

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

December 8, 2011

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 9:08 a.m. by Chairman Sam Cooper on Thursday, December 8, 2011 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

Also Present: Bill Sargent, Chuck Snyder

Absent: Pat Coluzzi

Audience: Ryan Mavity of Cape Gazette, Bill Sargent

APPROVAL OF MINUTES

Minutes of the November 28, 2011 City Hall Complex Master Plan Task Force Meeting were distributed prior to the meeting.

Ken Simpler made a motion, seconded by Jim Ellison, to approve the November 28, 2011 City Hall Complex Master Plan Task Force Meeting minutes. Motion carried unanimously.

DISCUSSION and possible recommendation to the Commissioners on the proposal from EDiS Company to perform feasibility assessment for the City Hall Complex..

Richard (Rick) DiSabatino, Jr., Executive Vice President of EDiS Company, and Michael (Mike) Wigley, AIA of Davis, Bowen & Friedel Inc. (DB&F) were in attendance at the meeting.

At the last Task Force meeting, Rick DiSabatino and Mike Wigley agreed to submit a proposal to provide the feasibility study. The proposal was submitted on December 7, 2011. The scope of work is broken down into three phases. The information gather phase will help to determine what is needed for the expansion. A questionnaire will be developed to understand what departments there are, department heads and who will be involved in the process of understanding and determining the program for assessment. The questionnaire will be distributed to the various department heads to fill out, and then there will be an interview process. The questionnaire accomplishes two goals: 1. An initial idea of what the needs are before conducting the interviews. 2. Gives the person filling in the answers the opportunity to also think through those things. In addition to determining how large the spaces need to be, how the departments and staff relate to each other will be looked at. Greg Ferrese will be sitting in on the interviews. The information will be collected, and a program draft will be put together that will identify all the departments, rooms, needs, spaces, etc. and assign square footages for each room to determine what the ultimate needs are in a square footage basis for each department. The building will also be evaluated in terms of the mechanical, electrical and plumbing systems, structural, code deficiencies, ADA, etc. The information gathering phase and the evaluation of the building will happen concurrently. At the conclusion, there will be a document which will summarize all that has been discussed with programming. Base drawings of the site and building will be prepared. The second phase will be the conceptual planning phase which will be the first step of how a new layout might work. The assessment of the current building will come into play. The first part of the conceptual plan is to return to the Task Force with ideas, directions and anticipated costs of the pros and cons for each approach. The conceptual plans will come in at the site planning level and building planning, and will be reviewed by the Task Force. In the final approach, up to three concepts would be reviewed. More details will be provided of where the rooms would go, etc. The presentation quality would be better, and it would be more palatable to the public. Cost estimates at that point would be more advanced with pros and cons, and would include a recommendation from EDiS and GB&F. Bound copies and a digital copy would be provided to the Task Force.

In terms of the assessment phase, the notion of adjacencies is very important. As part of the assessment of City Hall, it will not just be necessarily the evaluation of the building, but also the interdependencies of the departments and how they work together. Those problems would be identified. In all probability, the City will

end up with a campus approach even if the bulk of everything is in City Hall. Other outlying facilities need to be accounted for in the total tally. A brief look should be taken of 306 Rehoboth Avenue as to the efficiency of space use.

One of the Task Force members was concerned that technology will drive the space requirements and if the technology is in place to make the most efficient use of the space and people as it is now..

The timeline for this proposed project is: 1. Six to seven weeks for information gathering which would conclude approximately mid-February 2012. 2. Six weeks for conceptual planning which would conclude approximately early-April 2012. 3. Final feasibility assessment would be approximately early-August 2012. All three of the phases would be overlapped. Discussion ensued as to what recommended phases should be done.

Jim Ellison made a motion, seconded by Ken Simpler, that the Task Force recommends to the Commissioners to contract with EDiS for the first two phases of the proposal which was presented.

Sam Cooper noted that in moving forward with the Commissioners, it would be easier if the Task Force would approval all three of the phases, but give the Task Force the flexibility to cut it up.

Stan Mills recommended approving the entire thing but have the contract such that the Task Force can choose to modify or end it after the second phase, if desired.

Bill Sargent agreed that this seems to make sense to do it in one lump, and then decide where to go from there.

Stan asked if the Task Force would be more comfortable with the approval of a motion to make the recommendation to the Board of Commissioners to approve this proposal in its entirety, but to allow for a provision that the Task Force may make recommendations to the Commissioners on possibly cutting it off before entering into phase three.

Jim and Ken accepted the amendment. Motion carried unanimously.

Rick will draw up a contract with the appropriate language for spelling out the adjacencies issue and the acknowledgement of a brief look at 306 Rehoboth Avenue to be inclusive in the needs assessment. He will forward the proposal to Sam by December 13, 2011. A copy of the questionnaire will be distributed to the Task Force for its review.

Discuss additional process and steps for plan development.

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

Discuss items to be included on future agendas.

There were no items.

Set next meeting.

No meeting date was set.

There being no further business, Chairman Cooper declared the meeting adjourned at 9:38 a.m.

Respectfully submitted,

(Ann M. Womack, CMC, City Secretary)

**MINUTES APPROVED ON
JUNE 19, 2012**

(Sam Cooper, Chairman)