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Del Mar City Council Meeting Agenda

February 23 and 26, 2019: L'Auberge Del Mar
1540 Camino del Mar, Del Mar, CA 92014

NOTICE AND CALL OF SPECIAL MEETING OF THE DEL MAR CITY COUNCIL CITY COUNCIL GOALS AND PRIORITIES WORKSHOP

SATURDAY, FEBRUARY 23, 2019, 9:00 A.M.

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TUESDAY, FEBRUARY 26, 2019, 9:00 A.M.

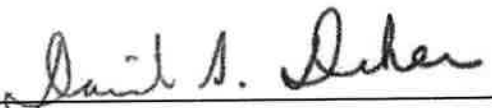
L'Auberge Del Mar, 1540 Camino del Mar, Del Mar, CA 92014

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council of the City of Del Mar is hereby called for 9:00 a.m. Saturday, February 23, 2019, and 9:00 a.m., Tuesday, February 26, 2019, for the following purpose:

SAID SPECIAL MEETING shall be for the purpose of holding a two-day City Council Goals and Priorities Workshop.

Please refer to the attached agenda.

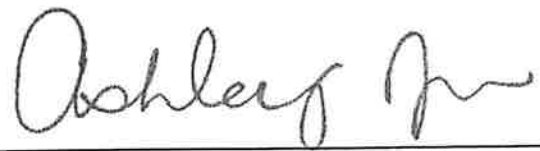
DATED: February 21, 2019



Dave Druker, Mayor

CERTIFICATION

I, Ashley Jones, Administrative Services Director of the City of Del Mar, hereby certify that a copy of the notice was posted at City Hall, and L'Auberge Del Mar, and distributed to the City Council on February 21, 2019, at approximately 11:00 a.m.



Ashley Jones, Administrative Services
Director/City Clerk

Del Mar City Council Meeting Agenda

February 23 and 26, 2019: L'Auberge Del Mar
1540 Camino del Mar, Del Mar, CA 92014

Civility Works: The Del Mar Code of Civil Discourse: Together we will promote inclusion; listen to understand; show respect; be clear and fair; and focus on the issue.

Dave Druker
Mayor

Ellie Haviland
Deputy Mayor

Terry Gaasterland
Council Member

Sherryl Parks
Council Member

Dwight Worden
Council Member

Scott W. Huth
City Manager

Leslie E. Devaney
City Attorney

Ashley Jones
Administrative Services
Director/City Clerk

Kathleen A. Garcia
Planning and Community
Development Director

Special Meeting

Saturday, February 23, 2019, at 9:00 a.m.

Tuesday, February 26, 2019, at 9:00 a.m.

It is the intention of your City Council to be receptive to your concerns about your community. Your participation in local government will assure a responsible and efficient City of Del Mar.

Regular Meetings of the City Council are held on the first and third Mondays of the month beginning at 4:30 p.m. Council meetings are occasionally held on the second Mondays and/or special meetings called. For further information regarding the scheduling of meetings or meeting agendas, check the **City's website at www.delmar.ca.us**, or call the Administrative Services Department at (858) 755-9313. You may sign up on the City's website for email notifications of public meetings. A full City Council agenda packet with all backup information is available at City Hall, the Del Mar Library, and on the City's web site the Friday before each Council meeting. Materials related to an item on this Agenda submitted to the City Council **after** distribution of the agenda packet are available for public inspection at City Hall at 1050 Camino del Mar during normal business hours and are posted online.

Anyone may address the City Council for up to three minutes, at the Mayor's discretion, on items on the Agenda. Please submit a "Speakers Slip" to the City Clerk prior to the Mayor announcing the agenda item. The forms are located near the door at the rear of the Meeting Room. The Agenda item number being addressed should appear on the speaker slip. To speak on a City-related concern that is NOT on the Agenda, please complete a "Speaker Slip" and submit it to the City Clerk prior to the beginning of the meeting. You will be called forward to speak by the Mayor or City Clerk during the Public Oral Communications portion of the agenda.

When addressing the Council, please step up to the podium and state your name and address for the record. Each speaker will have up to three minutes to speak at the discretion of the Mayor. Whenever possible, lengthy testimony should be presented to the Council in writing and only pertinent points presented orally.

Agenda items MAY be addressed in any order at the discretion of the Mayor.

Special Needs: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administrative Services Department at 1050 Camino del Mar, or by calling (858) 755-9313. Notification of at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

As a courtesy to all meeting attendees, **please set cellular phones and pagers to silent mode** and engage in conversations outside the Council Chambers.

**FEBRUARY 23, 2019
SPECIAL MEETING – DAY 1
9 A.M. – L’Auberge Del Mar**

I. CALL TO ORDER/ROLL CALL

II. OPENING REMARKS

III. PUBLIC ORAL COMMUNICATIONS

Each person wishing to speak before the City Council on any matter shall submit a “Speaker Slip” to the City Clerk. When the Mayor recognizes you, please come forward and state your name and address. Each speaker will have up to three (3) minutes to speak at the discretion of the Mayor and you may be asked clarifying questions about your issue. Your information may be received, placed on a future agenda, or referred to the City Manager by the City Council. State law generally precludes the City Council from discussing or acting upon any topic presented during oral communications that is not described on the posted agenda.

IV. REPORT FROM FINANCE COMMITTEE

V. REVIEW OF NON-CAPITAL IMPROVEMENT PROJECTS

- a. What will be accomplished by June 30, 2019
- b. What will be moved to Fiscal Year 2019/2020

VI. LUNCH RECESS (12-12:30 P.M.)

VII. IDENTIFY WHAT PRIORITIES/PROJECTS CAN BE REMOVED

VIII. IDENTIFY WHAT PRIORITIES/PROJECTS NEED TO BE ADDED

IX. HOW TO DETERMINE WHAT TO ADD

- a. Large/medium/small
- b. Vote in general

X. REVIEW CIP PROJECTS (Time Permitting)

XI. ADJOURNMENT

The Mayor will adjourn the meeting to 9:00 a.m., February 26, 2019, at L’Auberge Del Mar, 1540 Camino Del Mar, Del Mar, California, 92014.

**FEBRUARY 26, 2019
RESUME SPECIAL MEETING – DAY 2
9 A.M. – L’Auberge Del Mar**

XII. CALL TO ORDER/ROLL CALL

XIII. PUBLIC ORAL COMMUNICATIONS

Each person wishing to speak before the City Council on any matter shall submit a “Speaker Slip” to the City Clerk. When the Mayor recognizes you, please come forward and state your name and address. Each speaker will have up to three (3) minutes to speak at the discretion of the Mayor and you may be asked clarifying questions about your issue. Your information may be received, placed on a future agenda, or referred to the City Manager by the City Council. State law generally precludes the City Council from discussing or acting upon any topic presented during oral communications that is not described on the posted agenda.

XIV. REVIEW OF OUTCOMES FROM DAY 1

XV. DISCUSS WHAT IS REQUIRED TO COMPLETE EACH PROJECT

XVI. DETERMINE THE GOALS

XVII. LUNCH RECESS (12-12:30 P.M.)

XVIII. REVIEW CIP PROJECTS

- a. What will get done
- b. What is on the list

XIX. PREPARE FOR BUDGET

- a. What do we need to accomplish
- b. What information do we need

XX. ADJOURNMENT



City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Clem Brown, Environmental Sustainability/Special Projects Manager
Via Scott W. Huth, City Manager

DATE: February 23 and 26, 2019

SUBJECT: City Council Goals and Priorities

REQUESTED ACTION/RECOMMENDATION:

Review the City Council's Goals and Priorities (Attachment A) and provide input and direction to staff.

DISCUSSION/ANALYSIS:

To prepare for the City Council's workshop on its Goals and Priorities, staff organized projects into the three exhibits in Attachment A: 1) Special Projects (Non-CIPs), 2) Capital Improvement Projects (CIPs), and 3) Operational Projects. A summary of the three exhibits in Attachment A is as follows:

Exhibit 1 includes the name, description and status of 14 special projects (non-CIPs) in recommended order of priority that require 4,258 hours of FY 2018-2019 staff capacity (Table 1.1). Based on a detailed review of available staff capacity, staff recommends working on special projects 1-10 (totaling 3,941 hours) for the remainder of the fiscal year based on their priority status and resources expended to date. Projects 11-14, totaling 317 hours, lack available staff capacity to be worked on at this time. Table 1.2 includes 11 special projects requiring an additional 4,520 hours of staff capacity that are recommended for deferral until FY 2019-2020, or when additional staff capacity becomes available.

Exhibit 2 (beginning on page four of Attachment A) includes the name, description and status of 10 CIPs in recommended order of priority that require 3,904 hours of FY 2018-2019 staff capacity (Table 2.1). Projects shaded in green will be complete by the end of FY 2018-2019. Staff recommends directing available staff capacity (1,872 hours) to the top three priority CIPs (Downtown Streetscape, Sea Wall and Street End Improvement Plan, and the Camino del Mar Bridge Replacement). Table 2.2 includes five (5) CIPs requiring an additional 376 hours of staff capacity that are recommended for deferral until FY 2019-2020, or when additional staff capacity becomes available.

City Council Action:

Exhibit 3 (beginning on page six of Attachment A) includes the name, description and status of 11 operational CIPs in recommended order of priority that require 3,379 hours of FY 2018-2019 staff capacity (Table 3.1). Again, projects shaded in green will be complete by the end of FY 2018-2019. Table 3.2 includes 19 operational non-CIPs in recommended order of priority that require 1,779 hours of FY 2018-2019 staff capacity. Combined, operational projects are estimated to require 5,158 hours of staff capacity over the remainder of the fiscal year. Based on an assessment of available capacity for all City operations, including management and daily operations, staff anticipates being able to continue work on all 30 operational projects over the remainder of the fiscal year (as shown at the bottom of Table 3.2).

Table 3.3 (beginning on page 8 of Attachment A) includes seven (7) operational projects requiring 1,051 hours of staff capacity that are recommended for deferral until FY 2019-2020, or when additional staff capacity becomes available.

Finally, Table 3.4 (page 9 of Attachment A) includes eight (8) new operational projects requiring 500 hours of staff capacity that are not currently in staff’s work plan for FY 2018-2019.

In summary, the hours required for special projects and CIPs exceed available staff capacity in FY 2018-2019, and will likely continue to exceed staff capacity in FY 2019-2020 because many of the City Council’s goals and priorities are multi-year projects (as shown in the table below). Given this shortfall in available capacity, staff has prioritized the City Council’s goals and priorities and recommended which projects to direct available resources over the remainder of the fiscal year.

Available Staff Capacity (hours)	FY 2018-2019 Operational Projects	FY 2018-2019 Special Projects	FY 2019-2020 Operational Projects	FY 2019-2020 Special Projects
	10,164	5,813	20,328	9,602
Project Hours	10,164*	8,162	TBD (likely special projects shortfall)	
Balance	0	-2,349		

*Includes 5,158 hours for operational projects and 5,006 hours for management and daily operations.

Staff requests the City Council review the exhibits in attachment A and provide input and direction to staff if any changes to staff’s recommendations are needed.

ATTACHMENTS:

Attachment A – City Council Goals and Priorities

Exhibit 1 – Special Projects (Non-CIPs)

Table 1.1. Special Projects (Non-CIPs) #s 1-14 [STAFF’S RECOMMENDATION]

*Projects shaded green are anticipated to be completed by the end of FY 2018-2019.

Project Name	Project Description	Status
1 (41). Utility Undergrounding Project (UP)	Provide an array of ongoing project management and support services for the implementation of the citywide Undergrounding Project (UP). UP includes undergrounding and conversion of all overhead utilities within the City boundaries. Project will require Coastal Development Permit review, possible exemptions; CEQA review (possible MND for areas in sensitive habitats).	This project is currently in the planning phase. The Consultant has prepared the draft Project Delivery Plan for the CC review scheduled for March 18th.
2 (42). 2013-2021 5th Cycle Housing Element Implementation (current Housing Element)	Implement the remaining Actions identified in the current 2013-2021 Housing Element certified in 2013: Remaining Actions include: 1. Amendments to the North Commercial Zone to increase allowed density from one accessory unit to 20 du/ac for affordable housing projects. (Action 2E) and Amendments to the PC Zone Code to increase allowed density from one accessory unit to 20 du/ac for affordable housing projects with associated Community Plan Amendments and LCPA (Action 2F); 2. ADU Amnesty Program.	Underway with PC and NC Zone Code Amendment. CEQA work has been initiated. Have not initiated ADU Amnesty program.
3 (43). Implementation of "22 in 5" Top 3 Priority Projects: Task 1. Encourage Condo Conversations; Task 2. Incentivize ADUs (Task 3. PC/NC Zone Amendment hours shown in line item 20)	Implementation of "22 in 5" Top 3 Priority Projects as Identified by CC on July 2, 2018: Task 1. Encourage Condo Conversations (200 hours); Task 2. Incentivize ADUs (200 hours) (Task 3. PC/NC Zone Amendment hours shown in 5th Cycle Housing Element, line item 20 and not double counted; Other 22 in 5 Work Program tasks shown in New/Deferred Projects) The hours listed for this project are for implementing Condo Conversion Encouragement and the incentive program for Affordable Accessory Dwelling Units and Junior ADUs.	Implementing first priority projects including processing the development applications with affordable housing. NC/PC Zone Amendments shown in Project 20.
4 (44). Short-Term Rental Ordinance Local Coastal Program Amendment	Ordinance was adopted November 6, 2017; Coastal Commission approved a modified ordinance June 2018. The City Council has not yet accepted the changes via Ordinance or taken action to introduce another ordinance, until writ against CCC is determined. Staff will	Awaiting Council direction as to writ against Coastal Commission determination, in order to determine the work program.

Project Name	Project Description	Status
	have to revise or implement ordinance, provide education/outreach and enforcement.	
5 (45). Sea Level Rise Work Program/Local Coastal Program Amendments - Completion of Adaptation Plan, Sediment Management Plan, Wetland Habitat Migration Assessment, Land Use Plan Amendments, and Zone Code Amendments	This work effort is a 3-prong task, in compliance with grant by the California Coastal Commission: 1. SLR LCPA for Adaptation Plan, which includes City Council Adoption Hearing, submissions per grant requirements, LUP and Zone Code Amendments, Adoption of Ordinance, CCC submission; 2. Sediment Management & Beach Nourishment Plan, which includes comment period and draft technical report, adoption hearings, CCC submission; 3. SLR San Dieguito Lagoon Wetland Habitat Assessment, which includes comment period and draft technical report, adoption hearings, CCC submission.	All materials submitted to the Coastal Commission, grant deadline met. Coastal Commission staff is reviewing materials and will provide comments and recommendations to staff in winter/spring.
6 (46). SCoup Permit for Sand Replenishment and expanded Beach Sand Maintenance Program	Project would include taking recommendations from Sea Level Rise Adaptation Plan related to beach sand nourishment and beach sand maintenance and developing and implementing a program. This would include multi-agency permits and coordination of mining sites and placement of sand on the beach, as well as the ongoing berming and maintenance of sand on the beach.	RFQ for qualified consultants has been released; anticipate hiring a consultant in March 2019.
7 (47). Climate Action Plan Implementation - Exploration of Community Choice Energy/Aggregation	As recommended by the City's Climate Action Plan to achieve a target of 100% renewable energy for Del Mar by 2035, implement a Community Choice Energy program. This entails exploring different models, completing a feasibility study, and evaluating potential partnerships for doing so. Scope of work for the FY2018-2019 Fiscal Year includes completion of the joint Feasibility Study with the Cities of Encinitas, Carlsbad and Oceanside. Work will also include a public outreach campaign to educate Del Mar residents and business on CCE, and to report out the findings of the Feasibility Study to SAB, City Council and the public. If the cities decide to move forward with implementing a CCE, a JPA would then be formed and consultants hired to develop an Implementation Plan to submit to the CPUC.	Staff is currently working with the cities of Encinitas, Carlsbad and Oceanside, and the consultant team, to finish the joint Feasibility Study. Staff is also participating in a work group to assess the option of participating in a JPA with the City of San Diego to form a CCE.
8 (48). Shores Park Master Plan (Master Planning	By September 2018, the goal was to identify a preferred master plan for redevelopment of the Shores property into a Park. Scope of work	Lease discussions are in process with Winston School. Work in Summer 2018 included work on

Project Name	Project Description	Status
effort only; construction is not funded)	includes reviewing construction cost estimates, completing 3D renderings, planning and hosting a community input workshop on the two concepts, and coordination with the City Council and Shores Advisory Committee. Work also includes completing the traffic study for environmental review, initiating/completing further environmental review, and working with the Winston School on potential parameters for the future lease. Next steps anticipated for FY2018-2019 were beginning the entitlement process and completing an environmental analysis.	the traffic impact analysis (traffic study) and a topographic study of the property, both of which are important tools moving forward.
9 (49). NCTD Rail Trail and Safe Pedestrian Crossings	The purpose of this project is to work with the North County Transit District (NCTD) and SANDAG to develop a rail trail and safe rail crossing along the bluffs and rights-of-way in Del Mar. This effort involves working with NCTD, SANDAG, Coastal Commission, and the California Public Utilities Commission. Staff is looking at acquiring grant funds to help in this effort. FY2018-2019 effort would include the submittal of a Caltrans planning grant applications and public vetting of possible locations. The initiation of the feasibility study and completing a first draft for public comment would take place in FY 2019-2020 if the grant is awarded.	City Council approved match funding for a joint study with SANDAG and NCTD to develop a Safe Rail Trail and Pedestrian Crossing Feasibility Study. Staff worked with SANDAG to prepare and submit a Caltrans planning grant application to fully fund the feasibility study. Staff also met with SANDAG and NCTD to continue discussions on the scope of the feasibility study, and other safety issues in the rail corridor.
10 (50). "22 in 5" Priority 2 & 3 Projects: Partnership Opportunities with Fairgrounds	Per City Council direction on June 4, 2018, move forward with annexation of Surf & Turf RV lot; and Development of Affordable Housing at Backstretch and/or Laydown Parking Lot.	Liaisons have continued to maintain this dialogue with Fairgrounds; City Manager has initiated discussion with San Diego regarding annexation opportunities.
FY 2018-2019 Staff Capacity Breakpoint – Staff recommends working on project above this line (3,941 hours).		
11 (51). BSAC - Develop and implement a Façade Improvement Program	Develop a partially matching grant program for commercial property owners or businesses which would encourage improvement to the physical appearance of businesses along Camino del Mar. Requires, the program, implementation and budget allocation. Program estimation includes development and implementation, not ongoing management.	The program has been drafted and BSAC is recommending approval by City Council. Updated hours reflect remaining work needed to implement the program but not ongoing management.
12 (52). BSAC - Complete Streetscape Addendum	Finalize the draft addendum for the 1996 Streetscape Plan. The addendum is in draft form and it provides the specifics for the 1996	The Addendum is in draft form.

Project Name	Project Description	Status
	Streetscape Plan. It includes elements such as parklets, opportunity areas and public art.	
13 (53). Implement an IT Strategic Plan / Go Paperless	The City has not had an IT strategic plan since approximately 1998. This project would entail the City looking at its systems to see if there are ways to leverage IT to reduce paper moving between departments and the public.	Currently, there is no funding for this project and no work has been done on this project to date.
14 (54). Charter Amendment	Amendment to the City's Charter pertaining to land use and zoning. This process involves an extensive public review period, two public hearings, and a third meeting of the City Council to put the item on the November 2018 general election ballot for public approval.	The City's proposed Charter Amendment will be placed on the November 2018 General Election ballot for consideration by the voters on November 6, 2018.
Special Project Non-CIPs Hours Remaining		4,258
Recommended Allocation of Staff Capacity for Special Projects (Non-CIPs)		3,941
Balance		-317
FY 2018-2019		

Table 1.2 Recommended Special Projects (Non-CIPs) to Defer #s 1-11

Project Name	Project Description	Status
1 (13). Development Impact Fee Study	The purpose of this study would be to analyze the impact of new development on the City's infrastructure and services and to calculate the financial value of the impact. This study would not cover wastewater, water and housing impacts, which are being separately studied. This item is staff initiated; it is a special project with long-term important implications that will require significant staff time and is important for good fiscal management. It should be completed in tandem with the other fee studies. Potential development impact fees could include parklands/trails, traffic, parking, and public art. Study has yet to start. Consultant selection process is underway.	Deferred – no update.
2 (14). Specific Plan for Rezoning of the North Commercial District	Specific Plan project to consider zoning changes in the North Commercial district that will look more comprehensively at Implementation, Design Guidelines, Financing, etc., rather than a simple zone code change as identified in the Housing Element implementation (Priority #24).	Deferred – no update.
3 (15). Consider Update of Community Survey	This project would require an RFP to select a consultant to conduct the survey, staff reports to award a contract, process for determining the content for the survey, working with the	Deferred – no update.

Project Name	Project Description	Status
	consultant to get the survey set-up, administration before/during/after the survey, public education, analyzing results, follow-up, etc.	
4 (16). Fairgrounds Local Coastal Program Amendment	The City's current Local Coastal Program (LCP) does not cover the Fairgrounds. This project would eventually develop an LCP amendment in partnership with the 22nd DAA to address the types of uses and activities that could occur at the Fairgrounds, consistent with the community. Project was on hold, was initiated in 2012. Next phase (FY2018-2019) would be limited to scoping to determine current direction so work effort can be resumed.	Deferred – no update.
5 (17). Parking Management Plan - Phase 1B - Additional Code Changes Recommended by Business Community - Commercial Area	Changes to the Del Mar Municipal Code regarding parking. This item was to further look into changes that would give the City more tools to work with the business area for repurposing existing buildings, change in intensity of use facilitate employee parking in business zones instead of neighborhoods and looking at ways to maximize the under utilized private property parking and review possible changes to further incentivize affordable housing along the same line that we are seeing the State moving in. It would build upon the earlier Code update and address parking ratios.	Deferred – no update.
6 (18). Parking Management Plan - Phase 2 - For other areas of the City	Involves development and implementation of a comprehensive, Citywide parking management plan that includes different programs and policies related to parking.	Deferred – no update.
7 (19). Establish an Urban Tree Program	As recommended by the Climate Action Plan, develop and implement an Urban Tree Program to increase shade canopy in the City. It has also been recommended that this project should be expanded to include evaluation and analysis of other City policies and requirements related to trees to consolidate and ensure consistency. For example, requiring replacement trees as part of tree removals.	Deferred – no update.
8 (20). Pedestrian and Bicycle Plan (Circulation Element)	Develop a master plan/Community Plan update to address Mobility. Would require hiring a consultant to look at a comprehensive Citywide bicycle and pedestrian mobility plan for circulation throughout Del Mar. Would also	Deferred – no update.

Project Name	Project Description	Status
	incorporate the Complete Streets policy into the Community Plan.	
9 (21). BSAC - Evaluate and recommend changes to parking related to existing buildings and uses	BSAC wants to evaluate and recommend changes to the parking requirements in an effort to allow existing uses to transition to uses that will revitalize the downtown. This information could feed into the Zoning Code Changes identified in #49.	Deferred – no update.
10 (22). Relocation of the Alvarado House	Siting study and relocation of Alvarado House to City Owned property, including Permitting and entitlement process, property assessments, cost assessments, operational/management program.	Deferred – no update.
11 (23). Rezone of Commercial and Professional Commercial to Mixed Use (13th to 8th Streets)	This project would be to initiate a process to change our zoning code and LCP to accommodate mixed used development (residential and commercial) in the Commercial and Professional Commercial between 13th and 8th Streets. This project could go along with Housing Element Implementation Project to modify the PC Zone to achieve housing, or it could be a stand-alone project. Shown here as a stand-alone project.	Deferred – no update.
Total Estimated Hours for Deferred Special Projects (Non-CIPs)		4,520
		FY 2018-2019

Exhibit 2 – Capital Improvement Projects

Table 2.1 Special Project CIPs #1-10 [STAFF’S RECOMMENDATION]

*Projects shaded green are anticipated to be completed by the end of FY 2018-2019.

Project Name	Project Description	Status
1 (31). Downtown Streetscape Project Segment 1	Construct improvements to Downtown streetscape (Camino del Mar from 9th Street to Plaza Driveway Street), which includes roadway improvements, bicycle and pedestrian mobility; disabled access ramps, and aesthetic improvements, such as street furniture and pedestrian lighting. Completion of this item is also included on committee goals list for Business Support Advisory Committee.	DRB will be necessary for revisions to streetscape furniture and bus stops. Project is currently in the construction phase.
2 (32). Sea Wall and Street End Improvements Plan, 29th Street permit and Construction	This project has two parts: First is to inventory the City's coastal improvements from Powerhouse Park to the San Dieguito River, focusing on existing street-end seawall improvements and existing older private property walls. Second is to work with adjacent properties to build a new access and sea wall at the end of 29th Street. FY2018-2019 efforts include finalizing the design and approval from the Coastal Commission.	Project is currently going through design and environmental permitting. Preliminary estimate for construction costs: \$500,000.
3 (33). CDM Bridge over San Dieguito River	This project is the replacement of the bridge. The City is currently in the preliminary Engineering and environmental study phase. This effort is largely funded by Caltrans/Federal Highway Administration. The project will require CEQA review (note: staff time and consulting resources for CEQA review are included in the estimates).	Project is currently in the design phase. FY 2018-2019 deliverables are anticipated to include a "Draft" Project Report and Mitigated Negative Declaration.
FY 2018-2019 Staff Capacity Breakpoint – Staff recommends working on projects above this line (1,872 hours).		
4 (34). 22nd Street and Coast Boulevard Pedestrian Improvements	ADA improvements funded through Community Development Block Grant program administered by the County of San Diego. Five years of funding will pay for the next project at the intersection of Coast Boulevard / Camino Del Mar / 22nd Street.	Project is currently in the design phase.
5 (35). Powerhouse Walkway Lighting Project	Install bollard lighting along walkway between Powerhouse rear patio area and front sidewalk.	Design is Complete. Ready for bid phase.
6 (36). Seagrove Park Lighting Replacement Project	Replace light poles with bollards, conduits, wires, and electrical connections for existing Seagrove Park Lights.	Project is going through a redesign with bollards instead of light poles.

Project Name	Project Description	Status
7 (37). Powerhouse Deck expansion project	Complete Design and replace rotting trellis with usable deck space and associated hardscape and electrical/mechanical upgrades.	Design is complete. Awaiting return of northern property line status back from County via Michael Baker International. This completes list of "incomplete" items to move through entitlements.
8 (38). River path Extension Project, Phase 3	Extend River path Del Mar from Grand Avenue Bridge to Crest Canyon.	Project is currently in the design phase and staff is applying for grants to fund future phases of the project.
9 (39). Tennis Court Area: Drainage Ditch, and Park Landscaping Improvements	Fencing is complete. Environmental Agencies required Ditch to Remain. Current project scope includes grading, ditch modifications, amenities, and park landscaping enhancements.	Project is currently going through design and environmental permitting.
10 (40). Pave Unfinished Alleys NEW	Develop Alley between 8th Street and 9th Street, from Hoska Ave to Camino del Mar. Also one unfinished alley between La Amatista and 7th Street and one concrete alley between 9th Street and 10th street, off of Hoska Ave.	Design ongoing. Several drainage, right-of-way, and access issues need to be resolved.
Special Project CIPs Hours Remaining		3,904
Recommended Allocation of Staff Capacity for Special Project CIPs		1,872
Balance		-2,032
		FY 2018-2019

Table 2.2 Recommended Special Project CIPs to Defer #s 1-5

Project Name	Project Description	Status
1 (8). Citywide Landscaping Improvements	Landscaping enhancements to City entrances, arterials and areas of high visibility. San Dieguito Drive / Jimmy Durante Boulevard Roundabout landscaping is complete. Landscape architect has completed drawings for re-landscaping medians on CDM, and the Jimmy Durante/Via de la Valle "triangle". Construction funding is needed.	Deferred – no update.
2 (9). Recycled Water Infrastructure Expansion	Extension of the recycled water piping along the City's arterials. Phase 1 expanded recycled water system infrastructure to the north-end of Camino Del Mar near 29th Street. Future phases for evaluation would be expansion of the system further south to serve the Camino Del Mar medians, City Hall, and the Shores Park, as well as Seagrove Park and Powerhouse Park.	Deferred – no update.

City Council Goals and Priorities

Project Name	Project Description	Status
3 (10). Automated Meter Infrastructure	Retrofit all city water meters with new automated meter reading technology.	Deferred – no update.
4 (11). 20th Street Storm Drain Pump Station Outlet	The 20th Street Storm Drain Pump Station currently discharges to the beach at the sea wall, causing deep ruts in the sand towards the ocean. Residents would like the City to implement a CIP project to either connect the pump station to the City's storm water collection system or install some type of rip-rap or material to prevent the sand ruts.	Deferred – no update.
5 (12). Sewer line for San Dieguito/Oribia Road	Resident request for City to install a public sewer on San Dieguito/Oribia Road support the residents in the Crest Canyon area.	Deferred – no update.
Total Estimated Hours for Deferred Special Project CIPs		376
		FY 2018-2019

Exhibit 3 – Operational Projects

Table 3.1. Operational CIPs #s 1-11

*Projects shaded green are anticipated to be completed by the end of FY 2018-2019.

Project Name	Project Description	Current Status
1. Jimmy Durante Boulevard Pipeline Replacement Project NEW	Install 16-inch epoxy coated steel pipeline across bridge. Install additional shutoff valve and perform two underground tie-ins into the water system at both ends of the pipeline.	Design ongoing.
2. Civic Center Project Management and Administration		
<i>Budget Management</i>	Ongoing management of the project throughout construction. Targeting move-in end of May 2018. Dedication event June 30, 2018. Anticipate project closeout of expenses to continue to September 2018.	Budget closeout report to Finance Committee in October 2018, followed by City Council.
<i>Management of the Solar Panel and Battery Storage Grant-Funded Project</i>	Includes the RFP process, review of technical specifications, contractor management, and coordination with the California Energy Commission. Also includes applying for SDG&E's Net Energy Metering Program and entering into an Interconnection Agreement.	Installation was completed and system came online in October 2018. Grant requires one-year of public education efforts. Staff is working with the Center for Sustainable Energy to develop a public education plan to comply with the requirements of the grant.
<i>Policies/Protocols/Logistics for Facility Rentals and Reservations</i>	Planning for, setting-up a system for, and implementing operations for renting and scheduling the facility consistent with the Operations Manual. Includes one-year transition period and handling arrangements for anticipated activities like the Farmers Market, Blood Mobile, First Thursday concerts, DMCC Gala, etc.	This item is in process. Facility rentals and reservations are happening. Staff is still working to develop and refine systems for the long-term ongoing basis.
3. Library Rehabilitation	Continuation of maintenance repairs. FY2018-2019 work items include downspouts, dry rot, painting the building's exterior, brick façade, and restroom flooring.	Downspouts, dry rot, painting the building's exterior, and restroom flooring are complete. Brick façade ongoing.
4. Civic Center Drainage Improvements NEW	Drainage Improvements to City Hall Property adjacent to 10th Street and Penny Lane.	10th Street design complete. Negotiating construction cost. Penny Lane water runoff analysis ongoing.
5. Civic Center Project Completion NEW	Develop concrete wall crack sealing and monitoring program. Replace lighting materials including can lights and broadcast lights. Install Parking Garage Fire Notification, Signage, and	Improvements are in progress.

	wall protection. Correct hardscape drainage issues.	
6. Major Facilities budget (Reoccurring Annual)	As-needed maintenance improvements and repairs of City facilities (such as Lifeguard Towers/Buildings). Funds are included in each fiscal year for major facility repair projects, as well as minor facility additions.	Repairs are ongoing.
7. Annual Storm Drain Improvements	New drainage infrastructure to address flooding-prone areas. Constructed in conjunction with roadway projects. Estimated required hours reflects required amount of time per year.	2018 repairs complete. Seven additional locations awaiting design/construction funding.
8. Annual Citywide Roadway Maintenance	Implementation of the City's Pavement Management Program improving roadway conditions throughout Del Mar.	2019 Paving segments are scheduled for January 2019 / February 2019.
9. Annual Utility Improvements / Wastewater System	Wastewater collection infrastructure upgrades and rehabilitation. Rehabilitation of sections of the City's wastewater/sewer pipe infrastructure prioritized based on a systematic review and video inspections of current conditions. Tentative pending Wastewater Fund funding availability for capital projects.	2018 repairs complete. Additional locations awaiting design/construction funding.
10. Annual Utility Improvements / Water System	Water infrastructure upgrades and rehabilitation. Annual project to replace portions of water infrastructure (pipelines and valves and meters). Does not currently include automated meters.	Staff is currently focused on Jimmy Durante Boulevard Bridge Pipeline Replacement. Subsequent project scoping based on 2014 Water Master Plan.
11. Torrey Pines Bridge Rehabilitation	Habitat restoration and mitigation monitoring.	Project is currently undergoing habitat restoration efforts.
Operational CIPs Hours Remaining		3,379
		FY 2018-2019

Table 3.2. Operational Non-CIPs #s 1-19

*Projects shaded green are anticipated to be completed by the end of FY 2018-2019.

Project Name	Project Description	Status
1 (12). Water, Wastewater, Clean Water, and Recycled Water Rate Study	Rate study to review the costs for providing water and recycle water services. The outcome of the study will be a new rate schedule for the next five years.	Staff is in the process of finalizing the study.
2 (13). Citywide Fee Review Study	Review and update all of the City's fees, including Planning process fees, based on a proportional share of cost of service (to be set by City Council). Will require review with the Finance Committee and by City Council. Study is underway.	Staff is in the process of finalizing the study.

Project Name	Project Description	Status
3 (14). Beach Protection Initiative (BPI) Mitigation Fee Adoption	Appraisers have prepared an assessment per the requirements of the BPI initiative. Staff to develop ordinance for adoption of Mitigation Fee as specified in BPI in conjunction with other fee studies (Priorities 11-14).	Complete project.
4 (15). Regional Housing Needs Assessment/ 6th Housing Element Cycle (2021-2028)	The Regional Housing Needs Assessment (RHNA) for the next Housing Element cycle is in process. Staff is coordinating with HCD and SANDAG to obtain Del Mar's housing need allocation. Staff will participate in SANDAG's regional Technical Working Group to track this item as it moves towards final approval by the SANDAG Board in October/Nov 2019. Once final, the 18-month clock will start for the City to complete its Housing Element Update for 2021-2028 and be certified by April 2021.	Staff has attended SANDAG TWG meetings regarding RHNA; SANDAG Board of Directors discussed its priorities and goals for the methodology to distribute the housing units in the RHNA Plan on September 14, 2018. Discussions will be going on through both TWG (Planning Directors) and SANDAG Board through Fall 2019.
5 (16). SAB - Implement a Regional Bikeshare Program	This project includes implementation of a one-year pilot Regional Bikeshare Program in partnership with the Cities of Solana Beach, Encinitas, Carlsbad, Oceanside, and NCTD, SANDAG and Camp Pendleton. For the 2018-2019 Fiscal Year, this would include selection of a common bikeshare vendor, execution of a license agreement, education and outreach prior to rollout, and program launch. City staff would continue to work with the BSAC and the DMVA to inform and educate residents and businesses to promote the pilot.	Staff continued to participate in a regional effort to develop a one-year pilot program. Staff participated in the development, issuance of, and RFQ to solicit vendor participation in the program. Staff participated in vendor interviews, and now staff is in negotiations with a preferred vendor to prepare a draft agreement.
6 (17). Implement Styrofoam Ban and Plastic Straws Ban (Compostable Straws Upon Request Only) Ordinances	This topic has been discussed as a priority of the Sustainability Advisory Board (SAB). Staff has encouraged the SAB to seek voluntary participation by restaurants to discontinue using Styrofoam and to issue plastic straws upon request only; and many restaurants in Del Mar have already stopped using Styrofoam. Draft ordinances have already been prepared; therefore, this project would entail coordinating with the Business Support Advisory Committee, legal review of the draft ordinances, administrative steps to seek Council approval of the ordinances, public outreach to the effected businesses, ongoing communication with effected businesses, and an ongoing monitoring/enforcement program.	Staff worked with the Sustainability Advisory Board and its Council Liaison to prepare both ordinances. The Styrofoam Ban ordinance was approved by the City Council and went into effect on January 4, 2019. The SAB and its Council Liaison presented the Plastic Straws Ban (Compostable Straws Upon Request Only) ordinance to the Business Support Advisory Committee and got their support before finalizing. That ordinance has completed legal review and was introduced by the City Council on January 14, 2019.
7 (18). Creation of a Design Review Database	As recommended by the Ad-Hoc Development Review Process Committee, this project entails	Complete FY 2018-2019 work items.

Project Name	Project Description	Status
	development of a database to track Design Review process decisions and actions to improve the City of Del Mar's development review processes, influence the preservation of neighborhood and community character, minimize adverse impacts to neighboring properties and to provide objective predictability in the discretionary review of development applications. Staff will maintain information in Trakt. FY2018-2019 effort would include starting the development process.	
8 (19). Develop and Implement a Plan for Enhanced City Communications	This project is to develop and implement a plan for enhanced City communications, public information, and outreach.	The City has hired Adam Kaye to assist with enhancing City communications efforts.
9 (20). Complete and implement Branding Program	Project includes: 1) Working with the DMVA to finalize a branding guide for use of the Torrey Pine logo versus the City seal; 2) Formally execute with DMVA a transfer of license for the Torrey Pine logo to the City of Del Mar and a license for use of a subsidiary logo for DMVA; and 3) Implement a system to incorporate use of the logo into City operations in accordance with the branding guide and educate staff. FY 2018-2019 effort would include finalization of the standards and transfer of license and beginning to move toward implementation.	Staff has a planned strategy for this project but work has not yet begun.
10 (21). Regulations for Temporary Storage Units (Ordinance)	New City Council priority to develop an Ordinance restricting or banning Temporary Storage Units. Will need discussions at BSAC as well as City Council to determine scope of ordinance and definition of problem.	Target start date remains after January 1, 2019 due to limited staff capacity.
11 (22). Document Conversion/Records Management	Digitizing paper records and organizing into an electronic records management system. This project involves assessing the current inventory of records in storage, identifying what needs to be kept and stored electronically, digitizing historic paper records currently kept in off-site storage, and destroying records consistently with the City's Records Retention Policy. The first phase of this project involves hiring a consultant, which we plan to do before the end of FY17-18 or in early FY 18-19.	Staff plans to release an RFP to hire a consultant to update the City's records management program and retention schedule, as well as develop a plan for digitizing the City's records, in early 2019. Currently staff is at capacity with the 2018 General Election.
12 (23). Establishment of Organics Recycling	AB 1826 requires the implementation of an organics/food waste recycling program for	City staff worked with the Solana Center and the Sustainability

Project Name	Project Description	Status
Program Required by AB 1826	commercial establishments. The law phases implementation. Currently, the infrastructure (e.g. a facility for food waste recycling) is not available in the region. Del Mar has contracted with Solana Center to explore implementation of a food waste recycling programs with local restaurants, including implementation of a possible pilot program. Del Mar is also working with other agencies in the region to explore possibilities for collaboration. The City will also continue to work with Waste Management on a long-term solution for building the infrastructure needed to support a full-scale organics recycling program. This project also ties into the Climate Action Plan "Zero Waste" goal that is a separate item listed on the City Council list of goals and priorities.	Advisory Board to develop a "Food Waste Diversion Solutions" report that includes several recommendations for the City to consider implementing to continue to make progress in the development of its Organics Recycling Program to comply with state requirements (AB 1826). City staff also continued to advocate for a long-term solution for Waste Management to build the infrastructure needed to support a full-scale organics recycling program to comply with State requirements.
13 (24). Arts - Develop an art approval process	Develop steps and guidelines for processing art proposals. Collaborate with Planning and other departments to develop plan amenable to everyone.	City Council approved the art approval process in Nov 2018.
14 (25). Arts - Develop Master Art Plan for City	The Arts Advisory Committee is proposing an art opportunity map at this time, rather than a full Master Art Plan that is a more involved project.	Art Committee developed Art Opportunity Map that is a smaller version of this item.
15 (26). Arts - Inventory & Maintenance Plan	Prepare an inventory of current art pieces and, in conjunction with Public Works, attach a maintenance plan for each.	Work not yet begun.
16 (27). Arts - Civic Center Art Master Plan	Combined with #44.	Completed as part of art opportunity map (#44).
17 (28). City of Del Mar Drone Policy	The Parks and Recreation Committee indicated it would like to work with the City to develop a drone policy/ordinance. This project would be to establish an official City policy on drones and an ordinance to establish regulations. Staff recommends using the City of San Diego or County ordinance as a model.	Target start date remains January 1, 2019 or later due to limited staff capacity.
18 (29). Develop a Zero Waste Policy/Program	Develop a Zero Waste Policy/Program for the City that includes organics/food waste recycling, construction and demolition (C&D) recycling, and other types of programs to reduce solid waste. Because the State requires C&D diversion and organics recycling, the scope of work would include finalization of the draft C&D Diversion Work Plan and continuing to explore the implementation of a pilot	Staff coordinated with the Planning Department, Waste Management and a consultant to continue development of the City's C&D diversion program. As noted in Project #40 below, staff worked with the Solana Center and the Sustainability Advisory Board to develop a "Food Waste

Project Name	Project Description	Status
	program for organics/food waste recycling. This project also ties into the "Establishment of an Organics Recycling Program As Required by AB 1826" which is a separate item listed on the City Council list of goals and priorities. Note: the staff hours associated with this item assumes the hiring of a sustainability consultant to draft and finalize the plan. FY2018-2019 effort would initiate process to align the City's zero waste program with State requirements only.	Diversion Solutions" report that includes several recommendations for the City to consider implementing to continue to make progress in the development of its Organics Recycling Program. Finally, staff worked with Waste Management to develop a comprehensive Residential Trash & Recycling Guide that was sent to all Del Mar Residents.
19 (30). Changing Regulations Pertaining to Dogs on City Beaches	City Council directed staff to amend the City's Municipal Code to: (1) allow off-leash dog use on the beach before 8:00 am from 25th to 29th in the off-season, and (2) allow off-leash dog use on the beach all year before 8:00 am from 29th street to the north city boundary. These changes to the current regulations would not trigger a Coastal Development Permit. This effort would include preparation and adoption of an ordinance and an update of signage and the implementation of an outreach plan to inform residents/visitors of the new changes.	New signs have been designed, fabricated and are currently being installed.
Operational Non-CIPs Hours Remaining		1,779
CIP and Non-CIP Operational Hours Remaining		5,158
Staff Management and Daily Operations		5,006
Staff Capacity for All City Operations		10,164
Balance		0
		FY 2018-2019

Table 3.3. Recommended Operational Projects to Defer #s 1-7

Project Name	Project Description	Status
1. Work with NCTD/SANDAG on Long-Term Placement of the Rail Lines	Work with SANDAG, NCTD, and the region to look at long-term options for removing the rail lines for the bluff, including the necessary feasibility analysis studies, environmental review and cost evaluations.	Deferred – no update.
2. Regulations for Wood Burning Fireplace (Ordinance)	New Council Priority to develop an ordinance to regulate wood burning fireplaces.	Deferred – no update.
3. DMMC Code Updates (except as required)	Various changes to the Del Mar Municipal Code. This item pertains to a proactive, methodical review of the entire Municipal Code to identify and make necessary updates.	Deferred – no update.

Project Name	Project Description	Status
	This would be a consistency review and not an update for any one particular change.	
4. SAB - Promote and encourage the purchase and use of zero-emission vehicles in the City by providing preferred parking	Develop a policy that 10% of parking spaces in the downtown corridor, city-owned parking lots, and the metered spaces on Coast Blvd. be reserved for zero-emission vehicles. This would likely require a CDP.	Deferred – no update.
5. Zoning Code Changes to DMMC for R1-10B based upon Planning Commission Interpretation	This item would address the allowed FAR in R1-10B in light of beachfront properties property lines at surf line and the interpretation to allow this for FAR.	Deferred – no update.
6. Modify marijuana regulations	Modify the marijuana regulations to include one recreational and one medical dispensary.	Deferred – no update.
7. SAB - Adopt CalGreen Tier 1 Building Code standards for residential properties	This work plan represents adopting Tier 1 for residential, assuming commercial has already been implemented. Majority of time is for outreach and for the CA Energy Commission documentation for necessary financial feasibility study required for residential nexus. (This work effort was not required for commercial Tier 1). Staff recommends holding off because new state Building Code will update in 2020 for residential, so Del Mar's work effort will be superseded very quickly.	Deferred – no update.
Total Estimated Hours for Deferred Operational Projects		1,051
		FY 2018-2019

Table 3.4. New Operational Projects #s 1-8

Project Name	Project Description	Status
1. "22 in 5" Priority 2 & 3 Projects: Development of Rights-of-Way and City Owned Land	Per City Council direction on June 4, 2018: Consider excess Rights-of-Ways as well as public owned property: Reservoir, Public Works Yard, Excess at Tennis Courts or Civic Center to develop affordable housing	New project.
2. SB379 - General Plan Safety Element compliance	A new state senate bill requires provisions of the Safety Element within all General Plans. Del Mar Community Plan Amendment to be prepared and adopted by resolution.	New project.
3. SB946 - Sidewalk Vendor Ordinance	A new state senate bill allows unrestricted Sidewalk vending, unless controlled at local level. The City would need to pass an ordinance for local control or comply with state laws.	New project.

Project Name	Project Description	Status
4. AB626 - Microenterprise Home Kitchens (MEHKO) Ordinance	A new state assembly bill allows mini in-home restaurants, similar to a STR, unless controlled at the County and local level. The City would need to pass an ordinance for local control or comply with state laws.	New project.
5. Building Code Change - Establishing a Construction Permit Expiration date	DMMC does not have construction permit expirations if maintained as an active permit. Concern that construction never ceases, affecting neighbors. DMMC would be amended to have similar expirations to Solana Beach and other jurisdictions.	New project.
6. CPP & Design Guidelines Effectiveness Evaluation	When both programs went into effect in 2016 and 2017, City Council asked for an effectiveness review by October 2019. Work plan to include customer and DRB surveys as well as evaluation of DRB approved and denied projects.	New project.
7. Fire Resiliency Planning - Information for Residents	Councilmembers Worden and Parks have been working with Fire, CERT and our ordinances to provide residents with an "info sheet" regarding Fire and Emergency response. Work plan will require Council briefing, developing the handout and distribution.	New project.
8. FEMA Floodplain Mapping Communication & Outreach	FEMA intends to adopt new floodplain mapping in November 2019. Del Mar to organize and conduct outreach and information dissemination for FEMA workshop, then incorporate mapping into ordinances and GIS database.	New project.
Total Estimated Hours for New Operational Projects		500
		FY 2018-2019