

MILFORD CITY COUNCIL
MINUTES OF MEETING
July 22, 2019

A Meeting of the City of Milford Police Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, July 22, 2019.

PRESIDING: Chairperson Katrina Wilson

IN ATTENDANCE: Mayor Arthur Campbell

Committee Members:
Councilmembers Michael Boyle, Lisa Peel and Councilman James

Councilmember Todd Culotta

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk Terri Hudson

Chairperson Wilson called the Committee Meeting to order at 6:30 p.m.

Update/Determination Replacement Milford Police Facility

Associate Principal Brenden Frederick of Becker Morgan Group was present. He stated he was present to answer any questions and clear up any miscommunication.

He referenced the revised budget (attached) adding that the previous budget presented at the June 24th meeting was specific only to the construction numbers. It did not include soft-cost components which have since been added. Items 1 thru 15 of the MPD Cost Estimate remain the same.

Mr. Frederick then spoke about the following line items:

	Base Bid Building A1	Base Bid- Maintenance Building	TOTALS
Security Sub Total	552,268.80	10,472.34	562,741.14
Structured Cabling Sub-Total	135,360.00		135,360.00
Basic Building Cost	13,006,295.80	877,510.14	13,883,805.94
Design Fees 6%	939,288.00		
FF&E/IT Fees	1,025,000.00		
Construction Management Fees*	660,314.79	43,975.51	
PROJECT GRAND TOTAL	15,923,998.59	937,97.64	16,861,975.23
Contingency	520,251.83	35,100.41	555,352.24
Bond Cost	159,239.99	9,379.77	168,619.75
Owners Contingency	796,199.93	46,898.83	843,098.76

*Based as a Construction Management Project

PROJECT GRANT TOTAL With Contingency & Bond Costs	17,399,690.34	1,029,355.65	18,429,045.98
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Mr. Frederick explained that the owner contingency is 5% of the project costs, though the City can elect to carry 3% or 8%. If nothing is spent from the contingency, that money is returned to the owner at the end of the project.

He assured Council that as the project progresses through different iterations, regardless of if it involves the schematic design, design development or construction documents, they will review the budget and re-evaluate as the City wishes throughout the process.

Mr. Frederick said the full-project budget has been completed since the last meeting, based on the Police Department's latest plans. This excludes land costs.

Mayor Campbell pointed out this does not include the money the City will be receiving from the State that was acquired by the City Manager, nor the additional \$7 million that will be received from the City.

Councilman James recalled that when they talked with the Finance Director, he believed that number was between \$5 and \$7 million. He also recalled Councilman Marabello stating that number is murky and will be based on the outcome of the cost of service study, the amount of money needed to be maintained in each of the utility reserve accounts and the actual money earmarked for various projects in both the FY18-19 and FY19-20 budgets. However, he believes the number will be on the higher side.

He commented that cash flow will also need to be considered to ensure those funds remain available, though he suspects there will be more money available. According to Mayor Campbell, those reserve accounts increase every year.

When asked about the contingency, Mr. Frederick reiterated that the percentage fluctuates and the 4% contingency is about average, again stressing these are anticipated numbers.

He compared it to Troop 7, which is very close in square footage and level of construction. Because the troop is currently under construction, they utilized numbers based on that facility.

Councilman James asked if this estimate includes the site work considering this is on an undeveloped, vacant parcel, in addition to the amount of soil that will need to be moved. Mr. Frederick then referred to a concept site plan (not included in packet) stating yes that is included reiterating it is of similar scale and similar work that will be required to complete the entrances/exits. He also noted the need that the building will need to be built above the floodplain though the roadway cannot be raised. However, his engineers will determine what needs to be raised, where it can be raised and stressed that FYJ Contractor has a lot of experience in these areas.

Councilmember Peel referenced the meeting when Councilman James and Marabello met with the City's Finance Director and asked if he is confident there is sufficient money in reserves to fund one-third of the project.

Councilmember James said Mr. Portmann is confident there is \$5 to \$7 million that can be used and that number could be higher. The reason they asked that question is because anyone that looks at the budget sees the amount of unrestricted funds that have accumulated over the years. However, the Finance Director was quick to point out there are major projects planned in the electric department and a lot of unknowns, that those electric reserves will need to cover. That is the reason a determination is needed about how much is anticipated to be accumulated at that time and how much cash can be expended.

He said that is the only way City Council can make an informed decision and emphasized the results of the study will be vital.

According to the Public Works Director Mark Whitfield, he can provide the timeline on when that money will be needed and how much must be kept in reserves, based on population estimates and equipment and vehicle needs.

Councilmember Boyle said that over a year ago, Council asked for a policy on how to handle reserve funds and we have not yet been able to develop that. He does not believe this decision can be made until that policy is in place.

Councilmember Boyle also prefers to hear from the Finance Director exactly what money is available for this use. He prefers to see a solid plan and right now it appears Council is only shooting in the dark. It would be risky to go to referendum without knowing how much money is available for this project. Right now, it appears we are stumbling along and only hoping for the best.

Councilmember Peel agreed.

Councilmember Boyle continued by saying in the meantime, the project is moving down the road with the hope of pursuing a financing program without knowing where we stand with the City money.

He also asked Chief Brown to comment on the project, as there has not been a review from the police department's perspective.

Councilmember Boyle said he would like to hear how the department feels as Chief is the one with the expertise and Council has not had any reassurance from him up until this point. He also wants to know that this building will work ten years from now. Councilmember Wilson agreed but added she wants to know it will work twenty or thirty years down the road.

Chief Brown said the building being presented is the result of him working with Becker Morgan. Mr. Frederick offered to show snapshots of the process and how they arrived at the floor plan and site.

Councilmember Boyle recalled Mr. Frederick talking about that in the early stages, but only wants reassurance by Chief Brown this is what he wants, needs and will work in the future.

Councilmember Peel said the study will inform Council how much money will need to be set aside for depreciation, unforeseen emergencies and/or during difficult times. She commented reserves are rainy day funds and she recommends a policy be put in place before proceeding.

The City Manager explained that draft policies have been created based on GFOA (Governmental Finance Officers Association) models. However, the numbers from the study will need to be dropped in for reserves, working cash needed for a specified amount of time, etc. A lot of the information has been sent to the consultant and while the next phase of work proceeds with Becker Morgan, he hopes to have some answers about the same time frame.

Councilmember Boyle also recommended that Council make a decision about what needs to be done with the balance of the land. That has been discussed several times though nothing was resolved. He feels we need these issues addressed before Becker Morgan can provide something more definitive.

Councilmember James concurs with most of Councilmember Boyle's comments, but thought Council did discuss the location of the police department to allow for future development. He also recalled talks about those expansion side(s)/areas being pre-prepped for further construction.

Councilmember Boyle reiterated he is unsure where we stand and whether there is a desire to maximize the site for other activities. As the City grows, other City departments will also continue to grow and a decision needs to be made on whether to utilize the only vacant piece of ground the City owns for other purposes.

Councilmember Peel thought the building was positioned for future expansion and to allow other City facilities.

Mr. Frederick explained that the police building is situated to accommodate the police needs, including separation from the road, setbacks, secondary access, etc. He also referenced a site plan (unavailable for packet) and the areas of the building where future expansion can occur.

Councilmember Wilson also recalled conversations involving community use of the building and the community's involvement in these plans.

Councilmember Culotta stated that it has been discussed, but to Councilmember Boyle's point, there has not been any definitive conversations, especially in relation to how the rest of the property would be used.

Councilmember James said the cost is the first step of the project. What was discussed was to allow provisions for any expansion and the reason the site plan shows those areas. He recalled Council deciding not to discuss what a completed campus would look like.

Councilmember Culotta said what was discussed was the cost of adding an administration building was much more than the costs to fix City Hall.

Councilmember Boyle agreed and pointed out that once ground is broken, the plan must proceed. He only wants confirmation that everyone is on the same page before that occurs.

Mr. Frederick then presented another drawing (unavailable for packet) showing the floor plan. He explained in detail the locations of the various units within the building.

He said they will engineer it to be as efficient and compact as possible, while still providing maximum security for the police, as well as providing feasibility for the residual lands that can be used to the greatest extent possible. It was noted that the ability to develop in the wooded area is minimal.

Mr. Frederick continued by saying they have also talked to the police, not only about how they operate today, but how they want to operate in the future. He will continue to anticipate any future needs, which continue to evolve.

He pointed out that from the start of construction to now at the new troop, IT components and security camera requirements have changed in a duration of twelve months. A big variable between the completion of Troop 3 (Camden) and Troop 7 is body cameras and associated legislation that must be considered.

As a result, they anticipate as much as they can, including growth opportunities.

Mayor Campbell then announced that the members of the Police Committee will be much more involved throughout the process.

Chairperson Wilson emphasized that though the Police Committee is involved, it is very important for the entire Council to provide support and input to ensure success of the project.

She then asked the City Manager to continue working on the reserve account policies as we prepare for the referendum process though the pieces seem to be falling in place.

Chairperson Wilson thanked Mr. Frederick for his help and direction.

There being no further business, Chairperson Wilson adjourned the Police Committee meeting at 6:57 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
Revised Budget (071819)



Milford Police Station

7/18/2019

	A	B	C	D	E
1	Contract	Contractor	Base Bid	Base Bid	
2			Building A1	Maintence Building	Totals
3	Total SF		30,080	4,107	
4					
5	Contract 1				
6	Site work				
7	Sub-Total		\$ 1,035,659.00	\$ 15,000.00	\$ 1,050,659.00
8					
9	Contract 2				
10	Concrete Work				
11	Sub-Total		\$ 450,899.20	\$ 61,560.93	\$ 512,460.13
12					
13	Contract 3				
14	Masonry				
15	Sub-Total		\$ 875,328.00	\$ 68,419.29	\$ 943,747.29
16					
17	Contract 4				
18	Steel Work				
19	Sub-Total		\$ 737,862.40	\$ 261,972.77	\$ 999,835.17
20					
21	Contract 5				
22	Carpentry and General Work				
23	Sub-Total		\$ 360,960.00	\$ 31,047.41	\$ 392,007.41
24					
25	Contract 6				
26	Roofing				
27	Sub-Total		\$ 1,091,904.00	\$ -	\$ 1,091,904.00
28					
29	Contract 7				
30	Furnish Hollow Metal/Doors				
31	Hardware				
32	Sub-Total		\$ 213,868.80	\$ 7,104.76	\$ 220,973.56
33					
34	Contract 8				
35	Alum. Storefront/Glass				
36	Sub-Total		\$ 436,160.00	\$ 6,858.36	\$ 443,018.36
37					
38	Contract 9				
39	Drywall / Acoustical				
40	Sub-Total		\$ 1,790,361.60	\$ 9,486.71	\$ 1,799,848.31
41					
42	Contract 10				
43	Floor Coverings				
44	Sub-Total		\$ 408,486.40	\$ 33,511.49	\$ 441,997.89
45					
46	Contract 11				
47	Caulking / Painting				
48	Sub-Total		\$ 109,491.20	\$ 19,589.44	\$ 129,080.64
49					
50	Contract 12				
51	Casework				
52	Sub-Total		\$ 84,825.60	\$ -	\$ 84,825.60
53					
54	Contract 13				
55	Mechanical				
56	Sub-Total		\$ 2,736,979.20	\$ 273,266.47	\$ 3,010,245.67
57					
58	Contract 14				
59	Fire Sprinkler System				
60	Sub-Total		\$ 177,171.20	\$ 11,293.70	\$ 188,464.90
61					
62	Contract 15				
63	Electrical				
64	Sub-Total		\$ 1,808,710.40	\$ 67,926.47	\$ 1,876,636.87
65					
66					



Milford Police Station

7/18/2019

	A	B	C	D	E
1	Contract	Contractor	Base Bid	Base Bid	
2			Building A1	Maintence Building	Totals
67	Security				
68	Access control System				
69	CCTV				
70	Intrusion detection				
71	Sub-Total		\$ 552,268.80	\$ 10,472.34	\$ 562,741.14
72					
73	Structured Cabling				
74	Data Cabling		\$ -	\$ -	
75	Communications Network Equipment				
76	Sub-Total		\$ 135,360.00	\$ -	\$ 135,360.00
77					
78					
79	Basic Building Cost	Sub-Total	\$ 13,006,295.80	\$ 877,510.14	\$ 13,883,805.94
80					
81					
82	Design Fees				
83	Architect / Engineer Fees	6%	\$ 939,288.00		
84	Civil Fees	By Others	\$ -	\$ -	
85					
86	Design Fees	Grand Total	\$ 939,288.00	\$ -	
87					
88	FF&E/IT Fees				
89	FFE Budget		\$ 650,000.00		
90	IT/DATA/Technology		\$ 300,000.00	\$ -	
91	Phones		\$ 75,000.00	\$ -	
92					
93	FF&E/IT Fees	Grand Total	\$ 1,025,000.00	\$ -	
94					
95					
96	Management Fees				
97	Construction Manager Fees	Richard Y. Johnson & Son			
98	CM Pre-Construction Fees		\$ 10,000.00	\$ -	
99	CM Fees	\$ 0.05	\$ 650,314.79	\$ 43,875.51	
100	Sub-Total		\$ 660,314.79	\$ 43,875.51	
101					
102	CM General Conditions	14 Months			
103	Temp Heat		\$ 10,000.00	\$ -	
104	Temp Phone		\$ 2,100.00	\$ 150.00	
105	Temp Toilets		\$ 2,100.00	\$ 150.00	
106	Temp Fence		\$ 10,000.00	\$ -	
107	Temp Closures		\$ 7,500.00	\$ -	
108	Temp Field Office		\$ 2,100.00	\$ 150.00	
109	Temp Electric		\$ 2,100.00	\$ 150.00	
110	Temp Water		\$ 4,000.00	\$ -	
111	Project Sign		\$ 1,000.00	\$ -	
112	Document Costs		\$ 10,000.00	\$ -	
113	Testing		\$ 10,000.00	\$ 1,000.00	
114	Clean Up		\$ 13,200.00	\$ 880.00	
115	Insurance		\$ 30,000.00	\$ 200.00	
116	Dump Fees		\$ 20,000.00	\$ 2,011.00	
117	Final Clean Up		\$ 7,000.00	\$ 200.00	
118	On Site Supervisor		\$ 156,000.00	\$ 11,200.00	
119	Postage		\$ 6,000.00	\$ 500.00	
120	Sub-Total		\$ 293,100.00	\$ 16,591.00	
121					
122	Management Fees	Grand Total	\$ 953,414.79	\$ 60,466.51	\$ 1,013,881.30
123					
124					
125					
126	Project Grand Total	Base Bid	\$ 15,923,998.59	\$ 937,976.64	\$ 16,861,975.23
127	Cost Per Square Foot w/o site		\$ 529.39	\$ 228.40	
128					
129	Contingency	4%	\$ 520,251.83	\$ 35,100.41	\$ 555,352.24
130	Bond Cost	1%	\$ 159,239.99	\$ 9,379.77	\$ 168,619.75
131	Owners Contingency	5%	\$ 796,199.93	\$ 46,898.83	\$ 843,098.76
132					
133	Project Grand Total with Contingency & Bond Cost	Base Bid	\$ 17,399,690.34	\$ 1,029,355.65	\$ 18,429,045.98
134					
135					
136					
137					