



## Legislation Details (With Text)

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**Title:** Review and Discussion of Work Space Reallocation Study  
35 Minutes  
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**Attachments:** 1. TOWN HALL existing 02.17.17, 2. PV\_TownHall\_Option1\_2.13.17, 3. PV\_TownHall\_Option2\_2.13.17, 4. PV-Public Works Proposed Plans, 5. PS-PLAN, 6. PD n PW Aerial

Date	Ver.	Action By	Action	Result
2/23/2017	1	Town Council	Received and Filed	

**TO:** Mayor Collins and Town Council Members

**FROM:** Kevin Burke, Town Manager

**DATE:** February 23, 2017

**DEPARTMENT:** Town Manager

### AGENDA TITLE:

Review and Discussion of Work Space Reallocation Study

### Council Goals or Other Policies / Statutory Requirements:

### RECOMMENDATION:

Review and provide feedback on draft Work Space Reallocation floor layouts.

### SUMMARY STATEMENT:

Over the past two years, the Town Manager has reviewed how the existing facilities perform in delivering services and housing employees in a sufficient, coordinated, logical manner. The Town Hall lacks in several key service functions. First, the lobby is not welcoming. It is not intuitive where to find services, signage for services, or personnel to ask questions. Further, Town Hall is not readily designed to accommodate its core services while officing workers. The Town's second most visited counter, the Planning and Building Department, is located out-of-site from the lobby and within the Council Chamber. This makes holding a Town Council, Board, Commission or public meeting during work hours impossible due to the overlap. Moreover the Utility Billing Counter is nearly impossible to locate and is also within the Council Chamber. Town Clerk services actually requires ringing a bell due to the lack of visibility between the Clerk's office and the service counter. The facility is unable to house the Administration and Government Affairs Department within a single work area. Also

common to most functions in Town Hall is inadequate storage for records required under state statute and Town policy. Lastly, the Town Hall is not properly structured to accommodate overflow crowds associated with large public meetings, nor accommodate meetings without access to private offices. A separate community room provides some relief but represents a duplicate and inefficient use of space.

An analysis of the Public Works building shows that there is insufficient space for that operation and again a poor area for providing service to the public. Customers seeking service are limited in both the service area and waiting space. The current area is not sufficient to service more than 1 person at a time with almost no space to wait. There is also insufficient office space to accommodate current staffing levels.

The Police Department has fairly sufficient square footage to work with, but is not properly laid out to accommodate current operations and structure. Moreover, the Department has acquired a weapons/scenario training module that requires additional space along with a desire to be able to offer space for tactical training and a gun range.

Given these insufficiencies, the Town Manager requested and Council budgeted money for a Work Space Reallocation Study. Following a robust procurement process Corgan Architecture & Interior Design was selected. Corgan Vice President Staci Seyer and Project Manager Brady Rewerts have led staff through a three part process. This included a space needs assessment, a space optimization analysis and a work flow analysis. This has resulted in an understanding of the space required to adequately house today's operation and project staffing in 20 years, as well as the proper arrangement of offices and service counters in order to provide citizen and customers the best service possible.

This study session item will review draft master plans that reallocate space within the existing buildings to resolve the problems mentioned above. Where necessary, it identifies addition facility square footage to be built. Council will ask to review the draft layouts and identify missed concerns and/or preferred attributes. This is not a commitment to accomplishing the re-allocation, but an exercise in what is possible and how it might be accomplished in future capital projects.

#### **BUDGETARY IMPACT:**

\$100,000 was budget for this project. The Contract with Corgan was awarded for \$79,272

#### **ATTACHMENT(S):**

**Draft Floor Layouts for Town Hall, Public Works and Police Facilities.**