



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: May 19, 2014

SUBJECT: City Hall/Town Hall Decision Process

REQUESTED ACTION/RECOMMENDATION:

Staff requests that the City Council review and provide direction on the overview of the City Hall/Town Hall Decision Process.

DISCUSSION/ANALYSIS:

At the June 17, 2013 Council meeting, the City Council embarked on a phased approach to replace the current City Hall. The process began with a discussion of a wide range of options, the analysis of these options, community discussions and City Council decisions as to how to best move forward. As analysis and discussion progressed, these options were narrowed down through community workshops and a survey. Further detail is being developed for the next round of decisions, with that direction being advanced into design and financing options for further refinement and selection. The overall process is anticipated to take approximately two years from inception and has multiple community workshops and input. The process is generally outlined as follows, with known dates indicated:

I. Planning Phase:

- 1) Council Initiation of Process (June 17, 2013)
 - a) Determination of initial process and first phase schedule
- 2) Criteria for Success/Assessment Criteria (July 1, 2013)
- 3) Department Assessments for facility needs/preliminary program (July 15, 2013)
 - a) History of City Hall Planning
 - b) Redevelopment of 1050 Camino del Mar (CDM) initial discussion
 - c) Space Planning Needs Assessment and Planning Program
 - d) *Council direction to prioritize replacement of City Hall Administrative Offices (July 15, 2013)*
- 4) Potential Sites Analysis (September 3, 2013)
 - a) Assessment of City owned property for City Hall administrative offices
 - b) Assessment of privately owned buildings for potential City Hall administrative offices

City Council Action:

- c) *Council initial direction to prioritize replacement of City Hall Administrative Offices at the current 1050 Camino del Mar location and to consider feasible privately-owned offices as an alternative (September 3, 2013)*
- 5) City Facilities Council Workshop - Direction for next steps (September 9, 2013)
 - a) Work plan for refinement
 - b) Community Workshop Planning (November 4, 2013)
- 6) Community Workshop (December 2, 2013)
- 7) Council direction from Community Workshop (December 9, 2013)
 - a) Initiation of Community Survey
 - b) Work Plans for Special Studies:
 - i) Finance Capacity Assessments
 - ii) Finance Program development
 - iii) Financial analysis for Highest & Best Economic Use of 1050 CDM
 - iv) Professional space program verification
 - v) Professional construction cost estimations
 - vi) Public Private Partnerships Opportunities
- 8) Review Community Survey Results (February 18, 2014)
 - a) *Council direction to move forward with consideration of a City Hall and Town Hall at 1050 CDM*
 - b) *Council direction to initiate community forums at Council Meetings (April 7, 2014)*
- 9) Space Program Needs Assessment and Recommendation (April 21, May 5, 2014)
 - a) Opinions of space needs for City Hall offices, Town Hall, parking and plaza
 - b) *Council direction to move forward with a "basic option" as well as enhanced options for pricing purposes (May 5, 2014)*
- 10) Construction Cost Estimates on building programs
 - a) Opinion of probable construction costs (May 19, 2014)
 - b) Discussion on costs and program for further refinement (June 2, 2014)
- 11) Financial Feasibility Assessments
 - a) Finance capacity reports and Finance Committee opinion (April 21, 2014)
 - b) New Parking Revenue Financing Capacity Analysis (April 21, 2014)
 - c) PEG Revenue sources (May 19, 2014)
 - d) City Financing Capacity Presentation by Financial Advisor
 - e) Financing program options discussion (June 2, 2014)
- 12) Economic Assessment
 - a) Highest & Best Economic Use Analysis of 1050 CDM (May 19, 2014)
 - b) Public Private Partnership Overview of Opportunities (May 19, 2014)
 - c) Public Private Partnership refinement (June 2, 2014)
- 13) Community Workshop (June 9, 2014)
 - a) Review of analysis and direction to date
 - b) Community input and recommendations to Council
- 14) Planning Phase Council Direction (June 16, 2014)
 - a) Confirmation of preferred site and/or alternative sites
 - b) Confirmation of City Facilities program for further refinement
 - c) Consideration of any additional elements (commercial, residential, other)
 - d) Establishment of preliminary budgeting numbers

- e) Establishment of preferred financing method(s)
- f) Consideration of public/private partnerships

II. Design Phase (June 2014 – January 2015), if new construction¹:

15) Conceptual Design

- a) Selection of Design team
- b) Design Goals and Objectives
- c) Program Refinement/Relationship Diagrams
- d) Conceptual Site Development Options and Assessments
- e) Conceptual Phasing Options
- f) Refinement of opinions of probable construction costs
- g) Community Review and input
- h) Council direction to move forward

16) Schematic Design

- a) Schematic design of building based on preferred conceptual design (massing and layout)
- b) Refinement of opinions of probable construction costs
- c) Environmental Review (CEQA Assessment)
- d) Community Review and input
- e) Council direction

17) Design Development

- a) Refinement of schematic design with materials selection, massing refinement, site plan
- b) Refinement of opinions of probable construction costs
- c) Community Review and input
- d) Council direction

18) Construction Documents

- a) Construction documentation of design including engineering, systems, structure, landscape
- b) Refinement of opinions of probable construction costs
- c) Community Review and input
- d) Council direction

19) Financing Program

- a) Refined financing program based upon design, construction cost estimates and expenditure schedule.
- b) Financing Tool(s) Issuance process.

III. Construction Phase (one year – currently estimated at January 2015 to January 2016):

20) Bidding and selection of Contractor

21) Demolition

¹ If the direction is to move into an existing office building, the design and construction phases will be limited to Tenant Improvements and is estimated to take three to four months prior to occupancy.

- 22) Construction
- 23) Certificate of Completion and Occupancy (estimated Spring 2016)

ATTACHMENTS:

Attachment A – Decision Process Diagram

Attachment A – City Hall/Town Hall Process Diagram

