

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

November 28, 2011

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 9:02 a.m. by Chairman Sam Cooper on Monday, November 28, 2011 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

ROLL CALL

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

Also Present: Chuck Snyder

Absent: Greg Ferrese

Audience: Ryan Mavity of Cape Gazette, Bill Sargent

APPROVAL OF MINUTES

Minutes of the November 3, 2011 City Hall Complex Master Plan Task Force Meeting were distributed prior to the meeting.

Stan Mills made a motion, seconded by Jim Horty, to approve the November 3, 2011 City Hall Complex Master Plan Task Force Meeting minutes. Motion carried unanimously.

PRESENTATION by and discussion with representatives of EDiS Company concerning the services they can provide in the development of a plan for improvements to the City Hall Complex.

Richard (Rick) DiSabatino, Jr., Executive Vice President and Bryan Brockson, Project Development Manager of EDiS Company, and Michael (Mike) Wigley, AIA of Davis, Bowen & Friedel Inc. (DB&F) were in attendance at the meeting. Rick said that they are bringing to the Task Force the idea of conceptual planning and getting the needs assessments of the City. EDiS Company's experience is construction management. It would assist the Task Force in formulating the specifics of what will make the City's operation work. In part of doing that, EDiS Company would utilize DB&F as assistants in developing a needs assessment, the understanding of how the departments work together and how they would work better together. Mike Wigley said that DB&F would be working in conjunction with EDiS Company and the Task Force to come up with a needs assessment and feasibility study, and work through the process. DB&F would identify the needs and compute those to square footages. It would also evaluate what the existing square footage is. EDiS Company would be a benefit to the Task Force during this stage to get real world, real time cost estimating, even as early as the programming stage before looking at how to execute the changes. Through the needs assessment process, DB&F would come up with an initial draft, and it would talk to the Task Force about the pros and cons of the size of the building, etc. and work with the Task Force to come up with a consensus on what the program needs to be. The program at this stage would be nothing more than identifying all the different rooms based on department, square footages for the rooms and what the needs would ultimately be. A physical analysis of the building as to what changes can or cannot be made would be done. No structural analysis has been done on the building. DB&F has a fair idea of the insulated value of the building. Chuck Snyder has provided DB&F with drawings of the building. Rick said that while DB&F would be putting the information together, EDiS Company can put dollar figures out with the understanding of where the City is with costs. Another component to be discussed would be the Convention Center. The basics which had been discussed were the bathroom facilities and the egress/ingress to the building. Bryan Brockson noted that the process which EDiS Company is putting forward would be a way for it to take the proper information from the Task Force and give it to DB&F to put together the plans and execute so that the process would move forward; but at the same time, EDiS Company would be putting dollars and cents to it. Rick said that EDiS Company would conduct a series of meetings with DB&F and each department to help assimilate that information into the plan which would then be reviewed with the Task Force.

Sam said that an overall plan would be needed in regard to possibly consolidating departments. The Commissioners and/or the Task Force would need to decide what would be done with the 306 Rehoboth Avenue building if the Building & Licensing Department is moved onsite at the City Hall Complex.

Jim Ellison assumed that as part of the programming effort with the needs assessment, an adjacency study

would be done as well to determine what elements of government need to be closest together to be most efficient.

Mike said that once consensus has been reached on the program for the needs assessment, the next step is concept planning. He provided an example of what an initial concept drawing looks like. Rick said with the preliminary sketches or drawings, an estimate could be put together to let the Task Force know where it would be in regard to dollars and cents.

Sam noted that the Police Department part of the complex is inadequate for its modern needs. City Hall meets the letter of the law for ADA compliance, but it clearly is not adequate into the future. There is a lack of space for employees at this point. Alderman's Court should be physically separated from the Police Department side of the building. The City Hall Complex has been outgrown and is probably outdated. The ultimate goal is to provide a new or updated facility to meet the City's needs. In regard to the Convention Center, the bathrooms are inadequate, and it should have a more inviting entrance. After having listened to the experts and employees, it would be up to the Task Force to recommend to the Commissioners a path in moving forward.

Pat Coluzzi said that the Convention Center is adequate for the City's needs. Focus should not be placed on the Convention Center, but on the 9-1-1 Center, Police Department and Administrative Offices.

Mike suggested that the first thing to be done would be to determine what departments are involved, who the department heads are and who will be involved in the programming exercise. A questionnaire would be put together which would be customized for each department. A group meeting could be held with each department head to explain the process to them and have them fill out the questionnaires. This would serve as a basis for when the interviews are done. Part of the questionnaire would be how the department is currently staffed and what the anticipated needs are in five or ten years.

Sam said that the Task Force would need to discuss whether it is comfortable with what was presented today and proceed with EDiS Company and DB&F or go out to a Request for Proposal (RFP) process. Rick said that a letter could be put together for the first phase of services along with a dollar amount.

Mike said that the first step would be a facility assessment of the building which would be conducted at the same time the needs assessment is done. At the end of that process, a program would be set up for how much new space is needed. Several steps and meetings would occur to get to that point. A conditions assessment of the building would also be done as a baseline. The next step would be the actual concept drawings which would take all the information into account and lay out the site. Several concepts would be worked on with the Task Force along with the costs associated with each one. Ultimately, the Task Force would decide on a direction to move forward on. It was suggested that the City Manager sit in the meetings with the department heads in regard to needs assessments. The next step after the concept drawings would be to do preliminary layouts that would show all the individual rooms and possibly how the outside of the building would look. Site planning would also be important in this process. EDiS Company and DB&F would want to talk to the Task Force about the functionality of the building and how City Hall will present itself to the public. Rick noted that two or three different options could be provided for the building along with dollar figures.

Keith Banks noted that an issue which would be brought out in the needs assessment for the Police Department is the alley way where the police cars park. Patrol cars and personal vehicles have been damaged in the past. He suggested that the Police Department should have a sally port or something to that effect.

Sam said that the Task Force needs to try to determine what is needed, put a number to that and see if it can live with that number, and then live within that number.

Rick said that EDiS Company and DB&F would work as part of the City's team to have a project that suits its purposes and makes the people of the City happy.

Discuss additional process and steps for plan development.

Keith asked what kind of a timeframe is being looked at in regard to this project because there are major issues in the radio room due to the ceiling falling down on the wires. The wires are not labeled, and contractors will not come in unless the IT Department is present. Sam said that he should do what has to be done to keep operating.

Pat said that after the needs and facility assessments are done, there are conceptual plans and an architect would need to be engaged. Monies will need to be allocated for that. She thought that this would need to be a phased implementation for this project. Monies will also need to be allocated for the first phase. Sam also

noted that at some point, one of the things the Task Force will be discussing is how to fund this project.

Discuss items to be included on future agendas.

An item to be included on the next agenda is addressing the proposal.

Set next meeting.

The consensus of the Task Force was to set the next meeting for December 8, 2011 at 9:00 a.m.

There being no further business, Chairman Cooper declared the meeting adjourned at 10:23 a.m.

Respectfully submitted,

(Ann M. Womack, City Secretary)

**MINUTES APPROVED ON
DECEMBER 8, 2011**

(Sam Cooper, Chairman)