



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: July 7, 2014

SUBJECT: Authorization of Master Planning Phase for City Hall/Town Hall

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council adopt the modified resolution authorizing initiation of the Master Planning (Alternatives) Phase efforts for the City Hall/Town Hall project.

DISCUSSION/ANALYSIS:

At its June 16, 2014 meeting, the City Council initiated the Master Planning phase for a new City Hall and directed staff to return with a revised Resolution to reflect:

- Authorization to conduct the Master Planning phase of work, consisting of reviewing options for the municipal program combined with mixed-uses;
- Authorization of up to \$100,000 for professional services fees to conduct the Master Planning phase of work; and
- Authorization to modify existing contracts with Carrier Johnson Architects and Keyser Marston Associates to prepare conceptual site plans, cost estimates and financial analysis of the scenarios.

The City Council is requested to adopt the attached resolution (Attachment A) to direct staff to initiate the Master Planning Phase and allocate the necessary funding.

FISCAL IMPACT:

On June 16, 2014, the City Council authorized up to \$431,000 to be allocated from the Capital Improvement Reserve Fund amending the Adopted Operating and Capital Budget for FY 2013-2014 and FY 2014-2015, which included Master Planning funding.

ATTACHMENTS:

Attachment A – Draft Resolution

City Council Action:

Attachment A

RESOLUTION NO. 2014 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, 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

WHEREAS, the City of Del Mar has been planning for a new City Hall since the purchase of the old St. James Academy property at 1050 Camino del Mar in 1975; and

WHEREAS, since the purchase of the property, the existing St. James Academy buildings have served as the City's primary administrative offices and community meeting space, of which 40 percent of the buildings are unusable due to public safety concerns; and

WHEREAS, over the last 40 years, the City has completed several studies to identify, finance, and develop a feasible space to house the City's administrative offices and community meetings; and

WHEREAS, between June 17, 2013 and September 3, 2013, the City Council initiated the planning phase for a new City Hall and committed itself to improve the conditions of public buildings for community users and City employees within a three-year timeframe; and

WHEREAS, the City Council further affirmed that the existing site at 1050 Camino del Mar being used as a City Hall and Town Hall is antiquated, does not provide adequate space for community meetings and City administrative functions, and presents safety concerns to the public and staff; and

WHEREAS, in consideration of potential sites to locate new City facilities, the City Council developed detailed assessment criteria to evaluate community values, and operational and regulatory factors; and

WHEREAS, the City Council found that retrofitting the existing City Hall/Town Hall buildings to provide structural and energy efficiencies was infeasible due to building age and cost; and

WHEREAS, on September 3, 2013, the City Council prioritized the replacement of City Hall/Town Hall and recognized that input from the community would play a critical role in identifying and prioritizing issues related to redevelopment, including input and recommendations for potential sites; facility needs; and potential uses to consider in addition to a new City Hall/Town Hall; and

WHEREAS, on December 2, 2013, the City conducted a community workshop to evaluate potential locations and makeup of a new City Hall/Town Hall, financial aspects of development, and an implementation program; and

WHEREAS, on February 18, 2014, the City completed a citywide survey to further evaluate potential locations and makeup of a new City Hall/Town Hall, financial aspects of development, and an implementation program; and

WHEREAS, the City's Finance Committee, Financial Advisor, and staff evaluated the City's financing capacity and provided recommendations to the City Council; and

WHEREAS, on May 19, 2014, the City Council re-evaluated redevelopment scenarios at various public and privately-owned properties, including estimated costs for redevelopment and use, the City's financing capacity, and considered scenarios related to public-private partnerships and the highest and best economic use of 1050 Camino del Mar; and

WHEREAS, on June 2, 2014, the City Council re-examined all potential sites considered for a new City Hall/Town Hall, and determined that 1050 Camino del Mar was considered the highest and most feasible site for a new City Hall, Town Hall, plaza, and associated parking; and

WHEREAS, on June 9, 2014, the City conducted a second community workshop to further evaluate and refine the program for a new City Hall/Town Hall, address incorporation of additional public parking beyond the minimum required by the Del Mar Municipal Code, and identify community interests for other desired uses that could be developed at 1050 Camino del Mar; and

WHEREAS, on June 16, 2014, the City Council reviewed the results of the June 9, 2014 community workshop and future Master Planning and Design Phases of work 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.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Del Mar, California, that the development 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 master planning for the new Del Mar City Hall and Town Hall subject to the following:

1. Location: Pursue redevelopment of a new City Hall and Town Hall at 1050 Camino del Mar.
2. Municipal Program: Proceed with a development program that incorporates the following:
 - a. 9,250 square foot City Hall that includes adequate and flexible space for public counters, lobby, conference rooms and public restrooms.
 - b. Town Hall (3,200 square foot) 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. A minimum requirement of 51 parking stalls or as pursuant to the Del Mar Municipal Code.
 - d. A 15,000 square-foot public plaza to be used for various events.

BE IT FURTHER RESOLVED, that staff is hereby directed to initiate the Master Planning Phase, consisting of developing conceptual alternatives that explore various programmatic and use options through site planning.

BE IT FURTHER RESOLVED, by the City Council of the City of Del Mar, California that an amount not to exceed One Hundred Thousand Dollars (\$100,000) is appropriated for the Master Planning Phase.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 7th day of July, 2014.

LEE HAYDU, Mayor
City of Del Mar

APPROVED AS TO FORM:

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. 2014-_____, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 7th day of July, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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