

**PRESIDENT'S COUNSEL ON PUBLIC/PRIVATE PARTNERSHIPS AND  
THE FUTURE OF CITY HALL, WEYANDT HALL,  
FORMER DOVER LIBRARY, AND OTHER CITY PROPERTIES  
AGENDA**



**MARCH 11, 2015 - 9:00 A.M.**

**CITY HALL CONFERENCE ROOM  
15 LOOCKERMAN PLAZA  
DOVER, DELAWARE**

**PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT [CITYCLERK@DOVER.DE.US](mailto:CITYCLERK@DOVER.DE.US)) SHOULD YOU WISH TO BE RECOGNIZED.**

**AGENDA ADDITIONS/DELETIONS**

- 1. REVIEW OF CITY PROPERTIES**
- 2. DISCUSSION OF MEETING DATES AND TIMES**
- 3. ADJOURNMENT BY 11:00 A.M.**

**/dd**

**S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Misc-Agendas\PRESIDENT'S COUNSEL ON PUBLIC\_PRIVATE PARTNERSHIPS AND THE FUTURE OF CITY PROPERTIES\03-11-2015 PRESIDENT'S COUNSEL.wpd**

**THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.**

# City of Dover

Requests from the President’s Council on Public/Private Partnerships (February 4, 2015)

- 1) Provide members with information regarding the size of the Kent County Levy Court Complex (Hutchison)
  - **Site Data Table – 77,000 s.f. building with 328 parking spaces**
  
- 2) Provide EDiS documents for the estimates of 5 E. Reed Street (Williams)
  - **Letter dated December 16, 2011 - \$1,646,907 (3 pages)**
  
- 3) Provide accurate figures for square footage needs (McDaniel)
  - **OPEN – TO BE DETERMINED**
  
- 4) Provide the square footage of the former Library and Weyandt Hall (McDaniel)
  - **Old Dover Public Library: 17,980 Square Feet; 1.004 acres**
  - **OPEN – Weyandt Hall**
  
- 5) Provide a list of agencies located on the 2<sup>nd</sup> & 3<sup>rd</sup> floors of Weyandt Hall and their lease information (McDaniel)
  - **2<sup>nd</sup> Floor – Delaware Coastal Programs; 3<sup>rd</sup> Floor – Non-Point Source Pollution Program**
  
- 6) Provide information regarding the parking lot on the “other side” of the former Library (McDaniel)
  - **OPEN – 27 Parking Spaces**
  
- 7) Review lease renewal option for 55 Loockerman Plaza (Dover Post Office) (Perza)
  - **OPEN**
  
- 8) Provide members with additional information regarding the availability of land at Schutte Park (Perza)
  - **OPEN**
  
- 9) Provide total square footage of the old Dover Public Library (McDaniel)
  - **Old Dover Public Library: 17,980 Square Feet; 1.004 acres**

**Assessed Values:**

<b>Old Library</b>	<b>2012: 1,419,100</b>	<b>2015: 1,466,900</b>
<b>Weyandt Hall</b>	<b>2012: 2,555,600</b>	<b>2015: 2,567,300</b>
<b>Carriage House</b>	<b>2012: 121,500</b>	<b>2015: 100,900</b>
<b>City Hall</b>	<b>2012: 1,921,560</b>	<b>2015: 1,804,820</b>

Information as of February 25, 2015

**SITE DATA**

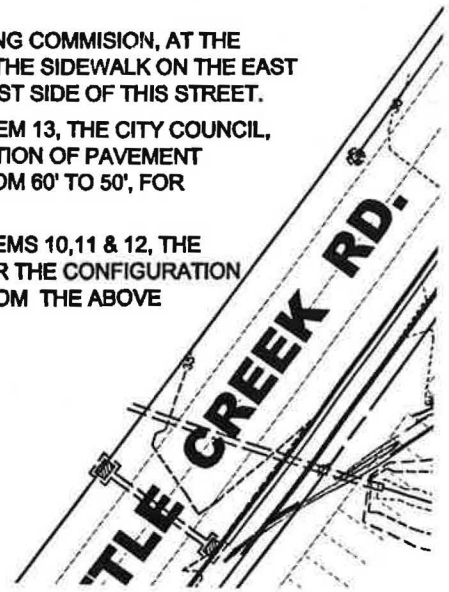
1. OWNER OF RECORD : KENT COUNTY LEVY COURT  
414 FEDERAL STREET  
DOVER , DELAWARE 19901  
302-744-2305  
ATTENTION : ROBERT McLEOD
2. ENGINEER / SURVEYOR : BECKER MORGAN GROUP, INC.  
738 SOUTH GOVERNORS AVE.  
DOVER , DELAWARE 19901  
PHONE :302-734-7950, FAX : 302-734-7965  
ATTENTION : GREGORY V. MOORE
3. PROPERTY ADDRESS : 555 BAY ROAD, U.S. ROUTE 113  
DOVER , DELAWARE 19901
4. TOTAL ACREAGE OF SITE : 11.87 ACRES (517,224 S.F.)  
PARCEL S-1 : 5.20 ACRES (226,512 S.F.)  
PARCEL S-2 : 6.67 ACRES (290,545 S.F.)
5. PROPERTY MAP NO. : ED 05-077.00-01-6.00-000 (PARCEL S-1)  
ED 05-077.00-01-19.01-000 (PARCEL S-2)  
ED 05-077.00-01-02.01-000 (PARCEL S-2A)
6. ZONING CLASSIFICATION : C-4
7. PROPOSED BUILDING : 77,000 S.F. (FOOTPRINT : 39,986 S.F.)
8. PROPOSED PAVEMENT : KENT COUNTY ADMINISTRATIVE COMPLEX : 130,020 S.F. / 2.98 AC.  
NEW CITY ROADWAY : 37,525 S.F. / 0.86 ACRES
9. IMPERVIOUS LOT COVERAGE : 4.44 ACRES ± (37%)
10. PARKING CALCULATIONS : REQUIRED - 77,000 S.F. / 200 S.F. = 385 SPACES  
PROPOSED ON-SITE - 247 PARKING SPACES & 3 VAN POOL SPACES  
HANDICAPPED PARKING PROVIDED : 8 SPACES (1 VAN)  
3 VAN POOL SPACES EQUALS : 15 SPACES  
TOTAL TO BE CONSTRUCTED - 250 SPACES  
TOTAL EQUIVALENT SPACES - 262 SPACES  
TOTAL FUTURE SPACES - 66 SPACES  
PROPOSED OFF-SITE - BLUE HEN COPORATE CENTER  
TOTAL PROVIDED : 328 SPACES (WAIVER GRANTED)
11. LOADING SPACES : REQUIRED - 3  
PROVIDED - 3 (2 - 12' x 40' & 1 - 19' x 60')
12. LANDSCAPE REQUIREMENT : 1 TREE PER 3,000 S.F. OF DISTURBED AREA  
DISTURBED AREA = 8.90 AC.± / 387,684 S.F.  
387,684 S.F. / 3,000 S.F. / TREE = 130 TREES
13. SIGNAGE : BRICK MONUMENT SIGN (To match exterior of building)
14. OUTDOOR LIGHTING : LIGHTING SHALL BE 1.5 FOOT CANDLES (MINIMUM) AT GRADE
15. PREDOMINANT SOIL TYPE : SASSAFRAS LOAM (SfB)

**GENERAL**

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2. TOPOGRAPH SURVEYS. I WALKER RO WORK WAS WAS FLOW 1' CONTOUR
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4. SEE PLAN DATED API BOUNDAR 2003 - PB. I
5. THIS SITE THE 100 YI SEPTEMBI
6. THE EXIST CONTRAC EXACT LO UTILITIES RELIES OF BE ENTITL
7. ALL ROADS AND ARE
8. MAINTEN/ MANAGER

**WAIVERS GRANTED**

1. PURSUANT TO THE C.O.D. ZONING ORD. - ARTICLE 4 SECT. 4.15, THE PLANNING COMMISSION, AT THE AUG. 19, 2002 MEETING, APPROVED A PARKING REDUCTION TO A PROPOSED 247 SPACES TO BE CONSTRUCTED.
2. PURSUANT TO THE C.O.D. ZONING ORD. - ARTICLE 5 SECT. 18, THE PLANNING COMMISSION, AT THE AUG. 19, 2003 MEETING, APPROVED THE WAIVER FOR CONSTRUCTION OF THE SIDEWALK ON THE EAST SIDE OF THE NEW STREET. SIDEWALK WILL BE CONSTRUCTED ON THE WEST SIDE OF THIS STREET.
3. PURSUANT TO THE C.O.D. LAND SUBDIVISION REG. - ARTICLE VI SECT. A ITEM 13, THE CITY COUNCIL, AT THE SEPT. 23, 2002 MEETING, APPROVED THE WAIVER FOR THE REDUCTION OF PAVEMENT WIDTH FROM 38' TO 30' AND THE REDUCTION OF RIGHT-OF-WAY WIDTH FROM 60' TO 50', FOR THE NEW STREET.
4. PURSUANT TO THE C.O.D. LAND SUBDIVISION REG. - ARTICLE VI SECT. A ITEMS 10,11 & 12, THE CITY COUNCIL AT THE AUG. 11, 2002 MEETING, APPROVED THE WAIVER FOR THE CONFIGURATION OF THE RIGHT-OF-WAY VARIATIONS (WIDTHS, CURVATURES & ANGLES) FROM THE ABOVE MENTIONED REGULATIONS.





EDIS COMPANY

TEL. (800) 995-EDIS • ediscompany.com

December 16, 2011

Mr. Scott Koenig  
City Manager  
City of Dover  
15 Loockerman Plaza  
Dover, DE 19903

RE: Reed Building Renovations

Dear Scott:

We have completed our analysis of the mechanical systems for the Reed Building in Dover, Delaware. Enclosed you will find a copy of our estimated cost summary and detailed breakdown of the costs associated with removing and replacing the major components of the building's mechanical system.

All of the major equipment currently in use within the building is well beyond its life expectancy and should be replaced. Perhaps more problematic is the inadequate distribution of heating and cooling within the spaces. Most internal spaces only receive heat while most of the air conditioning is ducted through the perimeter. The real difficulty in solving this problem is that it will require removal and replacement of ductwork within occupied spaces. The amount of disruption your tenants can tolerate will need to be carefully evaluated.

Our proposal attempts to capture all of the anticipated costs for the project, however, we were unable to quantify any relocation expenses that may be required to move tenants temporarily. Please take a moment to review the information provided and we will be glad to meet and discuss the proposal further.

Sincerely,

EDiS Company

Gerald T. Doherty  
Operations Manager



**TOTAL PROJECT COST SUMMARY**

**PROJECT DESCRIPTION**

The 23,000sf building has a Mechanical System that was installed in 1970 and consists primarily of 2 boilers, 2 AHU's, air cooled rooftop chillers and approximately 51 induction boxes which mix the hot and cold air on the perimeter. This system is also referred to as a "hot deck/cold deck" setup and was popular in the 70's. There is also minimal use of HW cabinet and baseboard heat for the lobby areas. Maintenance upgrades in recent years include a new Honeywell ATC system and two Sanyo ductless split systems for the Computer and Server Rooms.

Although the Mechanical system is in good shape despite its age, the system is inadequate due to the current office layout of the building. Only one of the two AHU's in the basement contain a CW coil and that unit only feeds the perimeter diffusers throughout the building. The original drawings for the building indicate that both AHU's are to receive CW so it is unclear why the current setup exists. This distribution system is a problem with the office layout because some offices only receive A/C and no interior spaces receive A/C. Engineering must be done to determine whether the current ductwork is adequate for the new layout but it is our assumption that the ductwork for one of the AHU's will have to be replaced throughout. Our recommendation is to replace all major equipment (the new AHU's should be equipped with VFD's to maximize efficiency) with 50% ductwork modifications. Because of current code, a new fresh air unit may need to be added. Also, the current ductwork may be lined with insulation; the city should consider replacing all of the ductwork if the budget permits because of dirt/dust buildup on the insulation. The existing electrical service should be adequate since no additional equipment is being added but it is our recommendation to rework/upgrade the existing subpanels and equipment feeders.

**BUILDING CONSTRUCTION COST**

Trade Contract Costs:

Mechanical & Architectural Upgrades	<u>\$1,175,159</u>	\$1,175,159
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Construction Fees & Other Construction Costs:

Subcontractor Bonds 1.5%	\$17,627	
Bidding & Construction Contingency 10%	\$119,279	
Estimated General Condition Items	\$78,000	
Estimated General Liability Insurance	\$9,411	
Estimated Design Services	\$75,000	
Reimbursable Labor (4.5%)	\$59,043	
Design Build Fee (5.5%)	\$81,096	
Cost Escalation 1%	<u>\$32,292</u>	
		<u>\$471,748</u>
Total Building Construction Costs		<b>\$1,646,907</b>

**OTHER CONSTRUCTION RELATED COSTS**

Furniture Fixtures & Equipment:

FF&E	\$0
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Owners Administrative Costs:

Temporary Office Space	TBD
Permit Fees	TBD
Owners Contingency	<u>\$0</u>

Total Owner's Construction Related Costs	<u>\$0</u>
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**TOTAL PROJECT COSTS**

**\$1,646,907**

**OWNER BUDGET**

**TBD**

**OVER / (UNDER) BUDGET**

**TBD**



**ESTIMATE DETAIL**

	QUANTITY	UNIT PRICE	TOTAL	SECTION TOTAL
<b>MECHANICAL &amp; ELECTRICAL UPGRADES</b>				<b>\$1,035,175</b>
Demolition	1 LS	\$39,375.00	\$39,375	
Air-Cooled Rooftop Chiller(s)	1 LS	\$156,000.00	\$156,000	
600MBH Boilers & Breaching (2ea)	1 LS	\$58,000.00	\$58,000	
Outside Air Unit	1 LS	\$90,000.00	\$90,000	
21,000cfm Air Handling Units (2ea)	1 LS	\$80,000.00	\$80,000	
VAV Boxes (51ea)	1 LS	\$132,600.00	\$132,600	
Exhaust Fans	1 LS	\$12,000.00	\$12,000	
HW & CW Pumps	1 LS	\$14,500.00	\$14,500	
Ductwork Modifications	1 LS	\$115,000.00	\$115,000	
ATC Modifications	1 LS	\$35,000.00	\$35,000	
Equipment Rigging & Crane Rental	1 LS	\$40,000.00	\$40,000	
Testing & Balancing	1 LS	\$12,000.00	\$12,000	
Remove/Reinstall Ceiling Tile (50%)	1 LS	\$20,700.00	\$20,700	
Electrical System Allowance	1 LS	\$150,000.00	\$150,000	
Second Shift/Occupied Space Premium	1 LS	\$65,000.00	\$65,000	
Miscellaneous	1 LS	\$15,000.00	\$15,000	
<b>ARCHITECTURAL UPGRADES</b>				<b>\$139,984</b>
New Roof @ Mechanical Well	1,404 SF	\$21.00	\$29,484	
Cupola Repair Allowance	1 LS	\$46,000.00	\$46,000	
Cupola Scaffolding	1 LS	\$55,000.00	\$55,000	
Flashing Repairs @ Chimneys	1 LS	\$9,500.00	\$9,500	
<b>TOTAL TRADE CONTRACTS</b>				<b>\$1,175,159</b>

# **The City of Dover Facility Space Plan**

**2006 - 2016**

# Goal

- Ten Year Plan for City buildings that will create spaces and places for the City's elected officials and employees to provide quality services to the citizens.

# How Was the Study Done?

- Facility Space Committee: City Manager, City Clerk, Central Services Director;
- Committee toured all City buildings;
- All department heads were interviewed;
- Conducted a needs assessment and proximity matrix;
- Created measured drawings of buildings;
- Consulted with architect as needed.

# What Was Not Studied?

- New Library
- Electric Department
- Warehouses

# Space Needs Study Results

Department	Existing Sq. Ft.	1 - 2 Years	Public Accessibility	Highest Immediate Priority	Long Range	Future Sq. Ft.
City Clerk	597	not enough space - reception area, counter space	Important	Reception Area	Reception area, counter space, workstation, maybe Mayor's responsibilities will be closer to Council	700
City Manager/ Mayor	1,450		Important		One additional office	1,600
Finance	1,197	One additional office	Low	Office for Ray Cola	Additional office, audit room	1,500
Human Resources	560	Storage, interview room	Somewhat	Interview Room	Additional office, interview room	850
Planning/Inspections	2,464	Storage, more privacy, separation for inspectors	Important		Consolidation of department into one area/ more inspectors	3,500
Customer Service - Budgets	248	Storage	None	Larger office for Director	Larger office area	400
Customer Service	3,502	Storage, document imaging area, conference room	Important	Meter Readers area	May actually reduce	4,400
Public Works - Admin./Eng.	1,230	Directors office to small, larger reception area, larger engineer's offices, small conference room	Somewhat	Office Space	Large offices with one additional office, move closer to supervisors & consolidate supervisors into one location	1,550

# Space Needs Study Results - Continued

Department	Existing Sq. Ft.	1 - 2 Years	Public Accessibility	Highest Immediate Priority	Long Range	Future Sq. Ft.
Tax Assessor	551		Somewhat		May need less space	500
Council Chambers	2,015	Restructure for better viewing and media presentations	Important	Restructure for better viewing & media presentations	One new office	700
Information Technology	1,618	One additional office	None	GIS person	Windows, less space for computers getting smaller	1,800
Police Department		No space for computer/radio equipment, interview room converted to offices	Important	Communication and IT equipment room	Move into 2 <sup>nd</sup> floor	
Parks & Recreation	1,171		Important	Relieve overcrowding		
Caucus Room	447	Bigger room/better media presentation			Ability to divide into 2 rooms	1,800
Council Work/Meeting Room	247	No private space to meet public when other needs room	Important	APD	An internal office	400

# Types of Needs Revealed

- Lack of space for public and customers
- Lack of working space for employees
- Poor locations
- Substandard space
- Lack of storage space
- Lack of security

# Space for Public & Customers

- City Hall lacks large flexible space for informal meetings;
- City Council Chambers not suitable for presentations;
- City Council Chambers not handicap accessible;
- City Clerks Office & Public Works lack reception areas;
- Human Resources lacks space for employee interviews;
- City Council does not have private room for meetings;
- Tax Office isolation causes necessity for locked doors.

# Employee Work Areas

- I/T: LAN (Network) Analyst lacks space\workbench;
- New GIS Coordinator needs office;
- Meter Readers: highly over crowded;
- Finance: Offices too small, Senior Accountant needs private office;
- Inspections: Inspectors overcrowded, no space for budgeted Planner.

# Employee Work Areas Continued

- Public Works (Administration & Engineering): Offices for director & engineers too small;
- Public Works: Supervisors far from administration;
- Recreation Department: Secretarial space is over crowded and Weed & Seed Coordinator space too small;
- Police Department: Lack interview rooms (converted into offices).

# No Space for Future Growth

Currently no space for additional employees in Weyandt Hall, City Hall, and Parks & Recreation building.

# Substandard Space

- I/T in basement that lacks windows for natural light, humid;
- Grounds Department in old PWII, poor conditions throughout;
- Grounds Department on flood plain;
- Recreation building over 30 years old without renovation, in poor condition;
- Police do not have sufficient space for new communications and computer equipment center.

# Lack of Storage Space

- Human Resources - materials
- Planning and Inspections - files
- Customer Service - materials/files
- Information Tech - material
- City Manager - files

# Lack of Security

## June 2005 Vulnerability Assessment City Hall & Weyandt Hall

- Blast Resistant Windows Needed
- Install Fire Suppression System
- Install Alarm System
- Improve Surveillance with CCTV
- Restrict Access - key entry, visitor logs, etc.
- Relocate Mail Room - separate with blast hard walls
- HEPA filters to Air Handling System
- Add emergency back up power system

# Three Phases of the Study

- Phase I – Immediate needs
- Phase II – Intermediate needs 2-5 years
  - City Hall, Weyandt Hall, Public Works Expansion
  - Recreation Renovation
  - Police 2<sup>nd</sup> Floor Expansion
- Phase III – Long Range needs 5-10 years
  - City Hall, Weyandt Hall Consolidation
  - Move Grounds Department

# Phase I – Immediate Needs

These were solved last year or will be solved this fiscal year:

- Meter Reading space enlarged – Weyandt Hall
- GIS Coordinator office space – Weyandt Hall
- Flat Screen Monitors added to Council Chambers
- Police Communication & Data Center to 2<sup>nd</sup> Floor

**Note:** Move of Terry Tieman and Julie Adams to 2<sup>nd</sup> floor of City Hall permit expansions at Weyandt Hall.

## Phase II – Intermediate Needs

- Move I/T to 3<sup>rd</sup> floor of Weyandt Hall;
- Move Finance to 3<sup>rd</sup> floor of Weyandt Hall;
- Relocate HR in City Hall for more space;
- Build large meeting room in City Hall;
- Move Public Works to Williams Street Facility;
- Expand and Renovate Inspections;
- Renovate Recreation Offices (Independent Project);
- Police 2<sup>nd</sup> Floor Expansion (Independent Project).

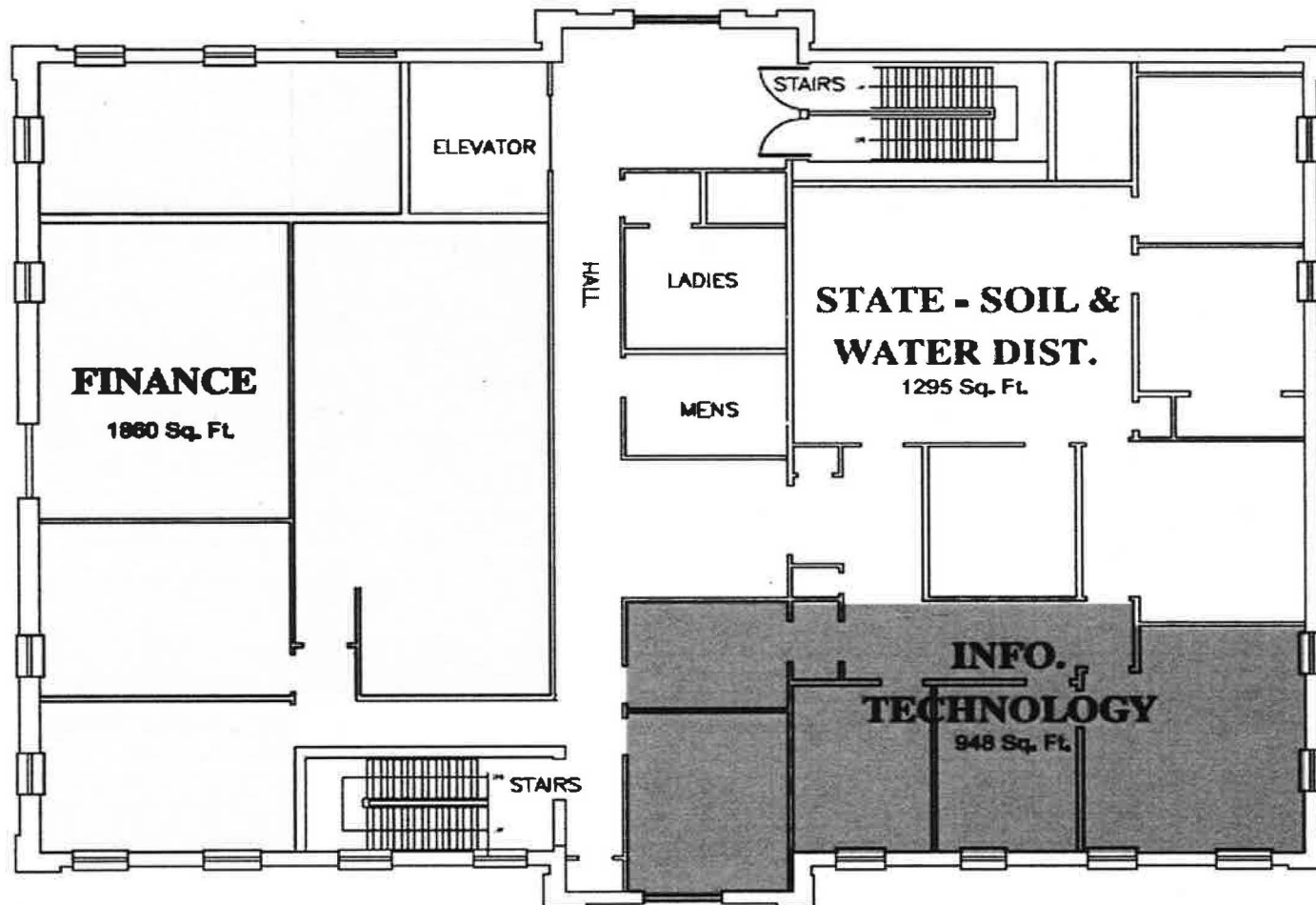
## Move I/T to 3<sup>rd</sup> Floor of Weyandt Hall

- Move I/T staff only to 3<sup>rd</sup> floor where Delaware Bankers are currently located;
- Solves substandard location in basement;
- Integrates GIS Coordinator into I/T;
- Basement offices converted for storage and LAN Analyst Shop.

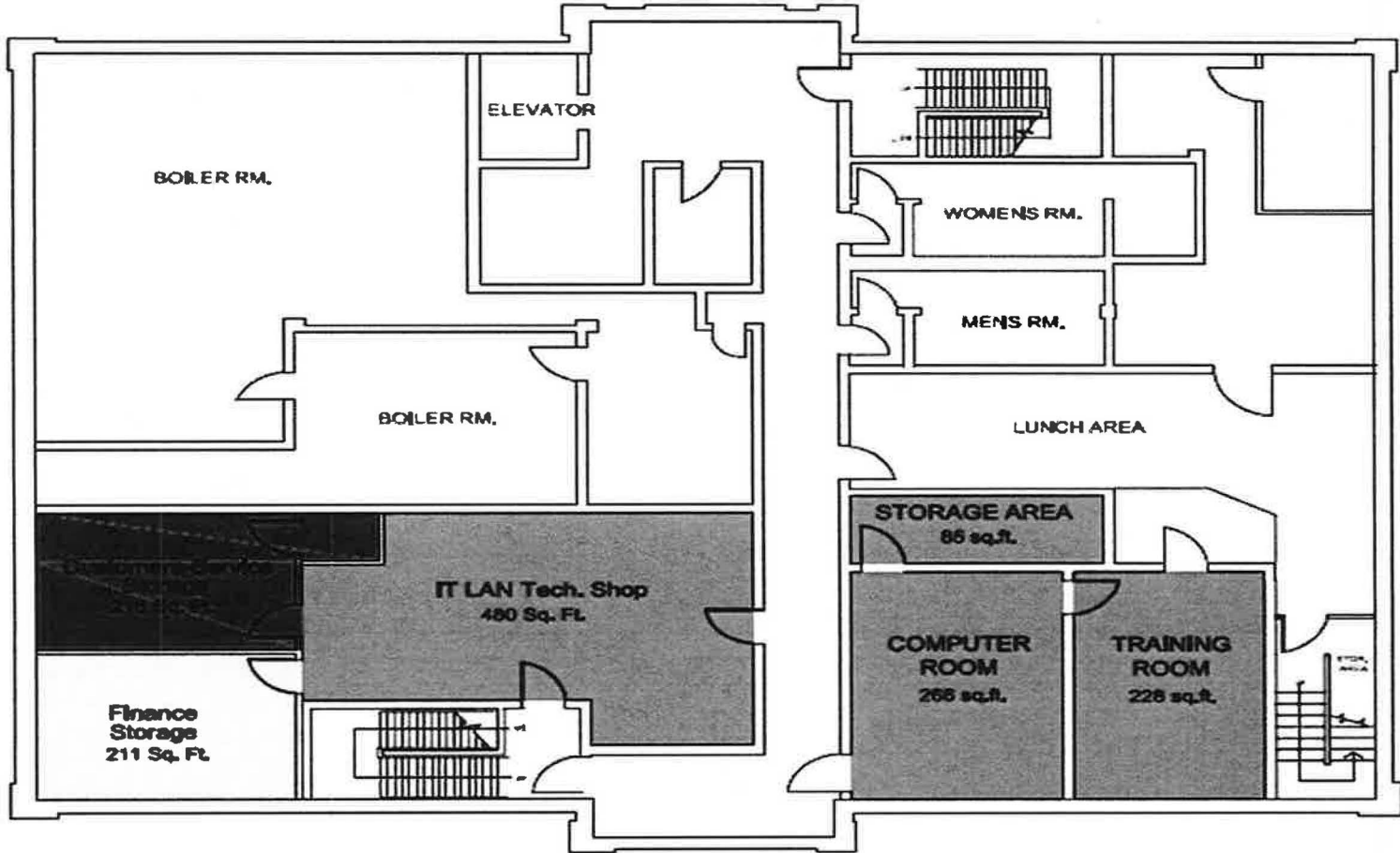
# Move Finance to 3<sup>rd</sup> Floor of Weyandt Hall

- Move Finance to space currently rented by Attorney's;
- Increase square footage by 650 to 1,847 relieving current overcrowding;
- Storage area in basement (former I/T space).

# 3<sup>rd</sup> Floor - Weyandt Hall



# Basement at Weyandt Hall



## Relocate HR in City Hall for More Space

- Move Human Resources to former Finance space;
- Increases square footage by 394 to 954 to meet need;
- Solves the need for interview space;
- Creates room for expansion;
- Enables the creation of an additional City Hall meeting room.

# Relocate City Clerk

- Relocate the Clerk's Office across hall to former Finance space, adds 20 square feet;
- Clerk Staff remains in same location;
- This move enables the space needed for new meeting room in City Hall.

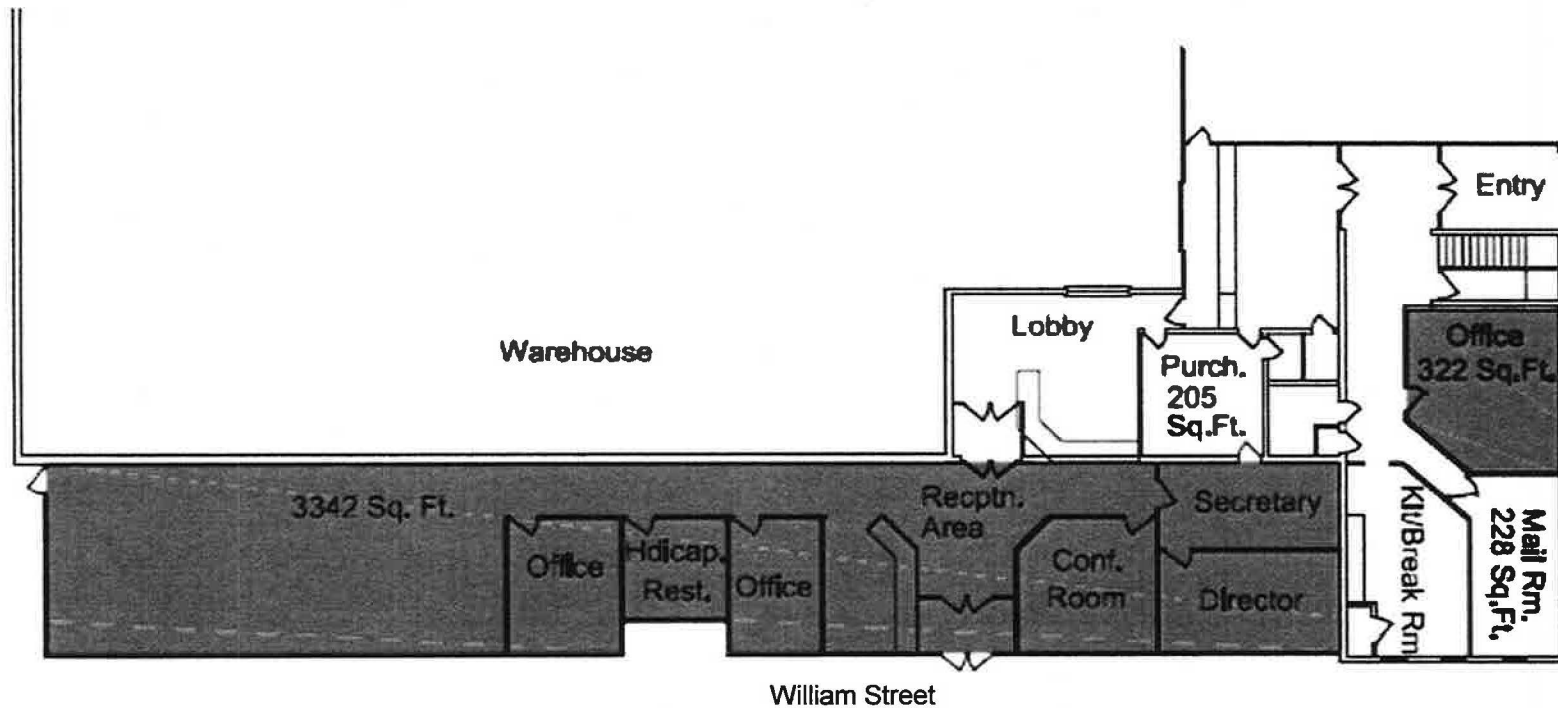
# Large Meeting Room in City Hall

- Space now occupied by Human Resources and City Clerk;
- Build a 738 square foot meeting room (Caucus Room is only 441 square feet);
- New room would be outfitted for electronic presentations with presentation boards and easels;
- Folding tables and chairs for easy configuration of space for different meetings.

# Public Works to Williams Street Facility

- Move Public Works Administration and Engineering to new addition at William Street Warehouse;
- Increase space from 1,230 to 3,450 square feet, allowing for future expansion;
- Relocates management and engineers closer to work crews and supervisors;
- Enables expansion of Planning and Inspections;
- Increase available storage space by converting loft to storage for HR, Clerk & Planning.

# Warehouse - Public Works Addition

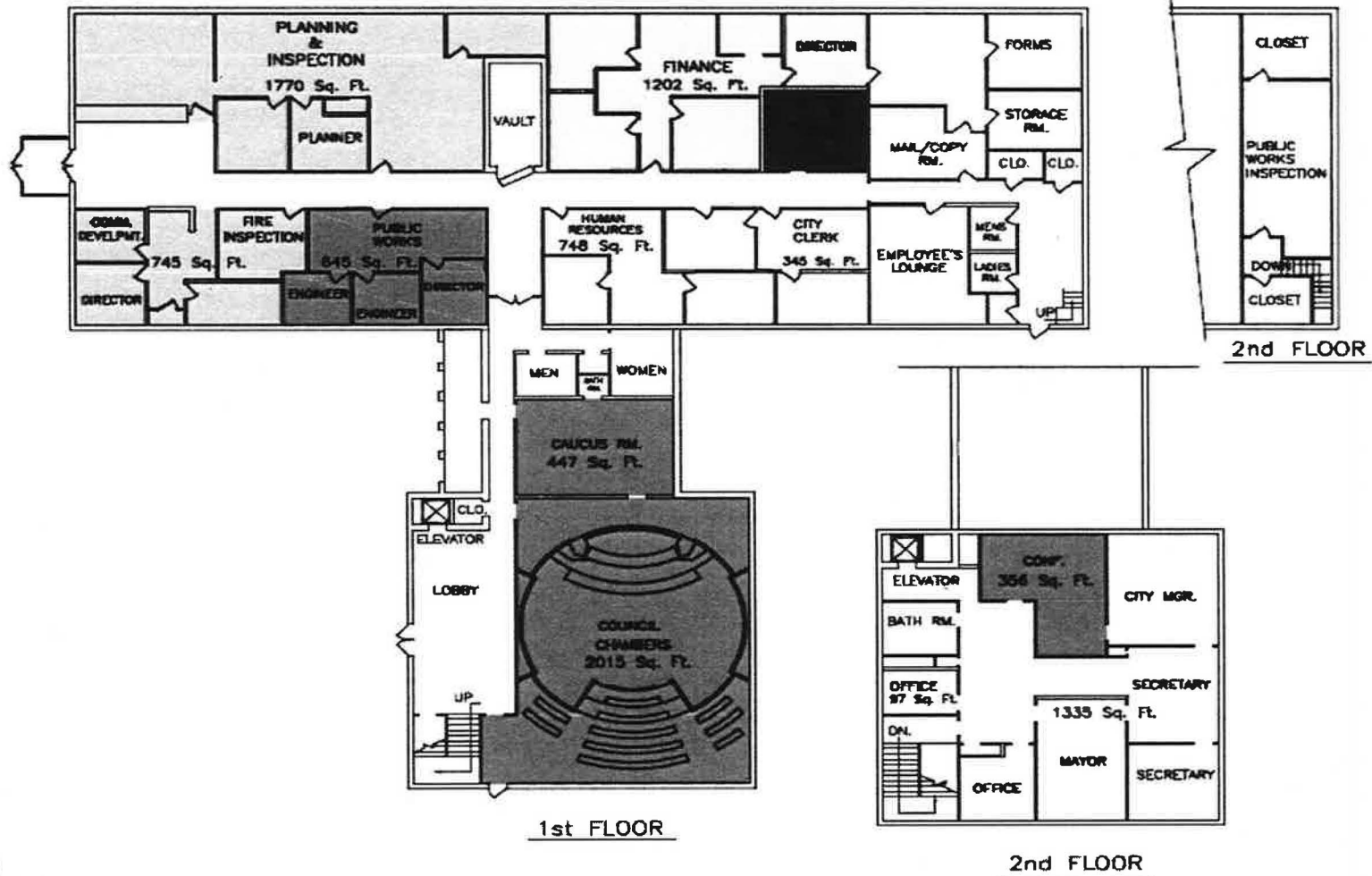


First Floor

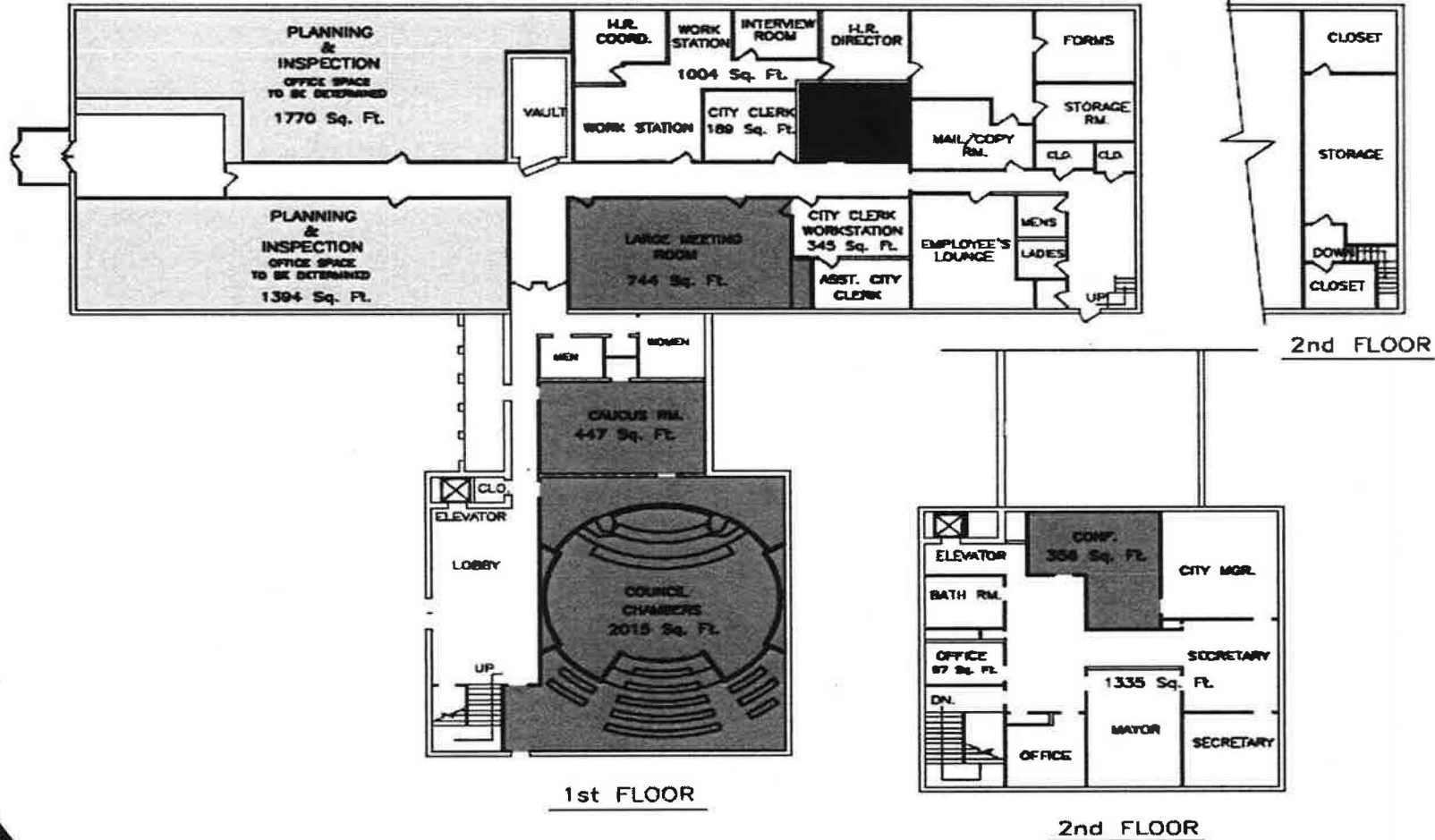
# Expand and Renovate Inspections

- Expand Planning and Inspections into former Public Works area;
- Adds 622 square feet to total of 3,186 square feet;
- Relieve overcrowding;
- Creates space for new planner budgeted;
- Assign storage in loft area.

# City Hall - Existing Floor Plan



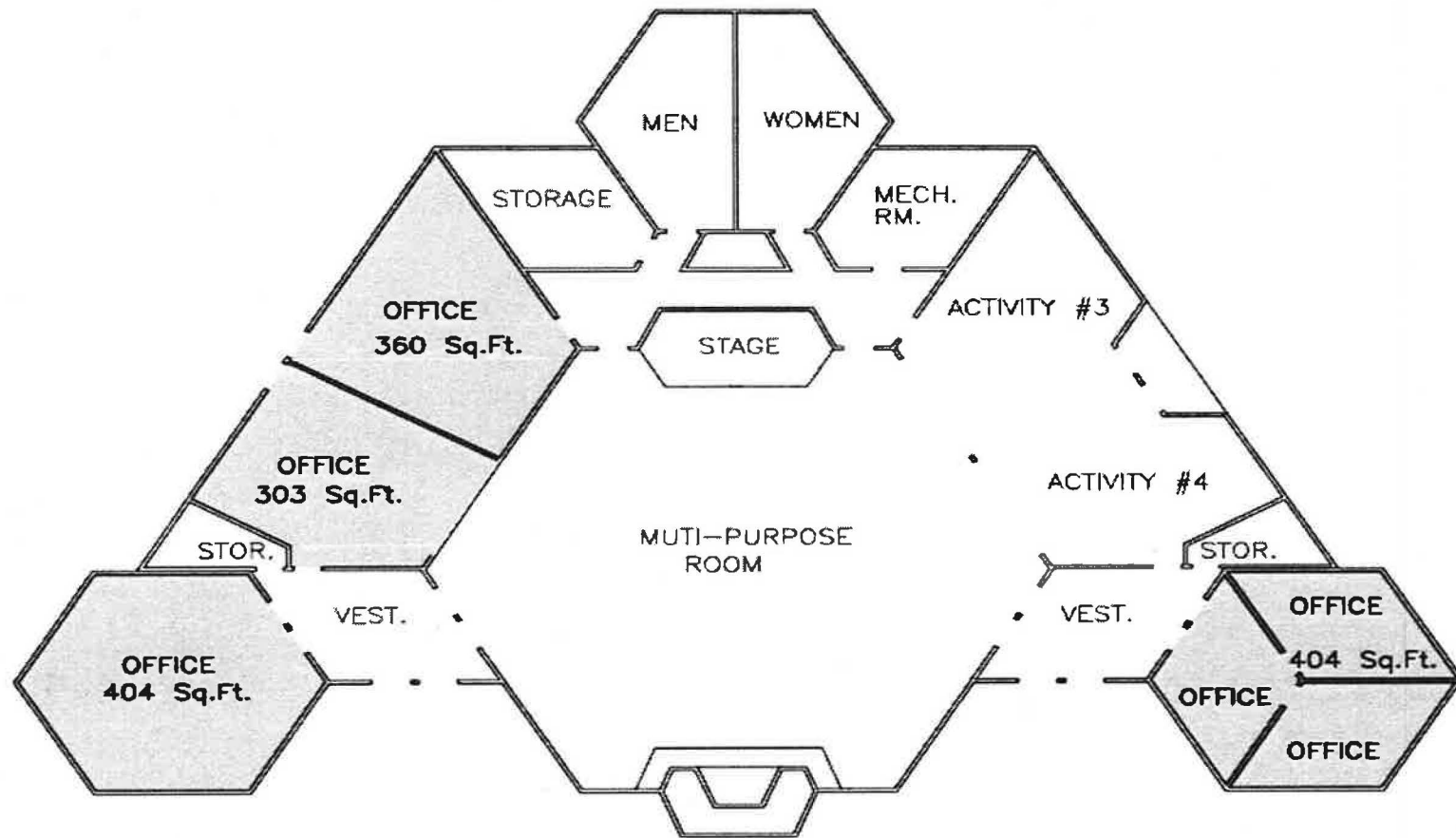
# City Hall - Proposed Floor Plan



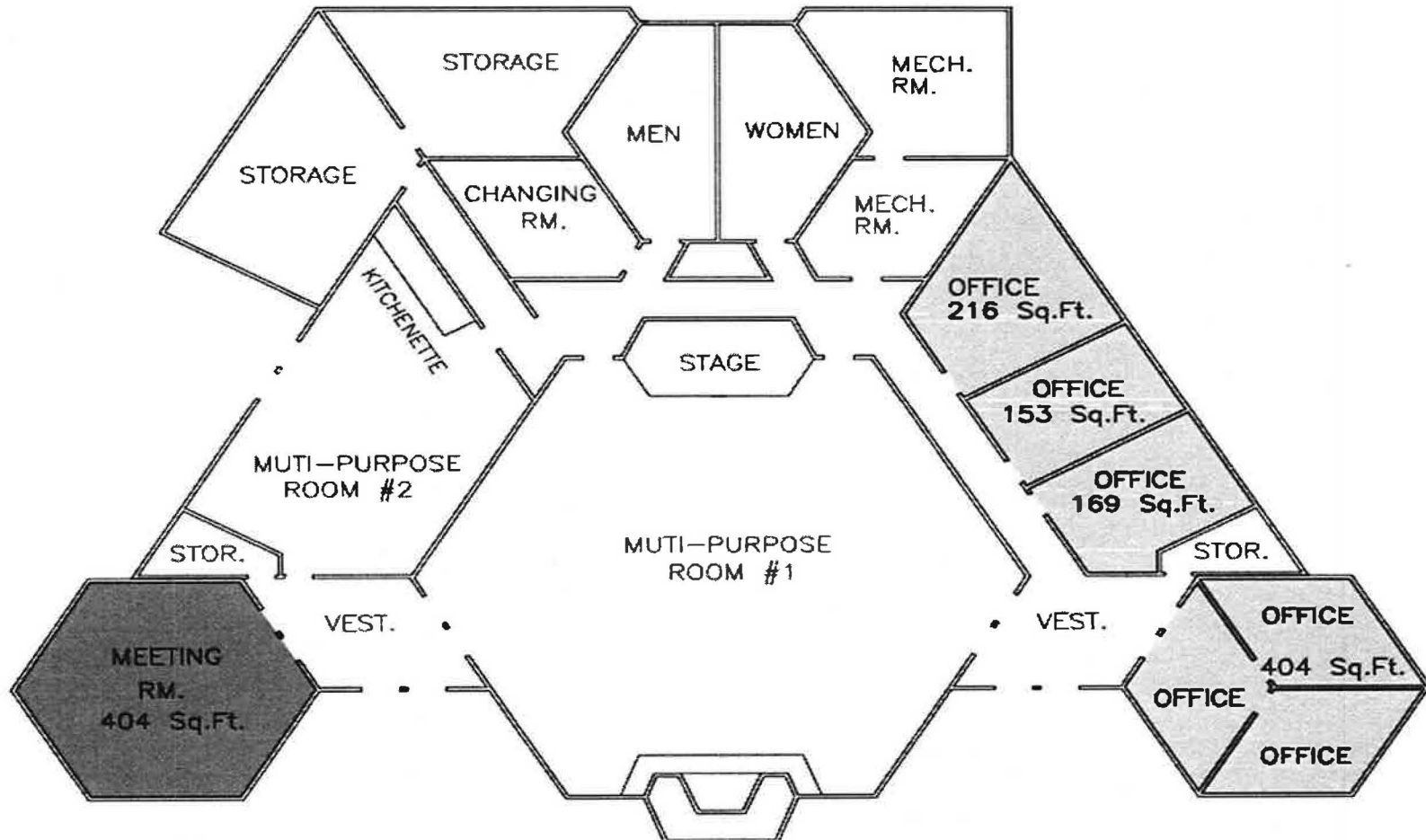
# Renovate Recreation Offices (Independent Project)

- Consolidate offices on north side;
- Establish two multiple purpose room on south side;
- Remove active rooms (pool tables);
- Create accessible restrooms;
- Build small storage addition.

# Existing Recreation Building



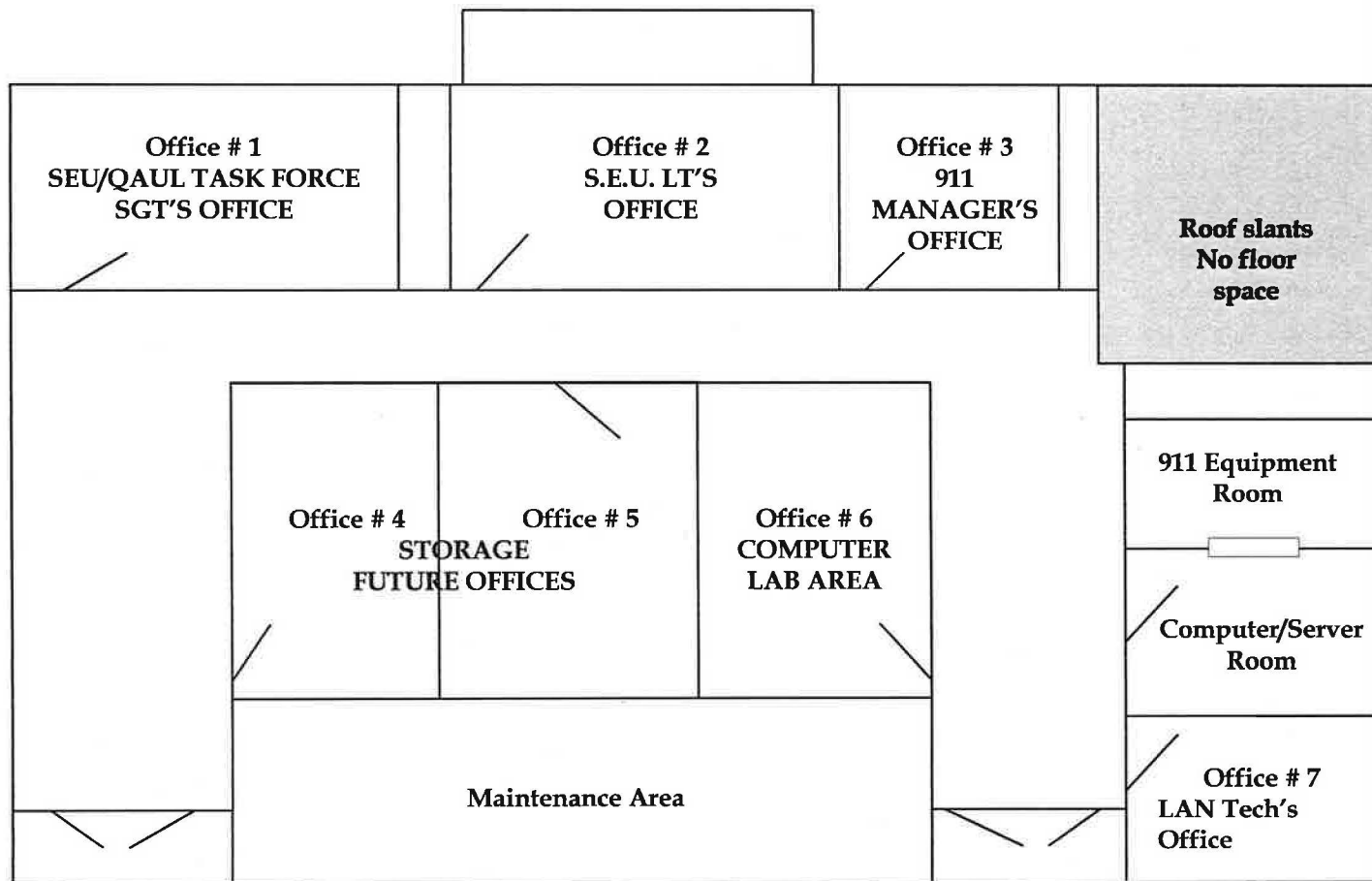
# Proposed Recreation Building



# Police Department Expansion

- Attic area was designed for future use;
- The hiring of additional personnel has resulted in three interview rooms being turned into offices;
- Expansion into attic area will enable the interview rooms to return and allow for future expansion.

# Proposed 2<sup>nd</sup> Floor Expansion - Attic



# Phase III

- Move Grounds Department;
- Renovate City Council Chambers;
- Build a new 12,830 square foot East Wing to City Hall;
- Demolish annex and replace with 24,300 square foot West Wing to City Hall;
- Move I/T, Finance, and Customer Service back to new wing of City Hall;
- Sell Library and Weyandt Hall buildings.

# Move Grounds Out of PWII

- Current Grounds Department in substandard space located on flood plain;
- Isolated from other Public Works Departments;
- New location to be determined (maybe William Street or Shutte Park).
- Possible funding with FEMA pre-disaster mitigation grant;
- Area can be converted to a Riverside Park.

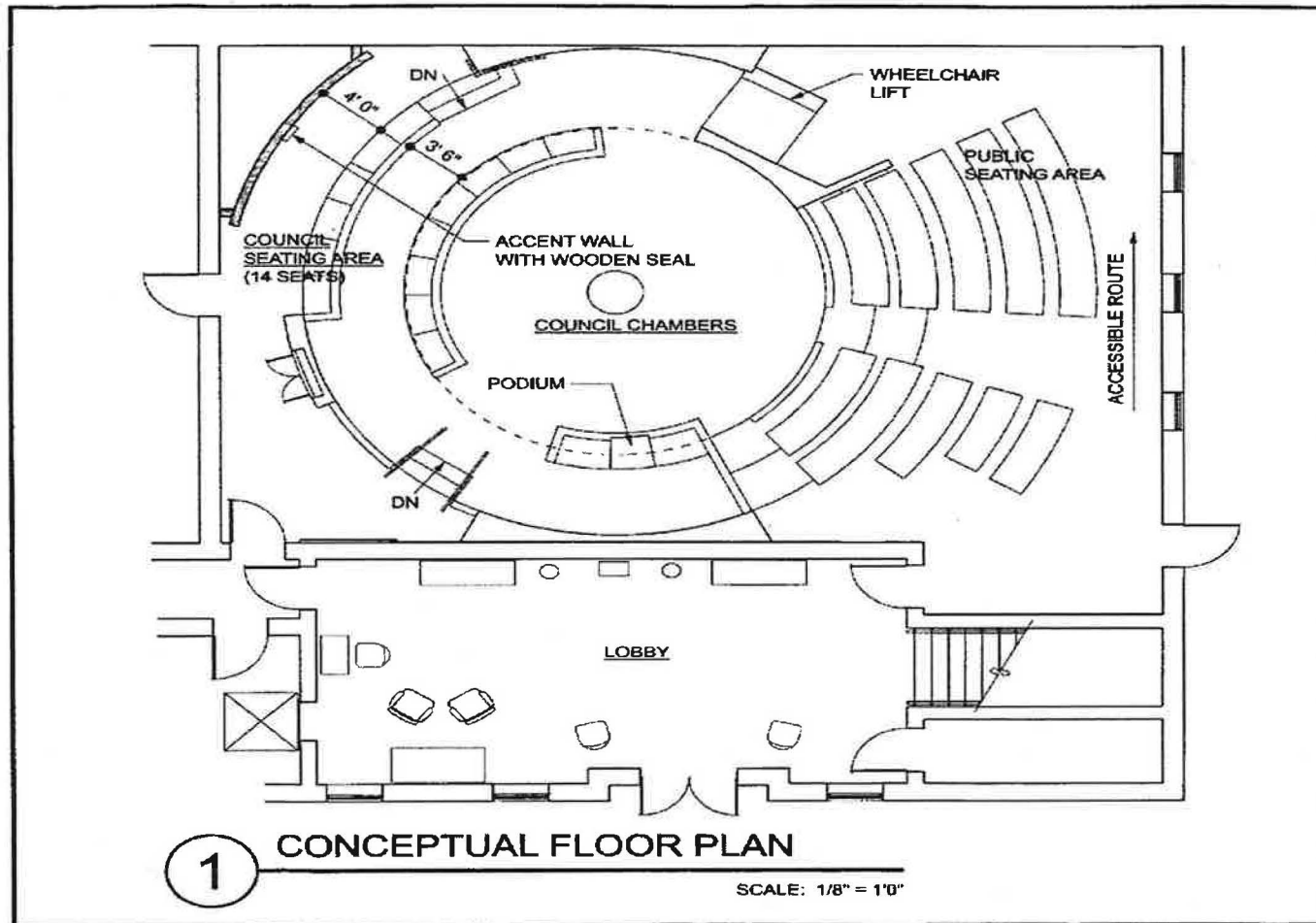
# Existing PWII



# Renovate City Council Chambers

- Permanent change to Chambers;
- Puts all Council behind one dais;
- Creates a presentation area easily seen by audience and City Council;
- Whole room to be ADA accessible;
- 59 existing public seats to increase to 67.

# New Council Chambers



# Build East Wing to City Hall

- Build 12,830 square foot two-story East Wing;
- Temporarily house City Clerk, Human Resources, Inspections & meeting rooms;
- Architecturally similar to current City Hall;
- Built to next generation standards for security, energy conservation, and computer technology;
- Drive thru Customer Service Window.

## Demolish Annex/ Replace West Wing

- Building new 24,300 square foot West Wing;
- Architecturally mirror East Wing;
- Move Finance, I/T, Tax Assessor, Customer Service to City Hall for most efficient and consolidated management;
- Provide enough space for 20 years of growth.

# Total City Hall & Weyandt Hall Square Footage Created

➤ Public Works Addition	-	3,664
➤ 2½ Story East Wing	-	12,830
➤ 2 ½ Story West Wing	-	24,300
<b>Total Square Footage Created</b>	<b>-</b>	<b>40,794</b>
➤ Replaces: City Hall Annex	-	10,400
Weyandt Hall	-	7,800
<b>Current Square Footage</b>	<b>-</b>	<b>18,200</b>

# City Hall - Parking & Square Footage

<b>City Hall - Parking and Sq.Ft. Ratios</b>										
Building	1st Floor Sq.Ft.	2nd Floor Sq.Ft.	3rd Floor Sq.Ft.	Total Sq.Ft.	Parking Required			Parking Provided		Notes
					1/200	1/300				
<b>City Hall - Existing</b>										
Annex	9,600	800	NA	10,400			stalls		stalls	
City Hall	2,600	2,600	NA	5,200			stalls		stalls	
Connectors	961	NA	NA	961			stalls		stalls	
<b>TOTAL(Existing)</b>	<b>12,200</b>	<b>3,400</b>	<b>0</b>	<b>16,561</b>	<b>78</b>	<b>52</b>		<b>88</b>		<b>Note C</b>
<b>City Hall - Proposed</b>										
West Wing	10,000	10,000	4,300	24,300						<b>Note B</b>
East Wing	4,480	5,600	2,750	12,830						<b>Note B</b>
City Hall	2,600	2,600	NA	5,200						
Connectors	1,540	1,540	NA	3,080						<b>Note B</b>
<b>TOTAL (Proposed)</b>	<b>18,620</b>	<b>19,740</b>	<b>7,050</b>	<b>45,410</b>	<b>227</b>	<b>151</b>		<b>246</b>		<b>Note A &amp; (C)</b>

**Note A - Reconfiguring City lot will provide a minimum of 240 parking stalls.**

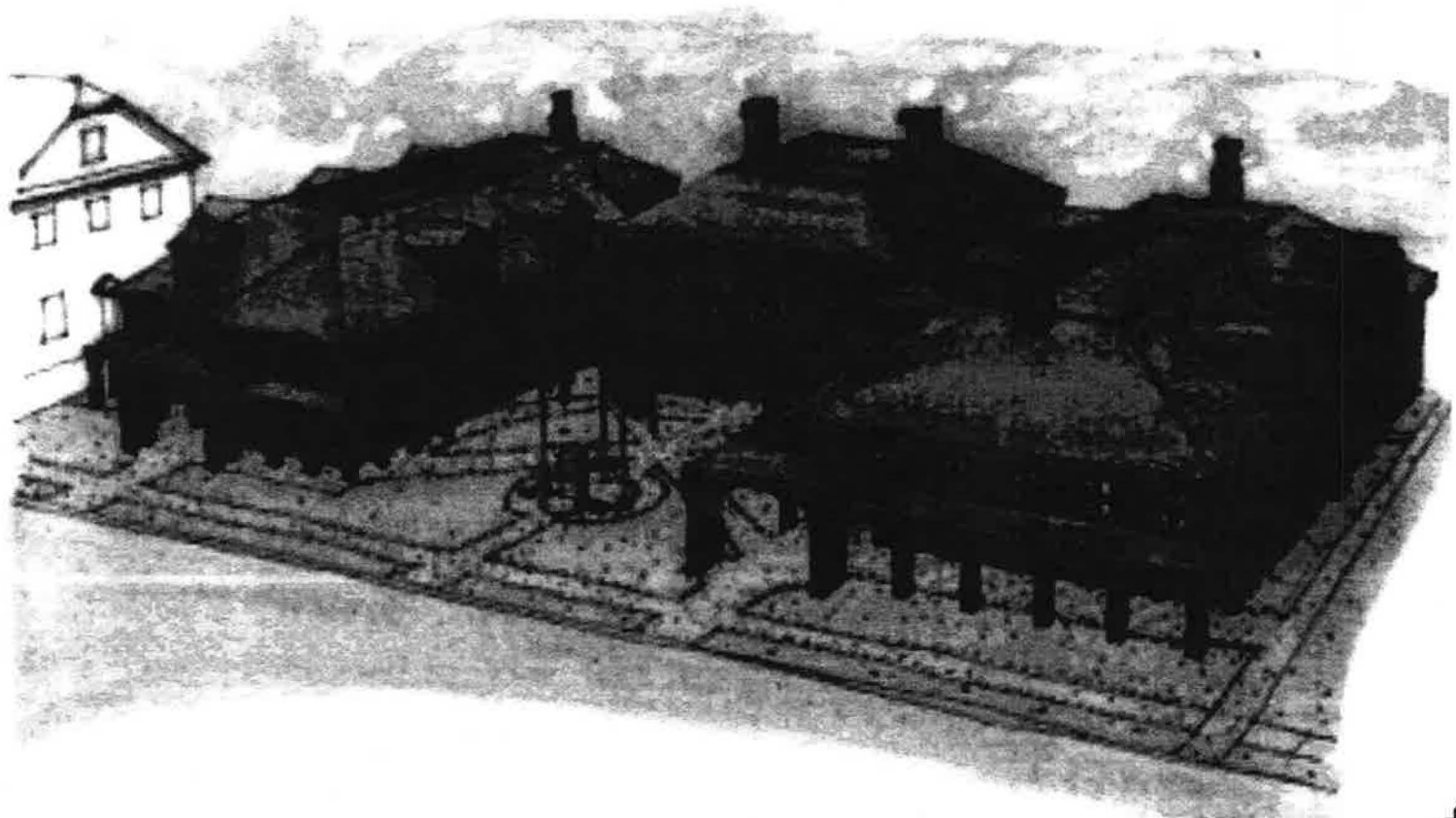
**Note B - Square Footage is estimated from sketch. Exact square footage will vary once survey and site plan is determined.**

**Note C - Parking Calculated as follows:**

Rear Lot - Designated on Property	46 (reconfigured with new construction)
Rear Lot - Off City Property	26 (reconfigured with new construction)
Loockerman Street - In front of City Hall	6 (remains with new construction)
East Side of City Hall	10 (removed with east wing addition)
<b>TOTAL</b>	<b>88</b>



# City Hall - Concept



# Space Needs Study

## Ten Year Phase Cost Matrix

Description	Current Estimate	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Total - 10 Years
Move Finance to 2nd Floor	20,000	21,000								21,000
IT to 2nd Floor	18,000	18,900								18,900
Move HR to Clerk	10,000	10,500								10,500
Build Meeting Room	10,000	10,500								10,500
										-
Public Works Addition	180,000		198,450							198,450
Expand Planning	10,000			11,576						11,576
										-
Parks & Recreation	100,000			115,763						115,763
										-
Police 2nd Floor	123,000				149,507					149,507
										-
Council Chamber	338,000					431,383				431,383
A/V Communication	32,000					40,841				40,841
										-
Relocate Grounds Department	180,000						241,217			241,217
										-
City Hall East Wing	2,566,000							3,610,620		3,610,620
City Hall West Wing	4,860,000								7,180,433	
Connectors	616,000							433,387	462,444	895,830
City Hall	312,000								460,966	460,966
										-
<b>Total</b>	<b>9,375,000</b>	<b>60,900</b>	<b>198,450</b>	<b>127,339</b>	<b>149,507</b>	<b>472,224</b>	<b>241,217</b>	<b>4,044,007</b>	<b>8,103,843</b>	<b>13,397,487</b>

# Weyandt Hall , Library & Parking Lot

- Sale will off set cost of construction;
- Valuable asset;
- State of Delaware possible buyer.

# City of Dover Facility Discussion

**January 2013**

# Goal

- In 2006, staff created a Ten Year Plan for City buildings. The intent of that plan was to create spaces and places for the City's elected officials and employees to provide quality services to the citizens.

# 2006 Space Needs Study Results

Department	Existing Sq. Ft.	1 - 2 Years	Public Accessibility	Highest Immediate Priority	Long Range	Future Sq. Ft.
City Clerk	597	not enough space - reception area, counter space	Important	Reception Area	Reception area, counter space, workstation, maybe Mayor's responsibilities will be closer to Council	700
City Manager/ Mayor	1,450		Important		One additional office	1,600
Finance	1,197	One additional office	Low	Office for Ray Cola	Additional office, audit room	1,500
Human Resources	560	Storage, interview room	Somewhat	Interview Room	Additional office, interview room	850
Planning/Inspections	2,464	Storage, more privacy, separation for inspectors	Important		Consolidation of department into one area/ more inspectors	3,500
Customer Service - Budgets	248	Storage	None	Larger office for Director	Larger office area	400
Customer Service	3,502	Storage, document imaging area, conference room	Important	Meter Readers area	May actually reduce	4,400
Public Works - Admin/Eng.	1,230	Directors office to small, larger reception area, larger engineer's offices, small conference room	Somewhat	Office Space	Large offices with one additional office, move closer to supervisors & consolidate supervisors into one location	1,550

# 2006 Space Needs Study Results - Continued

Department	Existing Sq. Ft.	1 - 2 Years	Public Accessibility	Highest Immediate Priority	Long Range	Future Sq. Ft.
Tax Assessor	551		Somewhat		May need less space	500
Council Chambers	2,015	Restructure for better viewing and media presentations	Important	Restructure for better viewing & media presentations	One new office	700
Information Technology	1,618	One additional office	None	GIS person	Windows, less space for computers getting smaller	1,800
Police Department		No space for computer/radio equipment, interview room converted to offices	Important	Communication and IT equipment room	Move into 2 <sup>nd</sup> floor	
Parks & Recreation	1,171		Important	Relieve overcrowding		
Caucus Room	447	Bigger room/better media presentation			Ability to divide into 2 rooms	1,800
Council Work/Meeting Room	247	No private space to meet public when other needs room	Important	APD	An internal office	400

# Lack of Security

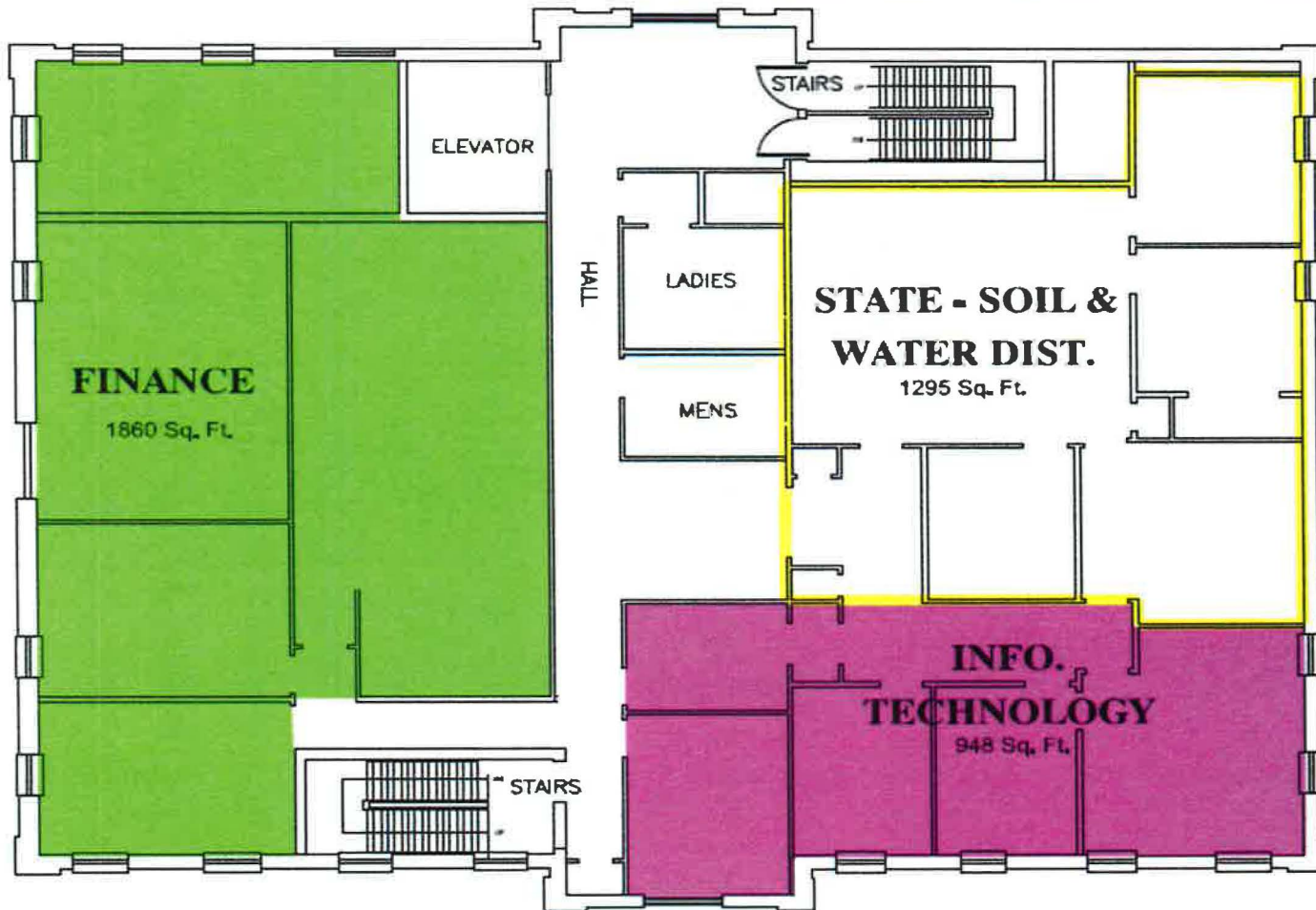
## June 2005 Vulnerability Assessment City Hall & Weyandt Hall

- Blast Resistant Windows Needed
- Install Fire Suppression System
- Install Alarm System
- Improve Surveillance with CCTV
- Restrict Access - key entry, visitor logs, etc.
- Relocate Mail Room - separate with blast hard walls
- HEPA filters to Air Handling System
- Add emergency back up power system

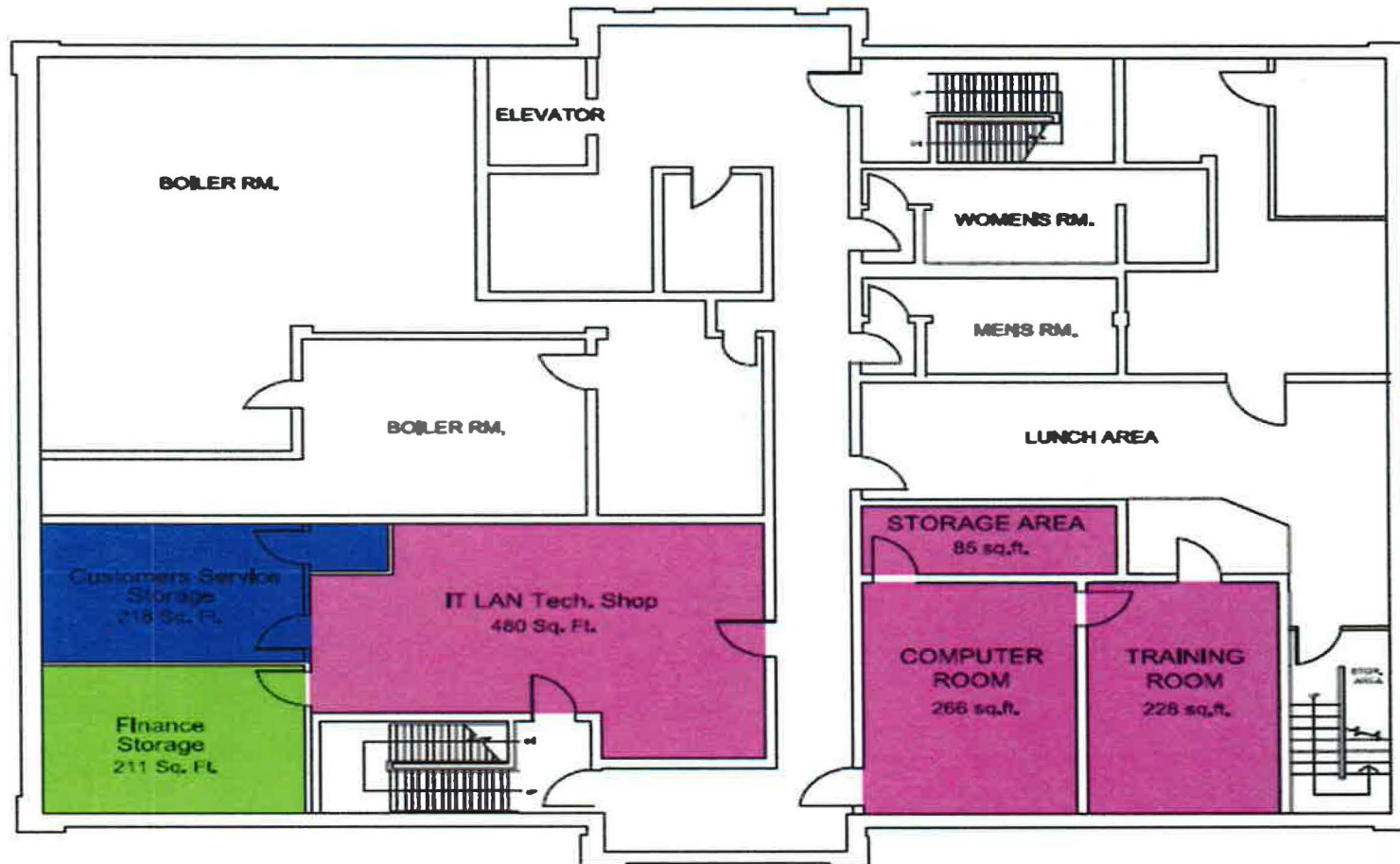
# Weyandt Hall Square Footage

➤ Finance	1,860
➤ Info. Technology	950
➤ Tax Assessor	500
➤ Customer Service	3,500
➤ C.S. & Fin. Storage	430
➤ Info. Technology Shop	480
➤ Training Room	580
➤ Total Square Footage	8,300 S.F.

# 3<sup>rd</sup> Floor - Weyandt Hall



# Basement at Weyandt Hall



# Wyandt Hall Major Problems

- Needs new HVAC system.
- Significant problems with climate control
- Roof leaks
- Estimated cost to replace roof & HVAC
- \$1,646,907 in December 2011.

# City Hall Annex & Connector

➤ Annex	-	9,600
➤ 2 <sup>nd</sup> Floor of Annex	-	1,200
➤ Connector	-	900
➤ Total Area	-	11,700 s.f.

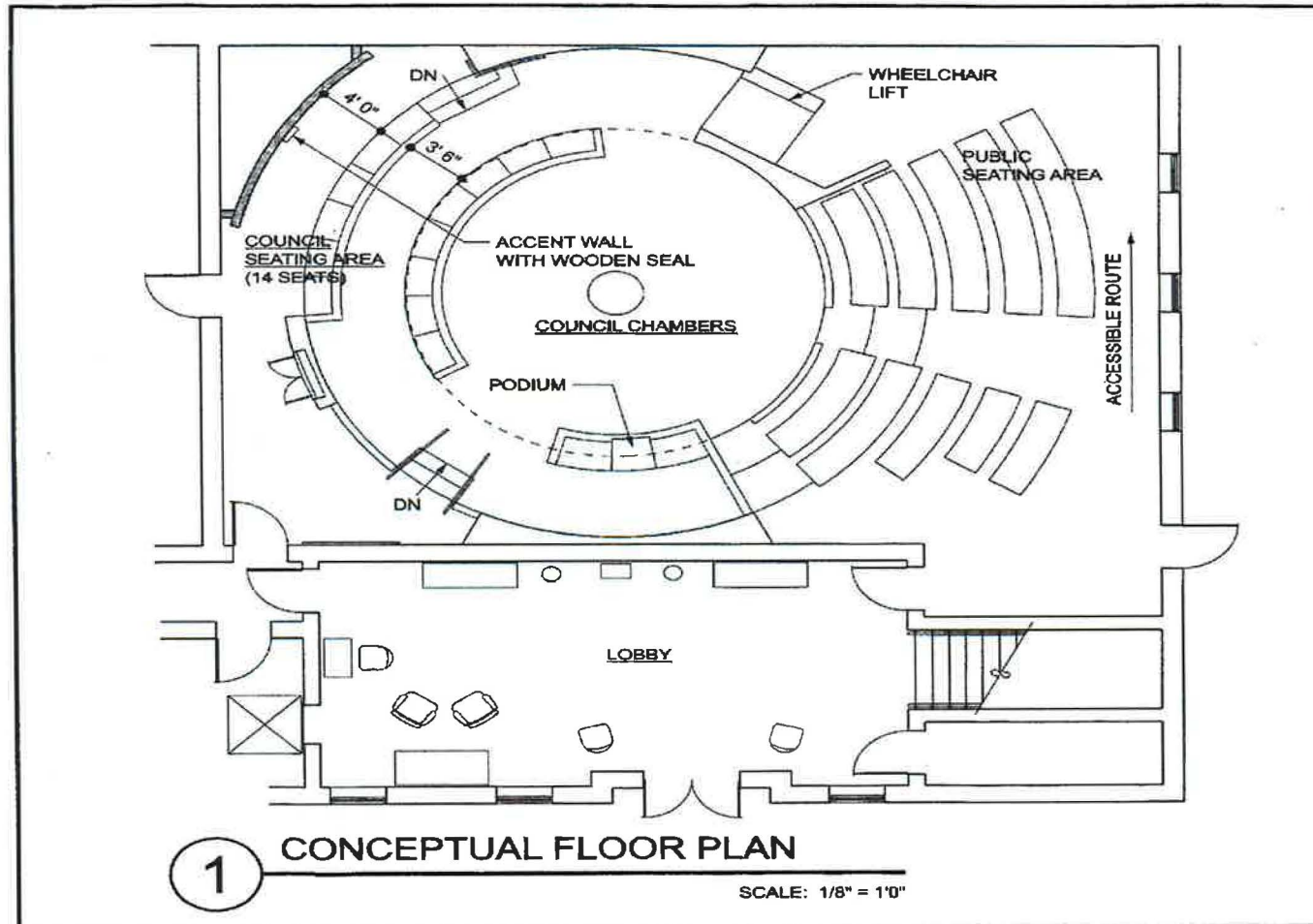
# Existing City Hall

- Lacks Fire Suppression System - \$288,000 Authorized
- Final Design of System has raised concerns and price - \$75,000 to \$100,000.
- City Council Chambers are not handicapped accessible - \$20,000 minimum to install lift; however, the space will layout poorly.
- HVAC system has concerns about viable maintenance and efficiency.

# The 2006 Council Chambers Plan

- Proposed permanent change to Chambers;
- Put all Council Members behind one dais;
- Created a presentation area easily seen by audience and City Council;
- Whole room to be ADA accessible;
- 59 existing public seats increased to 67.

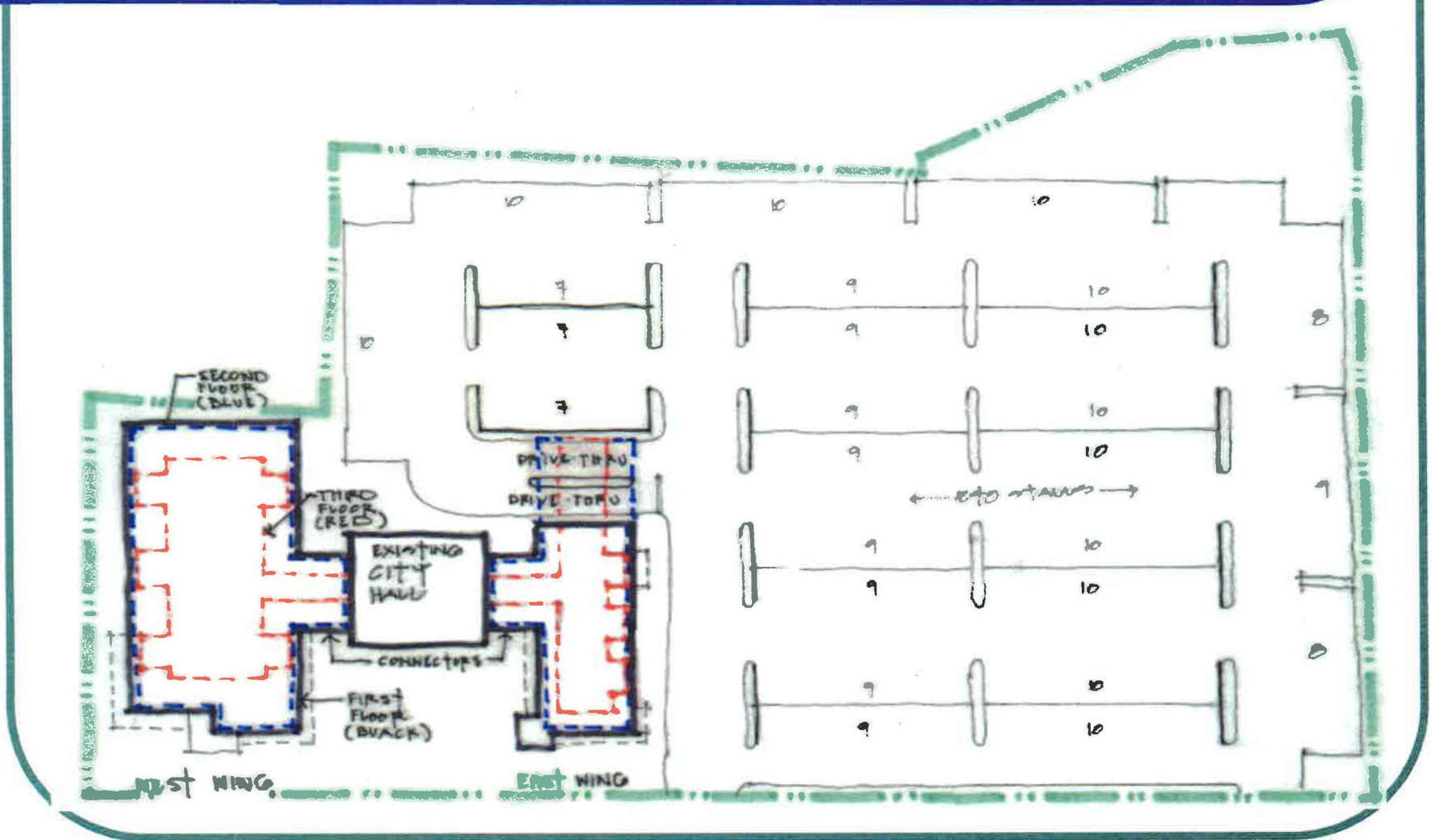
# New Council Chambers



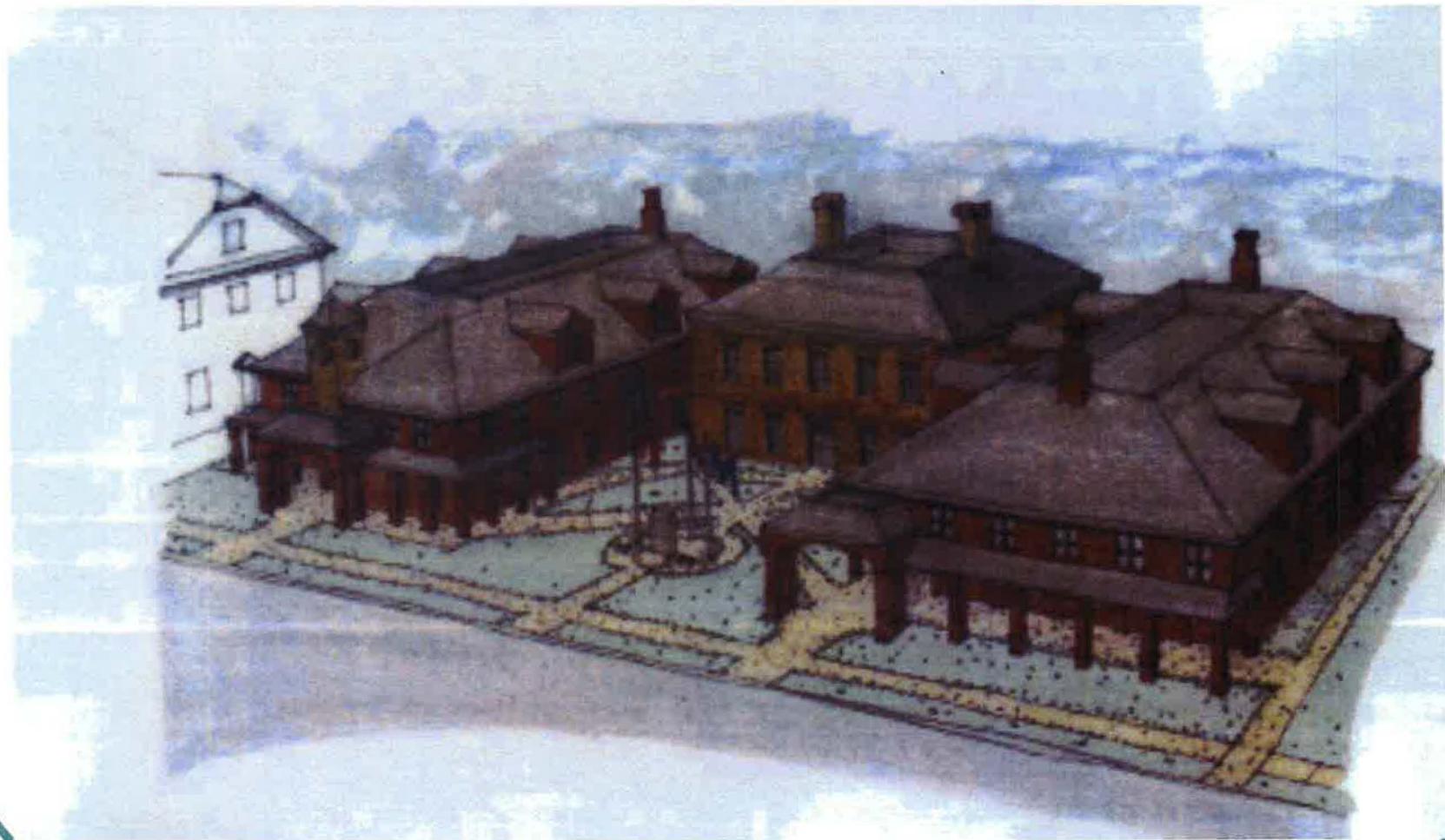
# Total City Hall & Weyandt Hall Square Footage Needed

➤ Replace: City Hall Annex	-	11,700
Weyandt Hall	-	8,300
<b>Current Square Footage</b>	-	<b>20,000</b>

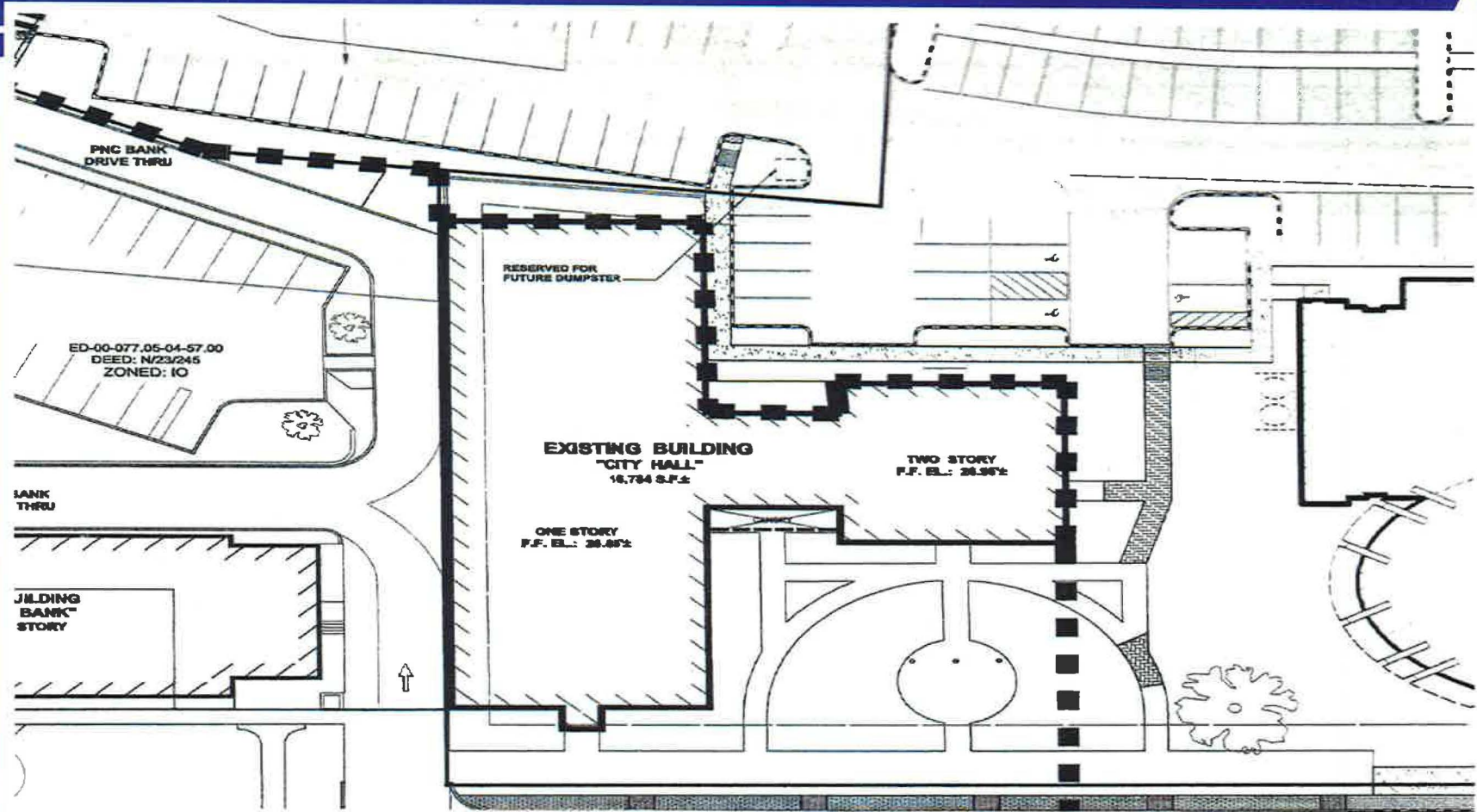
# City Hall - Three Story Concept



# City Hall - 2006 Concept



# City Hall Site Layout



# Concept Proposal

- Construct 3-story West Wing to City Hall - approx. 28,800 square feet
- Construct 2-story connector to old City Hall - approx. 1,800 square feet
- Total Area Constructed - 30,600 s.f.
- Increase of roughly 53%

# How Much Would IT Cost?

- All In Costs – Design, Demolition, Construction & Furnishing.
- Low Range - \$ 11.4 million
- Medium Range - \$ 12.6 million
- High Range - \$ 13.7 million
  
- Above costs are for 37,600 s.f.

# Weyandt Hall , Library & Parking Lot

- Eventual sale will help off set cost of construction;
- Valuable downtown asset;
- State of Delaware is a possible buyer.

# How do we pay for IT

- Long term building improvement
- 40 plus years
  
- Go to the Bond Market.
- Since the building would include Customer Service, the cost could be allocated between all funds: Electric, W/S and General



**Questions ?**