



# 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: March 2, 2015

SUBJECT: City Hall/Town Hall Authorization of Design Phase and Determination of Development Program for Design Phase

## REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council receive the report on the City Hall/Town Hall Master Planning Phase that is now completed, provide direction on the recommended development program for the Design Phase, and adopt the proposed resolution, authorizing initiation of the Design Phase efforts and authorizing an additional \$546,000 be allocated from the Capital Improvement Reserve Fund, amending the adopted Capital and Operating Budget for FY 2013-2014 and FY 2014-2015.

## DISCUSSION/ANALYSIS:

On June 17, 2013, the City Council initiated the planning phase for a new City Hall and related municipal uses. The City conducted two community workshops, a survey of community preferences, multiple special studies, discussions and reviews over the course of a year at sixteen regularly-noticed City Council meetings during the Planning Phase. The planning phase concluded in June 2014 and the City Council authorized the initiation of the Master Planning Phase at their meeting of June 16, 2014. At their July 7, 2014, the City Council adopted Resolution 2014-58 affirming the development of a new City Hall/Town Hall and directing staff to proceed with efforts related to planning for and developing the new Del Mar Civic Center located at 1050 Camino del Mar.

The Master Planning phase explored options for mixed use, residential, additional parking and flexible space for potential future expansions or other uses. During the Master Planning phase, the City discussed the City Hall project at ten (10) City Council public meetings, conducted a third community workshop, and solicited feedback on development options through a "Voice Your Choice" Poll.

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## City Council Action:

With the poll results now available for City Council discussion, staff is seeking direction on initiating the next step of the project, the Design Phase. The purpose of the poll was to get community feedback on what development program the City Council would proceed with for the Design Phase:

- Option A – Civic Uses Only;
- Option B – Civic Uses with Additional Parking and 11,000 SF of Future Developable Area; or
- Option C – Civic Uses with Additional Parking and 20,000 SF of Future Developable Area.

Poll respondents expressed a preference for both additional parking and future developable area. Approximately 70% of the poll respondents indicated that they would support up to 160 parking spaces and between 11,000 square feet (SF) (Option B) and 20,000 SF (Option C) of usable area for future expansion.

Based upon the community response, staff is proposing the following development program to be used for the Design Phase.

- City Hall: Approximately 9,250 SF ( $\pm 10\%$ ) for administrative offices and support space;
- Town Hall: 3,200 SF ( $\pm 10\%$ ), 100-seat meeting room, Council Chambers, TV Studio, and Emergency Operations Center (EOC);
- Plaza: 15,000 SF for events and special activities; and
- Parking Stalls: 160 stalls
- Project budget (including construction costs): \$12.4 to \$16.4 million

### Design Phase

The Design Phase effort will consist of two tasks for further refinement of the master plan: 1) the Schematic Design of the preferred option, and 2) the Design Development. These tasks will be undertaken prior to preparation of construction documents and any construction of a project.

1. Schematic Design: The schematic design efforts for the preferred program will refine the program based upon efficiencies and site constraints. Massing studies, site plans, spatial relationships and a cost estimate will also be prepared and a community workshop is anticipated. The Schematic Design phase will test the most efficient and cost effective manner of providing 160 parking stalls and flexible space for future expansion. The estimated cost for this work phase is approximately \$205,000 including reimbursable expenses (printing, etc.).
2. Design Development: Following approval of Schematic Design by the City Council (targeted for July 20, 2015), Design Development will be initiated. This work effort is where materials are selected and building form, bulk, and mass are refined. The

architect will develop the materials, design, and character of the building(s), and adjust the program as necessary. At this stage, the Design Review Board hearing will occur for project approval and cost estimates for the design will be prepared. The estimated cost for this work phase is approximately \$335,000 including reimbursable expenses.

In addition to initiating the Design Phase, staff will be soliciting proposals from the City's On-Call list for California Environmental Policy Act (CEQA) documentation. The estimated cost for this work is approximately \$300,000. Staff will return to City Council for Task Order authorization at the April 20, 2015 meeting.

The City's on-call survey consultant is also preparing the topographic/boundary survey necessary for the preparation of design and engineering documents. This is estimated at approximately \$31,000.

The City Council is requested to adopt the proposed resolution (Attachment A) to direct staff to initiate the Design Phase of the City Hall project; to initiate the CEQA documentation; and to allocate the necessary funding for these tasks.

**FISCAL IMPACT:**

Staff is requesting that up to an additional \$546,000 be allocated from the Capital Improvement Reserve Fund, amending the adopted Capital and Operating Budget for FY 2013-2014 and FY 2014-2015. On June 16, 2014, the City Council allocated \$431,000 to the Capital Improvement Project for the City Hall Project. This allocation was based upon the Master Planning efforts (not to exceed \$100,000) and the projected Schematic Design and Design Development tasks associated with the municipal program only. This requested budget adjustment includes the Everyone Counts Poll, the premium for designing the parking structure, and includes CEQA and the topographic survey. Figure 1 illustrates the budget allocation.

**Figure 1. City Hall CIP Budget Allocation**

June 16, 2014 Budget Allocation	\$ 431,000.00
Master Planning Tasks	\$ 79,000.00
Everyone Counts Poll	\$ 27,000.00
Schematic Design	\$ 205,000.00
Design Development	\$ 335,000.00
CEQA	\$ 300,000.00
Topographic Survey	\$ 31,000.00
Subtotal:	\$ 977,000.00
<b>March 2, 2015 Requested Additional Allocation:</b>	<b>\$ 546,000.00</b>

### ENVIRONMENTAL IMPACT:

In accordance with California Environmental Quality Act (CEQA) standards, this project is subject to CEQA review and will be initiated by the City Council at the April 20, 2015 hearing.

### PRIOR CITY COUNCIL REVIEW:

During the last twenty-one months, the City Council has addressed the numerous topics associated with City Hall/Town Hall planning at multiple, noticed meetings.

- February 2, 2015: Draft City Hall/Town Hall Schedule
- January 20, 2015: Design Team Selection Committee and Review of Poll
- January 5, 2014: City Hall's DRB & CPP Process Approval
- December 15, 2014: Design RFQ and Polling Options
- December 1, 2014: Review of Options for Polling
- November 17, 2014: Review of Workshop Results and Direction for Polling Options
- October 27, 2014: City Hall/Town Hall Council Workshop #3 - Scenarios Review
- October 20, 2014: Financial Analysis of Master Planning Scenarios
- October 6, 2014: Master Planning – Mixed-Use Scenarios Review
- July 7, 2014: City Hall Mixed-Use Goals & Assessment Criteria
- June 16, 2014: Direction to prepare alternative scenarios/Master Planning Phase
- June 9, 2014: City Hall/Town Hall Council Workshop #2
- June 2, 2014: City Hall Funding Program; City Hall Sites Assessment report; Current City Hall Renovation Costs
- May 19, 2014: Highest and Best Economic Use Analysis for 1050 Camino del Mar; Public Private Partnership Overview; Opinion of Probable Construction Costs, City Financing Bond Capacity;
- May 5, 2014: City Hall Revised Schedule and Recommended Program
- April 21, 2014: City Hall Program Verification
- April 7, 2014: Community Forum
- March 17, 2014: Space Planning Verification and Cost Estimate Consultant Selection
- March 3, 2014: City Hall Planning Schedule
- February 18, 2014: Survey Results
- January 6, 2014: Draft Community Survey
- December 9, 2013: City Council Workshop Report and Next Steps
- December 2, 2013: City Council Workshop #1
- September 3, 2013: Site Selection to redevelop 1050 Camino del Mar
- July 15, 2013: Preliminary Space Needs; Priority to replace City Hall
- July 1, 2013: Goals and Criteria for Success for evaluation of Alternative Sites.
- June 17, 2013: Process for Facility Planning

In addition, a “Community Forum” on the topic of City Hall was included on the agendas for each City Council meeting since April 21, 2014.

ATTACHMENTS:

Attachment A – Draft Resolution

## RESOLUTION NO. 2015 - \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AFFIRMING THE DEVELOPMENT OF A NEW CITY HALL/TOWN HALL DEVELOPMENT PROGRAM AND DIRECTING STAFF TO PROCEED WITH EFFORTS RELATED TO THE DESIGN AND ENVIRONMENTAL REVIEW OF THE NEW DEL MAR CITY HALL/TOWN HALL LOCATED AT 1050 CAMINO DEL MAR

WHEREAS, the City of Del Mar has, between June 17, 2013 and June 16, 2014, conducted the planning phase for a new City Hall/Town Hall at 1050 Camino del Mar and committed itself to improve the conditions of public buildings for community users and City employees within a three-year timeframe; and

WHEREAS, on June 16, 2014, the City Council reviewed the results of the planning phase and directed staff to initiate the Master Planning Phase of work; and

WHEREAS, on June 16, 2014, the City Council amended the Adopted Operating and Capital Budget for Fiscal Years 2013-2014 and 204-2015 to allocate funds from the Capital Improvement Reserve Fund in an amount not to exceed Four Hundred and Thirty-one Thousand Dollars (\$431,000) for consultant fees and expenses to prepare both the Master Planning Phase and Design Phase efforts; and

WHEREAS, the City Council approved an amount not to exceed One Hundred Thousand Dollars (\$100,000) from that allocation for the Master Planning Phase; and

WHEREAS, between June 16, 2014 and March 2, 2015, the City undertook the Master Planning Phase, including analysis of a variety of options for additional uses, preliminary cost estimates and options for site development; and

WHEREAS, on October 27, 2014, the City conducted a community workshop to review different scenarios for development; and

WHEREAS, the City further solicited the input of registered voters between February 2, 2015 and February 20, 2015 with a Voice Your Choice Poll to determine community preference on three options; and

WHEREAS, on March 2, 2015, the City Council received the results of the poll which garnered 980 responses and determined to move forward with the City Hall, Town Hall, Plaza, public parking for 160 cars and flexible space for 11,000 to 20,000 square feet of area for future development/expansion, with an estimated development cost of between \$12,400,000 and \$16,400,000; and

WHEREAS, on March 2, 2015, the City Council directed staff to initiate the Design Phase (Schematic Design and Design Development) and the Environmental Review process, consisting of review of the proposed project according to the California Environmental Quality Act (CEQA); and

WHEREAS, on March 2, 2015, the City Council amended the Adopted Operating and Capital Budget for Fiscal Years 2013-2014 and 2014-2015 to allocate additional funds from the Capital Improvement Reserve Fund in an amount not to exceed Five Hundred and Forty Six Thousand Dollars (\$546,000) for consultant fees and expenses to prepare the Design Phase of the municipal program, including structured parking for 160 cars and flexible space for future expansion, the Environmental Review of the project and associated tasks.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Del Mar, California, that the Schematic Design, Design Development and Environmental documentation of a new City Hall/Town Hall is hereby affirmed to proceed as a priority.

BE IT FURTHER RESOLVED, that staff is hereby directed to proceed with efforts related to the next steps in designing and environmental review the new Del Mar City Hall and Town Hall subject to the following:

1. Development Program: Proceed with a development program that incorporates the following subject to CEQA review:
  - a. Approximately 9,250 square foot ( $\pm 10\%$ ) City Hall that includes adequate and flexible space for public counters, lobby, conference rooms and public restrooms.
  - b. Town Hall (Approximately 3,200 square foot ( $\pm 10\%$ )) that has seating for 100 persons in a flexible space that accommodates a Council Chambers/TV Studio, community meeting rooms, and space for Del Mar TV.
  - c. Approximately 160 parking stalls.
  - d. Approximately a 15,000 square-foot public plaza to be used for various events.
  - e. Area (between 11,000 and 20,000 square feet) for future expansion.

BE IT FURTHER RESOLVED, that staff is hereby directed to initiate the Design Phase, consisting of developing schematic design and design development for the development program.

BE IT FURTHER RESOLVED, that staff is hereby directed to initiate the Environmental Review process, consisting of review of the proposed project according to the California Environmental Quality Act.

BE IT FURTHER RESOLVED, by the City Council of the City of Del Mar, California that an amount not to exceed Five Hundred Forty Six Thousand Dollars (\$546,000) is appropriated for the Design Phase and Environmental Review process.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 2<sup>nd</sup> day of March, 2015.

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AL CORTI, Mayor  
City of Del Mar

APPROVED AS TO FORM:

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Leslie E. Devaney, City Attorney  
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CITY OF DEL MAR

I, ANDREW POTTER, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2015-\_\_\_\_\_, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 2<sup>nd</sup> day of March, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Andrew Potter, Administrative Services Director/City Clerk  
City of Del Mar