



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 2, 2014

SUBJECT: Direction for Community Workshop on City Hall Planning

REQUESTED ACTIONS/RECOMMENDATION:

Review, discuss and provide direction on format, organization and expected outcomes of the June 9, 2014 City Council Workshop on City Hall and Town Hall Planning.

DISCUSSION/ANALYSIS:

Background: The City Council conducted the first community workshop regarding City Hall Facilities Planning on December 2, 2013. That workshop discussed four areas:

1. What uses should be in a civic space?
2. Where should City Hall offices be?
3. What are the preferences for financing options?
4. What is the preferred option to implement a new City Hall?

Over 40 participants discussed these four topics and provided their opinions and thoughts. From the workshop, the City Council learned that:

1. City administrative offices was the highest priority of the participants with a Town Hall/Community forum/Council Chambers as a second priority and the desire to also have public parking, open spaces/plazas, and conference or meeting spaces as part of the Civic Center.
2. The priority location was 1050 Camino del Mar with a private office building in downtown in the vicinity of 9th Street and Camino del Mar as the second priority.
3. Input on financing mechanisms prioritized bond financing. There was also interest in public private partnerships and a willingness to consider selling an asset to raise additional funds.
4. The method to implement did not have consensus with the exception of the desire to expedite and move forward.

Input on the workshop organization suggested fewer discussion sessions giving participants longer time for table top discussion as well as time to socialize with their neighbors.

City Council Action:

Since the December 2, 2013 workshop, the City Council has conducted a survey and held seven City Council discussions at regularly scheduled Council meetings to discuss:

- The results of the survey (February 17, 2014)
- The planning schedule and timeline (March 3, April 21 and May 5, 2014)
- The City's capacity to finance a project (April 21, 2014 and May 19, 2014)
- The program and recommended size of a new City Hall, Town Hall, plaza and parking (April 21 and May 5, 2014)
- The estimate of probable construction costs of new facilities (May 19, 2014)
- The value of the city-owned property at 1050 Camino del Mar (May 19, 2014)
- Public Private Partnerships (May 19, 2014)
- The cost to remodel 1050 Camino del Mar facilities rather than build new (June 2, 2014)
- Alternative Sites Assessment (September 3, 2013 and June 2, 2014)

June 9th Workshop: At this time, staff is requesting the City Council's direction on the format, the organization and the expected outcomes for this June 9th workshop.

Social: As a result of previous participant comments, staff has planned a social gathering beginning at 5:30 p.m. to welcome the participants and allow for informal interaction prior to the 6:00 p.m. workshop discussions. Display stations will be erected, so participants can review past analysis, such as the Highest & Best Use Assessment, Financing Capacity Assessment, and Alternative Sites Assessment. Staff is proposing that light refreshments (sandwiches, cheese, crackers, fruit and drinks) are served.

Workshop: The goal of the City Hall and Town Hall planning is: *"To improve conditions of the public buildings for community users and city employees within a 3-year horizon."*

The purpose of the proposed workshop is two-fold:

1. Inform the community of the process and Council decisions to date; and
2. Receive input from the public on their preferences regarding direction for a new City Hall and Town Hall.

Similar to the December 2, 2013 workshop, a workbook with questions and background information is being prepared for each participant.

The proposed discussion points for the community workshop include breakout sessions on these three topics – 1) Municipal Uses & Parking; 2) Surplus Land; and 3) Financing:

1. Confirm Program for Municipal Uses and Public Parking
 - a. Confirm 9,200 SF City Hall, 100-seat Town Hall, 15,000 SF Plaza and associated costs
 - b. Discuss Parking and the provision of excess public parking
 - i. Range of costs for parking up to 150 cars
 - ii. Community desire for more parking than the 51 stalls needed for City Hall/Town Hall uses
 - iii. How best to offset costs of additional parking?
 - c. Are there other uses that should be considered?

2. Use of “Surplus Land”

- a. Only 50% of 1050 Camino del Mar is necessary for City Hall, Town Hall and Plaza
- b. Should “surplus land” be used to provide:
 - i. Open space, larger plaza?
 - ii. More public parking?
 - iii. Development area for mixed use developments (commercial and/or residential)?
 - iv. Sell or lease surplus land to gain revenue?
 - v. Any combination of the above?

3. Financing

- a. Range of development costs
- b. Capacity to finance, estimated between \$19.7 million and \$29.5 million including available cash, but without potential new revenues.
- c. Should additional costs be financed through:
 - i. Selling land?
 - ii. Leasing land?
 - iii. Public Private Partnerships?
 - iv. Other means?

Workshop Agenda: The workshop is again planned to be held in the Council Chambers using round tables to facilitate community discussions. Staff is considering the following agenda:

- Social (5:30 p.m., outdoor tent)
- Welcome and Introduction, with goals of the meeting (6:00 p.m., Mayor)
- Short overview of City Hall planning to date (6:10 p.m., Staff).
- Table top discussions, with a Councilmember and staff member at each table (6:30 – 7:45 p.m., All)
- Reports from each table to entire group (7:45 p.m., Table representative)
- Council discussion and prioritization of items (8:15 p.m., Council)

Staff is requesting City Council’s comments and direction on the proposed discussion points, format, and agenda.

FISCAL IMPACT:

Funding for noticing and conducting the workshop is included in the 2013-2014 Operating and Capital Budget.