

**2012 SPACE NEEDS ASSESSMENT
CITY OF SIOUX FALLS, SOUTH DAKOTA**



Report by TSP, Inc.

FALL 2012

2012 SPACE NEEDS ASSESSMENT

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EXECUTIVE SUMMARY

This Space Needs Assessment began once most of the straightforward moves were finished from the previous study. Staff has been feeling overcrowding in a number of areas and the pressure seems to be rising. Systems are being updated throughout the City and now the program to scan all documents and get rid of paper files wherever possible has gotten well under way. Along with less paper storage, the City continues to strive for extra convenience for the citizens as more and more interaction is encouraged on line, allowing nearly all payments to be electronic, drastically reducing required visits to City Hall. These changes are being made to make interaction with the City more user-friendly and convenient to the public. The same considerations were used as departmental adjustments were studied. The old study is also nearly 5 years old, which is beyond any realistic projection ability.

As the City of Sioux Falls grows, the staff to serve the citizens grows with it. Sioux Falls has seen consistent growth and that is projected to continue. With growth, staff tends to find way to make things work so they can do what the citizens need them to do. This often means sharing space that was meant for a single person, or making storage spaces into an extra office. As these adaptations happen, lower quality space is often captured in the interest of expediency. Through the years, people have adapted to their conditions, cramped, dark, or spacious as they may be. An integral part of this assessment was to review existing office spaces and needs for new ones, while looking at the overall department needs for interaction and collaboration. The goal was to rethink what individual departments had become, and reimagine how they might operate internally and between themselves for better customer service and collaboration. The intent was to find a more consistent approach that could be considered for all City departments, while customizing the approach to meet the department's needs.

The City Hall and its Annex were the focus of this study, while other spaces were reviewed for possible integration with City Hall departments. Utility Billing was one such department, but due to their specific needs and technology trends of the City's efforts, it was recommended that they not move to City Hall. A very similar result was reached with Vector Control who should also remain in their leased space. Park and Rec storage was also reviewed, but a replacement space was considered the most viable option for this function since inexpensive space is straightforward when built on land the City already owns.

The quality of space that each department was utilizing was an important consideration within the study. Space within sight of a window is limited within both the City Hall and its Annex. To create more daylight, part of the recommendation is to create an additional window well in the southwest corner of the ground level. This change will add approximately 3,000 square feet of "daylit" space into the existing City Hall. Another quality of space adjustment was to decrease the use of the basement for office space. These recommendations limit this space to storage and facility management needs only.

Due to several factors, the City's administration recognizes that leased space currently presents the highest value for additional office space. The market is very affordable and does not require the capital outlay that a permanent building would. This approach encouraged a consideration of a 3-5 year projection to ensure that departmental shifts could remain flexible enough to function of the foreseeable future. The recommendations encompassed here are an interim step toward leasing additional space in the future as departments continue to grow toward the projected 12,000 square foot of additional leased space required.

The Annex building appears to be well-utilized and will provide for the projected growth in the near future. It was determined that the departments within this building should remain where they are.

The floors recommended for significant adjustments within City Hall will house departments that are intended to grow in place while other departments are more appropriate for possible leased space in the more distant future, especially ones with less public interaction.

This recommendation suggests moving the City Attorney's Office, Community Development, and Human Relations into a leased space to allow their spaces to be remodeled for other functions. Once that is complete, each space will get remodeled, departments relocated, etc. until all departments are rearranged. The largest impacts will be:

- Ground floor dedicated to a Planning/Zoning/Building Services department with a common services desk just inside the east ground floor door
- Ground floor break area to better utilize a non-daylit space
- First floor dedicated to administration functions of the major public interaction departments: Mayor, Planning/Zoning/Building Services, Public works & Engineering
- More accessible shared conference room space to improve scheduling flexibility
- More consolidated Engineering department

The adjustments suggested will be a huge impact to City Hall staff and make interactions with public more effective than ever. Departments will really notice the improvements too. The effort expended will be well worth the results.

Section 1 PARAMETERS OF ASSESSMENT

Need for Study:

The previous study began in 2007 and completed in 2008 had projected needs from 2010 through 2013. Much of the remodeling suggested for relocation of departments has been accomplished by the City. As the projected timeline is reached, it is appropriate to reassess the previous adjustments while considering the goals and space needs for any future modifications suggested by current needs. Department needs change as do the needs of the public they serve.

Technology has changed the need for storing long-term files for many functions. The City is partially through their plan to scan virtually everything within their buildings to eliminate paper storage needs. This scanning project alone has had a significant impact on space needs since file storage rooms within departments will be virtually eliminated. Technology has also changed the way in which a number of departments interact with the public and each other. This has made possible virtual interaction throughout the day where a physical presence was previously required. In many cases, a physical proximity is still preferred, but the necessity need not drive all decisions regarding location.

There was a concerted attempt to understand the need for enclosed office space and make the space more consistent in both quality and size. Natural light within departments was identified as a prerequisite. Three classes of offices were identified in recognition of the functions they support: a basic office is large enough to house a desk and furniture necessary for basic privacy of daily functions; a director's office is large enough to house a desk area and additional guest chairs for a small conference; an administration office is large enough for a desk area and a small table and chairs for a meeting area within the office. This approach to office space was not rooted in spaces already defined, as in the previous study, but looked at an optimum use for layout efficiency.

The previous study identified projected space expansions upon city property to anticipate accommodations for growth needs. The City's desire to build space for itself, rather than the citizens it serves has been revisited as leased space and the requisite prices for that space has become more attractive due to market competitiveness. Leasing space outside City grounds has a much different dynamic since this space will likely not be contiguous with space within the City Hall, although it could very well be nearby. Careful consideration of how the public relates to the departments within any leased space must also be considered.

Each of these considerations and accomplishments justify a reconsideration of the previous study to prepare the City's departments for even more improved service to their public.

Study Scope:

The conceptual goals for the study are to maximize customer service to the public wherever possible, making the experience convenient and efficient for the user. A secondary goal was to make departments and inter-departmental connections for maximum effectiveness. A third goal to have a more consistent quality of space was also considered.

The analysis and supporting research represented within this assessment was focused primarily on 2 buildings and 9 departments.

The two buildings primarily reviewed were the existing Sioux Falls City Hall on the corner of W. 9th Street and N. Dakota Avenue, and the Sioux Falls City Annex building at W. 8th Street and N. Dakota Avenue. Additionally, the Utility Billing department building on N. Western Avenue was also a part of the assessment along with two storage facilities currently in use by the Park and Recreation department. The Vector Control facility currently utilized by the Health Department was also researched.

The 9 departments reviewed were as follows:

- Central Services
- City Attorney
- Community Development
- Finance
- Fire Prevention (Division of the Fire Rescue Department)
- Human Resources
- Mayor's Office Suite
- Planning and Building Services
- Public Works including Utility Billing

This study did not include other departments not housed within the buildings studied, but did include portions of departments that were not within the building for consideration of consolidating space for a department unless their satellite presence was intentional and strategic.

Study Approach:

The work for the Assessment included 6 primary tasks:

- A. **Research of Space Needs** included the development of a questionnaire that was intended to guide thinking about departmental organization, function, and efficiency, public access needs, and inter-departmental collaboration as well as growth anticipation. The questionnaire is included at the end of this section for reference. The questionnaire was intended to be completed by the department leadership or at their direction. Interviews with Department Heads and other supervisory staff were conducted with some of the questionnaires completed in advance and others filled out after the interview. Interviews were conducted throughout the month of August 2012. Interviews focused on understanding the nuances of the department, spaces needed but not available, extra spaces underutilized, and changes in space needs due to department goals. This research was conducted to identify the elements that were working well within the department as well as find needed improvements in the department to make a better working environment and to improve customer services for the citizens of the city.
- B. **Review of Working Environment** conditions on site included the availability of natural light, convenience for staff to the rest of their department, and appropriate space for the tasks of the staff. These conditions were measured both by staff grades within their questionnaire as well as a walkthrough of the spaces by our staff.

- C. **Departmental and Interdepartmental Relationships** were measured by questionnaire and interview to understand how arrangement of departments would affect performance within and between departments of the City.
- D. **Comparative Analysis** was performed to measure optimum programs for each department based upon square footage area required. Each of these space programs were then summarized to compare which departments could share the limited square footage available.
- E. **Review of Options** process allowed us to look at many reconfigurations of departments and generally disregarded the current layout of spaces, since it was not the intent of the study to let the current state drive the optimum result.
- F. **Phasing plan** was created with an understanding of the most likely scenario of space reallocation and the most efficient way to make changes while disrupting as few employees and the public they serve at any time.

City of Sioux Falls Space Needs Assessment 2012

Please fill out this form to the best of your knowledge based upon actual use and current assignments prior to your meeting with our consultants doing the assessment. This should minimize fact checking required after the meeting and maximize the quality of the conversation during the meeting. Attach additional pages if necessary to explain answers.

Name of person completing form:

Name of supervisor:

Department Name:

Current location: (Building name and floor level)

Public Access is critical to some departments and much less necessary in others. In the following, please summarize the relative importance of easy and convenient public access to the department's mission. If only a portion of the department needs public access, please outline which portions are essential.

Importance of Department convenience to the Public:

Staff spaces are highly dependent on department employee count. Generally, FTE is used to get a count, but part-time staff needs space occasionally, so must be represented based upon their need for space. If two or more can share a space due to the size of the space or meshing of schedules, they can share the appropriate space. In the case of offices (a private room with walls to the ceiling and a door that can be closed), these are typically assigned based upon privacy concerns and job responsibilities.

Number of enclosed offices within department currently:

Number of additional/ fewer (circle one) enclosed offices based upon criteria:

Number of offices shared within the department:

Number of employees sharing the offices above:

Number of additional/ fewer (circle one) shared offices based upon criteria:

Number of current employees with dedicated desk (not in enclosed office):

Number of current employees with shared desk (not in enclosed office; field responsibilities):

Number of desks the employees share:

Number of non-office staff spaces unused or underused (if any):

Number of Out of Department Staff currently (non-adjacent):

Quality of space is important for a good environment to work effectively in. Please consider the quality of space the department is in currently. Is there view and/or some daylight that you can experience during

the day as you continue daily activities? Are restrooms and other support spaces convenient to allow the department to focus on their mission for the City?

Quality of space currently utilized (Subjectively graded A-F as in school with C as average):

Specific areas of improvement desired:

Use of additional spaces – Space for staff activities outside their assigned spaces are comprised of Storage/Files, Waiting areas, Conference rooms, Work areas, and Other. Please indicate below the number of spaces required for current use by the department or shared by departments:

Storage/Files rooms within department:

Number of Filing cabinets within open areas:

Shared storage/files with other departments (where and who is shared with):

Waiting area capacity within department (Indicate if shared and with whom):

Number of Conference rooms and comfortable capacity of each:

Number of Shared conference rooms with other departments:

Number of Work areas within department (indicate if shared):

Number of copiers/scanners outside of work areas, but within department:

Number of cabinets outside of work areas for supplies, etc.:

Special areas within department required? (dedicated restroom, shower, laundry, etc):

Proximity to other departments can make a big difference to the internal operations of the city as well as potentially make serving the public more efficient. Please state the preference of physical distance to other departments (Rating based upon 1: very important to be very close; 2: preferable where possible; 3: Does not matter.)

Mayor: _____

Planning / Building Services: _____

Planning: _____

Building Services: _____

Public Works: _____

Public Works: _____

Engineering: _____

Real Estate: _____

GIS: _____

Attorney:

Attorney's Office: _____

Human Relations: _____

Human Resources: _____

Finance: _____

Central Services: _____

Risk Management: _____ **Information Technology:** _____

Multimedia Support: _____ **Facilities Management:** _____

Fire Administration: _____

Fire Prevention: _____

Community Development and Public Parking: _____

Consolidation of spaces is essential in providing efficient services by the City. Out-of-Department needs (these may include off-site areas) may include additional storage, or other equipment that is only occasionally used. All of this space should be considered as a strategy is formulated to either bring it into the department, put it somewhere outside the department, or eliminate unused spaces. Please note that out-of-department staff is included above with other staffing analysis.

Number of out-of-department non-staff spaces currently utilized:

Portion of above that can be eliminated due to lack of use:

Projected needs for 3-5 years into the future are a challenge for departments to predict. Likely you have made projections of staff growth and space needs related to that growth, possibly related to population or another measurable factor. Alternatively, your department may have strategic goals based upon public service or internal collaboration that may drive additional space needs. This portion tries to anticipate a need while gaging what is helpful for the department and the city at large.

3 year projections:

Staff Growth/Shrinkage:

Services Growth/Shrinkage:

Is this a transfer of service from/to another department?:

Non-Staff Space Growth/Shrinkage:

5 year projections:

Staff Growth/Shrinkage:

Services Growth/Shrinkage:

Is this a transfer of service from/to another department?:

Non-Staff Space Growth/Shrinkage:

Other Factors considered when projecting future space needs:

Section 2 SUMMARY REVIEW OF OPTIONS

The City of Sioux Falls owns the City Hall, the adjacent parking ramp, and the Annex building within the block along Dakota. Although more space is needed, the City has multiple options for how to find the space. They may build the space, short-term lease the space, or long-term lease the space. Each has both strategic and financial advantages and disadvantages.

The previous study recognized the need for additional space and measured the space needed as square footage of a new building, whether a stand-alone facility or in conjunction with the County in a combined administration facility. That option had 100,000 square feet at \$21.9 Million.

The second option the previous study reviewed was to renovate the existing spaces and build an addition for the remainder of 27,000 square feet at \$13.1 Million.

The third option was a blended and phased approach remodeling parts of the existing building and planning for a future addition at a concourse level within the parking ramp footprint connecting the city hall and the annex. The first portion of this option appears to be the one followed in rearranging the departments so they could be more efficient. Less of a priority appeared to be placed upon getting departments into contiguous space.

As the city continues to grow, current thinking is that city administration needs to grow to keep pace with the citizens' needs, which translate into space needs. This review has looked at the needed expansion to accommodate 5 years of growth for the administration based upon employee counts. Although building is always an option, the expansion needed is currently preferred to happen within a leased property, preferably a single location with easy public access and close to the City Hall and the current administration.

The options to accommodate the additional 12,000 square feet needed for departments to allow each department to grow in place over the next 5 years are outlined in this section. This analysis looked at leased space available or planned, proximity to City Hall, ground level availability for maximized public convenience, and cost including both initial cost and 5 year lease cost, and is summarized in the following table. The highest scores for ranking indicate the best properties suited for leased use.

The properties listed in the table near the Water Treatment Plant were only included here as potential possibilities for Utility Billing, and are not viable options for City Hall Departmental staff due to lack of proximity.

Leasable Property Analysis

	115 N. Dakota Ave.	8th & Minnesota Option 1	8th & Minnesota Option 2	First Dakota (101 N. Main Ave.)	Property near Water Treatment	100 S. Dakota Ave.	114 S. Main Avenue	110 N. Minnesota Ave.
Proximity to City Hall (Dr to Dr in 100's of ft)	1.2	6.4	6.4	2.6	22.7	3	5.3	5.4
Ground level space available	0	16,140	24,000	0	unknown	3,300	0	0
2nd level space available	0	16,140	24,000	3,183	0	3,035	13,000	5,522
3rd level space available	0	16,140	24,000	4,947	0	0	0	0
4th level space available	0	0	24,000	NA	0	0	0	5,752
5th level space available	0	0	0	NA	0	0	0	0
Total Building SF	NA	48,420	96,000	57,576		9,769	39,000	60,000
Total SF available (12,00 SF goal)	0	12,000	12,000	8,130		6,335	12,000	11,274
Future Expansion (10 is yes)	0	10	10	10		0	10	10
Cost per SF (Total)	\$21.50	\$23.50	\$19.50	\$16.00		\$15.00	\$13.50	\$20.25
Build out extra req'd	\$0	\$420,000	\$420,000	\$285,000		\$0	\$420,000	\$395,000
Cost factor (start + 5 year in Mill.)	\$0.0	\$17.3	\$14.5	\$8.1		\$5.7	\$10.1	\$14.1
Visitor Parking	Yes	Yes	Yes	Street	Yes	Street	Street	Yes
Staff Parking	Available	Available	Available	Available	Available	Available	Street	Available
Ranking score	NA	66.38	101.22	58.28	NA	84.89	35.28	24.08

Note: Ranking considers proximity, ground level availability, future expansion capability, and cost of space.

Section 3 FACTORS FOR CONSIDERATION

Many of the previous study's factors were carried over for this study, but had a different approach and methodology for this study.

User-Friendly Character & Public Convenience: The existing layout of the main level of City Hall is very formal and does not leave a public impression of a user-friendly place. Signage to direct the public to the particular places they need to go is adequate, but the public must go all over City Hall to get what they need. Grouping related functions like Planning and Zoning with Building Services that many of the same customers use will make the interactions more convenient for them. Although a Customer Service area on a ground level was discussed, it was determined that payments (i.e. parking tickets and other fees) made by the public should be encouraged through electronic means wherever possible to maximize customer convenience and minimize required visits to City Hall.

Security Concerns: The Mayor's office proximity to exterior entrances has been identified as a security concern, as it was in the previous study. Although an early concept of this study reviewed the potential of putting this suite on the third floor, it was decided that approach did not relay the appropriate message regarding access to elected officials. A different approach to security will be addressed with a non-relocation strategy.

Parking: Public parking was not identified as a concern within the scope of this study, but it was noted that as Planning and Zoning moves into the ground floor with Building Services, this will put a heavier load on the few spaces available along the alley. It was recommended that the city consider more dedicated spaces along 9th Street for City use to alleviate the concern if it becomes an issue.

Future Growth: Growth was predicted by each of the departments within the study for the next 5 years. The reallocation of spaces was based on that projected 5 year staff and space needs, with the understanding that predictions beyond 5 years are not accurate or reliable since the City needs will grow with the community's growth.

Historic Preservation: Both the City Hall and the Annex building are historic and in excellent condition generally, as they have been well-maintained and recently tuck-pointed.

Shared Spaces and Long-term Storage: The study was to maximize the availability of conference room space as these shared spaces are in short supply according to users. Additional approaches were taken to address small group meetings within departments to allow small collaboration spaces and improve department communication and service to the public as an outgrowth of these interactions.

Section 4 DEPARTMENTAL ORGANIZATION

The current Organizational charts for the departments reviewed within the assessment follow. The organizational charts were used to verify reporting structures to improve departmental relationships and maximize effectiveness within each department. On this page is a relationship matrix that identifies interdepartmental relationships and perceived proximity preferences as taken from surveys. Note that dark green denotes a two-way preference for close proximity, where light green shows a one-way preference for proximity. Two way preferences were given higher priority.

		DEPARTMENT RESPONSES																				
		Mayor	Planning/ Zoning	Building Services	Public Works Admin	Utility Billing	Engineering	Real Estate	GIS	Attorney	Human Relations	Human Resources	Finance	Central Services	Risk Management	Information Tech.	Multimedia Support	Facilities Mgt.	Fire Admin.	Fire Prevention	Comm. Development	
DEPARTMENT RELATIONSHIPS	Mayor		2	2	2					1	2						2	2			1	
	Planning/ Zoning	2		1	2					2							2			2	1	
	Building Services		1		2					2							2			2	2	
	Public Works Admin	2	2	2		2	1	1		2							2				1	
	Utility Billing				2																	
	Engineering		1	1	1			1		2							2					2
	Real Estate				1		1			2							2					2
	GIS				2	2											2					2
	Attorney		2	2	2						1	1					2					2
	Human Relations									1		1					2					
	Human Resources		2	2	2					1							2					
	Finance	2	2	2	2					1		1					2					2
	Central Services		2	2															1			
	Risk Management										2									1		
	Information Tech.		2	2							2	2									2	2
	Multimedia Support	2	1	1	2	2						2									2	
	Facilities Mgt.		2	2																		
	Fire Admin.																					
	Fire Prevention		1	1	2						2						2	2				
	Comm. Development	2	2	2							2						2					

It should be noted that all of the most important proximity priorities (#1 AND dark green) were addressed to varying degrees as follows:

Building Services with Planning and Zoning

- These departments are recommended to locate to the same level and create a new service desk to both improve communication within the department and increase the public's convenience to these often related services. These departments have some of the highest annual visitor counts in City Hall. A Planning/Zoning/Building Services Administration suite is suggested to allow additional interaction with other administration within City Hall, while still having adjacent level proximity.

Public Works Administration with Engineering with Real Estate

- All three departments have long been on 3 separate floors and spread throughout the building due to the size of the department. These departments are recommended to be removed from low quality Basement level space and combined with most of the ground level portion of the department to allow space for others, and be relocated to the second floor into a more contiguous space. Some Engineering staff will be located adjacent to Public Works Administration to improve communications and access to public. The resulting effect to these departments will be having most of their staff located on two adjacent floors with a small portion left on ground floor that could be relocated once additional space is available as other leasing options are acted upon.

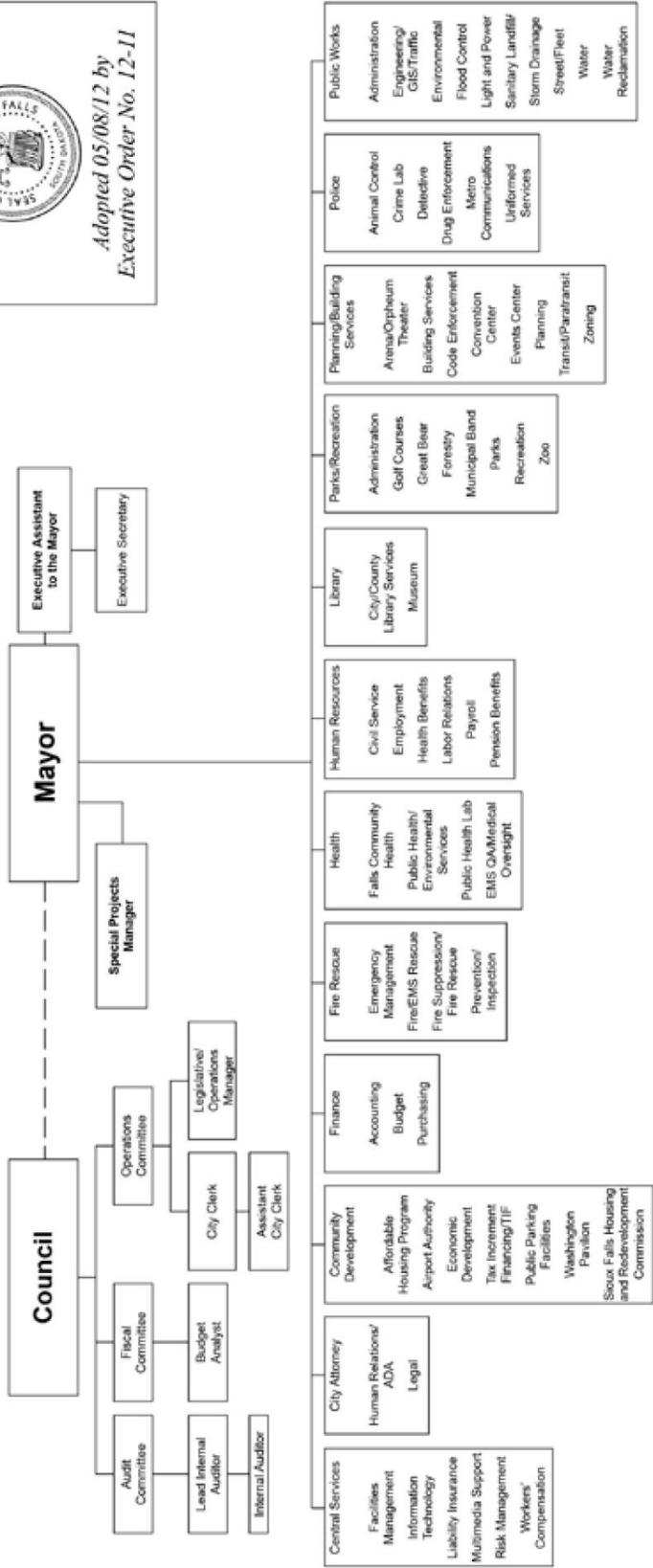
Attorneys with Human Relations with Human Resources with Finance

- The City Attorney's Office is currently separated from the other departments listed as priority proximity. These department recommendations would place the Attorneys and Human Relations into leased space to allow space for Engineering. The relationship between the City Attorneys and Human Relations was identified within the interviews as being a high priority, while the proximity to Human Resources and Finance were a lesser priority. Although it was considered to relocate Human Resources and/or Finance to leased space along with the Attorneys Office, lack of leased space availability and other factors dictated leaving Human Resources and Finance in their current locations until a larger single space Lease Option is available. At that time, one or both of these departments would be relocated to allow anticipated expansion by a number of departments.

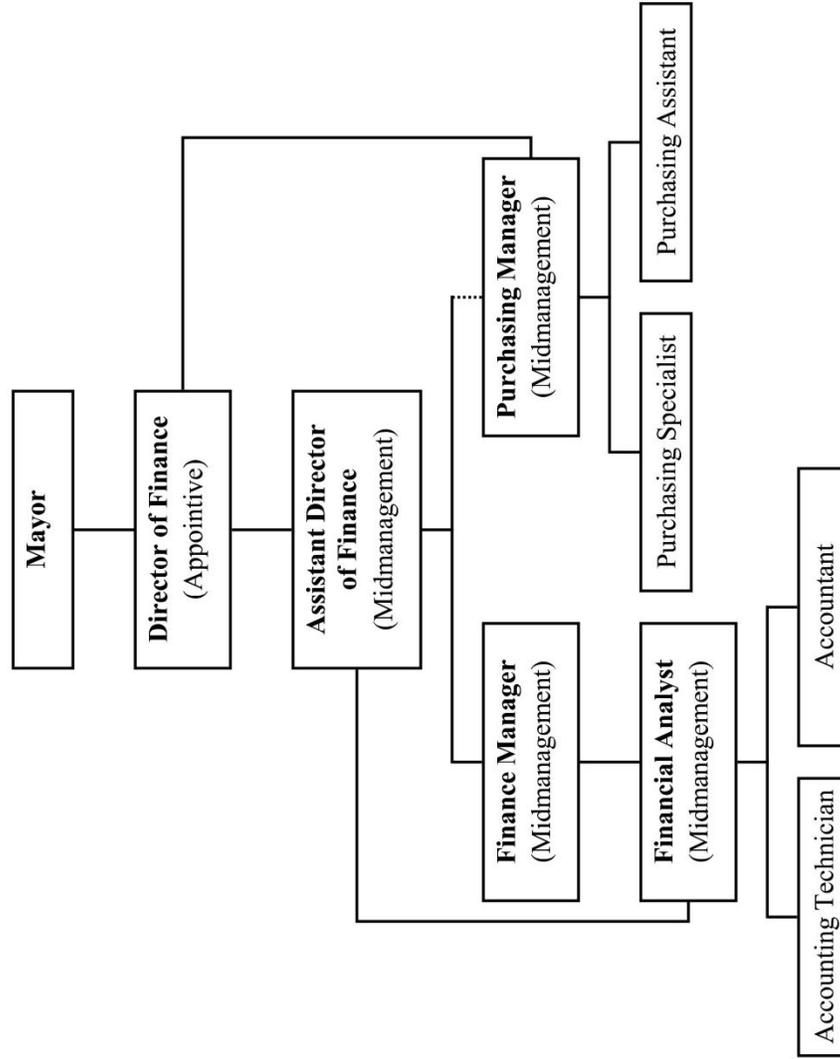
Central Services with Risk Management with Facilities Management

- These departments are all located within the same building and are recommended to remain where they are except Facilities Management. They would relocate to City Hall to allow better access and convenience to the majority of the staff they serve and square footage they maintain.

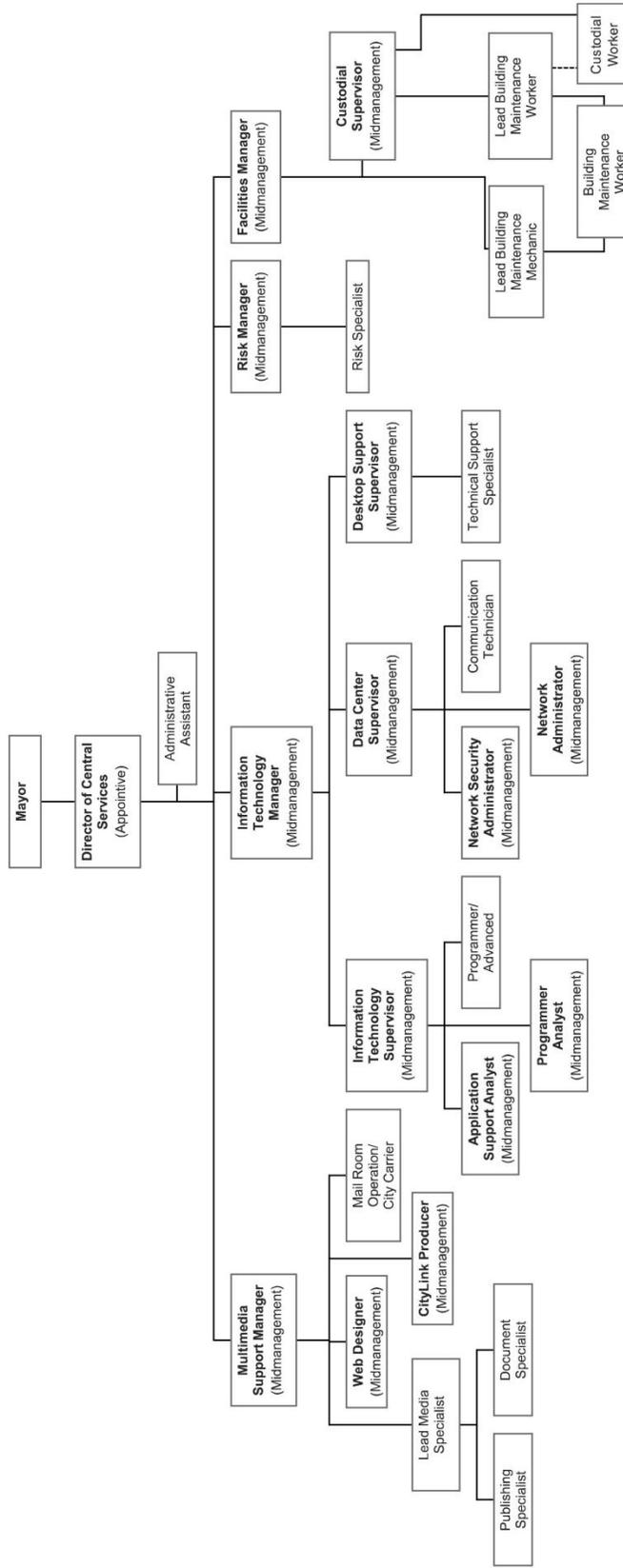
City of Sioux Falls Organization Chart



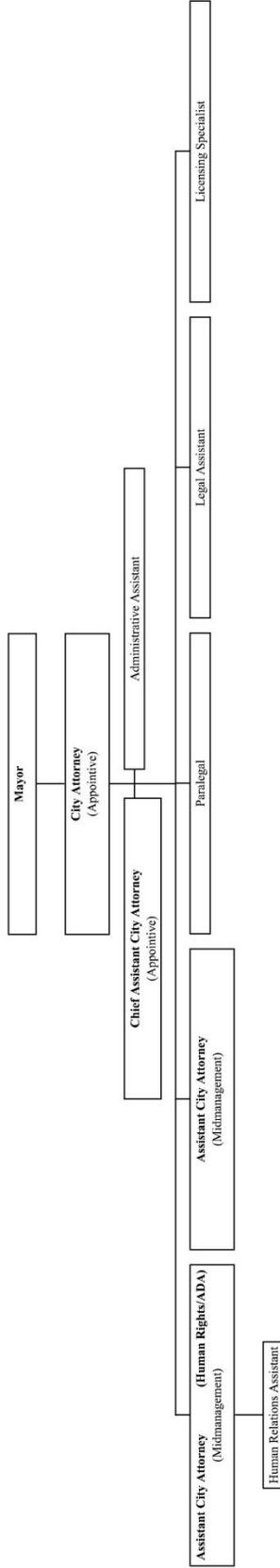
Finance Organizational Chart



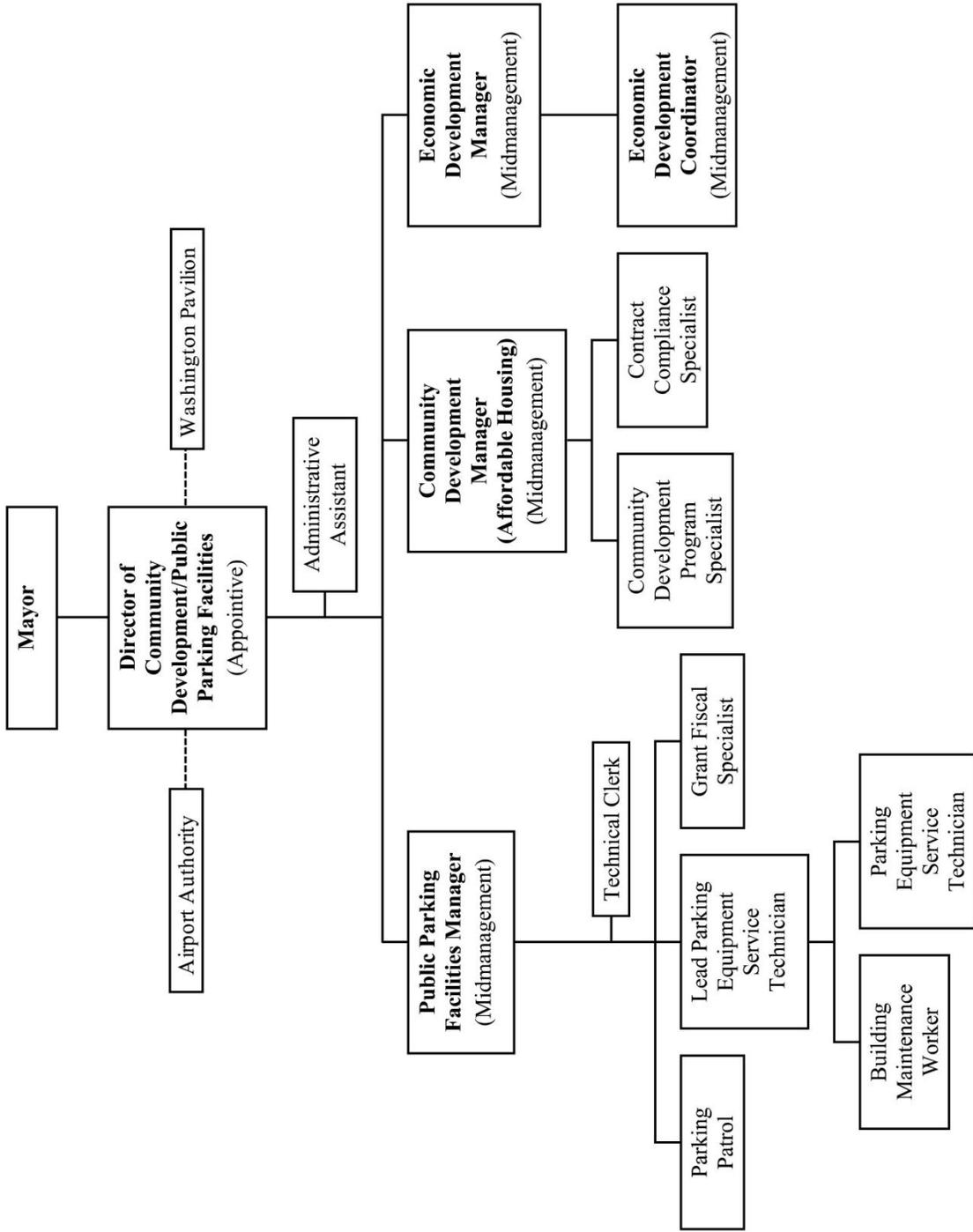
Central Services Organizational Chart



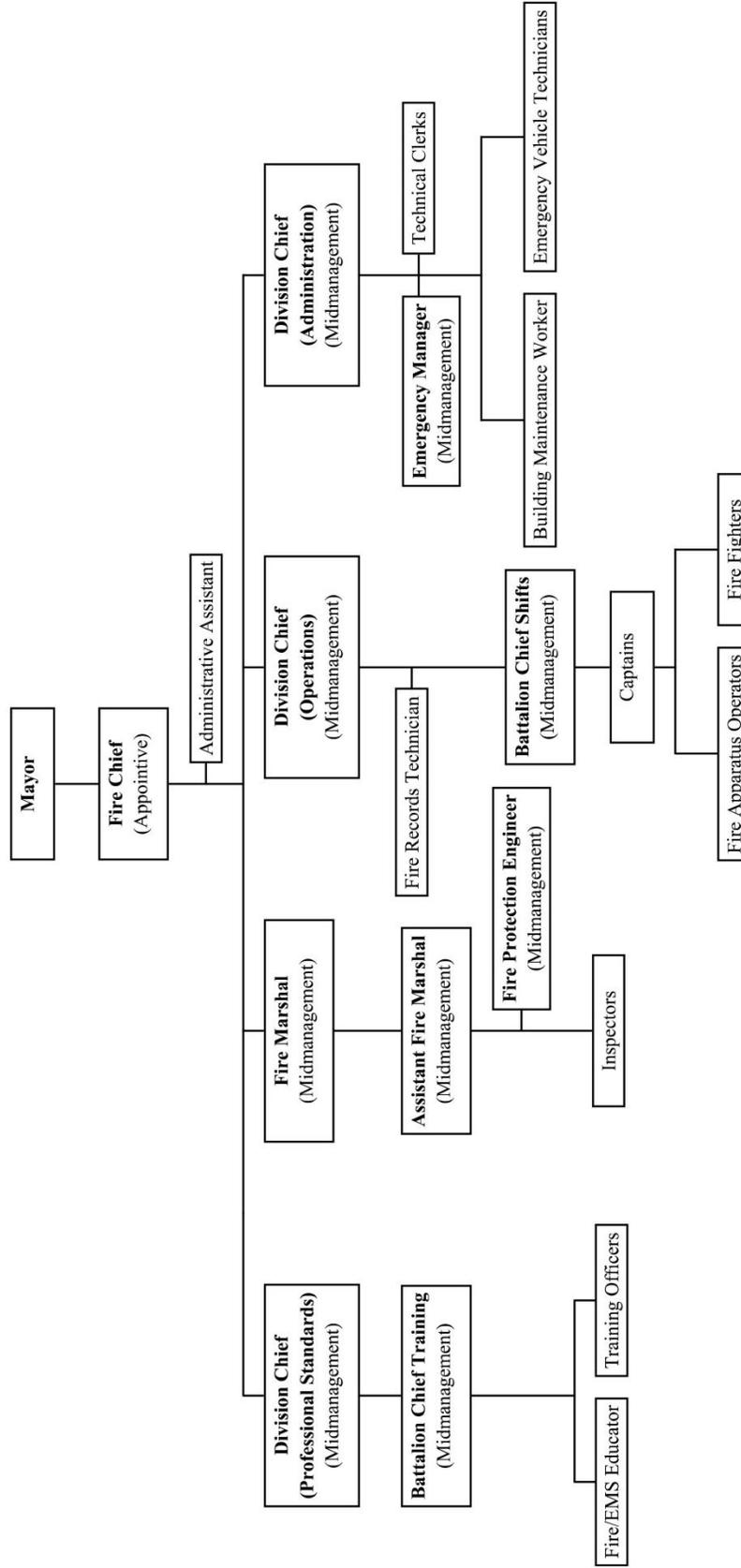
City Attorney Organizational Chart



Community Development Organizational Chart

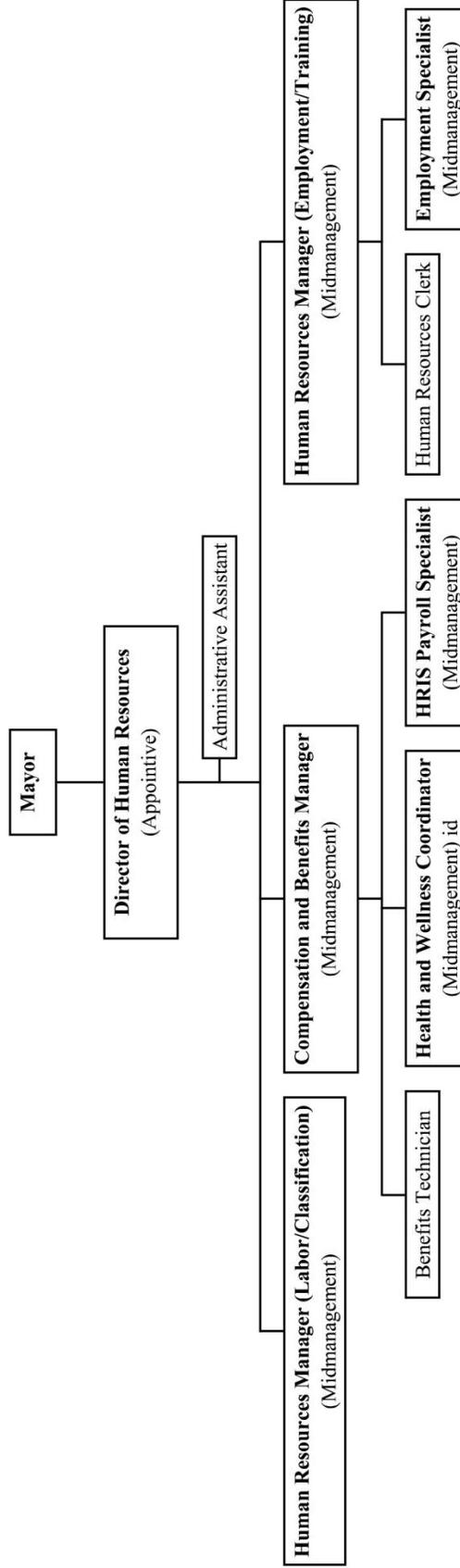


Fire Rescue Organizational Chart

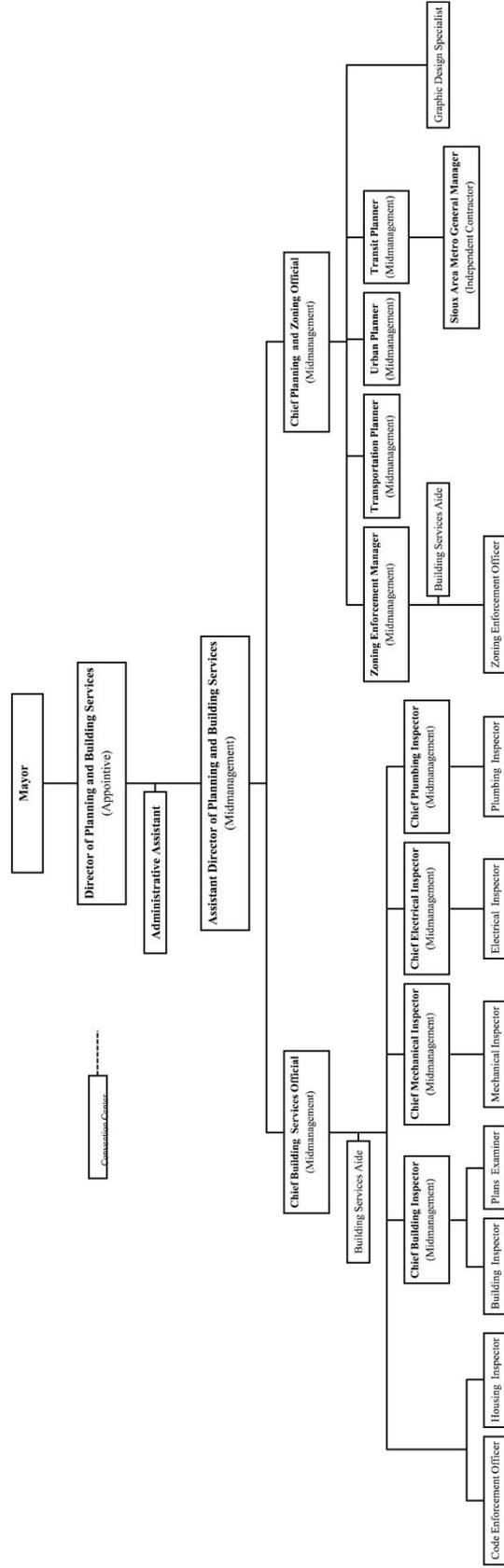


Human Resources Organizational Chart

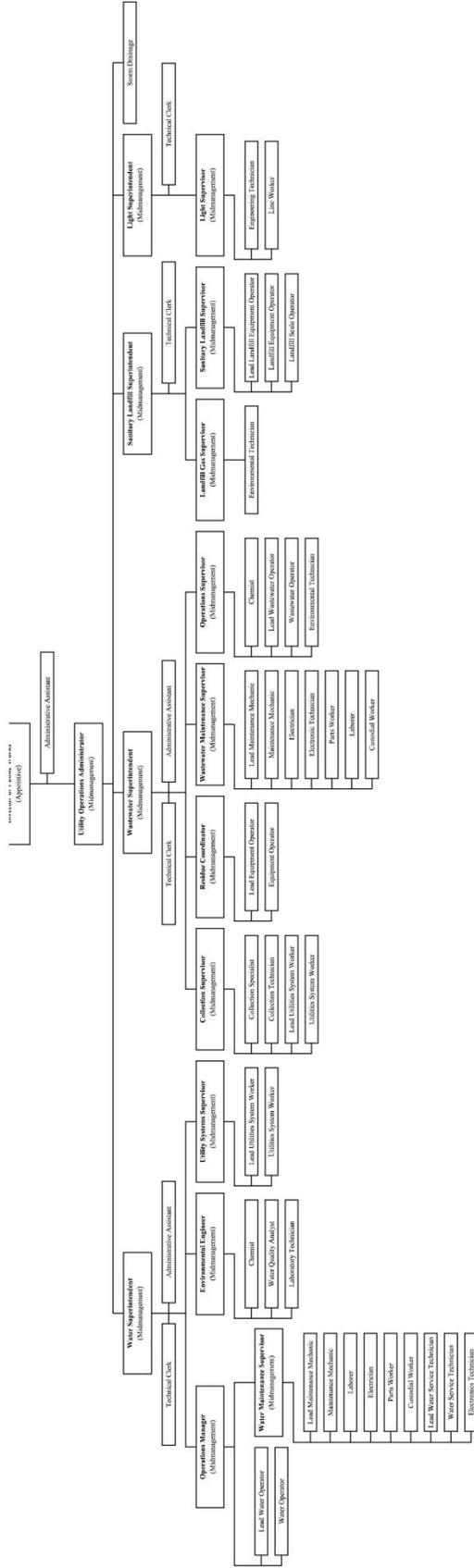
Human Resources Organizational Chart



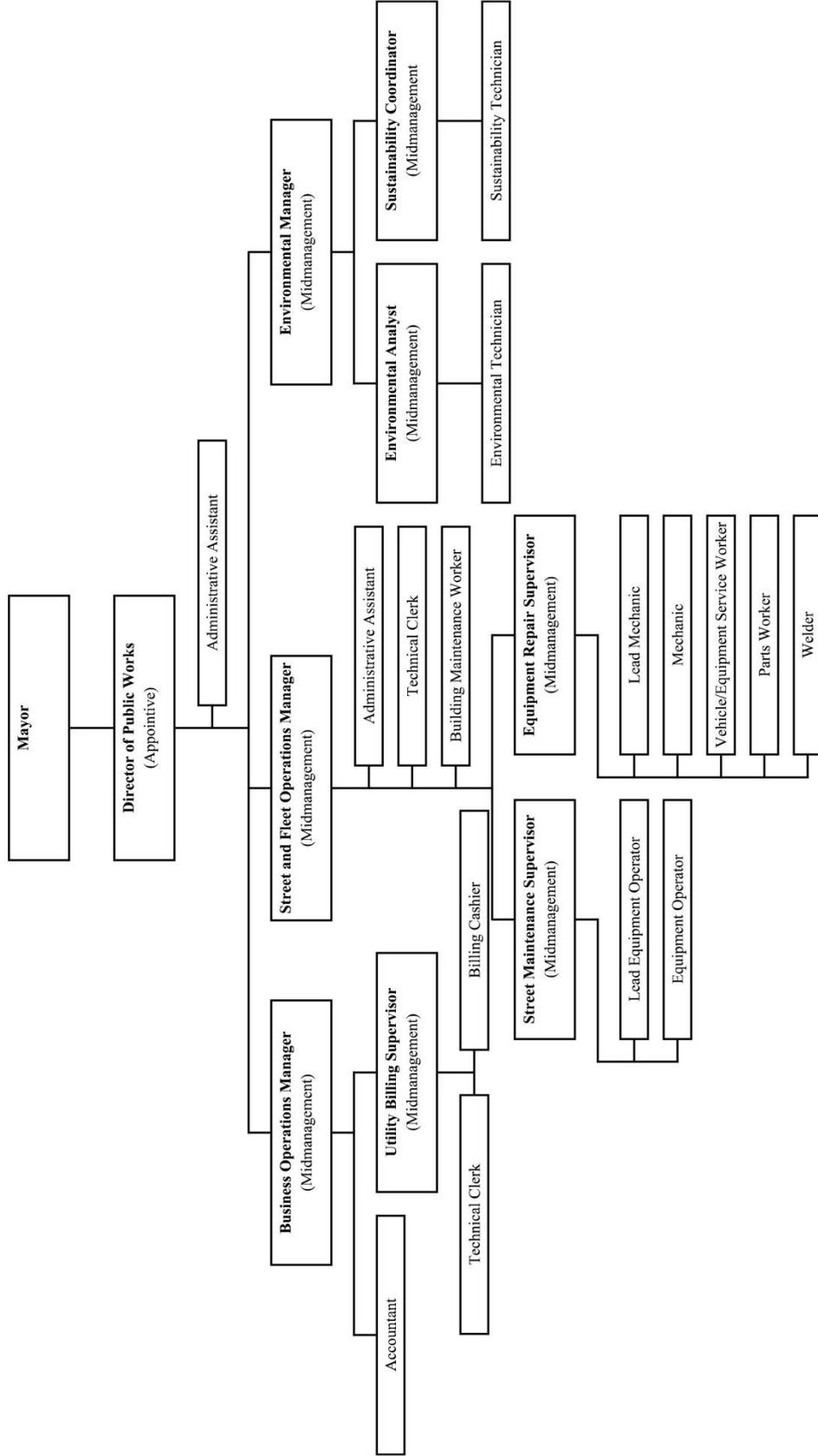
Planning and Building Services Organizational Chart



Public Works Organizational Chart (continued)



Public Works Organizational Chart (continued)



Section 5 DEPARTMENT NEEDS PROJECTIONS

Space factors for needs were based upon an objective value that was consistent through all of the departments. This consistency was especially examined in office use, as existing offices varied greatly throughout the building. 3 standard office sizes were assigned for this study: Executive offices at 250 SF, Manager's offices at 200 SF, and Basic offices at 150 SF. The Basic office does not allow enough space for a proper meeting area, where the other types have space for small meeting functions within the office.

Most departments were encouraged to consider the use of shared conference space to allow both flexibility within the building and to maximize utilization of these spaces on a building-wide scale. In support of this approach, a number of departments asked for small "collaboration spaces" within the department to encourage the interaction of employees to appropriately serve the public.

An overall factor was applied to anticipate the inefficiency of adapting an existing space to needs and allows for circulation within the spaces, between offices, cubicles, and other spaces. This factor also allows for wall thicknesses, column and other structures, etc.

At the end of this program outline, is a color coded summary that can be compared to the recommended departmental plans.



DEPARTMENT: PLANNING & ZONING

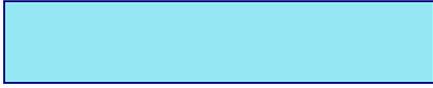
Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
4				99	32	0	0
Waiting Area (Chairs)							
1				211	250	0	0
Executive Office							
3				530	600	0	0
Manager Office							
0				0	0	0	0
Basic Office							
1	-1			186	0	0	0
Shared Office							
5	2	1	1	716	448	55	55
Desk / Cubicle							
5				391	275	55	55
Shared Desk / Cubicle							
3				431	150	0	0
Storage / File Room							
10				0	50	0	0
File Cabinets in Open Area							
0				0	0	0	0
Large Conference Room							
0				0	0	0	0
Medium Conference Room							
0	1			0	100	0	0
Small Conference Room							
1				25	50	0	0
Work Area							
0	1			0	200	0	0
Gathering Space							
2				156	80	0	0
Service Counter (Stations)							
1				27	40	0	0
Break Counter							
SUB-TOTAL				2,772	2,275	110	55
DEPARTMENT GROSS FACTOR (35%)	35%			1,225	3,500	3,669	3,754
TOTAL				3,001	3,500	3,669	3,754

* Service counter includes desk for public



DEPARTMENT: BUILDING SERVICES	Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Waiting Area (Chairs)	5				64	40	0	0
Executive Office	0				0	0	0	0
Manager Office	2	3			258	1,000	0	0
Basic Office	2	-2			283	0	0	0
Shared Office	0				0	0	0	0
Desk / Cubicle	21	2	1	1	1,872	1,472	55	55
Shared Desk / Cubicle	0				0	0	0	0
Storage / File Room	3				589	150	0	0
File Cabinets in Open Area	62				0	310	0	0
Large Conference Room	0	1			0	200	0	0
Medium Conference Room	1				230	150	0	0
Small Conference Room	0				0	0	0	0
Work Area	1				63	50	0	0
Gathering Space	0	1			0	200	0	0
Service Counter (Stations)	3				292	280	0	0
Break Counter	1				0	40	0	0
SUB-TOTAL					3,651	3,892	55	55
DEPARTMENT GROSS FACTOR (35%)						2,096	30	30
TOTAL					4,076	5,988	6,072	6,157

* Storage includes abandoned mechanical room and vault not currently utilized
 Conference room also houses plan scanner



DEPARTMENT: PUBLIC WORKS- ADMINISTRATION

Waiting Area (Chairs) 4

Executive Office 2

Manager Office 2

Basic Office 0

Shared Office 0

Desk / Cubicle 5

Shared Desk / Cubicle 0

Storage / File Room 0

File Cabinets in Open Area 5

Large Conference Room 1

Medium Conference Room 0

Small Conference Room 1

Work Area 1

Gathering Space

Service Counter (Stations)

Break Counter 1

SUB-TOTAL

DEPARTMENT GROSS FACTOR (35%)

TOTAL

* Currently 2 empty cubes

Share work area with Comm. Dev.

Additional office is Attorney

Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
4			128	32	0	0
2			532	500	0	0
2			501	400	0	0
0	1		0	0	150	0
0			0	0	0	0
5	-2		535	165	0	0
0			0	0	0	0
0			0	0	0	0
5			0	25	0	0
1			278	200	0	0
0			0	0	0	0
1			144	100	0	0
1			45	50	0	0
			0	0	0	0
			0	0	0	0
			31	40	0	0
			2,194	1,512	150	0
			2,708	2,326	2,557	2,557
			814	814	81	0
			0	0	0	0

* Locker room desired with showers (common space)

DEPARTMENT: PUBLIC WORKS- ENGINEERING		Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Waiting Area (Chairs)	3	0			83	24	0	0
Executive Office	0	0			0	0	0	0
Manager Office	3	0			518	600	0	0
Basic Office	9	0	1		1,239	1,350	150	0
Shared Office	0	0			0	0	0	0
Desk / Cubicle	34	0	2		4,031	2,176	110	0
Shared Desk / Cubicle	0	0			0	0	0	0
File Cabinets in Open Area	20	0			0	100	0	0
Storage / File Room	5	0			614	25	0	0
Large Conference Room	0	0			0	0	0	0
Medium Conference Room	1	0			233	150	0	0
Small Conference Room	0	0			0	0	0	0
Work Area	1	0			152	50	0	0
Gathering Space	0	0			0	0	0	0
Service Counter (Stations)	1	0			87	40	0	0
Break Counter	0	0			0	0	0	0
SUB-TOTAL					6,957	4,515	260	0
DEPARTMENT GROSS FACTOR (35%)						2,431	140	0
TOTAL					8,357	6,946	7,346	7,346

DEPARTMENT: PUBLIC WORKS- UTILITY BILLING		Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Waiting Area (Chairs)	2	0				36	16	0	0
Executive Office	0	0				0	0	0	0
Manager Office	2	2				356	400	0	0
Basic Office	6	6	1			758	900	150	0
Shared Office	0	0				0	0	0	0
Desk / Cubicle	2	2				150	110	0	0
Shared Desk / Cubicle	0	0				0	0	0	0
Storage / File Room	1	1				455	50	0	0
File Cabinets in Open Area	5	5				25	25	0	0
Large Conference Room	1	1				476	200	0	0
Medium Conference Room	0	0				0	0	0	0
Small Conference Room	1	1				54	100	0	0
Work Area	1	1				0	50	0	0
Gathering Space	1	1				0	200	0	0
Service Counter (Stations)	2	2				64	80	0	0
Break Counter	0	0				0	0	0	0
SUB-TOTAL						2,374	2,131	150	0
DEPARTMENT GROSS FACTOR (35%)							1,147	81	0
TOTAL						3,222	3,278	3,509	3,509

* Conf room / work room / break room combined & shared

2 cubicles are service counter workstations

Need easy access, free parking, more privacy at counter, on bus route



DEPARTMENT: ATTORNEY	Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Waiting Area (Chairs)	6				177	48	0	0
Executive Office	2				517	500	0	0
Manager Office	2				367	400	0	0
Basic Office	2				250	300	0	0
Shared Office	0	1			0	150	0	0
Desk / Cubicle	3				109	165	0	0
Shared Desk / Cubicle	0				0	0	0	0
Storage / File Room	1				30	50	0	0
File Cabinets in Open Area	10				99	50	0	0
Large Conference Room	1				275	200	0	0
Medium Conference Room	0				0	0	0	0
Small Conference Room	1				198	100	0	0
Work Area	2				125	100	0	0
Gathering Space	0				0	0	0	0
Service Counter (Stations)	0				0	0	0	0
Break Counter	1				17	40	0	0
SUB-TOTAL					2,164	2,103	0	0
DEPARTMENT GROSS FACTOR (35%)					2,512	3,235	3,235	3,235
TOTAL								

* Storage also in east vault of bsmt.

Future atty for Public Works will be embedded there & is included in PWA
 Work area currently open to reception

DEPARTMENT: ATTORNEY- HUMAN RELATIONS		Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
	Waiting Area (Chairs)	2				0	16	0	0
	Executive Office	0				0	0	0	0
	Manager Office	1				172	200	0	0
	Basic Office	0				0	0	0	0
	Shared Office	0				0	0	0	0
	Desk / Cubicle	1				211	55	0	0
	Shared Desk / Cubicle	0				0	0	0	0
	Storage / File Room	1				70	50	0	0
	File Cabinets in Open Area	5				0	25	0	0
	Large Conference Room	0				0	0	0	0
	Medium Conference Room	0				0	0	0	0
	Small Conference Room	0	1			0	100	0	0
	Work Area	0	1			0	50	0	0
	Gathering Space	0				0	0	0	0
	Service Counter (Stations)	0				0	0	0	0
	Break Counter	0				0	0	0	0
SUB-TOTAL						453	496	0	0
DEPARTMENT GROSS FACTOR (35%)						267	763	0	0
TOTAL						462	763	763	763

*Includes Licensing Specialist who is currently in Carnegie
File storage is in Real Estate Office



DEPARTMENT: HUMAN RESOURCES	Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Waiting Area (Chairs)	4				158	32	0	0
Executive Office	1				272	250	0	0
Manager Office	3				464	600	0	0
Basic Office	3		1		413	450	150	0
Shared Office	0				0	0	0	0
Desk / Cubicle	4		1		763	220	0	55
Shared Desk / Cubicle	1				55	55	0	0
Storage / File Room	2				146	100	0	0
File Cabinets in Open Area	18				0	90	0	0
Large Conference Room	0				0	0	0	0
Medium Conference Room	1				200	150	0	0
Small Conference Room	0				0	0	0	0
Work Area	1				151	50	0	0
Gathering Space	0				0	0	0	0
Service Counter (Stations)	4	-2			163	80	0	0
Break Counter	1				29	40	0	0
SUB-TOTAL					2,814	2,117	150	55
DEPARTMENT GROSS FACTOR (35%)								
TOTAL					3,166	3,257	3,488	3,572

* Service counter larger than needed
 Kiosk desired for job applicants
 Share 1 PT staff w/ Health Dept.
 Shared desk for future floating reps?

	Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)	
DEPARTMENT: FINANCE									
Waiting Area (Chairs)	4				179	32	0	0	
Executive Office	1				402	250	0	0	
Manager Office	4				853	800	0	0	
Basic Office	0				0	0	0	0	
Shared Office	0				0	0	0	0	
Desk / Cubicle	19				2,374	1,045	0	0	
Shared Desk / Cubicle	0	1	1		0	0	55	55	
Storage / File Room	0				0	0	0	0	
File Cabinets in Open Area	20				0	100	0	0	
Large Conference Room	0				0	0	0	0	
Medium Conference Room	0				0	0	0	0	
Small Conference Room	2				404	200	0	0	
Work Area	3				122	150	0	0	
Gathering Space	0	1			0	200	0	0	
Service Counter (Stations)	2		-1		0	80	-40	0	
Break Counter	0				0	0	0	0	
SUB-TOTAL									
DEPARTMENT GROSS FACTOR (35%)									
TOTAL									
					4,815	4,395	4,418	4,503	
					4,334	2,857	15	55	
					1,538	8	30		

*Service windows are in main hallway
Future shared desks for floating reps

* Need office for meeting with vendors
 Need conf. room nearby with multi-media capabilities
 Storage room near entry for loading equipment

DEPARTMENT: CENTRAL SERVICES- INFORMATION TECHNOLOGY		Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Waiting Area (Chairs)	2	0				0	16	0	0
Executive Office	0	0				0	0	0	0
Manager Office	4	0				646	800	0	0
Basic Office	0	0				0	0	0	0
Shared Office	0	1				0	150	0	0
Desk / Cubicle	18	0		2	1	2,534	990	110	55
Shared Desk / Cubicle	0	0				0	0	0	0
Storage / File Room	3	0				754	0	0	0
File Cabinets in Open Area	6	0				30	30	0	0
Large Conference Room	0	0				0	0	0	0
Medium Conference Room	0	1				0	150	0	0
Small Conference Room	0	0				0	0	0	0
Work Area	1	0				577	577	0	0
Gathering Space	0	0				0	0	0	0
Service Counter (Stations)	0	0				0	0	0	0
Break Counter	0	0				0	0	0	0
Server Room Workstations (City Hall)	3	0				376	165	0	0
SUB-TOTAL	4,917	3,632				4,954	5,588	110	55
DEPARTMENT GROSS FACTOR (35%)	1,956	59				1,956	59	59	30
TOTAL	5,842	5,757				5,842	5,757	5,757	5,842

DEPARTMENT: CENTRAL SERVICES- MULTIMEDIA

Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
2				16		0	0
0				0		0	0
2				254	400	0	0
0				0		0	0
1				165	150	0	0
9	1	1	1	924	495	55	55
0				0		0	0
2				69	100	0	0
2				10	10	0	0
0				0		0	0
1				262	150	0	0
0				0		0	0
3				1,196	1,196	0	0
0				0		0	0
0				0		0	0
0				0		0	0
2				25	80	0	0
1				131	40	0	0
1				725	725	0	0
3,777				4,297		5,257	5,342
3,362				5,172		30	55
1,810				5,172		30	55
TOTAL							

SUB-TOTAL DEPARTMENT GROSS FACTOR (35%)

*Shared conference room
Work area includes copy center

DEPARTMENT: CENTRAL SERVICES- FACILITIES

Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
2		0	0	0	16	0	0
1		199	250	0	0	0	0
2		400	400	0	0	0	0
0	1	0	150	0	150	0	0
2		0	300	0	300	0	0
2		511	110	0	110	0	0
3		0	165	0	165	0	0
3		0	150	0	150	0	0
0		0	0	0	0	0	0
0		0	0	0	0	0	0
0		0	0	0	0	0	0
0		0	0	0	0	0	0
0		0	0	0	0	0	0
2		0	100	0	100	0	0
0		0	0	0	0	0	0
0		0	0	0	0	0	0
0		0	0	0	0	0	0
1		238	40	0	40	0	0
SUB-TOTAL		1,296	1,681	0	1,681	0	0
DEPARTMENT GROSS FACTOR (35%)		1,296	905	0	905	0	0
TOTAL		1,296	2,586	0	2,586	0	2,586

* Need: vehicle storage & grounds equip. storage

Office for Central Services Director included with this department

Waiting shared w/ Multimedia Services

Need: locker room, break room, surplus storage, shop space, general storage

Break area is located in basement of City Hall

DEPARTMENT: FIRE PREVENTION		Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
	Waiting Area (Chairs)	4				26	32	0	0
	Executive Office	1				188	250	0	0
	Manager Office	2				290	400	0	0
	Basic Office	0				0	0	0	0
	Shared Office	0				0	0	0	0
	Desk / Cubicle	9	1	1	1	1,211	495	55	55
	Shared Desk / Cubicle	2	1			127	165	0	0
	Storage / File Room	0				113	0	0	0
	File Cabinets in Open Area	16				182	80	0	0
	Large Conference Room	0				0	0	0	0
	Medium Conference Room	1				165	150	0	0
	Small Conference Room	1				113	100	0	0
	Work Area	0				0	0	0	0
	Gathering Space	0				0	0	0	0
	Service Counter (Stations)	2				112	80	0	0
	Secured Evidence Room	0	1			0	100	0	0
	Juvenile Interview Room	0	1			0	100	0	0
	Break Counter	1				0	40	0	0
SUB-TOTAL						2,527	1,992	55	55
DEPARTMENT GROSS FACTOR (35%)						1,073	3,065	30	30
TOTAL						2,885	3,065	3,149	3,234

* Storage room area includes abandoned mechanical room not currently utilized
Small conference room also houses lockers, break area

DEPARTMENT: COMMUNITY DEVELOPMENT-

Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
2				113	16	0	0
1				302	250	0	0
2				321	400	0	0
1		1	1	125	150	150	150
0				0	0	0	0
1				126	55	0	0
0				0	0	0	0
1				0	0	0	0
0				0	0	0	0
1				15	50	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
0				0	0	0	0
1				74	40	0	0
1,076				1,011	544	150	150
1,395				1,555	1,786	81	81
1,555				1,555	1,555	1,786	2,017
150				150	150	81	81
81				81	81	81	2,017
SUB-TOTAL							
DEPARTMENT GROSS FACTOR (35%)							
TOTAL							

* Need large printers within dept. for confidentiality
 Currently use director's office as conf. room
 Shared in investment in 1st floor conf. room

DEPARTMENT: HEALTH- VECTOR CONTROL

Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
2				16	16	0	0
Waiting Area (Chairs)							
0				0	0	0	0
Executive Office				0	0	0	0
1				225	200	0	0
Manager Office							
3	-2			561	150	0	0
Basic Office							
0				0	0	0	0
Shared Office							
3		2	2	725	165	110	110
Desk / Cubicle							
1				0	55	0	0
Shared Desk / Cubicle							
3				82	150	0	0
Storage / File Room							
8				40	40	0	0
File Cabinets in Open Area							
1				1,102	200	0	0
Large Conference Room							
1				154	150	0	0
Medium Conference Room							
1				0	0	0	0
Small Conference Room							
1				0	50	0	0
Work Area							
0				0	0	0	0
Gathering Space							
0				0	0	0	0
Service Counter (Stations)							
0				0	0	0	0
Break Counter							
1				30	40	0	0
Garage Area/Containment Bay/Stor.							
1				4,296	4,296	0	0
SUB-TOTAL				7,231	5,512	110	110
DEPARTMENT GROSS FACTOR (35%)				2,968	2,968	59	59
TOTAL				7,450	8,480	8,649	8,818

* Washer/dryer, cool storage, containment bay, garage space
 Cont space for 15+ March-October

SHARED BUILDING SPACES	Existing Quantity	Needed Additional (Now)	Projected Additional (3 Years)	Projected Additional (5 Years)	Existing SF	Needed SF	Projected SF (3 Years)	Projected SF (5 Years)
Break Room	1				562	1,405	0	0
Council Chambers	1				1,233	1,233	0	0
Locker/Shower/Changing Rooms	0	2			0	400	0	0
Shared Conference Room	0	1			0	200	0	0
TOTAL SHARED SPACES					1,795	3,238	3,238	3,238
SUB-TOTAL DEPARTMENTS AND SHARED SPACES					60,945	67,446	69,553	70,546
BUILDING GROSS FACTOR (35%)								
TOTAL					#REF!	103,763	107,005	108,532

Section 6 COMPARATIVE SPACE SUMMARY

CITY HALL AREAS- measured inside face of perimeter walls	GROSS AREAS	NET AREAS
Basement	14,097	1,588
Ground Floor	15,320	11,084
First Floor	12,791	9,056
Second Floor	11,019	8,350
Third Floor	11,301	8,076

CITY HALL TOTAL	64,528	38,154
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ANNEX AREAS

Basement	7,095	1,820
First Floor	7,097	4,987
Second Floor	7,096	5,312

ANNEX TOTAL	21,288	12,119
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UTILITY BILLING only space they currently occupy	3,222	3,222
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VECTOR CONTROL	7,450	7,450
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ALL FACILITIES TOTAL AREA	96,488	60,945
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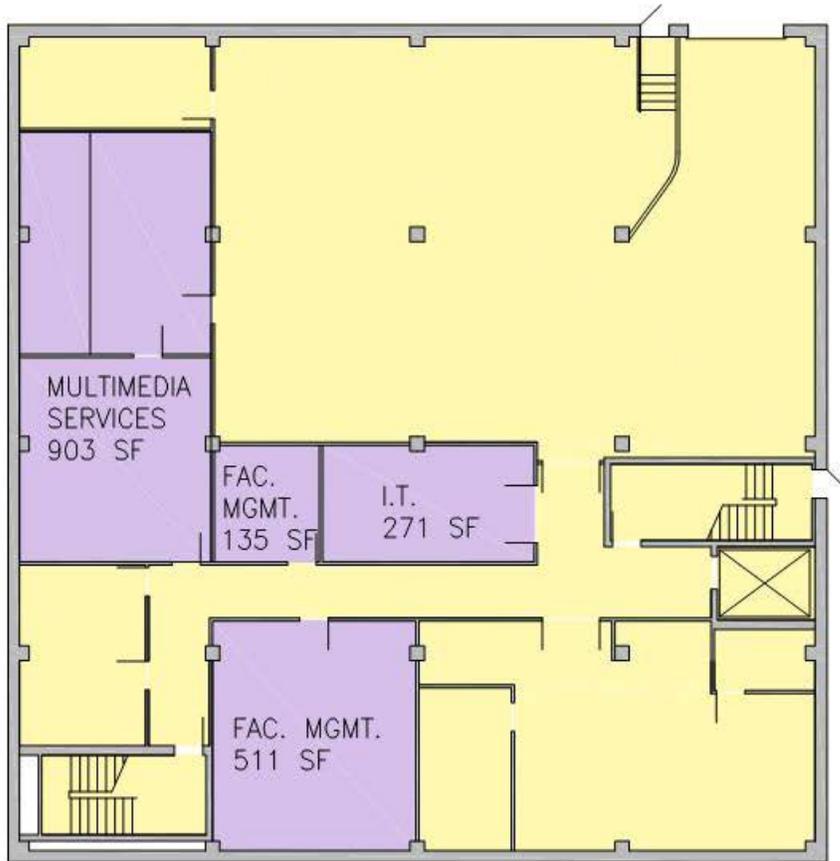
DEPARTMENT	Needed SF	5 Year Projected SF
MAYOR'S OFFICE	1,972	1,972
PLANNING & ZONING	3,500	3,754
BUILDING SERVICES	5,988	6,157
PUBLIC WORKS ADMINISTRATION	2,326	2,557
PUBLIC WORKS - ENGINEERING	6,946	7,346
PUBLIC WORKS - GIS	1,015	1,015
PUBLIC WORKS - UTILITY BILLING	3,278	3,509
PUBLIC WORKS - REAL ESTATE	231	231
ATTORNEY	3,235	3,235
ATTORNEY - HUMAN RELATIONS	763	763
HUMAN RESOURCES	3,257	3,572
FINANCE	4,395	4,503
CENTRAL SERVICES - RISK MGMT.	854	854
CENTRAL SERVICES - I.T.	5,588	5,842
CENTRAL SERVICES - MULTIMEDIA	5,172	5,342
CENTRAL SERVICES - FACILITIES	2,586	2,586
FIRE PREVENTION	3,065	3,234
COMMUNITY DEVELOPMENT	1,555	2,017
HEALTH - VECTOR CONTROL	8,480	8,818
Total	64,208	67,308

Section 7 CITY HALL AND ANNEX FACILITY REVIEW

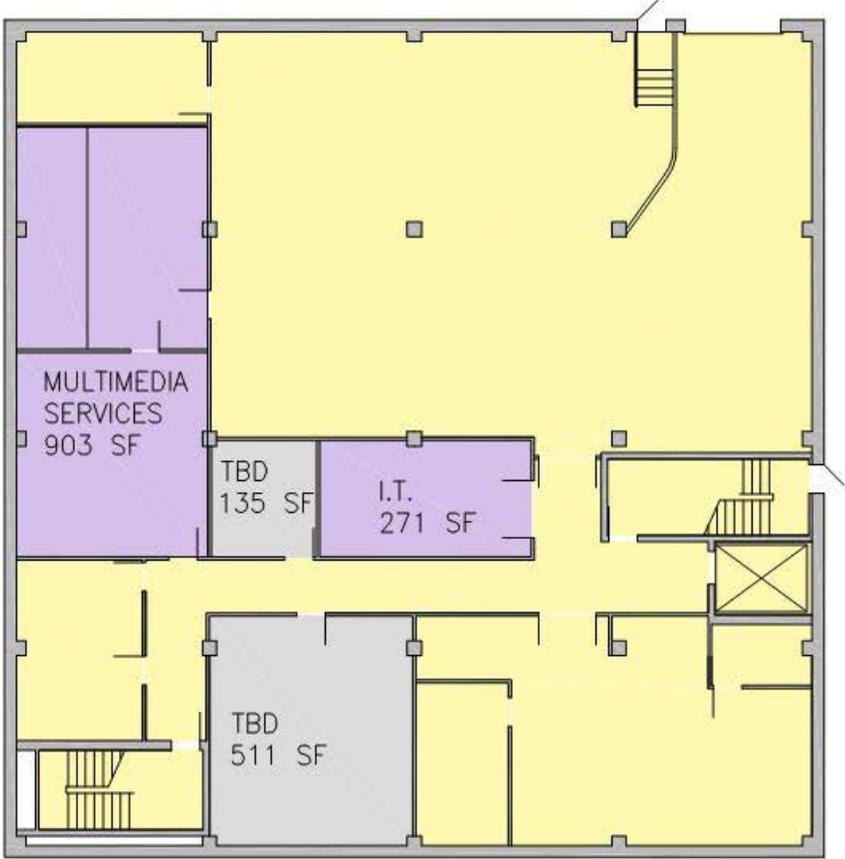
This assessment reviewed the approximate footprint of each department as represented within the existing floor plan on the left side of each pair of pages. Each is color coded to align with the Space programs and space summary in Section 6.

On the right side of each pair of plans is the recommendation for the arrangement of departments that improves environment conditions and departments proximities until additional leased space is available. The areas being recommended for significant remodeling are for departments that are recommended to remain in city hall even after more plentiful leased space is available.

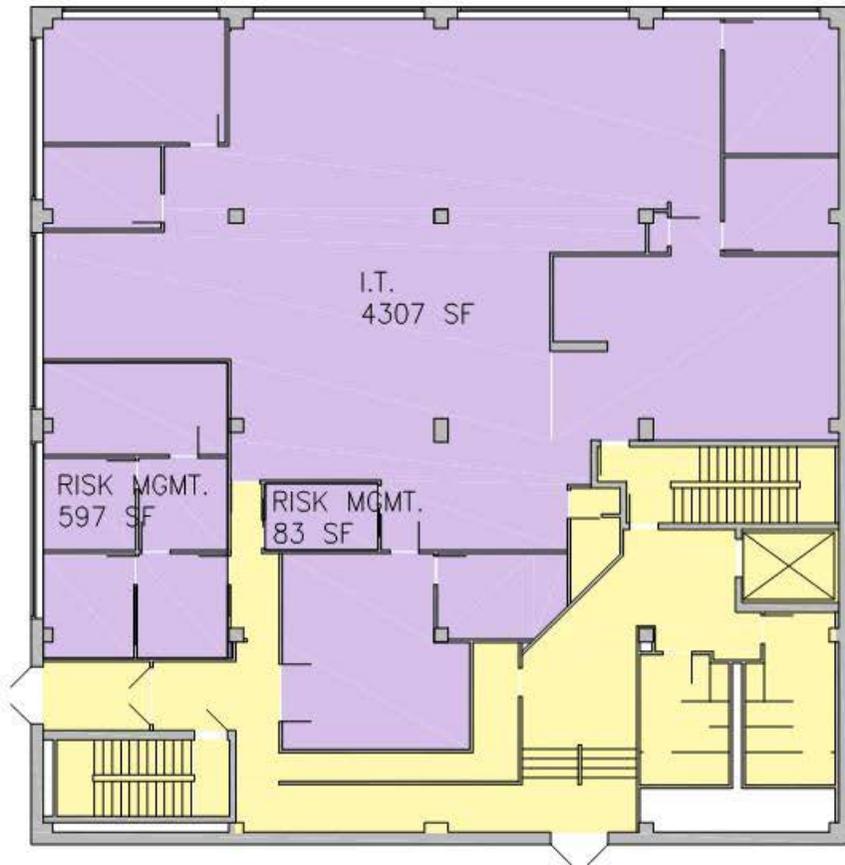
Each recommended department layout plan is shown in a color coded cloud, and the layout shown is the existing wall configuration. To effectively house the departments as recommended, remodeling to varying degrees will be required to make offices and other spaces better match to their program of spaces.



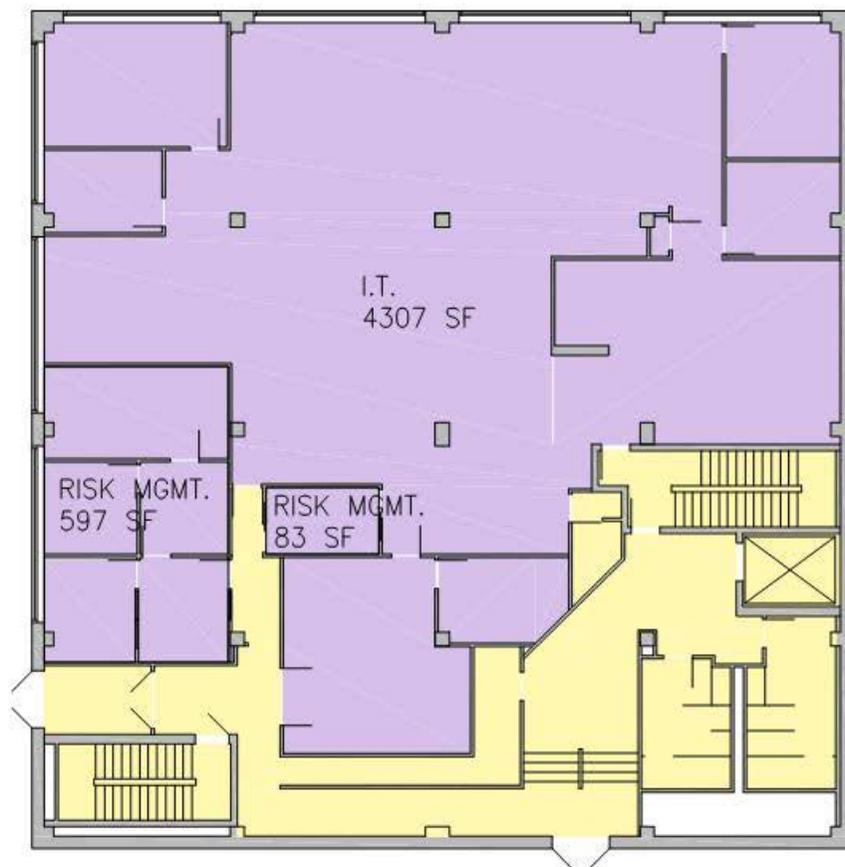
EXISTING
LOWER FLOOR



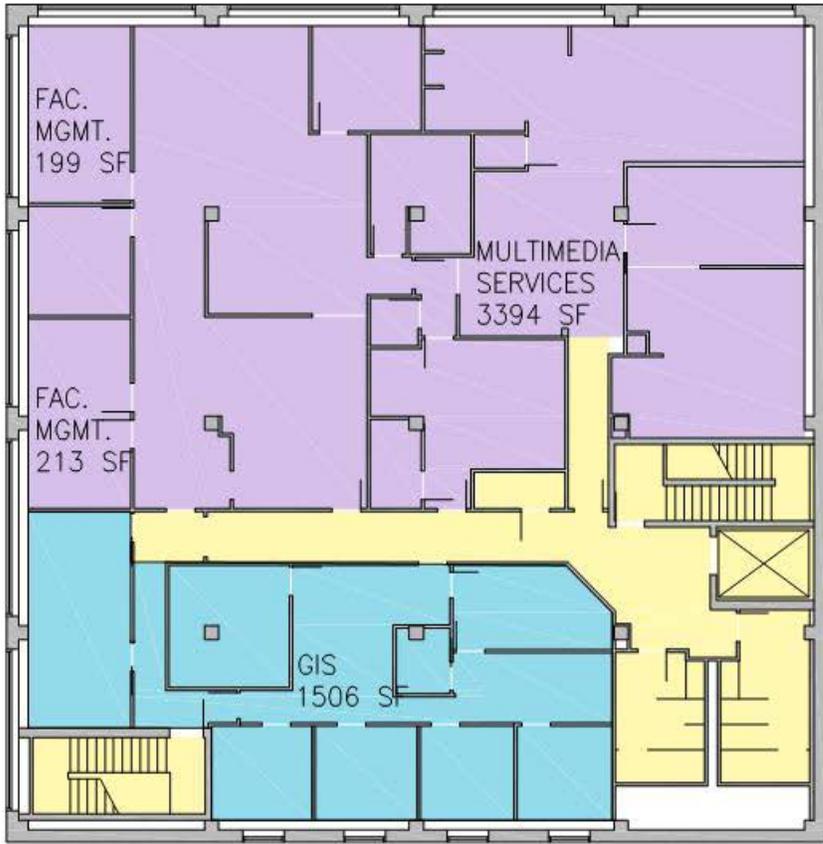
PROPOSED
LOWER FLOOR



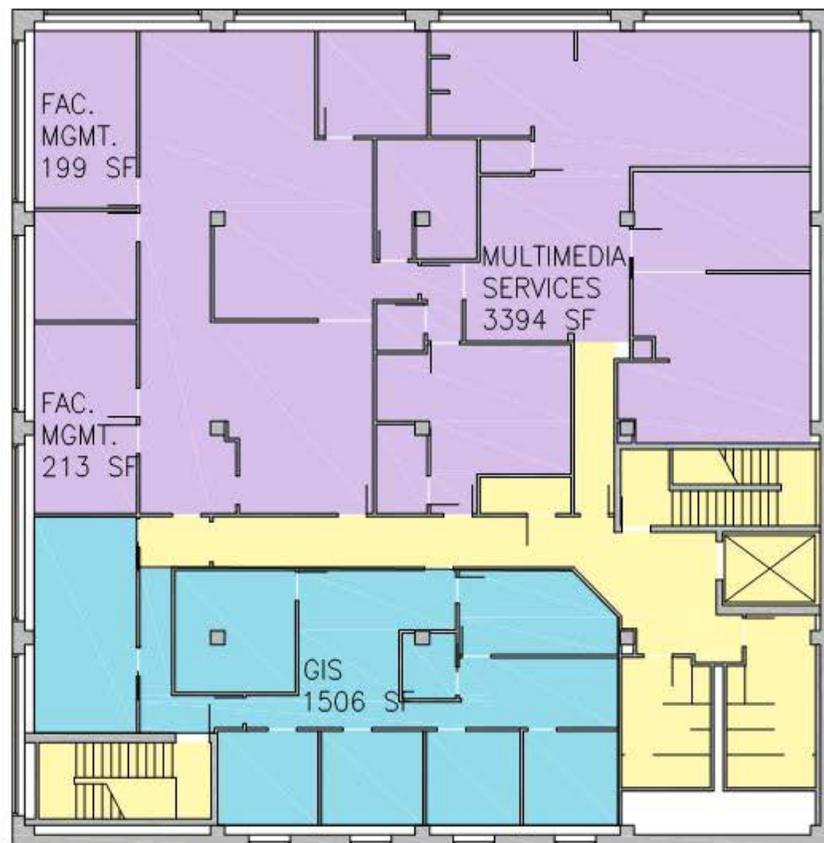
EXISTING
MAIN FLOOR



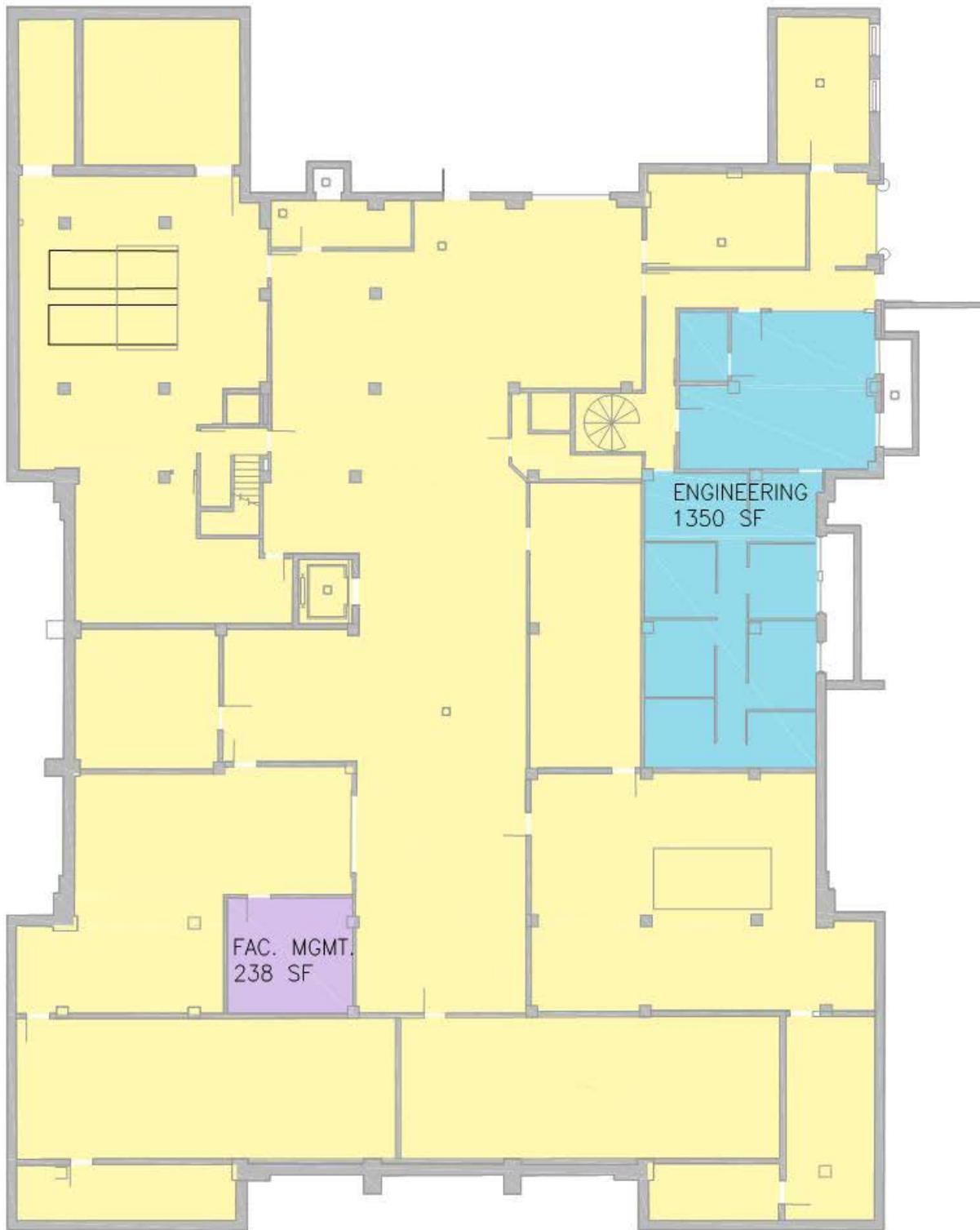
PROPOSED
MAIN FLOOR



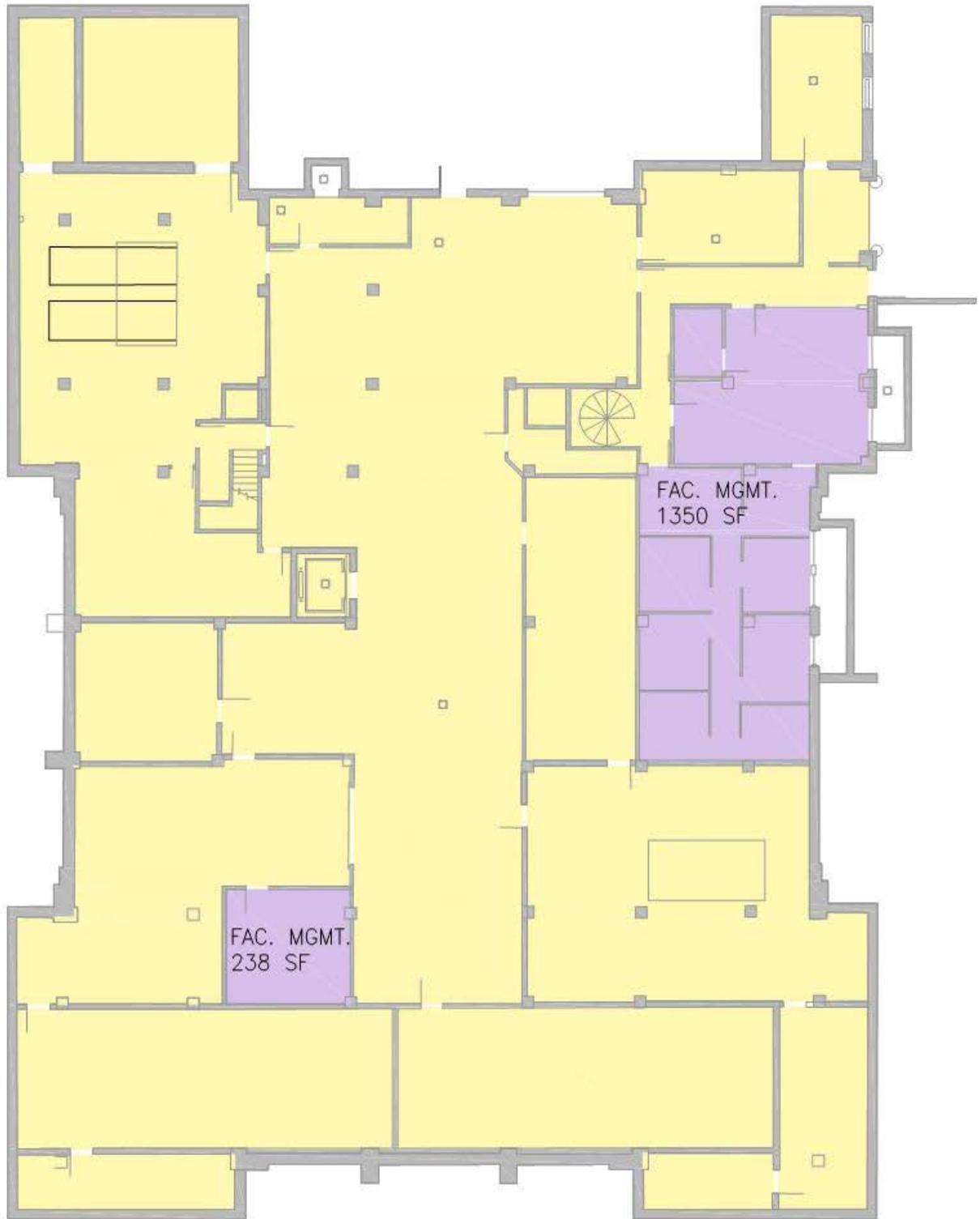
EXISTING
UPPER FLOOR



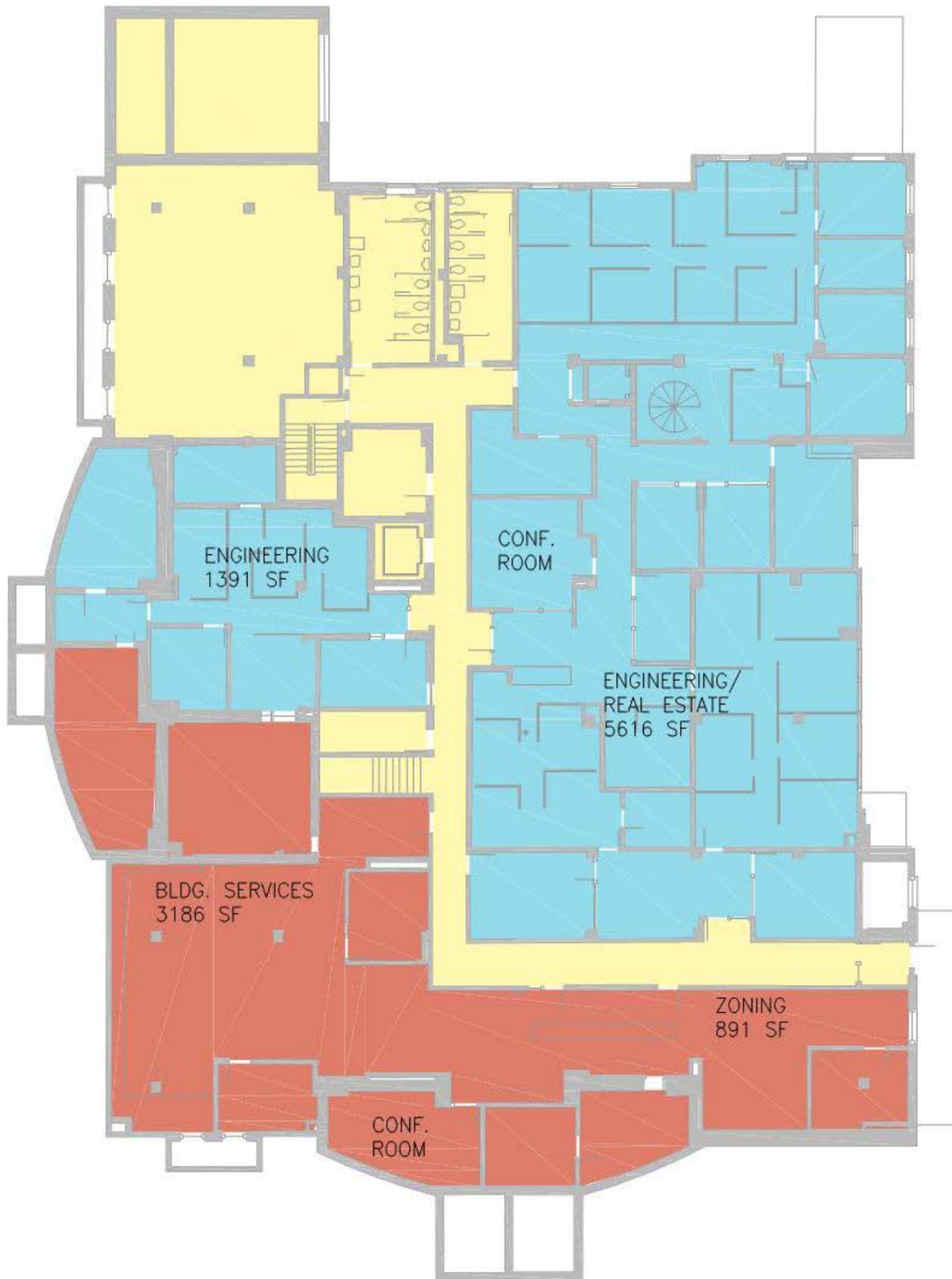
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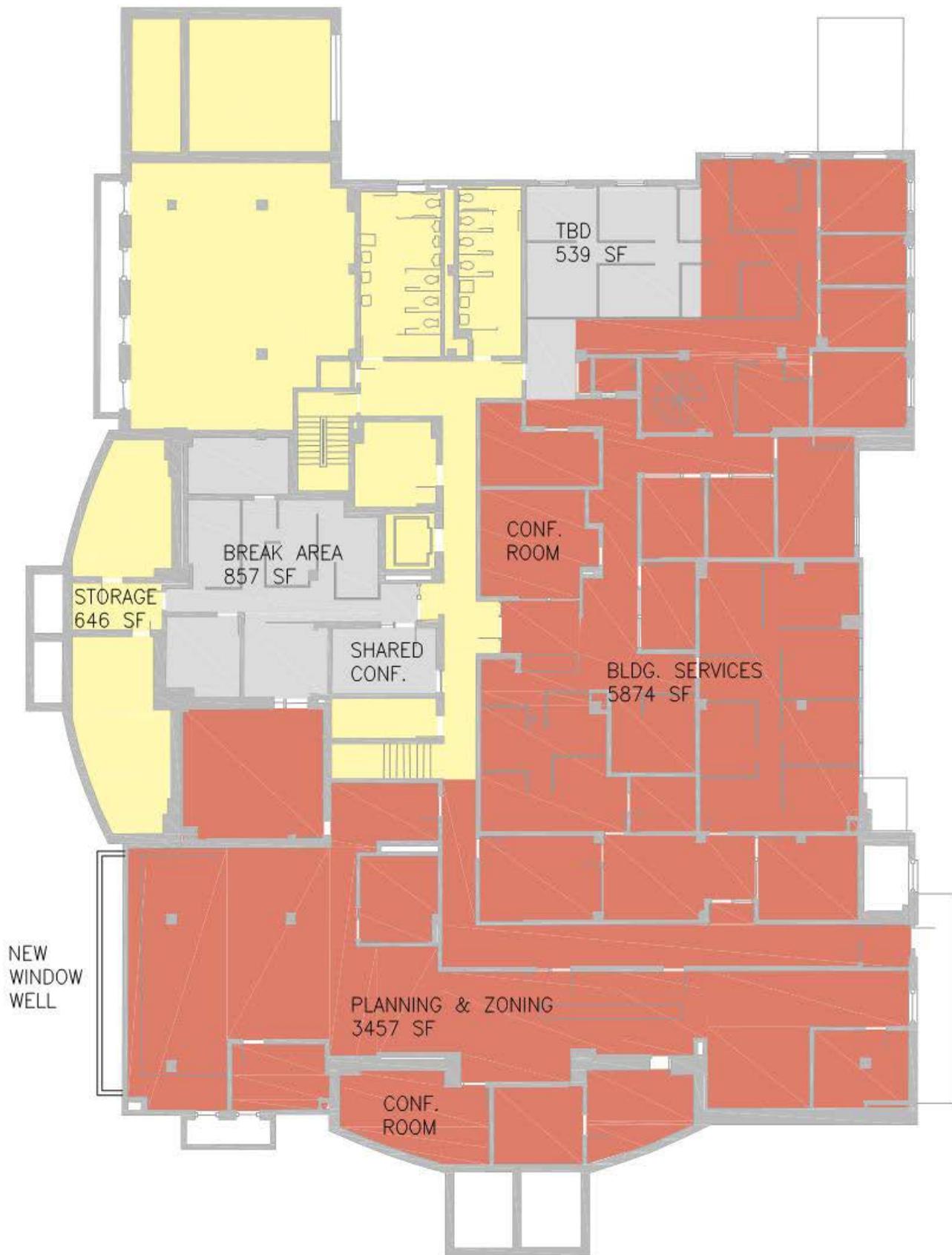
EXISTING
BASEMENT



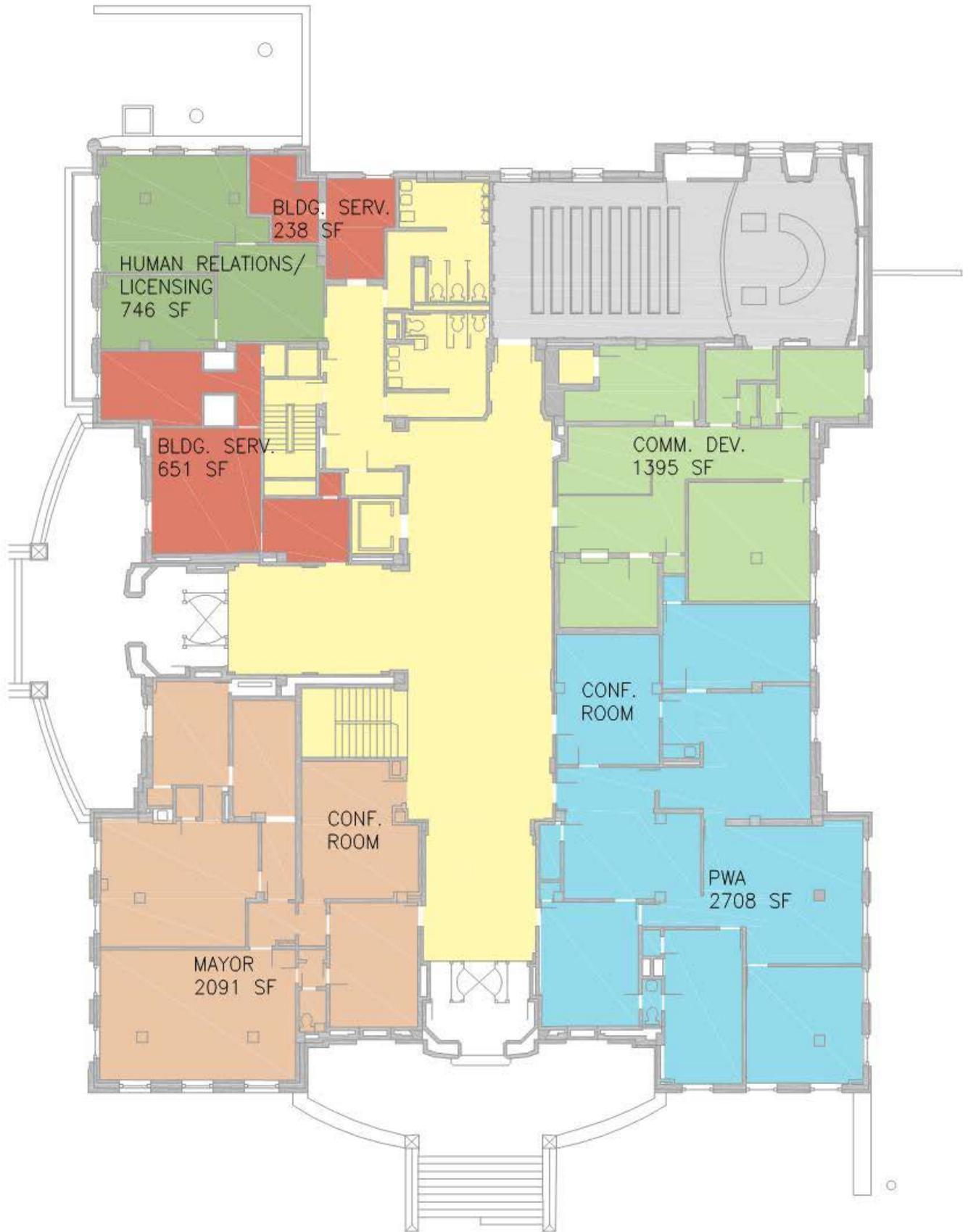
PROPOSED
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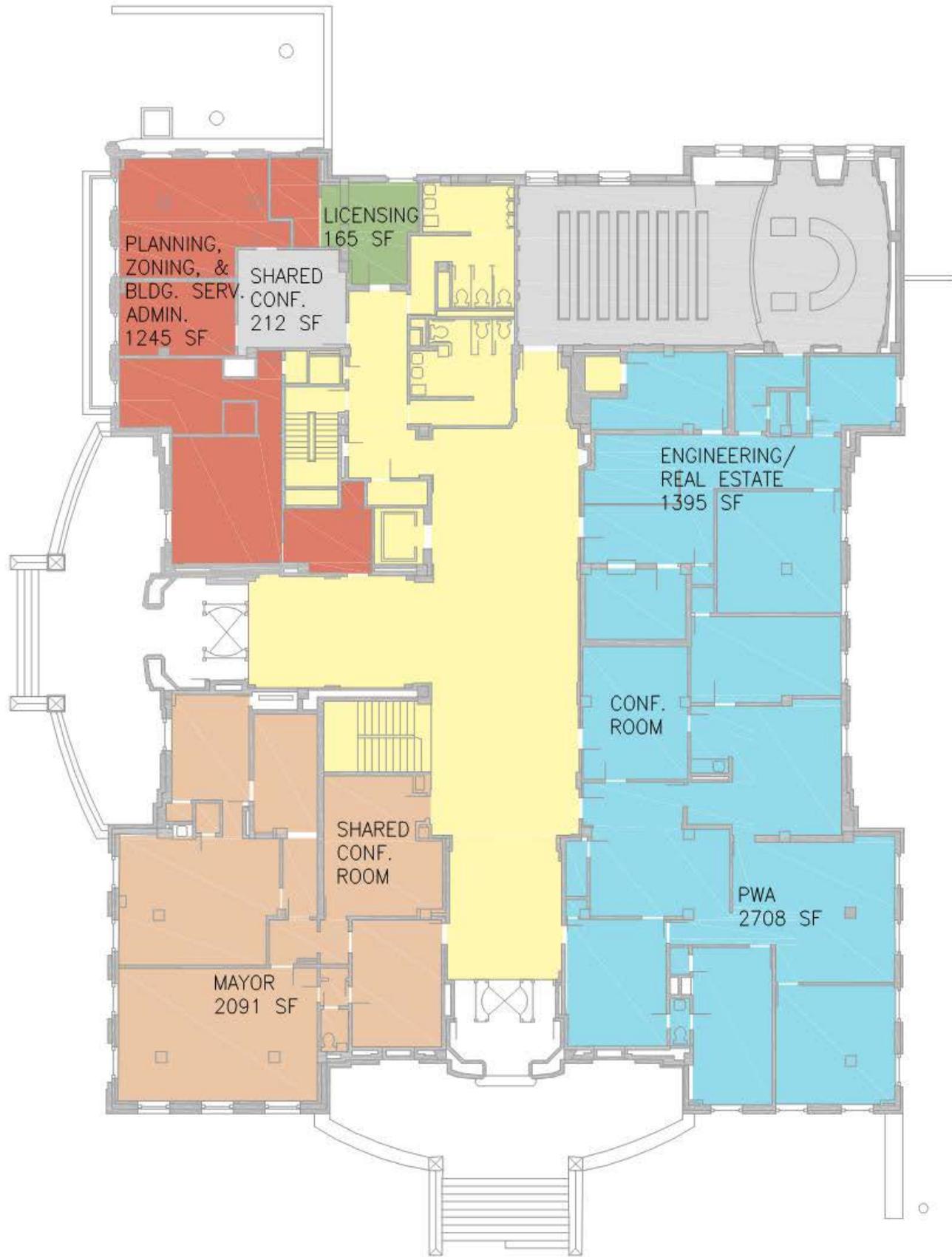
EXISTING
GROUND FLOOR



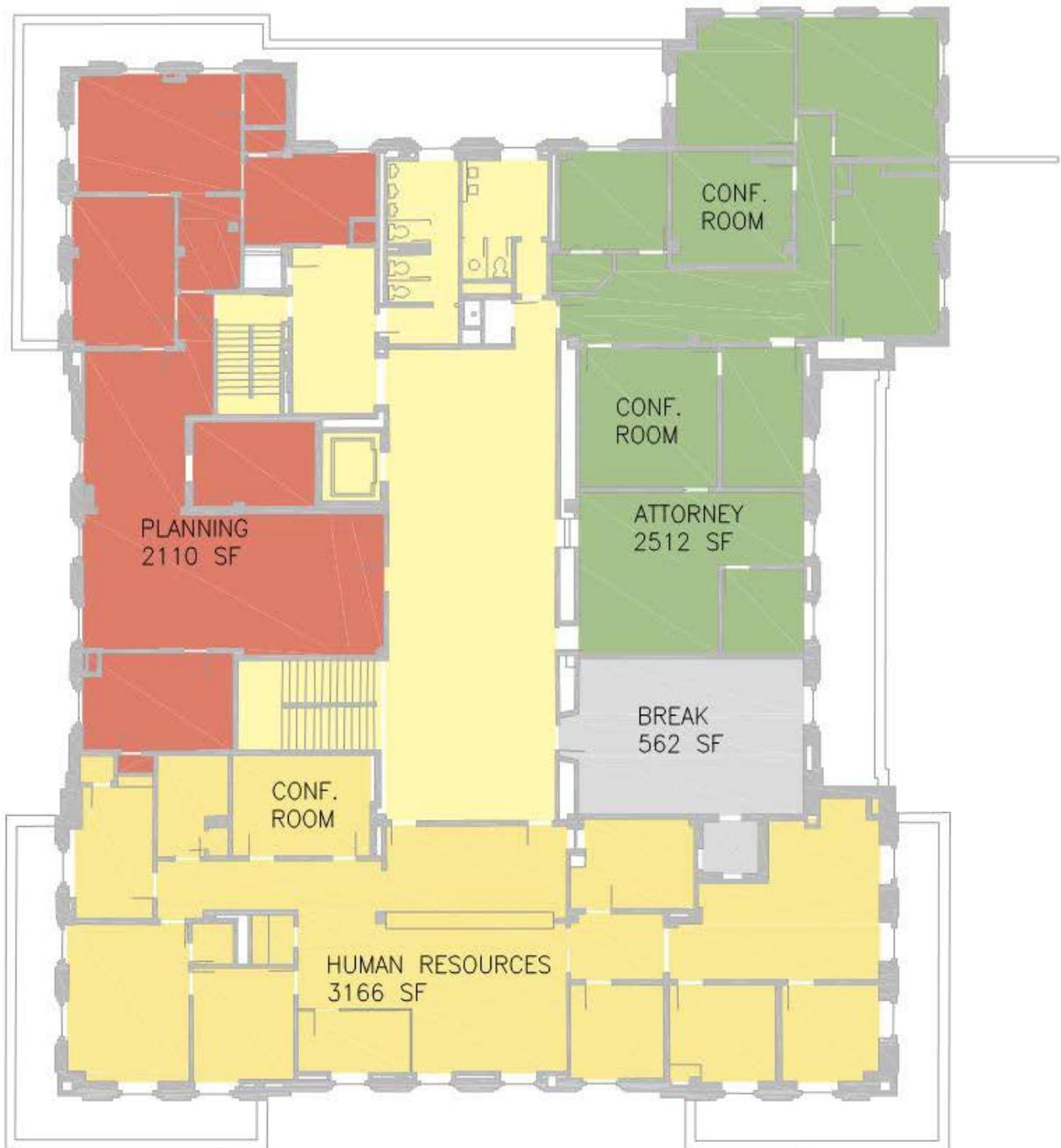
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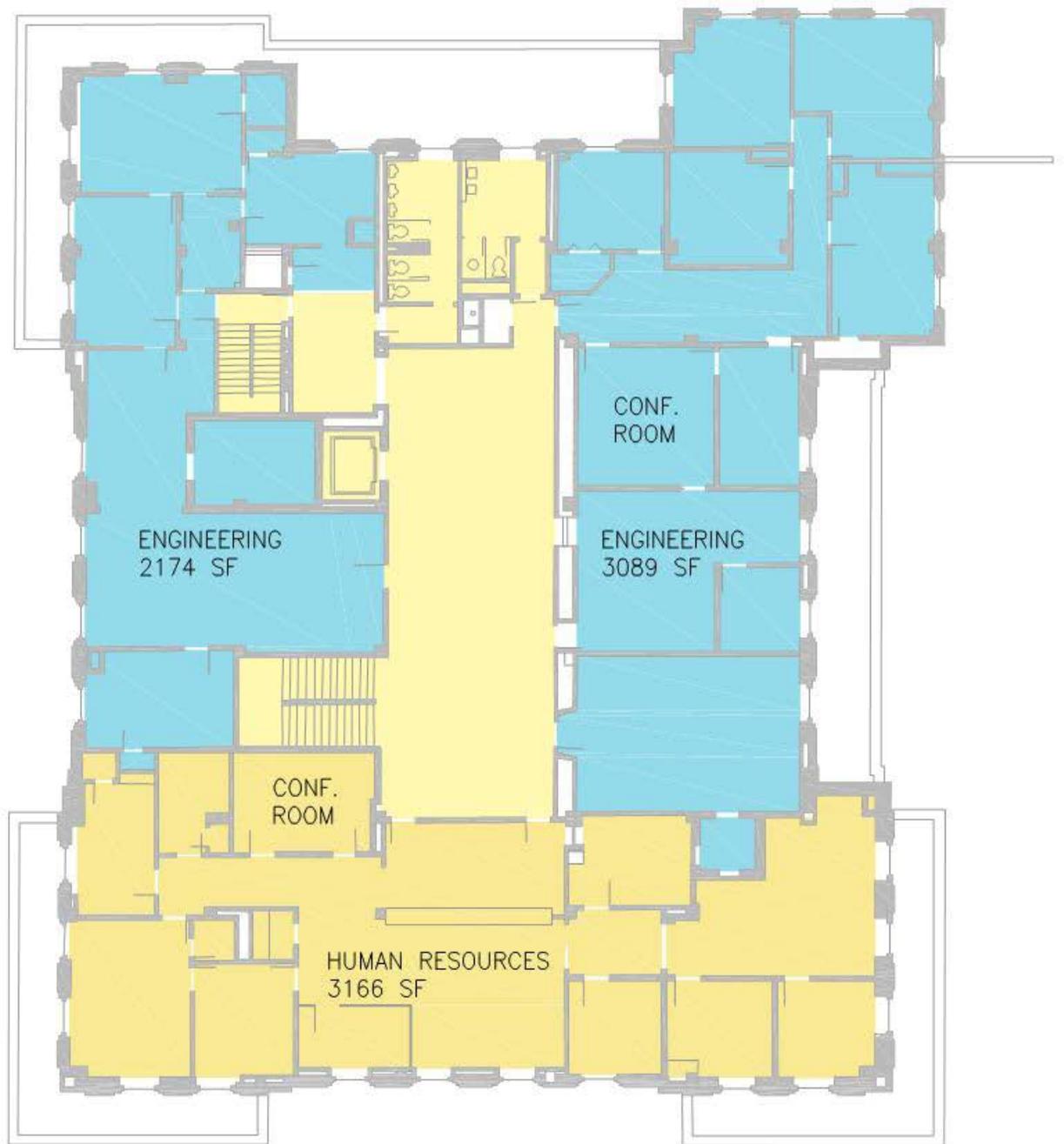
EXISTING
1ST FLOOR



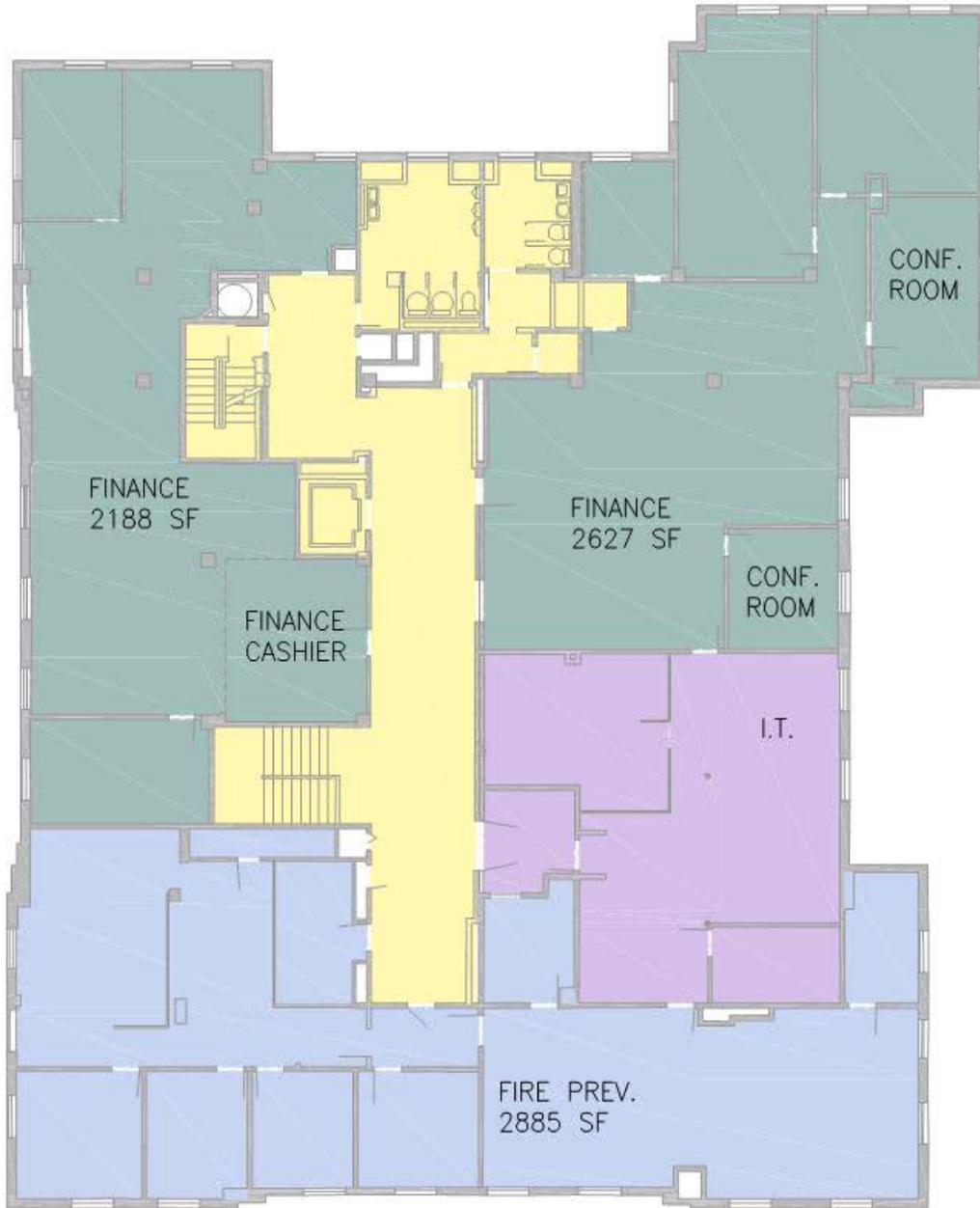
PROPOSED
1ST FLOOR



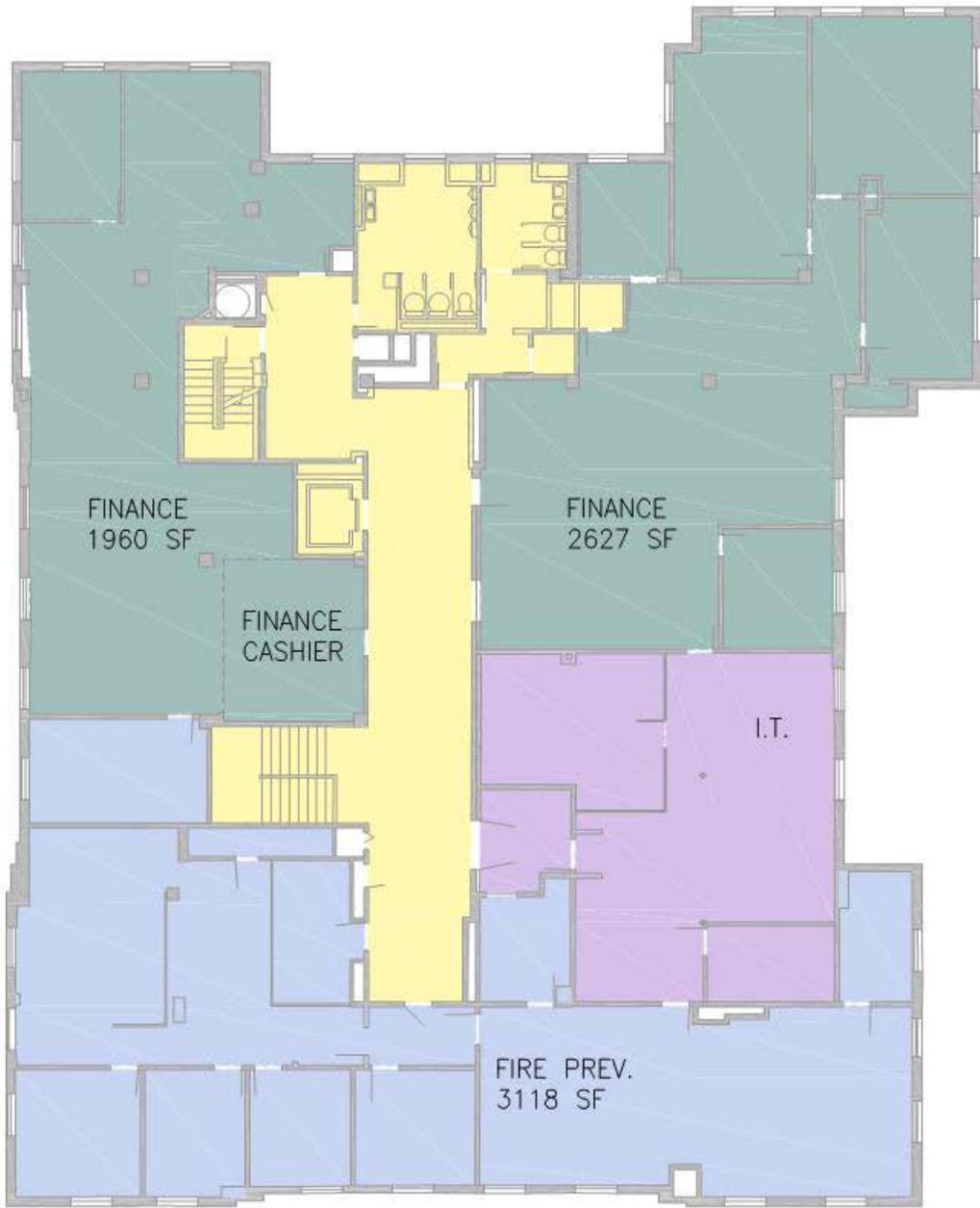
EXISTING
2ND FLOOR



PROPOSED
2ND FLOOR

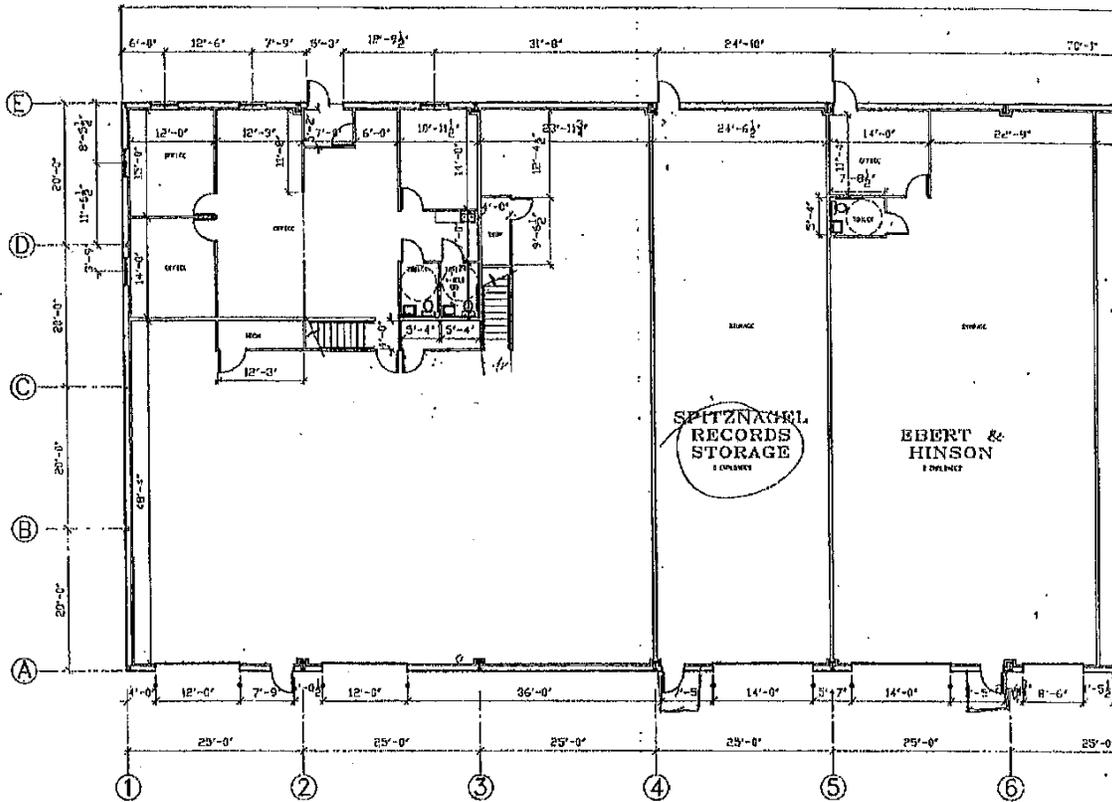


EXISTING
3RD FLOOR

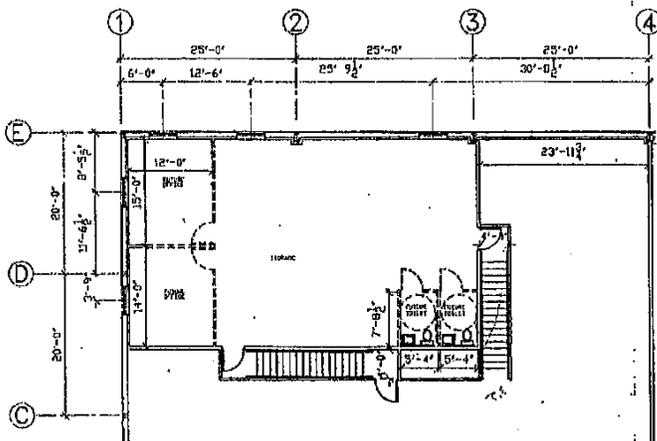


PROPOSED
3RD FLOOR

Existing VECTOR CONTROL Leased Space



N
 ↑
FIRST FLOOR PLAN
 SCALE: 3/32" = 1'-0"



N
 ↑
SECOND FLOOR PLAN
 SCALE: 3/32" = 1'-0"

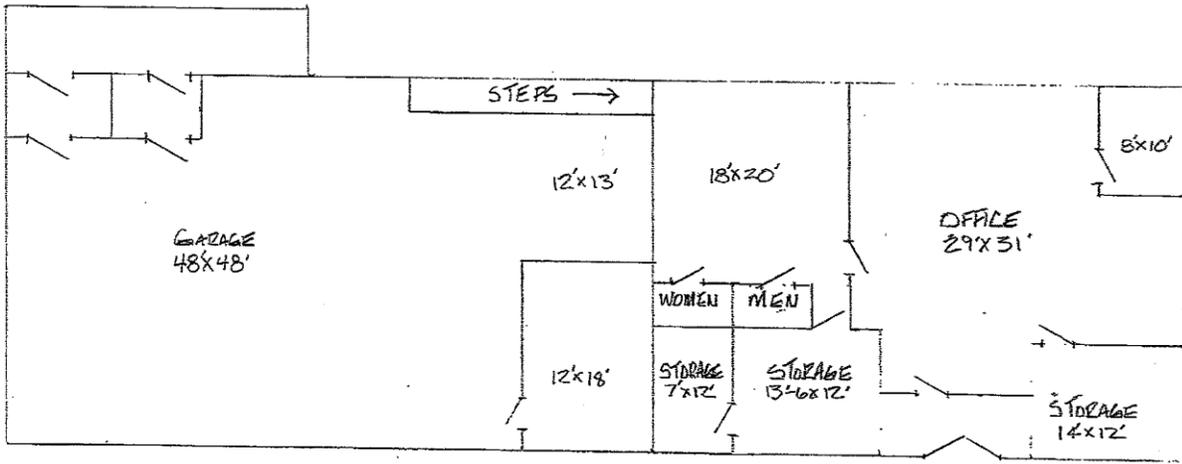
Section 8 OTHER FACILITY REVIEWS

Vector Control: Space options for the Vector Control and Parks and Recreation Storage fall outside the footprint of the City Hall and its Annex building. Each of these needs was reviewed based upon interview and current use of their space and options are as follows.

Vector Control is currently located in leased space within an industrial park just north of Russell Street on 900 W. Cherokee St., about 1.9 miles to the north and west of City Hall, and only 1.7 miles from the Health Department for the City. They have very few public visitors and do not need a very public address. Vector Control has a very seasonal staff, as it is during March through October that they are at their operational peak with maximum numbers of employees. The shoulder seasons require 3 employees, with only the manager in the office daily during the winter. As a result of their variable workload and staff, their leased space is oversized for much of the year, but is better utilized during their busy season.

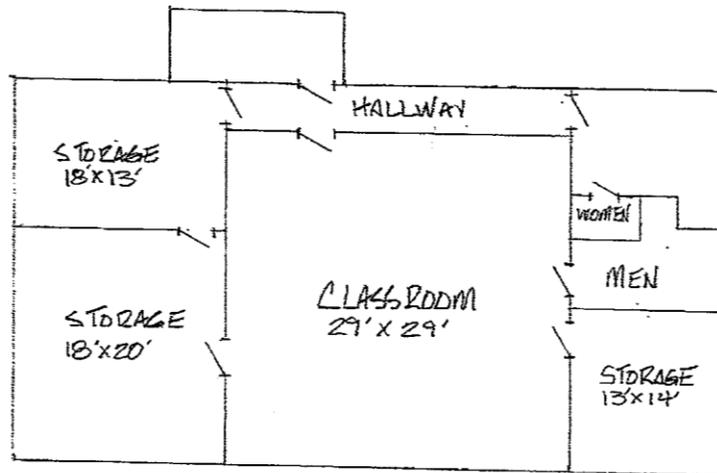
Specialized refrigerated storage would have to be customized into any new space to be leased by Vector Control. The training room upstairs would optimally be located on the ground level for more extensive use by others. Approximately 500 square feet of the leased 11,050 square feet are underutilized throughout the year, but would provide space for projected need for an additional truck and field team within 5 years anticipating future threats. Given all of these factors, a remodeling of the space to better suit the employee functions of the department may be in order. The landlord may be willing to provide part of the minimal remodeling cost estimated to be \$100,000. Once an extra truck is needed, the cool storage will have to be reviewed for efficiency of space, and if it is required to be outdoors, it would need to be in a secure fenced area. At the current rate of \$4.10 per square foot per year of leased space, this is very reasonable for this function. Building new space for this function does not seem a viable option in comparison to the inexpensive leasing option already in place.

Existing PARK & REC STORAGE in Heritage Park



FIRST FLOOR

SCALE $\frac{3}{32} = 1'-0''$



SECOND FLOOR

Parks and Recreation: Parks and Recreation storage is distributed throughout the city and close to the areas used, which is ideal for those functions. Their larger storage needs have two current locations at Heritage Park and Great Bear. The Great Bear storage is within the old 2 story Sanken House and is full. The house has about 1300 square feet total and is primarily used for holiday decorations. The Heritage Park facility is a historic structure with about 5775 square feet, with 1980 of that on a second floor. The building is semi-conditioned and is used for activities and occasionally used for meetings during the summer for training. This meeting space function is intended to be replaced by space at the Park and Rec office. Storage within the building includes city-wide activity supplies, aquatics equipment, and ice rink equipment. This building is in need of tuck-pointing and other repair. This building is fairly convenient to the Park and Rec office and is centrally located within the city. There has been local interest in reclaiming this building and leave it a historic structure within the park. In concert with that function, this structure could remain an activity space on the ground level, if the storage was moved elsewhere.

Parks and Recreation storage currently used within both of these non-distributed storage spaces are items taken out once a year and put back once a year. It makes some efficiency sense to house these items at a single city-wide facility. The least impact to the public park system would be to sell and move the Sanken House and build a 6,000 Square foot addition to the Great Bear Maintenance building to allow for some growth as the department reorganizes their storage uses throughout the city. This single space could be laid out more efficiently than the existing structures and would allow appropriate racks for better space efficiency and convenience to staff in the new space.

Section 9 IMMEDIATE IMPROVEMENTS

Most of the immediate improvements from the previous study have already been made through a series of projects over the past 4 years. The rest of the revisions must be phased to clear out space for the remodeling and subsequent move in to the space.

Phase 1: Relocate 3 departments into leased space in order to make enough room to allow remodeling projects that will subsequently be moved into by the next department for that space. Those 3 departments have been identified as the City Attorney's Office, Human Relations, and Community Development. Potential leased space for this smaller square footage requirement is more easily found in close proximity to City Hall.

The initial recommendation was to lease approximately 12,000 Square Feet. Due to availability of contiguous square footage for lease near City Hall, this goal was set as a future solution. In the interim, areas in the City Hall will be remodeled for final department locations under the Phased Plan in Section 10.

10 PHASING PLAN FOR FUTURE IMPROVEMENTS

This phasing plan is built recognizing there are a series of dominoes to relocate to allow each space to be occupied in succession. Other arrangements can produce similar results, but this plan avoids having anyone move more than once, and minimizes remodeling in spaces while being occupied and in use. It is anticipated that the phase plan, once started, will likely take 1-2 years to complete, since a series of staff moves will be required between phases.

Phase 2: Remodel previous Attorney's suite on second floor of City Hall and previous Community Development suite on first floor of City Hall. Relocate northeast portion of Engineering from ground floor to second floor. Relocate additional Engineering staff from ground level to first floor to reinforce Public Works Administration.

Phase 3: Remodel northwest quadrant of first floor of City Hall. Relocate Planning/Zoning/Building Services Administration and Alcohol Licensing into these spaces.

Phase 4: Remodel northeast portion of previous Engineering space on ground floor. Relocate Building Services within the ground level to this new space. Remodel entrance for Ground Floor and previous Building Services suite including the installation of a window well at the south end of the west wall. Relocate remaining Planning and Zoning and remaining Building Services from other ground floor space, main floor space, and second floor into this ground floor space.

Phase 5: Remodel the rest of second floor vacated by Planning. Relocate additional Engineering from the basement, ground floor, and main floor into this remodeled space. Relocate Facilities Management from Annex into basement of City Hall space vacated by Engineering.

Phase 6: Remodel the northwest portion of ground level into new break room and shared conference room spaces.

Accomplishments: Planning, Zoning, and Building Services are now on a single level with an on grade entrance with dedicated parking for high traffic needs. Break Room is utilizing lower quality space for a function that does not have all day occupancy. First floor houses more of the traditional administration that deals with public and consolidates Administrative functions for the Mayor, Public Works and Engineering Administration, and Planning/Zoning/Building Services Administration. More shared meeting spaces are provided throughout the building to improve flexibility of meeting schedules. Second floor houses nearly the entire Engineering department and has Public Works administration on an adjacent floor.