



Campus Space Utilization and Reuse Evaluation

City Hall
Library
Fire Rescue
Police Department
Off-Site Facilities

City of Riviera Beach – Municipal Complex

600 West Blue Heron Blvd.
Riviera Beach, Florida 33404

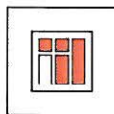
May 2008

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PROJECT DIRECTORY

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600 West Blue Heron Boulevard
Riviera Beach, Florida 33404

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MEP Engineer: Johnson, Levinson, Ragan, Davila, Inc.
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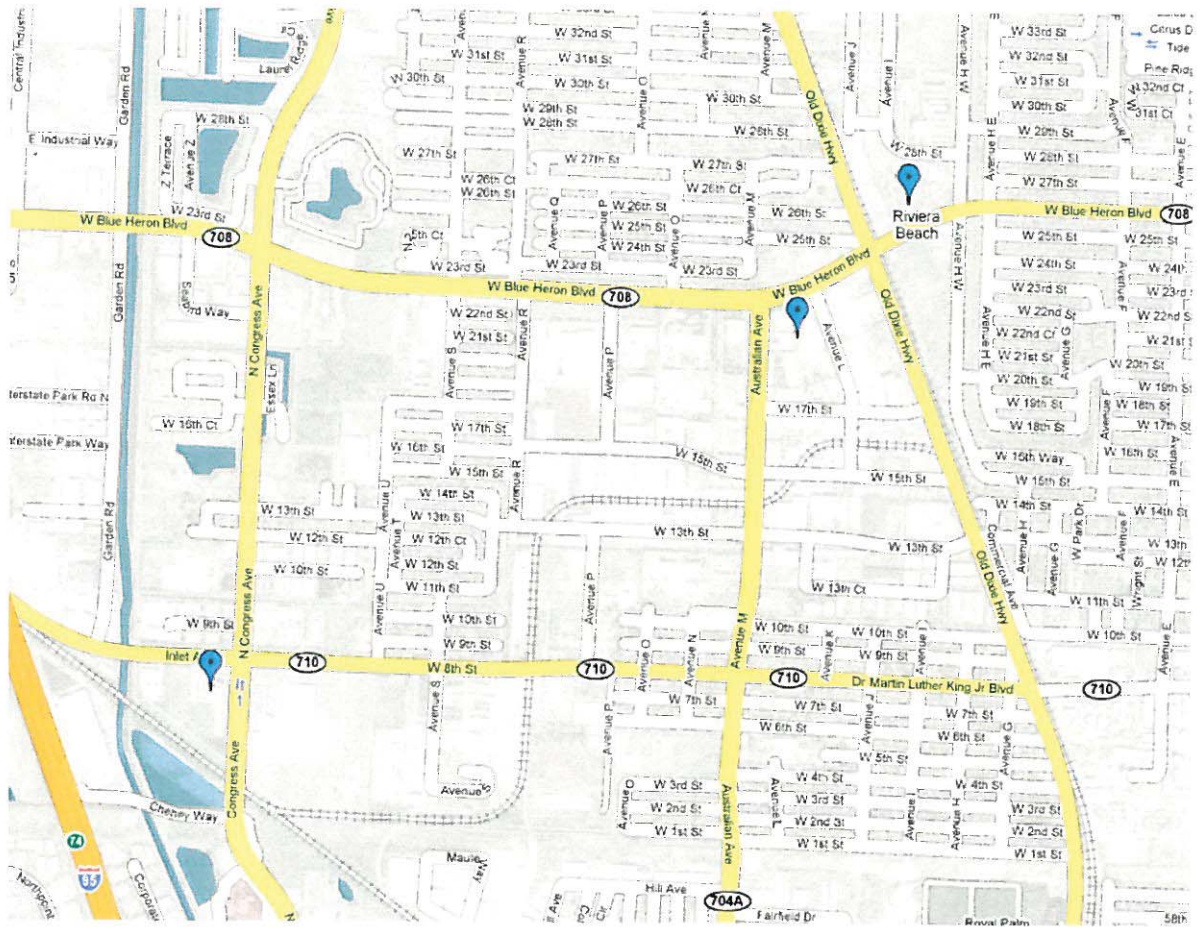
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SECTION A – Introduction & Approach

Introduction
Executive Summary

CITY OF RIVIERA BEACH – LOCATION MAP



Municipal Complex:
City Council, Police Department, Fire Rescue Department and Library
600 West Blue Heron Blvd.
Riviera Beach, FL 33404

Civil Drug Court
Port Center
2051 Martin Luther King Blvd., Suite 116
Riviera Beach, FL 33404

Purchasing
2391 Avenue “L”
Riviera Beach, FL 33404

CITY OF RIVIERA BEACH – MUNICIPAL COMPLEX **CAMPUS SPACE UTILIZATION AND REUSE EVALUATION**

INTRODUCTION

The City of Riviera Beach Municipal Complex is located at 600 W. Blue Heron Boulevard, Riviera Beach, Florida. The complex, consisting of four buildings, original construction was completed in 1978. Typically the buildings are of similar construction with fluted 8” concrete block exterior, interior furring with drywall finish, concrete floor slabs, aluminum window non-impact resistant glazing, built-up roofing system.

A brief description of each building within the complex and off-site departments is as follows:

Building 1 - City Hall Administration houses several departments including: City Clerk, City Manager, Community Development, Finance, Human Resources, Information Services, City Attorney, Legislative and Council Chambers. It contains approximately 26,500 square feet of space and consists of two floors

Building 2 – The Police Department building is comprised of Administration offices, Support Services, the Operations Bureau and the Investigations Bureau. It contains approximately 18,100 square feet and consists of two floors.

Building 3 – The Main Library contains approximately 14,600 square feet of space and is comprised of two floors. The first floor houses staff space including the director’s office, a general office area and a workroom and an open general public space including a children’s and young adult area with books and computer stations as well as the fiction collection, a few reading rooms and restrooms. The reference, non-fiction collection, periodicals, newspapers, additional restrooms and administration offices are located on the second floor as well as an African-American room. A 1,200 square foot conference room providing space for a variety of library programs, displays, meetings and a computer center is also located on the second floor.

Building 4 – The Fire Rescue building houses administration, EMS services and fire prevention. The hi-bay, for holding trucks and other rescue vehicles, divides the one-story administration offices on one side from the EMS operations and fire rescue on the other side. It contains approximately 14,000 square feet of space.

Off-site Departments

There are two off-site facilities that are also included in this space needs study:

- **Purchasing Department** - 2391 Avenue “L”, Riviera Beach, Florida.
- **Civil Drug Court** - Port Center, 2051 Martin Luther King Blvd., Suite 116, Riviera Beach, Florida.

The need for additional space to allow staff to provide services and programs to support customer needs is approaching a critical point in various departments. It has been determined that the need for additional and reorganized space exists. Also, that the buildings are in need of repair and systems improvements in order to provide an appropriate environment for the staff and for the public.

The purpose of this report is to provide the City of Riviera Beach with:

- A space needs study and master plan for better utilization of the existing buildings and site with provisions for new facilities as needed. The effort has also involved developing conceptual site and building layouts that will better facilitate their current and future needs.
- Provide structural, mechanical and electrical engineering analysis of the existing building systems to determine the capacity for the proposed uses.
- Survey existing water intrusion issues that may create potential destructive building conditions.

The study will evaluate the condition of the existing facilities, verify the building systems, identify any deficiencies and recommend improvements to comply with current Building Codes. Existing drawings were provided by the Owner, however, they were not designated as “As-Built.” The drawings are dated 1977.

PROJECT APPROACH

Each department was interviewed to determine the area (square foot) and configuration of space needed, location in relationship to other departments, resources and environment needs plus other operational information pertaining to the needs of the department. The program criteria were compiled to make sure that all needs were considered. The program also includes the complete analysis of each existing facility and how it may or may not meet future needs and requirements.

- Program Analysis and Space Needs – Meetings with the various department representatives to develop departmental design and area criteria.
- Evaluation of Existing Conditions & Recommendations – Performed site survey of each building to visually analyze various conditions throughout to identify non-compliant code issues and deterioration. Our survey was non-destructive in that we did not open walls, test equipment or air-quality.
 - I. Architectural
 - II. Structural
 - III. Mechanical, Plumbing & Electrical
 - IV. Water Damage Assessment
- Conceptual Building Plans & Site Plan – Developed conceptual block diagrams of the area needed for each department and to locate in the most appropriate area of the buildings to best satisfy space utilization and functionality.
- Estimated Preliminary Construction Costs – Prepared an estimate of “probable construction costs” for the proposed renovation and new construction work. At this phase of design, without detailed information, the costs are based on estimated square foot and unit costs. There will also be additional relocation costs and phasing of work in order to maintain operation.

Floor plans of the original Municipal Complex were obtained and existing conditions were verified with site visits generally performed during interviews. The information gathered from departments has been compared to the resources that exist and options provided as part of this report.

The design criteria and space program report has identified customer and employee needs and offers potential solutions. The process of preparing an architectural program has provided an opportunity to discover ways to better meet customer and employee needs, provide creative ways of recycling and using current facilities and allow for the development of space that will increase employee productivity along with the implementation of new strategic management concepts.

In order to determine the capacity for the proposed uses and condition of the building envelope and systems, a site survey was performed to evaluate the condition of the existing building for function and water intrusion. This involved a complete structural, mechanical, electrical and environmental engineering analysis. From the survey findings a final report will identify the general conditions and a review of remedial options for repair of the existing systems for the four buildings. The review of the remedial options includes: estimated associated costs, discussion of the merits of each proposed option and professional recommendations.

CITY OF RIVIERA BEACH – MUNICIPAL COMPLEX CAMPUS SPACE UTILIZATION AND REUSE EVALUATION

EXECUTIVE SUMMARY

The City of Riviera Beach Municipal Complex is located at 600 W. Blue Heron Boulevard, Riviera Beach, Florida. The complex, consisting of four buildings, original construction was completed in 1978.

- Building 1 - City Hall Administration** approximately 26,500 square feet, two levels.
- Building 2 –Police Department** approximately 18,100 square feet, two levels.
- Building 3 –Main Library** approximately 14,600 square feet, two floors.
- Building 4 – Fire Rescue** approximately 14,000 square feet, single level.

Off-site Departments - Included in the “space needs” study but do not include conceptual layout for the departmental needs.

- Purchasing Department** - 2391 Avenue “L”.
- Civil Drug Court** - Port Center, 2051 Martin Luther King Blvd., Suite 116

BUILDING ENVELOPE & WATER INTRUSION

An Evaluation of the Existing Conditions & Recommendations was performed for each building to visually analyze various conditions throughout the buildings to identify non-compliant code issues and deterioration. Our survey was non-destructive in that we did not open walls, flooring, ceilings, test equipment or air-quality.

- I. Architectural
- II. Structural
- III. Mechanical, Plumbing & Electrical
- IV. Water Intrusion

First step is to seal the exterior building envelope to prevent moisture from entering the building and/or not to be able to escape. Several areas are identified for potential invasion, i.e.: windows and improper flashings, plugged weep holes in the masonry wall, failing caulk joints, inadequate air circulation and air conditioning.

This report, in summary, recommends the following:

1. Replace all windows and flashing systems with those that meet the current building standards for South Florida environment and hurricane conditions.
2. Structural modifications to the window openings for proper anchoring (Figure 3).
3. Install flashings and develop window sill detail to prevent moisture leakage.
4. Retrofit wall flashings, weep holes and caulk joints. Provide a continuous moisture vapor (water plane) on the backside of the masonry walls (Figure 2).

5. In addition to the interior work it will be necessary to improve the exterior building surface by one of several methods:
 - a. Re-seal the exterior of the entire masonry wall with a liquid water-repellant sealer and clean and replace the existing weep holes to provide for proper drainage. This method is not recommended for a proper solution, it is not a long-term fix.
 - b. Cover the exterior wall surface with a stucco system or an exterior panel cladding (Figure 1). This cladding system provides a “face-sealed barrier wall” and will be more permanent and longer lasting than the sealer approach. It will also enhance the appearance of the building facades and cover the repair work required for window replacement.
 - c. Re-roof or spot repair the roof system and trim as needed.
7. Modify the mechanical ventilation system for proper operation in order to provide the air quality and moisture control for a healthy interior environment and code-compliance.

INTERIOR RENOVATION / BUILD OUT

Once the building envelope has been resolved and the interior is dry, other issues will need to be addressed. Although the building was built under a previous code (1976) era, the non-compliant and life safety issues should be corrected to comply with current building codes.

We interviewed the various departments to determine their “space needs” and developed conceptual building diagrams for the appropriate space required for each. Refer to the Space Needs Analysis worksheets, the resulting Square Foot breakdown and the Conceptual Building Plans.

It is our understanding that the Police Department will be moving into a new building on campus and the current facility will be available for use by other departments. For purposes of this report we refer to Building 2 - City Hall Annex. In order to provide easy access, we propose an enclosed walkway connecting the two buildings at the upper level.

Our analysis provides data illustrating two optional approaches:

Option A - Renovation & Additions: Second Floor addition to Building 2 (current Police) for a new Council Chambers and the Legislative/Executive Department adjacent. This concept maintains close proximity to City Hall Administration departments and provides a covered plaza area at the grade level. A new building is proposed for the Police Department.

Option B – New City Hall Building: In lieu of renovating the existing Administration and Police Buildings and alternate would include demolition of the existing and construction of a new three (3) story building for City Hall and new parking lot for staff and visitors. A new building is proposed for the Police Department.

Please refer to the more detailed information in Section E – Probable Construction Estimate & Schedule.

PROBABLE ESTIMATED CONSTRUCTION COSTS

The following sheets represent “estimated construction costs” for:

Option ‘A’ – Existing Buildings Renovation & Additions: Address the existing Building Envelope/ Water Intrusion issues, and provided Interior Renovation and Build Out for each of the existing buildings on campus. Of course, one of the difficulties during the renovation work is the temporary relocation and displacement of departments during construction.

We have also included estimates for a new building that will house the Police Department and the employee Wellness Center.

Option ‘B’ – New City Hall Building: In lieu of renovating the existing Administration and Police Buildings and alternate would include demolition of the existing and construction of a new three (3) story building for City Hall and new parking lot for staff and visitors.

At this early stage of planning, we typically use square foot construction costs as derived from history and recent construction costs. Once documents are more complete, a more accurate cost estimate can be prepared. Pricing will vary depending on level and quality level of finishes, equipment, bidding atmosphere, phasing of work, etc.

Note:

1. Pricing does include potential relocation costs for the rent of temporary office space, physical moving of equipment, files, etc., does not include personnel costs.
2. Costs for limited new furniture and furnishings, fixtures and equipment (F.F.&E.) are included. We have assumed that a portion of the existing would be reused and supplemented with new.
3. Professional Architectural & Engineering fees, reimbursable expenses for project related expenses, surveys, soil testing and permits are included as a typical percentage of the construction costs.

CONSTRUCTION PHASING SEQUENCE

Option ‘A’ –

The following represents possible phasing of the construction in order to maintain operation of the facilities. This sequencing to be finalized and coordinated by the Construction Manager once awarded contract for the construction work.

1. Building 5 (Police Department) – RFP for A&E services for design/construction documents. Once completed the existing Police building will be empty and ready for reconstruction.
2. Building 1 – Move all occupants from building temporary office space. Renovate entire building and new addition. Move the occupants to allocated space: Clerk, City Manager, Community Development, Finance, and Human Resource.
3. Building 3 – Library new addition. Once completed can be used for temporary location of Fire Rescue offices.
4. Building 4 – Reconstruction and new addition. As needed relocate staff to the new Library addition.
5. Building 3 – Reconstruction of the existing. Open the new addition for Library use.
6. Building 2 – Following completion of the new Police Department building begin the reconstruction work and new addition for Council Chambers, Legislative / Executive, Legal and Executive / Information Services.

Option 'B' –

The intent is that the new building is located clear of the existing allowing the buildings to remain occupied during construction of the new City Hall. Once completed occupants can be relocated and the existing Administration and Police buildings can be demolished and the site work completed. The work at the Library and Fire Rescue would remain as previously indicated and independent of the new City Hall.

Please note that with any of the construction process there will be inconveniences to both staff and to the general public. Coordination with the CM and Owner during construction will be required in order to minimize disruption of services and working conditions.

Please refer to the following data(Probable Construction Costs and Schedules).

SUMMARY OF PROBABLE BUDGET

OPTION A – RENOVATION OF EXISTING BUILDINGS

BUILDING 1 – ADMINISTRATION

City Manager, Clerk, Community Development, Finance, Human Resource

Construction/Renovation / 27,240 sf	\$4,749,538
Relocate / 20,000 sf / 12 month	\$616,000
Moving Out / Back	\$70,000
Subtotal	\$5,435,538

BUILDING 2 – ADMINISTRATION ANNEX

Council Chambers, Legislative, Information Services, Legal

Construction/Renovation / 22,170 sf	\$4,354,543
Relocate / 4,000 sf / 24 month	
Moving In	\$20,000
Subtotal	\$4,374,543

BUILDING 3 – LIBRARY

Construction/Renovation / 24,580 sf	\$4,687,733
Relocate	
Moving Out & Back	
Subtotal	\$4,687,733

BUILDING 4 – FIRE DEPARTMENT

Administration, Operations

Construction/Renovation / 15,760 sf	\$2,899,044
Relocate / 3,000 sf / Library Addition	
Moving Out & Back	\$10,000
Subtotal	\$2,909,044

SITE IMPROVEMENTS - CURRENT CAMPUS

Construction Allowance	\$1,290,200
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CONSTRUCTION/RENOVATIONS COSTS

Construction Totals	\$17,987,058
Relocation Costs	\$716,000
GRAND TOTAL	\$18,703,058

BUILDING 5 – NEW BUILDING

POLICE DEPARTMENT

Construction / 60,930 sf	\$20,375,740
Move To New Building	\$90,000
Subtotal Police Department	\$20,465,740

WELLNESS CENTER

Construction / 5,375 sf	\$1,674,400
Total Building (Police & Wellness)	
Construction Total / 66,305 sf	\$22,050,140
Relocate Police	\$90,000
Grand Total	\$22,140,140

OPTION B – NEW CITY HALL BUILDING

NEW CONSTRUCTION CITY HALL

Construction / 49,400 sf	\$15,007,760
Move To New Building	\$15,000
Total New City Hall	\$15,022,760

Note: Assume existing office building will remain in operation.

NEW PUBLIC WORKS BUILDING

NEW PRE-ENGINEERED METAL BUILDING

Construction / 34,400 sf	\$3,400,000
Move To New Building	
New Public Works	\$3,400,000

CITY OF RIVIERA BEACH - MUNICIPAL COMPLEX

MUNICIPAL BUILDING AREA ALLOCATIONS

OPTION "A"

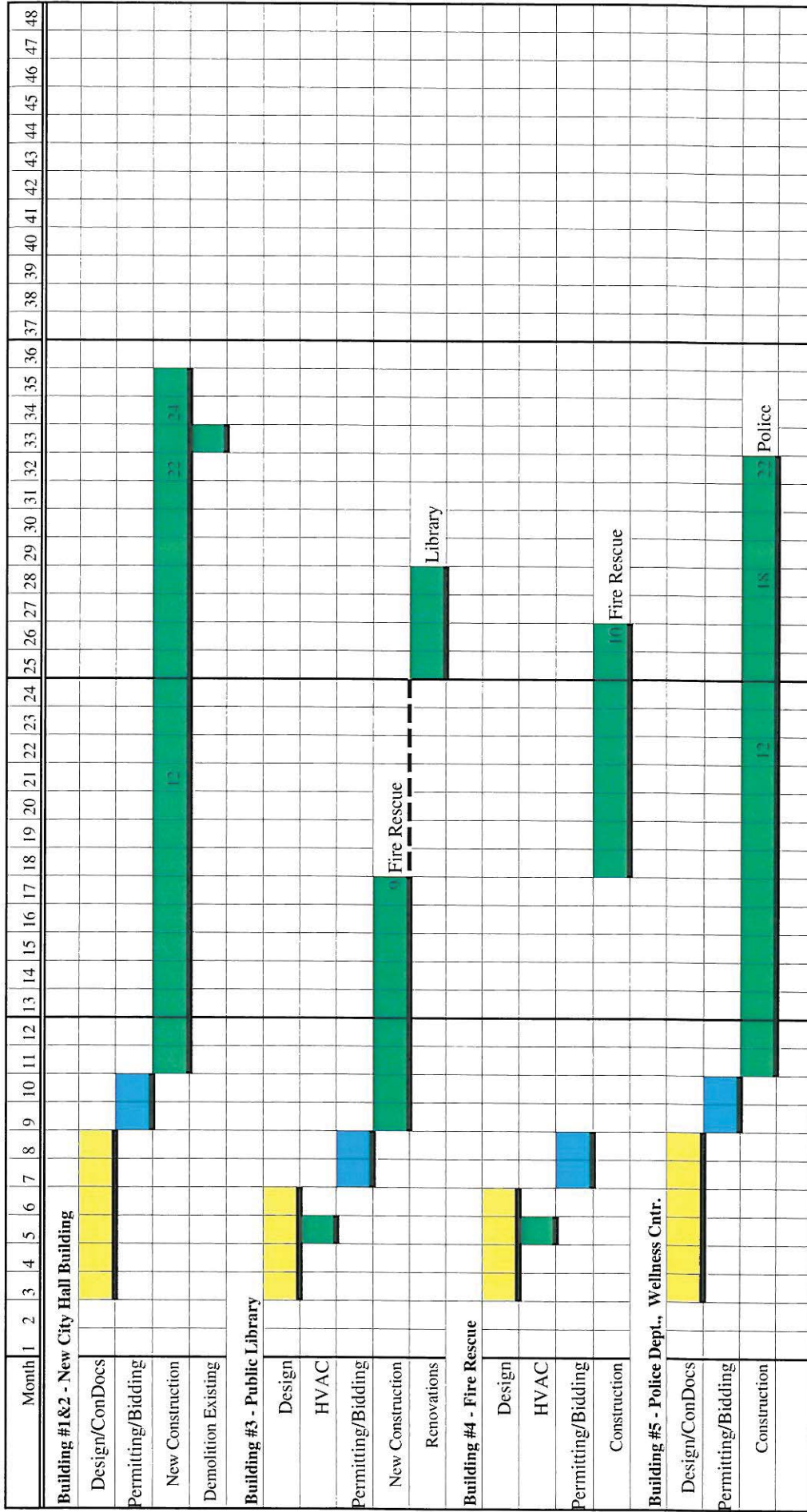
Dated: May 2008

Building/Description	1st FL	2nd FL	Proposed	Existing	Balance	New	Total SF
1 BUILDING 1 - CITY HALL/ADMINISTRATION							
City Clerk	2,210		2,210	1,484			
City Manager		2,735	2,735	1,811			
Community Development		7,114	7,114	4,260			
Finance	3,620		3,620	3,198			
Human Resources	2,830		2,830	1,083			
General Support Area 1	2,370	4,080	6,450				
Total Administration - Building 1	11,030	13,929	24,959	26,440	1,481	800	27,240
2 BUILDING 2 - CITY HALL ANNEX (Current Police Department)							
Executive/Information Services	3,015		3,015	708			
Legal/City Attorney		1,670	1,670	780			
Legislative / Executive		2,310	2,310	1,626			
Council Chambers		3,100	3,100	2,100			
General Support Area 2	3,592	5,106	8,698				
Total Admin Annex - Building 2	6,607	12,186	18,793	18,170	-623	4,000	22,170
3 BUILDING 3 - LIBRARY							
Main Library	12,186	10,819	23,005				
Total Library - Building 3	12,186	10,819	23,005	14,582	-8,423	10,000	24,582
4 BUILDING 4 - FIRE RESCUE							
Administration	2,390		2,390				
Operations	6,329		6,329				
Apparatus Bay	6,270		6,270				
Total Fire Rescue - Building 4	14,989	0	14,989	13,964	-1,025	2,400	16,364
5 BUILDING 5 - NEW BUILDING							
Police Department	44,720	16,208	60,928				
Wellness Facility	5,375		5,375				
Total New Building	50,095	16,208	66,303				66,303
6 OFF-SITE FACILITIES				Estimated			
Civil Drug Court							
Purchasing	2,126		2,126	1,660	-466		
Total Off-Site			2,126				

RIVIERA BEACH MUNICIPAL COMPLEX

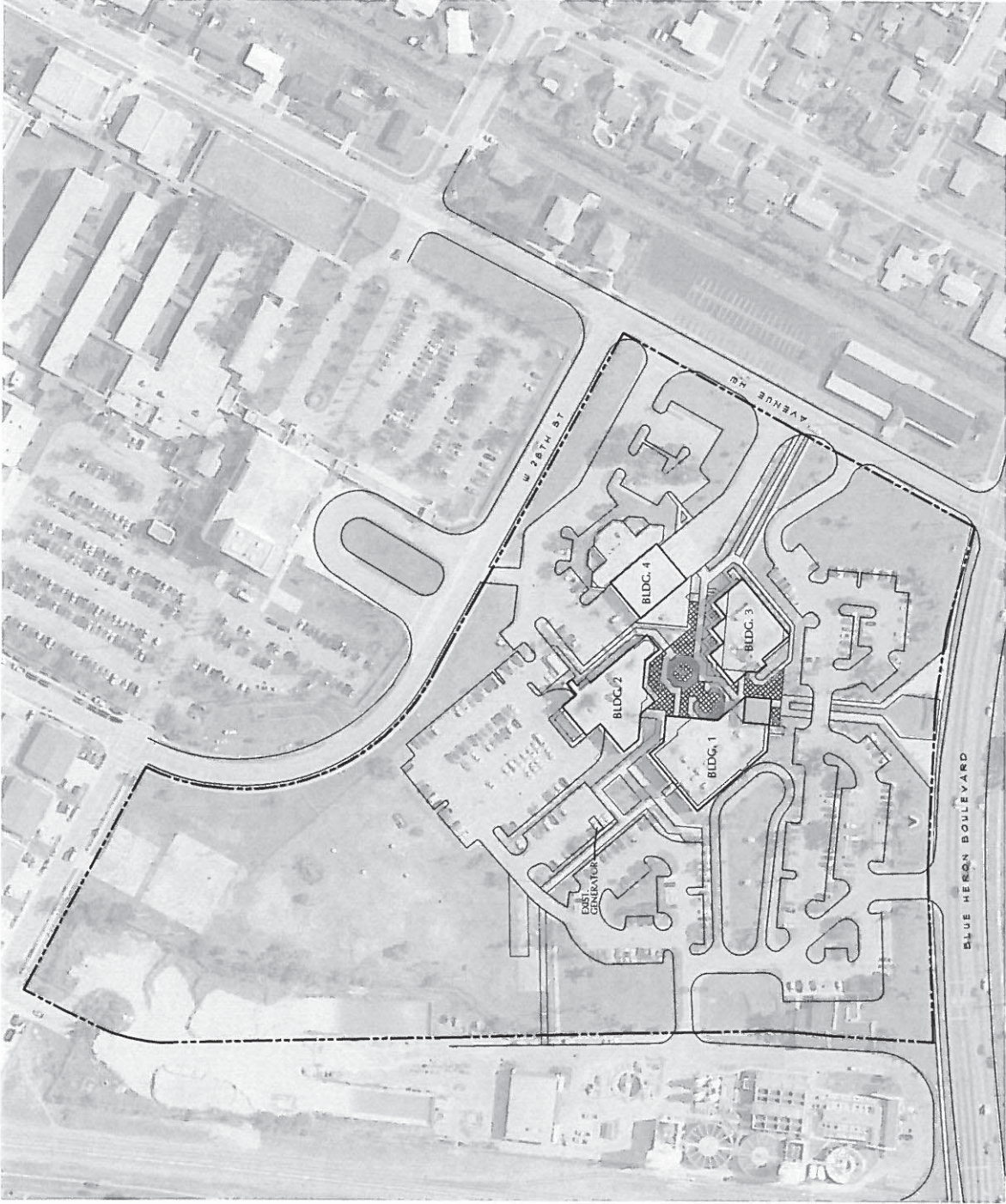
Date: May 2008

SEQUENCING SCHEDULE 'B'



SECTION B – Site / Campus Plans

**Existing Plans
Conceptual Plans**

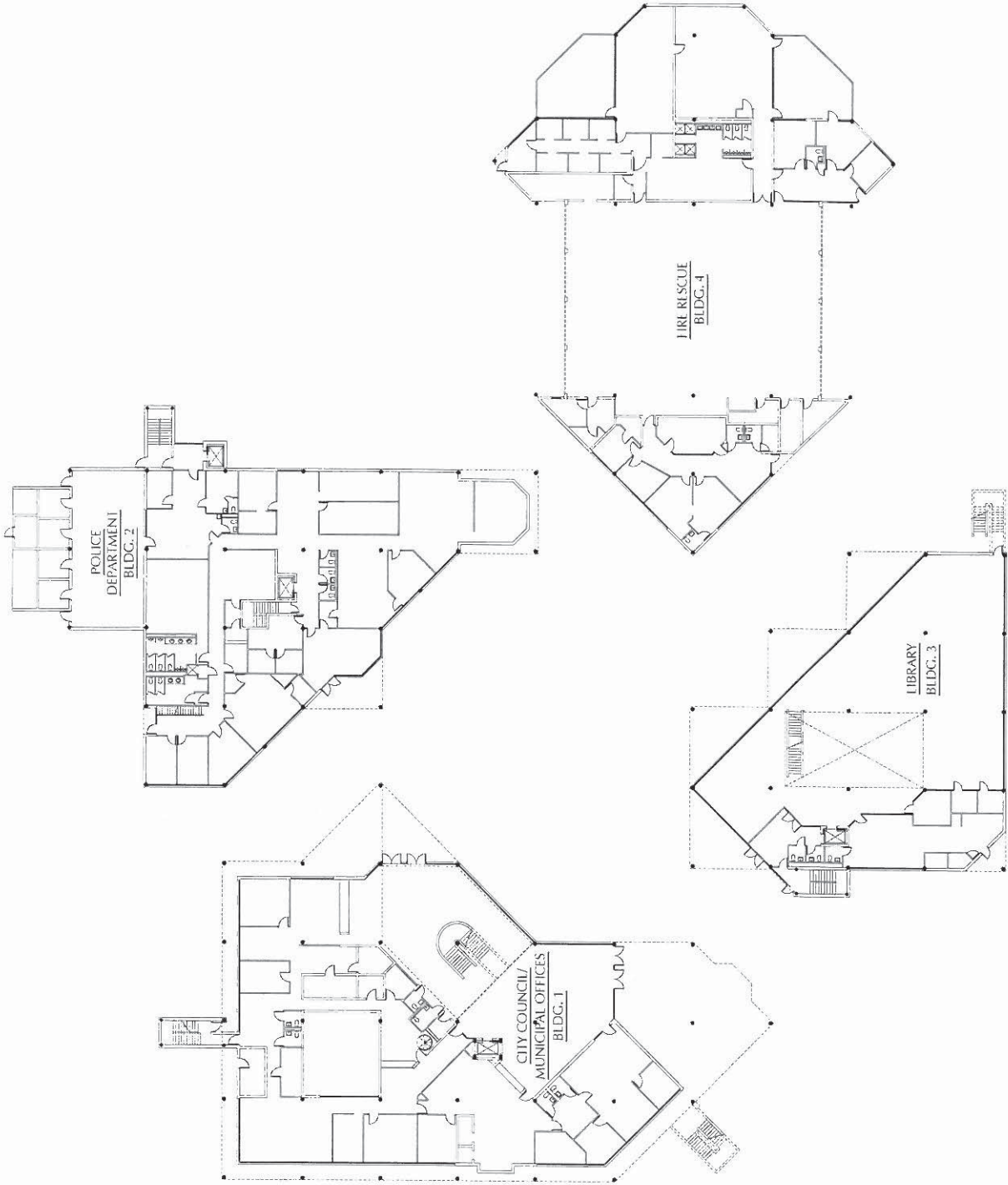


EXISTING OVERALL SITE PLAN



RIVIERA BEACH
 MUNICIPAL COMPLEX
 151 CIE FULCRON BOULEVARD & AVENUE HWL-51
 RIVIERA BEACH, FLORIDA

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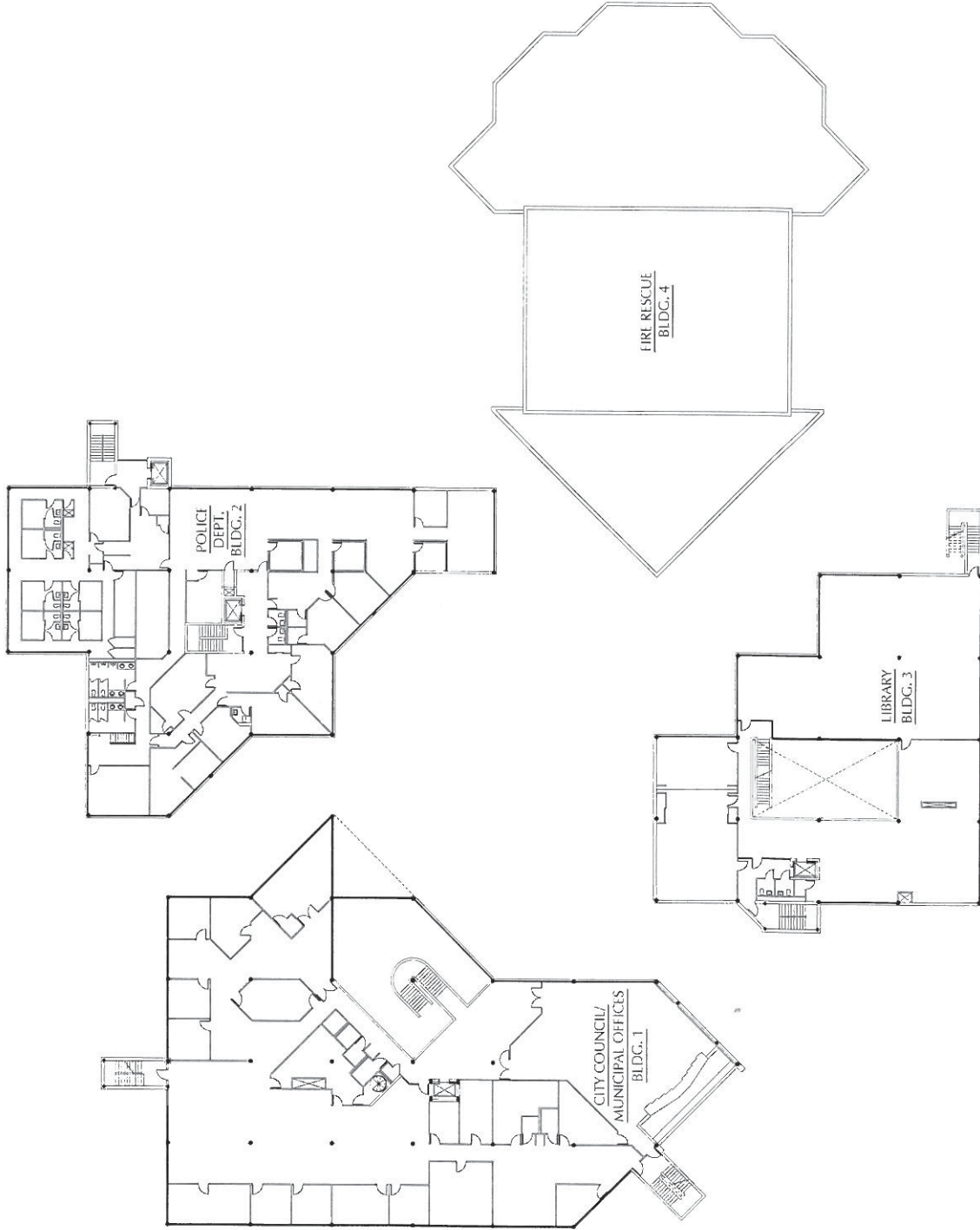
MUNICIPAL COMPLEX
 OVERALL EXISTING
 FIRST FLOOR PLAN



RIVIERA BEACH
 MUNICIPAL COMPLEX
 151 CIE DE LINDEN, SUITE 100, AVENUE 11, FORT ST.
 RIVIERA BEACH, FLORIDA



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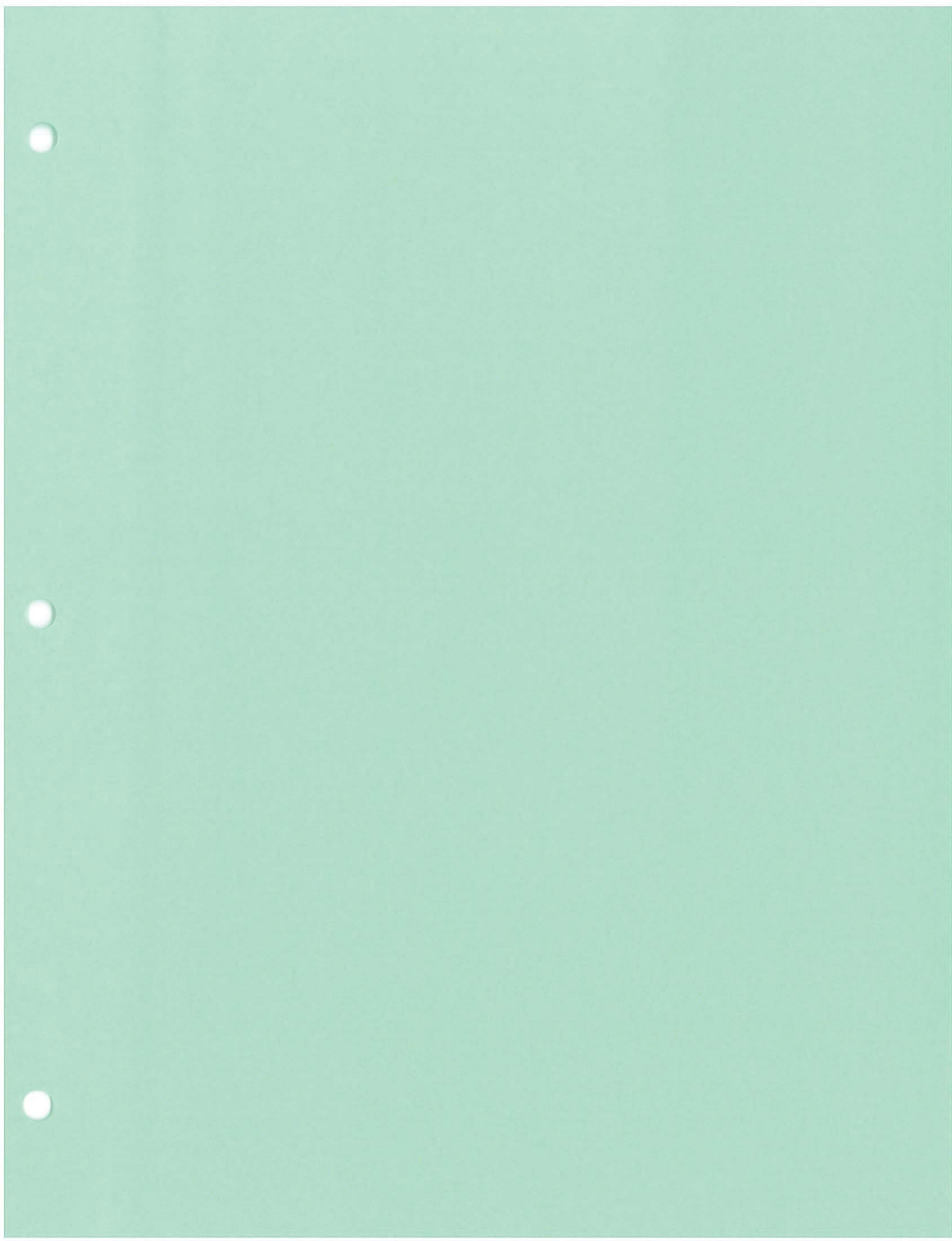
MUNICIPAL COMPLEX
 OVERALL EXISTING
 SECOND FLOOR PLAN



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RIVIERA BEACH
 MUNICIPAL COMPLEX
 151 GULF BLVD. SUITE 1000, RIVIERA BEACH, FLORIDA 33413



BUILDING PLAN LEGEND



BUILDING

- 1- TOWN HALL ADMINISTRATION
- 2- TOWN HALL ANNEX
- 3- LIBRARY
- 4- FIRE RESCUE
- 5- POLICE DEPARTMENT

**CONCEPTUAL OVERALL SITE PLAN
OPTION "A"**



**RIVIERA BEACH
MUNICIPAL COMPLEX**
BLUE HERON BOULEVARD & AVENUE WEST
RIVIERA BEACH, FLORIDA



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BUILDING PLAN LEGEND

-  BUILDING - EXISTING
-  BUILDING - ADDITION

BUILDING

- 1- TOWN HALL ADMINISTRATION
- 2- TOWN HALL ANNEX
- 3- LIBRARY
- 4- FIRE RESCUE
- 5- POLICE DEPARTMENT

**CONCEPTUAL OVERALL SITE PLAN
OPTION "B"
NEW BUILDING**

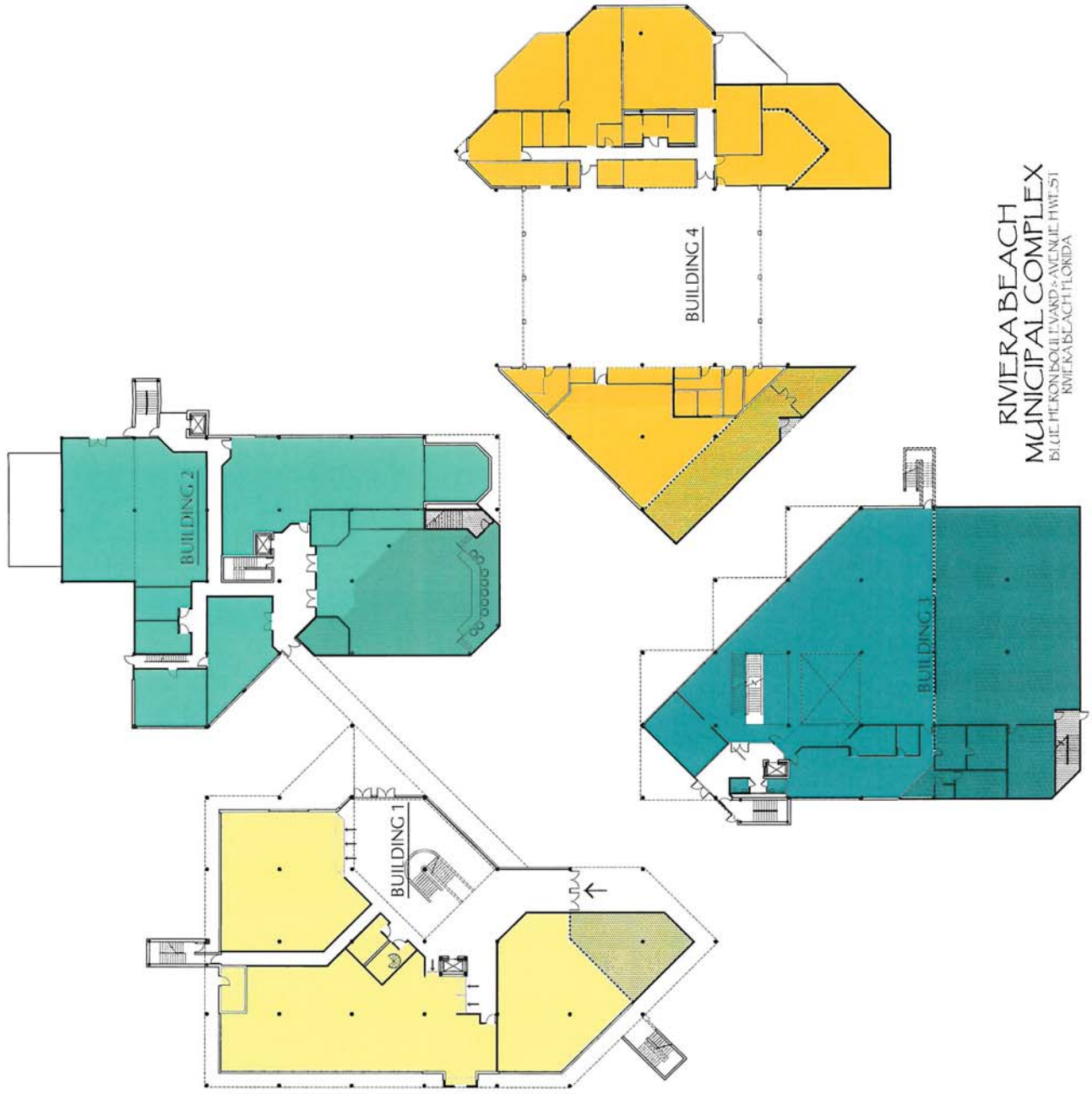


**RIVIERA BEACH
MUNICIPAL COMPLEX**
5411 BLUE HERON BOULEVARD, AVENUE HW, ST
RIVIERA BEACH, FLORIDA



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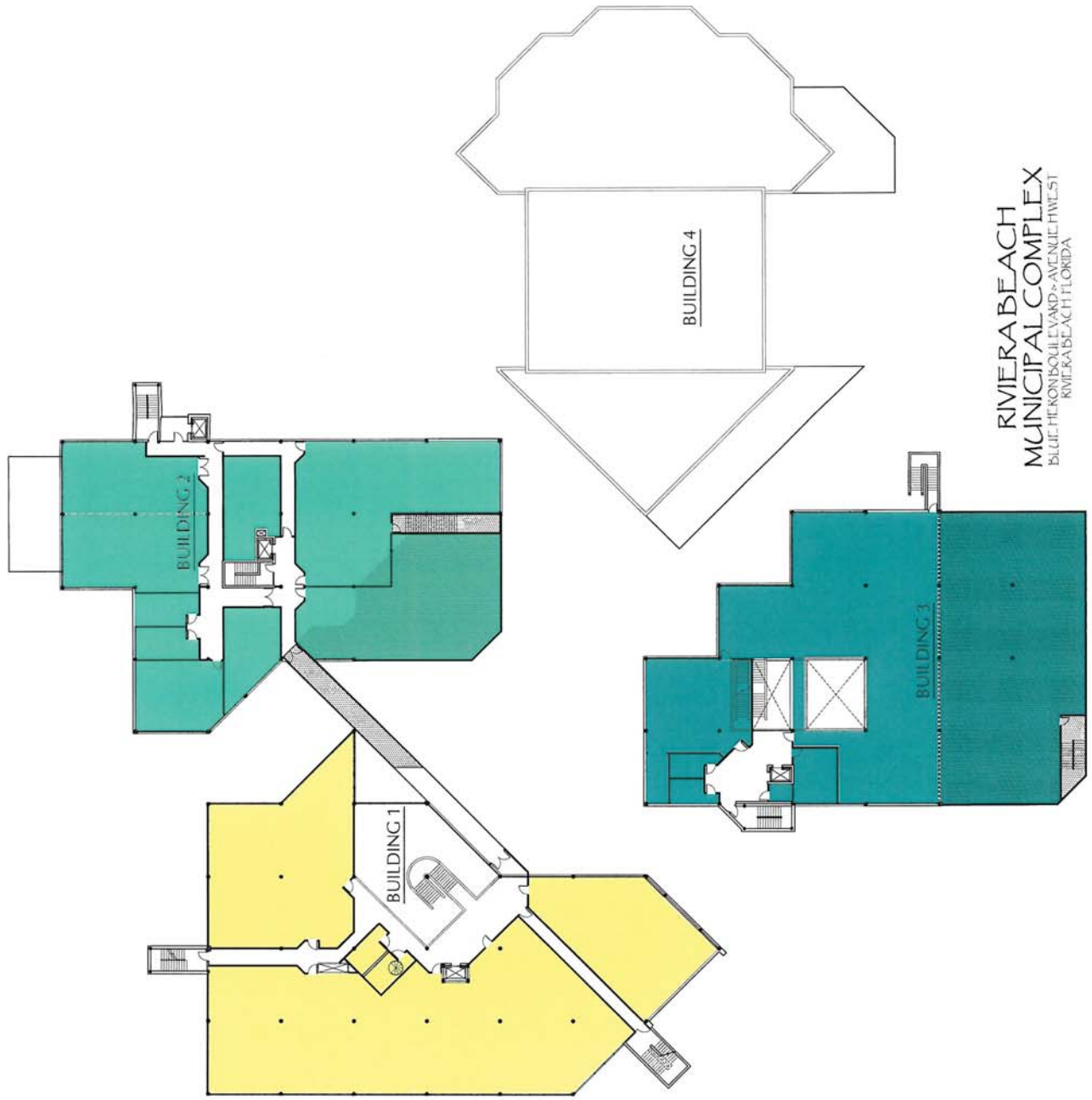
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RIVIERA BEACH
MUNICIPAL COMPLEX
BLUE HILTON BOULEVARD & AVENUE HWY. 51
RIVIERA BEACH, FLORIDA

MUNICIPAL COMPLEX
OVERALL CONCEPTUAL
FIRST FLOOR PLAN

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RIVIERA BEACH
 MUNICIPAL COMPLEX
 BLUE HERON BOULEVARD & AVENUE HWY-51
 RIVIERA BEACH, FLORIDA


MUNICIPAL COMPLEX
 OVERALL CONCEPTUAL
 SECOND FLOOR PLAN

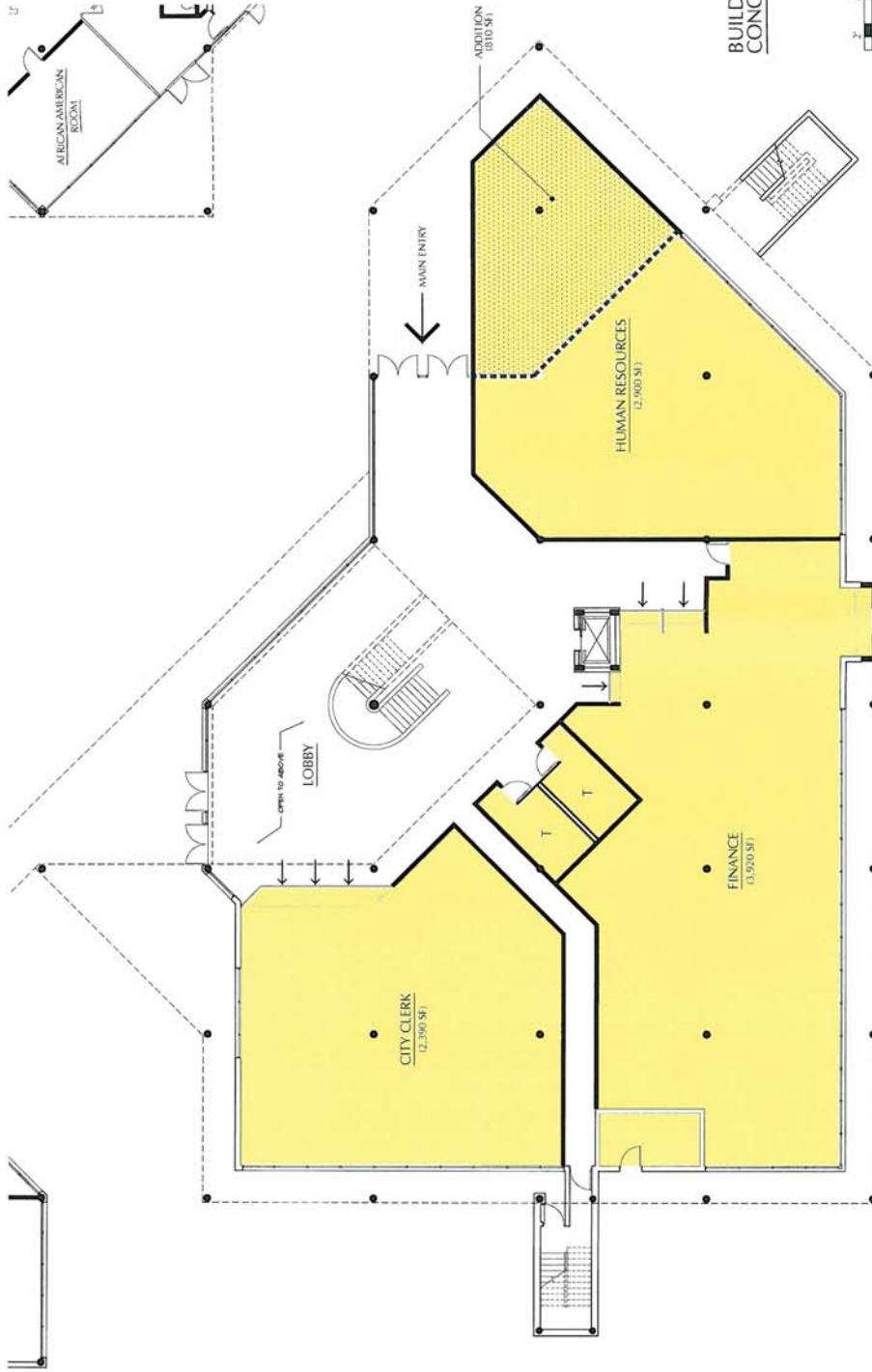


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BUILDING PLAN LEGEND

-  BUILDING SPACE - EXISTING
-  BUILDING SPACE - ADDITION
-  CIRCULATION






**BUILDING 1
CONCEPTUAL FIRST FLOOR PLAN**

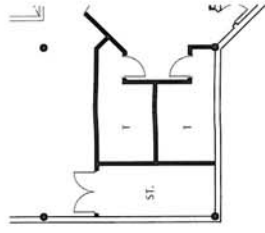
**RIVIERA BEACH
MUNICIPAL COMPLEX**
511 E. HEKONSBOROUGH AVENUE, HWY-51
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BUILDING PLAN LEGEND

-  BUILDING SPACE - EXISTING
-  BUILDING SPACE - ADDITION
-  CIRCULATION



CONNECTOR
WALKWAY



CITY MANAGER
(12,500 SF)

COMMUNITY DEPARTMENT
(11,804 SF)

COMMUNITY DEVELOPMENT
(15,318 SF)

**BUILDING 1
CONCEPTUAL SECOND FLOOR PLAN**



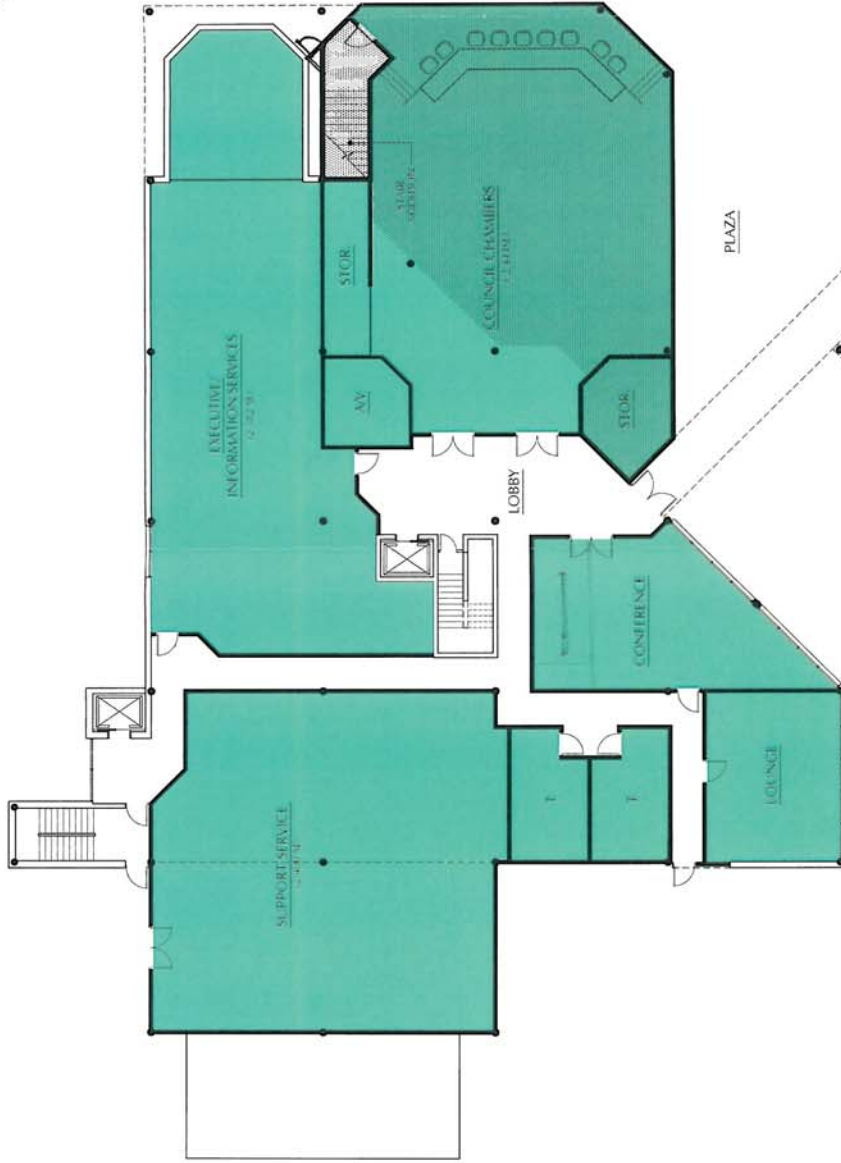
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RIVIERA BEACH, FLORIDA

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ARCHITECTS INTERIORS PLANNERS

BUILDING PLAN LEGEND

- BUILDING SPACE - EXISTING
- BUILDING SPACE - ADDITION
- CIRCULATION



BUILDING 2
CONCEPTUAL FIRST FLOOR PLAN



RIVIERA BEACH
MUNICIPAL COMPLEX
5112 E. RON BOLI BLVD. S. AVENUE HWY-51
RIVIERA BEACH, FLORIDA

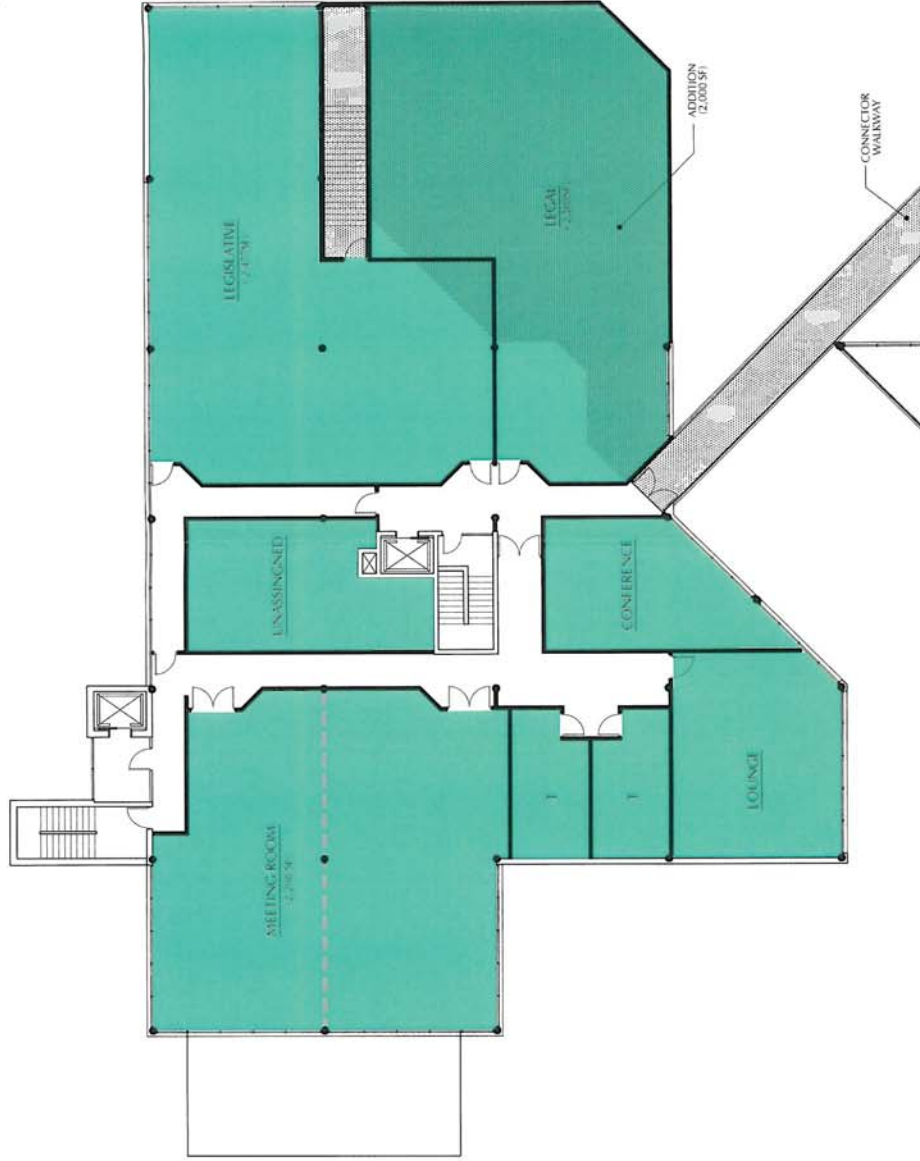
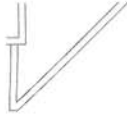


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BUILDING PLAN LEGEND

- BUILDING SPACE - EXISTING
- BUILDING SPACE - ADDITION
- CIRCULATION



BUILDING 2
CONCEPTUAL SECOND FLOOR PLAN

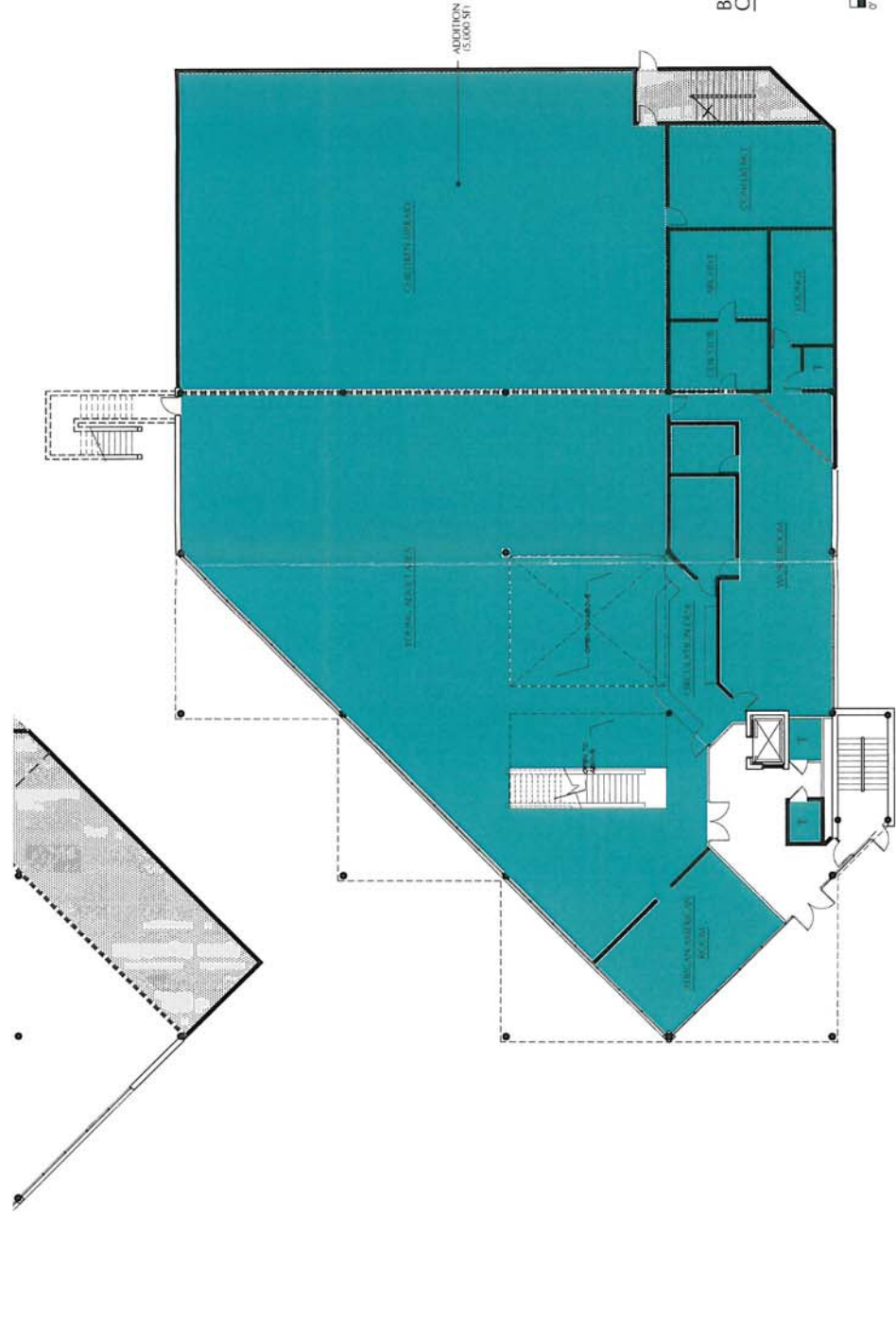


RIVIERA BEACH
MUNICIPAL COMPLEX
5412 PELICAN BOULEVARD - AVENUE HWY 51
RIVIERA BEACH, FLORIDA



BUILDING PLAN LEGEND

- BUILDING SPACE - EXISTING
- BUILDING SPACE - ADDITION
- CIRCULATION



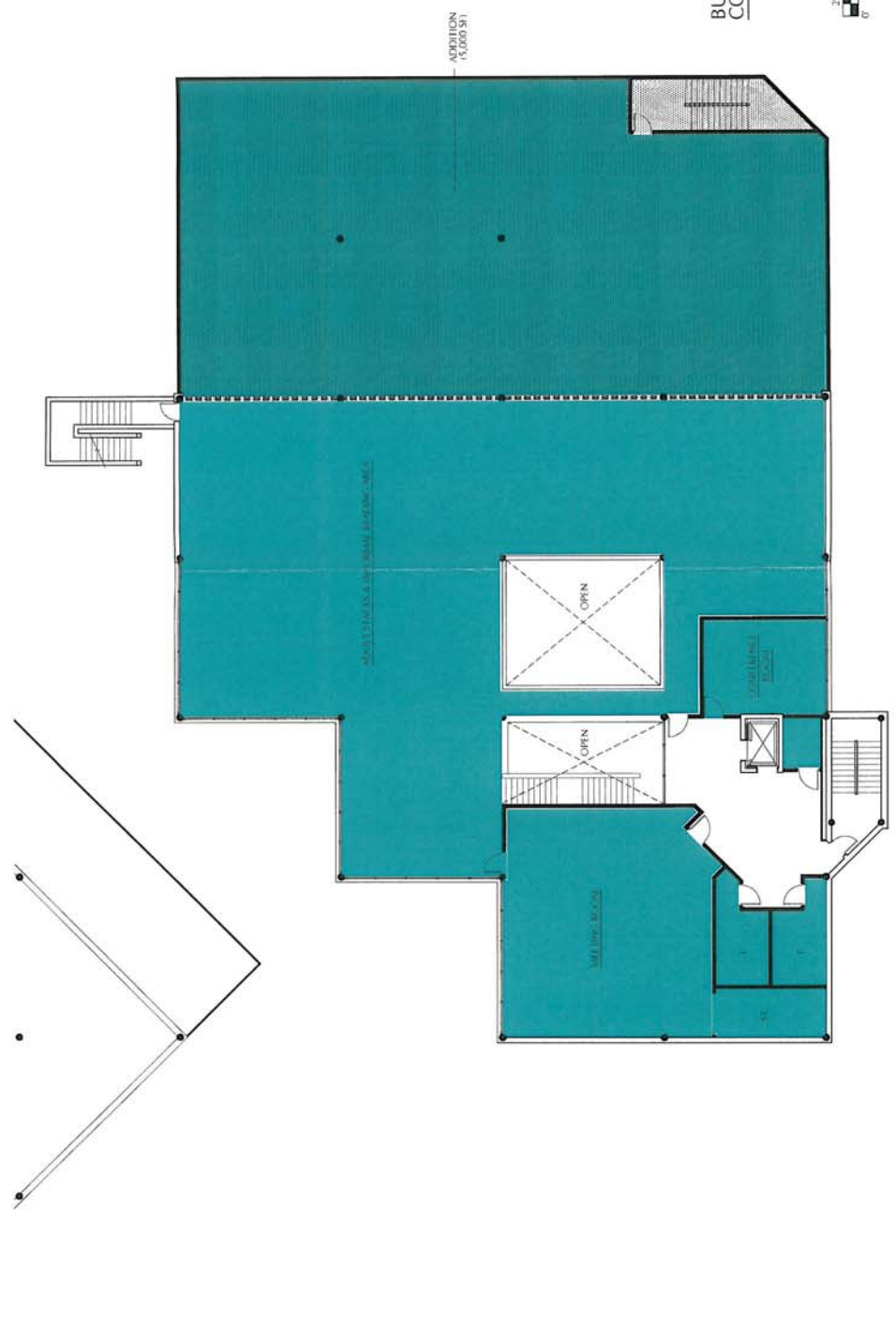
**BUILDING 3 (LIBRARY)
CONCEPTUAL FIRST FLOOR PLAN**

**RIVIERA BEACH
MUNICIPAL COMPLEX**
BLUE HERON BOULEVARD & AVENUE HWY 57
RIVIERA BEACH, FLORIDA



BUILDING PLAN LEGEND

- BUILDING SPACE - EXISTING
- BUILDING SPACE - ADDITION
- CIRCULATION



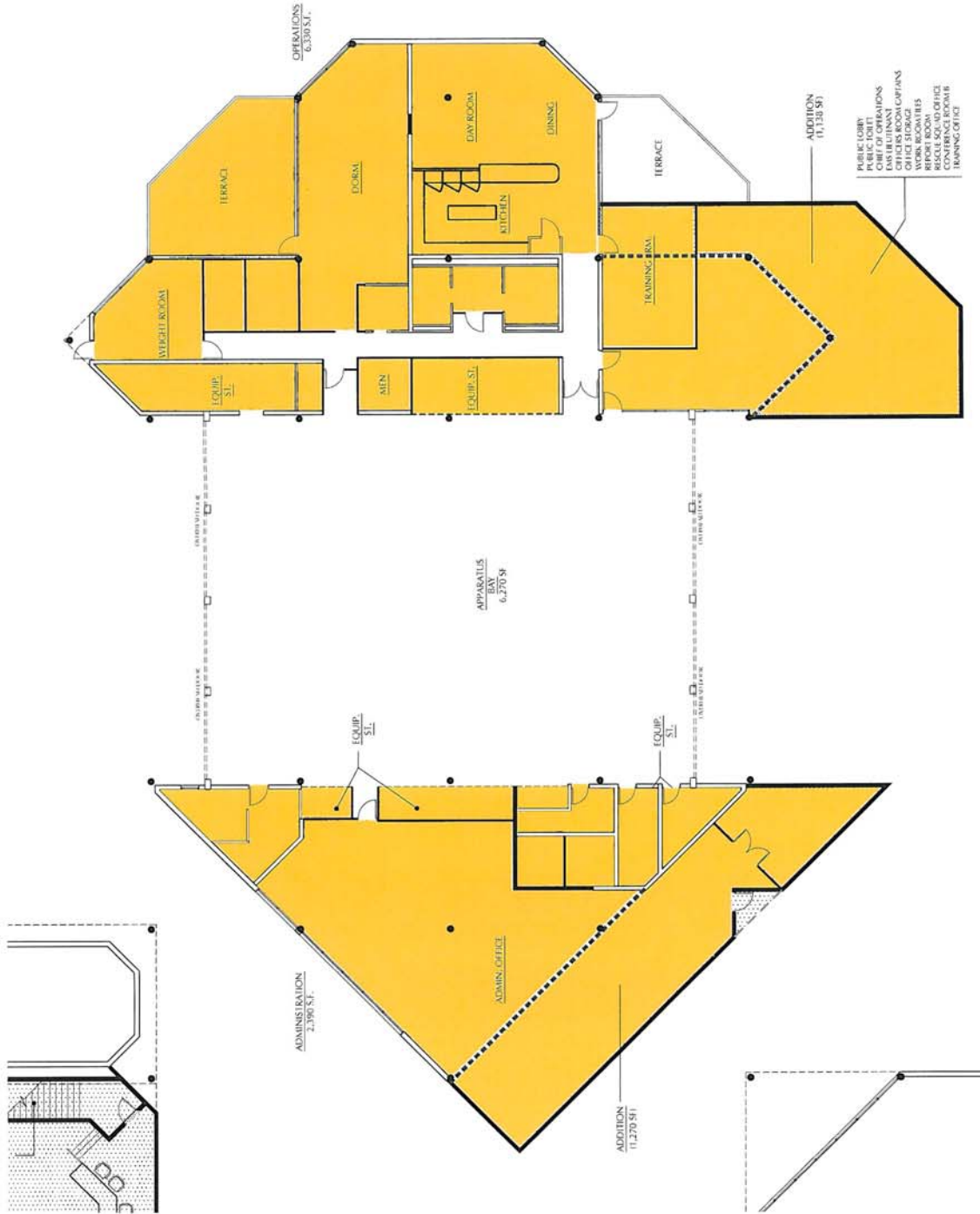
**BUILDING 3 (LIBRARY)
CONCEPTUAL SECOND FLOOR PLAN**

**RIVIERA BEACH
MUNICIPAL COMPLEX**
BLUE HERON BOULEVARD - AVENUE HWY-57
RIVIERA BEACH, FLORIDA



BUILDING PLAN LEGEND

- BUILDING SPACE - EXISTING
- BUILDING SPACE - ADDITION
- CIRCULATION



BUILDING 4 (FIRE RESCUE)
CONCEPTUAL FIRST FLOOR PLAN



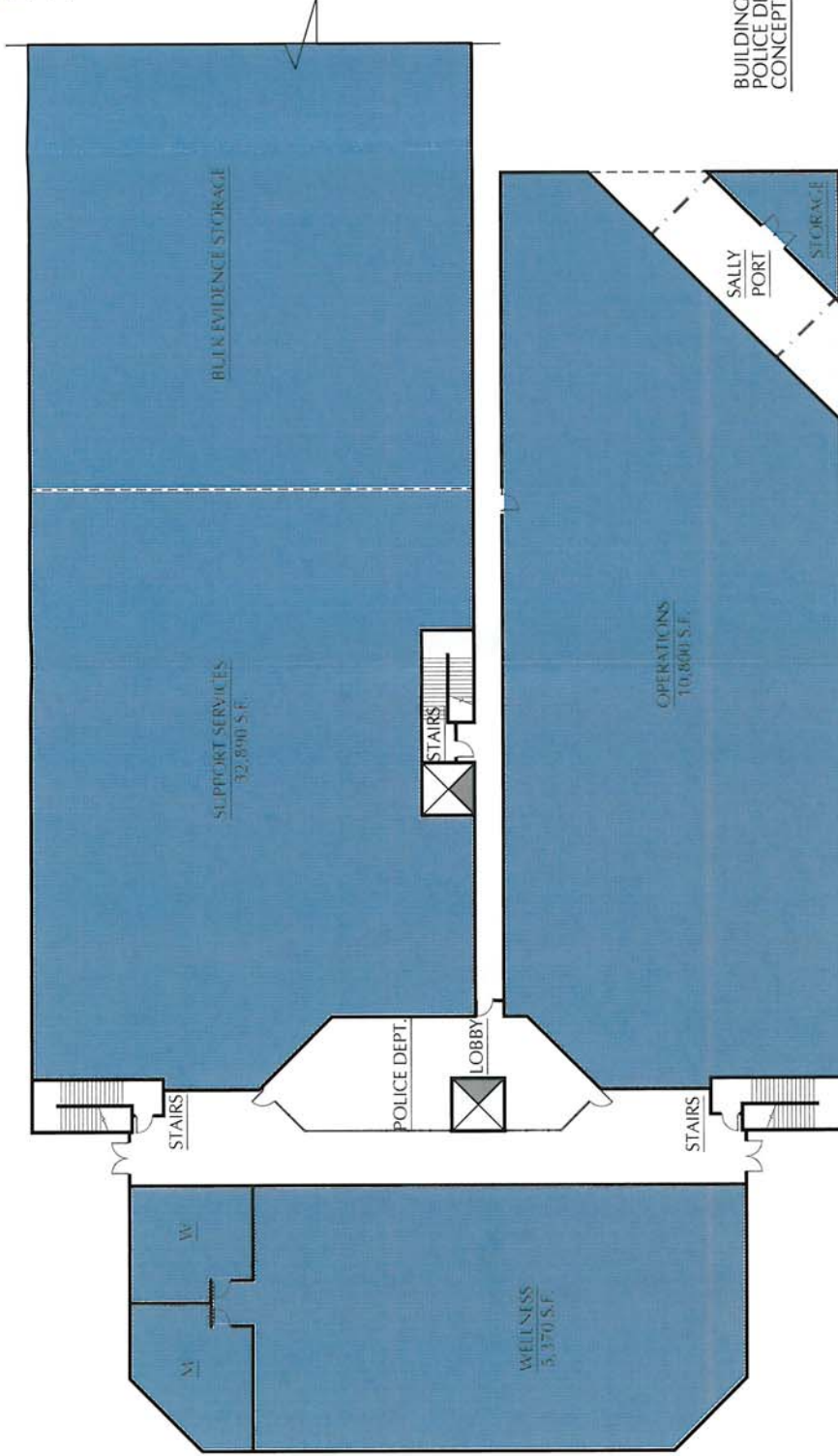
JORDAN JONES & GOULDING
ARCHITECTS INTERIORS PLANNERS

DOW-HOWELL-GILMORE ASSOCIATES INC.
ARCHITECTS INTERIORS PLANNERS

RIVIERA BEACH MUNICIPAL COMPLEX
BLUE HERON BOULEVARD & AVENUE HWY. 51
RIVIERA BEACH, FLORIDA

BUILDING PLAN LEGEND

-  BUILDING SPACE - EXISTING
-  BUILDING SPACE - ADDITION
-  CIRCULATION






BUILDING 5
POLICE DEPARTMENT
CONCEPTUAL FIRST FLOOR PLAN

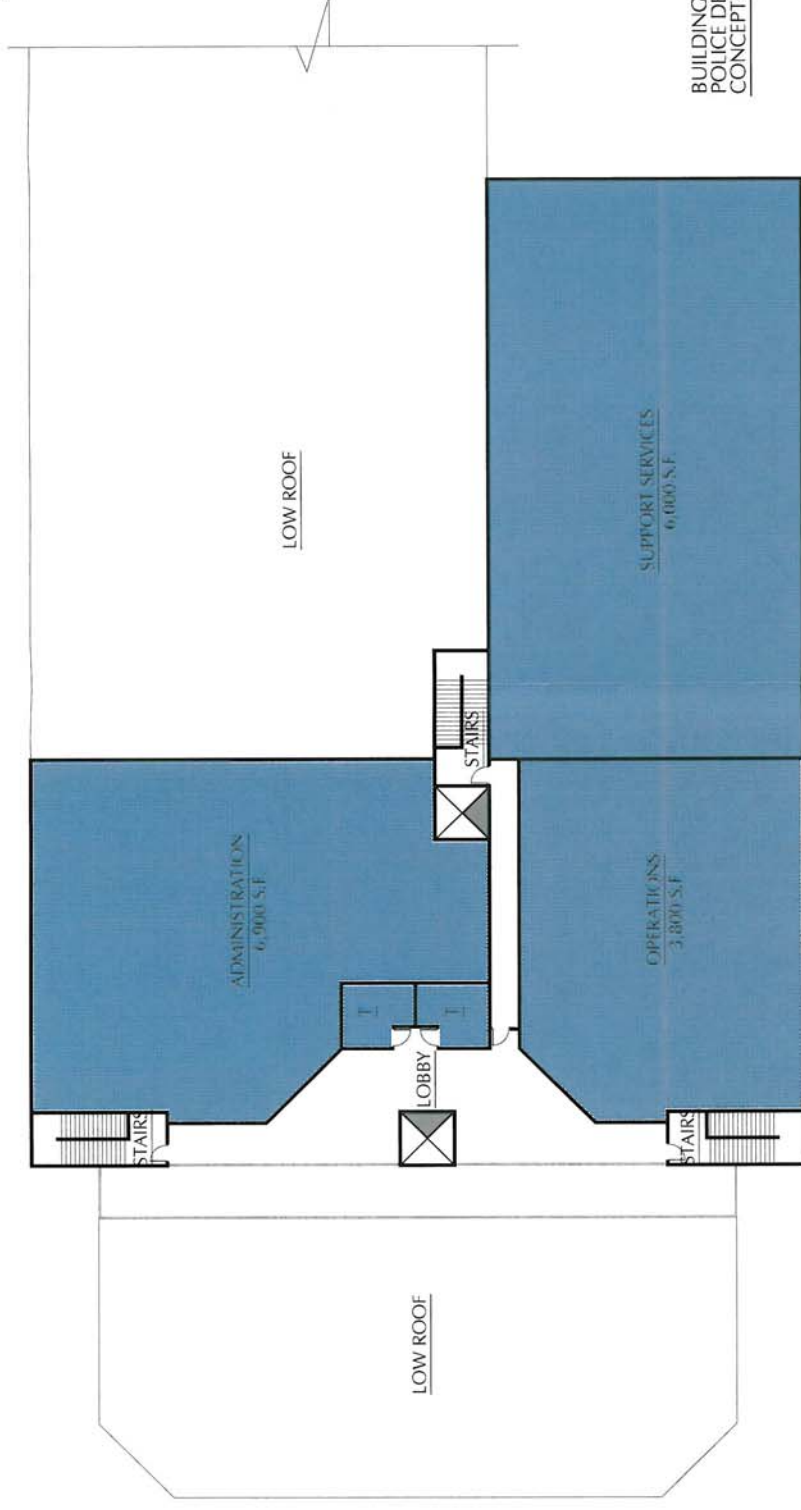


RIVIERA BEACH
MUNICIPAL COMPLEX
BLVD. HERONSQUILL VARD & AVENUE HWY. 57
RIVIERA BEACH, FLORIDA



BUILDING PLAN LEGEND

-  BUILDING SPACE - EXISTING
-  BUILDING SPACE - ADDITION
-  CIRCULATION



**BUILDING 5
POLICE DEPARTMENT
CONCEPTUAL SECOND FLOOR PLAN**



**RIVIERA BEACH
MUNICIPAL COMPLEX**
BLUET HERON BOULEVARD & AVENUE HWY 51
RIVIERA BEACH, FLORIDA

**JORDAN
JONES &
GOULDING**
ARCHITECTS INTERIORS PLANNERS

DOW-HOWELL-GILMORE ASSOCIATES, INC.
ARCHITECTS INTERIORS PLANNERS

SECTION C – Department Data Sheets / Conceptual Plan

CITY HALL ADMINISTRATION

**City Clerk
City Manager
Community Development
Finance
Human Resources
Information Services
Legal
Legislative/Executive
Council Chambers**

**Employee Wellness Center
(Police Building)**

Off Site Facilities

**Civil Drug Court
Purchasing**

DEPARTMENT: CITY CLERK

Date: May 2008

Contact Person: Carrie Ward, Master Municipal Clerk (845-4090)

Function: Office

Location: City Council Building – First Floor

Staff/Uses/Activities:
(Current) (1) Master Municipal Clerk – Private office with meeting area
(1) Deputy City Clerk
(Future) (1) Records Specialist
(2) Media Specialist
(1) Sr. Staff Assistant – Shared Private Office
(1) Sr. Office Assistant – Shared Private Office
(1) Switchboard

Meeting Needs: Election Staff – monthly (80 – 100 people) Can be shared space
Attorneys – weekly (2 – 4 people)

Security Level: High Security (locked)

Typical Hours: 8:30 am – 5:00pm

Relationships: Centrally located to all departments
Easily accessible to public

Storage Needs: City Records File Room (vault) – secure, 2-hour fire rated for Original Minutes
Possible High Density Filing System

Shared Amenities: No shared amenities
Large Conference / Meeting area

Equipment Needs: Copier, printer, files, scanner, fax, shredder (*need counter or workroom*)
(1) Computer Station for public

Remarks: Intergovernmental Coordinator (City Manager Department) currently shares space

AREA / DEPARTMENT - SPACE NEEDS									
CITY HALL ADMINISTRATION									
Functional Area:		Area (square feet)					Remarks		Floor
City Hall		#	WxL	Each	Total	Dept.			
CITY CLERK									
								1	
1	City Clerk	1	12	16	192	192	office		
2	Deputy Clerk	1	10	10	100	100	cubicle		
3	Media Specialist	2	8	10	80	160	cubicle		
4	Records	1	8	10	80	80	cubicle		
5	Senior Office Assistant	1	8	10	80	80	cubicle		
6	Senior Staff Assistant	1	8	10	80	80	cubicle		
7	Switch Board/Information	1	8	10	80	80	information window		
8	Transaction Window	1	8	12	96	96	(3) stations		
9	Conference Room	1	12	14	168	168			
10	Work Room	1	12	12	144	144			
11	File Room	1	12	12	144	144			
12	Records Vault	1	14	22	308	308	potential high density filing system		
13	General Office Storage	1	8	10	80	80			
14	Kitchenette Alcove	1	6	8	48	48			
15					0	0			
Subtotal						1,760			
	Building Core & Circulation	30%				528			
Total City Clerk							2,288 existing 1,484 sf		

DEPARTMENT: CITY MANAGER

Date: May 2008

Contact Person: William E. Wilkins, City Manager

Function: Office

Location: City Council Building – Second Floor

Staff/Uses/Activities:
(Current) (1) City Manager - Typical Office Furniture
(2) Assistant City Manager - Private office
(Future) (2) Staff Assistant
(1) Office Manager - Front office
(1) Secretary - Front office
(1) Intergovernmental Coordinator - Currently located in City Clerk Dept.

Security Level: Gated entry, no glass or wall separation necessary, remote access is granted for visitors from a small waiting area

Meeting Needs:

Typical Hours: 8:30 am – 5:00pm

Relationships: Centrally located to all departments
Legal Department (closest relationship)
Easily accessible to public

Storage Needs: Record File Room – secure, 2-hour fire rated
Workroom – copier, printer, files

Shared Amenities:

Equipment Needs:

Remarks: Open Layout
Citizen's complaints handled by office
Currently no space for Intergovernmental coordinator