

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

The President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library, and Other City Properties Meeting was held on February 25, 2015 at 9:00 a.m. with Chairwoman Williams presiding. Members present were Mr. Hutchison, Mr. Perza (arrived at 9:03 a.m.), Mr. Clendaniel, Mr. McDaniel, and Mr. Mitten.

Staff members present were Mr. Koenig, Mrs. Mitchell, Mr. Hudson, Mrs. Hawkins, and Mrs. McDowell.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda as presented, seconded by Mr. McDaniel and unanimously carried.

Review of City Properties

During the meeting of the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Public Library, and Other City Properties held on February 4, 2015, a number of questions were posed relating to the City's properties and to the Kent County Levy Court Complex. During their meeting held on February 25, 2015, members were provided a list of responses to Requests from the President's Counsel on Public Private Partnerships (February 4, 2015) (*Attachment #1*), which were reviewed by Mr. Scott Koenig, City Manager. In regard to Item #1 regarding the size of the Kent County Levy Court Complex, he referred members to specifications included in the Site Data for Kent County Levy Court 555 Bay Road, U.S. Route 113 (*Attachment #2*). He indicated that the total amount of land is 11.87 acres, which he stated is a significant amount of land in addition to the building. Mr. Koenig advised members that the building is a 77,000 S.F., two (2) story building with a footprint of 39,986 S.F. Just under three (3) acres of the property is paved or part of the building. He indicated that there are 328 parking spaces associated with the building and no parking problems have been experienced. Mr. Koenig stated that, according to Mr. Mike Petit de Mange, Kent County Administrator, the County has approximately 250 employees, but only approximately 150-200 people work out of their administrative building and the remaining employees work at other sites.

In reference to Item #2, Mr. Koenig reviewed a letter from Mr. Gerald T. Doherty, Operations Manager, EDiS, dated December 16, 2011, RE: Reed Building Renovations (*Attachment #3*). He stated that when EDiS was under contract with the City regarding the construction of Dover Public Library, they were asked to look at mechanical systems, a new roof, and other issues associated with 5 E. Reed Street. The total estimated project cost, including contractors, construction management, and bonding, was approximately \$1.646M at that time.

In regard to Item #3, accurate figures for square footage needs requested by Mr. McDaniel, Mr. Koenig referred members to The City of Dover Facility Space Plan 2006-2016 (*Attachment #4*), an internal study that was performed in 2006. Mr. Koenig stated that this study had some valid information; however, space needs would still need to be determined since there had been changes

since the time of the study, including the creation of the new Dover Public Library. Mr. Koenig stated that he still considered this to be an open item.

Referring to Item #4, Mr. Koenig stated that the former Dover Public Library has a square footage of approximately 17,980 S.F., including the original library and an addition, and is located on a 1.004 acre lot. He stated he did not have the exact square footage for Weyandt Hall and estimated that it is approximately 10,000 - 12,000 S.F.

In regard to Item #5, a list of agencies located on the second and third floors of Weyandt Hall, Mr. Koenig stated that the Department of Natural Resources and Environmental Control (DNREC) Delaware Coastal Programs Division is located on the second floor, and DNREC's Nonpoint Source Pollution Program is located on the third floor. He stated that both operations are on month-to-month leases.

In reference to Item #6 regarding the parking lot on the "other side" of the former Library, Mr. Koenig stated that there are roughly 27 spaces in that lot. This parking area is on a separate parcel of land and there is an agreement that specifies how the spaces are utilized.

Referring to Item #7 - lease renewal options for 55 Loockerman Plaza, Dover Post Office, Mr. Koenig stated that he had found an old lease document consisting of approximately 150 pages but had not read through it. Additional information was put together by Mr. Anthony DePrima, former City Manager, and Mr. Koenig was working on obtaining this information. It was Mr. Koenig's impression that the lease would expire in 2028.

Regarding Item #8 relating to the availability of land at Schutte Park, Mr. Koenig stated that he considered this to be an open item, stating his belief that there were deed restrictions associated with the Schutte Park land transfer. He advised members that old drawings of the park show an area reserved for the Van Sant combustion turbine, which had now been constructed. An area had been carved to the west of the Little League Park where a couple of Public Works buildings and a leaf storage facility were located. Mr. Koenig estimated that approximately five (5) acres were used for non-recreational purposes but stated he had yet to confirm how this coincides with the deed. He explained that there were sketches made years ago that showed a "stacked" approach to additional combustion turbines, and currently there is a 40 MW turbine and two (2) or three (3) sister turbines running to the south of that. He was unsure how that played in to the property deed. Mr. Koenig advised members that the J. W. Pitts Recreation Center was built after Schutte Park was deeded to the City, and drawings were made for potential expansion of the Center. Stover Builders donated approximately 15 acres as part of the Nottingham Meadows subdivision, which afforded for the relocation of Wyoming Mill Road, and almost 13 acres were added to the Park. Mr. Koenig stated that there was a caveat associated with Stover's donation that it would be parkland and part of Schutte Park. He noted that the City had considered a partnership with the Boys and Girls Club to locate a facility there, which was consistent with the recreational needs of the City, but this plan was abandoned because the Boys and Girls Club found an alternate location better suited to their needs. He indicated that he would have to obtain the actual language related to Schutte Park for members.

In reference to Item # 9, related to the square footage of the old Dover Public Library, Mr. Koenig stated that the library itself is approximately 17,980 S.F. and the lot is 1.004 acres.

Mr. Koenig reviewed the assessed values of City properties for 2012 and 2015, noting that a City-wide revaluation of property had recently been conducted and values were provided as if these were private properties. He did not feel there was a need to have commercial assessments done on these properties and believed that the recent valuation could be used for this purpose.

Members were provided a presentation, entitled "City of Dover Facility Discussion - January 2013" (*Attachment #5*). Mr. Koenig stated that this information was presented during a City Council Financial Workshop on January 7, 2013 when there was discussion about the potential replacement of City Hall, noting that the numbers included were very rough. He stated that City Hall and Council Chambers are not American Disabilities Act (ADA) compliant and there is no fire sprinkler system in City Hall, which was required since the construction of the new library. In addition, Weyandt Hall needs a new roof and new HVAC systems. Mr. Koenig explained that the office space in the Finance Department and the "fit-outs" of the offices are good; however, there are leaking tiles in the ceilings and a confirmed roofing problem. Portions of the building need interior renovation. In regard to the former library, systems are working but are old and no major system changes for HVAC had been done on that facility. He advised members that City Hall, 5 E. Reed Street, and the former library have very old HVAC systems that are not efficient by current standards, and energy and lighting upgrades would be needed for each of the buildings if they were retained.

Mr. McDaniel asked if Delaware Coastal Programs occupied the entire second floor of Weyandt Hall. Responding, Mrs. Donna Mitchell, Controller/Treasurer indicated that the State's Financial Systems Office occupies a portion of this floor. Mr. Koenig stated that the City of Dover occupies approximately half of the third floor, along with DNREC's Nonpoint Source Pollution Program.

In response to Mr. McDaniel regarding the sound level of Van Sant turbine, Mr. Koenig indicated that this facility is called to operate intermittently when needed. Because it is a jet engine facility, it does make significant noise; however, it has sound attenuation.

Responding to Mrs. Williams regarding the life span of the turbine, Mr. Koenig estimated that it was 20 years old and, if well maintained, would last a minimum of 30 years, noting that the City's turbines at the electric plant are 50 years old. Mr. Koenig indicated that the turbine's capacity had been upgraded from 40MW to 46 MW and it was staff's expectation that the Van Sant turbine would last at least 20 more years.

In response to Mr. Hutchison regarding security at City Hall and Weyandt Hall, Mr. Koenig stated security concerns at these locations would be a major cost.

Noting that the City had month-to-month lease agreements with the State agencies located on the second and third floors of Weyandt Hall, Mr. Hutchison inquired if there had been discussion regarding obtaining longer term agreements. Mr. Koenig stated his belief that DNREC would be open to a longer term agreement, but this had not been discussed. He noted that DNREC was also

interested in having all of their staff in one (1) place; however, the current location was equal to or better than other options from a location and cost standpoint for them.

Mrs. Mitchell stated that she had spoken recently with Mr. Dennis Groom, Director, State of Delaware Division of Facilities Management, about the State's leases as she was working on renewals. It was decided to continue the current arrangement since the City was reviewing its space needs. She stated that Mr. Groom was interested in the former library because the State was looking for more space and wanted to keep DNREC together; however, the State wanted the City to give them this building. Mrs. Mitchell advised Mr. Groom that she was unsure what the City planned to do and the City may have an opportunity to use the building.

Mrs. Williams questioned if a new building built on the footprint of the old library could handle both the City's and DNREC's rental needs. Responding, Mr. Koenig stated he did not know the answer at this time. He stated there was the potential to build multiple stories, but parking would be a constraint.

Mrs. Williams noted that if the current City Hall were leveled, parking may not be an issue. Mr. Koenig responded that parking had traditionally been at ground level and ground-level parking may not be adequate; however, elevated parking might be an option.

Mrs. Williams said that she found it remarkable that DNREC wants the City to give them a \$1.4M building, yet the State gives the City only \$300,000 per year in Payment in Lieu of Taxes (PILOT) and has more buildings concentrated on Dover City property than any other place in the State.

Mr. Koenig stated that Mr. Groom had previously mentioned that if the City hired a contractor to upgrade the former library and fit out the space the way the State wanted, the State had no objections to paying the market rate for rent. However, the City would have to spend funds for design and construction, and Mr. Koenig did not want to divert City resources and manpower to building offices for the State to rent back from the City because the City has other needs. He noted that the location is attractive to the State and to the City; however, parking can be very tight.

Mrs. Mitchell stated that customers frequently come in and out of Weyandt Hall due to the location of the Customer Services office, and visitation is especially heavy at certain times of the month. She indicated that the change in the library's location relieved this situation.

Mr. Koenig concurred, noting that cars can back up during lunchtime hours and this is driven by the Customer Service Department. He advised members that staff was trying to find ways to reduce the need for visits through electronic billing and payment; however, there is a large customer base that likes to visit and pay bills across the counter.

Mr. Hutchison questioned whether the State would be willing to engage in a long-term lease agreement if the old library were upgraded to meet their needs, and Mr. Koenig confirmed that they would. He indicated that the State is committed to a downtown location; however, they are looking for quality office space without leaking roofs and with systems that work. Originally, the State had

discussed moving the DNREC executive offices into the former library; however, if DNREC owned the building, they would want to bring it up to Leadership in Energy and Environmental (LEED) gold or platinum standards, which would basically triple the cost of purchase. If DNREC were to occupy the property as a tenant rather than an owner, OMB would act as a third-party agent with the ability to negotiate the lease and would not be as concerned with whether it is a LEED gold or platinum space.

Mrs. Williams noted that there would be no tax revenue, impact fees, or transfer fees.

In response to Mr. Mitten regarding whether the leaking roof was a recurring problem, Mr. Koenig stated that it was.

Mr. Clendaniel explained that the HVAC systems are in the center of the roof. He stated that the water and snow concentrate in the middle, where there is a drain, and the roof has not been replaced since the City has owned the building. Its roof has been patched several times and its problems are beyond being solved by patching.

Mrs. Mitchell noted ceiling problems almost a month ago where water leaked into the light fixtures and discolored water ran down the walls. This was repaired; however, the problem is worse now than it was a month ago.

Mr. Clendaniel stated that the units on the roof vibrate and, because the roof is a tar mixture instead of a built-up, hot-mix roof, the constant vibration causes problems.

In response to Mr. Mitten regarding whether the City had looked into fixing this problem, Mr. Koenig stated that the roof would have to be ripped out and redone. It could continue to be patched, but at some point they would be patching patches, which would not work.

Mr. Clendaniel stated that the City's Finance Office is located at a spot where the roof slopes down into the chimneys and the flashing gives way. Mrs. Mitchell reiterated that the situation is bad and water runs down the walls, leaving brown streaks.

Mr. Clendaniel advised members that records from 2011 indicate that 5 E. Reed Street has 18,000 S.F. of office space, including the basement.

In response to Mrs. Williams regarding the status of Weyandt Hall's basement, Mr. Clendaniel stated that there are offices in the basement and a dehumidifier was placed in that area.

Mr. Koenig stated that the offices most affected by the roof were the third floor offices. There was no degradation of quality in the basement from the leaking roof, noting that the City servers are located in the basement.

Mr. Koenig stated that a second budget ordinance amendment was scheduled for final reading at the Council meeting scheduled for March 9, 2015 and that he and Mrs. Mitchell had recommended that

\$60,000 be allocated in the capital project reserve for this committee. He explained that architectural services would be needed to determine the possibilities if the City was interested in using 5 E. Reed Street in combination with the former Dover public library or in modifying City Hall. Mr. Koenig stated that several years ago a Request for Proposals (RFP) was issued for an architect in relation to the construction of the Dover Public Library, and this RFP could be revised for the President's Counsel's purpose. He requested members to look through the material to see if they wanted the RFP revised for the Counsel's purposes.

Mrs. Williams stated that there was no opposition to the allotment of funds to the President's Counsel at the City Council meeting held on February 9, 2015.

Mr. Clendaniel asked if the specific space needs were known in terms of the square footage for each office. Responding, Mr. Koenig stated that a Needs Assessment was conducted in 2006, but there had been changes since that time and internal needs had not been determined. Mr. Koenig stated that in 2011 he had estimated the need for an approximately 40,000 S.F. building; however, this had not been confirmed.

Mr. Perza said that at the end of the process a decision would be made on how best to use the resources that the City has. Noting the mechanical deficiencies and roof problems at Weyandt Hall and City Hall, he indicated that it would be necessary to determine the cost of bringing those facilities to the top of the line gold standard; however, noted that renovating utilities would not solve the use problems in terms of space needs. Mr. Perza stated his belief that the Kent County Administration building was built to accommodate space needs that would develop through the years through 2050 and that the City should build to accommodate long-range growth since this would be an expensive project.

Mr. Perza questioned whether it would be within the scope of the President's Counsel to look at future space needs, as well as mechanical concerns, before spending money on redesigning

Responding, Mr. Koenig stated that City Hall had been remodeled many times over the last 25 years but the walls were never expanded. He stated that the City needs additional space right now and would need more in the future, noting that operational savings would be realized over the long term by having staff in the same facility. He suggested the possibility of a center atrium where cash could be taken and security could be located, noting that there would be a high cost. He stated the existing buildings could be renovated, but this would also be expensive because it would involve fire and mechanical systems, and the City would then have an old building without enough space.

Mrs. Williams stated that the City Hall facility had not been expanded because it could not be done. She expressed the need to go somewhere else, noting that whether or not Weyandt Hall and the old library are torn down, the City owns a huge plot of land and would not have to pay for the property.

Mr. Koenig concurred that the City owns a prime locations in a place where City operations and offices are desirable, whether at 15 Loockerman Plaza or 5 E. Reed Street. If the City could make them fit over the long term, this would be better than selling the property and moving City Hall three

(3) or four (4) miles away to the west. Noting that the cost of a new City Hall would be \$11M - \$15M, he felt that additional space for the future should be included so that everyone could be told that this amount of money was spent for a 50-year plan.

Mrs. Williams stated that the new Dover Public Library, Kent County Administration Building, and Dover High School were recently built with enormous amounts of unusable space. She asked if architects could be directed to be space efficient. Responding, Mr. Koenig stated that, as the owner, the City must give clear direction to the architect and stated his hope that it would be possible to visit a building similar to what is desired. He advised members that conscious decisions were made to make the Dover High School and Kent County buildings look the way they do, and the Kent County building is a 50-year building.

Mr. Perza stated that he would like to construct a building to last at least until 2050 or 2075, so as not to saddle the next generation with the same headaches that the City has now.

Mr. Hutchison stated that when the City Police Department was built in 1968, there were 25 staff members in the building, giving the impression that there was wasted space; however, 30 years later the building was expanded and today there are 100 officers working there. He agreed on the need to base the building on the next 30 years. Mr. Hutchison supported the idea of having everyone under one (1) roof. He stated that the City had one (1) opportunity to do this correctly and must be careful where money is spent, noting the responsibility to every employee and citizen to make sure that it is done correctly. He expressed excitement about the opportunity to look at all the options. Mr. Hutchison indicated that he could not begin to imagine what it would take to upgrade City Hall to current standards or to standards 30 years in the future.

Mr. Koenig stated originally he felt it would be a good idea to tear down the existing City Hall and rebuild at its current location; however, due to space constraints, the current thinking was to focus on 5 E. Reed Street and the former library property to consider reconfiguration or rebuilding in that location. He stated that architects would need specific direction, because an open-ended discussion would be expensive. Mr. Koenig felt that the question to ask an architect, if engaged, is whether the existing properties owned by the City in some configuration could meet the City's needs through the 50-year planning horizon. If the answer were no, Mr. Koenig stated that a different direction would have to be taken. He advised members that part of the reason the former library was not sold is that the original prospect did not move forward quickly, and because Mrs. Mitchell had expressed concern that the State wanted the building as well as the front row of parking, which would restrict the parking at 5 E. Reed Street.

Mr. Perza stated his desire not to spend six (6) months on that question and \$100,000 on design for a building that would probably be determined to be too small, noting that moving walls would not expand the space. Without paying for a complete redesign, he asked how quickly a space evaluation could be made to determine whether or not City Hall is functional through 2050. Responding, Mr. Koenig stated that he could tell members now that City Hall is not functional for 2050. Mr. Perza questioned if there was a need to spend \$10,000 for an architect to go through this process

and provide an opinion, or if members should conclude this and move on to determine options to carry the City through 2050.

Mrs. Williams stated that most buildings in downtown Dover do not exceed three (3) stories and asked if this was due to compression, noting that the area was constructed on the outskirts of a landfill. Responding, Mr. Koenig stated his belief that construction could go up to six (6) stories, provided geotechnical engineers approve the site. He stated that there are different types of construction issues for structures in excess of four (4) stories. Mr. Koenig stated that Bayhealth's Kent General Hospital was built with three (3) or four (4) stories and two (2) years later added two (2) more stories, but the building was designed for this possibility. He indicated that a City building could be designed with three (3) or four (4) stories with the intent to add more if there are future space needs. This would not be easy, but is possible from an engineering standpoint. Mr. Koenig stated that the Police Station has a third floor attic area that had not been fit out; therefore, two (2) additional steel stories could be added to a City building and not fitted out.

Mrs. Mitchell stated her opinion that if a six (6) story building were constructed, 5 E. Reed Street would be a better location than the City Hall property, and Mr. Koenig concurred.

Mrs. Williams felt that if City Hall were leveled, parking would not be a problem for those at 5 E. Reed Street. Responding, Mr. Koenig stated that this was true, assuming that people would not have the mindset that they need to park in front of where they are going, which is difficult to convey.

Mr. Perza stated that when he lived in Pittsburgh, there was a 10-15 story City Hall building that had no parking and those who visited parked in a downtown parking garage. He advised members that this is how it is done in cities; however, Dover had not been thought of as a city. Mr. Mitten stated the need to start converting minds to this as the norm.

Mrs. Williams advised members that the next step would be to review the materials they had been provided. Mr. Koenig stated that a draft Request for Proposals (RFP) could be issued to solicit architects to provide architectural services. Responding to Mr. Perza, he stated that there was no need to determine whether the plan would be to renovate or build new at this point. Mr. Koenig stated that the President's Counsel should decide which location would be better for the building. His initial reaction was that 5 E. Reed Street would be a better location for a long-term building due to two (2) factors: 1) the impact of the drive-through, and 2) parking. He felt that if the building were constructed at the current City Hall location, people would not want to park at the former library and walk to City Hall, but it may be possible to do this in reverse.

Mr. McDaniel stated that if a six (6) story building were constructed, perhaps the basement and the first two (2) floors could be used for parking, although this would be expensive. He indicated that when a Merrill Lynch office was opened as a storefront on Loockerman Street over 30 years ago, employees were hired and they obtained their own parking passes from City Hall, and he stated that this is the way that it is done in larger cities.

Mr. Koenig expressed his belief that the parking issue would work itself out after the storm is weathered and that people will find a place to park.

Mr. McDaniel concurred, noting that fees in Wilmington are \$200 per month versus \$30 per month in Dover. Mr. Koenig stated that a conscious decision would have to be made that the City would not specifically build parking, or would build the absolute minimum parking.

Mr. Perza indicated that the options would be to: 1) use the existing City Hall, 2) use the 5 E. Reed Street property, or 3) build a perfect version at another location in the City that may or not be owned by the City.

Mrs. Williams suggested that when these concepts are publicized, there might be someone who is willing to build for the City. The City would then rent from them and they would absorb the cost.

Mr. Koenig stated that he would work on soliciting letters of interest from architects.

Mr. Hutchison stated the need to look at a building that will accommodate the needs of both City Hall and Weyandt Hall. He stated that he would rather spend time and money at 5 E. Reed Street, instead of looking at the existing building due to the expense.

Mr. Koenig concurred that it would not be worthwhile to retrofit City Hall. Because of the way that Weyandt Hall is laid out, it may be economical to retrofit that building and potentially connect it to the former library. He was unsure how to fit a building at the City Hall location that meets the needs and does not dominate the area. Mr. Koenig believed that the focus should be at Weyandt Hall, because the building north of the former library had been for sale off and on, so there is potential for additional land there. He advised members that there is not potential at the City Hall location because it is so close to the new library, PNC Bank wants to keep their interest at its current location, and M & T Bank wants to keep their interest at the drive through next to City Hall. If something changes, this might be considered.

Mr. Hutchison asked if the State had an interest in renting Weyandt Hall along with the former library. Responding, Mr. Koenig stated that there was potential for this. He thought that the State would not move from the DNREC location, so they have an interest in property nearby. Mr. Hutchison felt that this should be kept in mind.

Mr. Perza stated his opinion that members knew what the answer would be on existing space usage; however, they would need to justify this to the public and must go through the process of gathering and presenting information so that everyone understands what is going on. He indicated that a possible answer would be to tear down the former library and construct a twin to Weyandt Hall, connecting the buildings with a public atrium where public services would be provided, with some parking provided at that location along with parking near the new Dover Public Library. He indicated that explaining the project would be a big part of the process and cautioned members that even if they think they know the answer, they have to make sure that they understand it enough to present it to the public.

Mrs. Williams requested Mr. Koenig to obtain a short list of buildings within a 50-100 mile radius that might be potential buildings to look at.

Discussion of Meeting Dates and Times

By unanimous consent, the next meeting was scheduled for Wednesday, March 11, 2015 at 9:00 a.m.

By unanimous consent, the meeting adjourned at 10:02 a.m.

Beverly C. Williams
Chairwoman

BCW/TM/js/dd

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Attachments

- Attachment #1 - Requests from the President's Council on Public/Private Partnerships (February 4, 2015)*
- Attachment #2 - Site Data for Kent County Levy Court*
- Attachment #3 - Correspondence from Gerald Doherty, Operations Manager, EDiS, RE: Reed Building Renovations, dated December 16, 2011*
- Attachment #4 - The City of Dover Facility Space Plan - 2006-2016*
- Attachment #5 - City of Dover Facility Discussion - January 2013*

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 2nd & 3rd floors of Weyandt Hall and their lease information (McDaniel)
 - **2nd Floor – Delaware Coastal Programs; 3rd 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:

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

Information as of February 25, 2015

SITE DATA

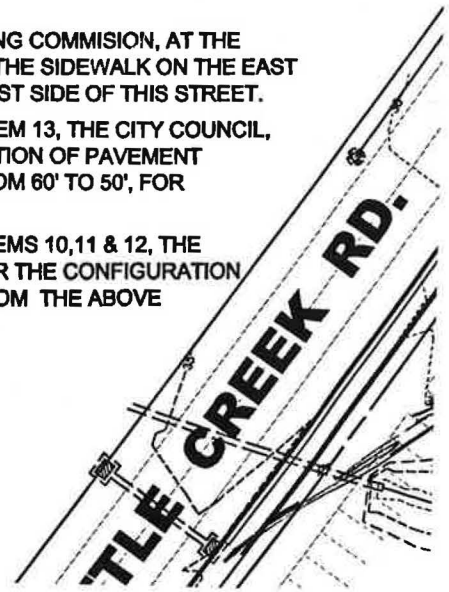
1. OWNER OF RECORD : KENT COUNTY LEVY COURT
414 FEDERAL STREET
DOVER , DELAWARE 19901
302-744-2305
ATTENTION : ROBERT McLEOD
2. ENGINEER / SURVEYOR : BECKER MORGAN GROUP, INC.
738 SOUTH GOVERNORS AVE.
DOVER , DELAWARE 19901
PHONE :302-734-7950, FAX : 302-734-7965
ATTENTION : GREGORY V. MOORE
3. PROPERTY 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

1. BOUNDARY DOVER, DE
2. TOPOGRAPH SURVEYS. I WALKER RO WORK WAS WAS FLOW 1' CONTOUR
3. SEE RIGHT LITTLE CRI FOR COMF 2003 - PB. I
4. SEE PLAN DATED API BOUNDAR 2003 - PB. I
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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
-------------------------------------	--------------------	-------------

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		\$1,646,907

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
MECHANICAL & ELECTRICAL UPGRADES				\$1,035,175
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	
ARCHITECTURAL UPGRADES				\$139,984
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	
TOTAL TRADE CONTRACTS				\$1,175,159

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 nd 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 2nd 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 2nd Floor

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

Phase II – Intermediate Needs

- Move I/T to 3rd floor of Weyandt Hall;
- Move Finance to 3rd 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 2nd Floor Expansion (Independent Project).

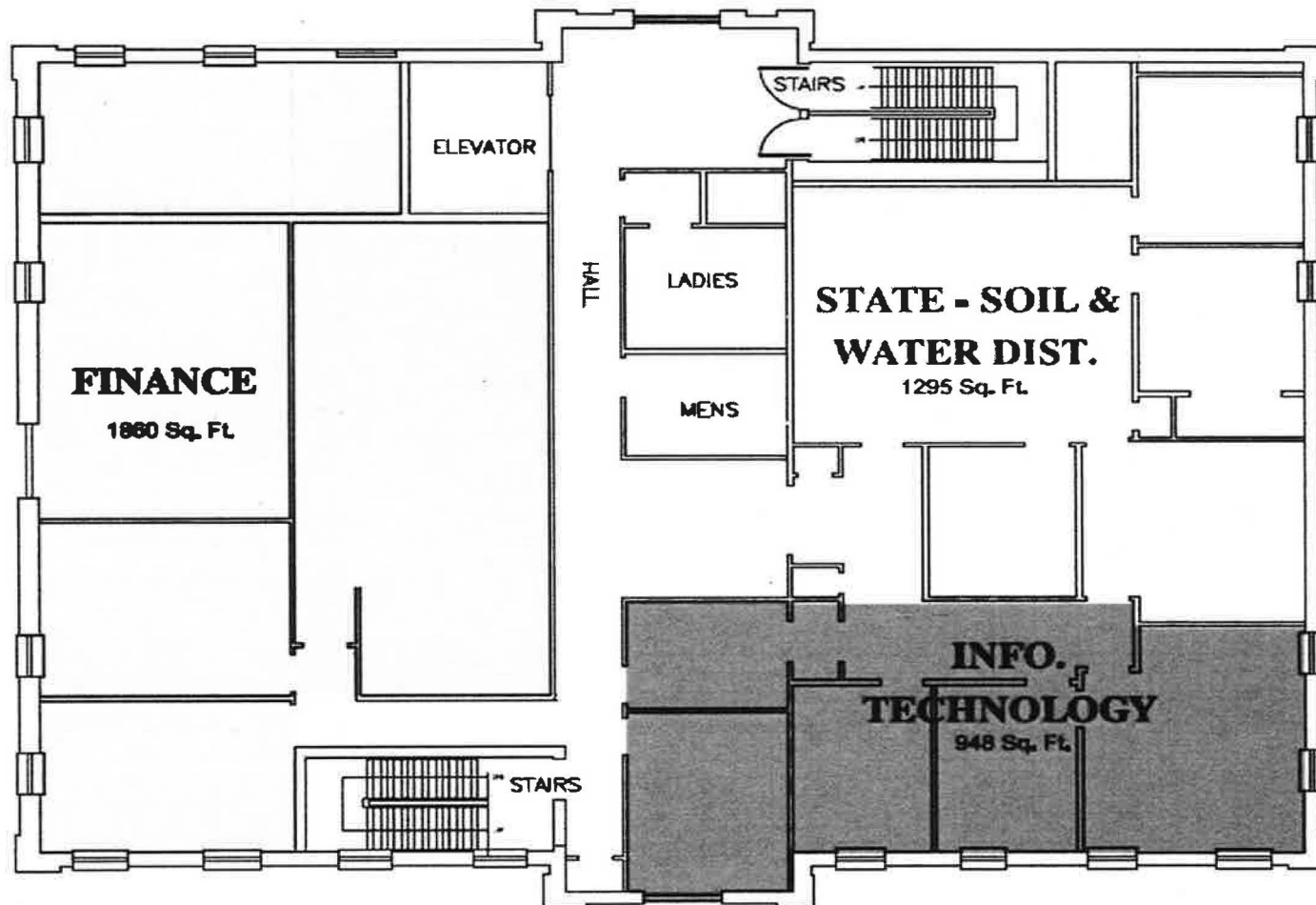
Move I/T to 3rd Floor of Weyandt Hall

- Move I/T staff only to 3rd 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.

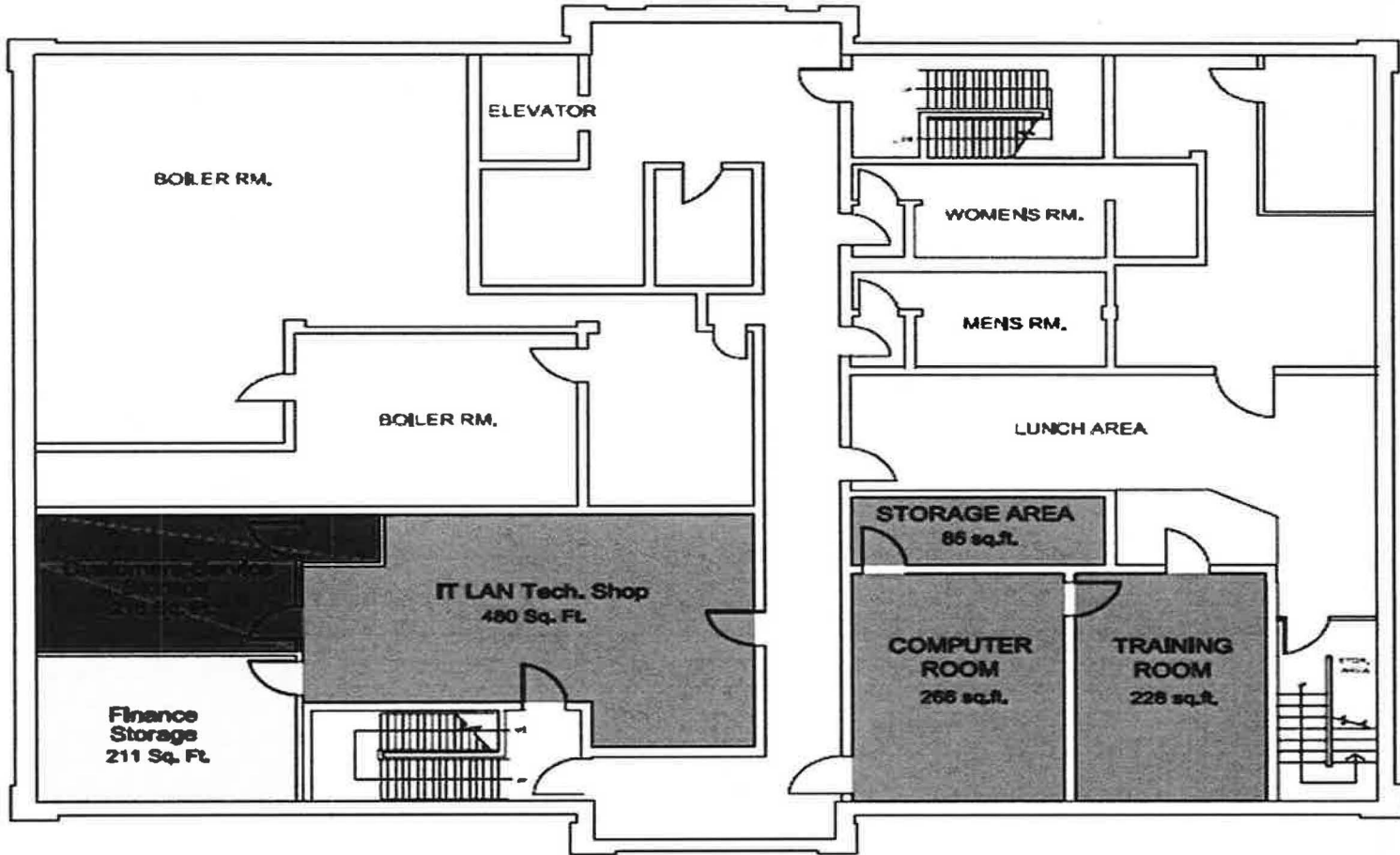
Move Finance to 3rd Floor of Weyandt Hall

- 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).

3rd 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.

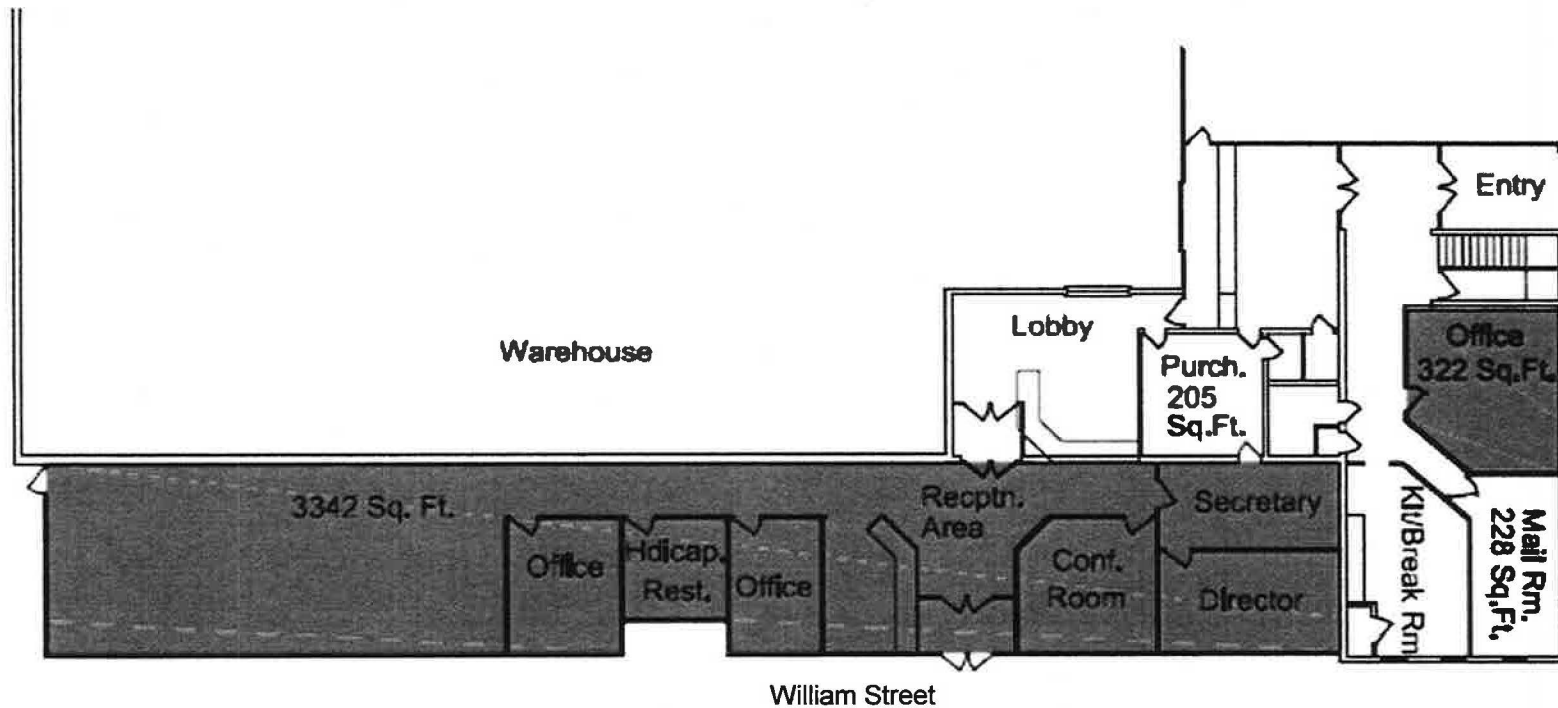
Large Meeting Room in City Hall

- 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

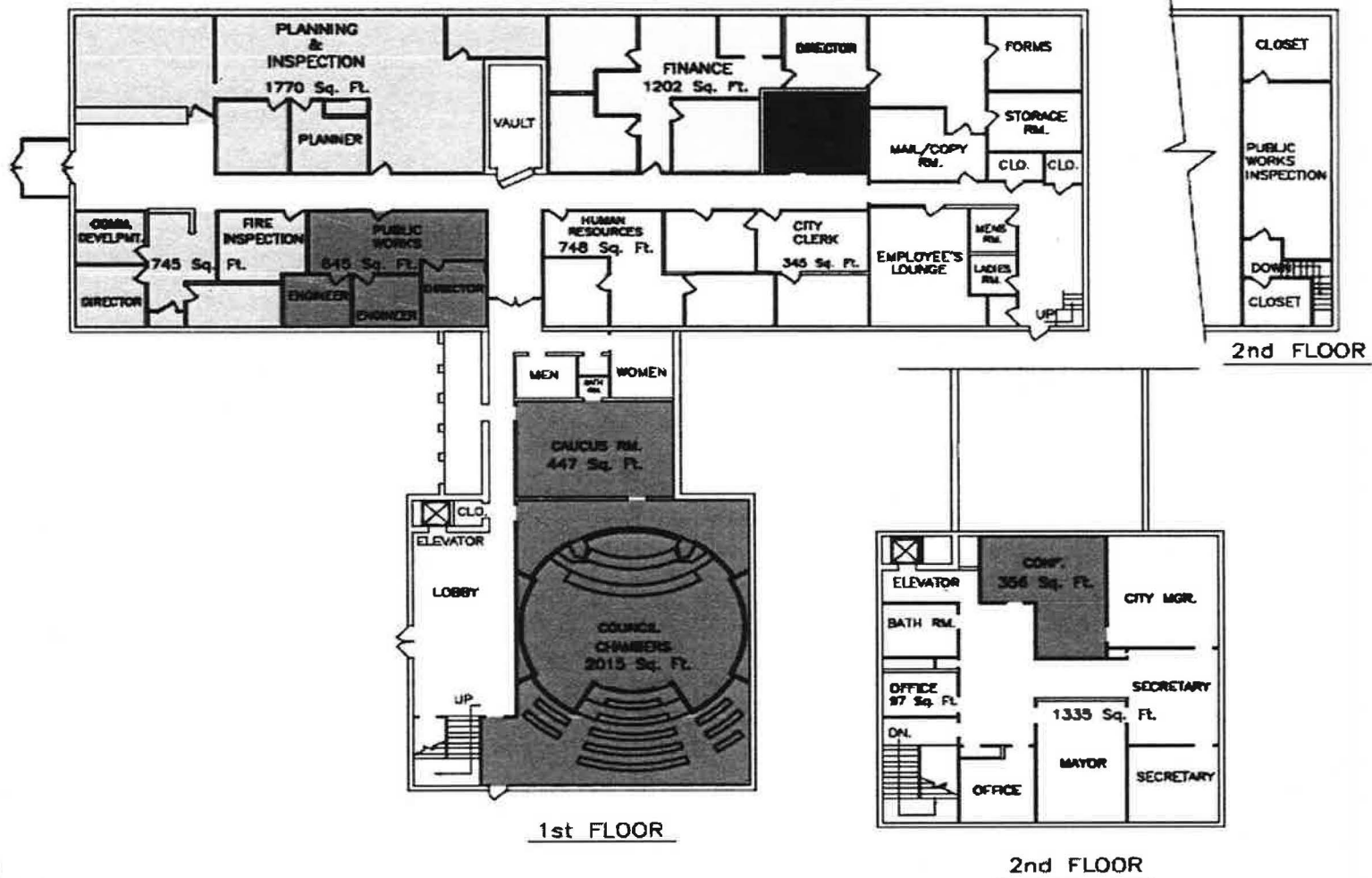


First Floor

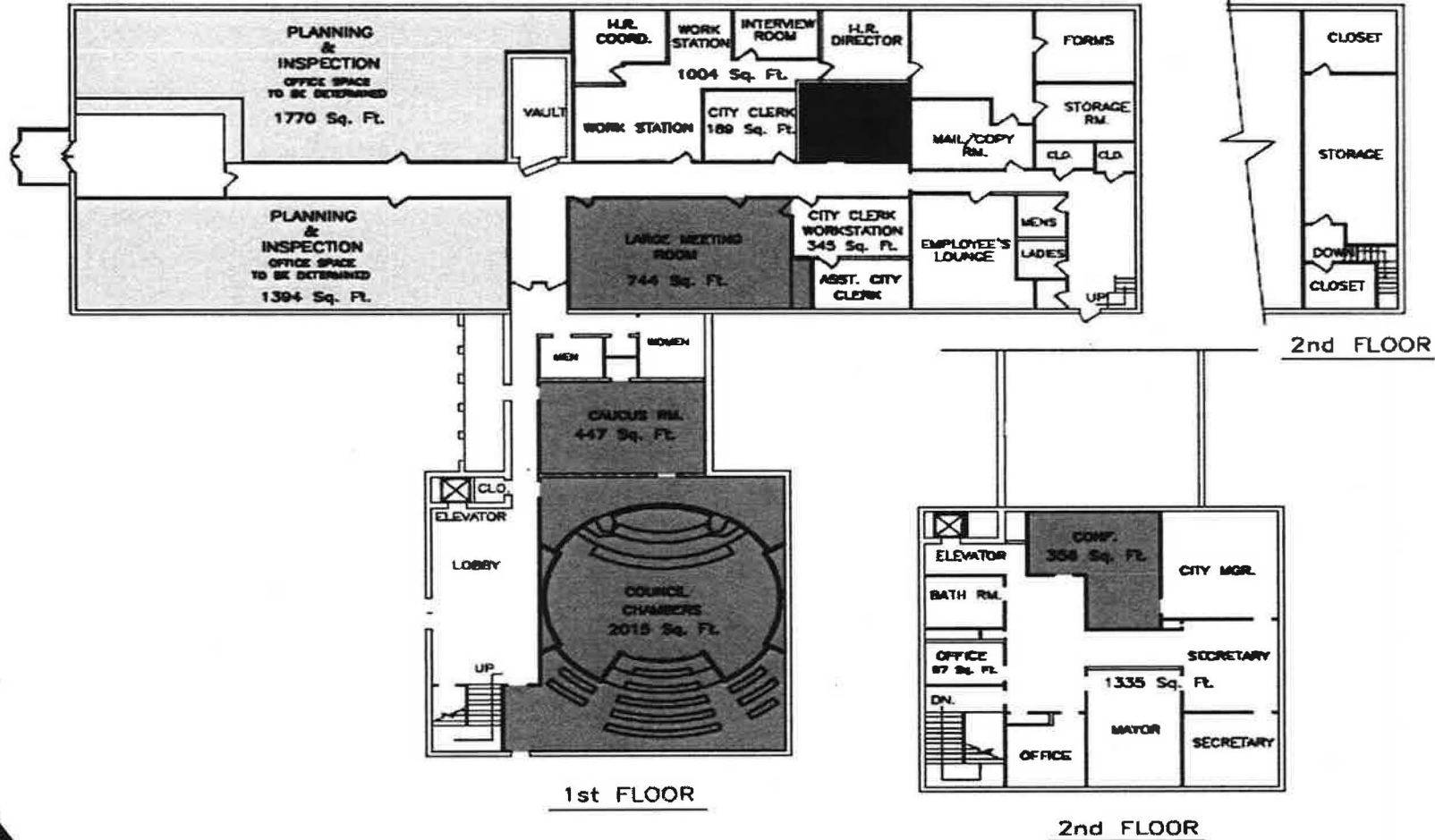
Expand and Renovate Inspections

- 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



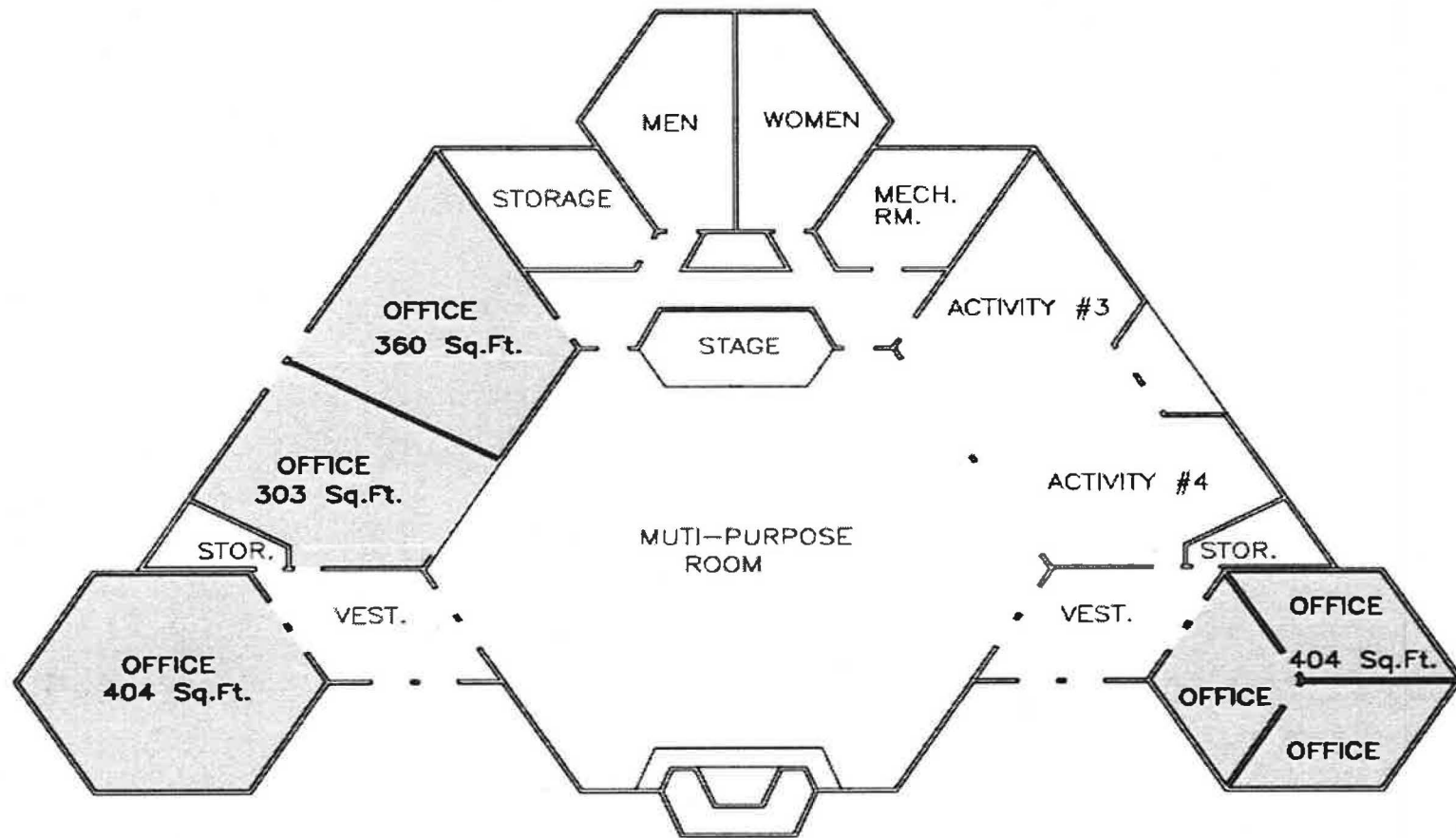
City Hall - Proposed Floor Plan



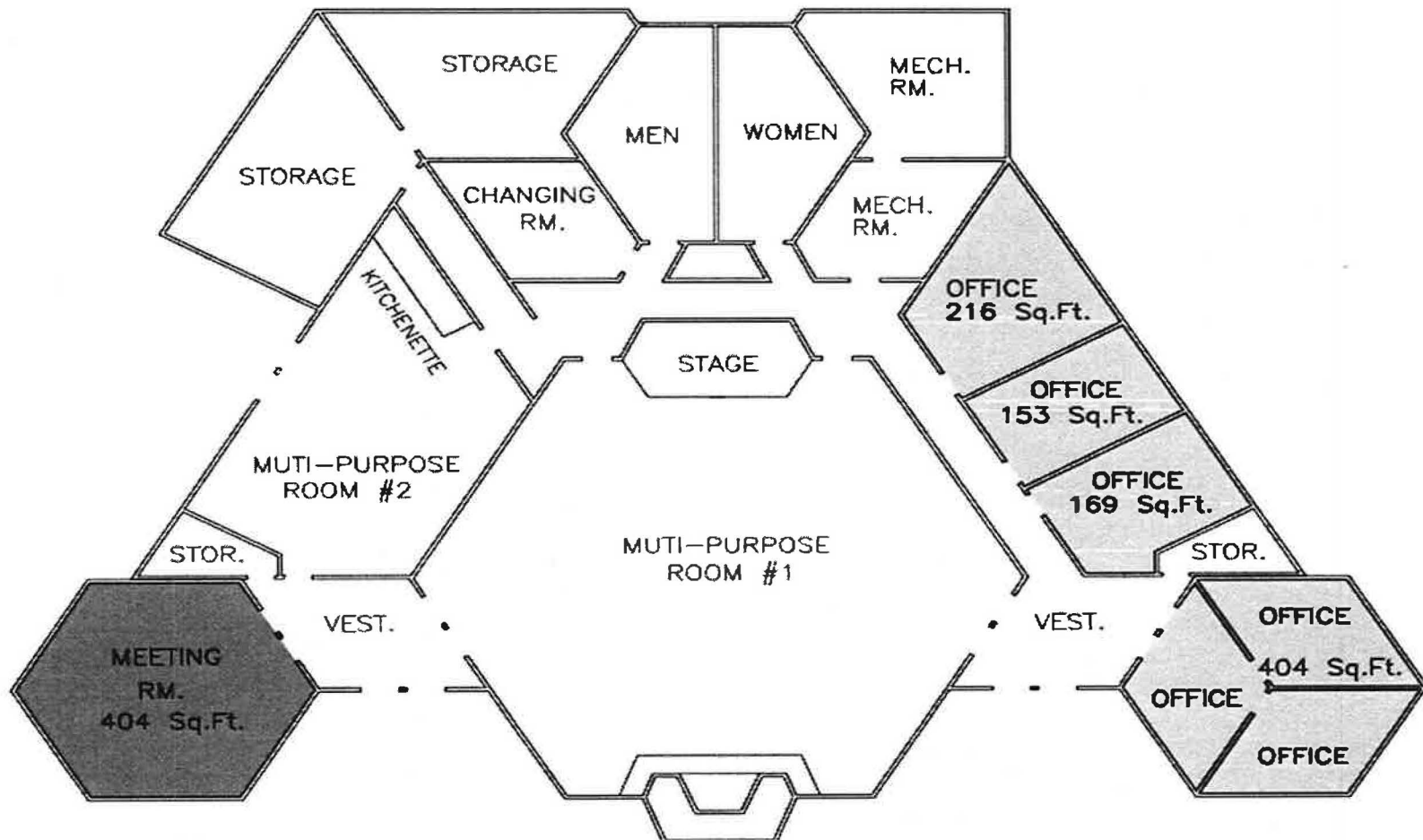
Renovate Recreation Offices (Independent Project)

- 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



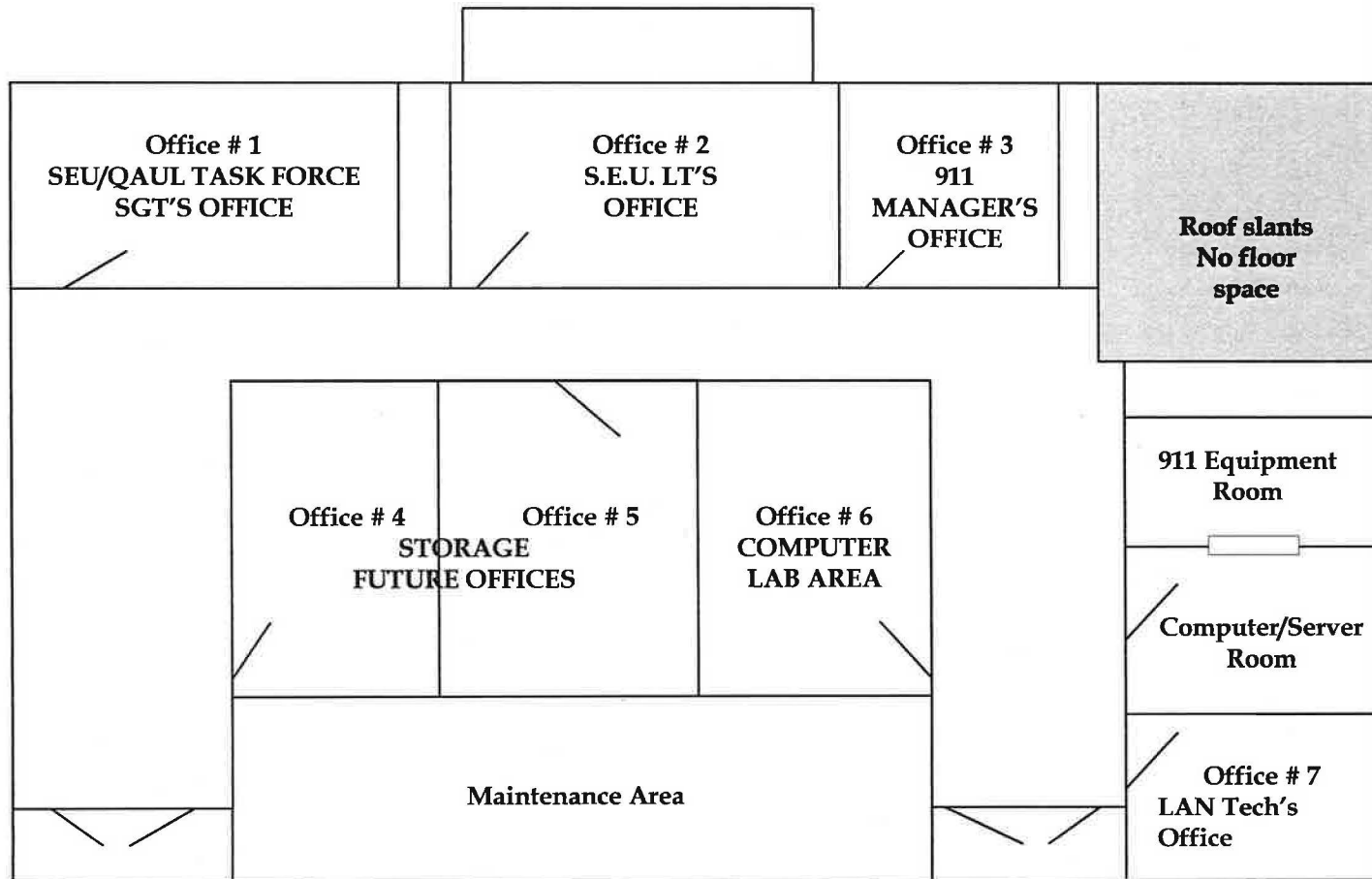
Proposed Recreation Building



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 2nd 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.

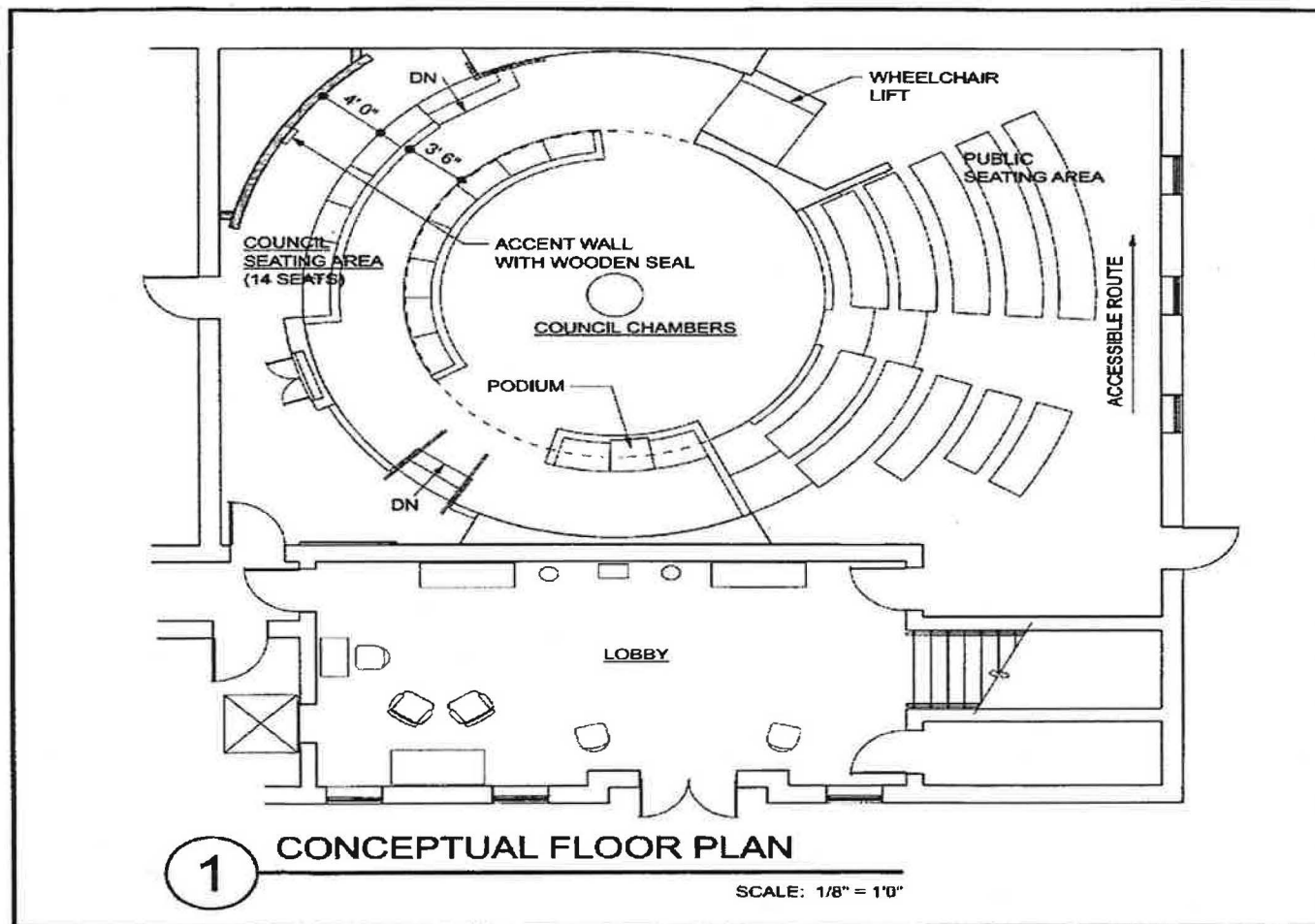
Existing PWII



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
Total Square Footage Created	-	40,794
➤ Replaces: City Hall Annex	-	10,400
Weyandt Hall	-	7,800
Current Square Footage	-	18,200

City Hall - Parking & Square Footage

City Hall - Parking and Sq.Ft. Ratios										
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				
City Hall - Existing										
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	
TOTAL(Existing)	12,200	3,400	0	16,561	78	52		88		Note C
City Hall - Proposed										
West Wing	10,000	10,000	4,300	24,300						Note B
East Wing	4,480	5,600	2,750	12,830						Note B
City Hall	2,600	2,600	NA	5,200						
Connectors	1,540	1,540	NA	3,080						Note B
TOTAL (Proposed)	18,620	19,740	7,050	45,410	227	151		246		Note A & (C)

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)
TOTAL	88

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
										-
Total	9,375,000	60,900	198,450	127,339	149,507	472,224	241,217	4,044,007	8,103,843	13,397,487

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
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2006 Space Needs Study Results - Continued

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Lack of Security

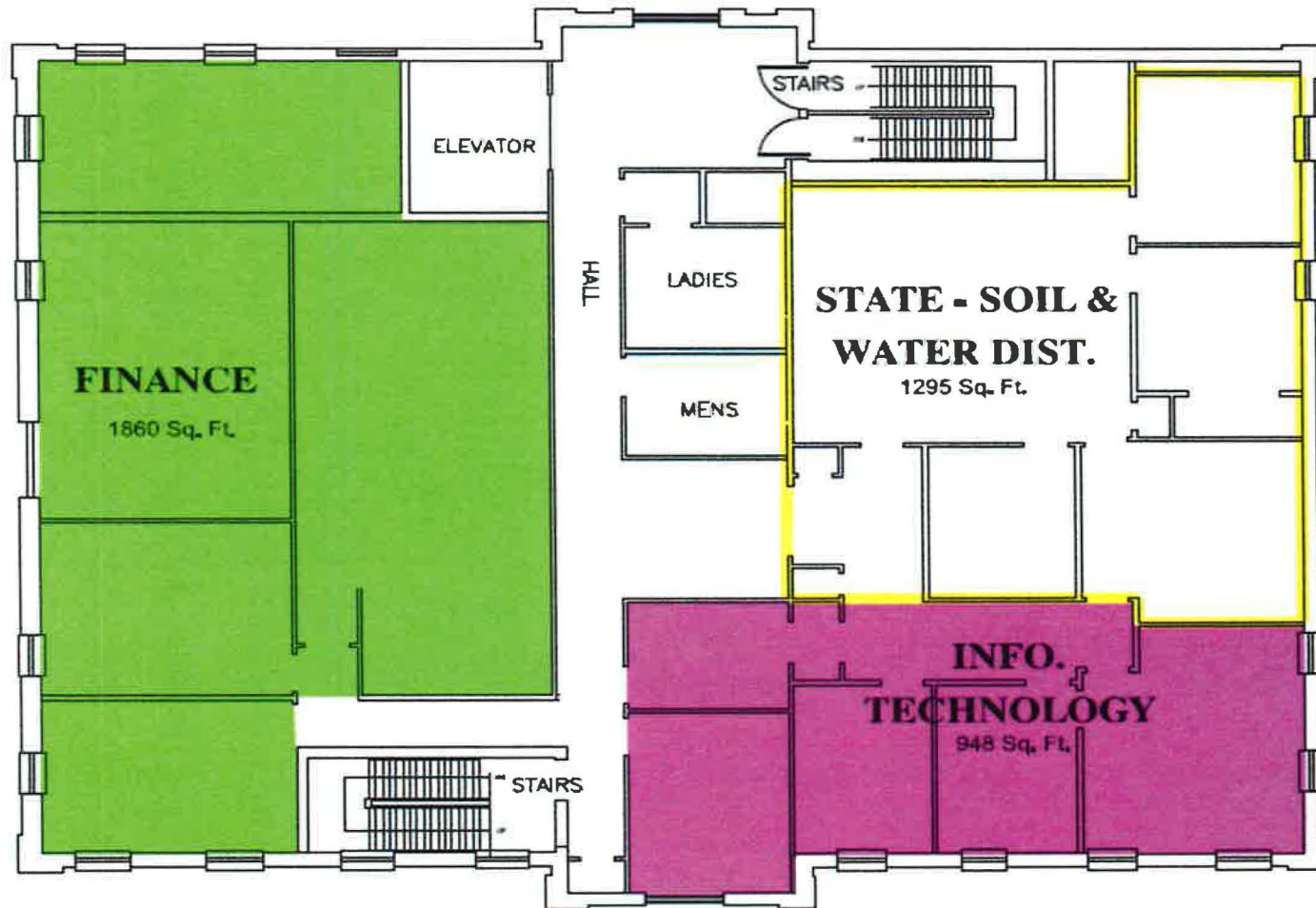
June 2005 Vulnerability Assessment City Hall & Weyandt Hall

- Blast Resistant Windows Needed
- Install Fire Suppression System
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- HEPA filters to Air Handling System
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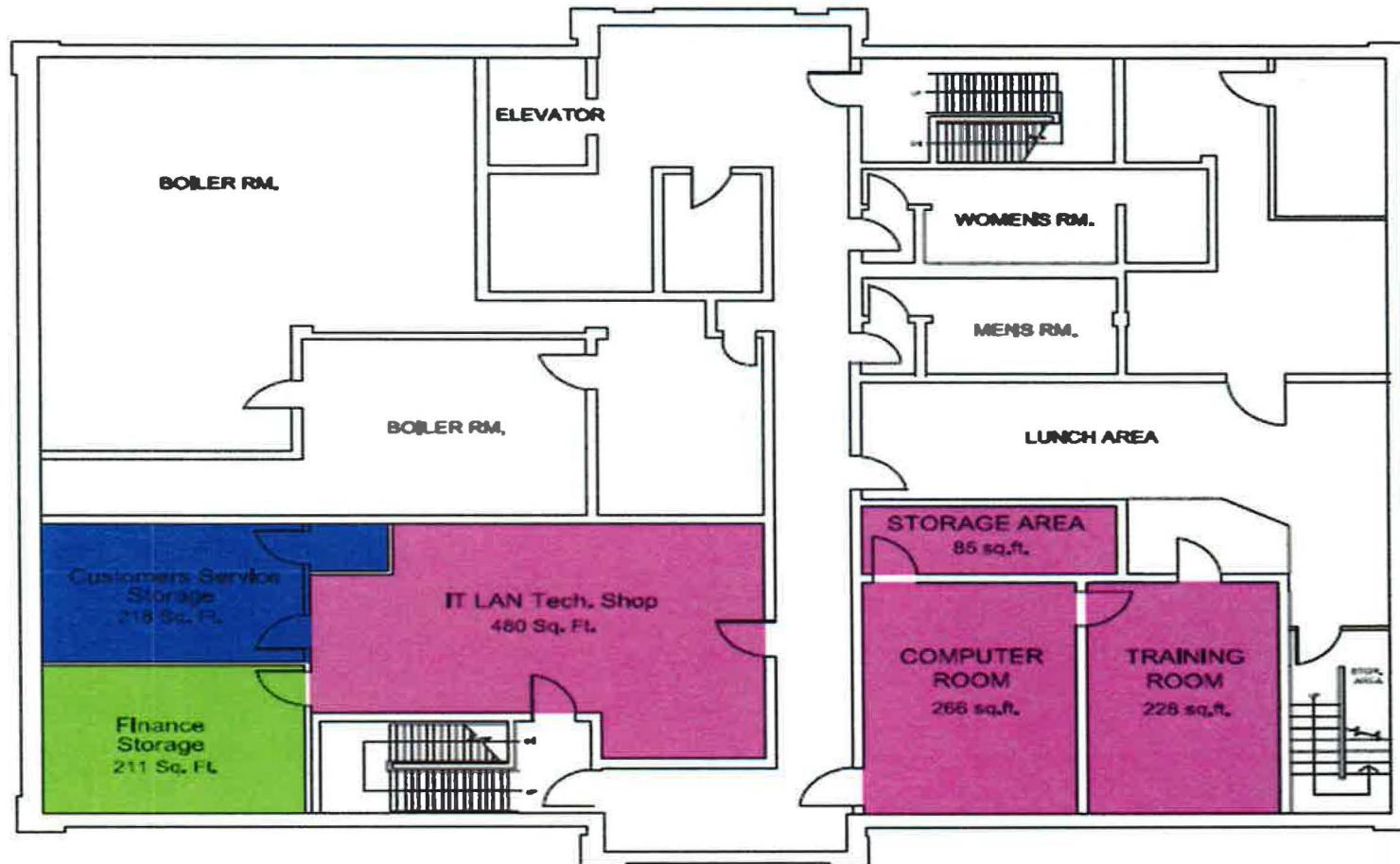
Weyandt Hall Square Footage

➤ 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.

3rd 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 nd Floor of Annex	-	1,200
➤ Connector	-	900
➤ Total Area	-	11,700 s.f.

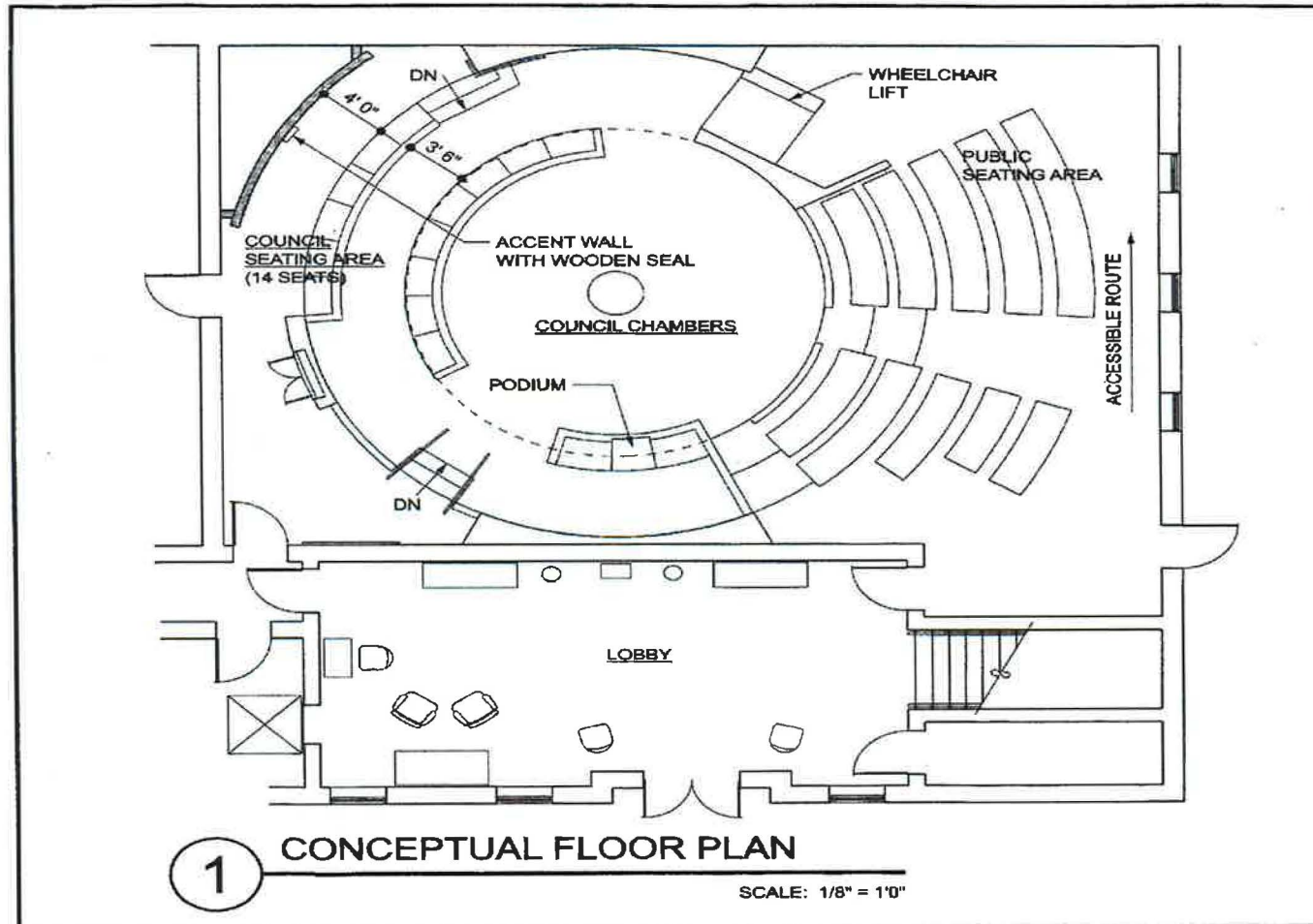
Existing City Hall

- 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.

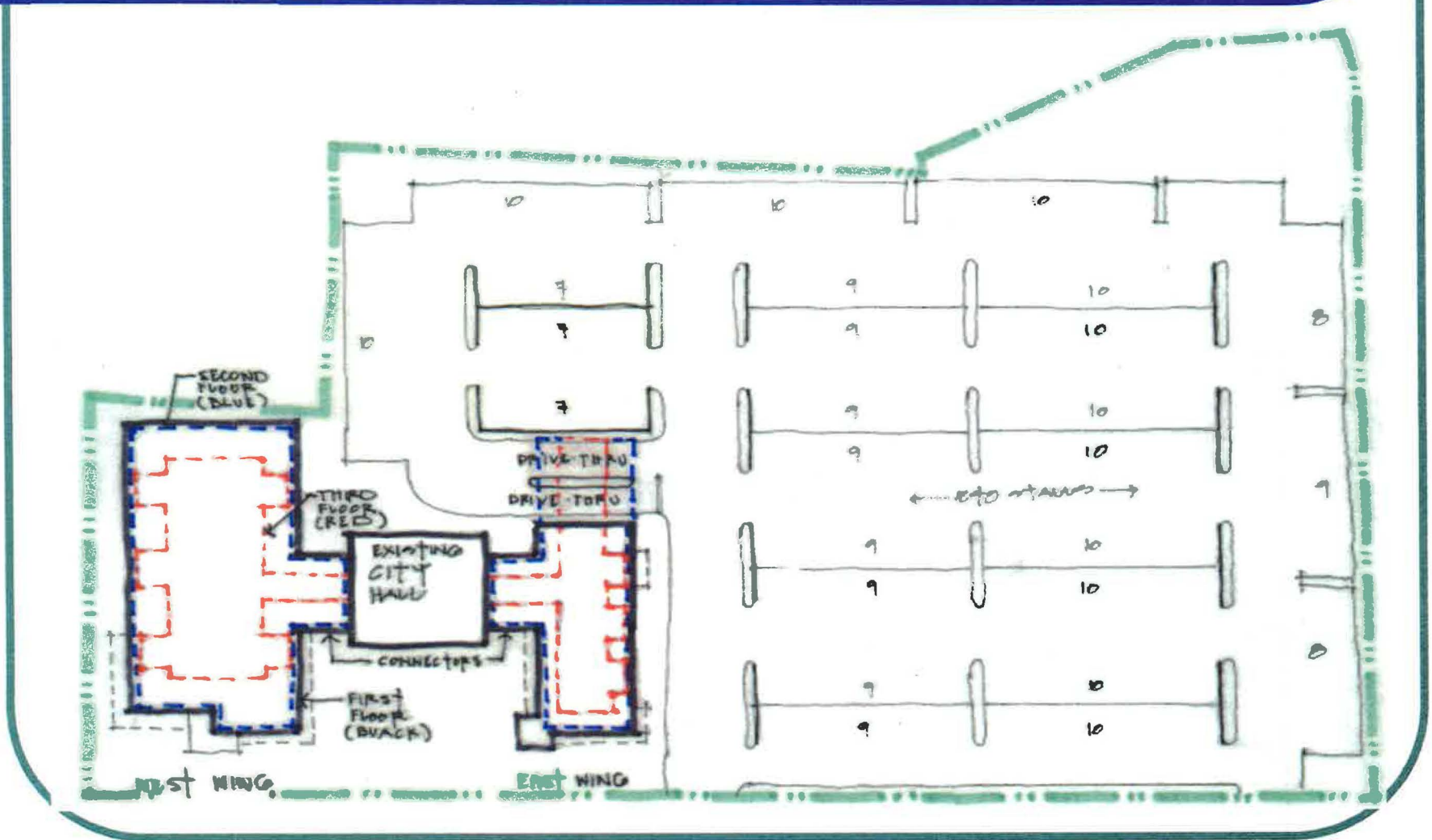
New Council Chambers



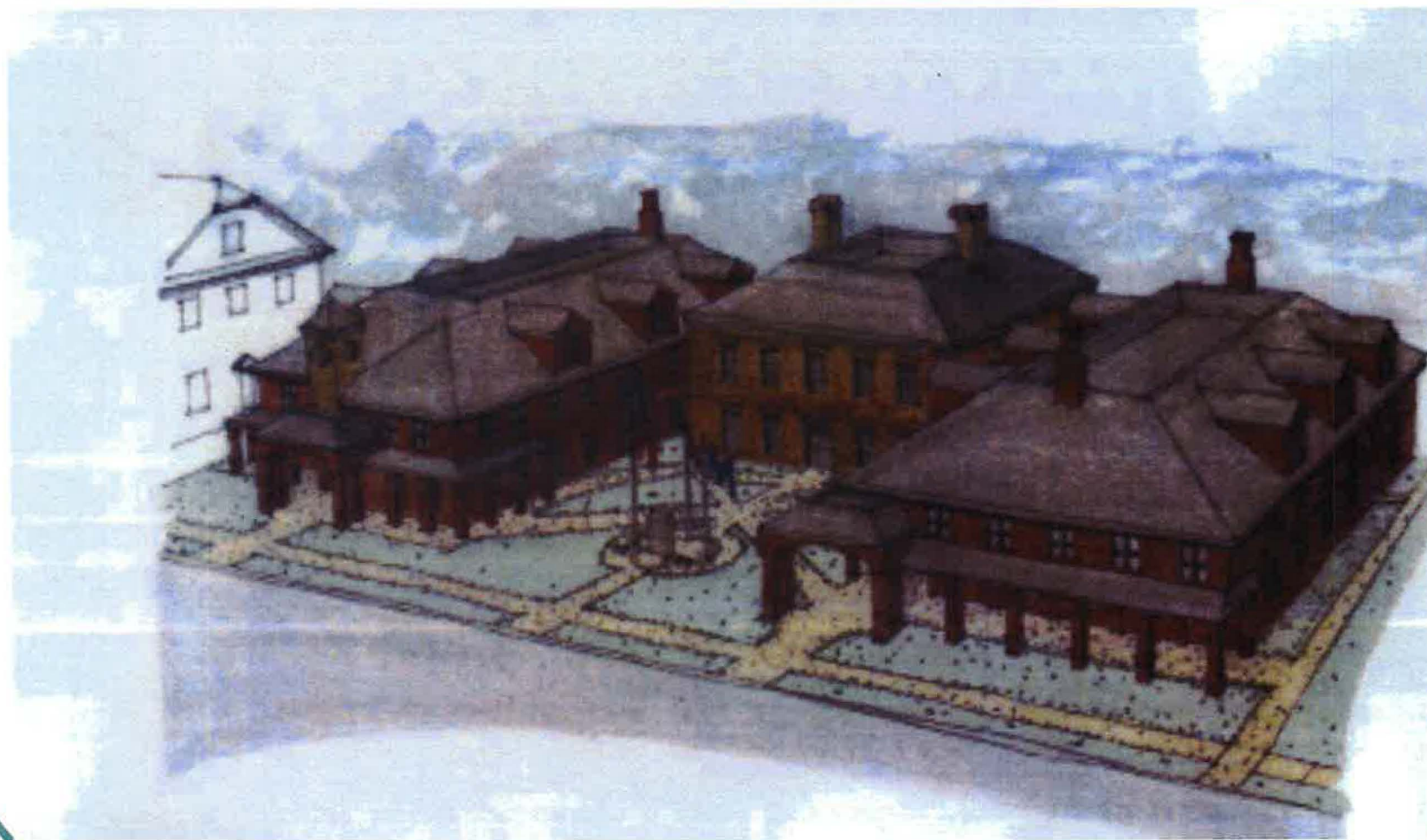
Total City Hall & Weyandt Hall Square Footage Needed

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

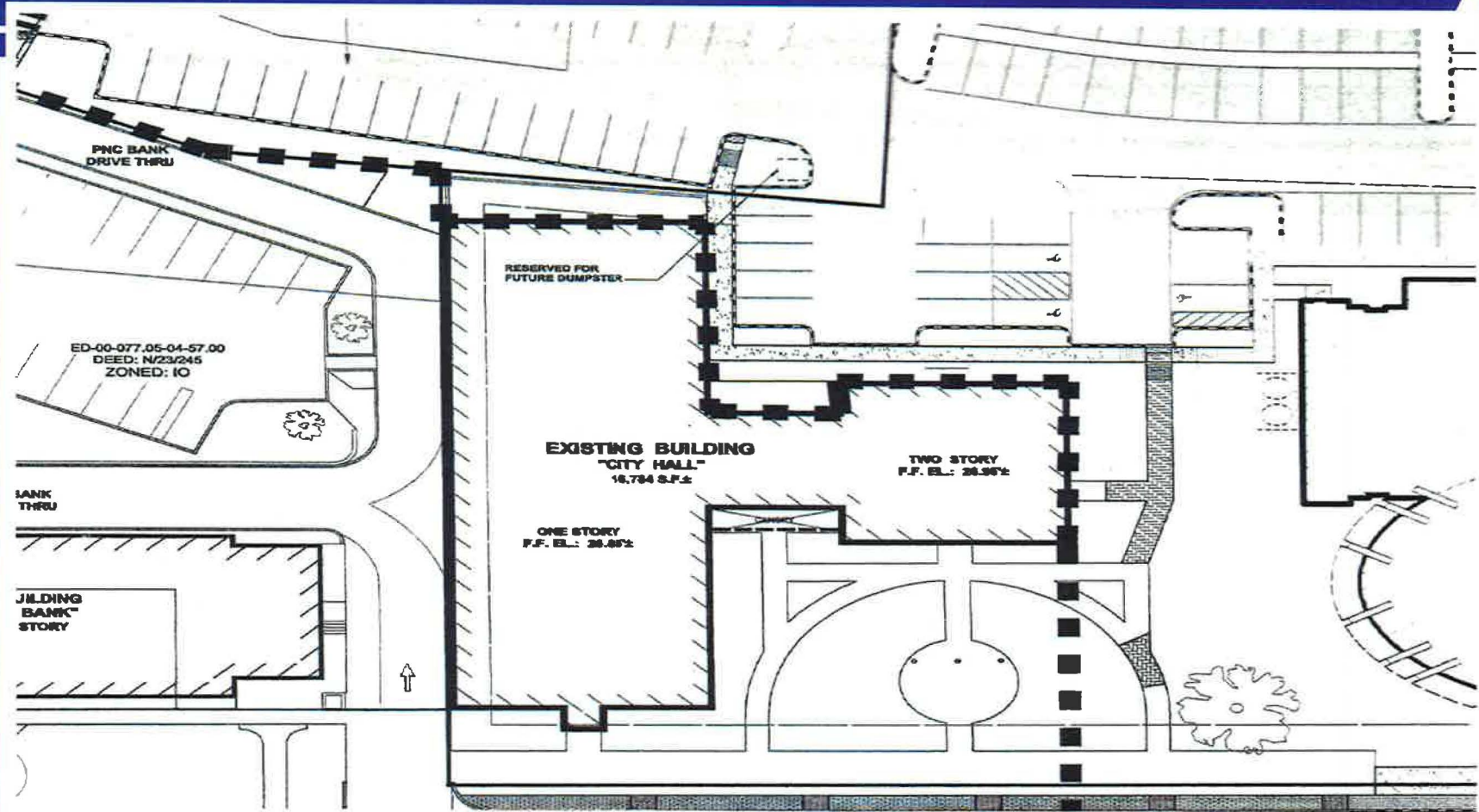
City Hall - Three Story Concept



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 ?