



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: April 21, 2014

SUBJECT: City Hall & Town Hall Space Program Verification – Preliminary Space Needs Assessment

REQUESTED ACTION/RECOMMENDATION:

Staff requests that the City Council review and provide direction on the City Hall and Town Hall Program Verification for use in subsequent cost analysis and land use options.

EXECUTIVE SUMMARY:

Council selected consultants have prepared an independent verification of the necessary space program for a new City Hall and Town Hall. A space program is an estimate of the building area necessary to perform the functions identified for such building. Two independent consultants have identified space needs of between 8,395 and 10,837 gross square feet as necessary for the City Hall facility. For a Town Hall with community meeting rooms and Council Chambers, they have identified between 4,313 and 5,046 gross square feet.

DISCUSSION/ANALYSIS:

During the July 15, 2013 City Council meeting, the Council reviewed a preliminary space needs assessment and preliminary space program for City Hall in order to initiate the planning process for replacing City Hall. That initial program was prepared by staff based upon existing conditions and expressed needs and was used for initial preliminary assessments. On March 17, 2014, the City Council approved contracts for hiring an architect with considerable City Hall and administrative office experience to verify this program and present a space program for on-going planning (Carrier Johnson Architects) as well as a local architect to provide a second opinion (Kit Leeger Architecture). The following discussion summarizes the recommendations from the architectural consultants, including the second opinion. The eventual space program will be used to develop preliminary construction cost estimates and possible scenarios for Council discussion on a future capital improvement program. The space program remains a planning document and is intended to be refined and updated when an actual building program, design and construction are undertaken.

City Council Action:

Existing Facilities:

Currently, Del Mar’s governmental offices and community facilities at 1050 Camino del Mar comprise approximately 11,892 total gross square feet (GSF) of space in multiple locations, including City Hall, South Building/Grey Room (currently unable to be occupied), IT Trailer, TV Studio, and Annex. Additionally, a number of city governmental functions are provided through contract services and do not currently maintain physical offices in Del Mar, including the City Councilmembers, City Attorney, City Engineer, Sheriff’s Department, and the Building Department. The summary of the existing conditions can be found in Table A.

TABLE A. EXISTING FACILITIES AT 1050 CAMINO DEL MAR

Facility	Current Space	Used for City Admin.	Notes
City Hall	3,776 GSF	3,776 GSF	Upstairs: Reception and Public Counter, Public Information, City Manager, Administrative Services, Planning, copy Downstairs: Finance Department, storage, servers
IT Trailer	300 GSF	300 GSF	Information Technology
South Building	3,020 GSF	300 GSF	Storage relocated to containers when building became unusable due to safety concerns; includes 300 SF public restrooms (used by staff and public)
		1,100 GSF	Container and supply storage moved off-site
Annex	2,160 GSF	2,160 GSF	Ranger Station and Sheriff desk; office, EOC storage, storage for City Admin. Conference room, assembly space shared with public
Council Chambers/ TV Studio	2,636 GSF	450 GSF	Studio/Council Chambers; Closed Session/ conference room, restroom, Del Mar TV
Total	11,892 GSF	8,086 GSF	

City Hall Administrative Offices:

City Hall Administrative Offices currently utilize approximately 8,086 GSF within multiple buildings on the property, including shared space with the community (public restrooms and meeting rooms).

On March 17, 2014, the City contracted with Carrier Johnson Architects to review the existing conditions and the preliminary program prepared by staff in order to develop the space requirements for a new City Hall. Carrier Johnson Architects' report is included in Attachment A. Their methodology included reviewing existing conditions, assessing building code requirements, surveying for expressed needs and comparing spaces to other Southern California city halls and public administration buildings. They identified both net and gross square feet, necessary for future building planning and cost estimation. (Net square feet (NSF) is usable square feet while gross square feet (GSF) includes wall thickness, outside dimensions, etc.)

The recommendation from Carrier Johnson is to provide 10,837 GSF for a replacement City Hall. Carrier Johnson's initial observation of existing facilities included concerns that there were not adequate dimensions for current code requirements, or minimum means of egress as mandated by the Building Code and that staff's program estimate did not include adequate circulation factors for these same reasons. The deficit areas identified include adequate public counter space, public reception area, staff restrooms/locker areas, adequate emergency operations areas to serve as an Emergency Operations Center (EOC), and adequate meeting rooms and support areas. They observed that public and employee services should be kept separate for safety and functionality. Carrier Johnson also recognized that adequate record storage should be provided on site and that records retention storage could be consolidated in high density storage areas. Carrier Johnson assumed that the amount of storage necessary was reduced from current storage areas anticipating that the long term permanent records storage would be retained as digital storage.

On March 17, 2014, the City Council also approved Leeger Architecture's volunteer proposal to prepare a "second opinion" of the program. Leeger Architecture conducted an on-site inspection of existing facilities, conducted a written survey from City hall staff and interviewed senior staff and directors, reviewed previous plans and feasibility studies, researched other cities and confirmed private and public sector office space standards. Leeger Architecture's recommendation is a replacement City Hall of 8,395 GSF. Leeger Architecture's report is included in Attachment B. Leeger Architecture identified the existing facilities as inadequate and inefficient and that there was need for adequate spaces to meet code requirements.

The primary differences between the two opinions of City Hall program needs are in the following areas:

- Circulation allowance: up to 33% (2,150 SF) vs. 15% (1,095 SF)
- Indoor public space (counter, public information area, reception): 810 SF vs. 450 SF
- Council/Contract Services/Flex office space: 333 SF vs. 0 SF

Town Hall:

The Town Hall has been envisioned during previous studies and at the December 2, 2013 Workshop as a multi-purpose facility serving as Council Chambers, community

meeting rooms, flexible, large-event gathering space (100 – 200 people), and as a multi-purpose space. It could also include the facilities for Del Mar TV, which currently operates on site in the Council Chambers/TV Studio building. The Town Hall conference rooms could also be shared with staff to accommodate Executive Team meetings, or staff or applicant meetings larger than 10 people. Each architectural firm envisioned a space that was flexible, so that the rooms could be set up to function as individual spaces or combined for a one large space. Each program included area for Del Mar TV control rooms/editing rooms equating to their current space.

Carrier Johnson recommends a Town Hall of 5,046 SF which would accommodate up to 175 people in the following:

- 25-person Small Conference Room
- 50-person Large Conference Room (can serve as TV studio)
- 75 to 100-person Council Chambers
- Del Mar TV control/editing rooms (600 SF per existing)
- Restrooms and support area

Leeger Architecture recommends a Town Hall of 4,313 SF which would accommodate:

- 18 to 24 person Small Conference Room
- 18 to 34 person Medium Conference Room
- 100-person Council Chambers (Three rooms can be combined to accommodate 170 persons)
- Del Mar TV control/editing rooms (500 SF, reduced in size from current facility)

Plaza Space:

The City Hall workshop (December 2, 2013) and community survey (February 18, 2014) identified the desire to include a plaza space suitable for outdoor gatherings and events. Many participants also suggested that this space could accommodate the Farmer's Market which currently uses approximately 15,000 SF of the City Hall parking lot for booths. Carrier Johnson estimated a range of plaza space appropriately sized for an approximately 10,000 SF city hall:

- Small plaza at 5,000 SF
- Mid-size plaza at 10,000 SF
- Large plaza at 15,000 SF

Leeger Architecture has proposed a plaza at 16,000 SF.

Parking:

In addition to the space needs, the uses on the property will require parking. Using the Del Mar Municipal Code (DMMC 30.80.030) ratio for professional office at one stall per 300 SF, City Hall would require between 28 stalls (an 8,395 SF City Hall) and 36 stalls (a 10,837 SF City Hall). The Town Hall would require 1 stall per 5 seats (public assembly) or up to 35 stalls for a 175-seat Town Hall.

Summary:

The City Council has been presented with two opinions of program requirements for the Del Mar City Hall, a Town Hall, and associated open space and parking. Staff is asking for direction as to the recommended overall size of each of these facilities so that initial cost estimations can be undertaken. The Council may wish to consider the following:

1. Is adequate area allotted for the public uses associated with a City Hall?
2. Is adequate space allocated for staff functions?
3. Are there additional uses that should be included for either a City Hall or a Town Hall?
4. Are there uses that should be excluded and provided elsewhere?
5. Should areas be included for future growth, such as providing for Building Services in Del Mar (rather than having applicants go to Solana Beach for the Building Department) or other contract services that may be offered at City Hall in the future?
6. Is a Town Hall that could be configured to accommodate between 150 and 175 people of adequate size for Del Mar's community needs?

Based upon City Council direction and determination of City Hall and Town Hall size, staff will return with the consultant's preliminary opinion of probable costs for the construction of a City Hall, Town Hall, Plaza and parking at the May 5, 2014 City Council meeting.

When reviewing the attached programs (Attachment A and B), it should be noted that a space program is an estimate of the building area necessary to perform the functions identified for such building. A space program is not the design; instead it represents the overall "envelope" of what is eventually designed. It is assumed that efficiencies can be accomplished during design and it is estimated to include contingencies that may occur when building type and spatial design are eventually selected.

FISCAL IMPACT:

The Program Verification contract of \$3,000 was allocated in the City Hall consultant services in FY 2013-2014 Capital and Operating Budget. 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:

During the July 15, 2013 meeting, the City Council determined the preliminary space needs for planning future facilities and prioritized planning for City Hall governmental offices. On September 3, 2013 the City Council directed staff to pursue the

redevelopment of 1050 Camino del Mar or a privately held office building for new City administrative offices. On March 17, 2014, the City Council approved contracts for program verification from qualified architects.

ATTACHMENTS:

Attachment A – Carrier Johnson Architects' Space Requirements Program
Attachment B – Leeger Architecture's Space Program

City of Del Mar City Hall

Space Program Verification Draft 04.16.2014

Draft



DEL MAR™

City of Del Mar City Hall Space Program Verification

Objectives:

- 1.- Verify the preliminary space program prepared by staff for City Hall Administrative Offices and Town Hall facilities
- 2.- Determine the required future space needs based on current area deficiencies, minimum code requirements for circulation for persons with disabilities, and minimum means of egress widths in case of an emergency.
- 3.- The methodology utilized to develop this Program is based on Space programming methods as accepted by the American Institute of Architects (AIA), and the Building Owners and Managers Association (BOMA) Standards, for measuring buildings.
- 4.- Carrier Johnson + Culture has participated in the Programming, Design and Construction of multiple similar facilities such as Civic Centers, Municipal buildings and Community Centers.
- 5.- Provide appropriately sized work spaces for staff, comparable to similar projects

Summary of Workplace and Support Space & Equipment

Departments	Existing			New City Hall		
	Total			Total		
	Staff FT	Staff PT	USF	Staff FT	Staff PT	USF
Public Reception & Public Counter	0	0	278	0	0	810
City Manager's Office	4	1	707	4	1	985
Administrative Services	5	3	848	5	3	1,371
Planning	6	3	735	6	3	1,427
Finance	5	1	993	5	1	985
Ranger	2		180	2		353
Council & Contract Services	0	0	106	0	0	333
Common Areas	0	0	3,854	0	0	4,060
Town Hall (not included in Summary) refer to page 18						
Staff Grand Total	22	8		22	8	
USF Grand Total (see note 1)			7,701			10,321
GSF Grand Total (See Note 2)	5 %		8,086	5 %		10,837

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment, and between 18 -20% in support areas and is reflected in individual Department summaries
- 2 Gross Square Feet (GSF) assumes the area occupied by the thickness of the exterior / perimeter walls, and is expressed as a percentage recognized by Industry Standards to be between 3 - 5% of Usable Square Feet (USF)

City of Del Mar City Hall

Space Program Verification

Department Name: Public Reception & Public Counter

Contact Names:

e-mail:

Department Function

1. Main City Hall Lobby and reception
2. Public Counter for Planning and Community Development, Finance and potentialy Building Department if this function is relocated from the current Solana Beach location

Adjacency Requirements

Confidentiality Issues

Requires acoustical separation from public spaces

Conference / Meeting Space Usage

Main City Hall reception area requires waiting area for visitors - 4 seats minimum

Public Planning counter area requires waiting area for visitors - 6 seats minimum with an additional public computer workstation

Special Requirements

Required space to display meeting agendas

Suggestions and Comments

City of Del Mar City Hall

Space Program Verification

Department Name: Public Reception & Public Counter

Contact Names:

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
Receptionist staff is accounted for in Administrative Services								
Staffing at public counter is accounted for in Planning								
Workplace Staff/Areas Total	0	0	0		0	0	0	
Workplace NSF Subtotal				0				0
Circulation Factor (Note 1):	Existing circulation factor=13%			0	New circulation factor=33%			0
Workplace USF Total				0				0

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Main Reception area - seating for 4 people	1		128	128	1		150	150
Planning Public Counter area - seating for 6 people and public workstation	1		54	54	1		300	300
Finance Public counter + waiting space for 4 people (Note #2)	1		50	50	1		100	100
Public Information area	1		6	6	1		18	18
Agenda Display area	1		0	0	1		6	6
Plan pick up and project intake counter storage	1		8	8	1		35	35
Support Spaces NSF Subtotal				246				609
Circulation Factor (Note 1):				13 %				33 %
Support Spaces USF Total				278				810

Department Summary

Staff/Areas Grand Total	0	0	0		0	0	0	
USF Grand Total				278				810

Notes:

- Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment
- Finance Public counter + waiting area can be colocated with Planning Public counter if they are located on the same floor in the New City Hall, which can result in a higher space efficiency and reduction of approx. 20 - 25 sq ft

City of Del Mar City Hall

Space Program Verification

Department Name: City Manager's Office

Contact Names: Scott Huth

e-mail:

Department Function

The City Manager's Office provides leadership and supervision to the organization to implement the policies and decisions of the City Council, ensuring delivery of high quality services to the community.

Adjacency Requirements

Confidentiality Issues

Requires acoustical separation from public spaces

Conference / Meeting Space Usage

Requires waiting area for visitors - 4 seats

Special Requirements

Suggestions and Comments

City of Del Mar City Hall

Space Program Verification

Department Name: City Manager's Office

Contact Names: Scott Huth

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
City Manager - includes seating for 6 pp in PO	1		226	226	1		200	200
Assistant City Manager - includes seating for 3 pp in PO	1		132	132	1		175	175
Assistant to CM / HR	1		54	54	1		125	125
Intern (shared position)		1	50	50		1	50	50
Sr. Admin. Analyst	1		64	64	1		100	100
Workplace Staff/Areas Total	4	1	526		4	1	650	
Workplace NSF Subtotal				526				650
Circulation Factor (Note 1):				Existing circulation factor=13%				New circulation factor=33%
Workplace NSF Total				68				215
				594				865

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Document Secured Storage	1		100	100	1		100	100
Support Spaces NSF Subtotal				100				100
Circulation Factor (Note 2):				13 %			20 %	
Support Spaces NSF Total				113				120

Department Summary

Staff/Areas Grand Total	4	1	526		4	1	650	
USF Grand Total				707				985

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment
- 2 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 18 -20% to provide adequate circulation to navigate in support spaces such as "Storage" use.

City of Del Mar City Hall

Space Program Verification

Department Name: Administrative Services

Contact Names: Andrew Potter

e-mail:

Department Function

Adjacency Requirements

The office of the Director of Administrative Services should be close to the City Manager and Assistant City Manager

Confidentiality Issues

Conference / Meeting Space Usage

IT- requires meeting space

Requires small meeting space adjoining Clerk office

Special Requirements

Requires additional secured storage area

Suggestions and Comments

- 1.- Include a shared office for City Council members with 1 (one) workstation and storage.
- 2.- Separate public waiting area for City Manager office / Admin Services from the Planning / Finance public counter and waiting area.

City of Del Mar City Hall

Space Program Verification

Department Name: Administrative Services

Contact Names: Andrew Potter

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
Director of Administrative Services	1		150	150	1		175	175
Assistant Clerk	1		125	125	1		100	100
IT Computer Ops Manager and IT Network Systems tech	2		150	300	2		150	300
Records Clerk (currently shares space with Assistant Clerk)		1	0	0		1	100	100
IT GIS Intern (currently shares space with IT)		2	0	0		2	50	100
Receptionist	1		75	75	1		75	75
Workplace Staff/Areas Total	5	3	500		5	3	650	
Workplace NSF Subtotal				650				850
Circulation Factor (Note 1):				Existing circulation factor=13%				New circulation factor=33%
Workplace USF Total				735				1,131

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Records Management area	1		100	100	1		200	200
Support Spaces NSF Subtotal				100				200
Circulation Factor (Note 2):				13 %				20 %
Support Spaces USF Total				113				240

Department Summary

Staff/Areas Grand Total	5	3	500		5	3	650	
USF Grand Total				848				1,371

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment
- 2 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 18 -20% to provide adequate circulation to navigate in support spaces such as "Storage" use.

City of Del Mar City Hall

Space Program Verification

Department Name: Planning & Community Development

Contact Names: Kathleen A. Garcia

e-mail:

Department Function

Long range & current Planning / Zoning Administration / Code Enforcement / Environmental review / Off-site Building Services / Cleanwater Off-site Programs

Adjacency Requirements

Storage to be close to Planning staff offices

Confidentiality Issues

Requires acoustical separation from public spaces

Conference / Meeting Space Usage

Refer to public counter notes in Administrative Services

Special Requirements

Suggestions and Comments

City of Del Mar City Hall

Space Program Verification

Department Name: Planning & Community Development

Contact Names: Kathleen A. Garcia

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
Director with small table in PO (Private Office)	1		148	148	1		175	175
Planning Manager in PO (Private Office)	1		75	75	1		125	125
Planning Interns (share 2 workstations)		3	34	102		3	34	102
Code Enforcement (Note 2)	1		50	50	1		100	100
Planners	3		75	225	3		100	300
Workplace Staff/Areas Total	6	3	382		6	3	534	
Workplace NSF Subtotal				600				802
Circulation Factor (Note 1):				Existing circulation factor=13%				New circulation factor=33%
Workplace USF Total				678				1,067

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Active Project Storage	1		50	50	1		300	300
Support Spaces NSF Subtotal				50				300
Circulation Factor (Note 3):				13 %				20 %
Support Spaces USF Total				57				360

Department Summary

Staff/Areas Grand Total	6	3	382		6	3	534	
USF Grand Total				735				1,427

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment
- 2 Includes Secured Storage
- 3 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 18 -20% to provide adequate circulation to navigate in support spaces such as "Storage" use.

City of Del Mar City Hall

Space Program Verification

Department Name: Finance

Contact Names: Teresa McBroome

e-mail:

Department Function

Accounting / Budgeting / Utility Billing / Revenue Collection / Treasury / Risk Mgt / Business Tax License / Financial Reporting

Adjacency Requirements

Confidentiality Issues

Conference / Meeting Space Usage

Requires public counter and waiting area for 4 pp

Special Requirements

Requires secured Storage with separate Server and Safe

Requires additional supply and file space

Suggestions and Comments

City of Del Mar City Hall

Space Program Verification

Department Name: Finance

Contact Names: Teresa McBroome

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
Finance Director	1		182	182	1		175	175
Finance staff	3		80	240	3		100	300
Admin Assistant	1		56	56	1		80	80
Intern		1	48	48		1	50	50
Workplace Staff/Areas Total	5	1	366		5	1	405	
Workplace NSF Subtotal				526				605
Circulation Factor (Note 1):				Existing circulation factor=13%				New circulation factor=33%
Workplace NSF Total				68				200
				594				805

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Secured Storage	1		170	170	1		150	150
Supply / File Room	1		168	168				
Copiers / printers	1		15	15				
Support Spaces NSF Subtotal				353				150
Circulation Factor (Note 3):				13 %				20 %
Support Spaces NSF Total				46				30
				399				180

Department Summary

Staff/Areas Grand Total	5	1	366		5	1	405	
USF Grand Total				993				985

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment
- 2 Public counter + waiting area can be combined with Planning counter if they are located on the same floor in the New City Hall
- 3 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 18 -20% to provide adequate circulation to navigate in support spaces such as "Storage" use.

City of Del Mar City Hall

Space Program Verification

Department Name: Ranger / Sheriff

Contact Names: Pat Vergne, Director

e-mail:

Department Function

Beach, Park patrol & Public Safety

Adjacency Requirements

Confidentiality Issues

Conference / Meeting Space Usage

Special Requirements

Requires a "Juvenile detention holding area"

Requires secured storage space for fire arms and ammo, emergency supplies, etc.

Suggestions and Comments

City of Del Mar City Hall

Space Program Verification

Department Name: Ranger / Sheriff

Contact Names: Pat Vergne, Director

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
Ranger	1		109	109	1		125	125
Sheriff workspace	1		50	50	1		50	50
Workplace Staff/Areas Total	2		159		2		175	
Workplace NSF Subtotal				159				175
Circulation Factor (Note 1):				Existing circulation factor=13%				New circulation factor=33%
Workplace NSF Total				21				58
Workplace NSF Total				180				233

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Law Enforcement Secured Storage	1		100	100	1		100	100
Support Spaces NSF Subtotal				0				100
Circulation Factor (Note 2):				13 %				20 %
Support Spaces NSF Total				0				120

Department Summary

Staff/Areas Grand Total	2		159		2		175	
USF Grand Total			180				353	

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment
- 2 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 18 -20% to provide adequate circulation to navigate in support spaces such as "Storage" use.

City of Del Mar City Hall

Space Program Verification

Department Name: Council & Contract Services

Contact Names:

e-mail:

Department Function

Temporary areas for City Council members as well as City Attorney, City Engineer, Clean Water Manager, Risk Manager or other contract staff as needed, on an interim basis

Adjacency Requirements

Confidentiality Issues

Conference / Meeting Space Usage

Special Requirements

Suggestions and Comments

City of Del Mar City Hall

Space Program Verification

Department Name: Council & Contract Services

Contact Names:

e-mail:

Workplace

Description	Existing				New City Hall			
	Staff FT	Staff PT	Areas	SF Total	Staff FT	Staff PT	Areas	SF Total
Workplace Staff/Areas Total	0		0		0		0	
Workplace NSF Subtotal				0				0
Circulation Factor (Note 1):	Existing circulation factor=13%			0	New circulation factor=33%			0
Workplace USF Total				0				0

Support Spaces & Equipment

Description	Existing				New City Hall			
	Space		Areas	SF Total	Space		Areas	SF Total
Council member or off-site office (currently located in the Annex Building)	1		94	94	2		125	250
Support Spaces NSF Subtotal				94				250
Circulation Factor (Note 1):	13 %			12	33 %			83
Support Spaces USF Total				106				333

Department Summary

Staff/Areas Grand Total	1		0		2		125	
USF Grand Total				106				333

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 25 -35% to provide adequate circulation to navigate in an office environment

City of Del Mar Town Hall

Space Requirements Program

Town Hall

Description	Existing			New City Hall		
	Space	Area	SF Total	Space	Area	SF Total
Community meeting rooms / Council Chambers (may be shared with City staff) see Notes 2 & 3						
for up to 25 people				1	375	375
for up to 50 people				1	785	785
for 75 - 100 people (Council Chambers)				1	1500	1,500
Restrooms	1	92	184	2	300	600
Janitor Room	0	0	0	1	30	30
Storage				1	115	115
Del Mar TV (see note 2)	1	600	600	1	600	600
Common Areas Staff/Areas Total						
Common Areas NSF Subtotal			784			4,005
Circulation Factor (Note 1):			Existing circulation factor=13%			New circulation factor=20%
Common Areas USF Total			102			801
			886			4,806
GSF Grand Total			930			5,046

Notes:

- 1 Current Building Code requirements for means of egress and accessibility compliance, plus Real Estate Industry Standards recommend a circulation factor of between 18 -20% to provide adequate circulation to navigate in support spaces
- 2 These Conference Rooms can be flexible space that can be setup to function as individual spaces or combined for a total of 175 people. Can also be used as a TV Studio
- 3 Conference Room size is determined by California Building Code, "Maximum Floor Area Allowances per Occupant", based on Assembly function with movable chairs and seats.



LEEGER ARCHITECTURE

City Council Members & Del Mar Residents
% Kathy Garcia
City of Del Mar
1050 Camino Del Mar
Del Mar, CA 92014

April 17, 2014

RE: RFP 2014-02

Dear Council Members, Residents & Staff,

Having toured the facilities of the existing city hall – at least those portions that are not condemned, it is impressive how well people are shoe-horned into spaces that used to be closets.

I received input from each staff member as to the requirements of their office needs. I confirmed industry standards and comparable city hall facilities to provide a recommended Space Program that can reasonably accommodate all of the needs required.

The attached report documents the conditions of the existing spaces and analysis' the Draft Space Program provided as part of RFP 2014-02. The first chart has three sets of numbers:

- The existing City Hall's square footages,
- The staff Draft Space Program numbers, and the
- Recommended Space Program numbers

Additionally, I researched California communities of similar population sizes to evaluate how other city halls and council chambers are sized. The second attached chart shows that gathered information.

As you know, my personal interest in this project comes from living and working here for over forty years. I would like to see the City foster a program that the residents will be willing to support.

Thank you for this opportunity to participate in making that happen.

Sincerely,

Kit Leeger

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LEEGER ARCHITECTURE

Report for
CITY OF DEL MAR
RFP 2014-02

April 17, 2014

Prepared by
Kit Leeger

Page 1 of 6

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LEEGER ARCHITECTURE

PROCESS

Enclosed for City review is an analysis of the office and support spaces within the existing City Hall and adjunct buildings located at 1050 Camino Del Mar, Del Mar.

This report is based on:

- An on-site inspection of all existing facilities
- Written survey from all City Hall staff
- Interviews with all senior staff and directors
- Review of previous Community Plan, Master Plans and Feasibilities Studies, going back 25 years
- Research of other California cities of similar population size
- Confirmed private and public sector office space standards

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EXISTING FACILITIES OVERVIEW

For residents not familiar with our existing facilities, the following is a brief pictorial inventory.

CITY HALL
3,776 GSF



IT TRAILER

300 GSF



ANNEX

2,160 GSF



GRAY ROOM 3,020 GSF
of unusable space



TV STUDIO/COUNCIL CHAMBERS
2,636 GSF



Existing space issues and hazards:

- Privacy - very few spaces have full height walls or ceilings, even this Human Resource space. —————→
- Private conversations in rear offices can be heard by the public in reception area.



- Noise - copiers are in an open space where the noise interferes with phone calls and meetings.

- No indoor staff break area, as required by code.

- Or even indoor access to restrooms



- Structural – besides one building being condemned, the skylights leak, and seismic reinforcing is not to code.



- Overcrowded – every passageway is filled with files and shelves – thank goodness there is a fire extinguisher!

- Overcrowded – some offices have been created by converting closets or merely setting up a divider and a file cabinet.



- Public Interface – the limited public counter space prevents efficient service to the residents and business owners of Del Mar.



SPACE PROGRAM CONCLUSIONS

There is no doubt that the existing facilities are inadequate and inefficient for our city employees.

To recommend a program of reasonable sized and efficient spaces, I have analyzed the existing offices and the Draft Proposed areas, in comparison to other cities, and private and public sector standards.

Attachment 1

The attached chart has three sets of numbers:

- The existing City Hall's space square footages,
- The staff Draft Space Program numbers, and the
- **Recommended Space Program numbers**

Notes:

1. To aid in comparing the Existing and the Draft numbers, I have subtotaled the actual areas currently being occupied, separating "Gray Room" since it is not currently usable.
2. Please note that when the staff compiled the Draft data, they were looking strictly at City Hall spaces and not taking into account potential Meeting Hall facilities. I have approached the program from a more holistic viewpoint, thus you will see at the end of the Recommended City Hall areas, an outline of recommended Meeting Hall areas.
3. The "Circulation Allowance" in the Existing numbers works out to be only six percent. Considering the amount of walkways that are currently "offices", and considering the increased widths required by current codes, my recommended circulation allowance has been increased from that of the Draft Program.
4. The City has already approved and started on a program to scan and digitally archive existing files. Between that, the purging of files currently underway, and by designing more efficient high-density filing, the area needed for Storage will be less. Therefore the Recommended areas reflect the "active" files as indicated necessary by each department.

Attachment 2

The second attached chart compares Del Mar to other communities of similar population:

- City Hall size
- Council Chambers size
- Staff size
- Median income

Notes:

1. Staff sizes per California Department of Finance include all part-time and seasonal employees. The "Staff in City Hall" was sorted to include only the Administrative, Planning & Finance to compare with Del Mar. The chart indicates when facilities are shared with additional departments or functions. Several cities with larger populations, have considerably less staff and less facility space.
2. Of the cities surveyed, Portola Valley is the only city with significantly larger facilities than Del Mar. The 19,900 s.f. of space includes their city Library. It is also a community whose median income is almost fifty percent greater than Del Mar's.

LEEGER ARCHITECTURE

City Hall Space Program	Existing Areas					Draft Space Program Per RFP Attachment A					Recommended Area Allocation				
	Quantity	GSF	Total GSF	By Dept	Total	Quantity	GSF	Total GSF	By Dept	Total	Quantity	GSF	Total GSF	By Dept	Total
Reception															
Receptionist (Melinda)	1					1	100	100			1	100	100		
Waiting Area								200			10	10	100		
Public Counter								250			8	25	200		
Public Information Area								50					50		
				225					600					450	
City Manager's Office															
City Manager (Scott)	1	225	225			1	250	250			1	225	225		
Sr. Assist CM (Mark)	1	125	125			1	175	175			1	175	175		
Assist to CM	1	75	75			1	125	125			1	125	125		
Sr. Analyst	1	75	75			1	75	75			1	75	75		
Intern				0		2	50	100			2	50	100		
* Storage				15				200					100		
					515				925					800	
City Clerk															
Clerk (Andrew)	1	140	140			1	175	175			1	175	175		
Asst. Clerk	1	75	75			1	125	125			1	100	100		
IT	2	150	300			2	150	300			2	100	200		
Records Intern	1	75	75			2	50	100			2	50	100		
* Storage								200					100		
					590				900					675	
Planning															
Director (Kathy)	1	140	140			1	175	175			1	175	175		
Planning Staff	4	60	240			4	125	500			4	100	400		
Interns	2	25	50			2	50	100			2	50	100		
Code Enforcement	1	40	40			1	125	125			1	100	100		
Small Conference Room								150					150		
Active Project Storage				120				300					200		
					590				1,350					1,125	
Finance															
Director (Teresa)	1	180	180			1	175	175			1	175	175		
Finance Staff	3	80	240			3	125	375			3	100	300		
Admin Assist	1	80	80			1	100	100			1	100	100		
Intern	2	50	100			2	50	100			2	50	100		
Secured Storage				200				200					150		
Counter				50									50		
					850				950					825	
Ranger															
Ranger	Annex														
Ranger	1	125	125			1	125	125			1	125	125		
Sheriff Substation	1	75	75			1	125	125			1	100	100		

LEEGER ARCHITECTURE

City Hall Space Program	Existing Areas					Per RFP Attachment A					Recommended Area Allocation				
	Quantity	GSF	Total GSF	By Dept	Total	Quantity	GSF	Total GSF	By Dept	Total	Quantity	GSF	Total GSF	By Dept	Total
Onsite secured storage								200					100		
				200					450					325	
Council	Annex														
Council/Contract service office	1	125	125			2	125	250					**		
				125					250						
Other * existing in Annex or TV															
Copy/Supply/Mail room	2		250			1	250	250			1	250	250		
Lunch room/Extra Confer.	1	50	50			1	200	200			1	200	200		
Staff Locker & Restrooms	2	150	300			2	250	500			2	250	500		
Public Restrooms *	1	100	100			2	150	300			2	125	250		
High Density Filing	1	80	80			1	500	500			1	500	500		
Document/transaction vault	1	100	100			1	200	200			1	200	200		
General Stg & EOC Stg *	1	160	160			1	500	500			1	500	500		
Computer server room	1	100	100			1	200	200			1	200	200		
Mechanical room	0		0			1	200	200			1	200	200		
Large Conference 25-30 p *	1	1150	1150			1	570	570					**		
Exec. Team Conference *	1	300	300			1	250	250			1	300	300		
Small Meeting room *	1	450	450			2	150	300					**		
Temp. Storage Modules			1100												
				4,140					3,970					3,100	
Total All Departments					7,235					9,395					7,300
Circulation Allowance				6%				10%	940				15%	1095	
Total GSF					7,636					10,335					8,395

Total Existing Facilities	GSF
City Hall	3,776
IT Trailer	300
Annex	2,160
Exterior Restrooms	300
Temp. Storage Modules	1,100
Subtotal	7,636
Gray Room (unused)	3,020
TV Studio & C. Chmbr	2,636
Total	10,272

Meeting Hall Space Program	GSF
Council Chambers (seats 100)	2,250
Med. Conference room (18-34)	500
Small Conference room (18-24)	250
Council Member Office(s)	250
⇒ Small + Medium = Large	750
⇒ All combined (seats 170)	3,000
TV Studio	500
Circulation Allowance	15% 563
Total	4,313

Notes:

** The existing City Hall Draft Space Program has 5 meeting rooms in the Administration facilities. It is suggested that two of those meeting rooms be included in the Council Chambers/Meeting Hall facility.

⇒ My Recommended design would be divisible into Council Chambers, Small Conference room and Medium Conference room. These can then be combined to meet different needs.

2012 City Population Rankings											
from California Department of Finance											
Demographic Research Unit											
California Cities Ranked by 1/1/2013 Total Population											
										<i>Additional information</i>	
<i>City</i>	<i>County</i>	<i>Total Popultrn</i>	<i>Median Income</i>	<i>Median Age</i>	<i># of Empls*</i>	<i>Staff in City Hall**</i>	<i>City Hall Size</i>	<i>Ccl Chmbrs Size</i>	<i>Total</i>	<i>Additionally includes</i>	<i>Year Built</i>
Carmel-By-The-Sea	Monterey	3,775	68,069	59	108	15	6,572	incl	6,572		
Del Mar	San Diego	4,199	106,675	49	146	28	7,636	2,636	10,272	TV	
Portola Valley	San Mateo	4,448	158,601	51	23		19,900	incl	19,900	Library	2008
Lakeport	Lake	4,713			78	16	8,130	2,236	10,366		
Willits	Mendocino	4,893			80	12	4,000	820	4,820		
Indian Wells	Riverside	5,081			36	30	9,700	2,000	11,700		
Calistoga	Napa	5,194			140	12	1,930	2,156	4,086		
Solvang	Santa Barbara	5,292			58	8		1,250	1,250	Fire Dept.	
La Habra Heights	Los Angeles	5,379			90	20	6,500	3,500	10,000	Public Works, Fire Dept.	now
Fowler	Fresno	5,801			64	6	2,300	1,200	3,500		
Villa Park	Orange	5,900			17	9	6,000	incl	6,000	Library	1971
* California Department of Finance counts all part-time and seasonal employees.											
** This number represents only the employees within the Administrative, Planning and Finance Departments within each city.											