

**CITY HALL COMPLEX MASTER PLAN TASK FORCE
CITY OF REHOBOTH BEACH**

August 8, 2012

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 9:07 a.m. by Chairman Sam Cooper on Wednesday, August 8, 2012 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

ROLL CALL

Present: Chairman Sam Cooper, Greg Ferrese, Stan Mills, Jim Ellison, Jim Horty, Ken Simpler, Keith Banks, Dawn Lynch, Pat Coluzzi

Audience: Patrick Gossett, Bill Sargent, Karen Zacharian, Ryan Mavity of Cape Gazette, reporter for Coast Press.

APPROVAL OF MINUTES

Minutes of the June 19, 2012 City Hall Complex Master Plan Task Force Meeting were distributed prior to the meeting. Minutes of the July 11, 2012 City Hall Complex Master Plan Task Force Meeting were not available for approval at this meeting.

Ken Simpler made a motion, seconded by Stan Mills, to approve the June 19, 2012 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

CONTINUED DISCUSSION, with the City's consultant, of concept plans for the City Hall Complex that were developed based on a program created from interviews with affected city departments.

Rick DiSabatino of EDiS and Mike Wigley of Davis, Bowen & Friedel (DBF) were in attendance at the meeting.

Mike Wigley noted that at the last meeting, the Task Force had decided to pursue Concept A. Concept A was distributed to the members for review. This concept would maintain both roadways alongside of City Hall and would create a larger corridor from Rehoboth Avenue to the Convention Center in the interior. It is presumed that the departments from Building 306 would be relocated to the City Hall Complex. In Phases 1 and 2, the rooms are shown to size, but may not be in the exact location that would ultimately happen. Mike met with Police Chief Keith Banks last week to go over some particulars with his department because they are dealing with three floors, and it is important to make sure the rooms are on the right floor, etc. While in the design phase, time will be spent with all departments to work out details. Mike walked the Task Force through the phasing. Phase 1 would fit outside of the existing building, and would be dedicated entirely to the Police Department except for a mechanical room in the basement. This building would be operational while the existing City Hall is demolished, and Administration and Alderman Court would be moved to temporary facilities behind the firehouse. All rooms configured for the basement would remain as is for Phase 2 except for street file storage. The Dispatch Center and Police Department would be located on the first floor in Phase 1; and in Phase 2, a corridor would be added from Rehoboth Avenue to the Convention Center, the Police Department for this floor would be relocated to the west side of the building and Administration would be located on the east side. A drive-thru sally port would be built on the west side of the building. The promenade would lead to the lobby and restrooms for the Convention Center. The Police Department would be located on the second floor in Phase 1; and in Phase 2, a corridor would be added, the Police Department would be relocated to the west side of the building and Building & Licensing, Alderman Court and Commissioners Room would be located on the east side. IT Department would be located to the rear of the second floor in Phase 2. Parking would need to be addressed because of construction and demolition. Rick noted that possibly there could be a remote place for the construction workers to park and then bus them to the site. Mike added that the lobby to the Convention Center would be open overhead. Restrooms on the second floor would be located above the existing restrooms in the Convention Center. The total height of the building less the roof would be 24-25 feet. The size of the building would be for 6,000 square feet more than the current building. A site plan of Concept A was provided to the Task Force. The new building would hold the same line as the firehouse so there would be an opportunity for landscaping in front of the building. The sally port would be located on the west side of the building in the secured area. The public would not be encouraged to park in the west parking lot. Some loading/unloading at the Convention Center would need to have a key access to enter this particular area. The impound lot would be located towards Hotel Rehoboth. If the current access to Hotel Rehoboth is to be maintained and the impound lot would be

made smaller, some parking may need to be taken away. The plan showed 55 parking spaces, and currently there are approximately 60 spaces. Access for City Hall would still be maintained from the north and south. The Parking Meter/Tech Services would be located in the area of the current Main Street building. Currently there are 75 parking spaces in the east lot, and there would be 106 parking spaces with Concept A. The space for recycling would need to be re-evaluated. Ten spaces may be used for recycling unless there would be a big event in the Convention Center, and then the recycling could be moved under the water tower. The Parking Tech building would be eliminated, but one building would remain for the water tower. Grading changes of approximately three feet would occur to improve water drainage. It is possible to add storage for the Convention Center where currently there are four parking spaces available. Preliminary information was received regarding Building 306. The preliminary appraisal of \$1,000,000.00 was based on the square footage of the building. Leaving the Main Street building where it is currently located would make it difficult to expand the Parking Meter building. The existing Main Street building could not be used.

Suggestions/comments made by the Task Force were as follows:

1. The 9-1-1 equipment room for servers should be located on the first floor.
2. Two elevators would be important, with one to be used as a freight elevator.
3. Locate the server room for the IT Department on an exterior wall to get ventilation.
4. If additional space would be needed in the future, make sure another floor could be built above the second floor.
5. Possibly locate the Commissioners Room to the first floor.
6. Would like to see a nicer entrance inside the front of the building with a wider vestibule, possible walk-up windows and benches for waiting.
7. A second floor could be added to the sally port for potential expansion.
8. Impound lot could be remotely located.
9. Clean up the east side to make it more aesthetically pleasing.
10. Consult with Chuck Snyder about Convention Center loading/unloading, receiving tractor trailers, etc.
11. Make the east side of the Convention Center aesthetically pleasing, if the Task Force agrees with moving forward with Concept A.
12. Possibly reverse the traffic direction to the street behind the Convention Center to allow for backing in of big trucks to load/unload.
13. Full appraisal of Building 306.
14. Possibly incorporate Main Street into City Hall, and use for something else if Main Street would become defunct.

Mike will provide an update regarding the 9-1-1 server room for the next meeting. An update to the cost estimate will also be provided along with a revised layout. Rick said that they have the room sizes which have been basically agreed to, so the square footages will be provided specific to each area. Scenarios and ball park cost estimates can also be provided with regard to the exterior of the building.

15. Cost estimate for a pitched roof as opposed to a flat roof.
16. If it would be decided to get rid of the impound area, have a building for processing vehicles, wash and clean cars, work on vehicles such as installing computers, etc. Make a list of what room is needed and see where it can be accommodated.
17. Locate an area for emergency power on the secure side of the building. The backup generator could possibly be placed on the roof of the building or the roof of the sally port.
18. Parking meter storage and area to work on meters.
19. Redesign the lobby area and new entrance to Convention Center.
20. Consideration of phasing for the restrooms to the Convention Center.

Rick suggested that with regard to Phase 1 and to keep the project moving, construction could be started in fall with continuing construction inside the building during the summer. In order to find tune the schedule, he and Mike will meet with the Task Force to make sure that functions will not be stopped. A preliminary plan including recommendations can be provided for the next meeting as to the duration of the phases. Mike will meet with Greg and Keith to go over the parking area to accommodate all the vehicles. Rick will provide a preliminary timeline of what needs to occur such as design the building, packaging the job, advertising bidding it out, etc. if the project would begin in September 2013. A bid package could be put out to get pricing with or without federal funding. An anticipated escalation from year to year will also be provided to the Task Force.

Discuss additional process and steps for plan development.

Additional process and steps for plan development were included in the previous item.

Discuss items to be included on future agendas.

No new items were included for future agendas.

Discuss setting next meeting date.

The next meeting will be held on September 13, 2012 at 9:00 a.m.

There being no further business, Chairman Cooper declared the meeting adjourned at 10:19 a.m.

Respectfully submitted,

(Ann M. Womack, CMC, City Secretary)

**MINUTES APPROVED ON
SEPTEMBER 13, 2012**

(Sam Cooper, Chairman)