

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

**September 13, 2012**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 9:05 a.m. by Chairman Sam Cooper on Thursday, September 13, 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 (arrived at 9:07 a.m. and left the meeting at 11:02 a.m.), Ken Simpler, Keith Banks, Dawn Lynch, Pat Coluzzi

**APPROVAL OF MINUTES**

Minutes of the July 11, 2012 and August 8, 2012 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Ken Simpler made a motion, seconded by Stan Mills, to approve the July 11, 2012 City Hall Complex Master Plan Task Force Meeting minutes as written. (Cooper – aye, Ferrese – aye, Mills – aye, Ellison – aye, Simpler – aye, Banks – aye, Lynch – aye, Coluzzi – aye, Horty – absent.) Motion carried.

Pat Coluzzi made a motion, seconded by Ken Simpler, to approve the August 8, 2012 City Hall Complex Master Plan Task Force Meeting minutes as written. (Cooper – aye, Ferrese – aye, Mills – aye, Ellison – aye, Simpler – aye, Banks – aye, Lynch – aye, Coluzzi – aye, Horty – absent.) Motion carried.

**CONTINUED DISCUSSION, with the City's consultant, of concept plans for the City Hall Complex, including cost estimates.**

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

Mike Wigley presented updates versions of plans and three-dimensional drawings for Concept A. He has had meetings with Keith Banks and Greg Ferrese to talk about arrangements of rooms, etc. At the last meeting when the drawings were presented, there was an increase in square footage from the original concepts primarily due to the promenade approach to the building, introducing additional stairs and adding additional space for mechanical in the basement. Mike reviewed with the Task Force the changes made to the site plan, and he reiterated what was talked about last time. Aspects of Concept A are: 1. Maintain the two driveways on either side of the building. 2. Sally port on the first floor. 3. Main entrance on the east side of the building for the Convention Center. 4. Promenade from Second Street. 5. Secured area around the water tower. 6. Existing building to be maintained at the water tower. 7. New loading ramp and dock for food service screened off. 8. Area reserved for recycling. 9. Unsecured but controlled environment on the western side of the building that would not be fenced in or gated. 10. Access to the loading dock. 11. Parking for 21 vehicles outside the gate area. 12. Parking for 42 vehicles inside the fenced area. The secured parking would be available for police vehicles and staff. 13. Main Street/Parking Meter building would be a new facility. 14. Enlarged entrance to the City Hall building.

Discussion ensued as to concerns with regard to proposed loading/unloading tractor trailers and delivery trucks on the western side of the building and the trash trucks on the eastern side of the building, the dedicated area for a sally port, possible acquisition of the public driveway on the western side of the building and secured parking for the Police Department. Mike will review various options and come back to the Task Force with regard to these areas.

Mike presented the changes made to each phase of Concept A which are: 1. Enlarged the basement to accommodate the server room and support the first floor of the building. 2. Provided a temporary access for Phase 1. 3. Redesigned the second floor for the Police Department. 4. Two elevators for the new building. Keep the stairwell for the Police Department segregated from the other elevators. 5. Increased hallway to 10 feet wide. 6. Added a reception area for the City Manager and Mayor. 7. Provided a colonnade with restrooms, vending and access to conference rooms at the entrance to the Convention Center. 8. Minor changes to Building & Licensing since moving the stairwell. 9. Few changes to IT Department.

Discussion ensued as to suggestions for the proposed layouts: 1. Draw attention to the reception area on the first floor. 2. Reconfiguration for a break room to be more centrally located in order to be shared by

IT Department, Building & Licensing and Alderman. 3. Another function could be placed on a second floor over the single story sally port. 4. Possibilities for where the impound lot could be located. 5. Possibility and pitfalls of incorporating Main Street into the City Hall building. 6. Obtain an appraisal for the highest and best use of the property located at 306 Rehoboth Avenue.

Wayne Neale, Sussex Street, provided suggestions with regard to the site. The site plan should be refined before discussion takes place about the interior of the building. More study should be done on the site plan before the actual building is refined.

Rob Belfiore has put together an estimate of the conceptual design, and he provided handouts of those estimates to the Task Force. The square footage of the new building would be 39,280 square feet, and renovations in the basement of the Convention Center would be 5,055 square feet. Approximately 7,000 square feet has been added to the initial conceptual design. The estimate included the project cost summary, construction cost summary for each of the three phases, square foot analysis for each of the three phases, and a construction phasing plan. Total project costs would be approximately \$19,977,266.00.

Discussions ensued as to suggestions to improve the cost estimate: 1. Basement of the Convention Center could be done at a later date, or added as an alternate on bid day. 2. Go back to the program to eliminate square footage in order to get the costs down. 3. Determine what the necessities/wish lists are. 4. Look at square footage by departments – Administrative cost, Police Department cost, etc. 5. Function on the site is driving the costs up and needs to be looked at. 6. Estimate is needed on the drainage problem in the eastern lot.

**Discuss additional process and steps for plan development.**

The next step would be to meet with the architects and EDiS to try to decrease the estimated cost of the building to \$13,000,000.00. Greg and the department heads should meet with Mike and Rick to discuss eliminating square footage that is not needed. The costs should be separated by departments.

**Discuss items to be included on future agendas.**

There were none.

**Discuss setting next meeting date.**

The next Task Force Meeting will be held on October 25, 2012 at 9:00 a.m.

There being no further business, Chairman Cooper adjourned the meeting at 11:10 a.m.

**Respectfully submitted,**

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**(Ann M. Womack, CMC, City Secretary)**

**MINUTES APPROVED ON  
APRIL 18, 2013**

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**(Sam Cooper, Chairman)**