WORK SESSION MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JUNE 26, 2017
6:00 PM

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. **Work Session Minutes Dated June 12, 2017**

2. **Presentation on New Police Building Design Status**
   Summary: The Design Team and Owner's Representative will make a presentation on the design status and associated cost estimate. Q & A and discussions will follow the presentation.

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted: ___________________________ posted 06/22/2017
Deborah Ryan, MPCC
City Clerk

City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 06/26/17 06:00 PM
Department: Legislative /City Clerk
Category: Report
Prepared By: Debbie Ryan
Initiator: Debbie Ryan
Sponsors:
DOC ID: 2512

DRAFT MINUTES (ID # 2512)

Work Session Minutes Dated June 12, 2017

WORK SESSION MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JUNE 12, 2017
6:00 PM

Present: Mayor Glantz, Council Members Hoffman, Baseley, D'Alfonso, Ruzicka, Faron, Travers and Lawrence.

Staff Present: Mark Perkins City Administrator, Carl Lumley City Attorney, Jason Jaggi Community Development Director, Jim Heines Public Works Director, Matt Wohlberg City Engineer, Chief Eidman, Sharon Stott Assistant to the City Administrator and Deborah Ryan City Clerk

1. Work Session Minutes Dated May 22, 2017

Council Member Baseley moved, seconded by Council Member Hoffman to accept the Work Session Meeting Minutes from May 22, 2017.

Approved by unanimous vote.

2. FY 2018 Budget Review

Mark Perkins distributed a draft policy on the proposed allocation for Proposition P Police Funds. (Exhibit A)

Council discussed and made suggestions. Staff will revise and bring back policy for Council to review.

Council Member Lawrence stated she would like to see safety and security spelled out in the city's Prop P funding on page 70 of the budget.

Mark Perkins stated on page 168 the fund summary is mentioned broadly.

Sharon Stott stated it is more clearly defined on page 166.

Dan Smith suggested creating a separate account if Council would like to see the Prop P funds separated.

Council Member Lawrence stated it needs to be made separate and clear.

Adjourned at 6:32 p.m.

Submitted by

Debbie Ryan
City Clerk

City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 06/26/17 06:00 PM
Department: Public Works Department
Category: Presentation
Prepared By: Jim Heines
Department Head: Jim Heines

STAFF REPORT

Presentation on New Police Building Design Status

The Design Team and Owner's Representative will make a presentation on the design status and associated cost estimate. Q & A and discussions will follow the presentation.

DEPARTMENT OF PUBLIC WORKS
OFFICE MEMO

DATE: June 20, 2017

TO: Mark Perkins, City Administrator

FROM: Jim Heines, Director of Public Works

SUBJECT: New Police Building Project Update

Background Information

City Council approved a contract with ArchImages on Monday, February 13, 2017 for the design of a new Police building. Immediately after the approval, staff formed a work group made up of key personnel to assist Design Team to evaluate previous program studies and verify space needs.

A User Group (Key Police and Public Works personnel) and a Steering Committee (Mark Perkins, Glen Eidman, George Seifried, and myself) were formed to work with the design team to evaluate the previous Space Needs Study results completed by Bond Architects. After just a few meetings, the Design Team was able to adjust the square foot needs to be more in line with the Police Departments current needs as well as planning for future growth. This allowed for the building size to drop from approximately 28,000 SF to about 25,000 SF.

The Design Team continued to meet with the User Group after the building size had been established to determine the correct adjacencies as well as the proper locations of specific operations and user spaces within the proposed building. An additional meeting with the User Group was held to determine the specific needs of each proposed space within the building. These final meetings helped the Design Team to provide accurate construction cost estimates.

During this 4 month exercise the Design Team met with the Facility Task Force, made up of Committee members representing specific Committees, Mayor Glantz, Councilman Faron, and staff members on two occasions. The first meeting was held on Thursday, March 30, 2017, where they made a presentation to the Task Force regarding the process to date and other details as listed below:

- Proposed building size
- Orientation
- Site Concept Plan
- Estimated budget
- Schedule

Other topics that were included in the presentation and discussed by the Task Force included energy efficiency, art, and landscaping.

A similar presentation was made to Council at the Work Session on Thursday, April 13, 2017. However, there were more details available for discussion. Included in the Work Session packet was the presentation which included a site concept plan, detailed cost estimate, and schedule.

We also discussed the Building Schematic Plan, what steps are next and how we plan to stay on track to meet our schedule.

Recent Developments

Most recently, on May 26, 2017, the Design Team completed the Schematic Design of the proposed building. This allowed their team to review the entire design and prepare detailed cost estimates to construct the new Police building. At the same time, we moved into the Design Development stage of the project. This is where the team works closely with the User Group to determine the finer details such as locations of security cameras, door access card readers, elevator configuration, Public vs Secured areas of the building, etc.

Once the cost estimates were completed the design team reviewed the results and to no surprise the building was over budget. The team began value engineering to reduce the construction cost before meeting with the Steering Committee who also eliminated items to help reduce the cost. These are typical steps in the design process and not unique to the Police building design.

After all of the value engineering was completed by both groups, there was still a gap between the budget and the estimated cost to construct the building and associated site work. The Design Team and Steering Committee then created a list of options where additional cost cutting measures could be made.

Facility Task Force Review

The Design Team made a presentation to the Facility Task Force and staff members on Thursday evening, June 15, 2017. The presentation covered the efforts of the Design Team, User Group, and Steering Committee to date. In addition, they went over the schematic plans, site plans, and the recent cost estimates. They quickly covered the value engineering that had been completed to date and went over the options the additional cost reduction options to bring the cost down to the project budget amount.

The Facility Task Force recommended the following cost reduction items:

1. Reduce the landscape budget to meet code only
2. Remove some of the exterior metal eyebrows over windows (functional design element)
3. Remove Art allowance
4. Reduce fixture and furniture allowance
5. Change plumbing material type

Other cost reduction options included reducing the size of the building, and eliminating the connector drive to Magna Carta. Both of these elements were not recommended for reduction or elimination.

In order to fund the connector road, the Task Force recommended use of capital improvement funds to cover this cost. In addition, it was recommended by the Task Force to use a portion of the new Proposition P (law enforcement sales tax) funding to cover the fixture & furniture/technology and audio visual costs. By utilizing the recommended cost cutting measures, the estimated project cost has been reduced to fall within budget. A draft of the Facility Task Force minutes has been included in this submittal packet for your convenience.

Todd Sweeney of Navigate Solutions (Project Manager) and Greg Garner (ArchImages) will be in attendance and review this information in more detail on Monday evening.

MEETING SUMMARY

FACILITIES TASK FORCE

COUNCIL CHAMBERS
300 N NEW BALLAS ROAD, CREVE COEUR, MISSOURI 63141
THURSDAY, JUNE 15, 2017 @ 5:30 PM

MEMBERS & STAFF

FRAN CANTOR
GEORGE DIRKERS
BETH KISTNER
RICHARD KOCH
RICHARD KUTTA
JOE MARTINICH
MARJORIE RICHTER
JEFF ROSENTHAL

MAYOR, BARRY GLANTZ
COUNCIL MEMBER, JAMES FARON
MARK PERKINS, CITY ADMINISTRATOR
JIM HEINES, DIRECTOR OF PUBLIC WORKS
GEORGE SEIFRIED, PROJECT MANAGER
PATTI HARE, ADMIN ASSISTANT

I. CALL MEETING TO ORDER AND ROLL CALL

Members present:
Fran Cantor
George Dirkers
Dick Koch
Dick Kutta – Chairman
Joe Martinich
Margie Righter
Jeff Rosenthal

Members absent:
Beth Kistner

Mayor Barry Glantz
Councilman James Faron
Navigate Project Manager Todd Sweeney
Horner & Schifrin MEP, FP Brian Heideman
CEDC Principal Brandon Harp
Archimages Principal Gregg Garner -
Interior Design Director & Leed
Professional Maryanne Maxvill

Staff Present:
Mark Perkins. City Administrator
Glenn Eidman, Police Chief
Jim Heines, PW Director

Staff absent:
Patti Hare, Recording Secretary
George Seifried, Project Manager

The minutes of February 1, 2017 were approved unanimously.
The minutes of March 30, 2017 were approved as amended.
(The amendment include a change in text on Pg. two Organizational Chart Reviews." A Facility Task Force was established to provide input on key issues.")

II. OLD BUSINESS

- None

III. NEW BUSINESS

- **Presentation by Archimages Design Team & Owner's Representative**

1. Design Process to Date

Mr. Perkins commented that the design team had made a lot of progress to date. Mr. Garner gave a summary to the members and went over the 4 step design process stating that it is currently at the schematic design or stage #2.This stage encompasses room size listings, general site plan, size of the building, etc. There was a Council workshop and three half-day User Group/Steering Committee meetings held with members of the design team. Details from the Space Needs Study were confirmed or revised to meet the needs of the Police department. The Critical factors of this project include the functionality, safety and security of the building, but most importantly to stay on budget. The outcome of these meetings enabled the team to take the schematic drawings and develop a site plan and exterior massing to create a schematic design package involving details such as door hardware, camera locations, detailed needs of individual divisions. Mr. Garner stated that the team was now able to present the package with designs, details, and associated costs to the Task Force for them to evaluate and make recommendations.

2. Project Budget Analysis

Referring to the diagram Mr. Sweeney explained the time schedule in the process regarding established and confirmed costs against bond proceeds. Stated that there is $10,690,000.00 in the available bond proceeds for the Police Building project and Government Center. Paric Corporation and Navigate solutions both went through all of the costs/needs and put together an amount to present to the design team who reviewed the estimated costs. Mr. Sweeney commented that there is a cost for every single line item, and unit costs are very important. Amounts are set and then added to the total program budget. Some of the soft costs such as: permitting, insurances, design costs were reviewed by the team and were lowered to meet the actual cost. The design team developed a budget tracker to reasonably reduce items. Through Value Engineering a reduction of $1,478,000.00 was accomplished. Mr. Sweeney stated that there was still an underfunded amount of $540,000 (over budget). He went over cost reductions that could be reduced and those items include:

1. Reduce landscaping to meet code only
2. Eliminate access road to Magna Carta
3. Eliminate Art allowance
4. Reduce Furniture budget
5. Reduce exterior finishes (aesthetic and functional eyebrows over windows)
6. Substitute plumbing material
7. Reduce building size (reduce by 1,300 sq ft).

Mr. Perkins felt that a reduction in building size, down to 23,500 SF would not allow the police department to operate properly. There was also a comment from the committee to not cut out the access road. Mr. Sweeney stated that this is one of those items that could be added later. However, he did not advise this since it would alter other factors such as stormwater retention, loss of detention ponds and a different site design. The committee agreed that anything on the reduction list that could be added later would be acceptable. A covered parking area and building automation could be included as bid alternatives. Mr. Harp stated that a landscaping plan has not been developed, pending a decision on the amount of funds available for this purpose.

3. *Design Concept Review*

SITE PLAN –

Mr. Harp went over the changes from the last meeting. The sally port is now on the lower level and the drive-thru has been eliminated. Chief Eidmann explained that drive-thrus are no longer considered efficient. He opted for a pull in / back out access which will reduce costs.

This area will have (3) bays – one for processing stolen items and storage and the other two for prisoner processing. A hazmat shower was added to a bay in the event of pepper spray contamination. The police parking area in the rear of the building was increased from 31 spaces to 42. The front entrance was moved from the center of the building to the southwest corner.

There will be permeable pavers / solid blocks in the public parking lot between the police building and N. New Ballas. Detention areas to collect storm water and add water quality features will be in place. Since it is a green design with detention basins and rain gardens, there will be 4 to 6 LEED credits available .

The landscaping contractor discussed the landscaping plan. All placement of plants and trees will meet the City's ordinances on what is allowed. There will be plants and shrubbery placed to dress up the front public entrance. All trees and plants will be low maintenance with successional seasonal color. There will be landscaping enhancements around any public art if and when included in the project. Much of the plant material will attract butterflies and bees approved by MSD to increase pollination. Strong trees will be planted to withstand heavy winds and storms. Native grasses will be planted on steep slopes that need little mowing and will attract birds. The entire landscaping plan will be designed to flow together with the present landscaping at the Government Center.

A question was raised about the site plan to include a 4 X 4 pad with lighting for public art. More detailed information will be necessary but the team confirmed that space has been provided for.

FLOOR PLAN -
The team's project manager reviewed the floor plan with the committee and stated that it was developed with efficiency in mind. Security, safety and adjacencies of specific operations helped determined the the layout and circulation of the schematic design.

<u>First Level</u> -
The main entrance will have a vestibule area with lock downs and a secure area for the public. The lobby area will have a Training/EOC room. The Chief's and Administrative Assistant's office and conference room are nearby along with the Lieutenants', Traffic Control offices and break room.

On the north end of the building are the detectives' offices configured in a bull-pen (open floor plan with cubicals), a storage area and rooms for interviewing – all with easy access from the detectives' offices.

The front side of the building will have office space with windows for daylight. The center of the building will service anything that doesn't need daylight such as: the mechanical room, file server room, storage rooms and a soft interview room with a small restroom.

There will be separate public rest rooms off the lobby with a more private restroom for staff in the same area. The records department will be on this level in the front lobby to assist the public upon entering.

<u>Lower Level</u> –
This level is divided into (3) areas of operations: an evidence and storage area, Men's and Women's locker rooms and a work-out room, and a detention area. Entry is made from the backside with direct access from the parking lot to both the upper and lower levels.

There is a mudroom for officers coming in from patrol with lockers and storage bins. The Watch Commander's office and report writing room are located near the squad room, locker rooms, and exit to the parking lot with the offices of Field Operations and Captain nearby.

The detention area will have concrete foundation walls along (3) sides, making it very secure.
There are (4) cells and (3) cages for booking. The stairwell in this area was designed for the release of detainees so they would not have to be brought through the building. They can be released directly to the western public parking lot.

The center of the lower level has the squad room to be used for daily briefings along with the armory and conference room. The armory has been designed to have (3) hour concrete masonry walls with concrete block on top. Punch codes and key pads are necessary to gain access. The shooting range will remain in the Government Center due to the high costs to create a new one.

The elevator is centrally located to be accessible to the lobby and lower level. Access to the elevator is by security card reader only.

Ms. Maxvill (Interior Designer and LEED Specialist) went over the finishes that will be used such as: porcelain tile, epoxy resin flooring, all materials that will last for the duration/life cycle of the building. There will be a concrete finish on the stairs and a timeless color palette used, nothing trendy. No finishes have been presented as yet. Colors and other options will be discussed as the next step in the process.

Mr. Heideman (Mechanical Engineer) added that the bathrooms will have electronic dispensers and hands free flushers, PVC piping, 100% LED lighting with occupancy sensors, the building will be 100% backup on generator, there will be two rooftop air handlers with recovery ventilators and VFD motors, window glass treatments, all to work for optimal efficiency.

A question was raised about credits/grants from Ameren. They are not in the budget at this point since they are still in discussion. No credits will be allowed for the air handlers due to the temperature requirement from Ameren which the police can't do. However, the team will try to get credits for lighting and the O C lighting sensors to keep wattage down per sq. ft. Laclede Gas has a rebate program which can be used on the high efficiency water heaters.

EXTERIOR MASSING/MATERIALS –
The building is a two story linear with a walkout on the lower level. The exterior was designed with articulation, quality of material and human scale factors. It needed to create visual interest, a good sense of entry and had to be compatible with the neighborhood and the area. This was the basis for the design. The design team wanted to create a dynamic look with connectivity to the Government Center. The building will be almost 100% masonry and the colors of the exterior will blend in with the outside of the Government Center.

A motion was made and approved by the Task Force to recommend the following cost cutting measures to City Council:

- Reduced scope for the art allowance with the exception of the pad and lighting for the pad.
- Reduction on the furniture allowance.
- Change out on the plumbing materials.
- Reduce the exterior cost by eliminating some of the eyebrows.
- Reduce the Landscape to meet code only.

The motion further included utilizing Proposition P sales tax funds for technology and audio visual equipment ($325,000) and capital improvement funds for the access road ($96,000).

It was agreed to leave the contingency funding and the funding set aside for safety, security and ADA improvements at the Government Center ($521,000) as is.

4. Schedule Update

The Design Team will present updated information to the Council on June 26th.

5. Next Steps

Will are currently launching into the Design Development stage and later this summer into the Construction Document stage.

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IV. OTHER BUSINESS

- The scheduled date for the Task Force meeting of July 13, 2017 was **cancelled.**

The new meeting date for the Task Force is tentatively set for Thursday, August 17th.

V. ADJOURNMENT

Meeting concluded at 7:30 p.m.

Submitted by,

Jim Heines
Director of Public Works