conceptual Designs for the proposed city hall projects. - <b>Approved</b>
July 13, 2016	Staff/Mayor/Mayor Pro Tem/Architect	Additional designs developed for Public Forums.
August 2, 2016	Staff/Candidate	Review of staff comments with staff, Mayor, Mayor Pro Tem and architect.
August 3, 2016	Staff/Candidate	Project Manager candidate interview. (3 of 4 conducted.)
August 23, 2016	City Council Workshop	Project Manager candidate interview. (4 of 4 conducted.)
August 24, 2016	Public Forum	Architect's presentation on three renderings for the proposed future city hall to the City Council.
		Presentation of three renditions for the new city hall project to the general public.

Date	Meeting Attendees/Type	Event/Topic
September 1, 2016	Public Forum	Presentation of three renditions for the new city hall project to the general public.
September 13, 2016	City Council Meeting	<p>Receive comments from the public forums for the new city hall project. Consider the untabling of 2016-R50. - <b>Untabled</b></p> <p>Resolution 2016-R50 - Authorizing the City Manager to enter into and manage an agreement for Architectural and Engineering Services for the proposed new city hall between the City of Boerne and Randall Scott Architects, Inc. - <b>Approved</b></p>
September 27, 2016	City Council Meeting	Resolution 2016-R98 - Authorizing the City Manager to negotiate a contract for Project Management Services. (Four Project Management candidates were interviewed.) - <b>Approved</b>
January 10, 2017	City Council Meeting	Resolution 2017-R06 - Approval of contract with Michael Dean, LLC for Professional Project Management Services
February 14, 2017	City Council Meeting	Resolution 2017-R23 - Approval of contract with Lee Lewis Contractors, for Construction Manager at Risk services
February 28, 2017	City Council Meeting	Staff update on new City Hall project
March 14, 2017	City Council meeting	Randall Scott Architects provided a presentation on interior and exterior designs being developed.
April 25, 2017	City Council meeting	Petition was submitted at City Hall. City Council officially received the petition and did not approve the ordinance to proceed with issuing certificates of obligation.