

# **City Facilities Planning Process**

**{ June 17, 2013  
{ Del Mar City Council**

# Facilities Planning Purpose

- City Hall as a top Council Priority
- Need to determine what components go into a future City Hall
- Overview of all the city components
- Determine direction for City Hall offices
- May identify future direction for other facilities

# Scope of Facilities Study

- Determine extent of this study
- Decide which options should be addressed at this time
- Determine which options are not viable for further study
- Prioritize work effort

# 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							
Siting Discussion							
Siting Discussions, continued							
Decisions on Direction							



# City Properties

1050 CDM

- 68,000 SF Site, Zoned Public Facilities
- Built in 1921, expanded 1950s
- Site could accommodate:
  - City Hall offices
  - Council Chambers/Meeting Rooms
  - Public Parking
- May also accommodate:
  - Safety Center, Public Works (limited)

# Public Works



- ±63,000 SF site
- Zoned Floodway, constraint to development
- Three parcels in City ownership, including area to the west abutting NCTD right-of-way
- Could potentially accommodate new buildings if floodway mitigated.

# Beach Safety Center



- 11,570 SF site
- 2,840 SF facility, built in 2012
- Community Services Department offices/Lifeguard Headquarters
- Site also provides public restrooms and limited parking
- No programmed expansion area



# Shores

- 5.3 acre site
- Anticipated Master Plan to determine community uses
- Council Resolution 2007-35: establishes long term goal for open space and recreation; intent to not pursue other non-consistent uses (fire station/city hall)
- Winston School Lease: 1.8 acres; 55-year lease in effect 2008-2063



# Fire Station

- 19,000 SF site
- 6,156 SF of building
- Leased from 22<sup>nd</sup> DAA since 1960
- Constructed as 1942 WWII Barracks
- Lease rate has had substantial escalation
- Currently \$75,430 annually

# City Staff

<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>
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
Public Works Yard, 2240 Jimmy Durante Blvd.	Public Works	13 FT/2 PT	3,015 SF	63,000 SF/1.4 ac
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

- No substantial changes to full time staffing (53) anticipated in upcoming budget cycle

# City Hall

Department

City Hall

Decision

Build New Facility

Stay in Existing Building

Purchase/  
Lease  
Office  
Building

Location

1050  
CDM

Public  
Works  
Yard

Other Site

Location  
To Be  
Determined

City Hall:

- City Manager
- City Clerk/IT
- Finance
- Planning
- Council Chambers
- Public Parking

# Public Works

Department

Public Works

Decision

Co-locate w/ Fire  
and/or Safety

Maintain sole  
Public Works  
Facility

Co-Locate with  
City Hall

Location

At a new  
Safety  
Center

At  
Jimmy  
Durante

At  
Jimmy  
Durante

At  
another  
site TBD

At 1050  
CDM

At  
Jimmy  
Durante

# Community Services

Department

Community Services

Decision

Co-location of certain divisions

Maintain at Beach Safety Center

Location

Co-locate Parking Enforcement with Safety

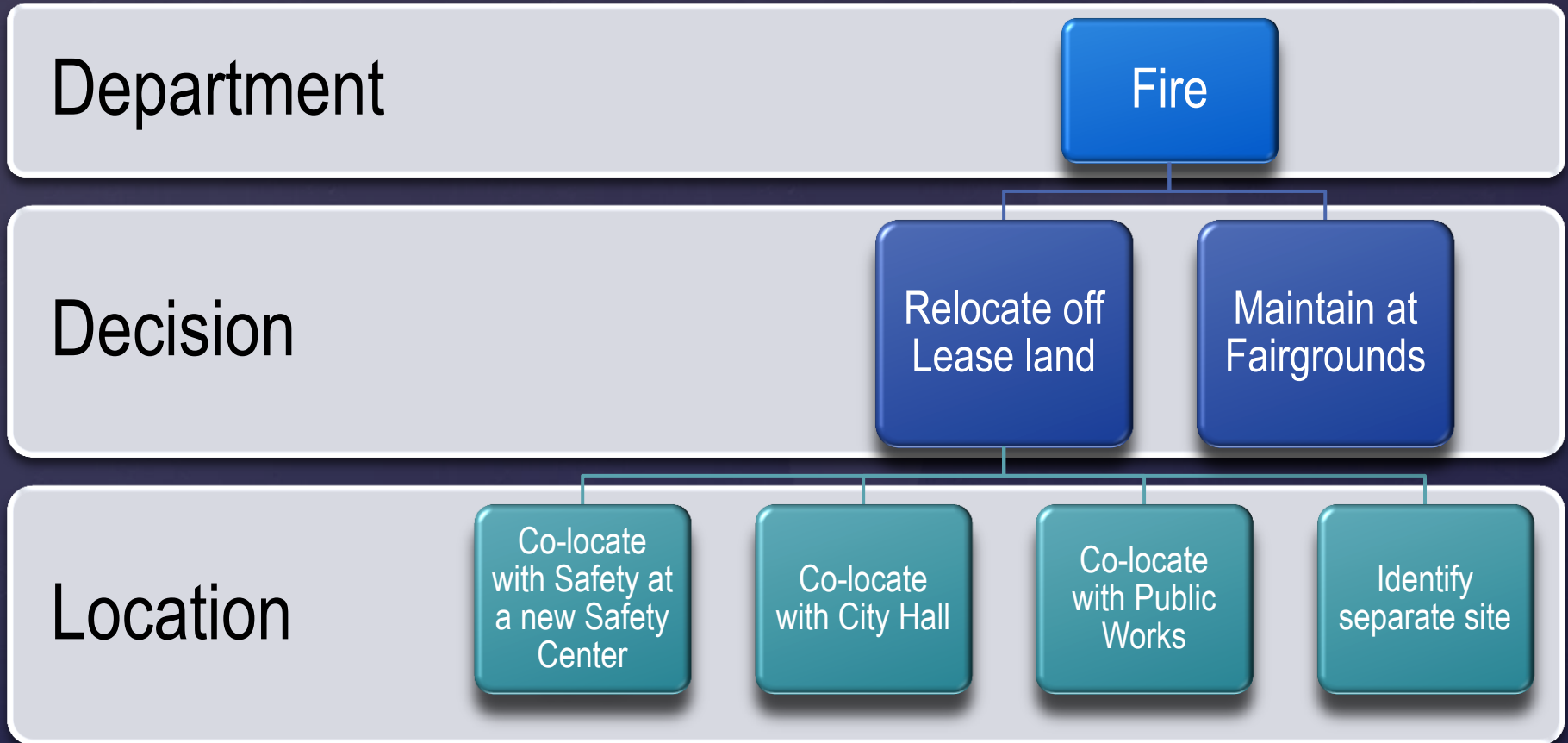
Co-locate Admin/Parking Enforcement with City Hall

Co-locate Recreation Services at Shores

Community Services:

- Lifeguards
- Parking Enforcement
- Community Services/Facilities
- Recreation (future possibility)

# Fire



Contingency planning:

- Lease not maintained
- Lease becomes cost prohibitive

# Public Safety

Department

Public Safety

Decision

Co-locate with other departments

Create independent storefront

Location

Co-locate with Fire at a new 'Safety Center'

Co-locate with City Hall

Co-locate with Community Services

Public Safety:

- Sheriff Storefront
- Park Ranger

# Council Direction to Staff

- Determine extent of facilities study.
- Decide which options should be addressed at this time.
- Determine which options are not viable for further study.
- Prioritize work effort.

# Public Safety Worksheet

Department

Public  
Safety

Decision

Co-locate with  
other  
departments

Create  
independent  
storefront

Location

Co-locate with  
Fire at a new  
'Safety Center'

Co-locate with  
City Hall

Co-locate with  
Community  
Services

Public Safety:

- Sheriff Storefront
- Park Ranger

# Fire Worksheet

Department

Fire

Decision

Relocate off  
Lease land

Maintain at  
Fairgrounds

Location

Co-locate  
with Safety at  
a new Safety  
Center

Co-locate  
with City Hall

Co-locate  
with Public  
Works

Identify  
separate site

Contingency planning:

- Lease not maintained
- Lease becomes cost prohibitive

# Community Services

Department

Community Services

Decision

Co-location of certain divisions

Maintain at Beach Safety Center

Location

Co-locate Parking Enforcement with Safety

Co-locate Admin/Parking Enforcement with City Hall

Co-locate Recreation Services at Shores

Community Services:

- Lifeguards
- Parking Enforcement
- Community Services/Facilities
- Recreation (future possibility)

# Public Works Worksheet

Department

Public Works

Decision

Co-locate w/ Fire  
and/or Safety

Maintain sole  
Public Works  
Facility

Co-Locate with  
City Hall

Location

At a new  
Safety  
Center

At  
Jimmy  
Durante

At  
Jimmy  
Durante

At  
another  
site TBD

At 1050  
CDM

At  
Jimmy  
Durante

# City Hall Worksheet

Department

City Hall

Decision

Build New Facility

Stay in Existing Building

Purchase/  
Lease  
Office  
Building

Location

1050  
CDM

Public  
Works  
Yard

Other Site

Location  
To Be  
Determined

City Hall:

- City Manager
- City Clerk/IT
- Finance
- Planning
- Council Chambers
- Public Parking