

**THE CITY OF KENT, OHIO
COMMITTEE OF THE WHOLE
WEDNESDAY, FEBRUARY 1, 2017**

Mayor Fiala called the meeting of the Committee of the Whole of Kent City Council to order at 7:00 p.m.

PRESENT: MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUCHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER, AND MS. TRACY WALLACH.

ALSO PRESENT: MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. DAVID COFFEE, FINANCE DIRECTOR; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.

There were 2 items on the Agenda.

1. Interviews for Planning Commission Unexpired Term and Stormwater District Review & Appeals Board.

Mayor Fiala began by stating we are conducting interviews tonight for vacant positions: 1 on the Stormwater District Review and Appeals Board, and 1 on the Planning Commission to fill an unexpired term. He further explained that Council will not be voting on candidates this evening. Council will meet in Executive Session following tonight's Committee meetings and voting and appointment will take place at the next regularly scheduled Council meeting on Wednesday, February 15, 2017.

There was only 1 candidate interviewed for the Stormwater District Review and Appeals Board.

Ms. Jeanne McKinley of 487 Irma Street, Kent, explained she will be graduating from KSU in August 2017 with a Masters in Public Health. She has prior experience serving as a member of the City's Shade Tree Commission and the Stormwater District Review and Appeals Board. Council members asked a series of pre-prepared questions of Ms. McKinley. Question topics were: what does the candidate see as their "role" as serving on the board; has the candidate been on this board or served on other boards and what negative or positive experience has the candidate had; what is the candidate's experience with storm water, and can the candidate relate to and understand drawings; is the candidate willing to review a Stormwater issue and be open to both sides of an argument; how does the candidate handle confrontation and is the candidate able to say no if the complainant was a neighbor or friend; and if there is any other information the candidate wished to share with Council.

Council thanked Ms. McKinley for her interest in the Stormwater District Review and Appeals Board.

Mayor Fiala continued by stating we have 5 candidates to interview for 1 unexpired term vacancy on the Planning Commission.

The 5 candidates were:

1. Christopher Clevenger of 1634 E. Main Street #103, Kent, owner and consultant of Clevenger Consulting LLC.
2. Michael Bruder of 1069 Hollister Drive, Kent, Architect/Administrator for Kent State University.

3. David Hirt of 116 N. Prospect St., Kent, attorney with Smith, Peters, Kalail Co., LPA and former member of the City of Kent's Board of Zoning Appeals.
4. Jeffrey Clapper of 139 North Prospect St., Kent, owner of Bestway Trucking and Leasing LLC.
5. Justin Berthiaume of 851 Admore Dr., Kent, Realtor and Consultant for Howard Hanna Stow Office.

Council members asked a series of pre-prepared questions of the 5 candidates on an individual basis. Question topics were: the candidates' availability and awareness of the time commitment required to review applications and materials prior to a meeting; the candidates' concerns and community topics that relate to the activities undertaken by the Planning Commission; any prior experience with reading, interpreting and applying ordinances, regulations or any other form of statutory requirements to projects or programs; what is the candidates' general understanding and relationship between the Planning Commission, Community Development Department staff and the Kent City Council; and to describe prior experiences and approach with working as a member of a group that is responsible for making formal decision.

Candidates thoroughly answered all questions of Council. Some of the topics of interest and general theme of the candidates interests were: public policy; urban development; continuance of successful planning and development within the City; to see principles of new urbanism to include mixed-use, walkability, connectivity, quality architecture and design, increased density; an opportunity to serve their City; contribute to the positive growth and stability of the City.

Council thanked the 5 candidates for interviewing. Mayor Fiala explained to the candidates that although we have interviewed this evening for 1 vacancy of an unexpired term on the Planning Commission, there will be another vacancy opening in April 2107. With Council's recent unanimous Motion to keep applications to various boards and commissions on file for one (1) year, the candidates will be re-considered for the April position.

2. Update the Pending List.

Mayor Fiala referred to Mr. Ruller who provided an extensive explanation of the items on the Pending List **(See Attachment #1)** as well as his recommendations for removing, retaining or combining each item from the Pending List that was updated and posted to the public on January 25, 2017. **(See Attachment #2).**

MOTION TO COMBINE ITEMS #2 & 19 made by Ms. Wallach, seconded by Ms. Shaffer, and carried by a voice vote of 9-0.

MOTION TO COMBINE ITEMS #11 & 16 made by Ms. Wallach, seconded by Mr. Sidoti, and carried by a voice vote of 9-0. Mr. Ferrara asked for clarification on the Syrian family sponsorship. Ms. Wallach explained it was to look into what it would take to sponsor a Syrian family and Toledo has been sponsoring families, so they would be a good city to contact.

MOTION TO COMBINE ITEMS #1 & 5 made by Mr. DeLeone, seconded by Mr. Kuhar, and carried by a voice vote of 9-0.

MOTION TO REMOVE ITEMS #7, 12 & 13 made by Ms. Wallach, seconded by Mr. Sidoti, and carried by a voice vote of 9-0.

MOTION TO REMOVE ITEM #14 made by Mr. Ferrara, seconded by Ms. Wallach, and FAILED by a standing vote of 3-6. For clarification with Mr. Ferrara, Ms. Shaffer, Ms. Wallach voting "Yay", and Mr. Amrhein, Mr. DeLeone, Mr. Kuhar, Ms. Long, Mr. Sidoti and Mr. Turner voting "Nay". Item #14 remains on the Pending List.

MOTION TO LEAVE ITEM #15 AS A PLACE-HOLDER made by Ms. Wallach, seconded by Ms. Long, and CARRIED by a standing vote of 7-2.

MOTION TO REMOVE ITEMS #17, 20 & 23 made by Mr. Sidoti, seconded by Mr. DeLeone, and carried by a voice vote of 8-1, with Ms. Wallach voting "No".

No motion was made to combine or remove Items #3, 4, 6, 8, 9, 10, 18, 21 & 22, therefore, they remain on the Pending List.

After hearing from Mr. Turner, Mr. DeLeone recommended both items under "Finance Committee" be kept on the Pending List.

MOTION TO REMOVE STREETS, SIDEWALKS AND UTILITIES COMMITTEE'S ITEM #1 from the Pending List made by Mr. Turner, seconded by Mr. Ferrara, and carried by a voice vote of 9-0.

Items #1 & 2 under Finance Committee remains on the Pending List per Chairman DeLeone.

MOTION TO REMOVE HEALTH & SAFETY COMMITTEE'S ITEM #1 from the Pending List made by Mr. Amrhein, seconded by Mr. Ferrara, and carried by a voice vote of 9-0.

MOTION TO REMOVE LAND USE COMMITTEE'S ITEM #1 from the Pending List made by Mr. Ferrara, seconded by Mr. Sidoti, and carried by a voice vote of 9-0.

Hearing no further business before this Committee, Mayor Fiala adjourned the meeting at 8:03 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

- 1) **Remove, combine and update Council's Pending list as outlined above.**

Pending List Update

January 25, 2017

ADMINISTRATION (City Manager)

1) Study of pedestrians and vehicles, with consideration of four way stop signs or a method for making pedestrians cross safer in the downtown area. (4/15, 2/16))

On this item, Jim Bowling reports the pedestrian, bicycle, and vehicle safety issues in downtown (particularly on Water Street) have been an area of ongoing review for the last two years. Various low cost improvements were implemented, such as the in-street pedestrian crossing signs, which provided some site specific relief. Preliminary traffic engineering analysis has been performed to evaluate more substantial improvements at certain intersections, e.g., N. Water Street @ Columbus Street, but a range of complicating factors in the geometry of these intersections, site distance, traffic volumes, parking impacts, and costs for solutions have proven too prohibitive for immediate action. In the course of that analysis it became apparent that a full corridor safety study is needed to optimize safety throughout the length of the corridor rather than trying to optimize safety on an intersection by intersection basis. This corridor study was proposed as 1 of 3 prospective safety projects that could be funded through ODOT but ultimately the staff recommended submitting the SR261 safety improvements for the grant funding. Jim will continue to seek external funding and in the meantime he will also begin to propose phased improvements in the Water Street corridor into the City's capital plan.

Recommendation: Retain on list until funding is secured.

2) Sustainability Commission to come up with 10 action items to fend off global warming (7/14, 2/16)

As staff to the Sustainability Commission, Suzanne reports that the Commission has been routinely including action items in the articles that they submit for the Tree City Bulletin. To date the Commission has written an article on "ten ways to reduce your carbon footprint at home" (Winter, 2014); an article on other ways to recycle (not just through the curbside service)(Spring 2015); an article about reducing your carbon footprint through transportation that included five specific steps to "go green while getting around" (Fall 2015); articles on composting and native plants which have an impact on global warming and our carbon footprint; the Commission has been working on taking over the City's rain barrel workshop to be held at the Farmers' Market in addition hosting a possible worm compost bin workshop, "shirt bag" workshop, and seed starting workshop. They also have been working with staff on the possibility of citywide textile recycling and pollinator gardens. Many ideas are in the works that also relate to the reduction of our carbon footprint.

Recommendation: Remove from the list.

3) Language making snow plow companies keep fire hydrants clear (3/15, 2/16)

In light of the lack of snow over the last couple of years, and the volunteers that worked with the Fire Department to clear hydrants around town, this item did not get immediate attention. Jim Silver noted that he believes the City already has the right to cite plow truck companies, businesses, etc., that push snow in a manner that blocks a fire hydrant

under current regulations but he will revisit the language in the Code to more explicitly address the prohibition of blocking fire hydrants.

Recommendation: Maintain on the pending list until the staff report is received.

4) City Checkbook Online (3/15, 2/16)

Dave Coffee reports that he and his staff have continued to work towards eventual implementation of the Open Checkbook function for the City, taking small steps towards understanding, defining, and researching the various components that must come together for this application to function successfully. Dave wanted to convey that the slow progress on this item is a result of limited internal resources which have been stretched to other imminent priorities such as the new Police Facility, the MARCS radio system, financial and billing system upgrades, and finalization of plans for implementation of the Online Bill Payment Project for Utility Billing customers which is set to go live this summer. Additionally, Dave noted that there are several external factors as well that have moved more slowly than desired and added complexity to the process. The State Treasurer's Office has largely delegated the Customer Account Representative from OpenGov (the platform for Ohio Open Checkbook) as the point person for local governments. While knowledgeable, this person has focused more on "up selling" the City all the extra (not free) services offered by OpenGov, and less on how manage the conversion of the data format to a customer friendly format on line. To add to that point, Dave explained that the City's financial system vendor (Tyler Technologies, New World Systems) has also not shared as much interest as we hoped in helping the City convert our New World data into the OpenGov platform. Dave added that he has heard from various local governments that have implemented OpenGov that access to specific disbursement detail has led to misinterpretation for the casual observer/inquirer. As you might imagine, the City issues checks for a wide variety of purposes and uses (always with proper authorization) but those purposes and uses are not always evident by simply looking at a check amount and payee online. That has led those city staff to spend a lot of unexpected time answering questions from visitors to the OpenGov site that misinterpret or are confused by the single line item check listing shown without any context. The staff is always willing to answer any financial questions but there is a concern over how much time will be needed to explain the possible misunderstandings created by the current unfriendly customer format of OpenGov. Last, but not least, is a question that we need to pursue with the State Treasurer's Office as to the continuation of State funding for the basic level of OpenGov services. The original announcement and agreement as we understand it is for a two year trial period, which will expire this year. So, the objective has not been forgotten, but progress has admittedly been slower than anticipated.

Recommendation: Retain on list.

5) Crosswalk/Curb at N. Water Street/Portage Street (4/15, 2/16))

Jim Bowling and Jon Giaquinto have studied this intersection, performed field measurements, counted traffic, and gathered accident data to come up with a couple of intersection redesigns that would improve safety and comply with the Federal and State traffic engineering requirements. As noted in the answer to item #1, the possible solutions are relatively expensive so he is working to try to build this project into the City's Capital Plan.

Recommendation: Remove this item since it is included in item #1.

6) Review of downtown Zoning for parking (6/15)

Jim Bowling, Tom Wilke and Bridget Susel have been engaged in an ongoing analysis of the performance of the approved comprehensive parking plan that was adopted by Council. Seasonal parking data has been collected at different times of the day to determine peak demand, usage, and capacity of on-street metered parking, free lot parking and PARTA deck parking. That data is being compiled for presentation to Council in Spring 2017 and the recommendations will include consideration of any zoning based parking requirements in the downtown district.

Recommendation: Retain on the pending list until the staff presentation.

7) Promotional materials for feral cats (9/15, 2/16)

Multiple City staff have worked with local volunteers to promote the opportunities for pet owners to humanely neuter their animals by submitting articles in the Tree City Bulletin, drafting Facebook posts, Tweets, and messages on the Community Bulletin Board.

Recommendation: Remove from the pending list.

8) Sidewalk Snow Removal (9/15, 2/16)

Staff implemented the first year of the pilot sidewalk snow removal program but due to unusually low amounts of snowfall, the staff recommended Council extend the pilot for a second year to better gauge the cost and effectiveness. Council approved the pilot extension as requested for 2017.

Recommendation: Retain on list.

9) Time line, real estate reports and size needs for new City Hall (10/15)

Over the course of the last year, City staff completed a broad review of neighboring City Hall buildings, detailing costs, functions, etc., that were incorporated into a Project Notebook that was distributed to City Council. Staff also had a community survey performed to assist in the identification of city residents' priorities for a new City Hall building. Building off of that data, the City hired DS Architects to further refine the details of specific space requirements, staff functional proximity needs, and building footprint for a new building. That data will be followed with cost and final site location evaluation.

Recommendation: Retain on the pending list.

10) Review the costs to fix the known sidewalk problems and come up with a comprehensive plan (10/15)

Jim Bowling and his staff have completed an analysis of the kinds of options that we would look to include in a comprehensive sidewalk repair plan to present to Council in the upcoming months. We're still working with staff from Budget and Finance, Engineering, Public Service and my office to dial in our recommendations to Council on specifically how to proceed with this item.

Recommendation: Retain on the pending list.

11) Support for Syrian Refugees (12/15)

Work on this item is ongoing and has been integrated into a larger multi-cultural initiative.

Recommendation: Retain on pending list as a combined multi-cultural initiative.

12) Warming Shelters (1/16)

Bridget Susel reports that Family & Community Services, as well as certain churches, have stepped-in and provided warming shelters whenever weather conditions become severe.

Recommendation: Remove this item from the pending list.

13) Work with Chris Myers on issues he raised (3/16)

Staff routinely followed up directly with Kent State University, and with Mr. Myers, each time Mr. Myers visited Council to air his concerns. On various occasions City inspectors were called in to investigate his complaints and the management staff conferred with the field staff to make sure that any violations that the City had authority over were addressed. Mr. Myers concerns for construction related air quality after the building construction has ended should continue to be directed to the Akron Air Quality Office or through legal remedy as Mr. Myers has indicated in his most recent presentations before Council.

Recommendation: Remove from the pending list.

14) Waiver of parking meter fees for handicapped (5/16)

Bridget reports that the idea of waiving parking meter fees for handicapped presents a challenge to the overall effectiveness of the meter program and with only 1 complaint received from a handicapped person asking to not have to pay, she would not recommend pursuing this option. If Council desires we can schedule this for discussion, or perhaps include it the presentation of the parking meters that is planned for March 2017.

Recommendation: Remove from the pending list.

15) Anti-Discrimination of housing for transgender and sexual preferences (5/14, 6/16)

Bridget and Jim Silver led a discussion with Council in 2016 explaining that until the Federal or State agencies identify sexual orientation and/or gender identity as protected classes, the City is not able to change our Code to include it because we have no legal basis for enforcement. If such a complaint did occur, it could be enforced by the OCRC or HUD under the protected class of "sex" which we have also already included in the City's ordinance.

Recommendation: Remove from the pending list.

16) Kent as a compassionate City (7/16)

Work on this item is ongoing and has been integrated into a larger multi-cultural initiative. Council voted to approve a motion to pursue the compassionate city designation.

Recommendation: Retain on pending list and/or combine into multi-cultural initiative.

17) Letter of Support, Kent Police Department (7/16)

A letter of Council support for the Kent Police Department was issued.

Recommendation: Remove from the pending list.

18) Pedestrians Crossing SR261 (7/16)

There are a couple of different intersections along SR 261 that staff have been evaluating for safety concerns. They have checked crosswalk timing, vehicle counts, turning movements, etc., and met with ODOT staff to see if there are any relatively simple modifications that can be made quickly to better ensure pedestrian safety. Most of the data suggests that the safety problems are a result of a roadway segment that is oversized and any solutions will require a fairly significant redesign the length of the 261 corridor in Kent. That was the basis for submitting this project for ODOT grant funding for a possible long term fix. The study project is set to commence in 2017.

Recommendation: Retain on the pending list.

19) Further discussions on Sustainability (7/16)

The Sustainability Committee will continue to develop project recommendations in their monthly meetings.

Recommendation: Remove from the pending list.

20) Restrooms at Wells Sherman House (7/16)

The Wells Sherman House owners report that public restrooms are available at the property during normal business hours. I shared that information with Council and included it on a Kent360 blog post.

Recommendation: Remove from the pending list.

21) Provide direction to Council on how it can convey its goals and message to boards and commissions and ensure a more unified approach. (8/16)

Bridget Susel has begun "orientation" programs for new/existing members and official correspondence was sent to the Commission members emphasizing the importance of aligning Council and Commission priorities and goals.

Recommendation: Remove from the pending list.

22) Zoning Adjustment (9/16)

Bridget Susel has a series of Zoning language modifications, primarily related to proposed housing projects and the associated parking requirements, scheduled for Council consideration in early 2017. In addition, Bridget is in the process of hiring a firm to assist in the update of the City's Comprehensive Plan in 2017 which is likely to result in further refinements of the City's Zoning strategies.

Recommendation: Retain on the pending list.

23) Insurance Option for sewer lateral maintenance. (10/16)

Jim Bowling provided Council with a short summary of his investigation into the insurance options for sewer lateral maintenance that was included in your Council packet (dated January 11, 2017). If Council desires, we can schedule this for Committee discussion.

Recommendation: Remove from the pending list.



KENT CITY COUNCIL'S PENDING LIST

ADMINISTRATION **(City Manager)**

- 1) Study of pedestrians and vehicles, with consideration for four-way stop signs or a method for making pedestrians cross safer in the downtown area (4/14 & 2/16)
- 2) Sustainability Commission to come up with at least ten actions that can be adopted to fend off global warming, posting the same with the media (7/14 & 2/16)
- 3) Language making snow plow companies response to keep fire hydrants clear (3/15 & 2/16)
- 4) Placement of City checkbook online (3/15 & 2/16)
- 5) Crosswalk/curb @ N. Water Street/Portage St. (4/15 & 2/16)
- 6) Review of downtown zoning (parking) (6/15)
- 7) Promotion of educational materials on TNR program (feral cats) and tougher animal abuse laws (9/15 & 2/16)
- 8) Sidewalk snow removal (9/15 & 2/16)
- 9) Time line, real estate report, and size needs for new city hall (10/15)
- 10) To review the cost to fix the known sidewalk problems and to come up with a more comprehensive plan (11/15)
- 11) Possible sponsorship of Syrian family (12/15)
- 12) Warming shelters (1/16)
- 13) To work with Chris Myers' and issues he raised (3/16)
- 14) Waiver of parking meter fees for handicapped referred to PAC (5/16)
- 15) Anti-discrimination of housing for transgender and sexual preference (5/14 & 6/16)
- 16) Kent as a Compassionate City (7/16)
- 17) Letter of support, KPD (7/16)
- 18) Pedestrians crossing SR 261 (7/16)
- 19) Further discussions on sustainability (7/16)
- 20) Restrooms at Wells Sherman House (7/16)
- 21) Provide direction to Council on how it can convey its goals and message to boards and commissions and ensure a unified approach for action (8/16)
- 22) Zoning Adjustment (9/16)
- 23) Insurance option for sewer lateral maintenance pilot program (10/16)

FINANCE COMMITTEE **(DeLeone/Wallach)**

- 1) Report on car allowances (1/12)
- 2) Salary Review Committee Recommendation (8/16)

HEALTH & SAFETY COMMITTEE **(Amrhein/Sidoti)**

- 1) Notification, pesticide spraying (7/16)

LAND USE COMMITTEE **(Ferrara/Shaffer)**

- 1) Draft No. 16-25 (Amendment to U District) tabled for one year (5/16)

STREETS, SIDEWALKS, AND UTILITIES COMMITTEE **(Sidoti/Wallach)**

- 1) PLAs (2/11)

**THE CITY OF KENT, OHIO
COMMUNITY DEVELOPMENT COMMITTEE
WEDNESDAY, FEBRUARY 1, 2017**

Chairman John Kuhar called the meeting of the Community Development Committee of the Kent City Council to order at 8:15 p.m.

PRESENT: MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER, AND MS. TRACY WALLACH.

ALSO PRESENT: MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. DAVID COFFEE, FINANCE DIRECTOR; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.

There was 1 item on the Agenda.

1. Update on the City Hall project.

There was some confusion as to why this item was listed under Health & Safety Committee on the City Manager's Communication. Clerk Grimm reminded Council the official Agenda published to the public, printed on the blue paper is the Agenda they should be following. Mr. Ruller and Ms. Grimm apologized for the discrepancy.

Mr. Ruller briefly gave an update on the new City Administration building project and the need to schedule a Council Work Session in about 2 weeks with the Clerk so more in-depth questions and conversation can occur. It will also give Council time to read through the materials presented this evening. Mr. Ruller then referred to Ms. Baker and Mr. Jeff Meyers of DS Architecture to give a presentation. **(See Attachment #1).** A large binder was passed out to each member of Council titled "Kent Administration Building Needs Assessment February 2017". The binder contained an Executive Summary, Program Introduction, Criteria Matrix, Relationship Diagram, SF Analysis, Program Sheets, Reference Floor Plans, Site Introductions, Site Area, Zoning Analysis, and Parking Analysis. A copy of the binder is on file in the Clerk's Office.

Mr. Meyers began his presentation by going over the Agenda **(See Attachment #1, Page 2)**. He discussed the three (3) Primary Objectives contained in the Process **(See Page 4 & 5)**. A sample of the Program Sheets were given to department heads to start the process of adjacency requirements **(See Page 6)**.

Mr. Meyers thoroughly explained the Criteria Matrix **(See Page 7)** and the levels of adjacency: Direct, Proximity, Accessible & none required.

- Direct Adjacency needs direct connection with a space or function, including audio & some level of visual connection characterized as being able to interact with individuals or functions without leaving one's workspace.
- Proximity, or immediate adjacency needs immediate access to a space or function which *may* include audio or visual connection and typically includes spaces in the general vicinity of each other where interactions between individuals occur often because of proximity.
- Accessible Adjacency means spaces need only to be accessible to one another on a daily basis, meaning no audio or visual connection & individuals must seek each other out for interaction, which is typically explained as spaces on different floors of a building.

- No required adjacency means there is no benefit or efficiency realized from working in proximity, typically explained as sporadic interactions, if any required, and spaces could be located in different building in various locations of the City.

There was discussion that there are two types of public: the residents and then the professional contractors. They have different needs and requirements when visiting “City Hall”.

The Adjacency Diagram (**See Page 8**) was further explained by Mr. Meyers. It shows the direct correlation of Department Adjacencies and where the “natural break(s)” could be. The diagram portrays the Health Department as a functioning stand-alone department. The Service/Engineering Department, Community Development and Central Maintenance Department can function as a stand-alone group, while the rest of the Administrative Departments and Council would be another group. There-in lies the “natural break”. Mr. Meyers explained the difference between a “one-stop shop” and having a natural breaking point. Ms. Shaffer asked about the Economic Development Director position having a dual office situation with both the Community Development Department and direct adjacency to the City Manager. Mr. Meyers stated this subject was thoroughly discussed with the department heads. Mr. Turner was concerned because the Economic Development works under the Community Development Director. The break in functionality and how our City operates need to be taken into consideration. That office is one space out of the 77 required spaces within the City. Mr. Sidoti clarified the concept of “floating” between two offices. Mr. Meyers would like to discuss this further during the Work session.

Mr. Meyers further explained the square footage analysis (**See Page 9 & 10**) which also shows the “breakpoint”.

Discussion of two (2) site development options (**See Page 11 & 12**) show approximate development area and the number of required parking spaces. Option 1 shows Off-Street Zoning Parking and Option 2 shows Actual Parking, both with and without the breakpoint.

Mr. Turner asked about a trolley that could run from the Marc’s area to downtown. Mr. Ruller reminded Mr. Turner that PARTA operates like a trolley. The parking plan has to also promote use of public transportation along with specific public & employee parking.

Mr. Meyers asked Council to disprove utilizing the existing Kent Police site (**See Page 13**), which has a potential buildable area of 0.90 acres, matching the needs of Outcome 2, Option 2 (**See Page 12**). Mr. Meyers discussed “bar depth” of a new building – the building needs to give the most efficiency by not being too long of a building. Mr. Ruller offered the theory that the elevation of the existing police site could change the height of the building from 2 to 3 stories. Mr. Ferrara asked about the buildable area. Mr. Meyers referred back to Page 12.

Discussion further ensued regarding the requirement of a parking strategy and the potential parking options (**See Page 14**). Ms. Long was concerned about public & employee parking off-site. Mr. Meyers reminded Ms. Long he is giving all possible recommendations. It is Council that will make the decision whether to acquire additional property, continue to utilize Walgreens parking or even vacate Day Street. Ms. Wallach brought up the point that on Council evenings, there is usually enough parking, but occasionally there is a meeting that has much higher attendance, where overflow parking would be required. It has maybe happened once or twice in the last 5 years. Mr. Meyers reminded Council that these matters can be discussed more in-depth at the work session, and does not want to re-visit the same issues over and over again. Consensus is not likely with ten chiefs making the decision.

Mr. Turner agreed with some of the comments and stated we are constrained by money. We need to build up support for the building.

Mr. Sidoti discussed the concept of a “campus” of City buildings. The whole piece across Depeyster needs to be looked at. Mr. Meyers mentioned the new bike path which will be a nice wide pedestrian avenue which could help connect 3 buildings.

Mr. Meyers stated with the hotel across the street, and three public facilities having large meeting spaces, discussion could be had with the Chamber about bringing in large conferences. The existing site fits the needs, and there is no extra cost to purchasing land, the concept fits with the City's Bicentennial plan as stated by Mr. Ruller at the beginning of the meeting, and the City hired a firm to study the best and greatest use of the current site which is an office building site. A City Hall is an office building.

Mr. Meyers closed with an overview of what the next steps are in this process **(See Page 15)**.

Mr. Ruller reminded Council we do not have enough "knowns" to discuss the project in the detail Council is looking for. It is going to be in "ranges". He clarified that some of the next phases have to go through the bid process. Mr. Meyers clarified it is a "qualification" process.

Mayor Fiala, Clerk Grimm and City Manager Ruller discussed the scheduling of a "work session" prior to the next Council meeting.

Mr. Ruller and Mr. Meyers encouraged Council to submit questions *in writing* to either him or to Mr. Ruller.

Hearing no further business before this Committee, Chairman Kuhar adjourned the meeting at 9:12 p.m.

MOTION TO MOVE INTO EXECUTIVE SESSION IMMEDIATELY FOLLOWING IN ACCORDANCE WITH OHIO REVISED CODE §121.22 (G)(1) & (2): (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing; and (2) "To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest" made by Mr. Amrhein, seconded by Mr. Kuhar. On Roll call, voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Long, Ms. Shaffer, Mr. Sidoti, Mr. Turner, and Ms. Wallach. The motion carried by a roll call vote of 9-0.

At 9:54 p.m., Council adjourned from the Executive Session. No action was taken in the Committee meeting. Meeting Adjourned 9:55 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

- 1) **None.**



Kent Administration Building Needs Assessment



DS ARCHITECTURE

Agenda

1. Introduction

- Team overview
- Process recap

2. Program Analysis

- Program Sheets
- Criteria Matrix
- Departmental Adjacency Diagram
- Square Footage Analysis
- Building Breakpoints

3. Site Analysis

- Site Development Options
- Existing Kent Police Site
- Parking Strategy

4. Next Steps

Project Team

The City of Kent

Departments

Key Stakeholder

Public Services	Melanie Baker
City Manager	Dave Ruller
Law Department	Jim Silver
Health Department	Jeff Neistadt
Economic Development	Tom Wilke
Human Resources	Elizabeth Zorc
Budget & Finance	David Coffee
Civil Services	Lisa Slater (Now Vacant)
Council	Jerry Fiala & Tara Grimm
Community Development	Bridget Susel
Service Administration	Melanie Baker
Engineering	Jim Bowling
IT	Gary Bishop

DS Architecture

PRINCIPAL IN CHARGE

Jeff Meyers

STUDIO LEAD

Sean Barbina

PROJECT ARCHITECT

David Potts

PROJECT DESIGNER

Kristen Pleat

Process

Primary Objectives

1. Analyze departmental flows and adjacencies to determine critical adjacencies and departmental break points.
2. Analyze existing departmental square footage and develop current and future departmental square footage needs.
3. Determine size required for general site and provide zoning study and analysis of Existing Kent Police Site.

Process



Program Sheets



City of Kent Administration Offices

Department:

Room Name & Number:

SPECIFIC ROOM QUESTIONS:

Level of enclosure [Private Office] [Cubicle] [Shared]

Private Restroom: Y N

GENERAL QUESTIONS:

Current existing size/SF: Adequate: Y N

Desired future size/SF:

What other spaces [or people] need direct access to this space?

Conference Room: Y N

Number of people working in this space

All moveable equipment or furniture [size of desk space, conferencing]

Multi-function printer	Y	N
Audio Privacy	Y	N
Visual Privacy	Y	N
Exterior views	Y	N

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PART II: PROGRAM ANALYSIS

PROGRAM SHEETS

BUDGET AND FINANCE

01 Director's Office

Space Description:

Private single user management office occupied daily during business hours with in-office meeting capability for 4 people.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, small meeting table and (4) guest chairs, files, and book shelves.

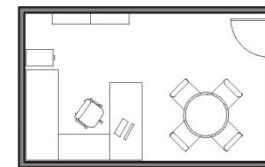
Special Considerations:

Restricted access needed.
Audio privacy required.
Visual privacy required.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept. Controller's Office Conference Room Copier/Printer/Mail Area File Room Safe Room Staff Restroom
Accessible	City Manager's Dept. Community Development Director's Office Economic Development Office Clerk of Council's Office Human Resource Dept. Law Dept. Service Director's Office City Engineer's Office Kitchen/Break Room

Comments:

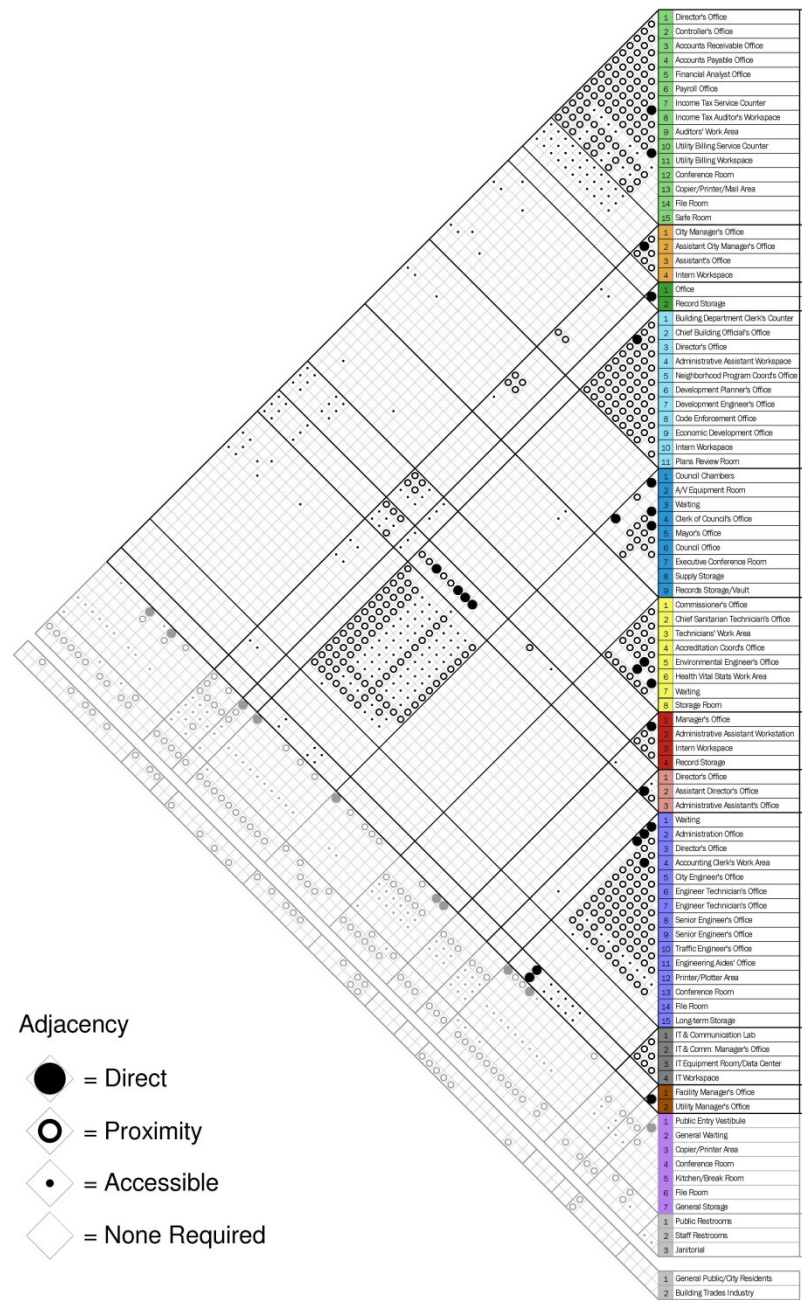


220 SF

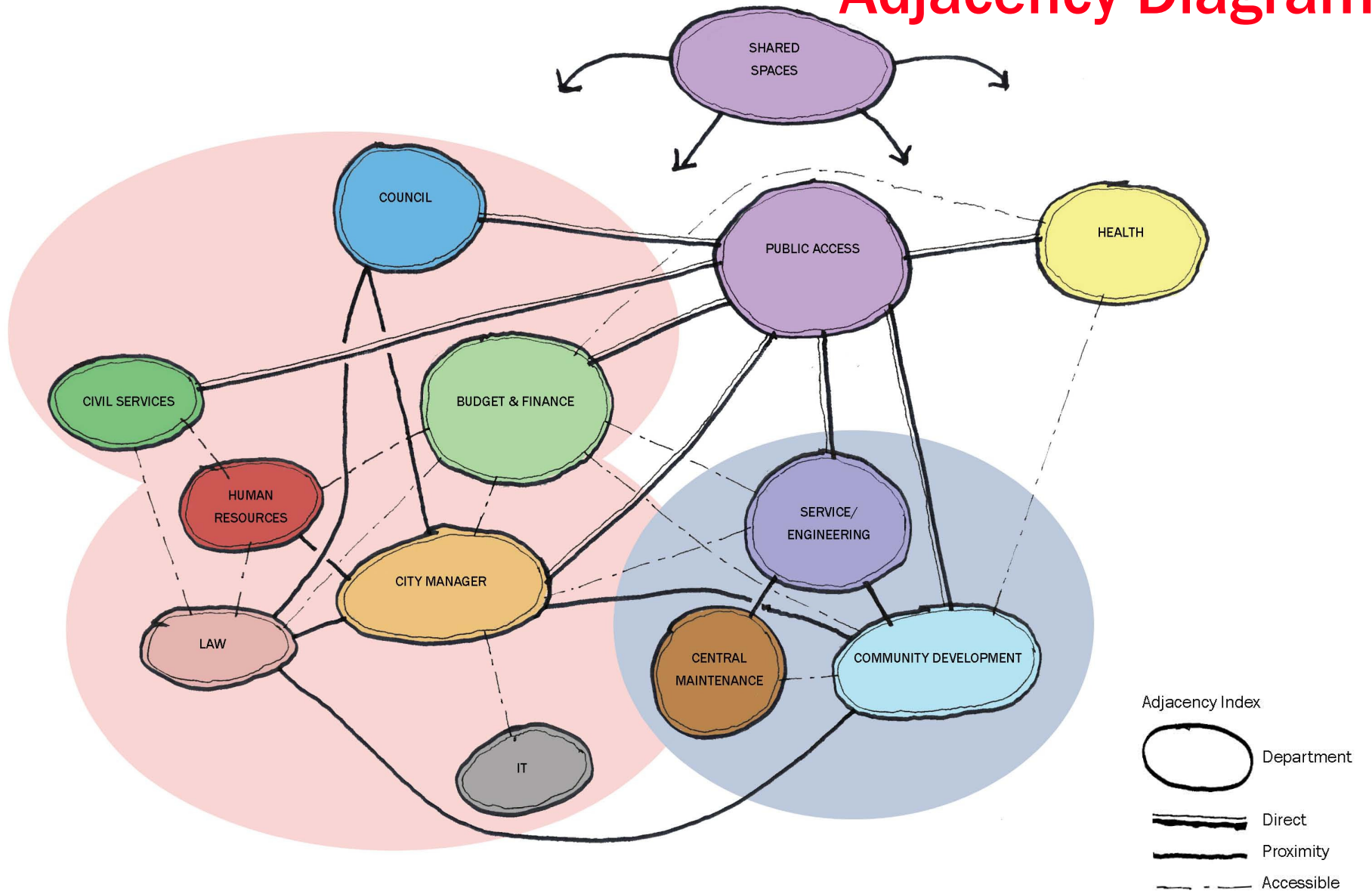
CITY OF KENT ADMINISTRATION BUILDING

NEEDS ASSESSMENT 14

Criteria Matrix



Adjacency Diagram



Square Footage Analysis

		Existing	Proposed
1	Budget and Finance	1,765	2,500
2	City Manager	302	680
3	Civil Services	531	240
4	Community Development	2,311	1,740
5	Council	2,095	2,980
6	Health Department	2,203	2,400
7	Human Resources	180	580
8	Law Department	202	500
9	Service/Engineering	3,603	4,560
10	IT	230	1,320
11	Central Maintenance	295	400
12	Shared Spaces	4,688	4,260
13	Building Support	980	1,150
	Dept. Program Subtotal	19,385	23,310
	Building/Circulation Factor	3,210	4,196
	Mechanical / Elec / IT	2,260	2,751
	Total SF	24,855	30,256

Breakpoint

OUTCOME 2

	Existing	Proposed
1 Budget and Finance	1,765	2,500
2 City Manager	302	680
3 Civil Services	531	240
5 Council	2,095	2,980
6 Health Department	2,203	2,400
7 Human Resources	180	580
8 Law Department	202	500
10 IT	230	1,320
12 Shared Spaces	3,570	4,260
13 Building Support	670	1,150
Dept. Program Subtotal	11,748	16,610
Building/Circulation Factor	1,893	3,322
Mechanical / Elec / IT	1,365	2,751
Total SF	15,006	22,683

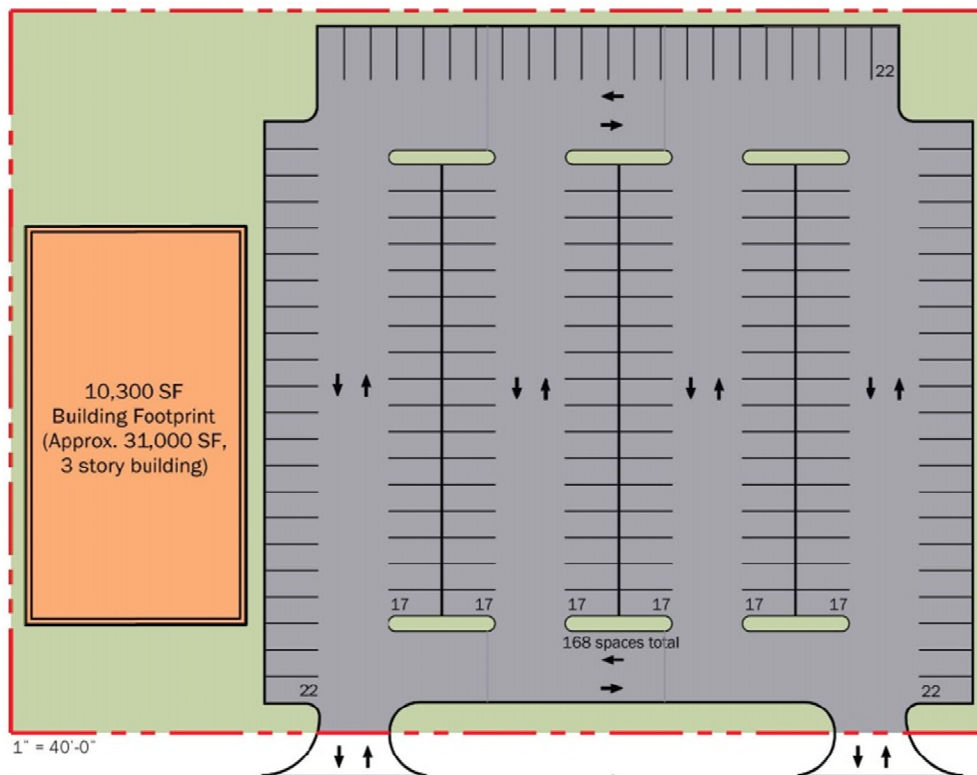
	Existing
1 Community Development	2,311
2 Service/Engineering	3,603
3 Central Maintenance	295
4 Shared Spaces	1,118
5 Building Support	310
Dept. Program Subtotal	7,637
Building/Circulation Factor	1,317
Mechanical / Elec / IT	895
Total SF	9,850

Site Development Options

OUTCOME 1: All departments

Option 1: Off-street Zoning Parking

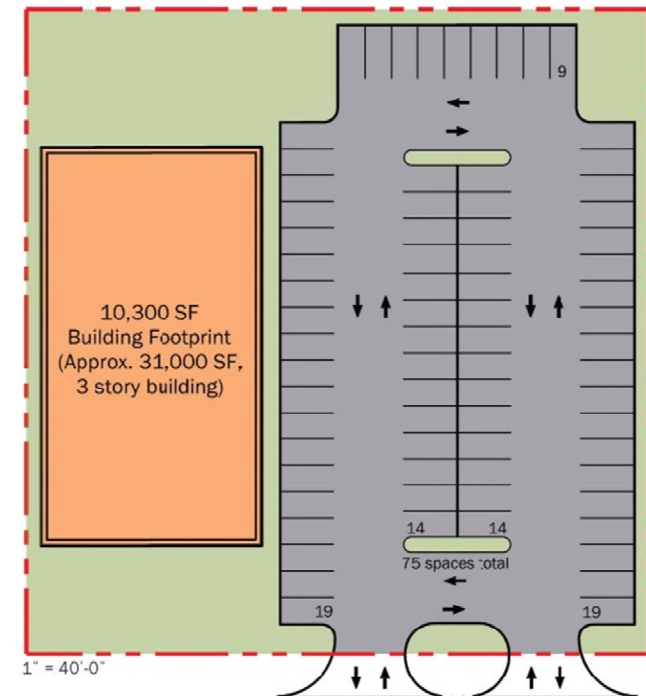
Approx. Development Area: 1.9 Acres



168 Parking Spaces

Option 2: Actual Parking

Approx. Development Area: 1 Acre

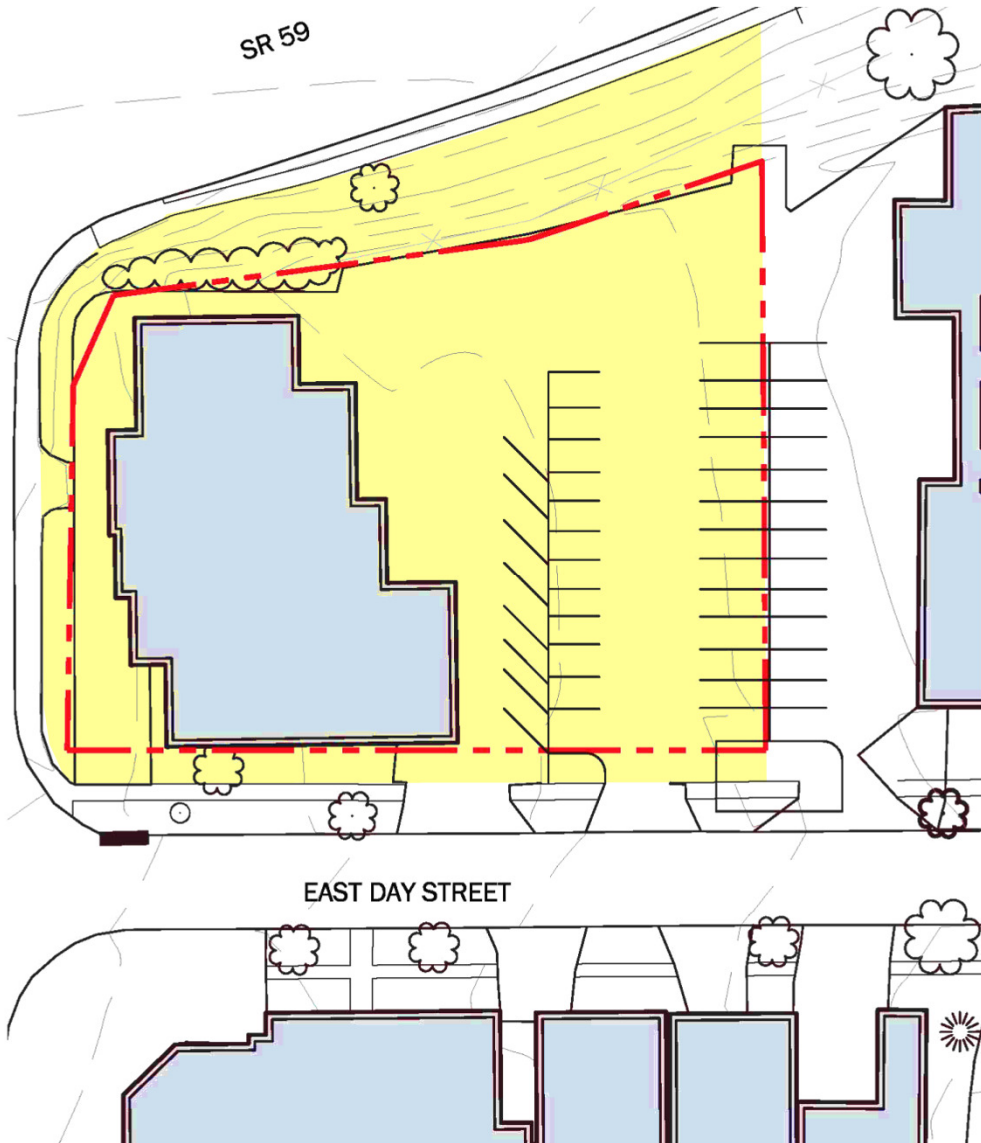


75 Parking Spaces

Reference Page 114

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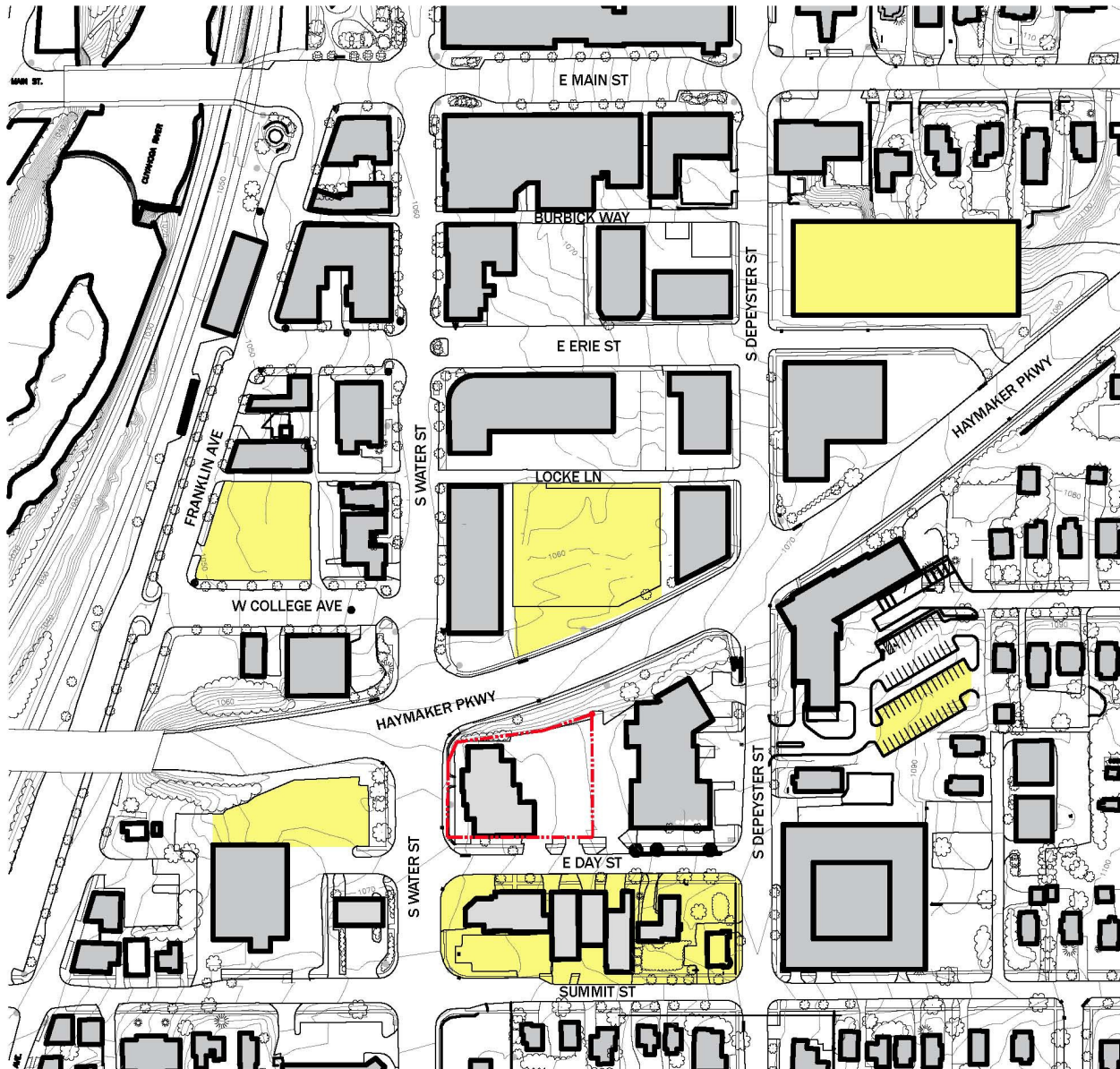
Existing Kent Police Site



Property Line Area: 0.75 Acres

Potential Buildable Area: 0.90 Acres

Parking Strategy



 Potential Parking Options

Next Steps

1. Probable Project Cost
 - (Difficult without site selection)
2. Working Sessions
 - Council Members
 - Community Members
 - City Staff
 - Business Community
3. Council Meeting
4. Schematic Design

**THE CITY OF KENT, OHIO
COMMITTEE OF THE WHOLE
WEDNESDAY, FEBRUARY 1, 2017**

Mayor Fiala called the meeting of the Committee of the Whole of Kent City Council to order at 7:00 p.m.

PRESENT: MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUJAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER, AND MS. TRACY WALLACH.

ALSO PRESENT: MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. DAVID COFFEE, FINANCE DIRECTOR; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.

There were 2 items on the Agenda.

1. Interviews for Planning Commission Unexpired Term and Stormwater District Review & Appeals Board.

Mayor Fiala began by stating we are conducting interviews tonight for vacant positions: 1 on the Stormwater District Review and Appeals Board, and 1 on the Planning Commission to fill an unexpired term. He further explained that Council will not be voting on candidates this evening. Council will meet in Executive Session following tonight's Committee meetings and voting and appointment will take place at the next regularly scheduled Council meeting on Wednesday, February 15, 2017.

There was only 1 candidate interviewed for the Stormwater District Review and Appeals Board.

Ms. Jeanne McKinley of 487 Irma Street, Kent, explain she will be graduating from KSU in August 2017 with in Masters in Public Health. She has prior experience serving as a member of the City's Shade Tree Commission and the Stormwater District Review and Appeals Board. Council members asked as serious of pre-prepared questions of Ms. McKinley. Question topics were: what does the candidate sees as their "role" as serving on the board; has the candidate been on this board or served on other boards and what negative or positive experience has the candidate had; what is the candidate's experience with storm water, and can the candidate relate to and understand drawings; is the candidate willing to review a Stormwater issue and be open to both sides of an argument; how does the candidate handle confrontation and is the candidate able to say no if the complainant was a neighbor or friend; and if there is any other information the candidate wished to share with Council.

Council thanked Ms. McKinley for her interest in the Stormwater District Review and Appeals Board.

Mayor Fiala continued by stating we have 5 candidates to interview for 1 unexpired term vacancy on the Planning Commission.

The 5 candidates were:

1. Christopher Clevenger of 1634 E. Main Street #103, Kent, owner and consultant of Clevenger Consulting LLC.
2. Michael Bruder of 1069 Hollister Drive, Kent, Architect/Administrator for Kent State University.

3. David Hirt of 116 N. Prospect St., Kent, attorney with Smith, Peters, Kalail Co., LPA and former member of the City of Kent's Board of Zoning Appeals.
4. Jeffrey Clapper of 139 North Prospect St., Kent, owner of Bestway Trucking and Leasing LLC.
5. Justin Berthiaume of 851 Admore Dr., Kent, Realtor and Consultant for Howard Hanna Stow Office.

Council members asked as serious of pre-prepared questions of the 5 candidates on an individual basis. Question topics were: the candidates' availability and awareness of the time commitment required to review applications and materials prior to a meeting; the candidates' concerns and community topics that relate to the activities undertaken by the Planning Commission; any prior experience with reading, interpreting and applying ordinances, regulations or any other form of statutory requirements to projects or programs; what is the candidates' general understanding and relationship between the Planning Commission, Community Development Department staff and the Kent City Council; and to describe prior experiences and approach with working as a member of a group that is responsible for making formal decision.

Candidates thoroughly answered all questions of Council. Some of the topics of interest and general theme of the candidates interests were: public policy; urban development; continuance of successful planning and development within the City; to see principles of new urbanism to include mixed-use, walkability, connectivity, quality architecture and design, increased density; an opportunity to serve their City; contribute to the positive growth and stability of the City.

Council thanked the 5 candidates for interviewing. Mayor Fiala explained to the candidates that although we have interviewed this evening for 1 vacancy of an unexpired term on the Planning Commission, there will be another vacancy opening in April 2107. With Council's recent unanimous Motion to keep applications to various boards and commissions on file for one (1) year, the candidates will be re-considered for the April position.

2. Update the Pending List.

Mayor Fiala referred to Mr. Ruller who provided an extensive explanation of the items on the Pending List **(See Attachment #1)** as well as his recommendations for removing, retaining or combining each item from the Pending List that was updated and posted to the public on January 25, 2017. **(See Attachment #2).**

MOTION TO COMBINE ITEMS #2 & 19 made by Ms. Wallach, seconded by Ms. Shaffer, and carried by a voice vote of 9-0.

MOTION TO COMBINE ITEMS #11 & 16 made by Ms. Wallach, seconded by Mr. Sidoti, and carried by a voice vote of 9-0. Mr. Ferrara asked for clarification on the Syrian family sponsorship. Ms. Wallach explained it was to look into what it would take to sponsor a Syrian family and Toledo has been sponsoring families, so they would be a good city to contact.

MOTION TO COMBINE ITEMS #1 & 5 made by Mr. DeLeone, seconded by Mr. Kuhar, and carried by a voice vote of 9-0.

MOTION TO REMOVE ITEMS #7, 12 & 13 made by Ms. Wallach, seconded by Mr. Sidoti, and carried by a voice vote of 9-0.

MOTION TO REMOVE ITEM #14 made by Mr. Ferrara, seconded by Ms. Wallach, and FAILED by a standing vote of 3-6. For clarification with Mr. Ferrara, Ms. Shaffer, Ms. Wallach voting "Yay", and Mr. Amrhein, Mr. DeLeone, Mr. Kuhar, Ms. Long, Mr. Sidoti and Mr. Turner voting "Nay". Item #14 remains on the Pending List.

MOTION TO LEAVE ITEM #15 AS A PLACE-HOLDER made by Ms. Wallach, seconded by Ms. Long, and CARRIED by a standing vote of 7-2.

MOTION TO REMOVE ITEMS #17, 20 & 23 made by Mr. Sidoti, seconded by Mr. DeLeone, and carried by a voice vote of 8-1, with Ms. Wallach voting "No".

No motion was made to combine or remove Items #3, 4, 6, 8, 9, 10, 18, 21 & 22, therefore, they remain on the Pending List.

After hearing from Mr. Turner, Mr. DeLeone recommended both items under "Finance Committee" be kept on the Pending List.

MOTION TO REMOVE STREETS, SIDEWALKS AND UTILITIES COMMITTEE'S ITEM #1 from the Pending List made by Mr. Turner, seconded by Mr. Ferrara, and carried by a voice vote of 9-0.

Items #1 & 2 under Finance Committee remains on the Pending List per Chairman DeLeone.

MOTION TO REMOVE HEALTH & SAFETY COMMITTEE'S ITEM #1 from the Pending List made by Mr. Amrhein, seconded by Mr. Ferrara, and carried by a voice vote of 9-0.

MOTION TO REMOVE LAND USE COMMITTEE'S ITEM #1 from the Pending List made by Mr. Ferrara, seconded by Mr. Sidoti, and carried by a voice vote of 9-0.

Hearing no further business before this Committee, Mayor Fiala adjourned the meeting at 8:03 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

- 1) **Remove, combine and update Council's Pending list as outlined above.**

Pending List Update

January 25, 2017

ADMINISTRATION (City Manager)

1) Study of pedestrians and vehicles, with consideration of four way stop signs or a method for making pedestrians cross safer in the downtown area. (4/15, 2/16))

On this item, Jim Bowling reports the pedestrian, bicycle, and vehicle safety issues in downtown (particularly on Water Street) have been an area of ongoing review for the last two years. Various low cost improvements were implemented, such as the in-street pedestrian crossing signs, which provided some site specific relief. Preliminary traffic engineering analysis has been performed to evaluate more substantial improvements at certain intersections, e.g., N. Water Street @ Columbus Street, but a range of complicating factors in the geometry of these intersections, site distance, traffic volumes, parking impacts, and costs for solutions have proven too prohibitive for immediate action. In the course of that analysis it became apparent that a full corridor safety study is needed to optimize safety throughout the length of the corridor rather than trying to optimize safety on an intersection by intersection basis. This corridor study was proposed as 1 of 3 prospective safety projects that could be funded through ODOT but ultimately the staff recommended submitting the SR261 safety improvements for the grant funding. Jim will continue to seek external funding and in the meantime he will also begin to propose phased improvements in the Water Street corridor into the City's capital plan.

Recommendation: Retain on list until funding is secured.

2) Sustainability Commission to come up with 10 action items to fend off global warming (7/14, 2/16)

As staff to the Sustainability Commission, Suzanne reports that the Commission has been routinely including action items in the articles that they submit for the Tree City Bulletin. To date the Commission has written an article on "ten ways to reduce your carbon footprint at home" (Winter, 2014); an article on other ways to recycle (not just through the curbside service)(Spring 2015); an article about reducing your carbon footprint through transportation that included five specific steps to "go green while getting around" (Fall 2015); articles on composting and native plants which have an impact on global warming and our carbon footprint; the Commission has been working on taking over the City's rain barrel workshop to be held at the Farmers' Market in addition hosting a possible worm compost bin workshop, "shirt bag" workshop, and seed starting workshop. They also have been working with staff on the possibility of citywide textile recycling and pollinator gardens. Many ideas are in the works that also relate to the reduction of our carbon footprint.

Recommendation: Remove from the list.

3) Language making snow plow companies keep fire hydrants clear (3/15, 2/16)

In light of the lack of snow over the last couple of years, and the volunteers that worked with the Fire Department to clear hydrants around town, this item did not get immediate attention. Jim Silver noted that he believes the City already has the right to cite plow truck companies, businesses, etc., that push snow in a manner that blocks a fire hydrant

under current regulations but he will revisit the language in the Code to more explicitly address the prohibition of blocking fire hydrants.

Recommendation: Maintain on the pending list until the staff report is received.

4) City Checkbook Online (3/15, 2/16)

Dave Coffee reports that he and his staff have continued to work towards eventual implementation of the Open Checkbook function for the City, taking small steps towards understanding, defining, and researching the various components that must come together for this application to function successfully. Dave wanted to convey that the slow progress on this item is a result of limited internal resources which have been stretched to other imminent priorities such as the new Police Facility, the MARCS radio system, financial and billing system upgrades, and finalization of plans for implementation of the Online Bill Payment Project for Utility Billing customers which is set to go live this summer. Additionally, Dave noted that there are several external factors as well that have moved more slowly than desired and added complexity to the process. The State Treasurer's Office has largely delegated the Customer Account Representative from OpenGov (the platform for Ohio Open Checkbook) as the point person for local governments. While knowledgeable, this person has focused more on "up selling" the City all the extra (not free) services offered by OpenGov, and less on how manage the conversion of the data format to a customer friendly format on line. To add to that point, Dave explained that the City's financial system vendor (Tyler Technologies, New World Systems) has also not shared as much interest as we hoped in helping the City convert our New World data into the OpenGov platform. Dave added that he has heard from various local governments that have implemented OpenGov that access to specific disbursement detail has led to misinterpretation for the casual observer/inquirer. As you might imagine, the City issues checks for a wide variety of purposes and uses (always with proper authorization) but those purposes and uses are not always evident by simply looking at a check amount and payee online. That has led those city staff to spend a lot of unexpected time answering questions from visitors to the OpenGov site that misinterpret or are confused by the single line item check listing shown without any context. The staff is always willing to answer any financial questions but there is a concern over how much time will be needed to explain the possible misunderstandings created by the current unfriendly customer format of OpenGov. Last, but not least, is a question that we need to pursue with the State Treasurer's Office as to the continuation of State funding for the basic level of OpenGov services. The original announcement and agreement as we understand it is for a two year trial period, which will expire this year. So, the objective has not been forgotten, but progress has admittedly been slower than anticipated.

Recommendation: Retain on list.

5) Crosswalk/Curb at N. Water Street/Portage Street (4/15, 2/16))

Jim Bowling and Jon Giaquinto have studied this intersection, performed field measurements, counted traffic, and gathered accident data to come up with a couple of intersection redesigns that would improve safety and comply with the Federal and State traffic engineering requirements. As noted in the answer to item #1, the possible solutions are relatively expensive so he is working to try to build this project into the City's Capital Plan.

Recommendation: Remove this item since it is included in item #1.

6) Review of downtown Zoning for parking (6/15)

Jim Bowling, Tom Wilke and Bridget Susel have been engaged in an ongoing analysis of the performance of the approved comprehensive parking plan that was adopted by Council. Seasonal parking data has been collected at different times of the day to determine peak demand, usage, and capacity of on-street metered parking, free lot parking and PARTA deck parking. That data is being compiled for presentation to Council in Spring 2017 and the recommendations will include consideration of any zoning based parking requirements in the downtown district.

Recommendation: Retain on the pending list until the staff presentation.

7) Promotional materials for feral cats (9/15, 2/16)

Multiple City staff have worked with local volunteers to promote the opportunities for pet owners to humanely neuter their animals by submitting articles in the Tree City Bulletin, drafting Facebook posts, Tweets, and messages on the Community Bulletin Board.

Recommendation: Remove from the pending list.

8) Sidewalk Snow Removal (9/15, 2/16)

Staff implemented the first year of the pilot sidewalk snow removal program but due to unusually low amounts of snowfall, the staff recommended Council extend the pilot for a second year to better gauge the cost and effectiveness. Council approved the pilot extension as requested for 2017.

Recommendation: Retain on list.

9) Time line, real estate reports and size needs for new City Hall (10/15)

Over the course of the last year, City staff completed a broad review of neighboring City Hall buildings, detailing costs, functions, etc., that were incorporated into a Project Notebook that was distributed to City Council. Staff also had a community survey performed to assist in the identification of city residents' priorities for a new City Hall building. Building off of that data, the City hired DS Architects to further refine the details of specific space requirements, staff functional proximity needs, and building footprint for a new building. That data will be followed with cost and final site location evaluation.

Recommendation: Retain on the pending list.

10) Review the costs to fix the known sidewalk problems and come up with a comprehensive plan (10/15)

Jim Bowling and his staff have completed an analysis of the kinds of options that we would look to include in a comprehensive sidewalk repair plan to present to Council in the upcoming months. We're still working with staff from Budget and Finance, Engineering, Public Service and my office to dial in our recommendations to Council on specifically how to proceed with this item.

Recommendation: Retain on the pending list.

11) Support for Syrian Refugees (12/15)

Work on this item is ongoing and has been integrated into a larger multi-cultural initiative.

Recommendation: Retain on pending list as a combined multi-cultural initiative.

12) Warming Shelters (1/16)

Bridget Susel reports that Family & Community Services, as well as certain churches, have stepped-in and provided warming shelters whenever weather conditions become severe.

Recommendation: Remove this item from the pending list.

13) Work with Chris Myers on issues he raised (3/16)

Staff routinely followed up directly with Kent State University, and with Mr. Myers, each time Mr. Myers visited Council to air his concerns. On various occasions City inspectors were called in to investigate his complaints and the management staff conferred with the field staff to make sure that any violations that the City had authority over were addressed. Mr. Myers concerns for construction related air quality after the building construction has ended should continue to be directed to the Akron Air Quality Office or through legal remedy as Mr. Myers has indicated in his most recent presentations before Council.

Recommendation: Remove from the pending list.

14) Waiver of parking meter fees for handicapped (5/16)

Bridget reports that the idea of waiving parking meter fees for handicapped presents a challenge to the overall effectiveness of the meter program and with only 1 complaint received from a handicapped person asking to not have to pay, she would not recommend pursuing this option. If Council desires we can schedule this for discussion, or perhaps include it the presentation of the parking meters that is planned for March 2017.

Recommendation: Remove from the pending list.

15) Anti-Discrimination of housing for transgender and sexual preferences (5/14, 6/16)

Bridget and Jim Silver led a discussion with Council in 2016 explaining that until the Federal or State agencies identify sexual orientation and/or gender identity as protected classes, the City is not able to change our Code to include it because we have no legal basis for enforcement. If such a complaint did occur, it could be enforced by the OCRC or HUD under the protected class of "sex" which we have also already included in the City's ordinance.

Recommendation: Remove from the pending list.

16) Kent as a compassionate City (7/16)

Work on this item is ongoing and has been integrated into a larger multi-cultural initiative. Council voted to approve a motion to pursue the compassionate city designation.

Recommendation: Retain on pending list and/or combine into multi-cultural initiative.

17) Letter of Support, Kent Police Department (7/16)

A letter of Council support for the Kent Police Department was issued.

Recommendation: Remove from the pending list.

18) Pedestrians Crossing SR261 (7/16)

There are a couple of different intersections along SR 261 that staff have been evaluating for safety concerns. They have checked crosswalk timing, vehicle counts, turning movements, etc., and met with ODOT staff to see if there are any relatively simple modifications that can be made quickly to better ensure pedestrian safety. Most of the data suggests that the safety problems are a result of a roadway segment that is oversized and any solutions will require a fairly significant redesign the length of the 261 corridor in Kent. That was the basis for submitting this project for ODOT grant funding for a possible long term fix. The study project is set to commence in 2017.

Recommendation: Retain on the pending list.

19) Further discussions on Sustainability (7/16)

The Sustainability Committee will continue to develop project recommendations in their monthly meetings.

Recommendation: Remove from the pending list.

20) Restrooms at Wells Sherman House (7/16)

The Wells Sherman House owners report that public restrooms are available at the property during normal business hours. I shared that information with Council and included it on a Kent360 blog post.

Recommendation: Remove from the pending list.

21) Provide direction to Council on how it can convey its goals and message to boards and commissions and ensure a more unified approach. (8/16)

Bridget Susel has begun "orientation" programs for new/existing members and official correspondence was sent to the Commission members emphasizing the importance of aligning Council and Commission priorities and goals.

Recommendation: Remove from the pending list.

22) Zoning Adjustment (9/16)

Bridget Susel has a series of Zoning language modifications, primarily related to proposed housing projects and the associated parking requirements, scheduled for Council consideration in early 2017. In addition, Bridget is in the process of hiring a firm to assist in the update of the City's Comprehensive Plan in 2017 which is likely to result in further refinements of the City's Zoning strategies.

Recommendation: Retain on the pending list.

23) Insurance Option for sewer lateral maintenance. (10/16)

Jim Bowling provided Council with a short summary of his investigation into the insurance options for sewer lateral maintenance that was included in your Council packet (dated January 11, 2017). If Council desires, we can schedule this for Committee discussion.

Recommendation: Remove from the pending list.



KENT CITY COUNCIL'S PENDING LIST

ADMINISTRATION **(City Manager)**

- 1) Study of pedestrians and vehicles, with consideration for four-way stop signs or a method for making pedestrians cross safer in the downtown area (4/14 & 2/16)
- 2) Sustainability Commission to come up with at least ten actions that can be adopted to fend off global warming, posting the same with the media (7/14 & 2/16)
- 3) Language making snow plow companies response to keep fire hydrants clear (3/15 & 2/16)
- 4) Placement of City checkbook online (3/15 & 2/16)
- 5) Crosswalk/curb @ N. Water Street/Portage St. (4/15 & 2/16)
- 6) Review of downtown zoning (parking) (6/15)
- 7) Promotion of educational materials on TNR program (feral cats) and tougher animal abuse laws (9/15 & 2/16)
- 8) Sidewalk snow removal (9/15 & 2/16)
- 9) Time line, real estate report, and size needs for new city hall (10/15)
- 10) To review the cost to fix the known sidewalk problems and to come up with a more comprehensive plan (11/15)
- 11) Possible sponsorship of Syrian family (12/15)
- 12) Warming shelters (1/16)
- 13) To work with Chris Myers' and issues he raised (3/16)
- 14) Waiver of parking meter fees for handicapped referred to PAC (5/16)
- 15) Anti-discrimination of housing for transgender and sexual preference (5/14 & 6/16)
- 16) Kent as a Compassionate City (7/16)
- 17) Letter of support, KPD (7/16)
- 18) Pedestrians crossing SR 261 (7/16)
- 19) Further discussions on sustainability (7/16)
- 20) Restrooms at Wells Sherman House (7/16)
- 21) Provide direction to Council on how it can convey its goals and message to boards and commissions and ensure a unified approach for action (8/16)
- 22) Zoning Adjustment (9/16)
- 23) Insurance option for sewer lateral maintenance pilot program (10/16)

FINANCE COMMITTEE **(DeLeone/Wallach)**

- 1) Report on car allowances (1/12)
- 2) Salary Review Committee Recommendation (8/16)

HEALTH & SAFETY COMMITTEE **(Amrhein/Sidoti)**

- 1) Notification, pesticide spraying (7/16)

LAND USE COMMITTEE **(Ferrara/Shaffer)**

- 1) Draft No. 16-25 (Amendment to U District) tabled for one year (5/16)

STREETS, SIDEWALKS, AND UTILITIES COMMITTEE **(Sidoti/Wallach)**

- 1) PLAs (2/11)

**THE CITY OF KENT, OHIO
FINANCE COMMITTEE
WEDNESDAY, FEBRUARY 1, 2017**

Chairman Michael DeLeone called the meeting of the Finance Committee of Kent City Council to order at 8:04 p.m.

PRESENT: MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUCHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER, AND MS. TRACY WALLACH.

ALSO PRESENT: MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. DAVID COFFEE, FINANCE DIRECTOR; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.

There was 1 item on the Agenda.

1. 2017 Budget Appropriations Amendment.

Mr. Coffee respectfully asked Council to approve the appropriations amendment as presented in the memo dated January 24, 2017 in City Manager's Communications. A copy of the City Manager's Communications is on file in the Clerk's Office.

Ms. Shaffer asked if any needed to be pointed out, or are they typical amendments.

Mr. Coffee stated they are typical re-appropriations for unexpended funds in previous years so those projects can move forward.

Mr. Sidoti clarified that the appropriations were made last year, but we didn't expend the money.

Mr. Coffee stated yes, and it adjusts the City's general ledger accordingly. An example would be the monies for the new police building funds and the Summit Street project funds.

No one in the audience had any questions.

MOTION TO APPROVE THE 2017 APPROPRIATIONS AS PRESENTED WITH AN EMERGENCY CLAUSE made by Ms. Shaffer, second by Mr. Kuhar. The motion carried by a voice vote of 9-0.

Hearing no further business before this Committee, Chairman DeLeone adjourned the meeting at 8:06 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

- 1) **MOTION TO APPROVE THE 2017 APPROPRIATIONS AS PRESENTED WITH AN EMERGENCY CLAUSE.**

**THE CITY OF KENT, OHIO
STREETS, SIDEWALKS, AND UTILITIES COMMITTEE
WEDNESDAY, FEBRUARY 1, 2017**

Chairman Roger Sidoti called the meeting of the Streets, Sidewalks, and Utilities Committee of Kent City Council to order at 8:06 p.m.

PRESENT: MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUCHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER, AND MS. TRACY WALLACH.

ALSO PRESENT: MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MR. JIM BOWLING, CITY ENGINEER; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. DAVID COFFEE, FINANCE DIRECTOR; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.

There were 2 items on the Agenda. Item #2 was removed for further review.

1. Proposed changes to City multi-family recycling requirements.

Mr. Ruller stated Mr. Silver and Ms. Baker have drafted the changes that they believe are necessary to satisfy the legal concerns that led to a legal challenge against the City from representatives of multi-family properties in Kent. The proposed changes are necessary to voluntarily resolve the court action against the City and these changes are expected to reduce the City's revenues by an estimated \$100,000 a year. Mr. Ruller then referred to Ms. Baker to further explain.

Ms. Baker stated the proposed changes are to Chapter 935 of the City Code and to the Service Director's rules and regulations for recycling and solid waste collection. The changes reflect updates to the language and clearing up the costs for recycling for multi-family apartment, and referral to the haulers website will lead residents to important information about recycling. She explained that apartment complexes will transition to dumpsters for the collection of recycling materials which will be charged based on the size of the dumpsters through the Portage County Solid Waste District, the lowest and best bidder during the bidding process.

Ms. Shaffer asked how do we distinguish the difference between the trash and the recycling dumpsters & enhance resident awareness.

Ms. Baker stated the dumpsters will be 2 different colors and we can advertise on the blog or in the Tree City Bulletin, as well as informing the apartment complex owners.

Mr. Ruller stated we do not dictate the recycling, the hauler does. Ms. Baker stated the City can only encourage, not mandate recycling according to the Code.

Mr. Silver stated apartment complexes had their own trash haulers, but now they will be using the same hauler as the City and there was an issue with them being double billed.

Mr. Silver clarified the charges for apartment complexes, and the separate haulers weren't reporting the weight of the recycling so we could report it to the State. Only Portage County Solid Waste Haulers bid on the contract for the apartment complexes.

Mr. Silver stated Mr. Coffee and the apartment complex owners still need to work out the financial end.

Mr. Kuhar asked if all apartment complexes are mandated to have recycling & will each apartment be provided with individual totes so they can be brought down to the recycling dumpster.

Ms. Baker answered "yes" they are mandated.

Ms. Wallach stated when this began, each apartment was provided with an apartment size recycling bin.

Mr. Kuhar questioned the difference between 1, 2 & 3 bedroom apartment vs. a 1, 2 or 3 bedroom private residence.

Mr. Silver responded that those over three units are considered multi-family, and anything over can choose the 2, 4, or 6 yard dumpster. It is easier to pick up one dumpster than it is 6 totes.

No one in the audience had comments.

Ms. Shaffer said thank you for cleaning up the language in the Code.

MOTION TO AUTHORIZE THE PROPOSED CHANGES TO THE CHAPTER 935 FOR THE CITY'S MULTI-FAMILY RECYCLING REQUIREMENTS made by Mr. Kuhar, seconded by Mr. Amrhein, and carried by a voice vote of 9-0.

2. Proposed City Code updates for small cell wireless antennas.

This item was removed from the Agenda for further review. Mr. Ruller stated this is an important item and needs a little more time to prepare before discussing with Council.

Hearing no further business before this Committee, Chairman Sidoti adjourned the meeting at 8:15 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

- 1) **TO AUTHORIZE THE PROPOSED CHANGES TO THE CHAPTER 935 FOR THE CITY'S MULTI-FAMILY RECYCLING REQUIREMENTS.**



Kent Administration Building Needs Assessment



DS ARCHITECTURE

Agenda

1. Introduction

- Team overview
- Process recap

2. Program Analysis

- Program Sheets
- Criteria Matrix
- Departmental Adjacency Diagram
- Square Footage Analysis
- Building Breakpoints

3. Site Analysis

- Site Development Options
- Existing Kent Police Site
- Parking Strategy

4. Next Steps

Project Team

The City of Kent	
Departments	Key Stakeholder
Public Services	Melanie Baker
City Manager	Dave Ruller
Law Department	Jim Silver
Health Department	Jeff Neistadt
Economic Development	Tom Wilke
Human Resources	Elizabeth Zorc
Budget & Finance	David Coffee
Civil Services	Lisa Slater (Now Vacant)
Council	Jerry Fiala & Tara Grimm
Community Development	Bridget Susel
Service Administration	Melanie Baker
Engineering	Jim Bowling
IT	Gary Bishop

DS Architecture
PRINCIPAL IN CHARGE Jeff Meyers STUDIO LEAD Sean Barbina PROJECT ARCHITECT David Potts PROJECT DESIGNER Kristen Pleat

Process

Primary Objectives

1. Analyze departmental flows and adjacencies to determine critical adjacencies and departmental break points.
2. Analyze existing departmental square footage and develop current and future departmental square footage needs.
3. Determine size required for general site and provide zoning study and analysis of Existing Kent Police Site.

Process



Program Sheets



City of Kent Administration Offices

Department:

Room Name & Number:

SPECIFIC ROOM QUESTIONS:

Level of enclosure [Private Office] [Cubicle] [Shared]

Private Restroom: Y N

GENERAL QUESTIONS:

Current existing size/SF: Adequate: Y N

Desired future size/SF:

What other spaces [or people] need direct access to this space?

Conference Room: Y N

Number of people working in this space

All moveable equipment or furniture [size of desk space, conferencing]

Multi-function printer	Y	N
Audio Privacy	Y	N
Visual Privacy	Y	N
Exterior views	Y	N

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136 North Water St. Suite 208 Kent, Ohio 44240 330.678.6144 www.dsarchitects.net

PART II: PROGRAM ANALYSIS

PROGRAM SHEETS

BUDGET AND FINANCE

01 Director's Office

Space Description:

Private single user management office occupied daily during business hours with in-office meeting capability for 4 people.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, small meeting table and (4) guest chairs, files, and book shelves.

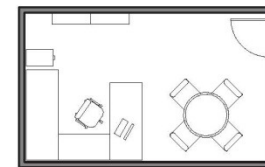
Special Considerations:

Restricted access needed.
 Audio privacy required.
 Visual privacy required.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept. Controller's Office Conference Room Copier/Printer/Mail Area File Room Safe Room Staff Restroom
Accessible	City Manager's Dept. Community Development Director's Office Economic Development Office Clerk of Council's Office Human Resource Dept. Law Dept. Service Director's Office City Engineer's Office Kitchen/Break Room

Comments:

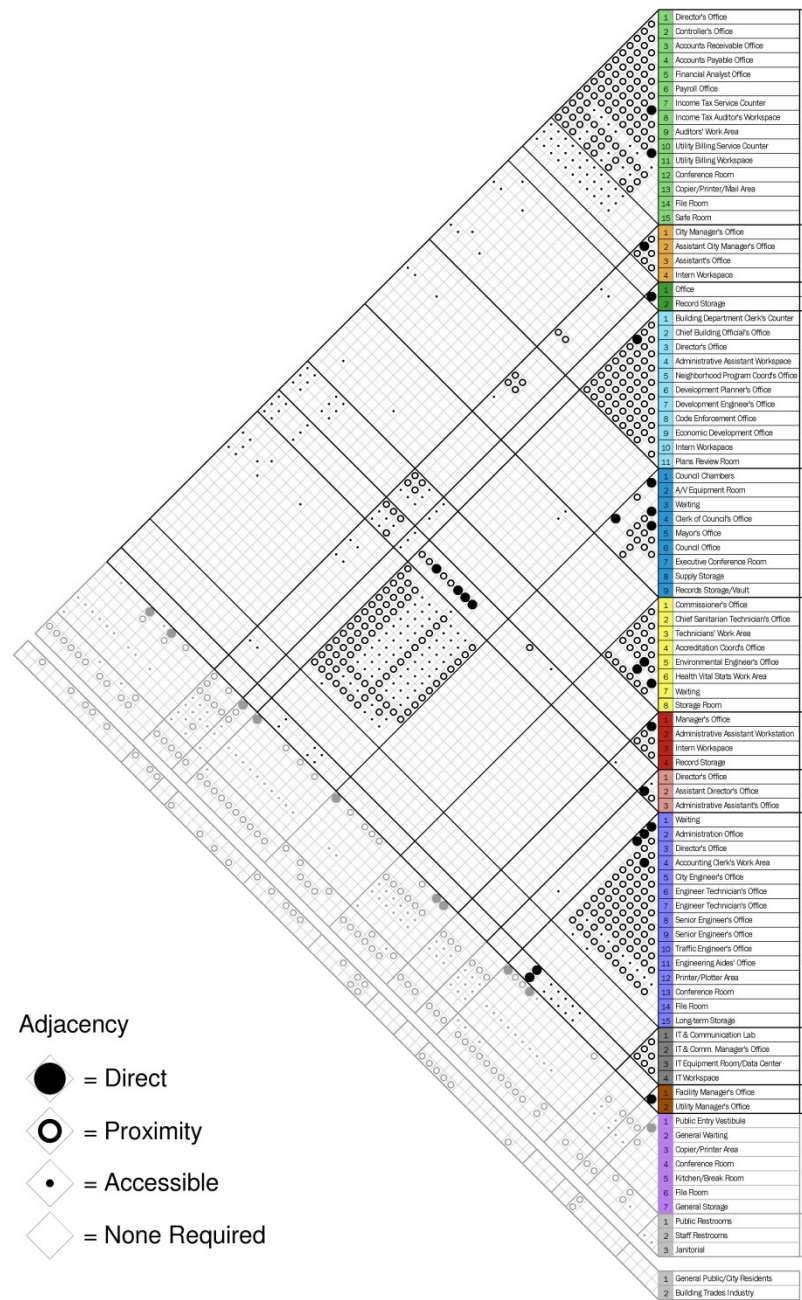


220 SF

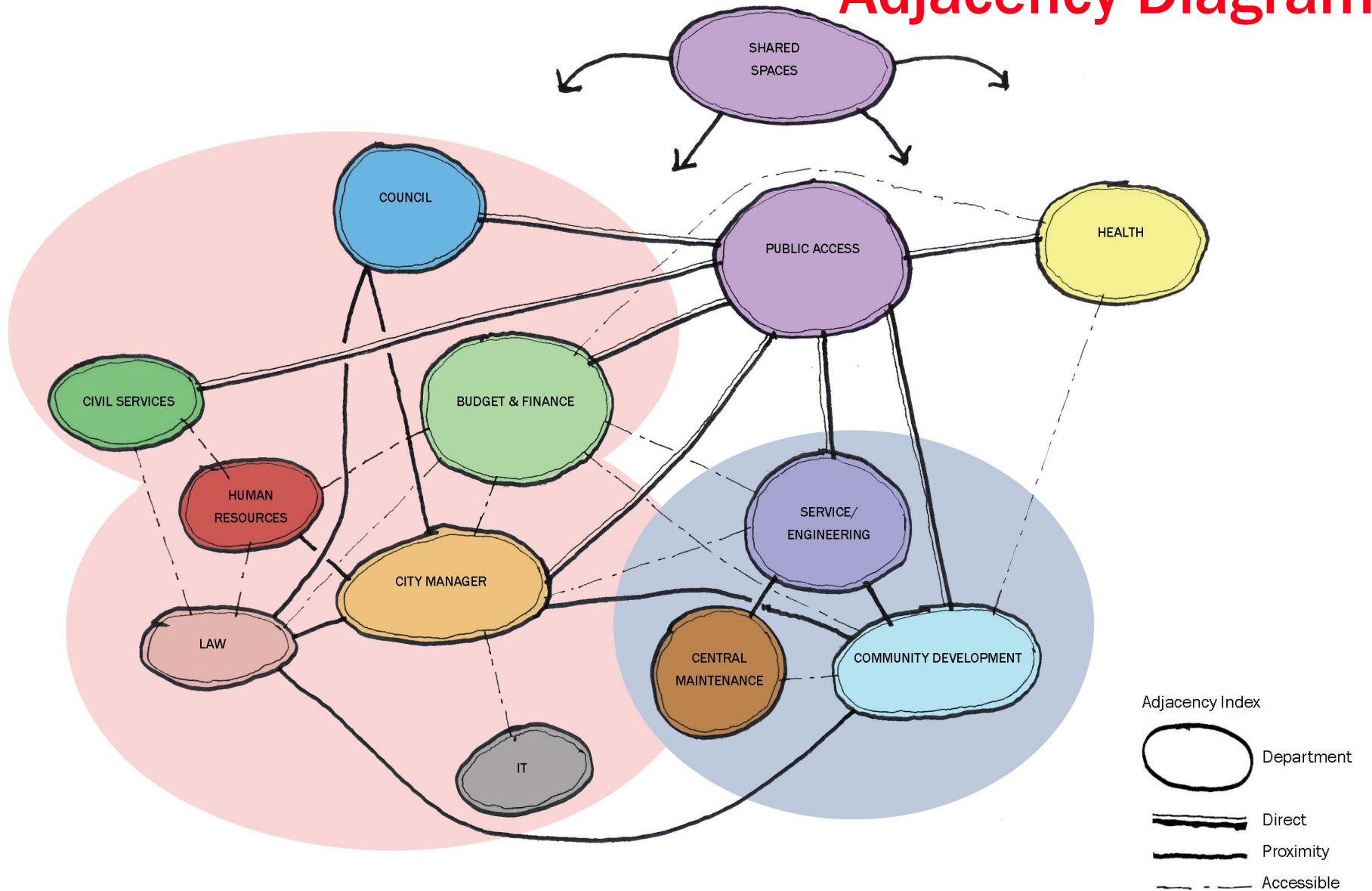
CITY OF KENT ADMINISTRATION BUILDING

NEEDS ASSESSMENT 14

Criteria Matrix



Adjacency Diagram



Square Footage Analysis

		Existing	Proposed
1	Budget and Finance	1,765	2,500
2	City Manager	302	680
3	Civil Services	531	240
4	Community Development	2,311	1,740
5	Council	2,095	2,980
6	Health Department	2,203	2,400
7	Human Resources	180	580
8	Law Department	202	500
9	Service/Engineering	3,603	4,560
10	IT	230	1,320
11	Central Maintenance	295	400
12	Shared Spaces	4,688	4,260
13	Building Support	980	1,150
	Dept. Program Subtotal	19,385	23,310
	Building/Circulation Factor	3,210	4,196
	Mechanical / Elec / IT	2,260	2,751
	Total SF	24,855	30,256

Breakpoint

OUTCOME 2

	Existing	Proposed
1 Budget and Finance	1,765	2,500
2 City Manager	302	680
3 Civil Services	531	240
5 Council	2,095	2,980
6 Health Department	2,203	2,400
7 Human Resources	180	580
8 Law Department	202	500
10 IT	230	1,320
12 Shared Spaces	3,570	4,260
13 Building Support	670	1,150
Dept. Program Subtotal	11,748	16,610
Building/Circulation Factor	1,893	3,322
Mechanical / Elec / IT	1,365	2,751
Total SF	15,006	22,683

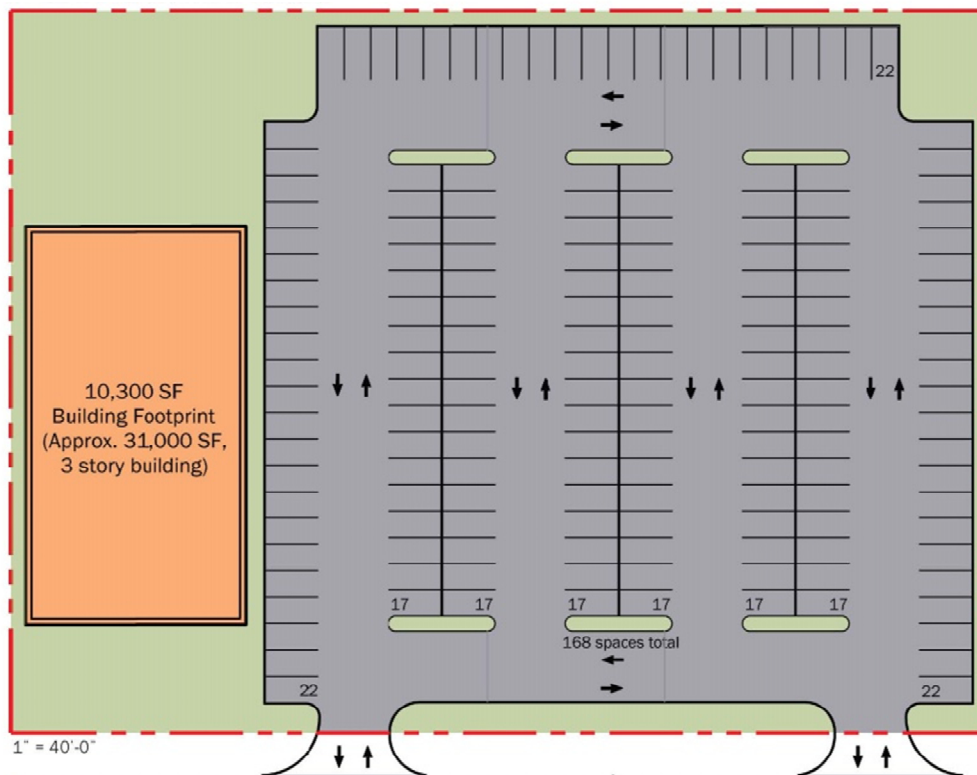
	Existing
1 Community Development	2,311
2 Service/Engineering	3,603
3 Central Maintenance	295
4 Shared Spaces	1,118
5 Building Support	310
Dept. Program Subtotal	7,637
Building/Circulation Factor	1,317
Mechanical / Elec / IT	895
Total SF	9,850

Site Development Options

OUTCOME 1: All departments

Option 1: Off-street Zoning Parking

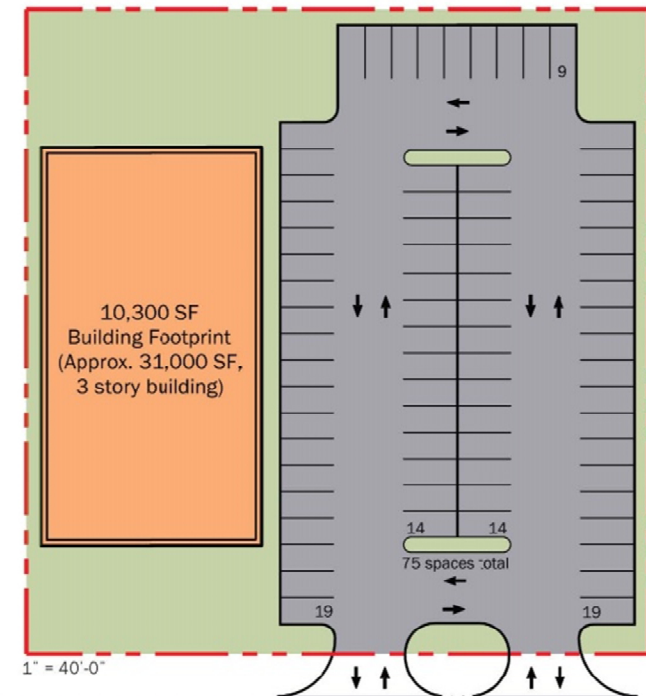
Approx. Development Area: 1.9 Acres



168 Parking Spaces

Option 2: Actual Parking

Approx. Development Area: 1 Acre

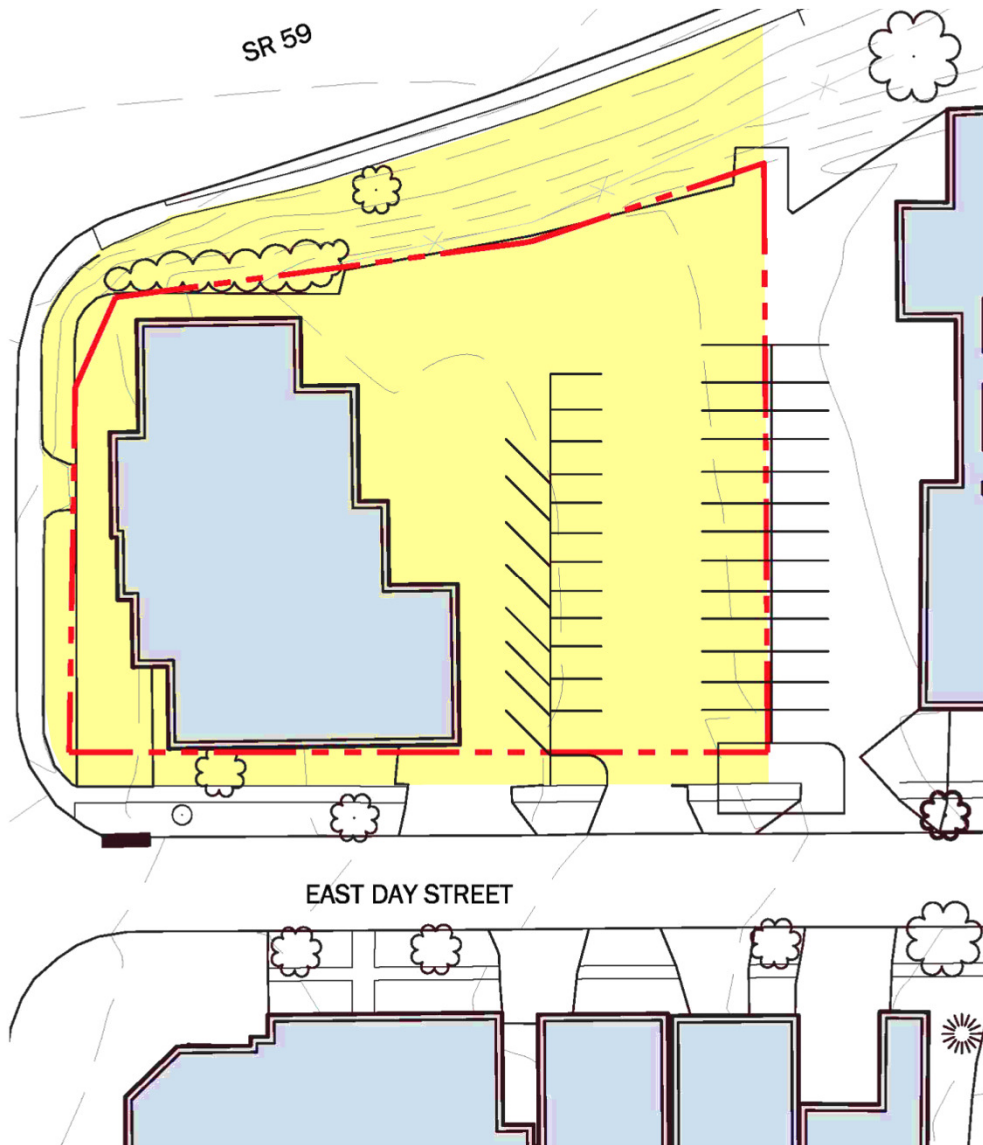


75 Parking Spaces

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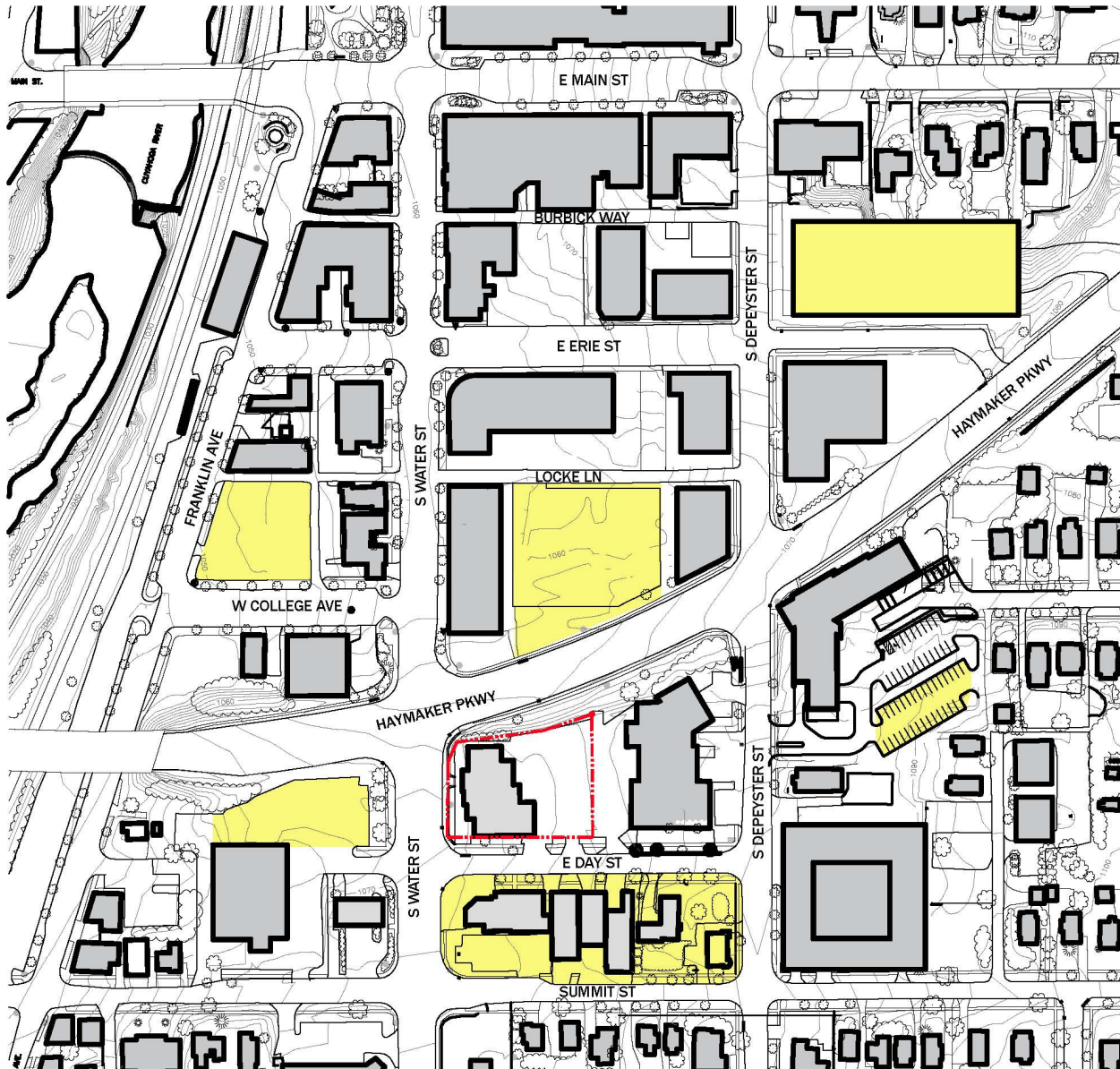
Existing Kent Police Site



Property Line Area: 0.75 Acres

Potential Buildable Area: 0.90 Acres

Parking Strategy



 Potential Parking Options

Next Steps

1. Probable Project Cost
 - (Difficult without site selection)
2. Working Sessions
 - Council Members
 - Community Members
 - City Staff
 - Business Community
3. Council Meeting
4. Schematic Design

THE CITY OF KENT

Kent Administration Building Needs Assessment

February 2017



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PART I: STUDY INTRODUCTION

EXECUTIVE SUMMARY

PART II: PROGRAM ANALYSIS

PROGRAM INTRODUCTION

CRITERIA MATRIX

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PART III: SITE ANALYSIS

SITE INTRODUCTION

SITE AREA

ZONING ANALYSIS

PARKING ANALYSIS

INTRODUCTION

The City of Kent has begun the process of planning for the construction of a new City Administration Building. DS Architecture was engaged by city administration in early fall of 2016 to complete a Needs Assessment and Feasibility study for the new facility. The City has been operating without a centralized City Hall or Administration facility since 2014 when the previous administration buildings were demolished and the property was sold for development with the intent of providing a new City Administration building in the future. The city's various administration departments have been operating out of three facilities located throughout the city: the Police Station, Fire Station and Overholt Facility. A 2016 survey of city residents conducted by an independent research company indicated that most residents preferred a centralized civic campus in the downtown area on city owned property.

For the purpose of this study, a series of meetings and interviews were conducted with departmental leaders and key personnel. Additionally, programming sheets were distributed to departmental leaders and requested to be completed for every existing space within the department being surveyed. Future needs were identified during the interview process. Results were extrapolated from these surveys and confirmed with departmental leaders to provide spatial needs, required square footages and adjacency relationships. It was our intent that these findings reflect the current needs for the City of Kent's Administrative Departments and anticipated future needs over the next 20 years. Adjacencies were developed for optimal department and interdepartmental efficiencies and throughout this process the design team pushed constantly for key personnel to think of the position and remove current staffing personalities and tendencies from the equation.

OBJECTIVE

Three main objectives were outlined for this study:

- (1) Analyze / Identify existing departmental spaces with their correlating square footage and provide recommendations for appropriate departmental sizes to be used in projecting the required new building square footage.
- (2) Study departmental and inter-departmental relationships to maximize operational adjacency efficiencies and determine logical departmental breakpoints in multi-building scenarios
- (3) Develop minimum site area necessary for the new facility and analyze the existing Police Station site identified in the Bicentennial Plan as the future location for a Civic Center. The administrative departments included in this study are as follows: Budget and Finance, City Manager, Civil Service, Community Development, Council, Health Department, Human Resources, Law, Service Administration, Engineering, and IT.

FINDINGS

The findings of this report indicate two possible outcomes for functional solutions addressing the needs of Kent's City Administration Departments. The potential outcomes are summarized below:

Outcome #1: All departments analyzed indicated spaces and personnel with adjacencies that would benefit from one building housing all the city's Administrative functions. This new facility would be approximately 31,000 SF and require approximately 1.9 acres of land if allocated parking followed City Zoning Ordinances for on-site parking. However, locating the building in the Commercial-Downtown District allows for sites to provide a parking plan and not include all the parking on-site. Providing only the adequate parking necessary on-site for actual building occupants and visitors would decrease the required site area to 1 acre.

Outcome #2: The Criteria Matrix indicates a logical breakpoint for departments which could be realized if site constraints or budget factors become priorities. Some desired adjacencies must be broken, but the city's Administrative functions could be housed in two separate facilities. The new facility would house all the departments analyzed with the exception of Community Development and Public Service/Engineering. These departments could stay in the existing facility on Overholt. This new facility would be approximately 23,000 SF and require 1.4 acres of land if allocated parking followed City Zoning Ordinances for on-site parking. Providing only the adequate parking necessary on-site for actual building occupants and visitors would decrease the required site area to .9 acre.

Included in this document are the following: criteria matrix, adjacency diagrams, departmental square footage analysis, space programming sheets and site analysis. These documents should inform the City of Kent of space needs and critical adjacencies required to aid in establishing the best path forward for a City Administration Building located and constructed to handle the future needs of the Kent community. The results of this investigation can be used as a planning tool for the next phases of design.

The program analysis portion of this document is broken into three main components: (1) Criteria Matrix and Adjacency Diagrams, (2) Departmental Square Footage Analysis and (3) Programming Sheets.

(1) The Criteria Matrix included in this document was developed over multiple iterations and meetings. The design team reviewed all the requested adjacencies in the programming sheets and extrapolated levels of adjacency to form the initial criteria matrix. This matrix was reviewed individually with each department head and then as a group with all department heads present. The levels of adjacency indicated in this matrix are defined as follows:

Direct Adjacency – Needs direct connection with a space or function. This would typically include audio and some level of visual connection. Characterized as being able to interact with individuals or functions without leaving one's working space.

Immediate Adjacency – Need immediate access to a space or function. This may include audio or visual connection and typically include spaces in the general vicinity of each other where interactions between individuals occur often because of proximity.

Accessible Adjacency – Spaces need only to be accessible to one another on a daily basis. This generally means no audio or visual connection and individuals must seek out each other for interaction. Typically explained as spaces on different floors of the building.

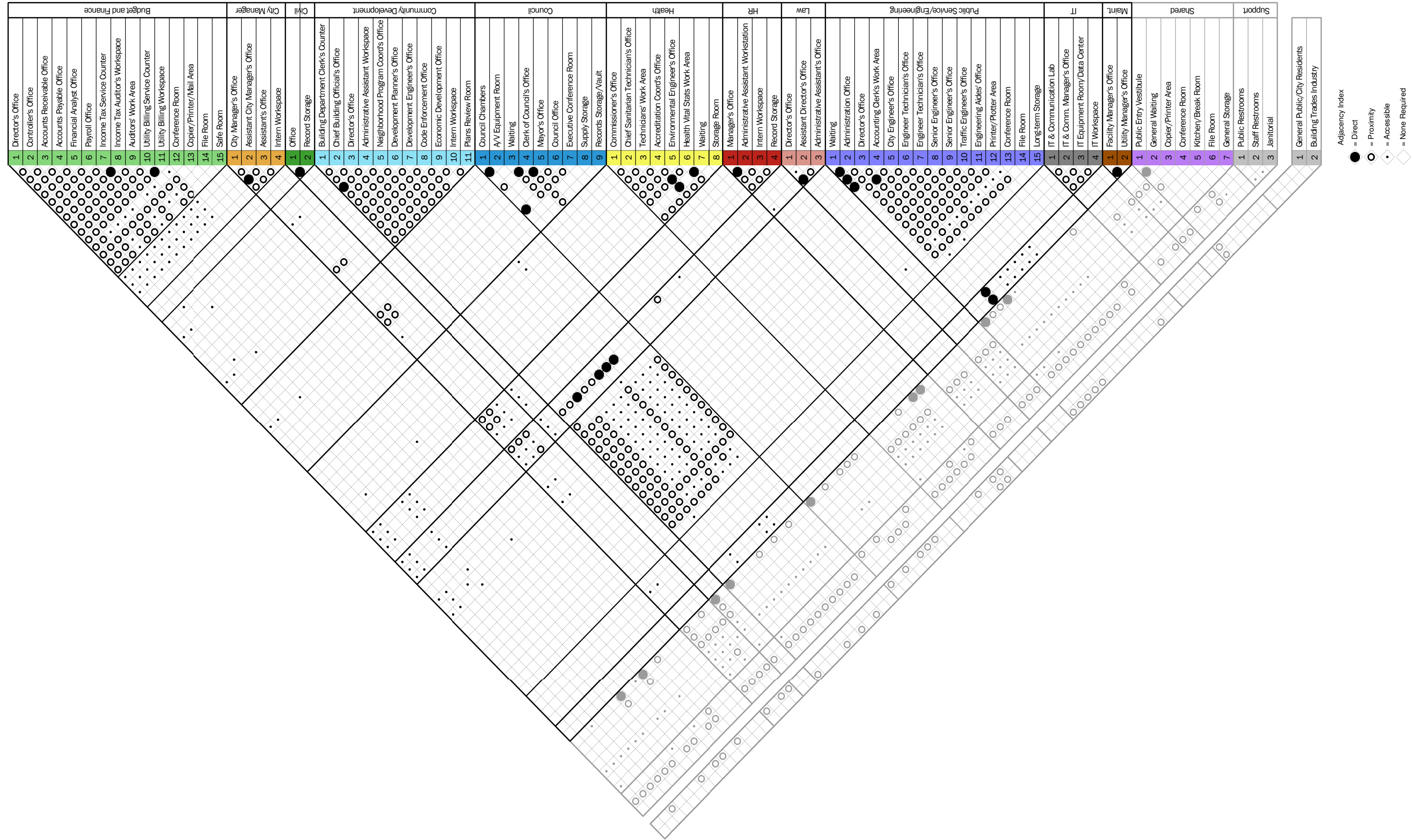
No Adjacency - No benefit or efficiency realized from working in proximity. Typically explained as sporadic interactions, if any required, and spaces could be located in different buildings in various locations of the city.

The relationships are indicated in the matrix as: Filled Circle for Direct, Open Circle for Immediate and Dot for accessible.

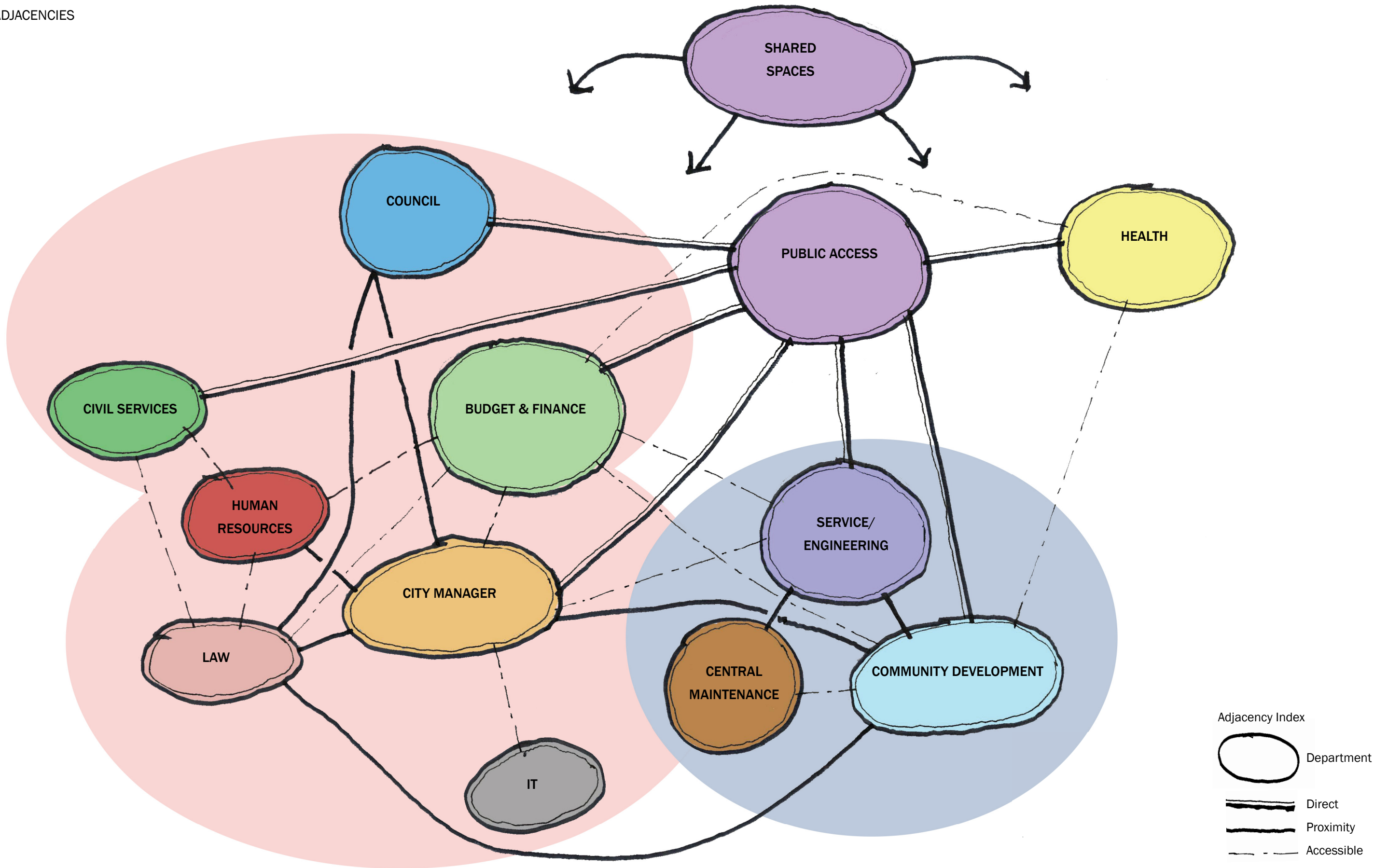
The Adjacency diagrams have been developed based on the information contained within the matrix and are used to provide a graphic illustration of department connections and individual space relationships. The diagrams represent which spaces should be close to other spaces or people. Each diagram sheet contains squares which designate particular spaces, their adjacencies, and estimated square footage. They are not intended to suggest an architectural floor plan. During actual design, modifications are to be expected

(2) The Departmental Square Footage Analysis contained in this section was derived from a combination of program surveys of users' existing working spaces, historic departmental floor plans, and room fit plans developed from user input on required furniture and equipment. These numbers are provided in the format of existing and proposed so comparisons can be made between current and projected future square footage needs.

(3) Program Analysis Sheets document the comments received from interviewed individuals and program surveys. The sheets contain specific and qualitative data pertaining to operational procedures pertinent to the function of the space. This information has been provided by city officials and department staff. The forms have been reviewed by the departments to assure we have accurately represented the department's requests and requirements. These forms are included after each corresponding net square footage department tabulation sheet. The program analysis sheets have been utilized to develop the criteria matrix and net square footage of spaces.



DEPARTMENT ADJACENCIES



		Prior SF		Proposed SF
Budget and Finance		Old City Hall	Overholt	
1	Director's Office	221		220
2	Controller's Office	164		200
3	Accounts Recievable Office	-		140
4	Accounts Payable Office	100		140
5	Financial Analyst Office	-		140
6	Payroll Office	130		160
7	Income Tax Service Counter	126		80
8	Income Tax Auditor's Workspace	100		100
9	Auditor's Work Area	-		400
10	Utility Billing Service Counter	126		80
11	Utility Billing Workspace	270		200
12	Conference Room	164		280
13	Copier/Printer/Mail Area	100		100
14	File Room	164		200
15	Safe Room	-		60
	Ledger Clerk	100		-
Dept. Program Subtotal		1,765		2,500
Building/Circulation Factor		309		450
Dept. Total		2,074		2,950

		Prior SF		Proposed SF
City Manager		Old City Hall	Overholt	
1	City Manager's Office	222		300
2	Assistant City Manager's Office	-		160
3	Assistant's Office	80		160
4	Intern Workspace	-		60
Dept. Program Subtotal		302		680
Building/Circulation Factor		42		122
Dept. Total		344		802

		Prior SF		Proposed SF
Civil Services		Old City Hall	Overholt	
1	Office	61		140
2	Record Storage	96		100
	Meeting Area	374		-
Dept. Program Subtotal		531		240
Building/Circulation Factor		73		43
Dept. Total		604		283

		Prior SF		Proposed SF
Community Development		Old City Hall	Overholt	
1	Building Department Clerk's Counter		100	100
2	Chief Building Official's Office		284	160
3	Director's Office		396	220
4	Administrative Assistant Workspace		100	100
5	Neighborhood Program Coord's Office		240	140
6	Development Planner's Office		264	180
7	Development Engineer's Office		320	180
8	Code Enforcement Office		400	160
9	Economic Development Office		207	160
10	Intern Workspace		-	60
11	Plans Review Room		-	280
Dept. Program Subtotal		2,311		1,740
Building/Circulation Factor		319		313
Dept. Total		2,630		2,053

		Prior SF		Proposed SF
Council		Old City Hall	Overholt	
1	Council Chambers	1,243		1,600
2	A/V Equipment Room	-		80
3	Waiting	216		60
4	Clerk of Council's Office	120		180
5	Mayor's Office	197		260
6	Council Office	-		140
7	Executive Conference Room	-		300
8	Supply Storage	93		60
9	Record Storage/Vault	226		300
Dept. Program Subtotal		2,095		2,980
Building/Circulation Factor		289		536
Dept. Total		2,384		3,516

		Prior SF		Proposed SF
Health Department		Old City Hall	Overholt	
1	Commissioner's Office	239		220
2	Chief Sanitarian Technician's Office	-		200
3	Technicians' Work Area	480		600
4	Accreditation Coordinator's Office	-		240
5	Environmental Engineer's Office	160		160
6	Health Vital Stats Work Area	552		500
7	Waiting	232		180
8	Storage Room	386		300
	Health Clinic	154		-
Dept. Program Subtotal		2,203		2,400
Building/Circulation Factor		380		432
Dept. Total		2,583		2,832

		Prior SF		Proposed SF
Human Resources		Old City Hall	Overholt	
1	Manager's Office	180		220
2	Administrative Assistant Workspace	-		100
3	Intern Workspace	-		60
4	Record Storage	-		200
Dept. Program Subtotal		180		580
Building/Circulation Factor		25		104
Dept. Total		205		684

		Prior SF		Proposed SF
Law Department		Old City Hall	Overholt	
1	Director's Office	122		220
2	Assistant Director's Office	-		140
3	Administrative Assistant's Office	80		140
Dept. Program Subtotal		202		500
Building/Circulation Factor		28		90
Dept. Total		230		590

		Prior SF		Proposed SF
Service - Engineering		Old City Hall	Overholt	
1	Waiting		-	80
2	Administration Office		225	140
3	Director's Office		252	220
4	Accounting Clerk's Work Area		120	80
5	City Engineer's Office		224	200
6	Engineer Technician's Office		150	160
7	Engineer Technician's Office		150	160
8	Senior Engineer's Office		100	180
9	Senior Engineer's Office		126	180
10	Traffic Engineer's Office		140	280
11	Engineering Aids' Office		140	300
12	Printer/Plotter Area		-	200
13	Conference Room		294	280
14	File Room		1,500	1,500
15	Long-term Storage		182	600
Dept. Program Subtotal		3,603		4,560
Building/Circulation Factor		649		821
Dept. Total		4,252		5,381

		Prior SF		Proposed SF
IT		Old City Hall	Overholt	
1	IT and Communication Lab		-	400
2	IT and Communication Manager's Office	134		220
3	IT Equipment Room/Data Center	96		300
4	IT Workspace	-		400
Dept. Program Subtotal		230		1,320
Building/Circulation Factor		31		238
Dept. Total		261		1,558

		Prior SF		Proposed SF
Central Maintenance		Old City Hall	Overholt	
1	Office		130	200
2	Office		165	200
Dept. Program Subtotal		295		400
Building/Circulation Factor		53		72
Dept. Total		348		472

		Prior SF		Proposed SF
Shared Spaces		Old City Hall	Overholt	
1	Public Entry Vestibule	100		100
2	General Waiting	100		140
3	Copier/Printer Area	305		140
4	Conference Room	264		280
5	Kitchen/Break Room	407		500
6	File Room	84		100
7	General Storage	3,428		3,000
Dept. Program Subtotal		4,688		4,260
Building/Circulation Factor		844		767
Dept. Total		5,532		5,027

		Prior SF		Proposed SF
Building Support		Old City Hall	Overholt	
1	Public Restrooms	-	700	400
2	Staff Restrooms	134		500
3	Janitorial	96	50	250
Dept. Program Subtotal		980		1,150
Building/Circulation Factor		169		207
Dept. Total		1,149		1,357

Dept. Program Subtotal		19,385	23,310
Building/Circulation Factor		3,210	4,196
Mechanical / Elec / IT		2,260	2,751
Total SF		24,855	30,256

BUDGET AND FINANCE

Department Tabulation

Proposed Net SF

01	Director's Office	220
02	Controller's Office	200
03	Accounts Receivable Office	140
04	Accounts Payable Office	140
05	Financial Analyst Office	140
06	Payroll Office	160
07	Income Tax Service Counter	80
08	Income Tax Auditor's Workspace	100
09	Auditors' Work Area	400
10	Utility Billing Service Counter	80
11	Utility Billing Workspace	200
12	Conference Room	280
13	Copier/Printer/Mail Area	100
14	File Room	200
15	Safe Room	60
Net Occupied		2,500

BUDGET AND FINANCE

01 Director's Office

Space Description:

Private single user management office occupied daily during business hours with in-office meeting capability for 4 people.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, small meeting table and (4) guest chairs, files, and book shelves,

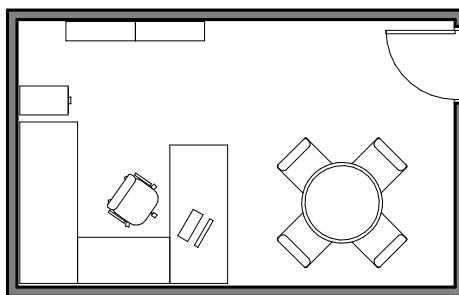
Special Considerations:

Restricted access needed.
Audio privacy required.
Visual privacy required.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept Controller's Office Conference Room Copier/Printer/Mail Area File Room Safe Room Staff Restroom
Accessible	City Manager's Dept. Community Development Director's Office Economic Development Office Clerk of Council's Office Human Resource Dept. Law Dept. Service Director's Office City Engineer's Office Kitchen/Break Room

Comments:



220 SF

BUDGET AND FINANCE

02 Controller's Office

Space Description:

Private single user office occupied daily during business hours with in-office meeting capability for 3-4 people.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, small meeting table and (4) guest chairs, (1) lateral file, bookcase and shelving

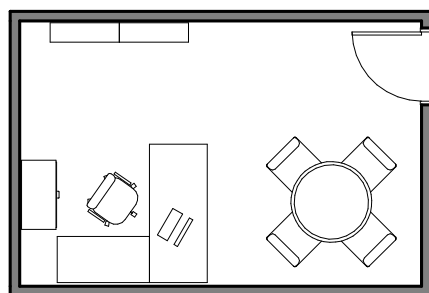
Special Considerations:

Restricted access needed.
Audio privacy required.
Visual privacy required.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept Director's Office Conference Room Copier/Printer/Mail Area File Room Safe Room Staff Restroom
Accessible	City Manager's Dept. Community Development Director's Office Economic Development Office Clerk of Council's Office Human Resource Dept. Law Dept. Service Director's Office Accounting Clerk's Office City Engineer's Office Kitchen/Break Room

Comments:



200 SF

BUDGET AND FINANCE

03 Accounts Receivable Office

Space Description:

Private single user office occupied daily during business hours for preparation of daily bank deposits.

Casework/Furniture/Equipment:

Office desk with overhead cabinets and chair, computer and monitor, (2) lateral files, and bookcase

Special Considerations:

Restricted public access needed for community members dropping off money and mail carriers.
Office needs to be lockable due to amount of funds flowing through.

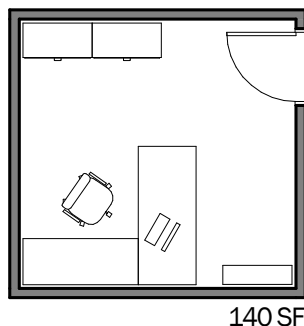
Adjacencies:

Direct	
Proximity	Budget and Finance Dept. Copier/Printer/Mail Room File Room Safe Room Staff Restroom
Accessible	Conference Room City Manager Dept. Building Department Clerk's Counter Code Enforcement Office Health Vital Stats Work Area Public Entry Kitchen/Break Room

Comments:

Need area for secure storage of files waiting to be destroyed.

This space does not need to be a private office if adequate secure storage space is provided.



BUDGET AND FINANCE

04 Accounts Payable Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (4) vertical file, and (2) lateral file

Special Considerations:

Audio privacy desired.

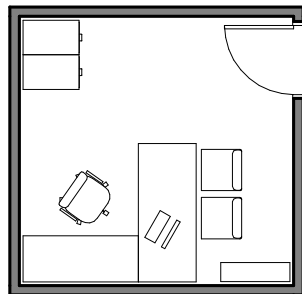
Visual privacy desired.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept. Copier/Printer/Mail Area Staff Restroom
Accessible	Conference Room File Room Safe Room City Manager Dept. Accounting Clerk's Office Kitchen/Break Room

Comments:

Private office desired but not required.



140 SF

BUDGET AND FINANCE

05 Financial Analyst Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (2) guest chairs, (2) legal files, and bookshelves

Special Considerations:

Audio privacy desired.

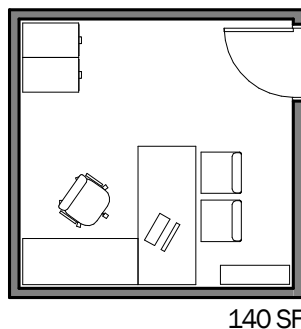
Visual privacy desired.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept Director's Office Copier/Printer/Mail Area File Room Safe Room Staff Restroom
Accessible	Conference Room City Manager's Dept. Community Development Director's Office Economic Development Office Clerk of Council's Office Human Resource Dept. Law Dept. Service Director's Office Accounting Clerk's Office City Engineer's Office Kitchen/Break Room

Comments:

Space is for future growth



BUDGET AND FINANCE

06 Payroll Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk with overhead cabinets and chair, computer and monitor, (2) guest chairs, files, and bookcase

Special Considerations:

Audio privacy required.

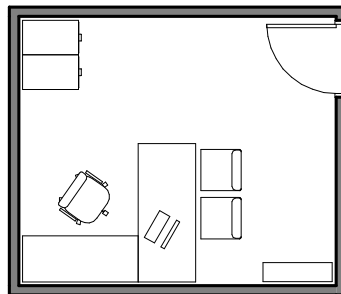
Visual privacy required.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept. Copier/Printer/Mail Area File Room Safe Room Staff Restroom
Accessible	City Manager Dept. Human Resource Dept. Kitchen/Break Room

Comments:

All city departments will need some access to this office.



160 SF

BUDGET AND FINANCE

07 Income Tax Service Counter

Space Description:

Open service counter and work space for waiting on tax customers daily during business hours.

Casework/Furniture/Equipment:

Service counter and chair, and computer and monitor

Special Considerations:

Public access is required.

Access to multi-function printer is required.

Audio privacy is required due to sharing of personal information.

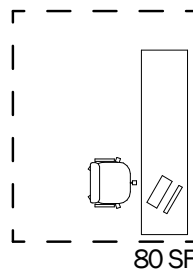
Adjacencies:

Direct	Income Tax Auditor's Workspace Public Entry
Proximity	Budget and Finance Dept. Copier/Printer/Mail Area General Waiting
Accessible	File Room Safe Room City Manager Dept. Public Restrooms

Comments:

This area can also service customers for Utility Billing and Parking.

Counter could be the same service counter for Utility Billing with provided proper separation and adequate space is given.



BUDGET AND FINANCE

08 Income Tax Auditor's Workspace

Space Description:

Open single user workspace occupied daily during business hours for administrative work.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor

Special Considerations:

Public access is required.

Audio privacy is desired.

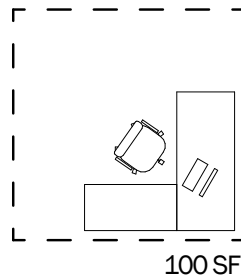
Visual privacy is desired.

Adjacencies:

Direct	Income Tax Service Counter
Proximity	Budget and Finance Dept. Copier/Printer/Mail Area File Room Safe Room Staff Restrooms
Accessible	Conference Room City Manager Dept. Kitchen/Break Room

Comments:

Can cover for accounts receivable and payable.



BUDGET AND FINANCE

09 **Auditors' Work Area**

Space Description:
Shared (4-6) persons office occupied during business hours for outside auditors.

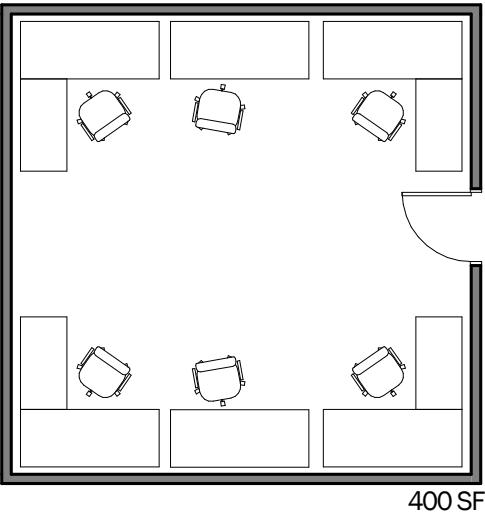
Casework/Furniture/Equipment:
(4-6) Workstations and chairs

Special Considerations:
Audio privacy is desired.
Visual privacy is desired.

Adjacencies:

Direct	
Proximity	Budget and Finance Dept. Copier/Printer/Mail Area Staff Restrooms
Accessible	Conference Room File Room City Manager Dept. Kitchen/Break Room

Comments:
Could be an open work area instead of office.



BUDGET AND FINANCE

10 Utility Billing Service Counter

Space Description:

Shared (2) person open service counter and workspace for assisting walk-in utility billing customers daily during business hours.

Casework/Furniture/Equipment:

Service counter and (2) chairs, and (2) computer and monitor

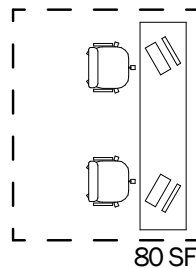
Special Considerations:

Public access is required.

Adjacencies:

Direct	Utility Billing Workspace Public Entry
Proximity	Budget and Finance Dept. Copier/Printer/Mail Area Safe Room General Waiting
Accessible	File Room City Manager Dept. Health Vital Stats Work Area Accounting Clerk's Office Public Restroom

Comments:



BUDGET AND FINANCE

11 Utility Billing Workspace

Space Description:

Shared (2) person work area for Utility Billing service admin occupied daily during business hours.

Casework/Furniture/Equipment:

(2) workstations and chairs, (2) computers and monitors, (2) lateral files, and (4) vertical files

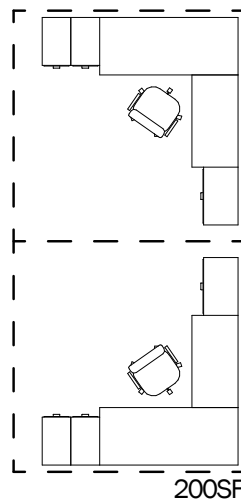
Special Considerations:

Public access is required.

Adjacencies:

Direct	Utility Billing Service Counter
Proximity	Copier/Printer/Mail Area File Room Safe Room Staff Restrooms
Accessible	Conference Room City Manager Dept. Kitchen/Break Room

Comments:



BUDGET AND FINANCE

12 Conference Room

Space Description:

Conference room for Budget and Finance meetings and auditors.

Casework/Furniture/Equipment:

Conference table, (8) chairs, projector and white board

Special Considerations:

Public access is required.

Audio privacy is required.

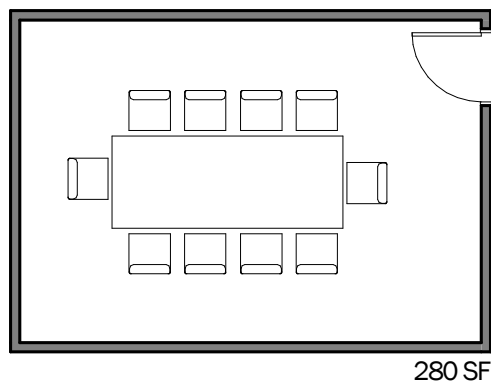
Visual privacy is required.

Wired for IT.

Adjacencies:

Direct	
Proximity	Director's Office Controller's Office Public Entry Public Restrooms Staff Restrooms
Accessible	Budget and Finance Dept.

Comments:



BUDGET AND FINANCE

13 Copier/Printer/Mail Area

Space Description:
Copy/print/mail workroom with supply storage for Budget and Finance

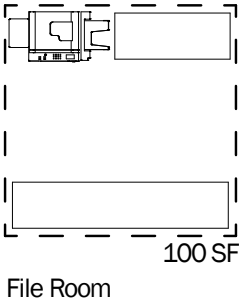
Casework/Furniture/Equipment:
Postage machine, mail opener, multi-function copier/printer, work surface, and office supplies storage

Special Considerations:

Adjacencies:

Direct	
Proximity	Budget and Finance Department Staff
Accessible	

Comments:



BUDGET AND FINANCE

14 File Room

Space Description:

Secure room for file storage and Budget and Finance personnel files.

Casework/Furniture/Equipment:

File cabinets

Special Considerations:

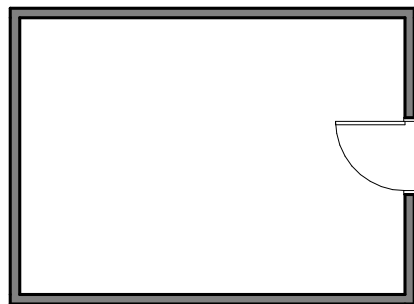
Secure door with restricted keypad or card system for authorized personnel only

Adjacencies:

Direct	
Proximity	Director's Office Controller's Office Financial Analyst Office Payroll Office Income Tax Auditor's Office Utility Billing Work Area
Accessible	Budget and Finance Dept

Comments:

Readily accessible to budget and finance staff.



200 SF

BUDGET AND FINANCE

15 Safe Room

Space Description:

Secure room for Budget and Finance safe.

Casework/Furniture/Equipment:

Safe (approximately 3'x2')

Special Considerations:

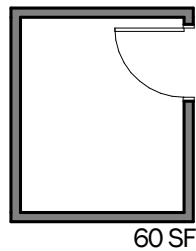
Secure door with restricted keypad or card system for authorized personnel only

Adjacencies:

Direct	
Proximity	Director's Office Controller's Office Financial Analyst Office Payroll Office Income Tax Auditor's Office Utility Billing Service Counter Utility Billing Work Area
Accessible	Budget and Finance Dept

Comments:

Easily visible to budget and finance staff for security.



CITY MANAGER

Department Tabulation

Proposed Net SF

01	City Manager's Office	300
02	Assistant City Manager's Office	160
03	Assistant's Office	160
04	Intern Workspace	60
	Net Occupied	680

CITY MANAGER

01 City Manager's Office

Space Description:

Private single user management office occupied daily during business hours with in-office meeting capability for 3-4 people.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, small meeting table and (4) guest chairs, (2) files, and bookcases

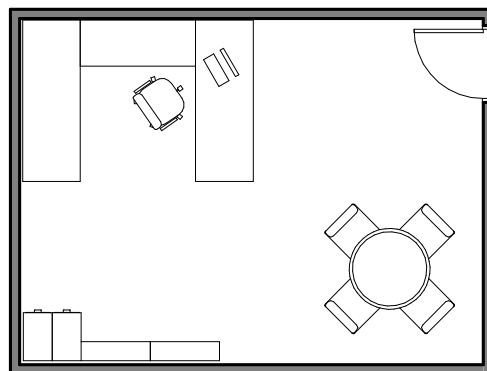
Special Considerations:

Controlled public access.
Audio privacy required.
Visual privacy required.

Adjacencies:

Direct	Assistant's Office
Proximity	City Manager Dept. Economic Development Office Clerk of Council's Office Mayor's Office Human Resource Dept. Law Dept. Public Entry General Waiting Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Dept. Community Development Director's Office Executive Conference Room Service Director's office City Engineer's Office IT & Comm. Manager's Office Conference Room Kitchen/Break Room File Room General Storage

Comments:



300 SF

CITY MANAGER

02 Assistant City Manager's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (2) guest chairs, and (2) files

Special Considerations:

Audio privacy required.

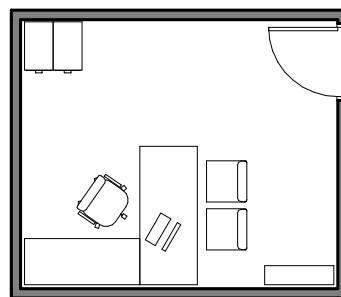
Visual privacy required.

Adjacencies:

Direct	
Proximity	City Manager Dept. Economic Development Office Clerk of Council's Office Mayor's Office Human Resource Dept. Law Dept. Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Dept. Community Development Director's Office Service Director's office City Engineer's Office IT & Comm. Manager's Office Conference Room Kitchen/Break Room File Room

Comments:

Space is for future growth.



160 SF

CITY MANAGER

03 Assistant's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (2) guest chairs, (1) vertical file, (1) lateral file, and supply storage space

Special Considerations:

Controlled public access.

Audio privacy desired.

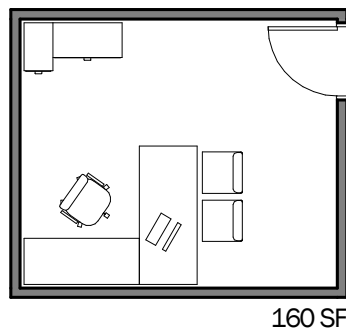
Visual privacy desired.

Adjacencies:

Direct	City Manager's Office
Proximity	City Manager Dept. Law Dept. Copier/Printer Area File Room Staff Restrooms
Accessible	Budget and Finance Dept. Human Resource Dept. Conference Room Kitchen/Break Room General Storage

Comments:

Need storage space for (6) additional files.



160 SF

CITY MANAGER

04 Intern Workspace

Space Description:

Open single user workspace occupied during business hours for intern position.

Casework/Furniture/Equipment:

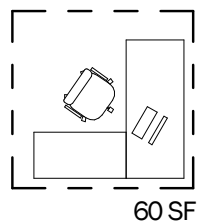
Office desk and chair, and computer and monitor

Special Considerations:

Adjacencies:

Direct	
Proximity	City Manager Dept. Copier/Printer Area Staff Restrooms
Accessible	Kitchen/Break Room

Comments:



CIVIL SERVICES

Department Tabulation

Proposed Net SF

01	Office	140
02	Record Storage	100
Net Occupied		240

CIVIL SERVICES

01 Office

Space Description:

Private single user office occupied daily during business hours for accepting and processing applications.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, bookcase, and supply storage area

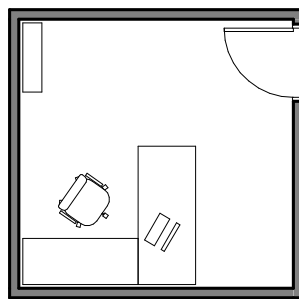
Special Considerations:

Public access area should be provided outside of this office for job postings, applications, etc. for visitors to view. The office should have a transaction window to this area with a drop slot.

Adjacencies:

Direct	Record Storage Public Entry
Proximity	Copier/Printer Area General Waiting Staff Restrooms
Accessible	Human Resource Dept. Law Dept. Conference Room Kitchen/Break Room General Storage

Comments:



140 SF

CIVIL SERVICES

02 **Record Storage**

Space Description:
Record storage for civil service records.

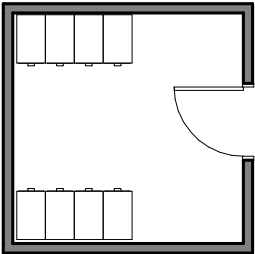
Casework/Furniture/Equipment:
(8) 4-drawer vertical files

Special Considerations:
Lockable door

Adjacencies:

Direct	Civil Service Office
Proximity	
Accessible	

Comments:



100 SF

COMMUNITY DEVELOPMENT

Department Tabulation

Proposed Net SF

01	Building Department Clerk's Counter	100
02	Chief Building Official's Office	160
03	Director's Office	220
04	Administrative Assistant Workspace	100
05	Neighborhood Program Coordinator's Office	140
06	Development Planner's Office	180
07	Development Engineer's Office	180
08	Code Enforcement Office	160
09	Economic Development Office	160
10	Intern Workspace	60
11	Plans Review Room	280
Net Occupied		1,740

COMMUNITY DEVELOPMENT

01 Building Department Clerk's Counter

Space Description:

Open service counter and work space for waiting on customers, issuing permits, processing fines and receiving for contractors and public daily during business hours.

Casework/Furniture/Equipment:

Service counter with file storage for active permits and chair, computer and monitor, and drawing layout table

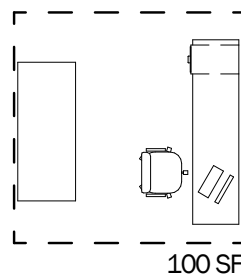
Special Considerations:

Public access required.

Adjacencies:

Direct	Administrative Assistant Workspace Public Entry
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Waiting Public Service-Engineering Dept. Printer/Plotter Area Conference Room File Room Staff Restrooms
Accessible	Accounts Receivable Office Kitchen/Break Room Public Restrooms

Comments:



COMMUNITY DEVELOPMENT

02 Chief Building Official's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, drawing layout table, and bookcase

Special Considerations:

Audio privacy desired.

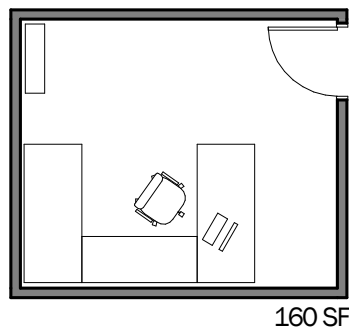
Visual privacy desired.

Adjacencies:

Direct	
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Public Service-Engineering Dept. Printer/Plotter Area Conference Room File Room Staff Restrooms
Accessible	Commissioner's Office Chief Sanitarian Technician's Office Kitchen/Break Room

Comments:

In the field 80% of the work day.



160 SF

COMMUNITY DEVELOPMENT

03 Director's Office

Space Description:

Private single user management office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, (2) guest chairs, (3) 4-drawer vertical legal files, and shelves

Special Considerations:

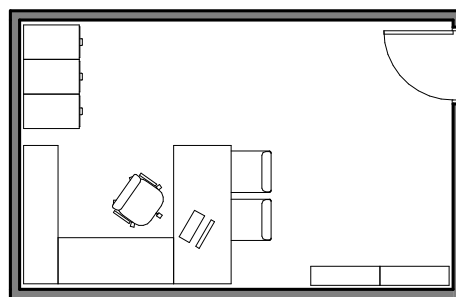
Audio privacy desired.

Visual privacy desired.

Adjacencies:

Direct	
Proximity	Community Development Dept. Economic Development Office Plans Review Room Assistant Law Director's Office Public Service-Engineering Dept. Printer/Plotter Area Conference Room File Room Staff Restrooms
Accessible	Long-term Storage Budget and Finance Director's Office Controller's Office Financial Analyst Office Commissioner's Office Chief Sanitarian Technician's Office Central Maintenance Dept. Kitchen/Break Room

Comments:



220 SF

COMMUNITY DEVELOPMENT

04 Administrative Assistant Workspace

Space Description:

Open single user workspace occupied daily during business hours for administrative work.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (1) 2-drawer file, and (2) book shelves

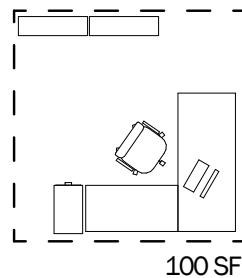
Special Considerations:

Public access required.

Adjacencies:

Direct	Building Dept. Clerk's Counter
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Printer/Plotter Area File Room Staff Restrooms
Accessible	Public Service-Engineering Dept. Conference Room Kitchen/Break Room

Comments:



COMMUNITY DEVELOPMENT

05 Neighborhood Program Coordinator's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computers and monitor, (1) 4-drawer file, (2) 2-drawer files, and (2) bookcases

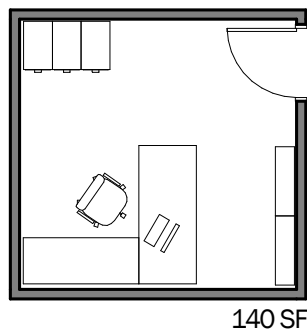
Special Considerations:

Public access required.

Adjacencies:

Direct	
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Printer/Plotter Area File Room Public Entry Staff Restrooms
Accessible	Public Service-Engineering Dept. Conference Room Kitchen/Break Room

Comments:



COMMUNITY DEVELOPMENT

06 Development Planner's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

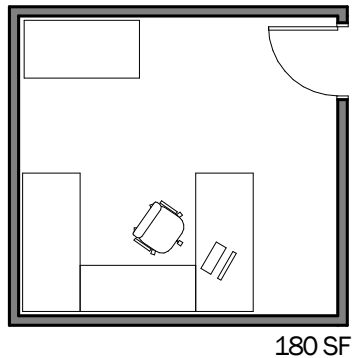
Office desk and chair, computer and monitor, and (2) drawing layout tables

Special Considerations:

Adjacencies:

Direct	
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Printer/Plotter Area File Room Staff Restrooms
Accessible	Public Service-Engineering Dept. Conference Room Kitchen/Break Room

Comments:



180 SF

COMMUNITY DEVELOPMENT

07 Development Engineer's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (2) drawing layout table, (2) guest chairs, (3) plan holders, (3) files and (2) bookcases

Special Considerations:

Public access is desired.

Audio privacy required.

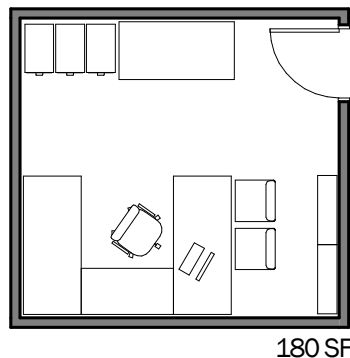
Visual privacy desired.

Adjacencies:

Direct	
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Public Service-Engineering Dept. Printer/Plotter Area File Room Public Entry Staff Restrooms
Accessible	Conference Room Kitchen/Break Room

Comments:

Preference is for public records to be stored else where.



180 SF

COMMUNITY DEVELOPMENT

08 Code Enforcement Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, and drawing layout table

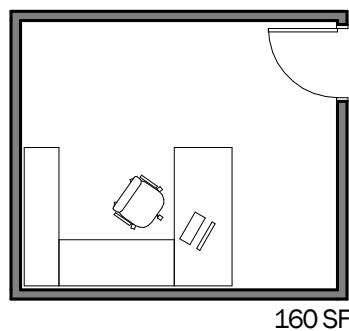
Special Considerations:

Adjacencies:

Direct	
Proximity	Community Development Dept. Plans Review Room Assistant Law Director's Office Printer/Plotter Area Staff Restrooms
Accessible	Accounts Receivable Office Public Service-Engineering Dept. Conference Room File Room Kitchen/Break Room

Comments:

This position is often in the field.



160 SF

COMMUNITY DEVELOPMENT

09 Economic Development Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, (2) guest chairs and files

Special Considerations:

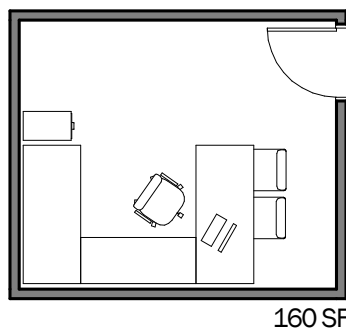
Public entry is required.

Adjacencies:

Direct	
Proximity	Community Development Dept. Director's Office City Manager Dept. Printer/Plotter Area Conference Room Public Entry Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Commissioner's Office Chief Sanitarian Technician's Office Public Service-Engineering Dept. File Room Kitchen/Break Room

Comments:

Preference is to be located as close to downtown development as possible.



COMMUNITY DEVELOPMENT

10 Intern Workspace

Space Description:

Open single user workspace occupied during business hours for intern position.

Casework/Furniture/Equipment:

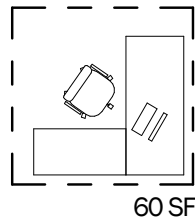
Office desk and chair, and computer and monitor

Special Considerations:

Adjacencies:

Direct	
Proximity	Community Development Dept. Plans Review Room Printer/Plotter Area Staff Restrooms
Accessible	Public Service-Engineering Dept. Kitchen/Break Room

Comments:



COMMUNITY DEVELOPMENT

11 Plans Review Room

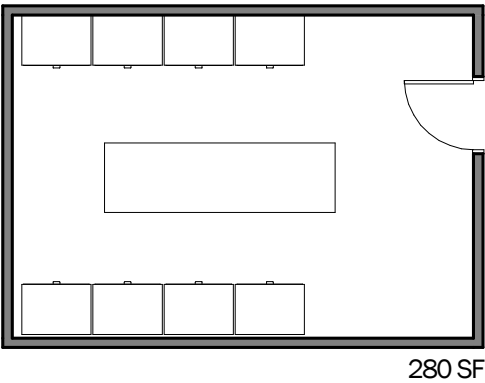
Space Description:
Room for storage of public records and drawings with workspace for plan review.

Casework/Furniture/Equipment:
File storage and large drawing layout table

Special Considerations:

Adjacencies:	
Direct	
Proximity	Community Development Dept. Public Service-Engineering Dept.
Accessible	

Comments:



COUNCIL

Department Tabulation

Proposed Net SF

01	Council Chambers	1,600
02	A/V Equipment Room	80
03	Waiting	60
04	Clerk of Council's Office	180
05	Mayor's Office	260
06	Council Office	140
07	Executive Conference Room	300
08	Supply Storage	60
09	Record Storage/Vault	300
	Net Occupied	2,980

COUNCIL

01 Council Chambers

Space Description:

Meeting room for council and community members to hold up to 100 people.

Casework/Furniture/Equipment:

Existing council desk to be reused with power supply connections, (10) council chairs, (100-125) audience chairs, projection screen and projector equipment, microphones and sound system, coat rack and area to display flags

Special Considerations:

Public access is required.

Audio privacy is desired.

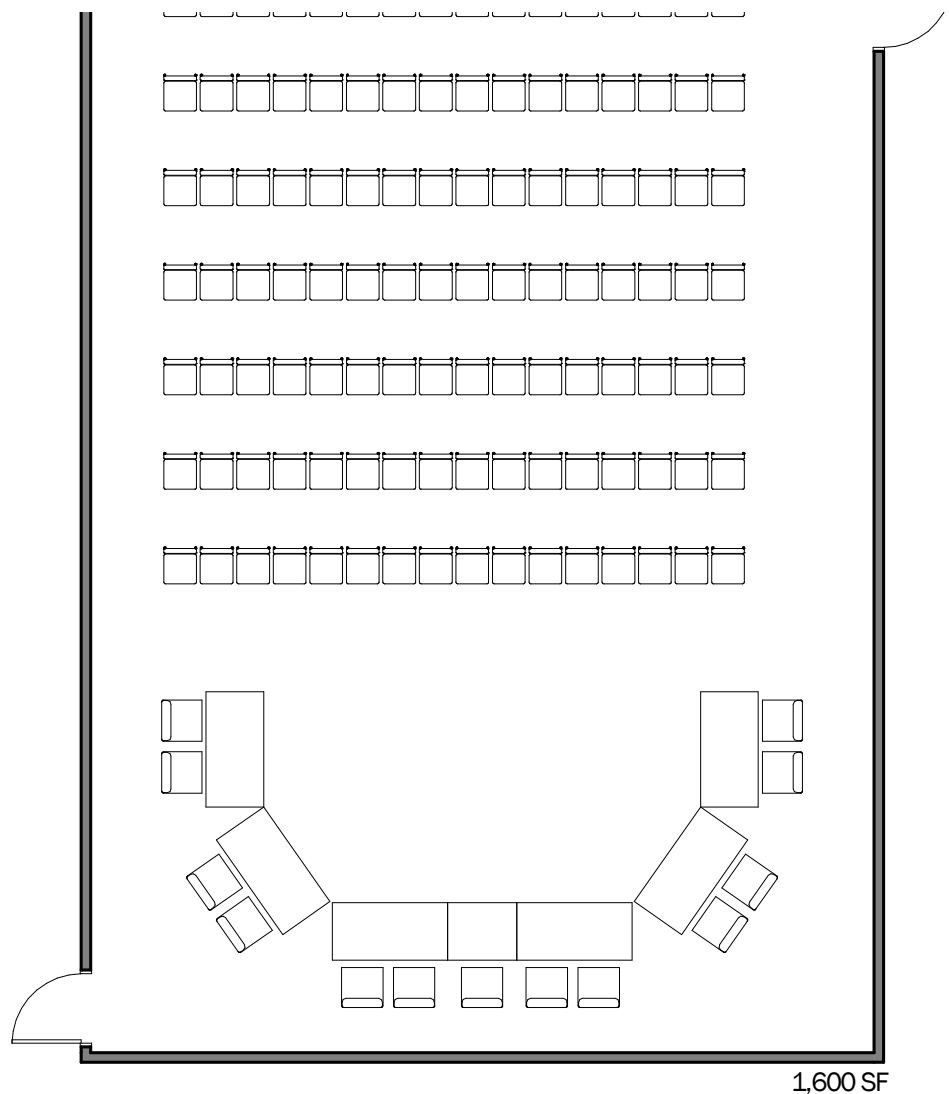
Wired for IT

Adjacencies:

Direct	Media Room Executive Conference Room Public Entry
Proximity	Clerk of Council's Office Public Restrooms
Accessible	

Comments:

Consider adding vending within convenient area. There should be good visibility of council to audience and vis versa, with the capability for good media set up.



1,600 SF

COUNCIL

02 A/V Equipment Room

Space Description:

A/V Equipment storage for council chambers.

Casework/Furniture/Equipment:

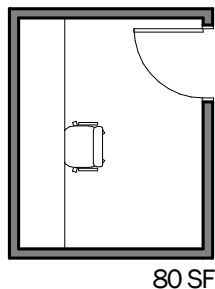
IT equipment, counter top and chair

Special Considerations:

Adjacencies:

Direct	Council Chambers
Proximity	
Accessible	

Comments:



80 SF

COUNCIL

03 **Waiting**

Space Description:
Waiting area for Council.

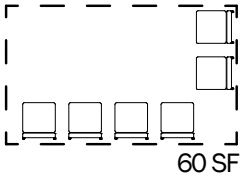
Casework/Furniture/Equipment:
(4-6) Waiting chairs

Special Considerations:
Public access is required.

Adjacencies:

Direct	Clerk of Council’s Office
Proximity	Mayor’s Office Council Office Executive Conference Room Public Entry Public Restrooms
Accessible	

Comments:



COUNCIL

04 Clerk of Council's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, multipurpose printer, casework with large work-surface, (2) guest chairs, and (3) lateral fire-proof files

Special Considerations:

Audio privacy required.

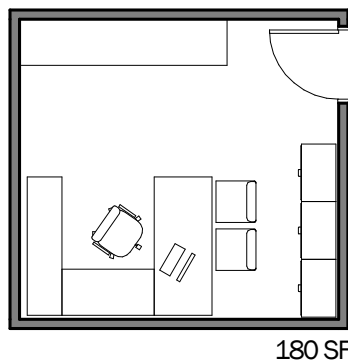
Visual privacy required.

Lockable door

Adjacencies:

Direct	Waiting Mayor's Office
Proximity	Council Chambers Council Office Executive Conference Room Supply Storage Record Storage/Vault City Manager Dept. Law Director's Office Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Kitchen/Break Room

Comments:



COUNCIL

05 Mayor's Office

Space Description:

Private single user office occupied daily during business hours for Mayor's duties and appointments.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, butler table and (2) guest chairs

Special Considerations:

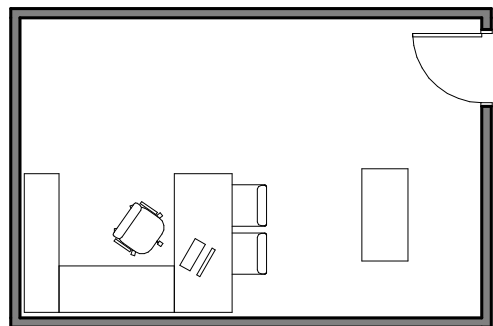
Lockable door

Adjacencies:

Direct	Clerk of Council's Office
Proximity	Waiting Council Office Executive Conference Room City Manager Dept. Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Kitchen/Break Room

Comments:

The Mayor performs wedding ceremonies in-office; the area needs to be accommodate up to 12 guests comfortably



260 SF

COUNCIL

06 Council Office

Space Description:
Flex office for council members occupied as needed.

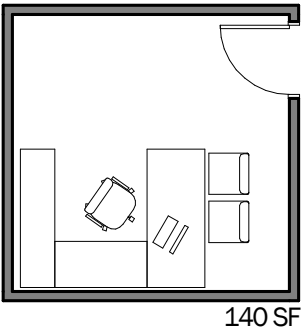
Casework/Furniture/Equipment:
Office desk with credenza and chair, and (2) guest chairs

Special Considerations:

Adjacencies:

Direct	
Proximity	Clerk of Council’s Office Waiting Mayor’s Office Executive Conference Room Public Entry Staff Restrooms
Accessible	

Comments:



COUNCIL

07 Executive Conference Room

Space Description:

Conference room for Council meetings.

Casework/Furniture/Equipment:

Conference table, (15) chairs, projector and white board

Special Considerations:

Public access is required.

Audio privacy is required.

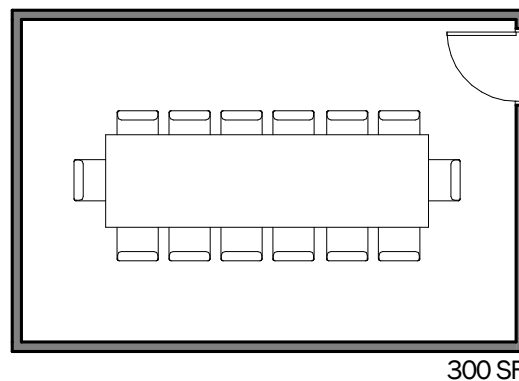
Visual privacy is required.

Wired for IT.

Adjacencies:

Direct	Council Chambers
Proximity	Clerk of Council's Office Waiting Mayor's Office Public Entry Public Restrooms
Accessible	City Manager's Office Law Director's Office

Comments:



300 SF

COUNCIL

08 Supply Storage

Space Description:

Supply closet for general office supplies for Council.

Casework/Furniture/Equipment:

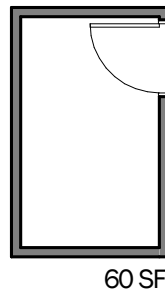
Shelving

Special Considerations:

Adjacencies:

Direct	
Proximity	Clerk of Council's Office
Accessible	

Comments:



COUNCIL

09 Record Storage/Vault

Space Description:
Record storage for Council’s permanent records.

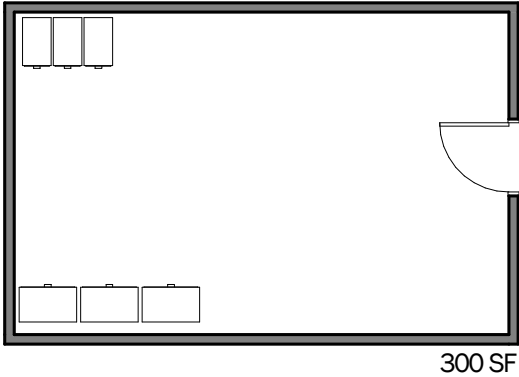
Casework/Furniture/Equipment:
(3) fireproof files, (3) 4-drawer lateral files and shelving

Special Considerations:
Lockable door with secure key card access.

Adjacencies:

Direct	
Proximity	Clerk of Council’s Office
Accessible	

Comments:



HEALTH DEPARTMENT

Department Tabulation

Proposed Net SF

01	Commissioner's Office	220
02	Chief Sanitarian Technician's Office	200
03	Technicians' Work Area	600
04	Accreditation Coordinator's Office	240
05	Environmental Engineer's Office	160
06	Health Vital Stats Work Area	500
07	Waiting	180
08	Storage Room	300
Net Occupied		2,400

HEALTH DEPARTMENT

01 Commissioner's Office

Space Description:

Private single user office occupied daily during business hours with in-office meeting capabilities for 4 people.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, small meeting table and (4) guest chairs, and (3) vertical files

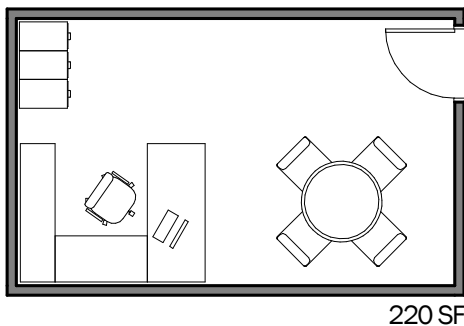
Special Considerations:

Lockable door

Adjacencies:

Direct	
Proximity	Health Department Storage Room Copier/Printer Area Staff Restrooms
Accessible	Chief Building Official's Office Community Development Director's Office Code Enforcement Office Conference Room General Storage Kitchen/Break Room

Comments:



HEALTH DEPARTMENT

02 Chief Sanitarian Technician's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

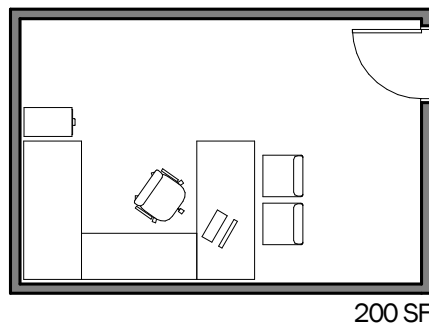
Office desk and chair, computer and monitor, drawing layout table, (2) guest chairs, and (1) file

Special Considerations:

Adjacencies:

Direct	
Proximity	Health Department Storage Room Copier/Printer Area Staff Restrooms
Accessible	Chief Building Official's Office Community Development Director's Office Code Enforcement Office Conference Room Kitchen/Break Room

Comments:



HEALTH DEPARTMENT

03 **Technicians' Work Area**

Space Description:
Shared (5-8) person work area for sanitarian technicians and interns occupied daily during business hours.

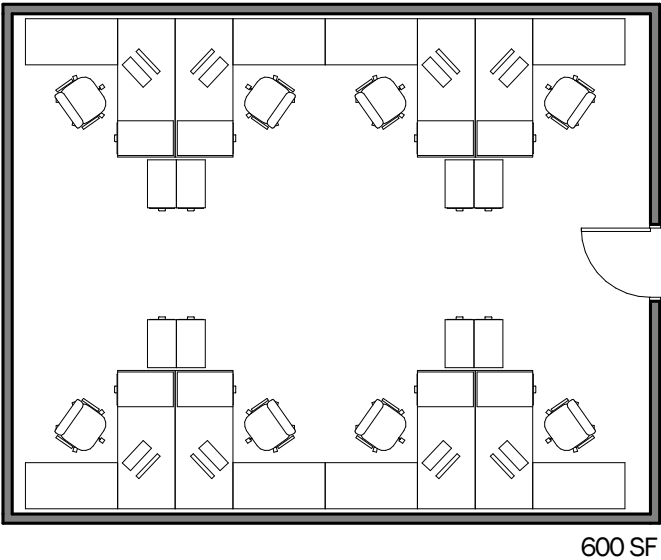
Casework/Furniture/Equipment:
(5) Workstations and chairs, (3) intern desks and chairs, (8) computers and monitors, (10) files (2 per workstation)

Special Considerations:

Adjacencies:

Direct	
Proximity	Health Department Storage Room Copier/Printer Area Staff Restrooms
Accessible	Conference Room Kitchen/Break Room

Comments:
Space includes future growth



HEALTH DEPARTMENT

04 Accreditation Coordinator's Office

Space Description:

Private single user office occupied daily during business hours. Space will double as area to preform vaccinations.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, small meeting table and (4) chairs, small casework with sink to serve as nurse station

Special Considerations:

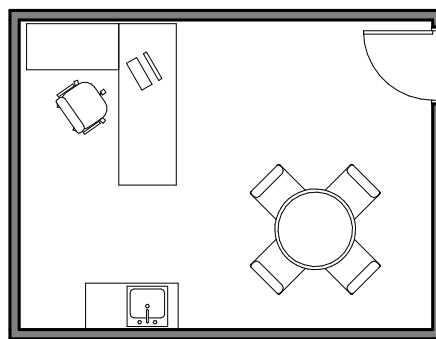
Audio privacy required.

Visual privacy required.

Adjacencies:

Direct	Health Vital Stats Work Area Waiting
Proximity	Health Department Storage Room Public Entry Copier/Printer Area Public Restrooms Staff Restrooms
Accessible	Conference Room Kitchen/Break Room

Comments:



240 SF

HEALTH DEPARTMENT

05 Environmental Engineer's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (1) file

Special Considerations:

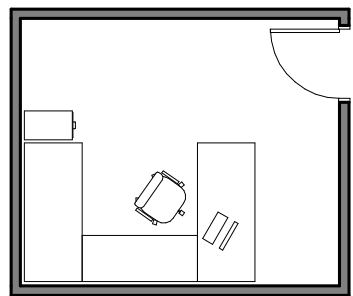
Audio privacy desired.

Visual privacy desired.

Adjacencies:

Direct	
Proximity	Health Department Storage Room Copier/Printer Area Staff Restrooms
Accessible	Conference Room Kitchen/Break Room

Comments:



160 SF

HEALTH DEPARTMENT

06 Health Vital Stats Work Area

Space Description:

Open service counter and work space for (2) persons and record storage occupied daily during business hours.

Casework/Furniture/Equipment:

Service counter with (2) workstations and chair, (2) computer and monitors, and (6) large files

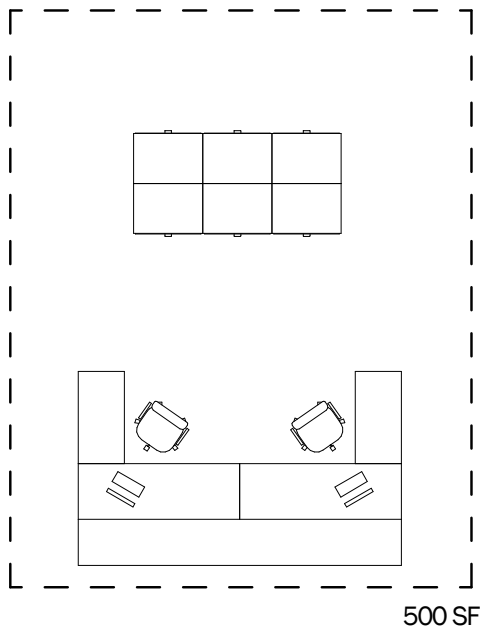
Special Considerations:

Audio privacy desired.

Adjacencies:

Direct	Accreditation Coord's Office Waiting Public Entry
Proximity	Health Department Storage Room Copier/Printer Area Staff Restrooms
Accessible	Accounts Receivable Office Utility Billing Service Counter Conference Room Kitchen/Break Room Public Restrooms

Comments:



HEALTH DEPARTMENT

07 **Waiting**

Space Description:
Waiting area for Health Vital Stats Area.

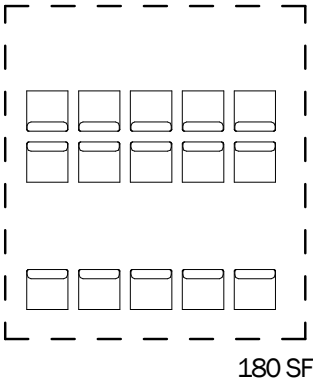
Casework/Furniture/Equipment:
(12-15) Waiting chairs

Special Considerations:

Adjacencies:

Direct	Accreditation Coord's Office Health Vital Stats Work Area Public Entry
Proximity	Public Restrooms
Accessible	

Comments:



HEALTH DEPARTMENT

08 Storage Room

Space Description:

Secured storage area for Health Department.

Casework/Furniture/Equipment:

(2) refrigerators, (2) deep freezers

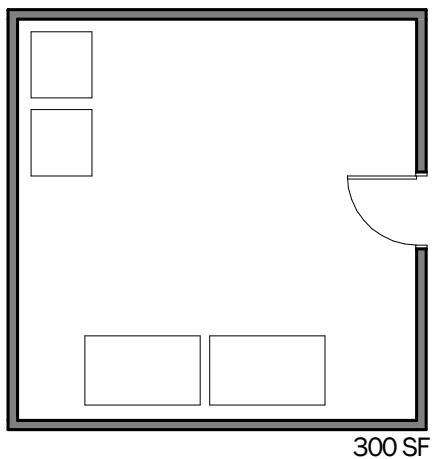
Special Considerations:

Proper ventilation required.

Adjacencies:

Direct	
Proximity	Health Department
Accessible	

Comments:



HUMAN RESOURCES

Department Tabulation

Proposed Net SF

01	Manager's Office	220
02	Administrative Assistant Workstation	100
03	Intern Workspace	60
04	Record Storage	200
	Net Occupied	580

HUMAN RESOURCES

01 Manager's Office

Space Description:

Private single user office occupied daily during business hours with in-office meeting capabilities for 4 people.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, small meeting table and (4) guest chairs, (2) 4-drawer files and (3) bookcases

Special Considerations:

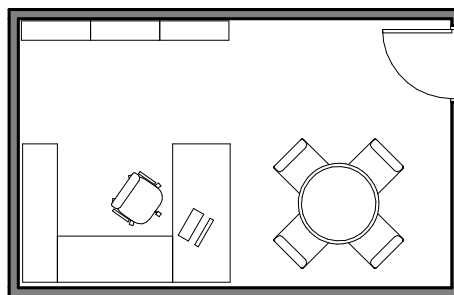
Audio privacy required.

Visual privacy required.

Adjacencies:

Direct	Administrative Assistant Workstation
Proximity	Human Resources Dept. City Manager Dept. Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Payroll Office Civil Service Office Law Administrative Assistant's Office Conference Room Kitchen/Break Area

Comments:



220 SF

HUMAN RESOURCES

02 Administrative Assistant Workspace

Space Description:

Open single user workspace for Human Resources administrative assistant occupied daily during business hours.

Casework/Furniture/Equipment:

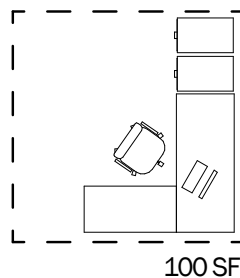
Workstation and chair, computer and monitor, and (2) 2-drawer files

Special Considerations:

Adjacencies:

Direct	Manager's Office
Proximity	Human Resources Dept. City Manager Dept. Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Payroll Office Civil Service Office Conference Room Kitchen/Break Area

Comments:



HUMAN RESOURCES

03 Intern Workspace

Space Description:

Open single user workspace occupied during business hours for intern position.

Casework/Furniture/Equipment:

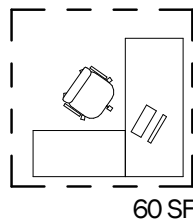
Office desk and chair, and computer and monitor

Special Considerations:

Adjacencies:

Direct	
Proximity	Human Resources Dept. Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Payroll Office City Manager Dept. Civil Service Office Conference Room Kitchen/Break Area

Comments:



HUMAN RESOURCES

04 Record Storage

Space Description:

Secure record storage for Human Resource's files.

Casework/Furniture/Equipment:

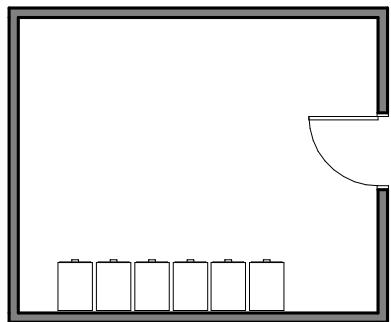
(6) 4-drawer file, (4) 2-drawer files and shelving for banker box storage

Special Considerations:

Adjacencies:

Direct	
Proximity	Human Resource Dept
Accessible	

Comments:



200SF

LAW DEPARTMENT

Department Tabulation

Proposed Net SF

01	Director's Office	220
02	Assistant Director's Office	140
03	Administrative Assistant's Office	140
	Net Occupied	500

LAW DEPARTMENT

01 Director's Office

Space Description:

Private single user management office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk with credenza and chair, computer and monitor, (2) guest chairs, (2) bookcases, and shelving

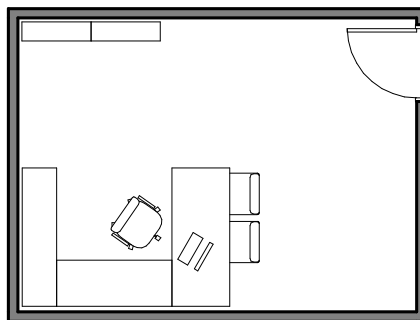
Special Considerations:

Audio privacy desired.
Visual privacy required.

Adjacencies:

Direct	Administrative Assistant Workstation
Proximity	Law Dept City Manger Dept. Clerk of Council's Office Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Civil Service Office Executive Conference Room Conference Room Kitchen/Break Room File Room

Comments:



220 SF

LAW DEPARTMENT

02 Assistant Director's Office

Space Description:

Private single user management office occupied daily during business hours.

Casework/Furniture/Equipment:

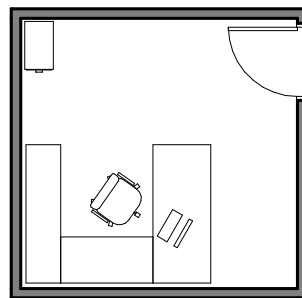
Office desk with credenza and chair, computer and monitor, and (1) file

Special Considerations:

Adjacencies:

Direct	
Proximity	Law Dept. Community Development Dept. Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office City Manager Dept. Civil Service Office Shared Conference Room Service Conference Room Kitchen/Break Room File Room

Comments:



140 SF

LAW DEPARTMENT

03 Administrative Assistant's Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

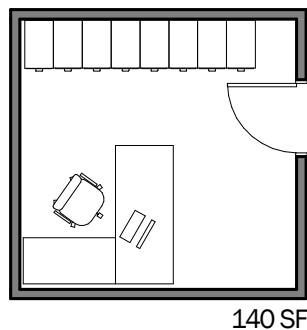
Office desk and chair, computer and monitor, (3) 2-drawer files, (5) 4-drawer files, supply storage and typewriter stand

Special Considerations:

Adjacencies:

Direct	Director's Office
Proximity	Law Dept City Manger Dept. Copier/Printer Area Staff Restrooms
Accessible	Budget and Finance Director's Office Controller's Office Financial Analyst Office Civil Service Office Conference Room Kitchen/Break Room File Room

Comments:



Public Service - Engineering Department

Department Tabulation

Proposed Net SF

01	Waiting	80
02	Administration Office	140
03	Director's Office	220
04	Accounting Clerk's Office	80
05	City Engineer's Office	200
06	Engineer Technician's Office	160
07	Engineer Technician's Office	160
08	Senior Engineer's Office	180
09	Senior Engineer's Office	180
10	Traffic Engineer's Office	280
11	Engineering Aides' Office	300
12	Printer/Plotter Area	200
13	Conference Room	280
14	File Room	1,500
15	Long-term Storage	600
Net Occupied		4,560

Public Service - Engineering Department

01 Waiting

Space Description:

Waiting area for Public Services and Engineering.

Casework/Furniture/Equipment:

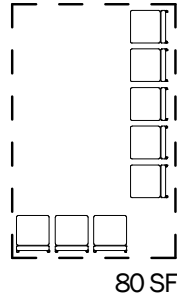
(6-8) Waiting chairs

Special Considerations:

Adjacencies:

Direct	Administration Office Director's Office Accounting Clerk's Office Public Entry
Proximity	Building Department Clerk's Counter
Accessible	Development Engineer's Office Public Restrooms

Comments:



Public Service - Engineering Department

02 Administration Office

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, and files

Special Considerations:

Audio privacy desired.

Visual privacy desired.

Public access required.

Visual connection to waiting required.

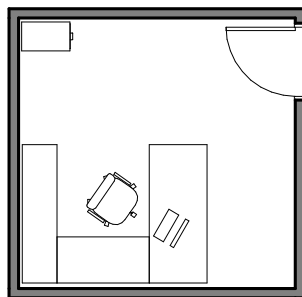
Adjacencies:

Direct	Waiting
Proximity	Public Service - Engineering Department Printer/Plotter Area Building Department Clerk's Counter Chief building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Public Entry File Room Conference Room Staff Restroom
Accessible	Community Development Dept. File Room Kitchen/Break Room Public Restrooms

Comments:

Acts as gatekeeper for Service Director.

Needs storage space for personnel files in lockable file room.



140 SF

Public Service - Engineering Department

03 Director's Office

Space Description:

Private single user management office occupied daily during business hours with in-office meeting capability for 4 people.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, small meeting table and (4) chairs, white board or projection screen, files, and bookcases

Special Considerations:

Audio privacy desired.

Visual privacy desired.

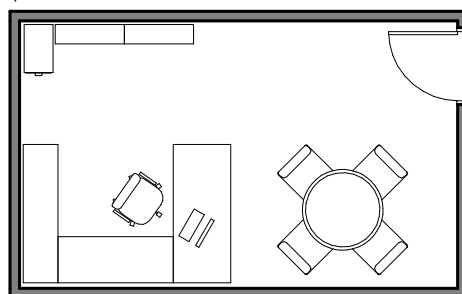
Public access desired.

Adjacencies:

Direct	Waiting
Proximity	Public Service - Engineering Department Printer/Plotter Area File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Central Maintenance Dept. Public Entry Staff Restrooms
Accessible	Conference Room Long-term Storage Community Development Dept. Budget and Finance Director's Office Controller's Office Financial Analyst Office City Manager Dept. Kitchen/Break Room

Comments:

Wall space requested for maps,



220 SF

Public Service - Engineering Department

04 Accounting Clerk's Work Area

Space Description:

Open service counter and work space for accounting clerk occupied daily during business hours.

Casework/Furniture/Equipment:

Service counter with workstation and chair, computer and monitor, (2) 2-drawer vertical files, (1) 5-drawer file, typewriter, and bookcase

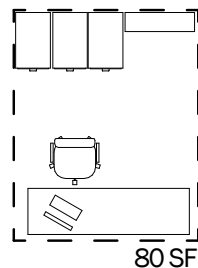
Special Considerations:

Public access required.

Adjacencies:

Direct	
Proximity	Public Service - Engineering Department Printer/Plotter Area Conference Room File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Public Entry Staff Restrooms
Accessible	Community Development Dept. Controller's Office Accounts Payable Office Utility Billing Service Counter Kitchen/Break Room Public Restrooms

Comments:



Public Service - Engineering Department

05 City Engineer's Office

Space Description:

Private single user office occupied daily during business hours with in-office meeting capability for 2-3 people.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, (1) 8-drawer file, drawing layout table, small meeting table and (2) guest chairs and shelving

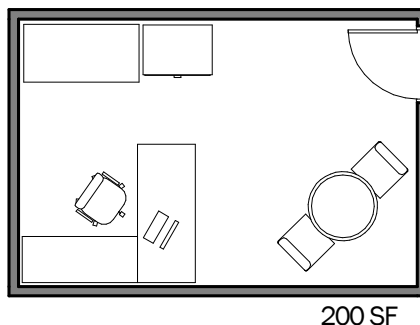
Special Considerations:

Public access required.

Adjacencies:

Direct	
Proximity	Public Service - Engineering Department Printer/Plotter Area File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Staff Restrooms
Accessible	Conference Room Long-term Storage Community Development Dept. Budget and Finance Director's Office Controller's Office Financial Analyst Office City Manager Dept. Central Maintenance Dept. Public Entry Kitchen/Break Room

Comments:



Public Service - Engineering Department

06-07 Engineer Technician's Office (x2)

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, drawing layout table, survey equipment storage, bookcases, and personal equipment locker

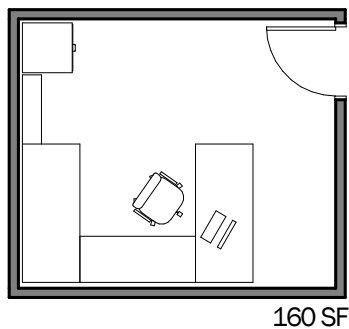
Special Considerations:

Adjacencies:

Direct	
Proximity	Public Service - Engineering Department Printer/Plotter Area File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Staff Restrooms
Accessible	Conference Room Central Maintenance Dept. Kitchen/Break Room

Comments:

Locker for equipment such as field clothes, boots, etc.



160 SF

Public Service - Engineering Department

08-09 Senior Engineer's Office (x2)

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

Office desk and chair, computer and monitor, drawing layout table, (2) 4-drawer files, and bookcases

Special Considerations:

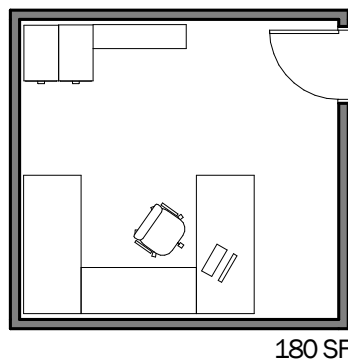
Audio privacy is desired.

Visual privacy is desired.

Adjacencies:

Direct	
Proximity	Public Service - Engineering Department Printer/Plotter Area File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Staff Restrooms
Accessible	Conference Room Central Maintenance Dept. Kitchen/Break Room

Comments:



Public Service - Engineering Department

10 Traffic Engineer's Office

Space Description:

Private single user office occupied daily during business hours for senior engineer duties and traffic engineering equipment.

Casework/Furniture/Equipment:

(2) Workstations and chairs, computer and monitor, traffic signal computer and (2) monitors, work table, (1) 4-drawer file and bookcase

Special Considerations:

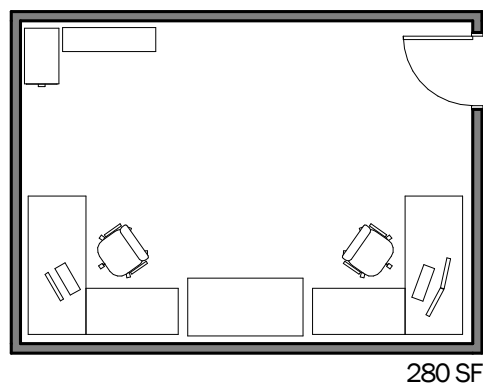
Visual privacy is desired.

Adjacencies:

Direct	
Proximity	Public Service - Engineering Department Printer/Plotter Area File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Staff Restrooms
Accessible	Conference Room Kitchen/Break Room

Comments:

Traffic signal computer expected to expand with a 60" wall mounted monitor. Wall space required for monitors.



Public Service - Engineering Department

11 Engineering Aides' Office

Space Description:

Shared (3) person office for occupied daily during business hours.

Casework/Furniture/Equipment:

(3) Workstations and chairs, (3) computers and monitors, and bookcases

Special Considerations:

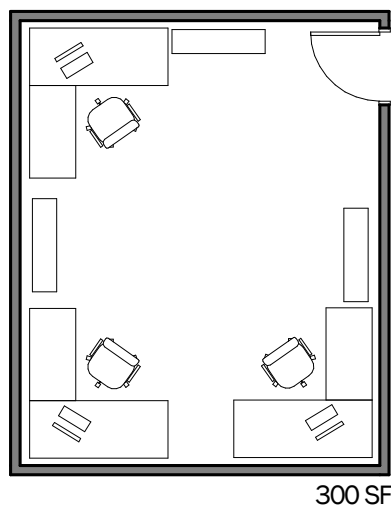
Public access is desired.

Visual privacy is desired.

Adjacencies:

Direct	
Proximity	Public Service - Engineering Department Printer/Plotter Area File Room Building Department Clerk's Counter Chief Building Official's Office Community Development Director's Office Development Engineer's Office Plans Review Room Staff Restrooms
Accessible	Conference Room Kitchen/Break Room

Comments:



Public Service - Engineering Department

12 Printer/Plotter Area

Space Description:
Area to accommodate copier/printers, plotters and general office supplies for Service Department and Community Development.

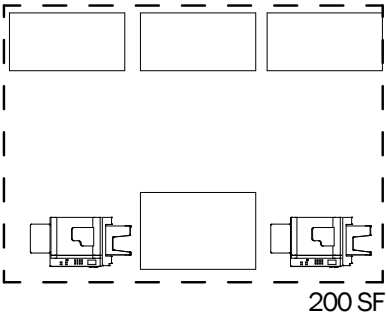
Casework/Furniture/Equipment:
(3) Large scale plotters, (2) multifunction printers, work table, cutting board, and general office supply storage

Special Considerations:

Adjacencies:

Direct	
Proximity	Public Service - Engineering Dept. Community Development Dept. Plans Review Room
Accessible	

Comments:



Public Service - Engineering Department

13 **Conference Room**

Space Description:
Meeting area for Service Department and Community Development meetings.

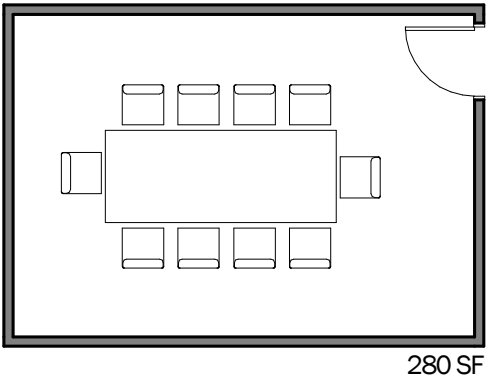
Casework/Furniture/Equipment:
Conference table and (8) chairs

Special Considerations:
Wired for IT.

Adjacencies:

Direct	
Proximity	Building Department Clerk’s Counter Chief Building Official’s Office Community Development Director’s Office Development Engineer’s Office Public Entry Public Restrooms Staff Restrooms
Accessible	Public Service - Engineering Dept. Community Development Dept.

Comments:



Public Service - Engineering Department

14 File Room

Space Description:
Storage of primary records, such as as-builds and other plans that are essential to the engineering division.

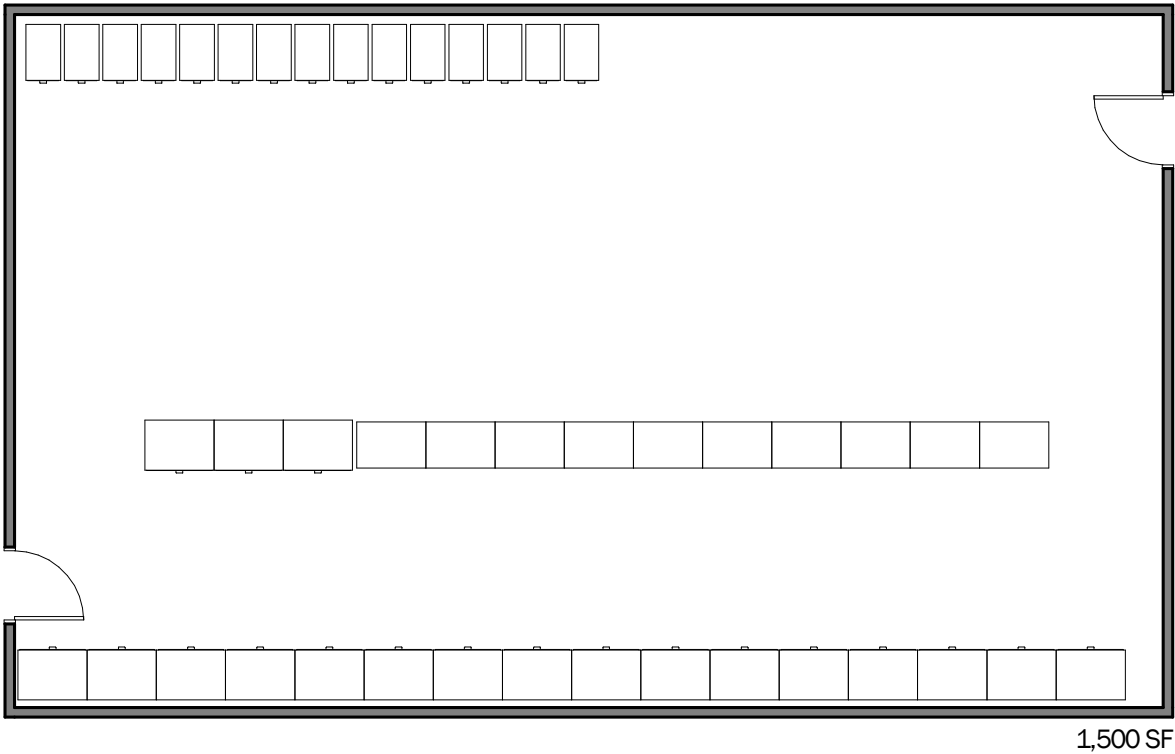
Casework/Furniture/Equipment:
Flat files, storage cabinets and shelving

Special Considerations:

Adjacencies:

Direct	
Proximity	Public Service - Engineering Dept. Community Development Dept.
Accessible	

Comments:



1,500 SF

Public Service - Engineering Department

15 Long-term Storage

Space Description:
Storage of secondary records that are not frequently used.

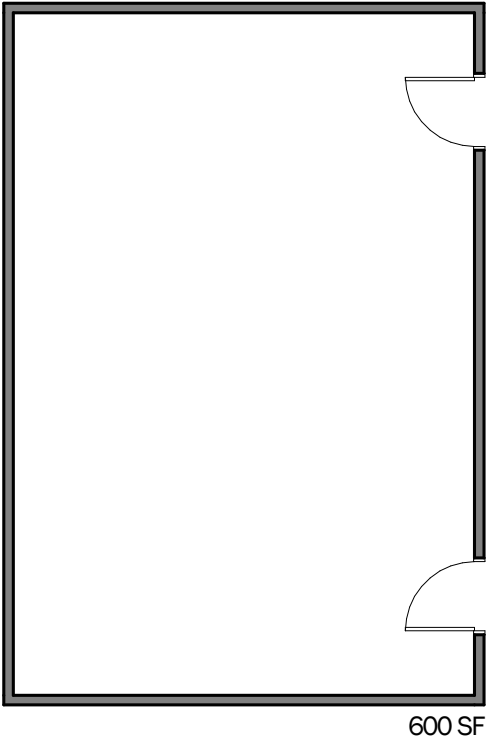
Casework/Furniture/Equipment:
Storage racks for plan size storage boxes

Special Considerations:

Adjacencies:

Direct	
Proximity	
Accessible	File Room

Comments:



IT Department

Department Tabulation

Proposed Net SF

01	IT and Communication Lab	400
02	IT and Communication Manager's Office	220
03	IT Equipment Room/Data Center	300
04	IT Workspace	400
Net Occupied		1,320

IT Department

01 IT and Communications Lab

Space Description:

IT workspace for preparing, repairing and servicing equipment, also to be used as office space for IT Technician

Casework/Furniture/Equipment:

Workbench for servicing and repairing equipment, office desk, file cabinet, workstation and monitor, shelving or closet space for supplies, extra equipment, extra data cabling for multiple machines and equipment

Special Considerations:

Close to freight or regular elevator for moving equipment to other floors, controlled access by IT employees

Adjacencies:

Direct	
Proximity	IT Dept.
Accessible	

Comments:

Having a loading dock on the building is preferred.

IT Department

02 IT and Communication Manager’s Office

Space Description:
Private single user office occupied daily during business hours with in-office meeting space for up to 4 people.

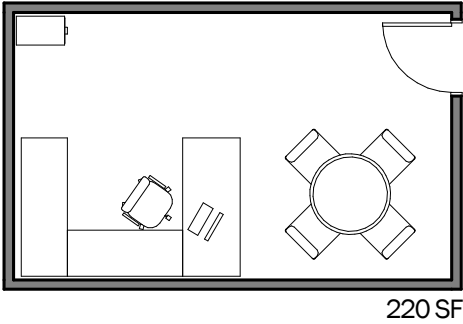
Casework/Furniture/Equipment:
Office desk with credenza and chair, computer and multiple monitor, small meeting and (4) guest chairs, (1) file, and space for a personal refrigerator

Special Considerations:

Adjacencies:

Direct	
Proximity	IT Dept. Staff Restrooms
Accessible	City Manager’s Office Conference Room Kitchen/Break Room

Comments:



IT Department

03 IT Equipment Room/Data Center

Space Description:

Area for IT equipment and data center

Casework/Furniture/Equipment:

This room will need further discussion about what is to be housed in it. At this time it would be expected to have servers for the Public Administrative systems, Telephone equipment/switching, Security controls, access controls, utility termination points, etc. similar to the Police building. Consideration has to be given to communications demarcation equipment. If this is to be in this room, sizing will need to be changed to accommodate plywood mounting surface and equipment from the communications company. Some sizing needs will change when building design, power requirements, along with UPS needs are determined. Please do not cut this room short in the beginning, we can make adjustments as we go through the process.

Special Considerations:

Will need 3' in front, back and at ends server and communications racks. Minimum 10' between finished walls if there is 1 row of server/communication equipment racks. It will require separate cooling. There is no need for a finished ceiling or drop ceiling. Epoxy finish on concrete is sufficient for flooring. Must have UPS protection and be on generator power. No water supply lines, sewer lines, or liquid fire suppression should be in or over this room. Preference is for this room to have an inert gas fire suppression. Ability to discharge suppression from outside of the room. Tie-in to building fire suppression. Controlled access to this room is required. Prefer to have access card access and cameras monitoring the room. This will assist with any PCI (Credit Card Requirements) and security requirements from insurance company.

Adjacencies:

Direct	
Proximity	IT Dept.
Accessible	

Comments:

IT Department

04 IT Workspace

Space Description:
Shared (3-4) person office occupied daily during business hours.

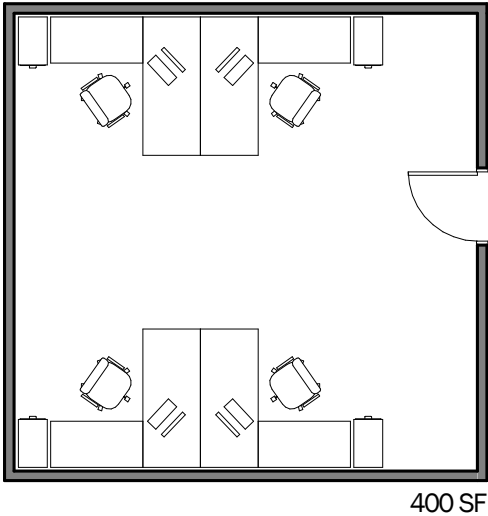
Casework/Furniture/Equipment:
(4) Workstations and chairs, (4) computers and monitors, and (4) files

Special Considerations:

Adjacencies:

Direct	
Proximity	IT Dept. Staff Restrooms
Accessible	Kitchen/Break Room

Comments:
Space is for future growth.



Central Maintenance

Department Tabulation

Proposed Net SF

01	Office	200
02	Office	200
Net Occupied		400

Central Maintenance

01-02 Office (x2)

Space Description:

Private single user office occupied daily during business hours.

Casework/Furniture/Equipment:

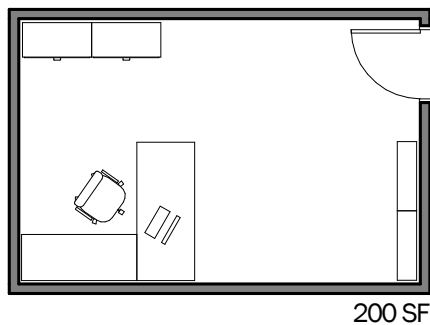
Office desk and chair, computer and multiple monitor, files, and bookcases

Special Considerations:

Adjacencies:

Direct	Central Maintenance Office
Proximity	Service Director's Office Staff Restroom
Accessible	City Engineer's Office Engineer Technician's Offices Senior Engineer's Offices Copier/Printer Area Kitchen/Break Room

Comments:



Shared Spaces

Department Tabulation

Proposed Net SF

01	Public Entry Vestibule	100
02	General Waiting	140
03	Copier/Printer Area	140
04	Conference Room	280
05	Kitchen/Break Room	500
06	File Room	100
07	General Storage	3,000
	Net Occupied	4,260

Shared Spaces

01 Public Entry Vestibule

Space Description:

Secure air lock entry to the building.

Casework/Furniture/Equipment:

Special Considerations:

Adjacencies:

Direct	General Waiting Income Tax Public Area Utility Billing Service Counter Civil Service Office Building Department Clerk's Counter Council Chambers Health Vital Stats Work Area Health Dept. Waiting Service Dept. Waiting Accounting Clerk's Work Area General Waiting
Proximity	All Conference Rooms City Manager's Office City Manager's Assistant's Office Neighborhood Program Coord's Office Development Engineer's Office Economic Development Office Council Waiting Council Office Accreditation Coord's Office Service Administration Office Service Director's Office City Engineer's Office Engineering Office
Accessible	Accounts Receivable Office Auditor's Work Area City Engineer's Office

Comments:

Shared Spaces

02 General Waiting

Space Description:

Waiting area at primary public entry.

Casework/Furniture/Equipment:

Waiting Chairs

Special Considerations:

Adjacencies:

Direct	Public Entry Vestibule
Proximity	Income Tax Service Counter Utility Billing Service Counter Civil Service Office Public Restrooms
Accessible	

Comments:

Shared Spaces

03 Copier/Printer Area

Space Description:
Shared copy/print area for the building to accommodate copier/printer, fax, mail and general office supplies.

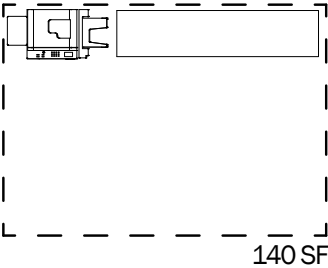
Casework/Furniture/Equipment:
Multifunction printer, fax, work table, general office supply storage

Special Considerations:

Adjacencies:

Direct	
Proximity	City Manager Dept. Civil Service Office Human Resource Dept. Law Dept.
Accessible	

Comments:



Shared Spaces

04 Conference Room

Space Description:

Shared meeting area for City Manager, Civil, Health, Human Resources, Law, and IT Departments.

Casework/Furniture/Equipment:

Conference table and (8-10) chairs

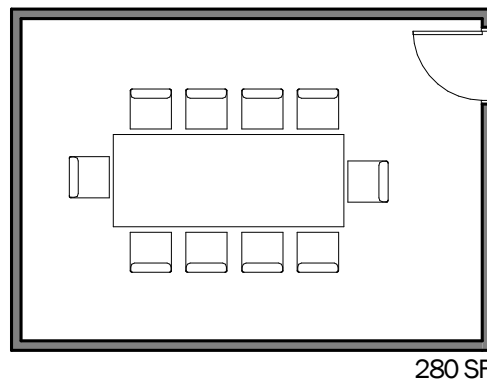
Special Considerations:

Wired for IT.

Adjacencies:

Direct	
Proximity	Public Entry Public Restroom Staff Restroom
Accessible	City Manager Dept. Civil Service Office Health Dept. Human Resource Dept. Law Dept. IT Dept.

Comments:



Shared Spaces

05 Kitchen/Break Room

Space Description:
Full kitchen to serve the entire building.

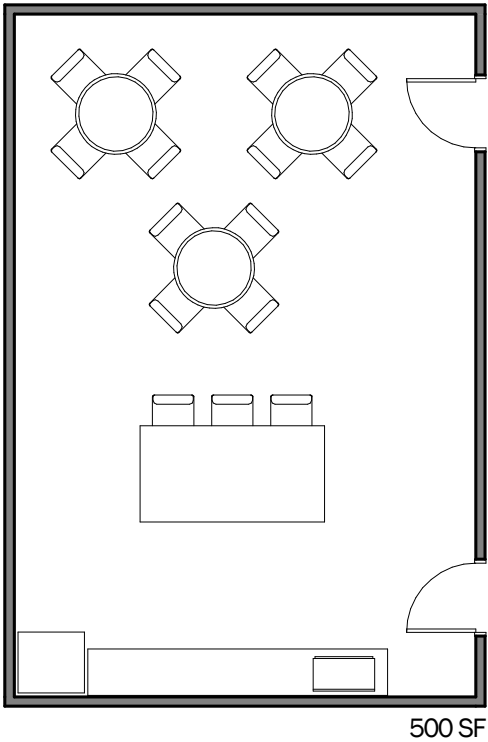
Casework/Furniture/Equipment:
Refrigerator, oven, microwave, coffee pot, casework with plenty of counter space, dining tables and chairs

Special Considerations:

Adjacencies:

Direct	
Proximity	
Accessible	All Building Personnel Staff Restrooms

Comments:



Shared Spaces

06 File Room

Space Description:

Shared file storage for the City Manager and Law departments.

Casework/Furniture/Equipment:

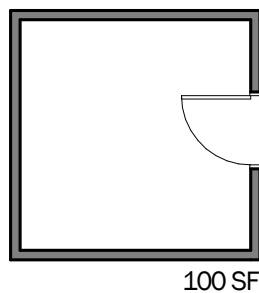
File cabinets and storage shelving

Special Considerations:

Adjacencies:

Direct	
Proximity	City Manager Assistant's Office
Accessible	City Manager Dept. Law Dept.

Comments:



Shared Spaces

07 General Storage

Space Description:

General storage/long-term area for the building

Casework/Furniture/Equipment:

Storage shelving

Special Considerations:

Adjacencies:

Direct	
Proximity	
Accessible	Department Heads

Comments:

Building Support

Department Tabulation

Proposed Net SF

01	Public Restrooms	400
02	Staff Restrooms	500
03	Janitorial	250
Net Occupied		1,150

Building Support

01 Public Restrooms

Space Description:

Male and female ADA complaint restrooms for public use.

Casework/Furniture/Equipment:

Special Considerations:

Adjacencies:

Direct	
Proximity	All Conference Rooms Council Chambers Council Waiting Accreditation Coord's Office Health Waiting General Waiting
Accessible	Income Tax Service Counter Utility Billing Service Counter Building Department Clerk's Counter Health Vital Stats Work Area Service Waiting Service Administration Office Accounting Clerk's Work Area Janitorial

Comments:

Building Support

02 Staff Restrooms

Space Description:

Male and female ADA complaint restrooms for staff use.

Casework/Furniture/Equipment:

Special Considerations:

Adjacencies:

Direct	
Proximity	All Building Personnel
Accessible	Janitorial

Comments:

May be spaced out through building. One on each floor.

Building Support

03 Janitorial

Space Description:

Janitor closets

Casework/Furniture/Equipment:

Mop Sink

Special Considerations:

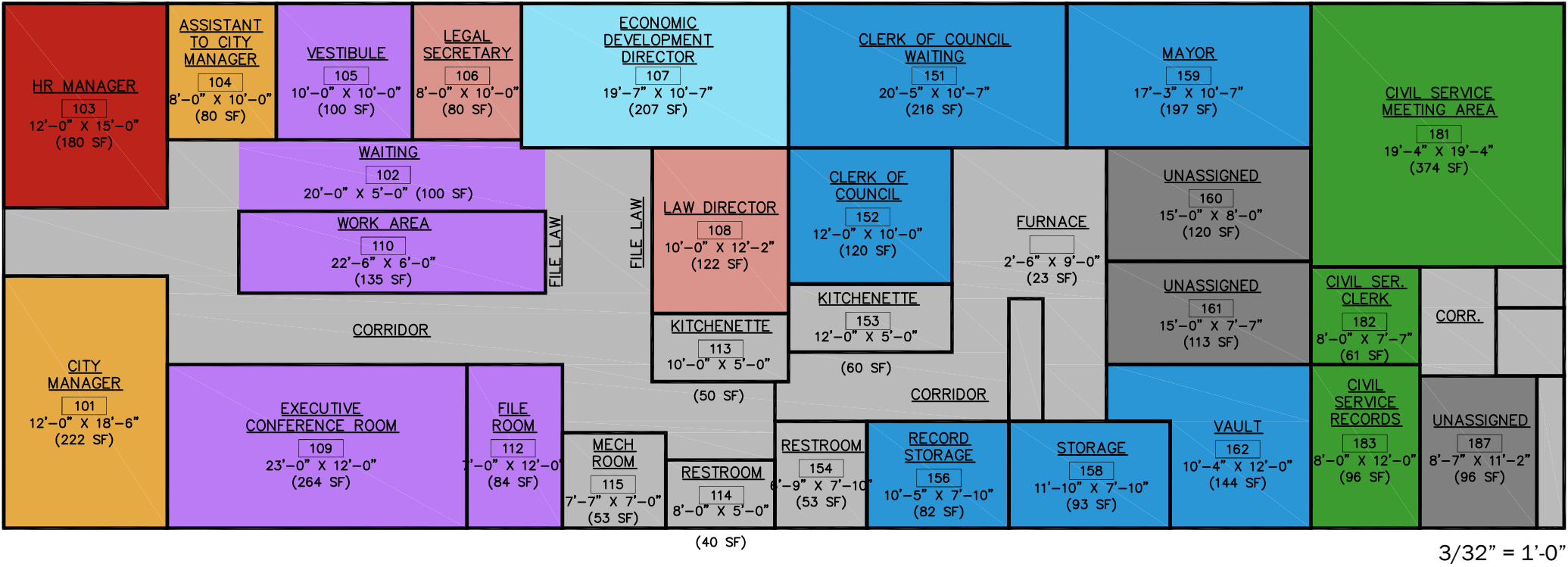
Adjacencies:

Direct	
Proximity	
Accessible	Public Restrooms Staff Restrooms

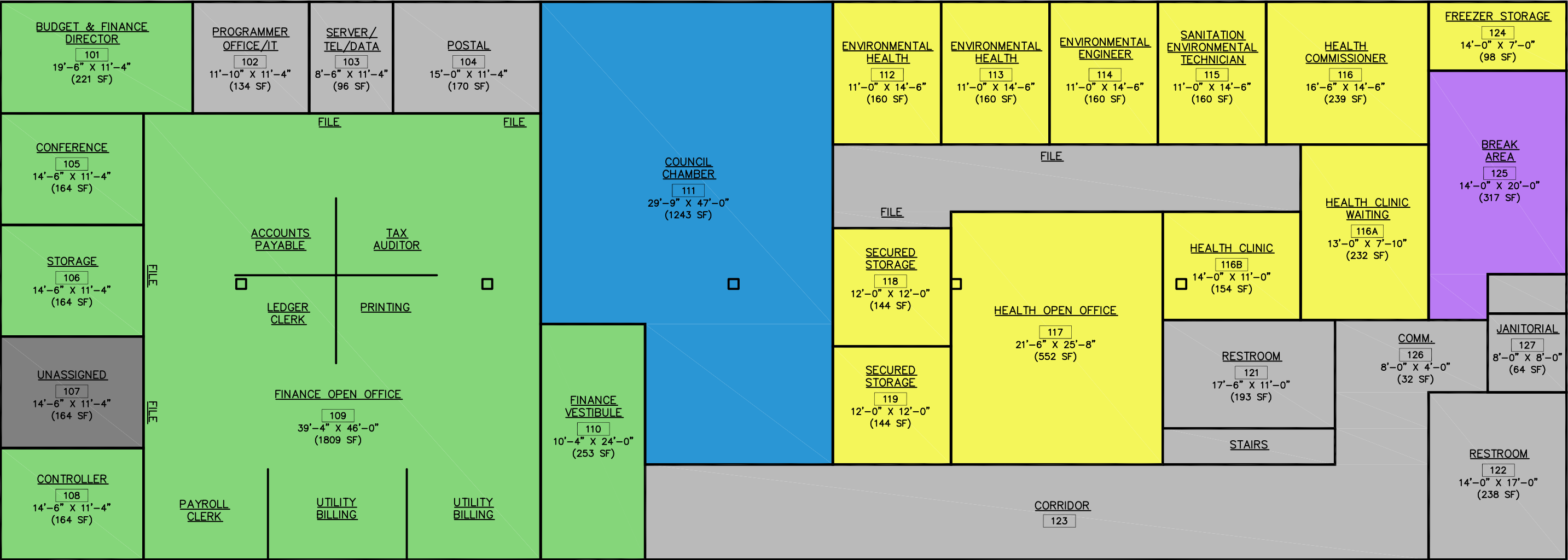
Comments:

One per floor

OLD CITY ADMINISTRATION BUILDING

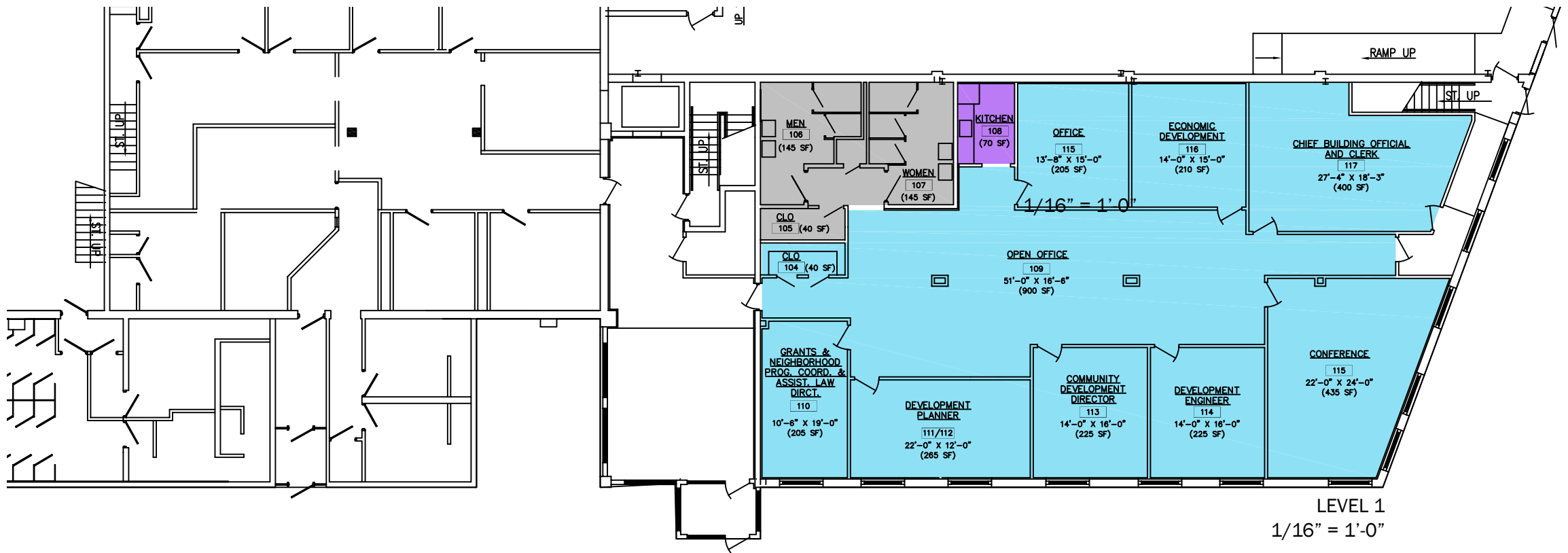
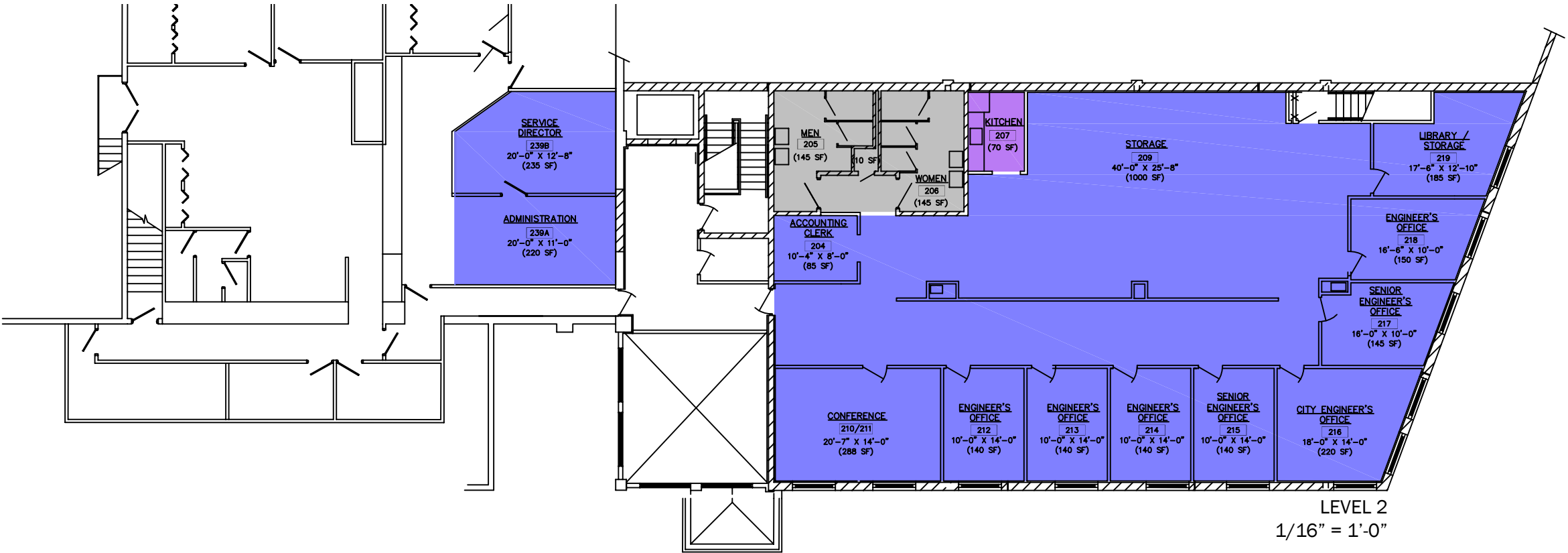


OLD KENT CITY HALL



3/32" = 1'-0"

OVERHOLT FACILITY



The site analysis portion of this study includes two parts: (1) Determine the approximate area necessary for the new facility and (2) Analyze the existing police station as a potential location for the new facility.

To determine the approximate site development area two primary factors were analyzed. The approach to off-street parking and the number of administrative departments included in the new facility will govern the area of land required for a new facility. These are not the only factors to consider when developing the required area of site; attention should also be given to LEED requirements and storm water retention. The following site studies document two strategies for off-street parking associated with two directions for the building.

With the Kent Police moving to a new building in 2017, the existing headquarters and associated site will be available for redevelopment. A zoning analysis and site comparison was completed for this location. The site was studied because it was identified in the Bicentennial Plan as a future location for Kent's Civic Center along with recent resident survey indicating favorable response to a new Administrative Facility located in the downtown area on city owned property.

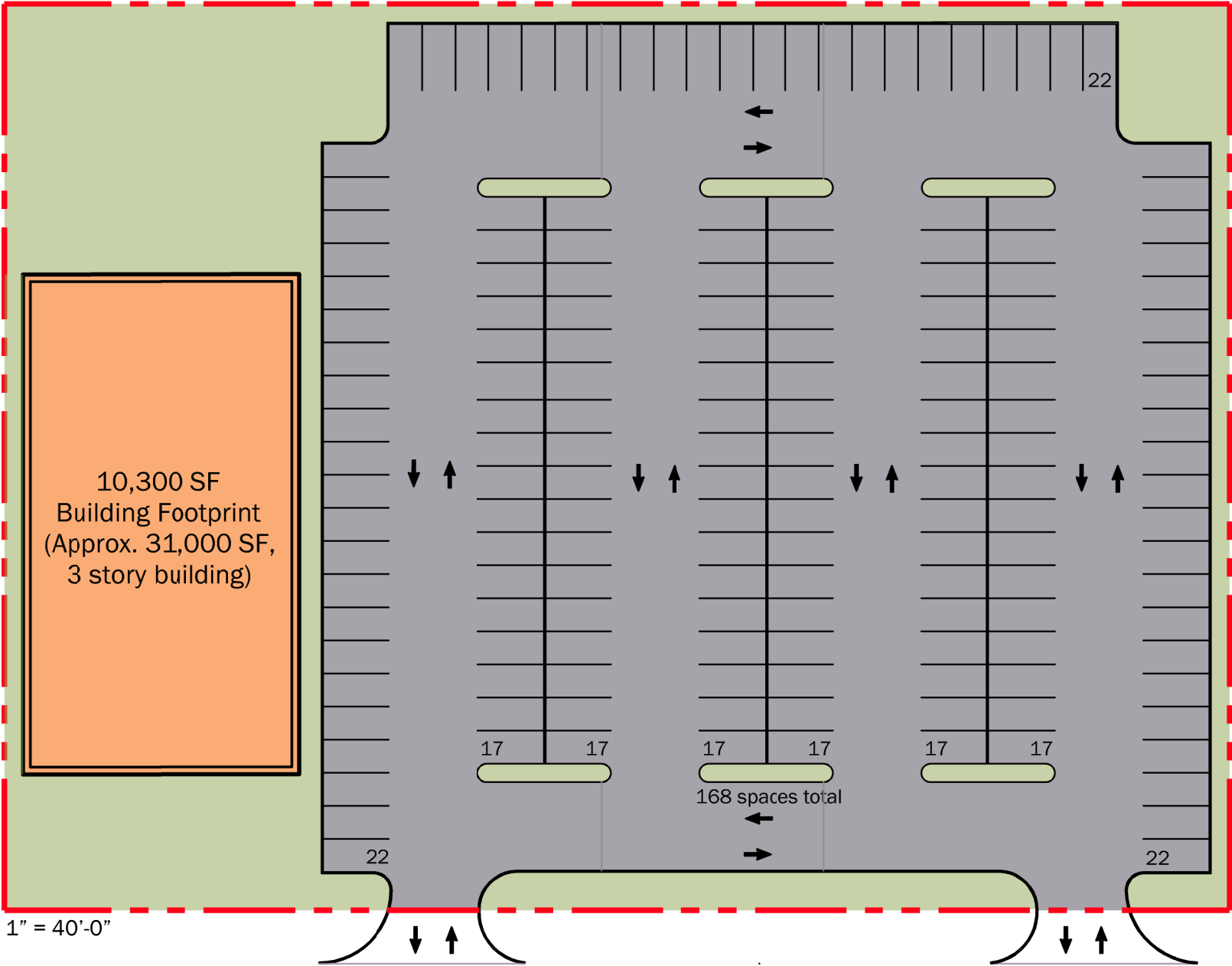
BUILDING OUTCOME 1 (ALL ADMINISTRATIVE DEPARTMENTS INCLUDED)

OPTION 1: Site sized to accommodate on-site parking utilizing zoning ordinances

- Off-street parking is based upon building square footage. For business or professional offices: (1) space for each 250 SF of usable floor area, plus (2) spaces for each (3) full time equivalent employees.
- Parking stall: 9' x 18' minimum, Parking aisle: 24' minimum

Parking Calculations
31,000 SF / 250 = 124
(66 F.T.E. /3) * 2 = 44
Total = 168 spaces

APPROX. DEVELOPMENT AREA: 1.9 ACRES

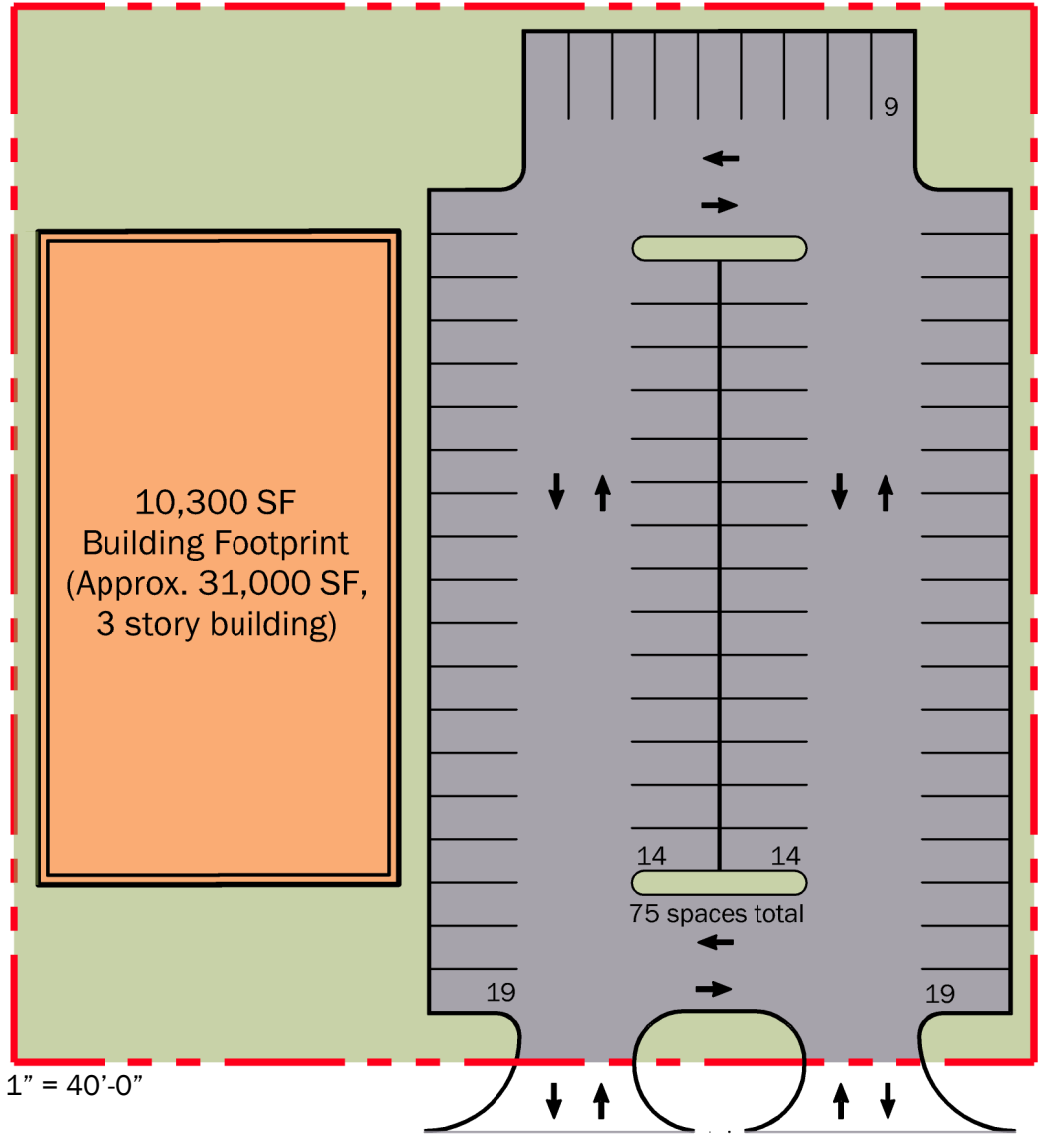


OPTION 2 : Site sized accommodate off-street parking for actual building occupant counts.

- Parking stall: 9' x 18' minimum, Parking aisle: 24' minimum

Parking Calculations
Full Time Equivalent = 66
Visitors = 7
Total = 75

APPROX. DEVELOPMENT AREA: 1 ACRE



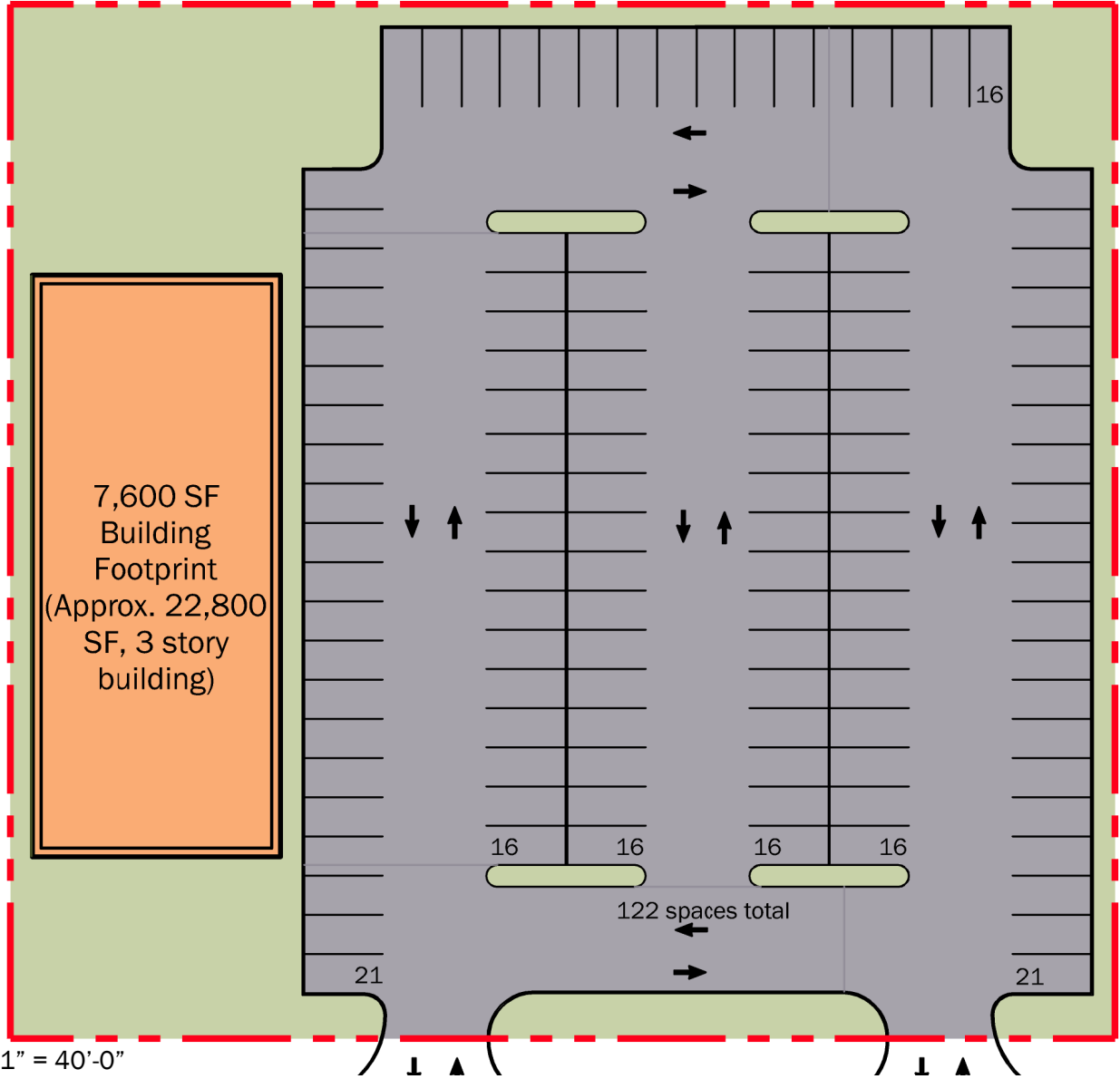
BUILDING OUTCOME 2 (PARTIAL ADMINISTRATIVE DEPARTMENTS)

OPTION 1: Building SF does not include moving Community Development and Public Services/ Engineering. Parking sized to accommodate off-street parking utilizing zoning ordinances

- Off-street parking is based upon building square footage. For business or professional offices: (1) space for each 250 SF of usable floor area, plus (2) spaces for each (3) full time equivalent employees
- Parking stall: 9' x 18' minimum, Parking aisle: 24' minimum

Parking Calculations
22,8000 SF / 250 = 91
(44 F.T.E. /3) * 2 = 30
Total = 121 spaces

APPROX. DEVELOPMENT AREA: 1.4 ACRES

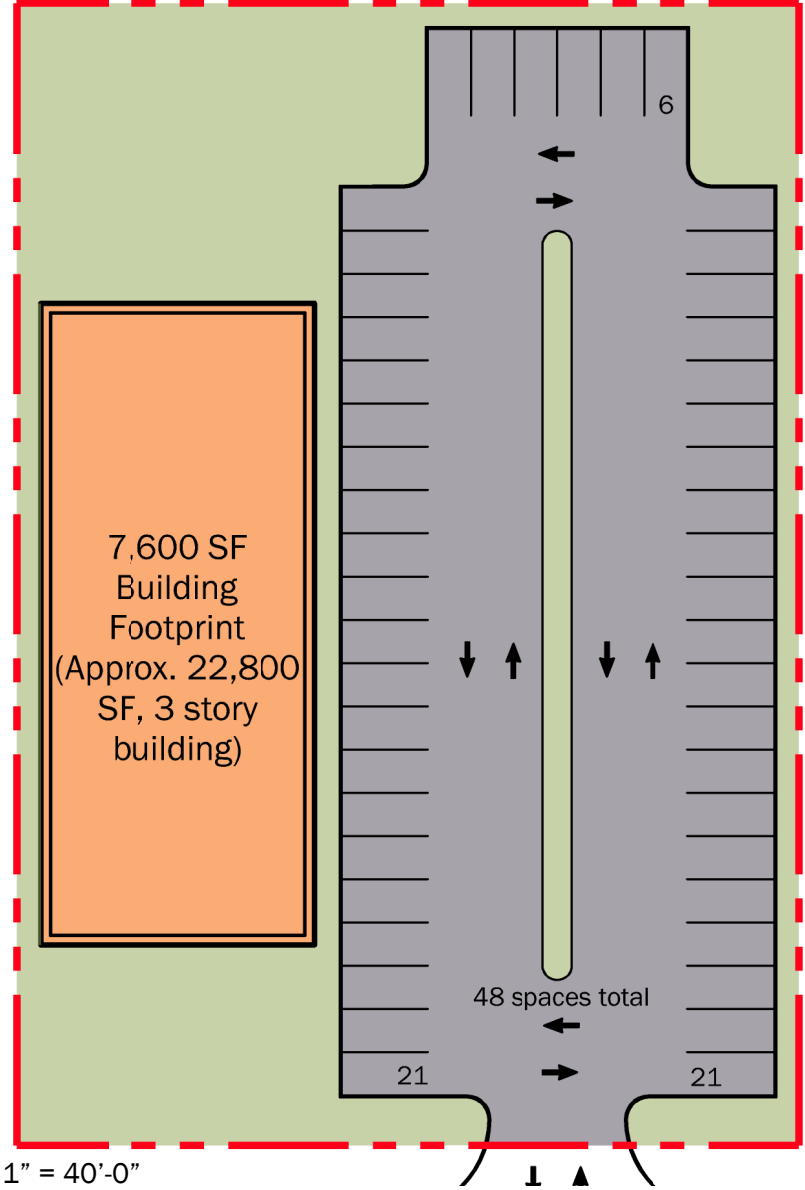


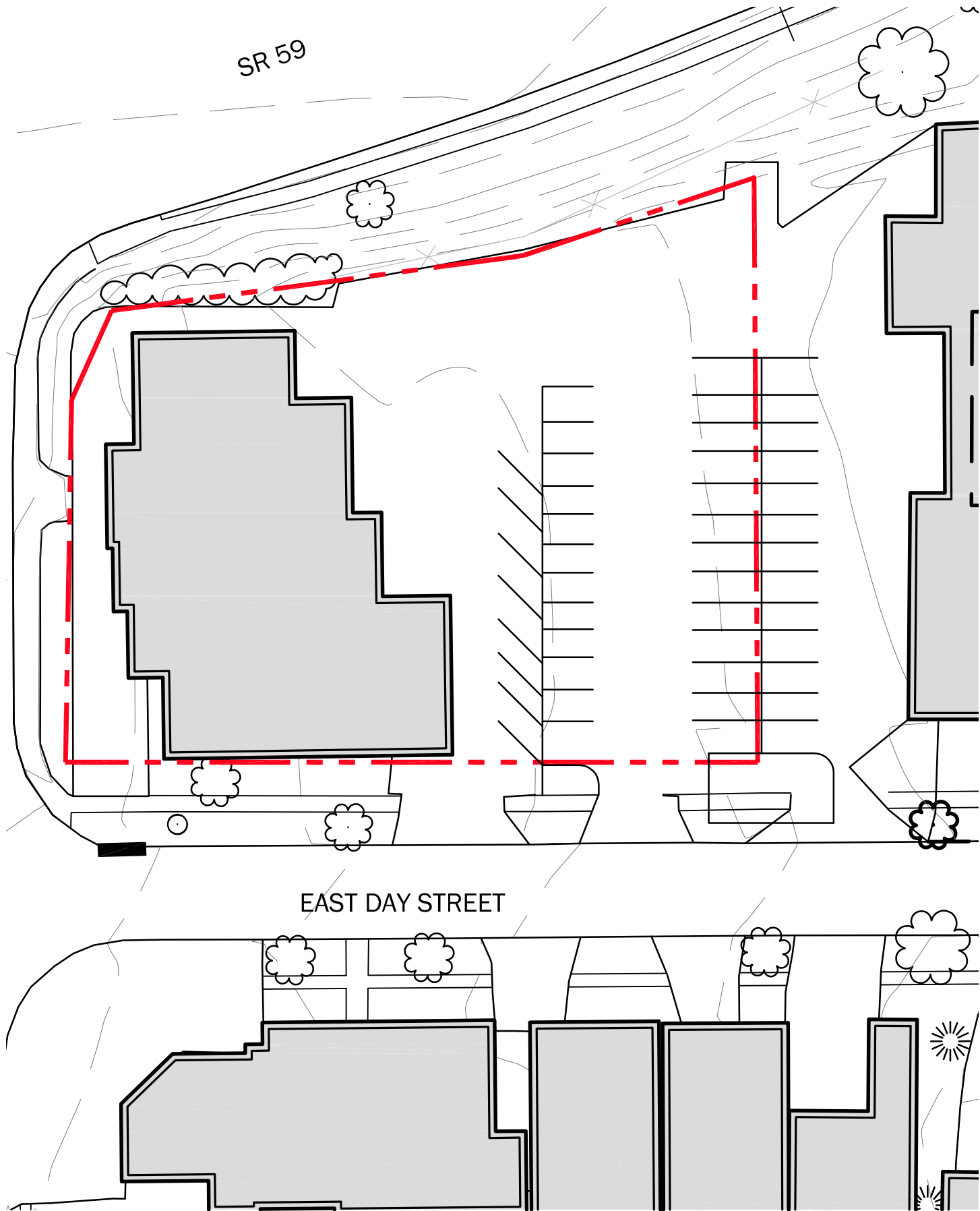
OPTION 2 : Site sized accommodate off-street parking for actual building occupant counts.

- Parking stall: 9' x 18' minimum, Parking aisle: 24' minimum

Parking Calculations
Full Time Equivalent = 44
Visitors = 4
Total = 48

APPROX. DEVELOPMENT AREA: 0.9 ACRES





General Notes:
Site access and layout will need to be reviewed and approved by local jurisdictions.

This plan is schematic and needs to be verified with a site survey.

Determination needs to be made if underground storm water detention will be required

Zoning Information:
Zone District: C-D (COMMERCIAL- DOWNTOWN DISTRICT)
Within the Architectural Design Review Overlay District

Municipal, county, state or federal government buildings are a permitted use
(Per zoning code Chapter 1146.02)

Required Setbacks:

Minimum lot area: NONE REQUIRED
Minimum lot width: NONE REQUIRED
Minimum lot frontage: New construction shall occupy 70% of the street frontage of the lot.

Actual lot area: .756 acres

Front Yard: North Water Street (RT. 43):
Minimum Front Yard Depth: No setback from the front building line is permitted

Rear Yard: Adjacent to fire department parking lot; no setback required
Side Yards: Haymaker Parkway (RT. 59) - no setback required, East Day Street - no setback required

Maximum Building Height: 60' - Buildings shall have a minimum height of 20' (2 floors)

Parking Requirements:

No off-street parking requirements apply, only a designated parking plan is needed
When off-street parking is provided it is based upon building square footage. For business or professional offices: requirements (1) space for each 250 sf of usable floor area, plus (2) spaces for each (3) employees

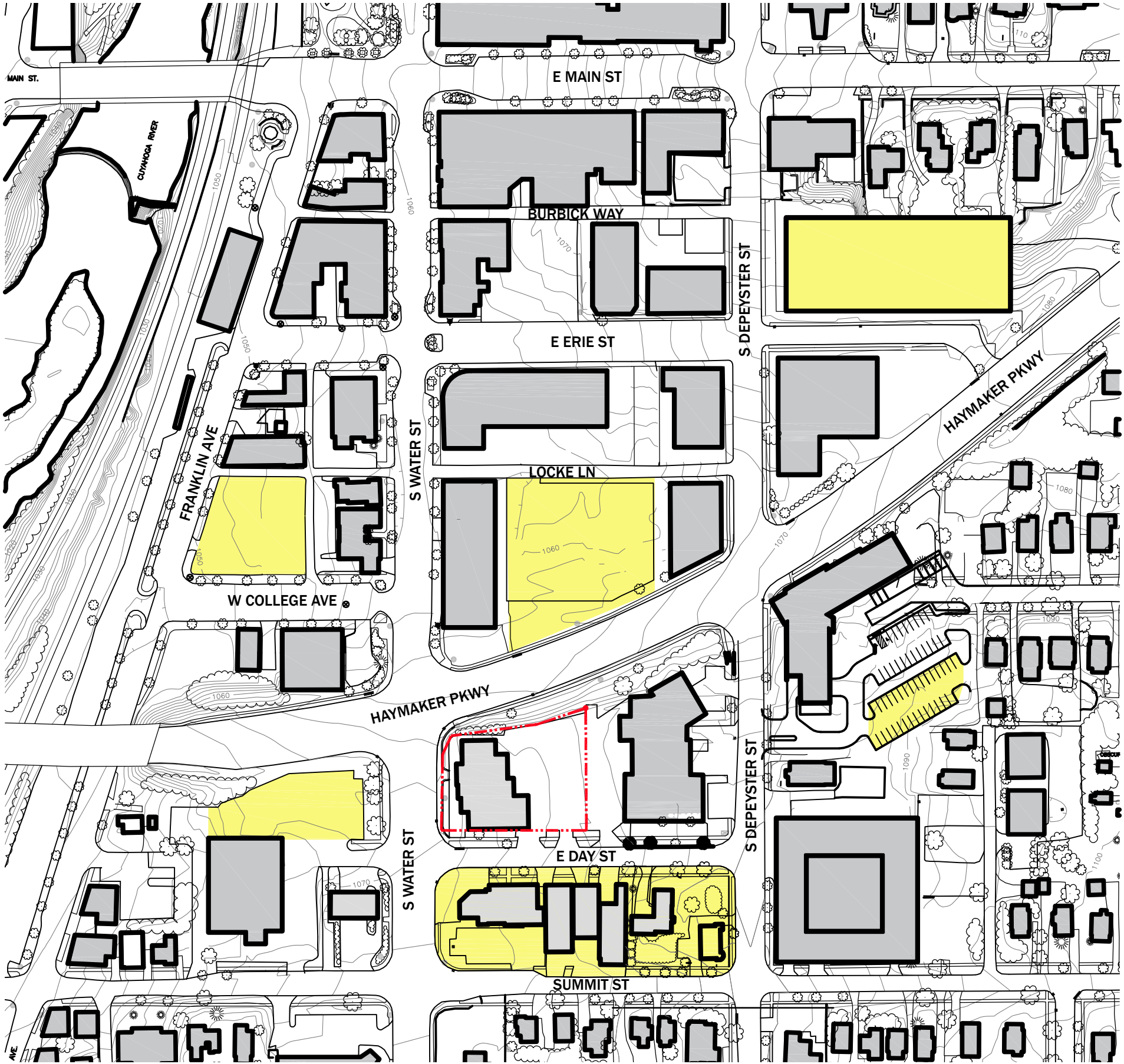
Parking stall: 9' x 18' minimum
Parking aisle: 24' minimum

Site access way design and construction
Ingress/egress driveway shall have minimum width of (20) lineal feet

Ingress/egress driveway shall not be closer than (50) feet to a street right away line of an intersecting street

There shall not be more than two access ways abutting on any one street

Use of front and rear yards
Off street parking facilities are permitted in the required front and rear yards provided:
(1) front yard: no less than 20ft landscape strip between parking and street right of way line
(2) rear yard: landscape strip no less than 5ft btwn parking and rear property line.



Indicated public parking areas