

City Hall Renovation & Expansion Task Force

Monday

March 7, 2011

Special Meeting

4:00 p.m.



City Hall Cowles Council Chambers
491 E. Pioneer Avenue
Homer, Alaska 99603



CITY HALL RENOVATION AND EXPANSION TASK FORCE
491 E. PIONEER AVENUE
HOMER, ALASKA

MARCH 07, 2011
MONDAY, 4:00 P.M.
COWLES COUNCIL CHAMBERS

**NOTICE OF MEETING
SPECIAL MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. Meeting Minutes for the Regular Meeting February 22, 2011
- 6. VISITORS**
 - A. Steiner's North Star Construction, Inc.
 - B. Bezek Durst Seiser Architect
- 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**
- 6. PUBLIC HEARING**
- 7. PENDING BUSINESS**
 - A. Talking Points
 - B. 10% Design Costs Estimates
 - C. 10% Conceptual Floor Plan Design
- 8. NEW BUSINESS**
 - A. Conceptual Exterior Design Options
- 9. INFORMATIONAL ITEMS**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF THE CITY STAFF**
- 12. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 13. COMMENTS OF THE CHAIR**
- 14. COMMENTS OF THE COMMITTEE**
- 15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR MONDAY, MARCH 21, 2011 at 5:00 P.M.** in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska.

Session 11-02 A Regular Meeting of the City Hall Renovation and Expansion Task Force was called to order at 5:05 pm on February 22, 2011 by Chair Rick Abboud at City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: JO JOHNSON, CITY CLERK, RICK ABOUD, CITY PLANNER; AND REGINA MAURAS, FINANCE DIRECTOR
COUNCILMEMBERS FRANCIE ROBERTS AND BETH WYTHER

ABSENT: COUNCILMEMBER KEVIN HOGAN

STAFF: CITY MANAGER WREDE
PUBLIC WORKS DIRECTOR MEYER
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Abboud requested a motion to approve the agenda.

WYTHER/JOHNSON – SO MOVED.

There was no further discussion or comments.

The agenda was approved by consensus of the Task Force.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA *(3 Minute Time Limit)*

There were no public members present.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting January 17, 2011

Chair Abboud requested a motion to approve the minutes as presented.

ROBERTS/JOHNSON – SO MOVED.

There was no discussion.

The minutes were approved by consensus of the Task Force.

VISITORS

- A. Steiner's North Star Construction, Inc.
- B. Bezek Durst Seiser Architect

Chair Abboud recognized those present from Steiner's North Star Construction. The Task Force was informed that the representative from the Architect would not be attending this meeting. The Architect was advised they would not be needed at this meeting.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

(Chair set time limit not to exceed 5 minutes)

Public Works Director Meyer presented information as a laydown, "Talking Points" and Early Conceptual Budget Breakdown.

PUBLIC HEARING *(3 minute time limit)*

There were no items for public hearing.

PENDING BUSINESS

There were no pending business items on the agenda.

NEW BUSINESS

A. Preliminary 10% Design Conceptual Drawing

Mr. Meyer reported that the Contractor, Mechanical, Electrical, Carpet and Paint Subcontractors visited the building and meetings were held with Department managers. The enclosed rough conceptual drawings are included in the packet and larger prints were on the blackboard. Mr. Meyer spoke on the following points:

1. Removal of a proposed courtyard between the new and old buildings. This would add an additional 1000 square feet of office or storage space.
2. Clerk's Office would expand through and take over the existing breakroom. This would serve as storage, file room and City Hall Library.
3. IT Department would relocate to the existing Planning Department.
4. Planning Department would move into new offices located in the lower portion of the new building.
5. Finance would be allocated the existing office space designated as the Mayor's Office.
6. Copy room in Administration would be converted to an office for Finance.
7. The current office space used by Finance and Personnel would be demolished and become waiting area and break room.
8. Administration and the Mayor would be relocated to the upper floor in the new building.
9. Existing administration offices would be converted to meeting rooms and a break room with new restroom facilities.

Mr. Meyer described briefly the proposed site plans which included sidewalks to access the college facilities. Installation of a rain garden to handle drainage issues will be implemented instead of the typical drainage pond or ditch. The new addition would be a slab on grade with roof slant towards the back. The design has accommodated for snow drift too. They are now seeking feedback from staff and the Task Force on what additional changes or modifications is desired.

Mr. Todd Steiner, Steiner's North Star Construction, Inc. (Contractor) and Public Works Director Meyer (Staff) held a lengthy dialogue with the Task Force on the proposed conceptual design. There were many suggestions and recommendations offered regarding the proposed office spaces, number of offices, department locations, meeting or conference rooms, location of storage for general items and the required archival storage needs; and the employee breakroom. The Staff and Contractor answered questions requesting clarification on the proposed conceptual design such as removal of walls, the need for individual offices within a department; upgrading or retrofitting restrooms to be ADA compliant; public access to the building after hours without staff present; if department meeting rooms would be accessible to council for meetings; and the desired location for a larger breakroom with windows and no restroom facilities that would be easily accessible to all employees. The Task Force expressed concerns with the square footage allocated as Public Space and wanted to make sure this was for primarily staff use with the public use secondary. The public access to this space in the evenings will be provided by a separate entrance already located in the space and access to the rest of City Hall can be prevented as required. It was requested that the City Manager and Mayor have windowed offices within the Administrative offices. The design team was informed that administrative personnel did not required walled offices in response to questions on the number of offices within the Administration Department. The

Contractor noted that all staff will have a workspace or office with a window. The Contractor affirmed that the new mechanical room required location on an exterior wall due to accessibility issues after hours and during emergencies. It was believed the noise levels would be minimal, but interior offices could be located away from the room and the space used as a work area with copiers, printers, etc.

Clarification on whether the open areas indicated in the new building would actually be workspace areas containing equipment, file cabinets, etc. was discussed. Staff gave a summary on the information given to the Architect on the number of enclosed offices needed in each department and how many could work just as efficiently in open work areas.

Discussion on the amount and location of storage space for the City Clerk's Department ensued and if this was to accommodate the amount of storage that was currently contained in the two connexes. It was determined that this was the minimal square footage required for storage and was equally if not more important than office space. The Contractor indicated that this was the type of direction that is needed to refine the drawings. He inquired what constituted "Archived Storage" and stated that ideally this needed to be located in close proximity to the vault in his opinion. Ms. Johnson agreed to his assumptions. Ms. Johnson will show the Contractor and Staff the connexes after the meeting. A conversation on the best use of the floor space for storage was held. Storage available that was specific to each department would be beneficial along with a collective storage room in addition to the Archived Storage was discussed.

The proposed conference room for Planning was discussed again and if this room would be accessible by other groups or departments. This would be a good option instead of going upstairs for City Council deliberations. It was noted that it may not be appropriate for use as a meeting room. This was really anticipated specifically for Planning Department use only.

Ms. Roberts requested overall building drawings for review at the next meeting.

Questions were raised by members of the Task Force on the necessity of a large waiting area upstairs. Ms. Mauras responded that there were some days when it was standing room only in the summer time when residents and visitors came in to pay bills, gather information, and access the public restrooms.

There was further dialog regarding upgrading existing restroom facilities in the Public Spaces. Staff noted that one of the grant requirements was to make sure the public access restrooms were ADA compliant.

Ms. Mauras suggested constructing a hallway along the one wall in the existing copy room, opening up the current systems offices for a hallway into the area just before and including the City Planners current office making that a breakroom. There was plumbing already in the location that could be accessed. Then the entry into the remodeled IT Department could be from the existing IT door that is in the copy room through and including the current front half of the Planning Department which would have the corner window. Employee breakroom downstairs with windows and IT get larger work space and window. It was noted that if relocating IT was done once would be preferable than multiple times.

The contractor noted that many of the recommendations are great but they occur in the old building which means more money is required. It would be up to the City Council if they wanted to expend the funds to implement and include these suggestions.

Mr. Meyer stated that it is still all in the conceptual and can be changed as needed until it is all worked out and they start construction. The Contractor stated he would welcome all suggestions and any questions from the department heads and the Task Force and for them to email or call him at any time.

There was no further discussion.

B. Preliminary Cost Estimates

Discussion ensued on the cost estimates provided in a handout from Staff. Staff stated that the original budget on the left was to start off the project and the right column is the proposed budget according to the conceptual drawings as presented today. Staff reviewed the initial budget and proposed budget. The new building will cost \$1,253,576.00 this amount is over the original estimate of \$1,000,000.00. This dollar amount will cover building a two story 4100 square foot addition and painting the entire exterior of the facility. Staff reported that the dollar amount for Renovation includes only civil, site and landscape upgrades. The proposed project budget of \$254,895 will cover parking expansion, drainage, sidewalks and landscaping. The remaining line items are pretty much as initially proposed. Staff further explained the proposed additional work required Energy Efficiency Improvements and the Recommendations from UAA Architect's Report. Mr. Meyer stated that the proposed budget did not include replacement of the heating system to include upgrade from electrical to hydronic heat with fuel oil and will be capable to convert to natural gas; this was an additional \$40,000.00. The current fluorescent lighting will be changed to more energy efficient lighting, estimated costs of \$27,500.00 and the addition of a new air handling unit will be \$24,500.00. These items add a total of \$92,000.00 which would pay back fairly quickly in energy savings. Mr. Meyer continued by explaining the proposed expenditures in the next section were mostly deferred maintenance and should be included in the project. He indicated it was at the discretion of the Task Force whether to include these items now, or at a later date. To accommodate the recommendations made in the engineers report from UAA Study which would replace the roof, deck, new carpet, interior paint, HEA Overhead Power line Removal, replace two windows and repair to the elevator pit would be an additional \$183,160.00.

Total Projected Project costs would be \$2,140,650.00. Staff was seeking direction from the Task Force on implementing these line items and if they are headed in the right direction.

The following discussion included discourse on clarification of what costs were included in the project; that all items in the recommendations from the UAA could be incorporated into the project using depreciation funds with the exception of removing the HEA Overhead power line; the energy efficiency upgrade of \$40,000.00 to heating would offer almost immediate savings. There was a brief dialogue on the benefits and savings the City would reap with implementing the recommended changes. Time was not spent on the pay back periods for these recommendations but it would be possible to have better numbers in two weeks. The Contractor explained that the site work required to bring it up to grade like any other project according to code would fall under the Civil Work. The Contractor explained that they performed two different cost analyses on this project and they were within \$100,000.00 of each other and he believed the projected costs for the project were good. He further explained they have been pretty aggressive to keep costs down. It was noted that certain items could be designated and identified as improvements for the existence then a request can be put forward for depreciation funds and these numbers and lines items could be delineated very easily. This would free up some funds for other line items. A brief discussion was held on the necessity for the removal of the power line to efficiently access the jobsite.

The Contractor noted that the project currently did not support relocating IT, turning the office downstairs into a breakroom; adding a doorway into the current breakroom from the clerk's office and tearing down a wall in the clerk's office. These things were not included in the project since there are no funds available. The contractor further noted that they may want to look at depreciation funds to take care of some of the landscaping and civil site work. It was noted that the cost to tear down a wall was the same if not higher than erecting a wall.

The Contractor stated that he understands that they continue the design process including these additions mentioned above that are not currently included in the project and to include these in his proposed budget. They will continue to make the changes and refine numbers.

There was no further discussion.

C. Project Progress or Timeline

This item was not discussed by the Task Force.

INFORMATIONAL MATERIALS

- A. Draft Document – GC/CM Pre-Construction and Construction Assistance Services – Steiner's North Star Construction, Inc.
- B. Draft Document – GC/CM Pre-Construction and Construction Assistance Services – Bezek Durst Seiser Architect
- C. Memorandum to Mayor and City Council dated January 19, 2011 Re: Recommendation to Award Project
- D. Memorandum to Mayor and City Council dated January 19, 2011 Re: Recommendation to Extend Services of the Task Force
- E. Resolution 11-018, Extending the Services of the Task Force

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There was no audience present at this time.

COMMENTS OF THE CITY STAFF

Mr. Meyer reminded the Task Force that they take this to a predetermined milestone, perform an intense review and present it for comments and directions from the Task Force. There will be the 10% review in 2 weeks; there will be more detailed design and cost; then a 35% review, 65% review and finally 95% design review. These steps were intended to take care of the big ticket items. The Task Force will have the opportunity to review and comment on the design that will be presented pretty much at every meeting from now until the start of construction.

City Manager Wrede had no comments.

Deputy City Clerk Krause had no comments.

COMMENTS OF THE CHAIR

Chair Abboud had no comments.

COMMENTS OF THE TASK FORCE

Ms. Johnson thanked the Contractor and Staff for their open mindedness and patience on the location of the breakroom. This issue went back to her early years when she insisted on an apartment located right above the landlord when first married.

Ms. Wythe thanked the Contractor and Staff for the continued efforts and time expended so far on this project.

Ms. Mauras thanked them kindly.

Ms. Roberts had no comments.

ADJOURN

There being no further business before the City Hall Renovation and Expansion Task Force Chair Abboud adjourned the meeting at 6:48 p.m. A Special Meeting is scheduled on March 7, 2011 at 4:00 p.m. The next regular meeting is scheduled for 5:00 p.m. on March 21, 2011 at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

TALKING POINTS
City Hall Renovation and Expansion Task Force
March 7, 2011

1) Progress Last Period

- Comments/discussion with Task Force received Feb 22
- Architect revised concept floor plan (incorporating comments)
- Final 10% conceptual drawings prepared (floor plan)
- Final 10% conceptual cost estimate prepared

2) Floor Plan Revisions Include

First Floor-

- Moved break room to first floor (window provided in old planning area)
- Modified IT area to leave servers in existing location and provide IT offices as well as City Clerk Storage area
- Move Copy machine into adjacent area; designate old copy room area as City Clerk storage
- Abandon existing break room; provide double door access to storage from existing City Clerk area
- Provided storage areas for both planning and Clerk in new building footprint

Second Floor-

- Modified public area by removing break room adjacent and providing large (1) and small (2) meeting areas with access to public restroom
- Provided for storage and restroom access in new administration area

3) Discussion About Concept Drawings

- Civil Site Plan (no changes since last meeting)
- Revised Floor Plan
- Exterior building perspectives
 - Flat roof
 - Shed roof
- Exterior treatment (T1-11 siding/Something like college/Something different)?

4) Discussion About Concept Cost Estimate

- Proposed Project Budget
 - 1) Building Expansion
 - 2) Renovations to Existing Building
 - Energy efficiency
 - Floor plan modifications/Deferred maintenance items

10% Conceptual Budget Breakdown

City Hall Renovation and Expansion

March 7, 2011

(text in red changed from early estimate)

Proposed Project (with budget)	Original Budget	Proposed Budget
Expansion Construction	\$1,000,000	\$1,258,576
Renovation Construction	\$500,000	\$254,895
1% for Art	\$15,000	\$15,000
Preconstruction Services	\$135,000	\$129,869
Construction Assistance Services	\$30,000	\$22,150
City Salaries/Administration	\$40,000	\$40,000
Contingency (10%)	\$150,000	\$150,000
Total Proposed Project	\$1,870,000	\$1,870,490

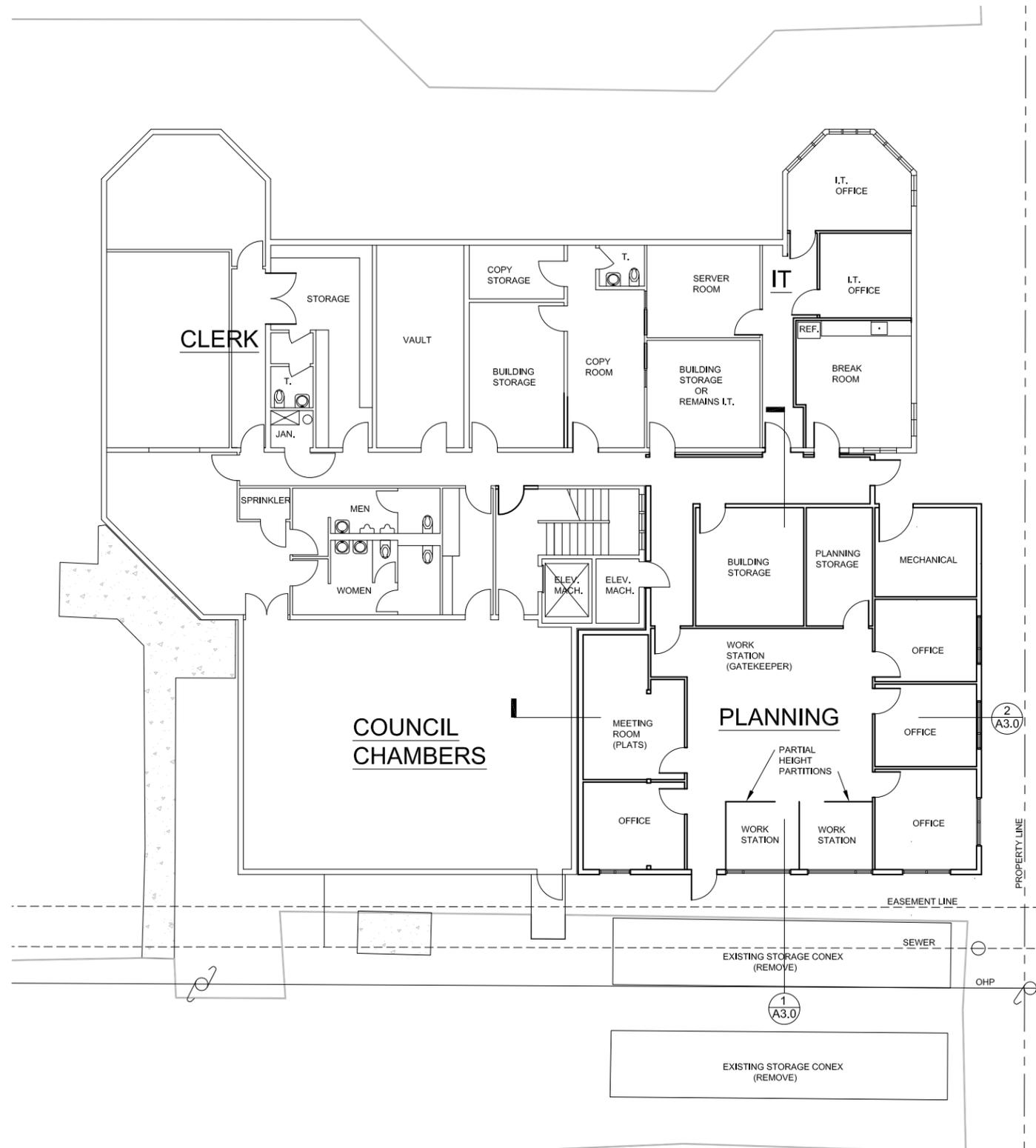
4100 SF new bldg; removal of HEA power line, no work on existing bldg parking expansion; drainage; sidewalks; landscaping; sewer connect

Additional Work (addn funding r'qrd)	Proposed
Energy Efficiency Improvements	
New Heating System	\$40,000
Lighting Upgrade	\$27,500
New Air Handling Unit	\$24,500
Subtotal Energy Improvements	\$92,000
Renovations per UAA Architect's Report	
New Roof	\$38,500
Deck Replacement	\$20,000
New Carpet	\$60,000
Interior Painting	\$22,660
Exterior painting	\$30,000
Window Replacement (2)	\$2,000
Work Space Improvements	\$146,000
Elevator Pit Repair	\$5,000
Subtotal Renovation Improvements	\$324,160

replace electric heat with hydronic (heating fuel)
replace lighting with energy efficient lighting
replace old roof AHU with new efficient unit

replace shingle roof/rehab flat roof
replace handicap ramp and deck (north side of bldg)
install new carpeting in existing bldg
paint and patch all interior wall surfaces
paint/repair exterior of existing building
replace two damaged windows
Wall moving/breakroom relocation/storage area adjustments
repair mountings bottom of elevation shaft

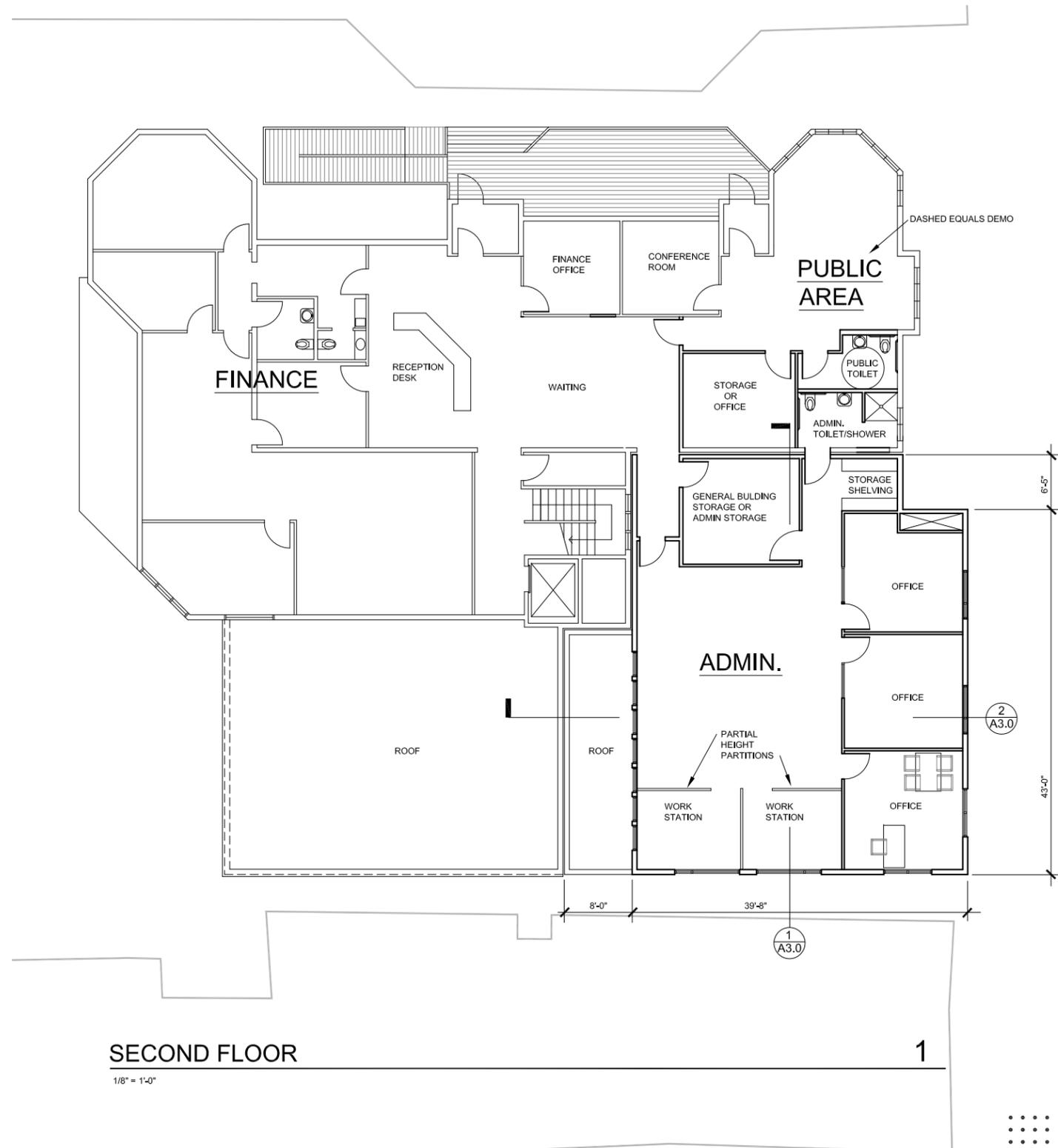
Total addition funding required = **\$416,160**



FIRST FLOOR

1/8" = 1'-0"

2



SECOND FLOOR

1/8" = 1'-0"

1

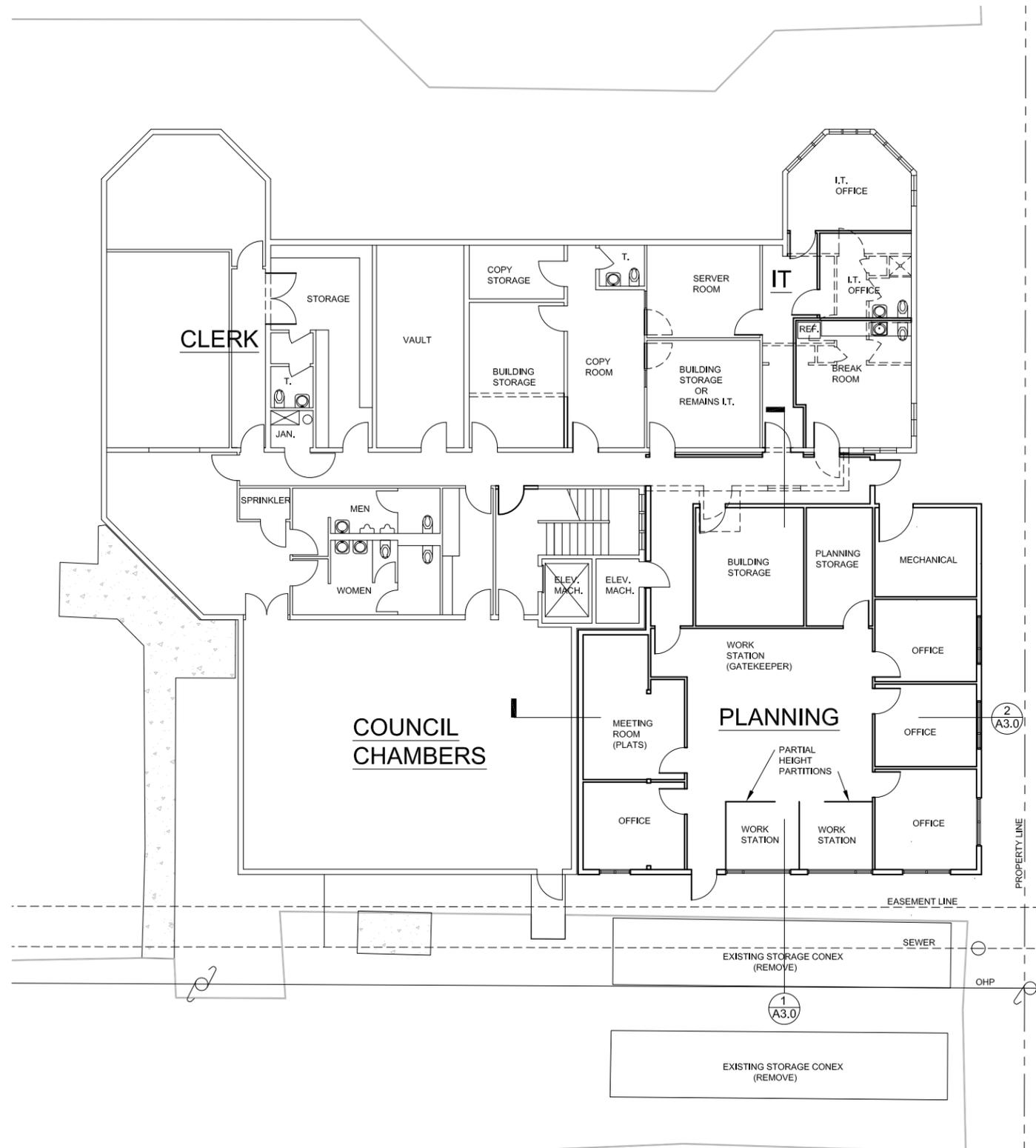


**HOMER CITY HALL
RENOVATION
AND EXPANSION**

MARCH 2, 2011

FLOOR PLANS

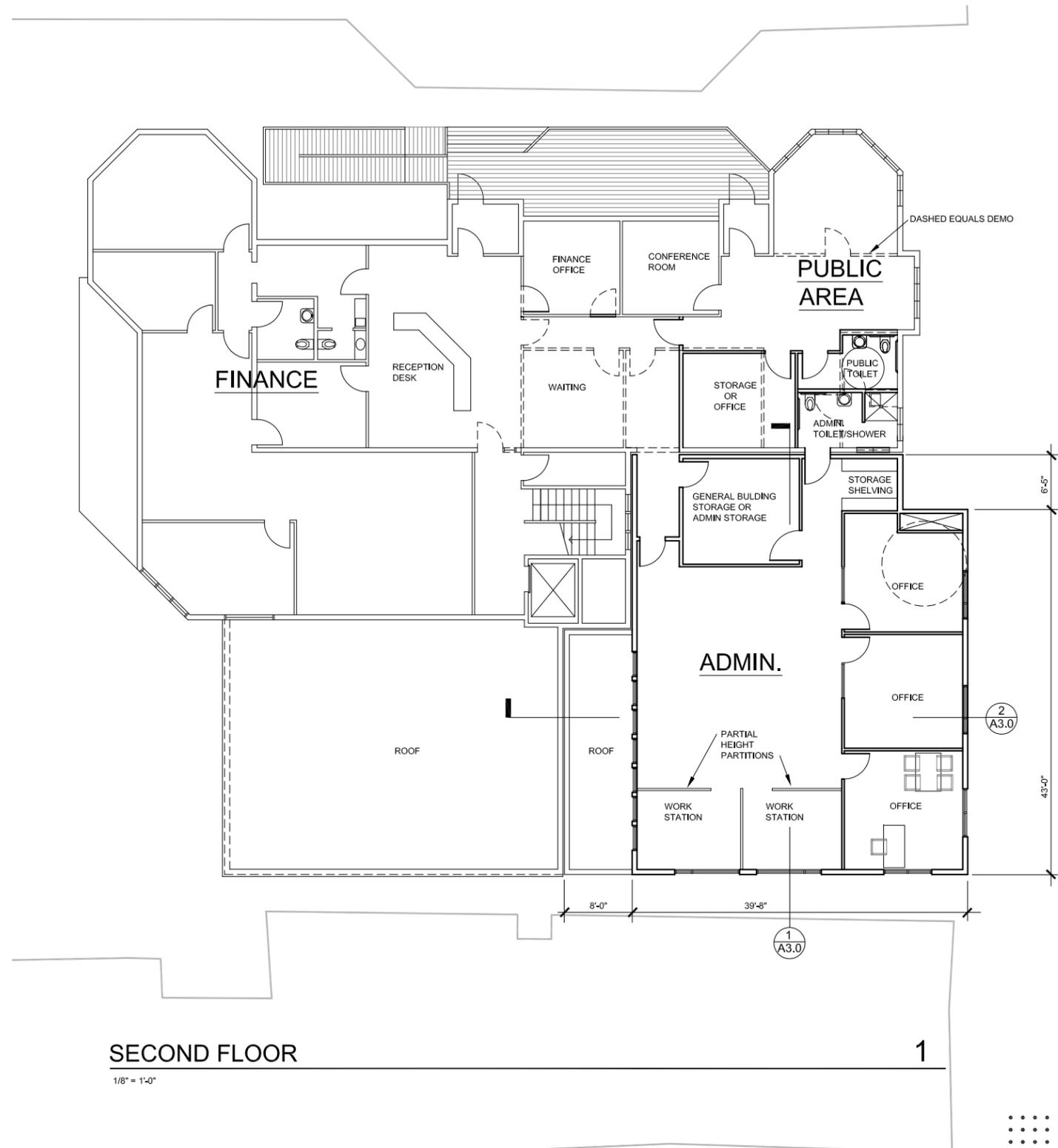
A2.1



FIRST FLOOR

1/8" = 1'-0"

2



SECOND FLOOR

1/8" = 1'-0"

1

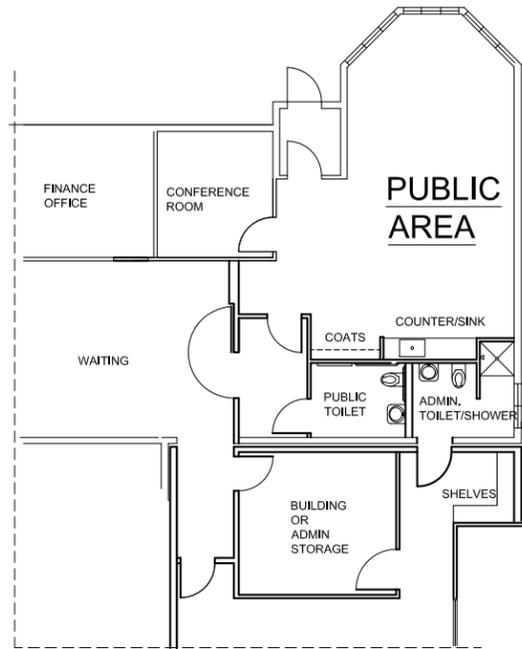


**HOMER CITY HALL
RENOVATION
AND EXPANSION**

MARCH 2, 2011

FLOOR PLANS

A2.1

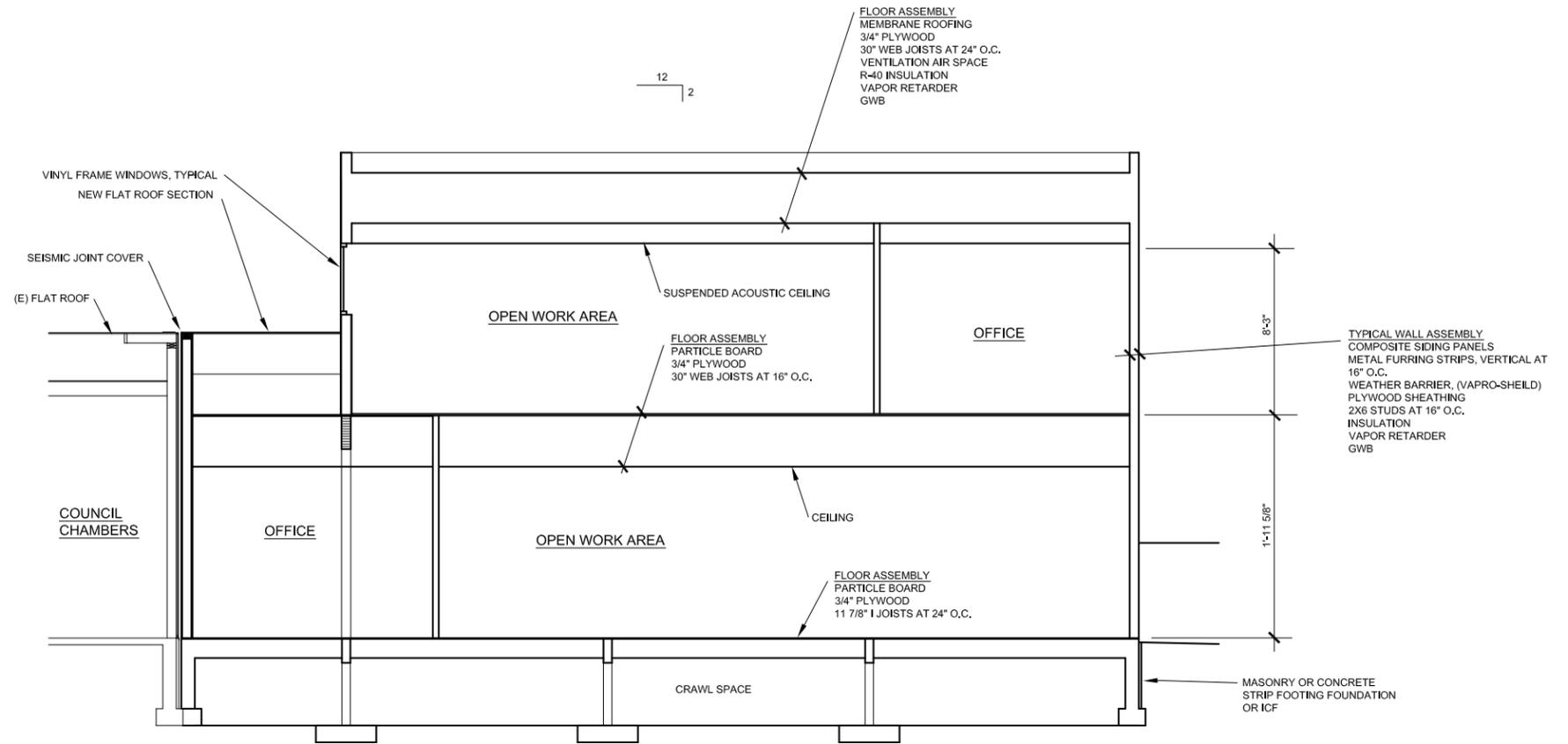


- PROS
- PUBLIC TOILET IS MORE CENTRAL TO ALL BUILDING OCCUPANTS
 - PUBLIC AREA IS BIGGER

- CONS
- LESS STORAGE ROOMS
 - MORE EXPENSIVE DUE TO HAVING TO MOVE PLUMBING

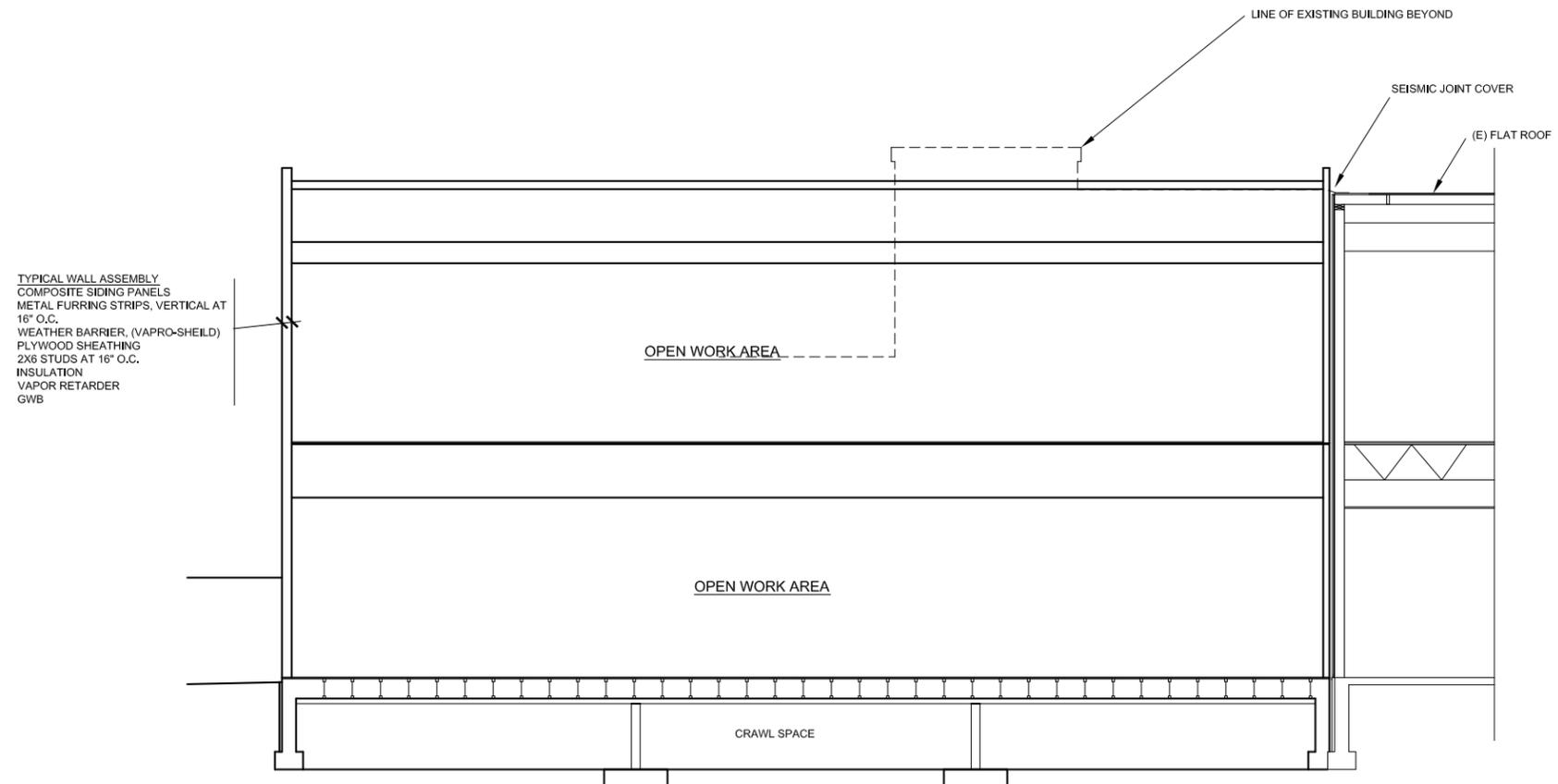
SECOND FLOOR ALTERNATE TOILET LAYOUT 3

1/8" = 1'-0"



BUILDING SECTION 2

1/4" = 1'-0"



BUILDING SECTION 1

1/4" = 1'-0"



HOMER CITY HALL RENOVATION AND EXPANSION

FEB. 15, 2011

BUILDING SECTIONS

A3.0

