



# City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Kathleen A. Garcia, Planning and Community Development Director  
Via Scott W. Huth, City Manager

DATE: June 17, 2013

SUBJECT: City Facilities Planning Process

## REQUESTED ACTION/RECOMMENDATION:

Staff requests that City Council review and provide direction on the process and decision tree developed for City Facilities Planning.

## EXECUTIVE SUMMARY:

During the February 25, 2013 Workshop that discussed priorities, City Council directed staff to initiate the first steps in Facility Planning to better assess the options for governmental offices and support facilities. This report identifies the process that will be undertaken during the summer of 2013, lays out the milestones for Council review, identifies sites for discussion and establishes a decision tree for key decisions necessary during the process. The intent of this process is to reach a decision on the facility direction by the September 9, 2013 City Council Workshop.

## DISCUSSION/ANALYSIS:

The Facilities Planning process will consist of five steps over five City Council meetings.

1. Determine Scope of Facility Study and Decision Trees – June 17, 2013
2. Preliminary Space Needs Assessments – July 1, 2013
3. Siting Discussion/Opportunities & Constraints – July 15, 2013
4. Siting Discussion, continued – September 3, 2013
5. Decisions and Direction – September 9, 2013 (City Council Workshop)

The proposed schedule is illustrated in Attachment A. The first task will address the extent of the facility study, whether or not it is necessary to look at all options and/or prioritize the options for each facility. The second session will summarize the preliminary and generalized space needs for the departments based on current and projected needs in the future. The third session will concentrate on the siting options, including opportunities and constraints, while the fourth session will continue with siting options. Any property acquisition discussions would most likely take place in closed

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## City Council Action:

session. The final session, at the Council Workshop, is to determine the overall direction so more detailed facilities efforts may be undertaken for City Hall and identify any future work programs for other facilities.

**Facilities:**

Del Mar’s governmental offices currently operate out of multiple locations, including City Hall, TV Studio and Annex at 1050 Camino del Mar; the Public Works Facility at 2240 Jimmy Durante Boulevard, and the Beach Safety Center at 1700 Coast Boulevard. All three properties are owned by the City of Del Mar. The Fire Station is located on land leased from the 22<sup>nd</sup> District Agricultural Association (DAA).

<i>Location</i>	<i>Departments</i>	<i>FY 2012-2013 City Employees Full Time/Part Time</i>	<i>Facility Size</i>	<i>Site Area</i>	<i>Notes</i>
City Hall, 1050 Camino del Mar	City Manager, City Clerk/IT, Finance, Planning, Safety	20 FT/5 PT	11,592 SF	68,000 SF/1.5 acre	includes Council Chambers
Public Works Yard, 2240 Jimmy Durante Blvd.	Public Works	13 FT/2 PT	3,015 SF	63,000 SF/ 1.4 ac	facility includes garage and warehouse
Beach Safety Center, 1700 Coast Blvd.	Community Services	11 FT/varies	2,840 SF	11,570 SF/.36 ac	
Fire Station, 2200 Jimmy Durante Blvd.	Fire	9 FT/0 PT	6,156 SF	19,000 SF/.44 ac	Leased from 22nd DAA

Additionally, a number of city governmental offices are provided through contract services and do not maintain physical offices in Del Mar including the City Attorney, City Engineer, Sheriff’s Department, and the Building Department.

**Initial Assessment:**

City Hall is operating in the former St. James Academy/Del Mar Elementary School at 1050 Camino del Mar. Originally built in 1921 and expanded in the 1950s, 45% of the original building is limited to storage because of seismic instability. Additional mobile trailers (IT and Annex) provide staff offices and meeting space. Current seismic and accessibility requirements, as well as maintenance and space needs indicate the facility is beyond its usable lifespan as a City Hall.

The Public Works Yard at 2240 Jimmy Durante Boulevard consists of an office building, warehouse, garage and maintenance yard constructed in the early 1960s. It is located within the floodway.

The Beach Safety Center at 1700 Coast Boulevard contains the Community Services department with Lifeguards, Parking Enforcement and Community Facilities housed in a new facility built in 2012.

Since its establishment in September 1960, the Fire Department operates one fire station in the City at 2200 Jimmy Durante Boulevard on leased land from the 22<sup>nd</sup> DAA. The original building was built in 1942 as World War II barracks and modified to house the Fire Department in 1960. The facility has emergency responder living and working quarters, and a vehicle storage building. While lease rates began at \$1.00 per year, the State of California has recently raised the lease to \$75,430 annually.

**Decision Tree:**

During previous sessions, the City Council prioritized the City Hall project, which prompted discussions as to location, the potential for co-location of other city services, and the need to assess existing facilities and department needs in the process. The assessment of each facility poses many questions, possible options and decisions. The goal of this discussion is to refine the Facility Planning process to the key issues, eliminate steps that do not need further investigation or are non-starters, and narrow the scope to those critical issues necessary to move forward. The outcome will be a program to address the top priority at City Hall and identify what future studies will be necessary for other considerations. As such, staff has developed a series of “decision trees” to address the key options. These options are illustrated in Attachment B.

City Hall offices are faced with three choices: 1) to stay in the existing facilities and undertake substantial remodel and improvements; 2) to purchase or lease an office building for governmental offices; or 3) to build a new facility. If a new facility is preferred, the locational choices include 1050 Camino del Mar, relocating to another City facility such as the Public Works Yard or identifying another site within Del Mar for City Hall. The program for any of these options may include co-locating the Council Chambers or other departments with the existing departments in the City Hall offices.

Public Works may be maintained at a dedicated Public Works Facility, similar to its current operations, at either its existing Jimmy Durante facility or at another site to be determined. As an option, Public Works could also co-locate with Fire and or Safety, at a joint facility that could be constructed at the existing Jimmy Durante facility or at a new City Operations Center at a location to be determined. A third option for consideration is co-location with city hall offices, either at 1050 Camino del Mar or at the existing Jimmy Durante facility.

Community Services may be maintained at the new Beach Safety Center where there is adequate space for the department. As an option, certain divisions could co-locate with other departments or divisions, such as parking enforcement could co-locate with other safety/enforcement providers; administrative functions could co-locate with city hall

administrative offices; or, if in the future the department provides recreational services, it could be located at the Shores Park.

The Fire Department has two options, one to maintain its fire house at the Fairgrounds as long as that lease is available, or two to relocate off leased land. It could possibly relocate to a new property and co-locate with other safety providers, co-locate with city hall offices or locate within or adjacent to the Public Works facility.

Public Safety crosses multiple departments, with the Sheriff sharing a 'storefront' with the Park Ranger located in the Annex at 1050 Camino del Mar. The 'storefront' office could be maintained as an independent 'storefront' on city or commercial property or it could co-locate with other departments, in particular with Fire at a Safety Center, with City Hall offices or Public Works offices, or at an expanded Community Services facility.

In addition, a number of governmental offices are not located within Del Mar. Options include dedicating space for the Building Department to be located with the Planning Department, including space for the City Attorney to be located with city administrative offices, and/or providing space for the City Engineer at either the city administrative offices or public works offices.

It should be noted that each of these options may have positive and negative attributes, as well as budget implications associated with facilities and co-location. Staff is requesting direction on refining the facilities study, identifying the priorities for future investigation and eliminating paths that do not require additional study.

#### FISCAL IMPACT:

The facility survey is within the staff work program for FY 2013-2014. Future capital improvement projects would require funding in future budgets.

#### ENVIRONMENTAL IMPACT:

In accordance with CEQA standards, facility planning is not defined as a project and is therefore exempt from the provisions of CEQA.

#### PRIOR CITY COUNCIL REVIEW:

On May 13 and 14, 2013, City Council discussed the need for City Facility planning during the Budget workshops.

#### ATTACHMENTS:

Attachment A – Facilities Planning Schedule  
Attachment B – Decision Trees for City Facilities

Attachment A

# Facility Planning Schedule

	Jun	July		Aug		Sept	
<i>Council Meeting:</i>	17	1	15			3	9
<i>Task</i>							
Determine Scope of Facility Study							
Prelim. Space Needs Review							
Redevelopment Discussion							
Other Property Discussions							
Decisions on Direction							

# Attachment B





