
CITY OF MILWAUKIE SPACE ASSESSMENT STUDY



October 2010
Ankrom Moisan Associated Architects

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The City of Milwaukie commissioned Ankrom Moisan Architects to conduct a Space Assessment Study. The objective was to evaluate the need for and determine ways of meeting space needs, location and functional requirements for City Hall, Community Development and Public Works, Public Safety and the Ledding Library buildings.

The executive summary presents an overview of the project objectives, members of the core team, the process used in the study, background information, and preliminary findings.

OBJECTIVES

The purpose of this project is to take a holistic view at the City's space domain. It considers all staff work relationships, production processes, and space requirements; all together. The space assessment study looked at the workplace from the approach which supports the need to help connect people to

purpose, people to people, and people to resources.

This report addresses the following scope of work:

1. Space Needs Analysis – assess quantity and type of spaces currently in use by the City of Milwaukie and determine projected needs for 3 year and 5 year anticipated growth.
2. Facilities Database Information – document existing building floor plans actual sf area and department occupancy.
3. Regulatory Agencies – conduct existing building and site zoning code analysis.
4. Proposed Facility Options – presents the conclusions and recommendations of building and site options.
5. Rough Order of Magnitude Cost Estimate - an overview of the estimated cost per option.

TEAM

The study was led by the consultant team:
Lori Kellow, AIA, Principal – Ankrom Moisan Architects
Nathan Vox, LEED-AP, Project Manager - Ankrom Moisan Architects

The core team representing the City of Milwaukie:
Paul Shirey, Operations Director, Project Manager
Pat DuVal, Interim City Manager, City Recorder Director
Kenny Asher, Community Development & Public Works Director
Andy Parks, Interim Finance Director
Joe Sandfort, Library Director
Bob Jordan, Police Chief

PROCESS

The project's objective was to document the existing space utilization and identify the constraints of each of the City's departments within their existing space. The process began with a project kickoff meeting to introduce the core team guiding this project, review goals and objectives, establish the flow of information and discuss the schedule.

Detailed information was derived from questionnaires distributed to staff with follow-up department user group workshops. The questionnaire was divided into categories to address different issues: Current needs, future growth, building space requirements, and storage needs. The questionnaire identified functional adjacency requirements, future growth, common areas, special requirements, security, privacy and confidentiality issues, storage and filing needs, IT and telecom needs, flexibility of department, support function areas, and environmental needs. The workshops explored in-depth the information on the questionnaires and the importance of the department workflow and organizational ad-

jacency with others.

The team proceeded to gather, analyze, review and finalize detailed information, identify and evaluate sites, identify conceptual solutions and prepare a rough order of magnitude cost estimate.

BACKGROUND

The City of Milwaukie is a small community in Clackamas County just outside of Portland, Oregon nestled along the Willamette River with a population of 20,490. The City is strategically located between core transportation routes, including road, rail and waterways. The City enjoys seven officially recognized neighborhoods, which bring community identity and unity to the area. Milwaukie also has the advantage of a workforce within a seven mile radius of 300,000 strong, and benefits from the access to ten colleges and universities nearby.

The City governs through a mayor-council model with the addition of a City Manager and departmental structure on the operation side. Currently, the City's departments and resources are spread out in five facilities. These facilities are separated both in physical and relational space, making access to various departments time consuming and inefficient.



The Space Assessment Study evaluated five facilities and conducted informational workshops with every City Department. The preliminary findings reveal that each facility is operating at full capacity. There are some space inefficiencies and disparate office space standards due to the physical constraints of the existing buildings, but there are no existing vacant office/ areas available to include in this report as an option to meet the space needs.

City Hall

The City Hall building has served the City of Milwaukee for more than seven decades. The building is dated and is limited with zoning constraints to be upgraded or modified in order to serve the current needs. The current space requirements for the City Hall departments exceed its capacity. The facility's infrastructure and support systems are outdated. It is a poor candidate for remodel and expansion due to its extensive functional limitations and the high cost to upgrade the facility and its systems to standards suitable for a modern City Hall.



Community Development

Community Development's site location is isolated from the core of downtown and access from downtown is indirect and uninviting. With the City Manager and the Community Development offices located so far apart, there are strong feelings that a large communication gap exists. The Community

Development Department's space needs far exceed the capacity of the existing building.



Public Works

The location for the Public Works Departments on Johnson Creek Blvd is ideal from an operational position because of the maintenance, material and utility vehicle storage requirements. While the office space needs are being met, additional vehicle and equipment / material storage are needed on site.

Public Safety

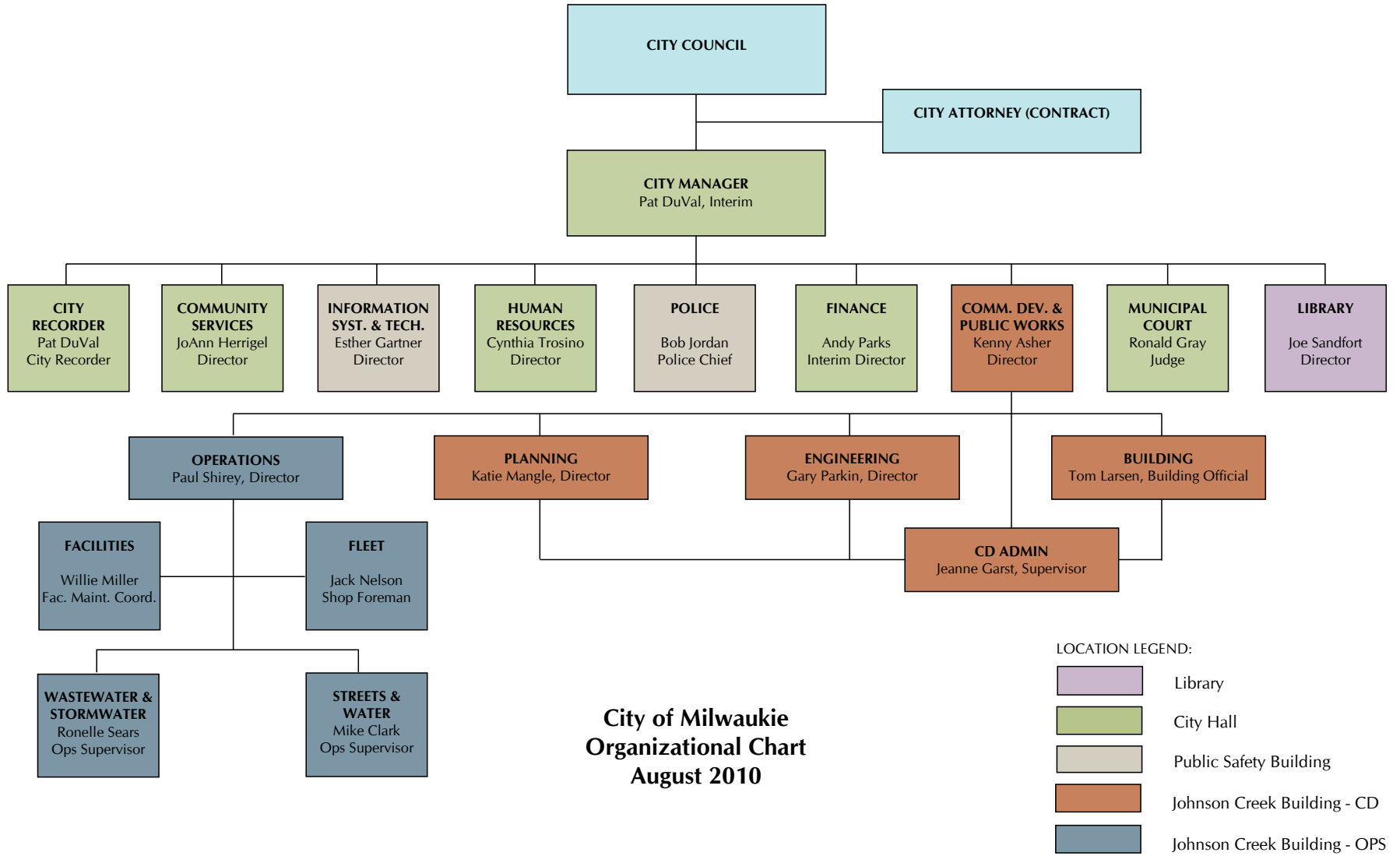
The Public Safety Building is the newest facility and adequately serves the Police Department space needs with minimal modifications. It is co-located with the City's Information Systems and Technology (IST) department and Clackamas County Fire District's fire station. The primary concern is the increased safety risk that IST's department creates due to the frequency of outside vendor's visits and equipment deliveries to and from the building. IST is one of the few departments that interface with every City Department.



Ledding Library

The Ledding Library is outdated and functionally too small for the expanded service area of the new library district. A minimum expansion of 20,000 sf is required to meet the Oregon Public Library Standards. The current location is well liked by the public, however the site presents expansion challenges with limitations and restrictions on development.







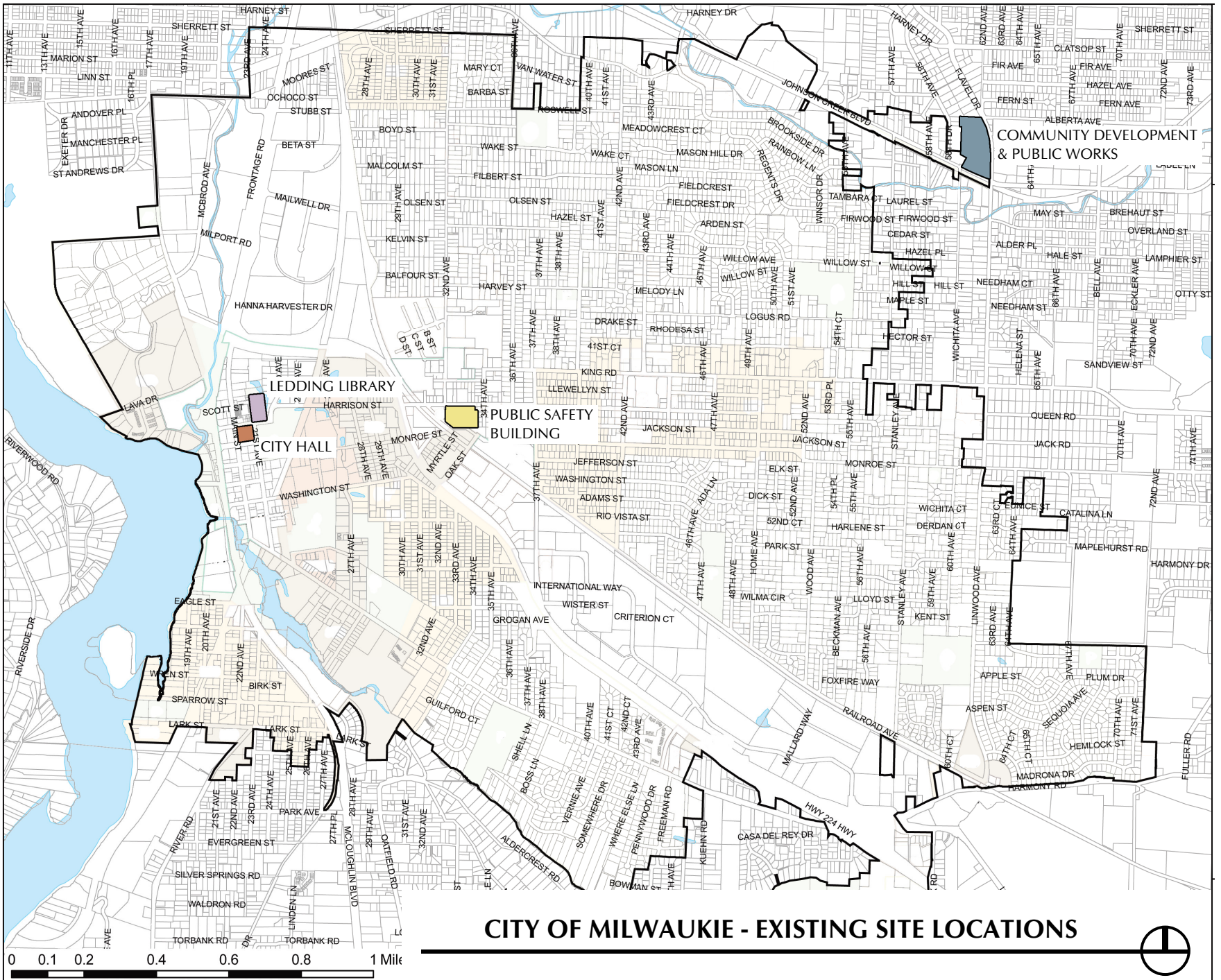
EXISTING FACILITIES

Five facilities located on four sites were identified to be included in the space assessment study. The project's objective was to document the existing space utilization and identify the constraints of each of the City's departments within their existing space. An overview of each building's condition with the intent to judge suitability for continued use and/or expansion and remodeling was considered.

All the buildings have been identified as having some physical deficiencies as related to age, but they have been adequately maintained. The newest facility, the Public Safety building, is 17 years old while the City Hall dates back 72 years. Much has changed with building codes, accessibility require-

ments, energy efficiency, and construction materials and methods since 1938. Work space square feet needs have changed along with the focus on interactive and collaborative conference room space needs. Awareness and concerns for staff and public safety has a much higher priority today.

The information and floor plans contained in this section have been prepared by Ankrom Moisan Architects and the facility conditions references the Facilities Condition Assessment and Inventory Report, dated June 26, 2009 by Faithful + Gould Inc.



CITY OF MILWAUKIE - EXISTING SITE LOCATIONS



City Hall

- 11,900 gross square feet
- Two levels plus a basement
- 28 parking spaces
- Year built 1938, remodeled subsequently
- Originally designed for municipal city offices and fire station
- Has extensive functional limitations for a modern City Hall
- Second level has inadequate egress capacity
- Building infrastructure systems are outdated and at capacity
- Listed as Significant Historic Resource
- Does not meet ADA requirements

The City Hall is 72 years old and presents major challenges to upgrade. It is zoned with a Significant Historic Resource overlay which requires a review for any alteration to the building exterior. Alterations may be approved if there is no change in the appearance and materials of the existing landmark or the proposed alteration duplicates the affected exterior building features. Interior modifications are allowed and new buildings may be constructed adjacent to it as long as the scale, proportion and materials are visually compatible. It is a poor candidate for remodel and expansion due to its extensive functional limitations and the high cost to upgrade the facility and its systems to standards suitable for a modern City Hall.



Community Development

- 4,200 gross square feet – office use
- 8,300 gross square feet – service garage w/ small mezzanine
- One level
- 61 parking spaces
- Year built 1990
- Functionally over capacity

The Johnson Creek Community Development building is half the size needed for the departments located there and does not accommodate today's need for technology well. The building's location is isolated from the core of downtown and from much of the community it serves. Access from downtown is currently indirect and uninviting.



Public Works

- 5,820 gross square feet – office
- 1,450 gross square feet - sign shop
- Two levels – office, one story – sign shop
- 39 parking spaces
- Year sign shop built 1992
- Year office built 2004
- Service garage needs service bays
- Pole barn storage at capacity
- Yard functionally deficient

The Johnson Creek Public Works department anticipates growth of staff and the purchasing of additional large scale equipment and vehicles. The facilities are from 18 to 6 years old. They are well suited and located for their purpose but lack yard space, fleet service bays and pole barn storage.

Public Safety

- 35,500 gross square feet
- Two levels
- 91 parking spaces
- Year built 1993
- Shares building with Fire District, IST

The Public Safety building is 17 years old. The Police Department shares the building with the Information Systems Technology Department and Clackamas County Fire District. Having IST located here creates access difficulties for City staff and service vendors in addition to raising a safety risk for the Police.



Library

- 13,100 gross square feet
- Two levels plus small office mezzanine
- 43 parking spaces
- Originally built as a residence
- Additions added 1964 and 1986
- Deficient sf for new library service district

The Ledding Library is outdated and functionally too small for the expanded service area of the new library district. An expansion of over 20,000 sf is required to meet the Oregon Public Library Standards. The site area is limited and an addition would significantly reduce the number of parking spaces.

Existing Building / Department SF Area**City Hall**

City Manager w/ Conf Rm	355 sf
Human Resources (inc file stored in bsmt 310sf)	681 sf
City Recorder (inc vault, record stored in bsmt 330sf)	1,106 sf
Finance	858 sf
Community Services (inc file stored in garage 400 sf)	1,064 sf
Municipal Court (inc record stored in basement 100 sf)	1,467 sf
Commons (lobby, conf, server, break, RR, circ, m/e, walls)	4,761 sf
Supply Storage (in basement)	224 sf
Total	11,863 gsf

Community Development

Community Development	696 sf
CD Admin	641 sf
Planning	595 sf
Engineering	526 sf
Building	401 sf
Commons (conf, break, RR, circ, walls)	1,347 sf
File Storage (in loft)	841 sf
Total	5,047 gsf

Public Works

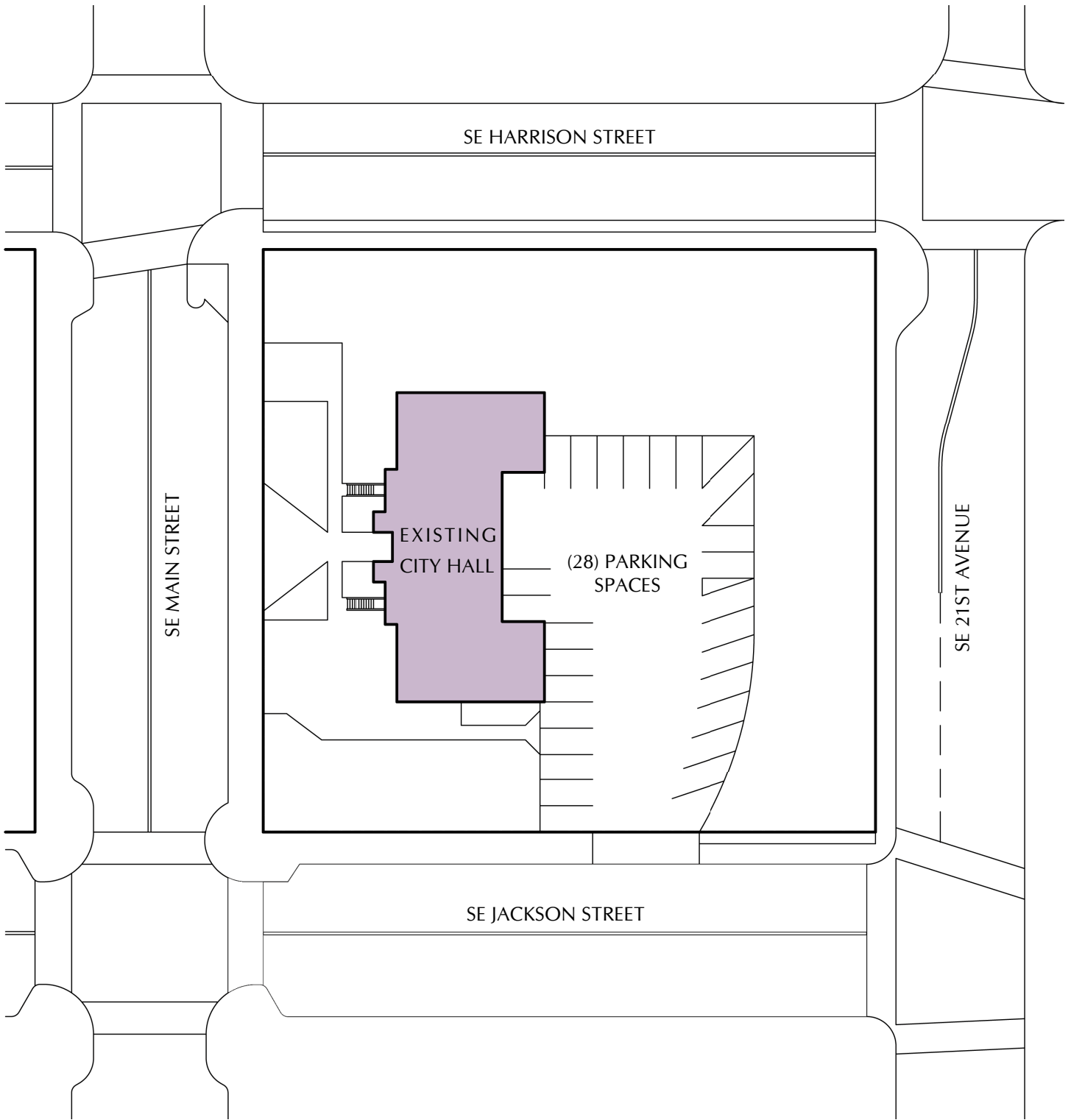
Operations	5,820 sf
Sign Shop	1,443 sf
Fleet (inc. 200 sf of loft)	7,473 sf
Total	14,736 gsf

Public Safety Building

Police	21,530 sf
IST	1,829 sf
Fire	12,229 sf
Total	35,588 gsf

Library

First Floor	6,896 sf
Second Floor	796 sf
Lower Level	5,412 sf
Total	13,104 gsf



MILWAUKIE CITY HALL - SITE PLAN





MILWAUKIE CITY HALL - FIRST FLOOR PLAN

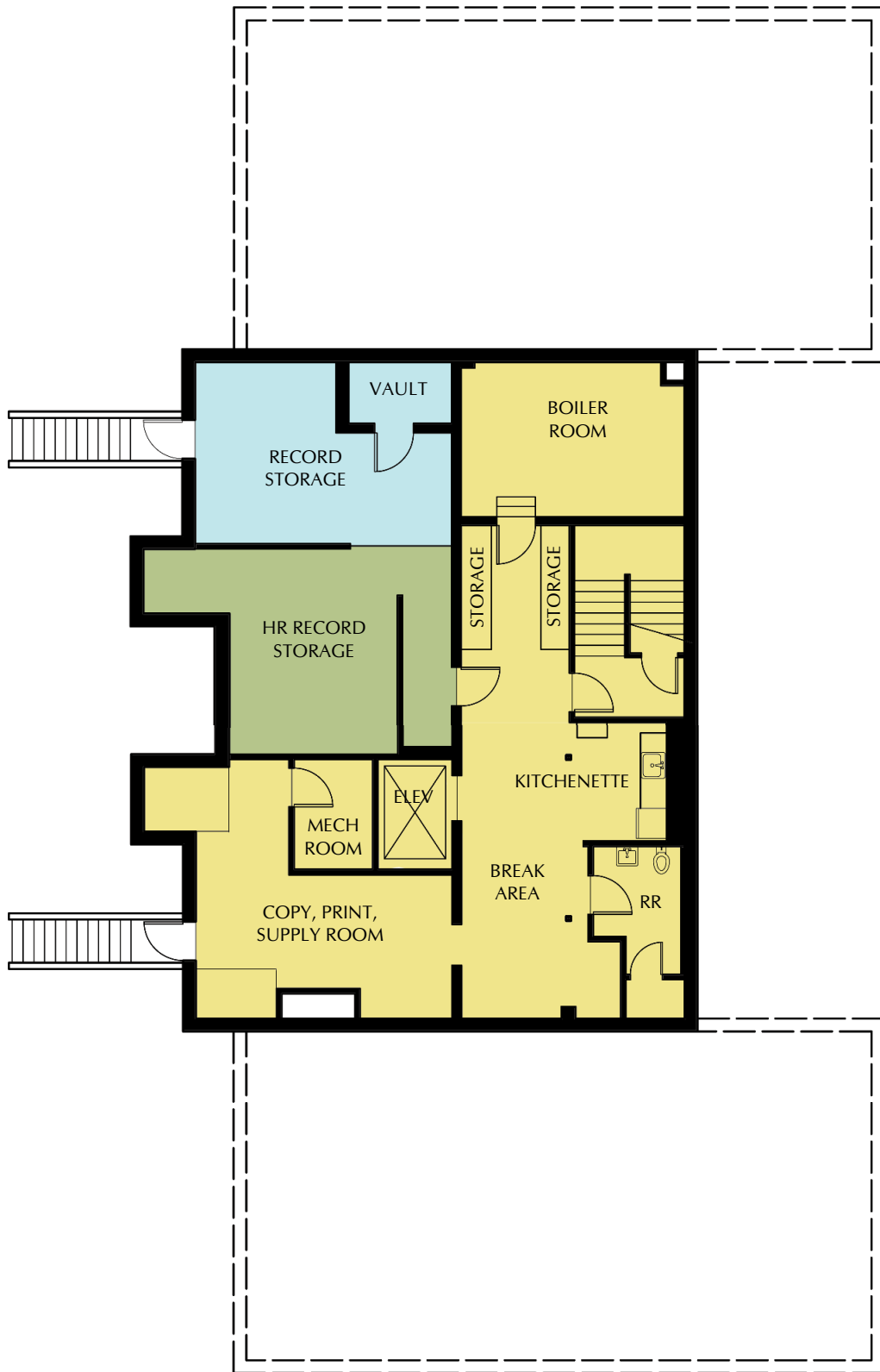


- | | | | |
|---|---|---|--|
| COMMON AREA | MUNICIPAL COURT | FINANCE | COMMUNITY SERVICES |
| HUMAN RESOURCES | CITY MANAGER | CITY RECORDER | PLANNING |



MILWAUKIE CITY HALL - SECOND FLOOR PLAN

- | | | | |
|---|--|---|---|
| COMMON AREA | MUNICIPAL COURT | FINANCE | COMMUNITY SERVICES |
| HUMAN RESOURCES | CITY MANAGER | CITY RECORDER | |

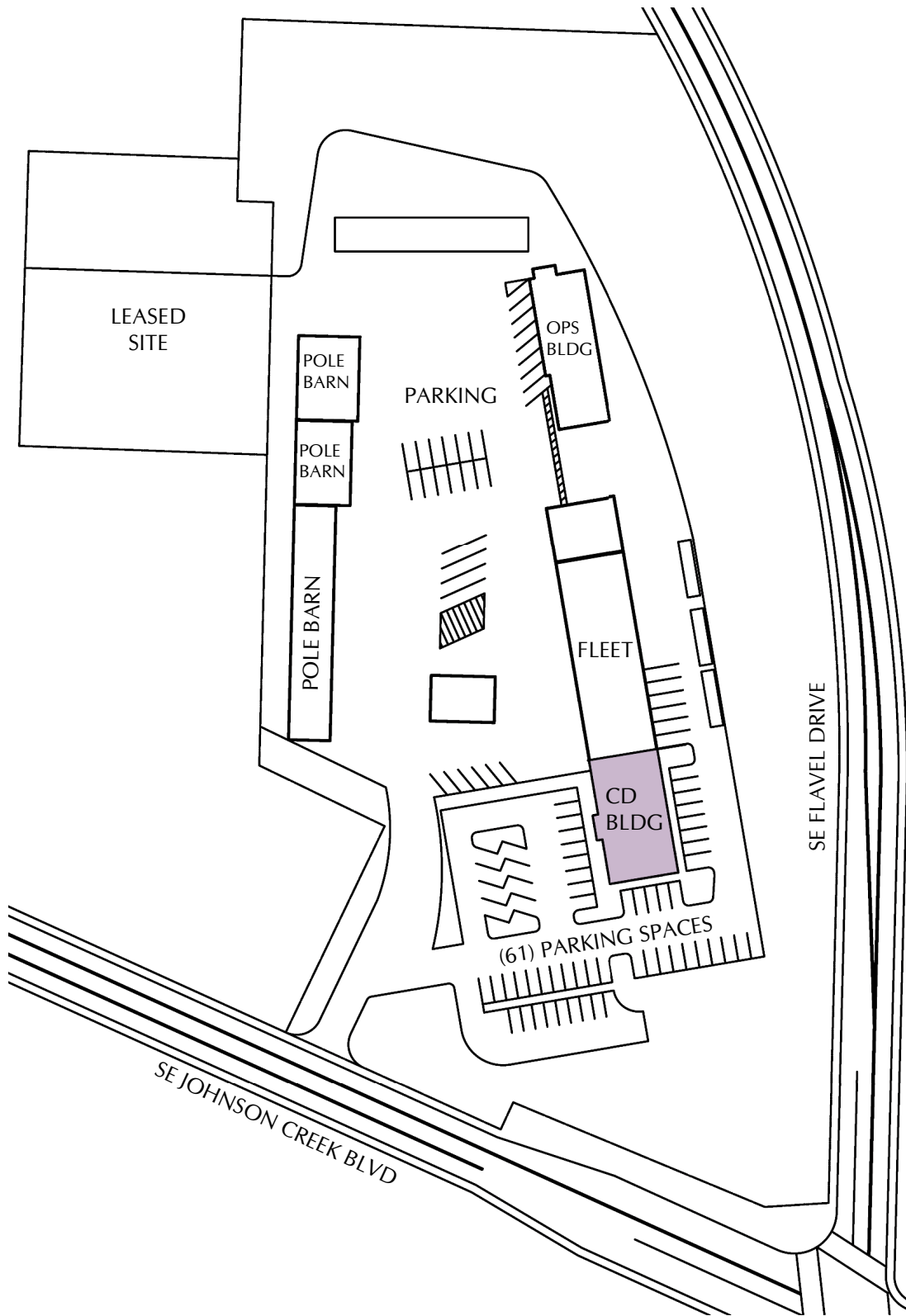


MILWAUKIE CITY HALL - BASEMENT FLOOR PLAN



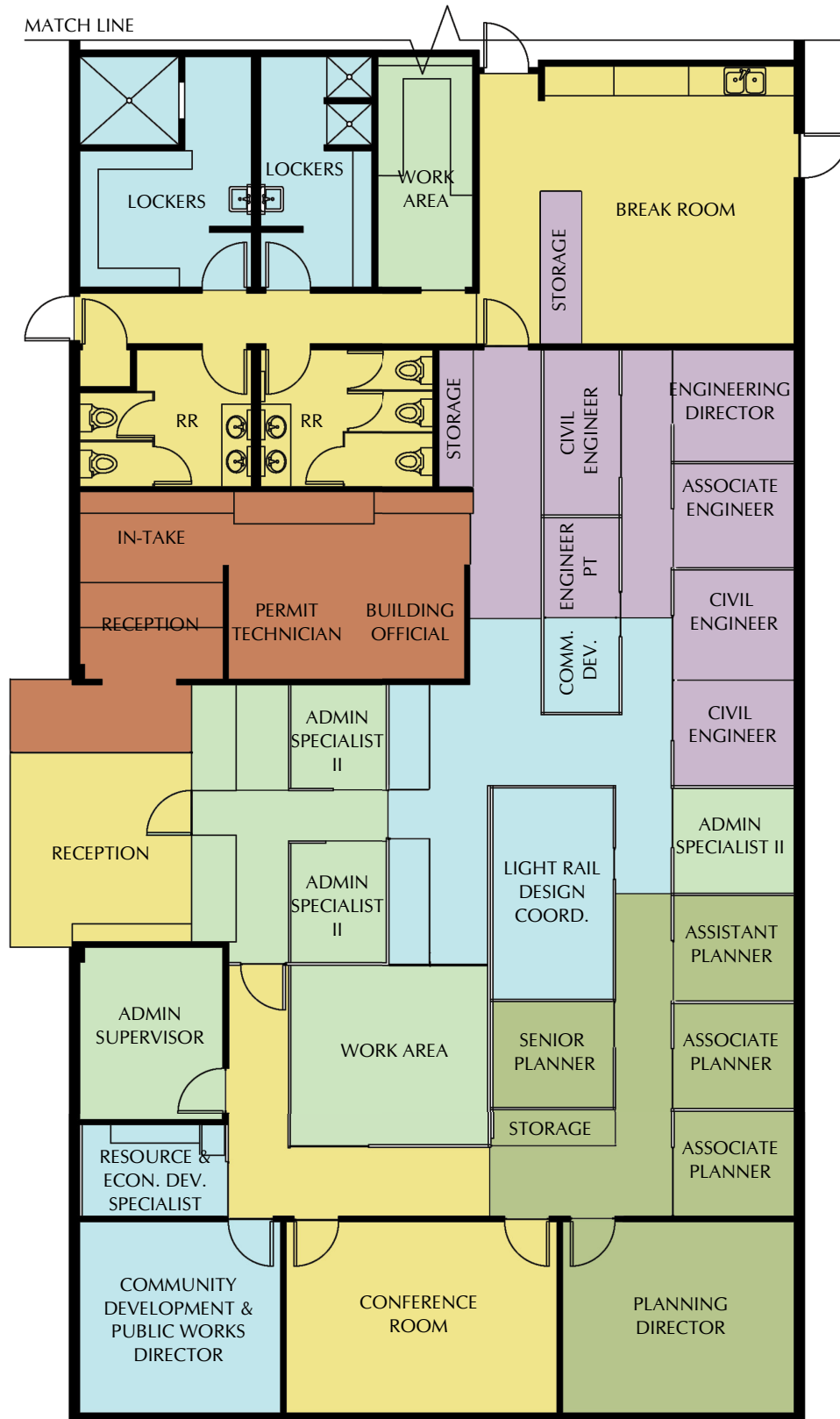
COMMON AREA	MUNICIPAL COURT	FINANCE	COMMUNITY SERVICES
HUMAN RESOURCES	CITY MANAGER	CITY RECORDER	





COMMUNITY DEVELOPMENT - SITE PLAN

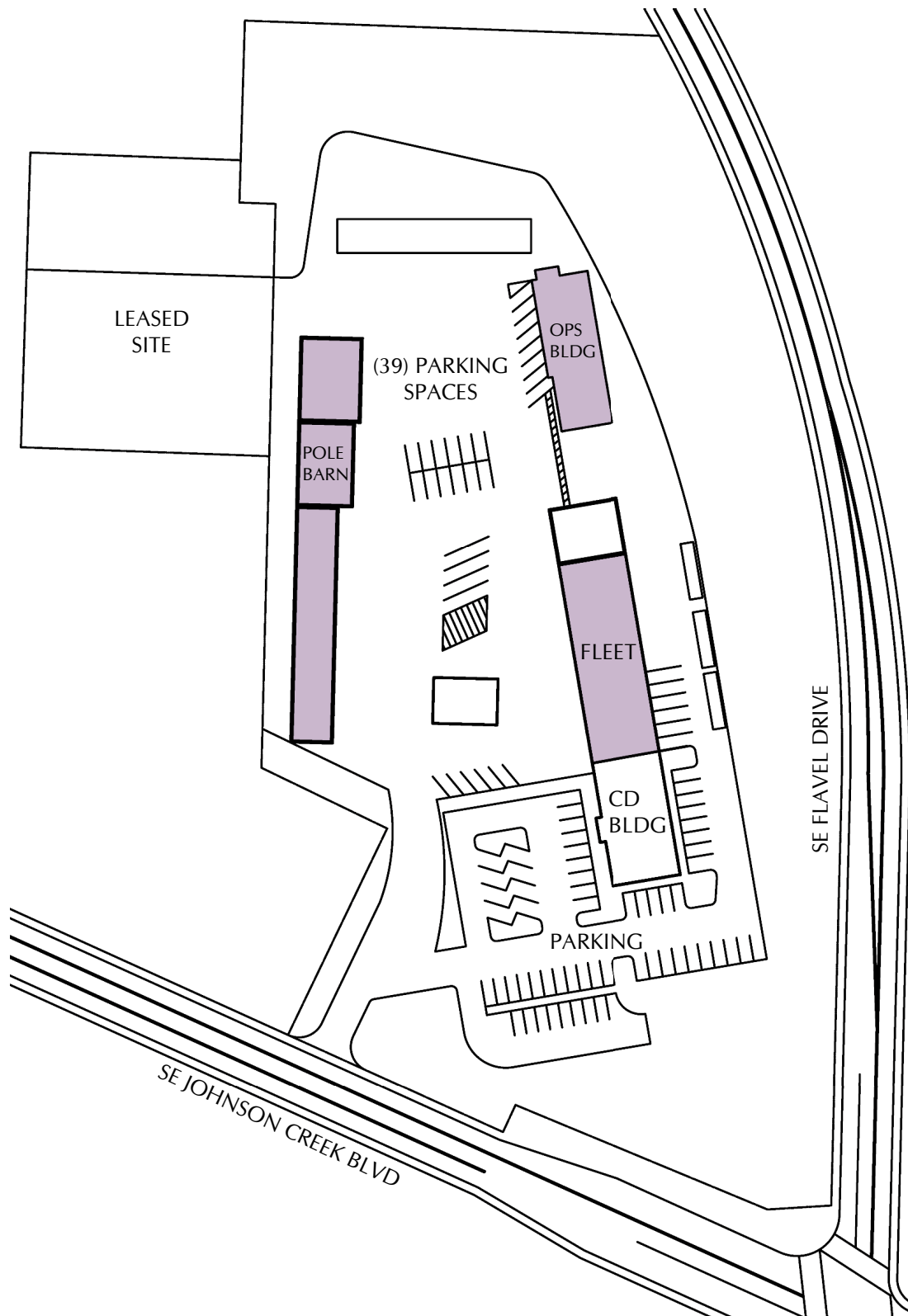




COMMUNITY DEVELOPMENT - FLOOR PLAN

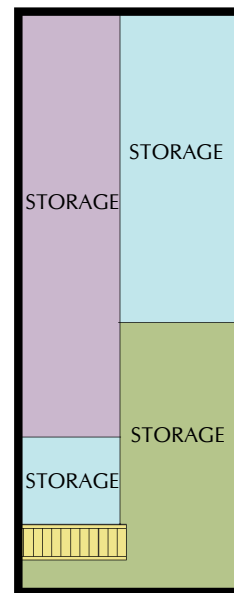
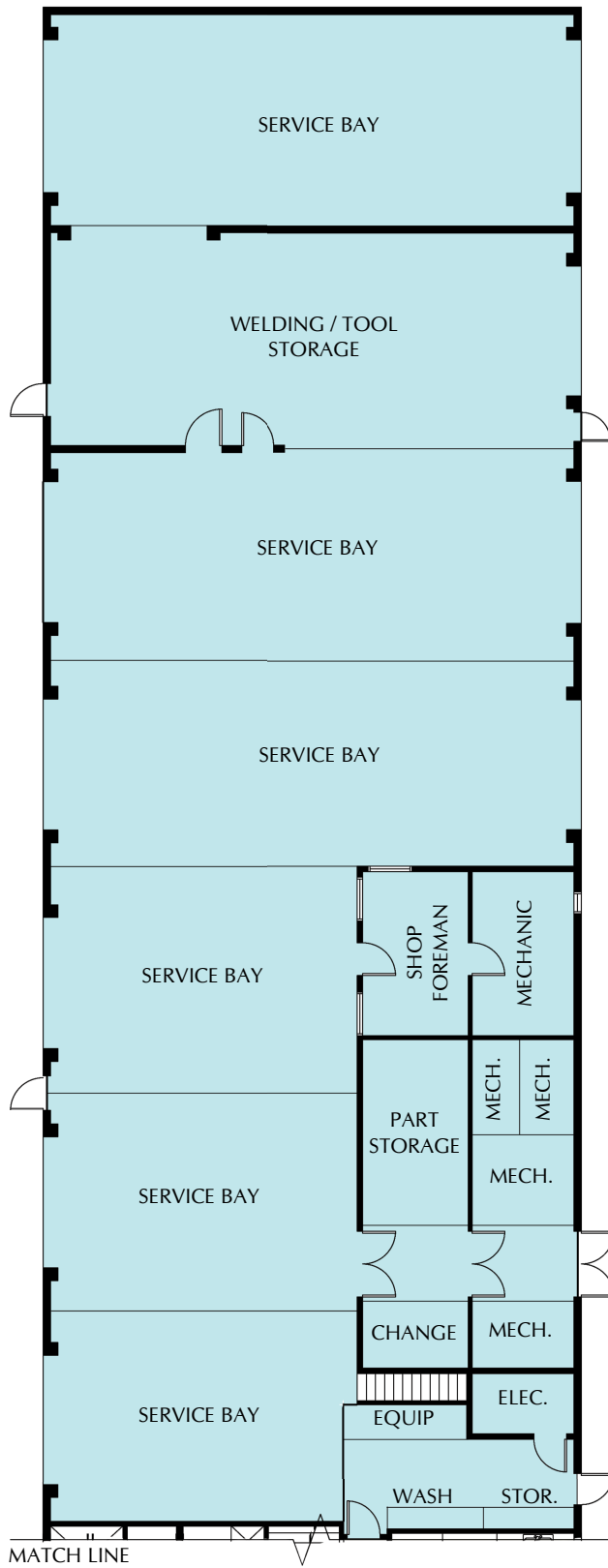


- COMMON AREA
 COMMUNITY DEVELOPMENT
 ADMINISTRATION
 ENGINEERING
- FLEET
 BUILDING DEPARTMENT
 PLANNING



PUBLIC WORKS & OPERATIONS - SITE PLAN



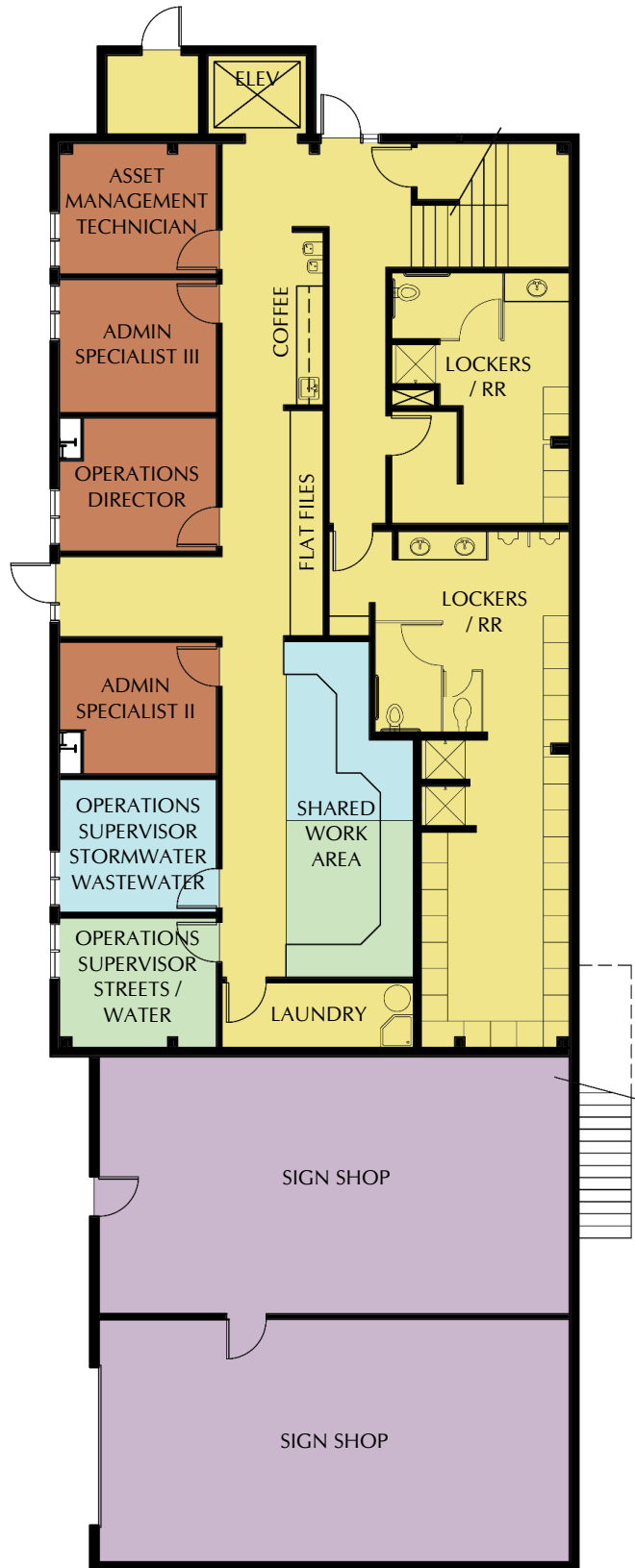


MEZZANINE



FLEET - FLOOR PLAN

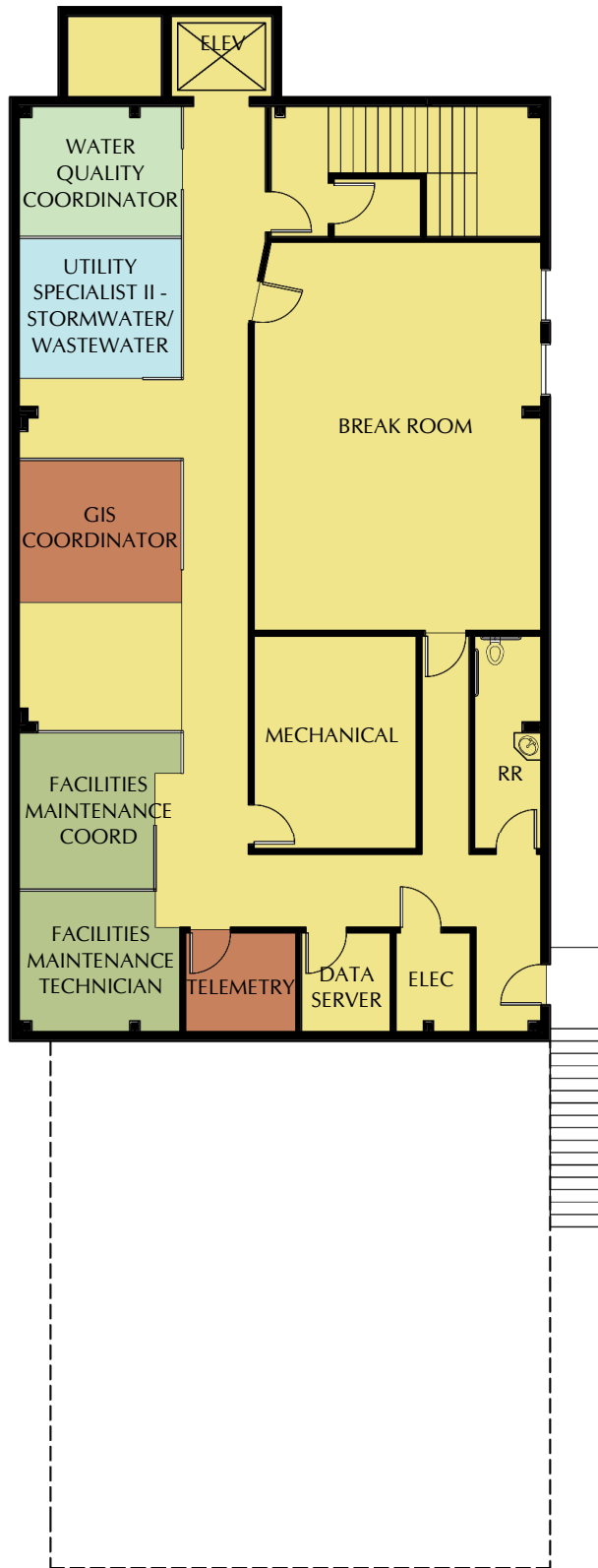
- | | | | |
|-------------|-----------------------|----------------|-------------|
| COMMON AREA | COMMUNITY DEVELOPMENT | ADMINISTRATION | ENGINEERING |
| FLEET | BUILDING DEPARTMENT | PLANNING | |



PUBLIC WORKS & OPERATIONS - FIRST FLOOR PLAN



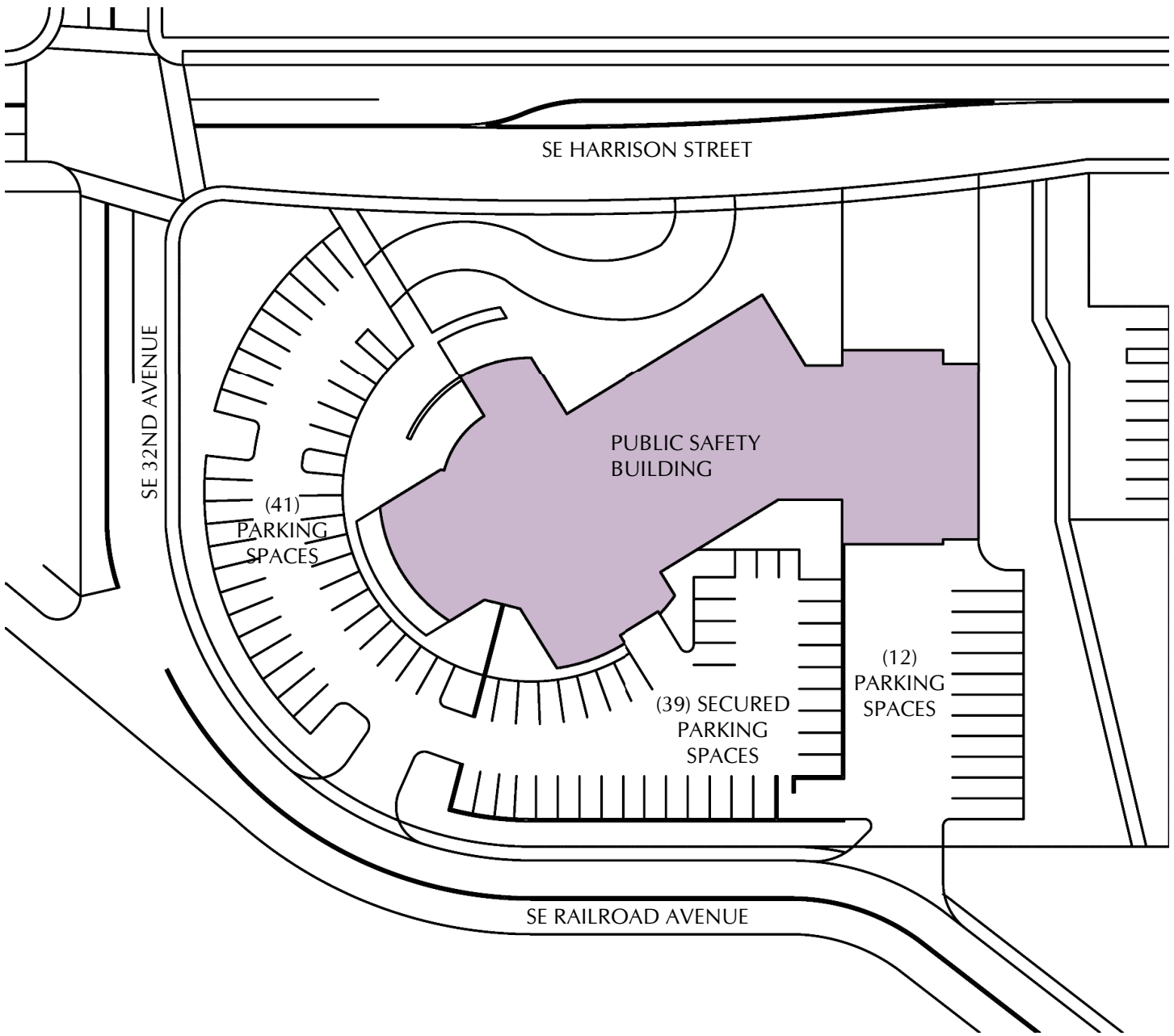
- | | | | |
|--|---|--|---|
| COMMON AREA | STORMWATER / WASTEWATER | SIGN SHOP | FACILITIES |
| OPERATIONS | STREETS / WATER | | |



PUBLIC WORKS & OPERATIONS - SECOND FLOOR PLAN



- | | | | |
|--|---|--|--|
| COMMON AREA | STORMWATER / WASTEWATER | SIGN SHOP | FACILITIES |
| OPERATIONS | STREETS / WATER | | |



PUBLIC SAFETY - SITE PLAN

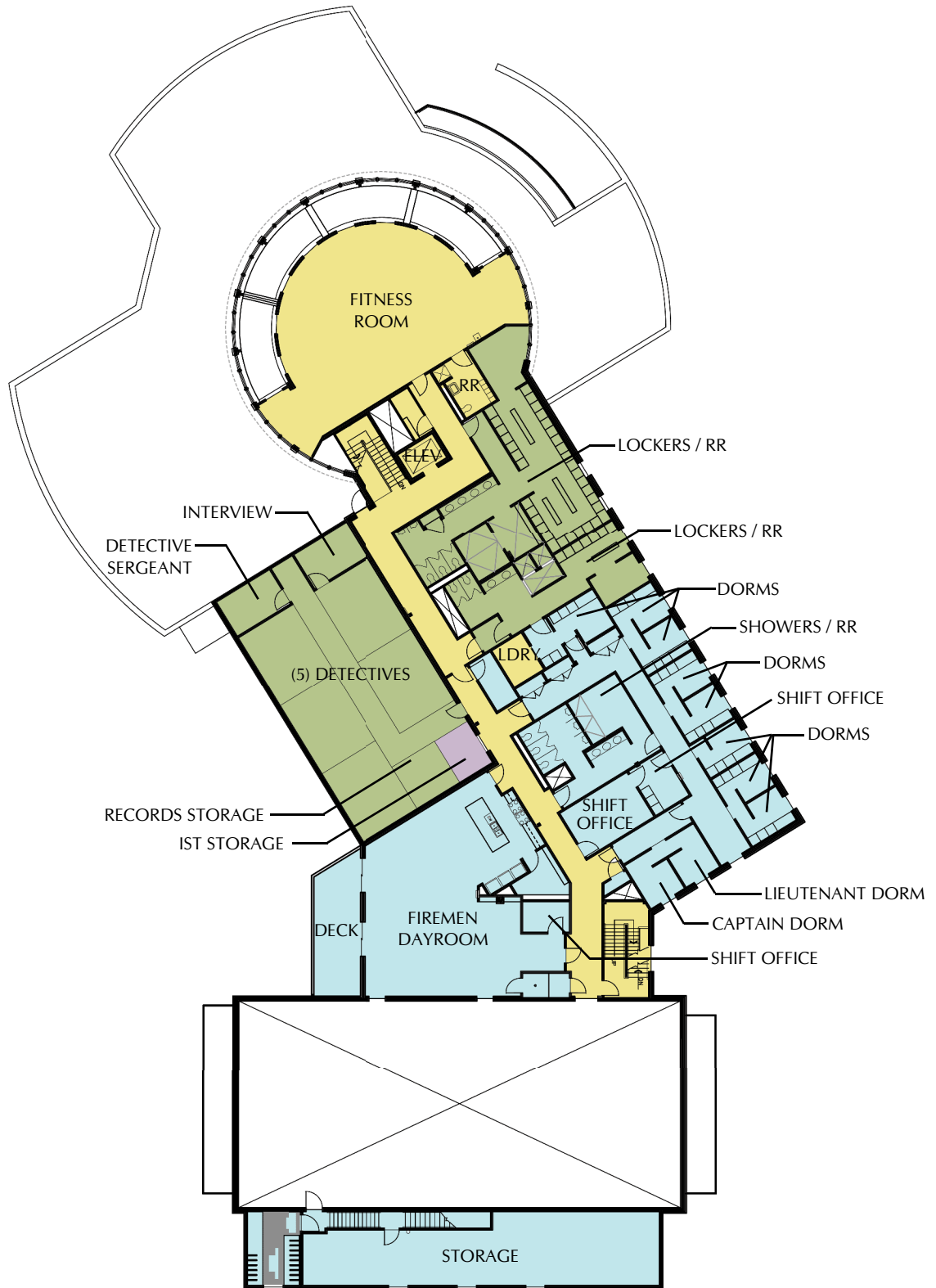




PUBLIC SAFETY BUILDING - FIRST FLOOR PLAN



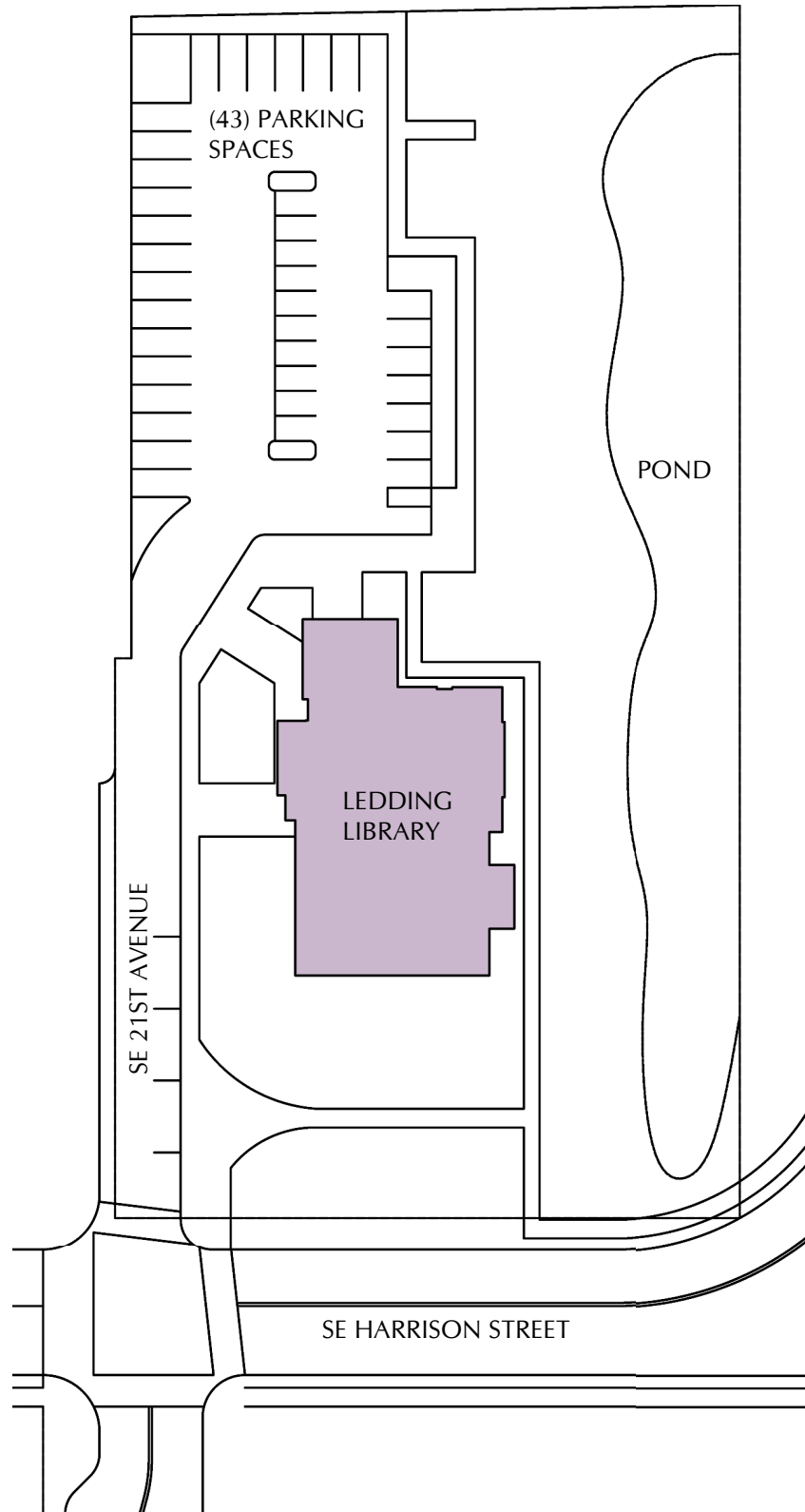
- COMMON AREA
- POLICE DEPARTMENT
- FIRE DEPARTMENT
- INFORMATION SYSTEMS & TECHNOLOGY



PUBLIC SAFETY BUILDING - SECOND FLOOR PLAN

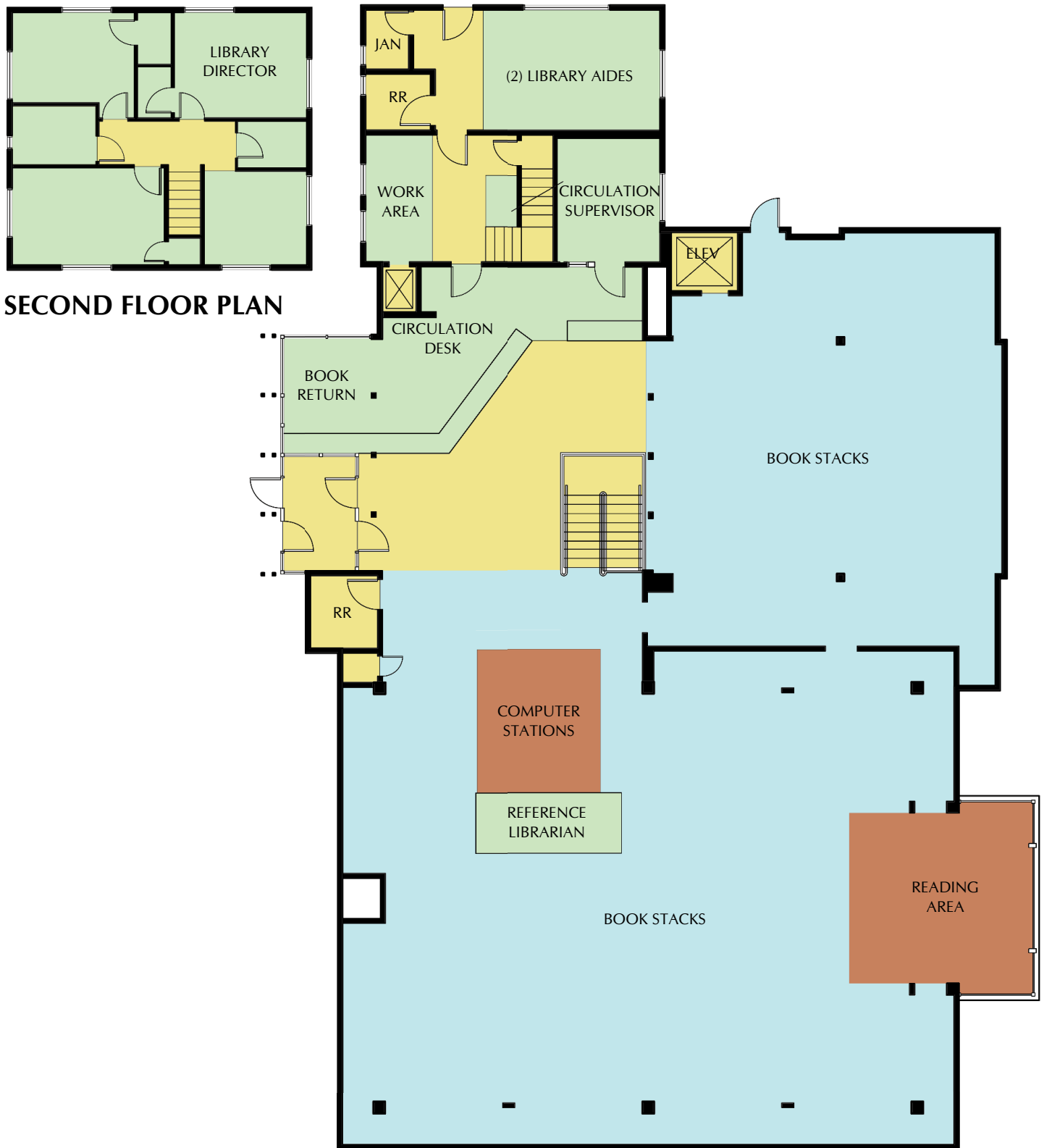


- COMMON AREA
- POLICE DEPARTMENT
- FIRE DEPARTMENT
- INFORMATION SYSTEMS & TECHNOLOGY



LEDDING LIBRARY - SITE PLAN

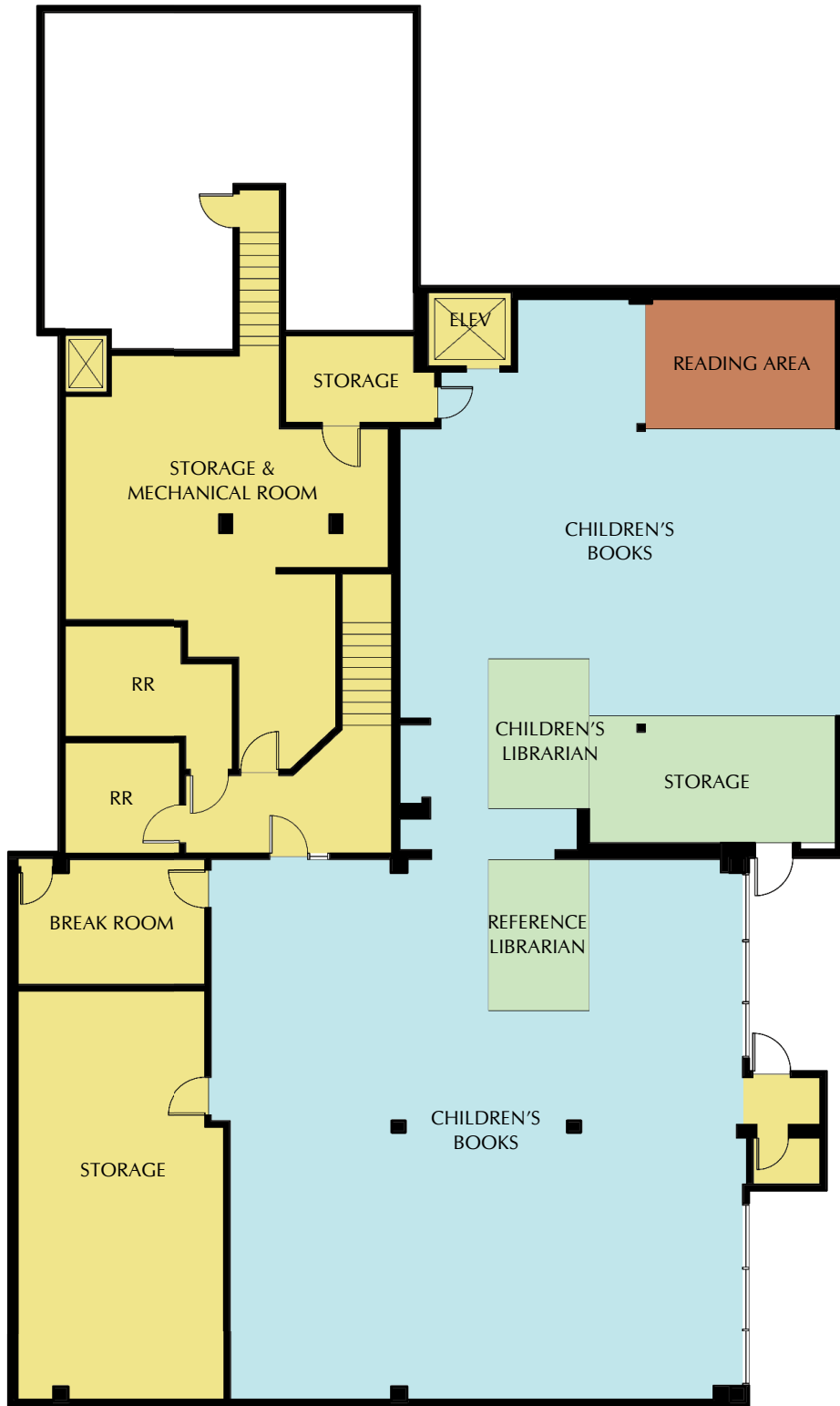




SECOND FLOOR PLAN

LEDDING LIBRARY - FIRST & SECOND FLOOR PLANS

COMMON AREA
 BOOK STACKS
 STAFF AREA
 READING / COMPUTER AREA



LEDDING LIBRARY - BASEMENT FLOOR PLAN



COMMON AREA BOOK STACKS STAFF AREA READING / COMPUTER AREA

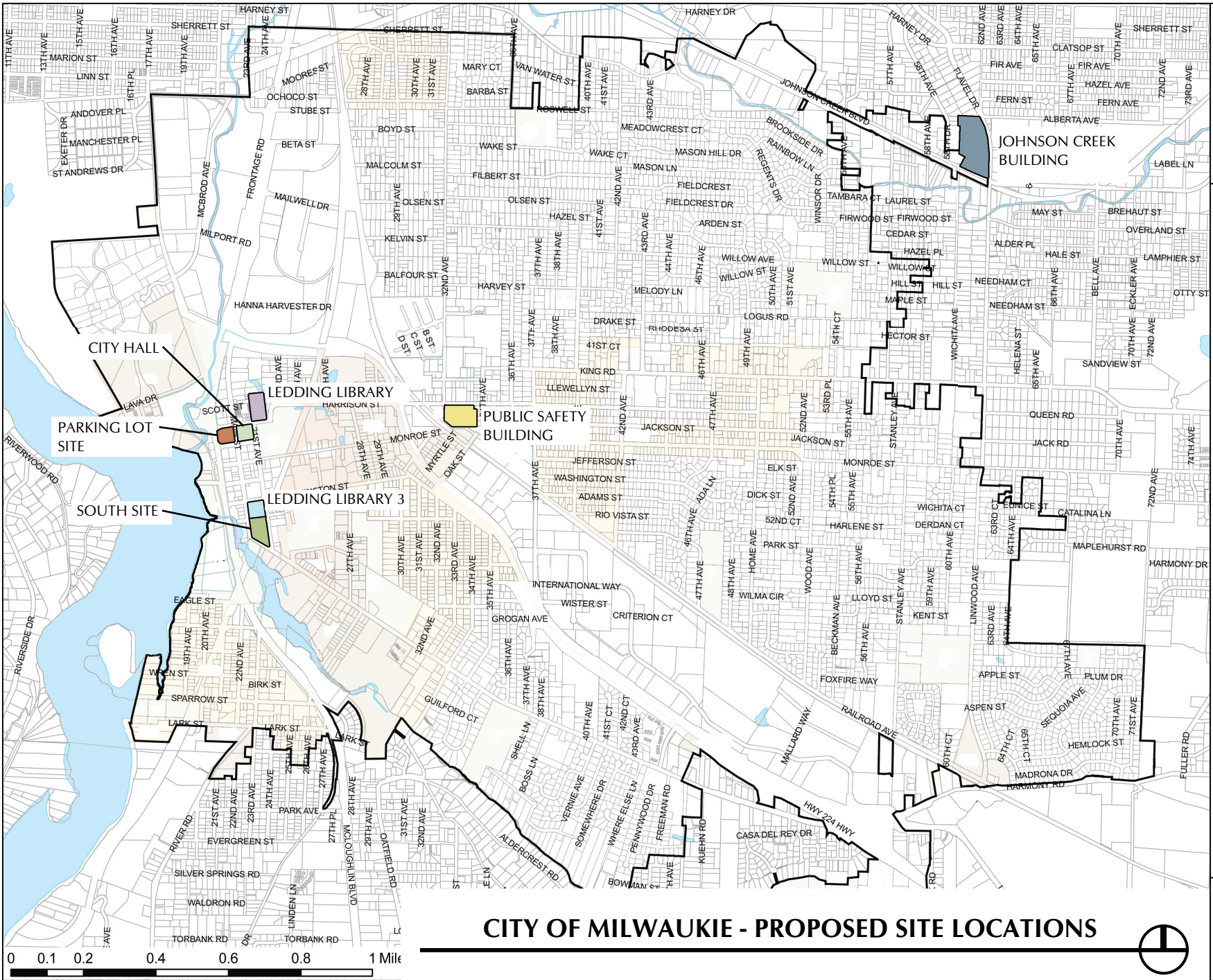


SITE ANALYSIS

The four existing sites were assessed for City Department space allocation with the intent to judge suitability for continued use and/or expansion. Two additional sites were assessed with the intent to determine their suitability for new facilities. The information in this section has been referenced from the City of Milwaukie Zoning Ordinance.

Each site presents limitations and constraints for development: such as the existing City Hall is zoned

as a Significant Historic Overlay, the proposed Annex site requires ground floor retail. The library site has Water Resource Overlay constraints and limited room for development and the development for the south downtown area is still being planned. All of the options are Community Service Uses and will require a public hearing and Type III review. They would also trigger street and frontage improvements as well as parking lot conformances.



CITY OF MILWAUKIE - PROPOSED SITE LOCATIONS

Zoning Analysis - Milwaukie City Hall	
Address	10722 SE Main Street, Milwaukie, OR 97222
Lot Size	0.96 acres
Zone	DS - Downtown Storefront Significant Historic Resource & eligible for the National Register Required Retail Ground Floor Use Area Height Bonus Area
Uses	CSU - Community Service Use
Floor Area	Current: 11,863 sf Required: 42,000 sf - 168,000 sf
Height	Current: 2 stories Required: No minimum - 4 stories / 55 ft Required: Existing building remains the same
Setbacks	SE Main St Current: 38 ft Required: 0 ft required on Main Street SE Harrison St Current: 55 ft Required: None SE Jackson St Current: 45ft Required: None 21st Ave Current: 115 ft Required: None
Off-street Parking	Current: 28 Required: None
Landscaping	Current: 22,600 sf Required: None
Additional Notes	No alterations to existing landmark Additions are subject to Design Review and Historic Review Additions must be visually compatible



Zoning Analysis - Johnson Creek Building

Address	6101 SE Johnson Creek Bvd, Milwaukie, OR 97222																
Lot Size	6.72 acres																
Zone	M Manufacturing																
Uses	CSU - Community Service Use Government Office																
Lot Coverage	Current: 16,482 sf Required: 0 to 80,535 sf (65%)																
Height	Current: 2 stories Required: No minimum - 45 ft																
Setbacks	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SE Johnson Creek</td> <td>Current: 232 ft</td> </tr> <tr> <td></td> <td>Required: 20 ft</td> </tr> <tr> <td>Side</td> <td>Current: 20 ft</td> </tr> <tr> <td></td> <td>Required: None</td> </tr> <tr> <td>SE Flavel Dr</td> <td>Current: 117 ft</td> </tr> <tr> <td></td> <td>Required: None</td> </tr> <tr> <td>Back</td> <td>Current: 165 ft</td> </tr> <tr> <td></td> <td>Required: 5 ft</td> </tr> </table>	SE Johnson Creek	Current: 232 ft		Required: 20 ft	Side	Current: 20 ft		Required: None	SE Flavel Dr	Current: 117 ft		Required: None	Back	Current: 165 ft		Required: 5 ft
SE Johnson Creek	Current: 232 ft																
	Required: 20 ft																
Side	Current: 20 ft																
	Required: None																
SE Flavel Dr	Current: 117 ft																
	Required: None																
Back	Current: 165 ft																
	Required: 5 ft																
Off-street Parking	Current: 100 Required: 55 min to 162 max																
Landscaping	Current: 113,250 sf Required: 43,205 sf																
Additional Notes																	



Zoning Analysis - Public Safety Building	
Address	
	3200 SE Harrison Street, Milwaukie, OR 97222
Lot Size	
	2.91 acres
Zone	
	C-G Commercial-General
Uses	
	Community Service Use Government Office
Lot Coverage	
	Current: 16,482 sf Required: 0 to 80,535 sf (65%)
Height	
	Current: 2 stories Required: No minimum - 3 stories / 45 ft
Setbacks	
	SE Harrison St Current: 85 ft Required: 40 ft min
	SE 32nd Ave Current: 88 ft Required: None
	SE Railroad Ave Current: 75 ft Required: 30 ft min
	Back Current: 80 ft Required: 15 ft
Off-street Parking	
	Current: 101 Required: 45 min
Landscaping	
	Current: 30,500 sf Required: 18,585 sf
Additional Notes	

Zoning Analysis - Milwaukie Ledding Library

Address	10660 SE 21st Avenue, Milwaukie, OR 97222
Lot Size	1.77
Zone	DS - Downtown Storefront Vegetated Corridor Village Concept Area Height Bonus Area
Uses	CSU - Community Service Use
Floor Area	Current: 13,104 sf Required: 76,000 sf - 304,000 sf
Height	Current: 2 stories Required: No minimum - 4 stories / 55 ft
Setbacks	SE Harrison St Current: 90 ft Required: 0 ft - 10 ft SE 21st Ave Current: 50 ft Required: None Side Current: 30 ft Required: None Back Current: 190 ft Required: None
Off-street Parking	Current: 43 Required: None
Landscaping	Current: 50,800 sf Required: None
Additional Notes	Additions and alterations require Minor Quasi-Judicial Review May be eligible for Historic Register Vegetated Corridor must be left in place



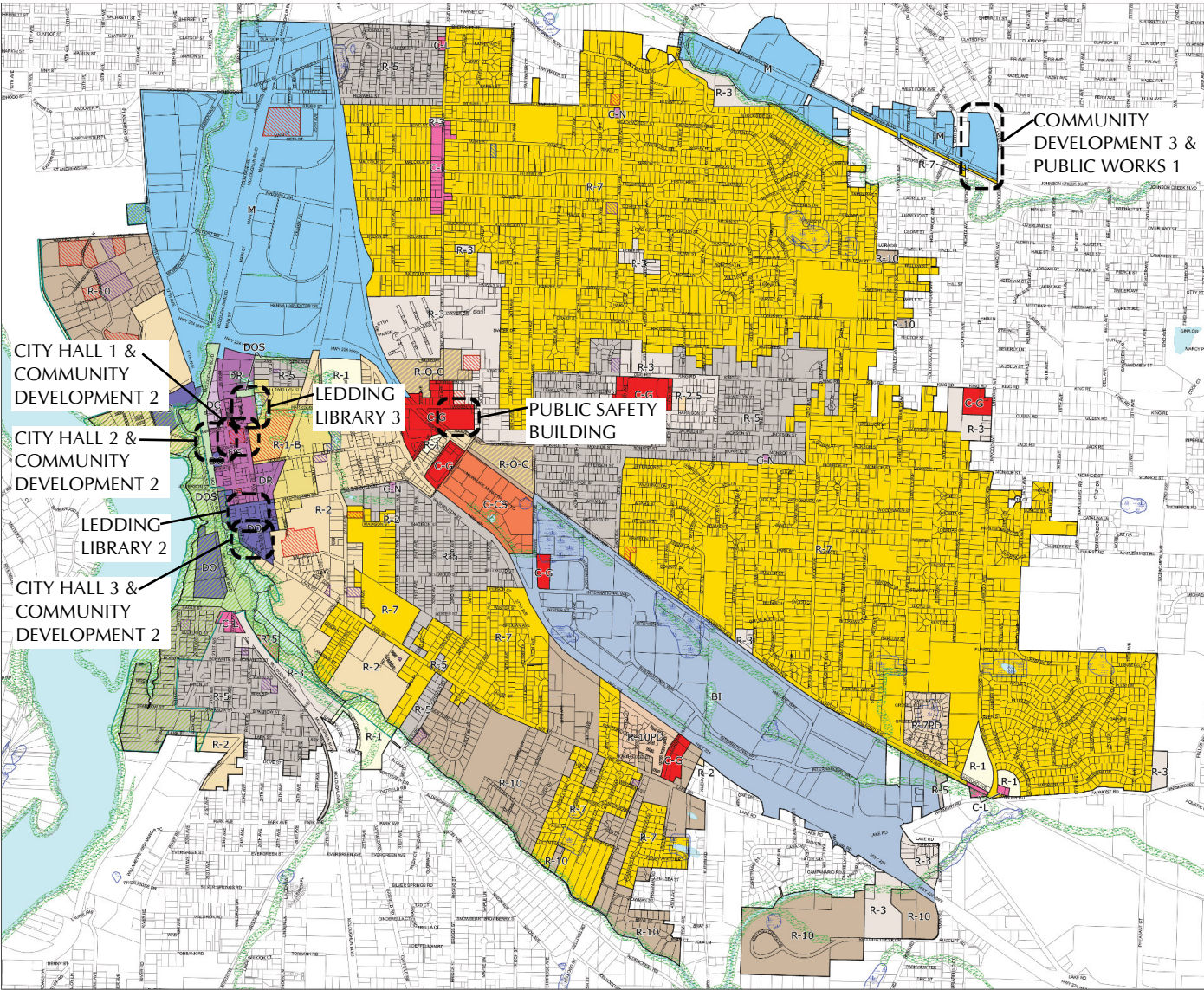
Zoning Analysis - South Site	
Address	
	11222 SE Main Street, Milwaukie, OR 97222
Lot Size	
	0.37 acres
Zone	
	DO - Downtown Office
Uses	
	CSU - Community Service Use
Floor Area	
	Required: 45,400 sf - 272,400 sf
Height	
	Required: 25 ft to 65 ft
Setbacks	
	SE Main St
	Required: 0 ft
	SE Washington St
	Required: None
	SE Lake Road
	Required: Center of right of way to Building is a minimum of 30 ft
SE 21st Ave	
Required: None	
Off-street Parking	
	Required: Library - 1 to 1.2 spaces per 1,000 GFA
	Required: Professional Services - 1 space per 370 to 295 sf
Landscaping	
	Required: None
Additional Notes	



Zoning Analysis - South Site

Address	11222 SE Main Street, Milwaukie, OR 97222								
Lot Size	0.37 acres								
Zone	DO - Downtown Office								
Uses	CSU - Community Service Use								
Floor Area	Required: 45,400 sf - 272,400 sf								
Height	Required: 25 ft to 65 ft								
Setbacks	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SE Main St</td> <td>Required: 0 ft</td> </tr> <tr> <td>SE Washington St</td> <td>Required: None</td> </tr> <tr> <td>SE Lake Road</td> <td>Required: Center of right of way to Building is a minimum of 30 ft</td> </tr> <tr> <td>SE 21st Ave</td> <td>Required: None</td> </tr> </table>	SE Main St	Required: 0 ft	SE Washington St	Required: None	SE Lake Road	Required: Center of right of way to Building is a minimum of 30 ft	SE 21st Ave	Required: None
SE Main St	Required: 0 ft								
SE Washington St	Required: None								
SE Lake Road	Required: Center of right of way to Building is a minimum of 30 ft								
SE 21st Ave	Required: None								
Off-street Parking	Required: Library - 1 to 1.2 spaces per 1,000 GFA Required: Professional Services - 1 space per 370 to 295 sf								
Landscaping	Required: None								
Additional Notes	 								





ZONING

- | | |
|--------------------------------|-------------------|
| Industrial | Commercial |
| BI | C-N |
| M | C-L |
| Residential | C-G |
| R-1 | C-CS |
| R-1-B | Downtown |
| R-2 | DS |
| R-2.5 | DC |
| R-3 | DO |
| R-5 | DR |
| R-7 | DOS |
| R-7PD | |
| R-10 | |
| R-10PD | |
| R-O-C | |
| Mixed Use Overlay | |
| Vegetated Corridor* | |
| Wetland Buffer* | |
| Willamette Greenway | |
| Significant Historic Resource | |
| Contributing Historic Resource | |
| Unranked Historic Resource | |
| City Boundary | |
| Water Body | |

*Features shown are illustrative. Refer to Title 3 maps and available site delineations for specific boundary locations.

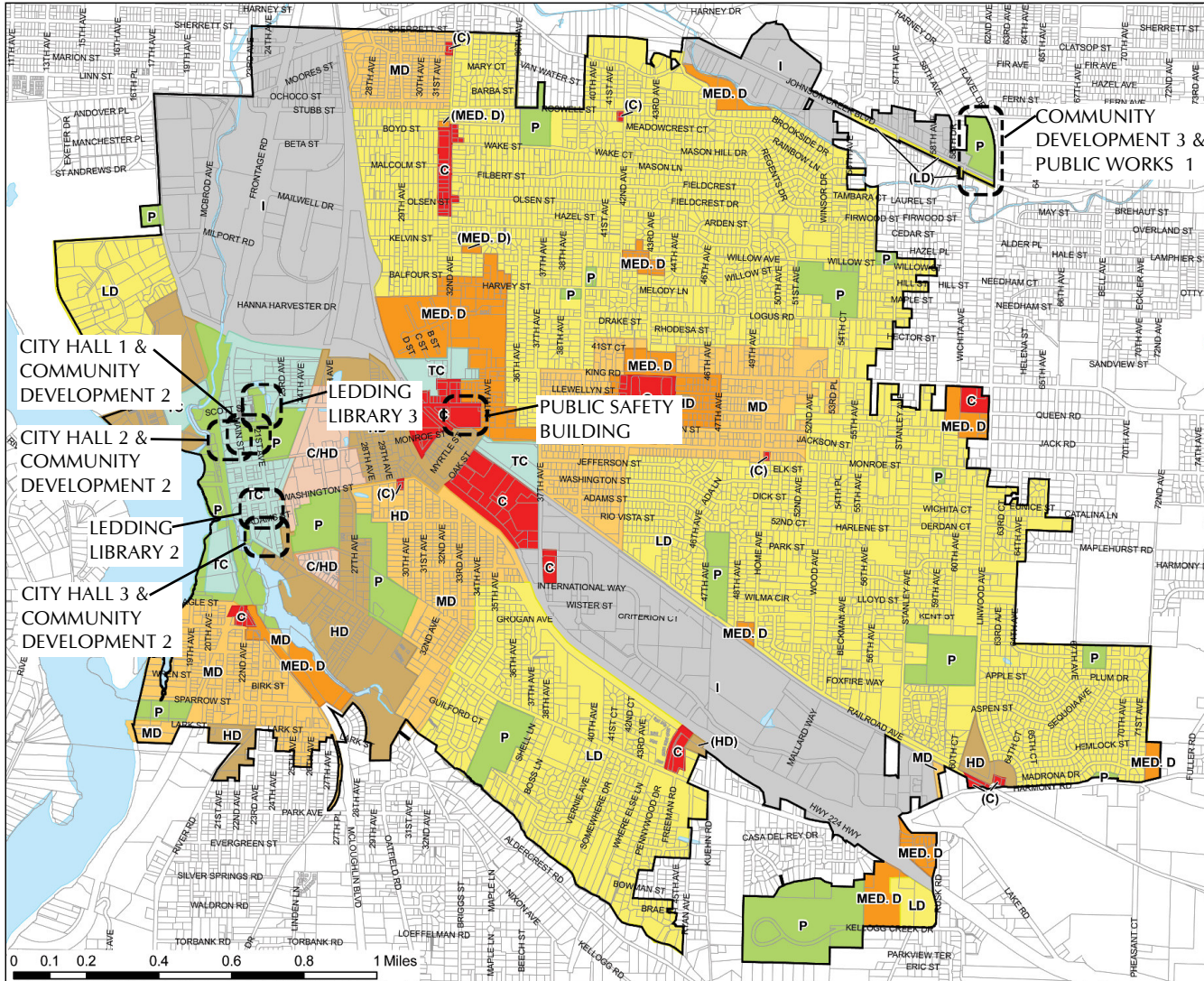


Revised Ord. 1987 October 21, 2008

Data Source: City of Milwaukie GIS
Clackamas County GIS
Metro Data Resource Center
Map Update: November 2008



CITY OF MILWAUKIE ZONING MAP



LAND USE

Milwaukie Comprehensive Plan Map 7

- LD - Low Density
- MD - Moderate Density
- MED. D - Medium Density
- HD - High Density
- C - Commercial
- C/HD - Mixed Use
- I - Industrial
- P - Public
- TC - Town Center
- City Boundary
- Water Body

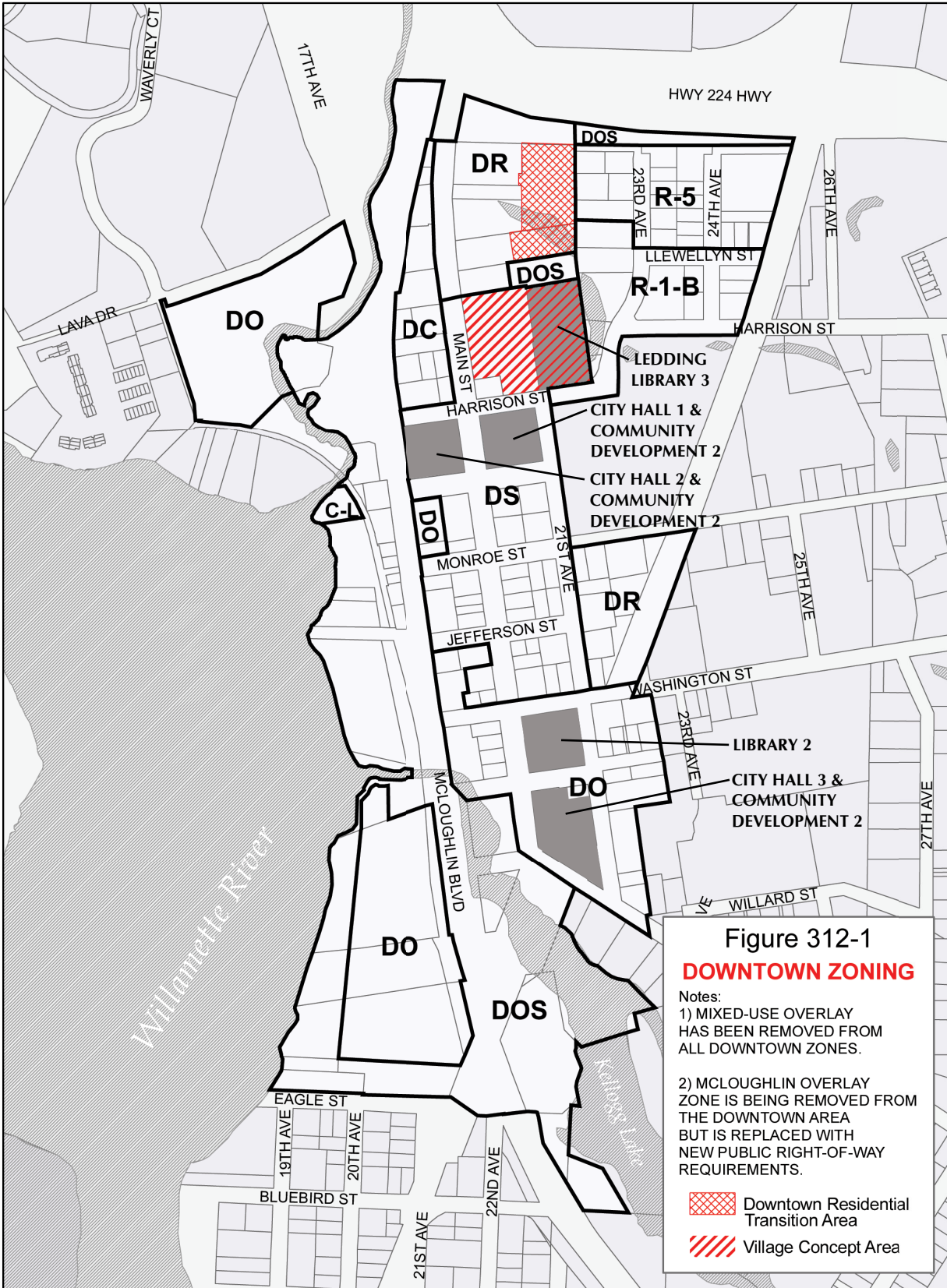
Revised Ord. #1987 October 21, 2008

Data Sources: City of Milwaukie GIS
Clackamas County GIS
Metro Data Resource Center



CITY OF MILWAUKIE LAND USE MAP





DOWNTOWN ZONING MAP



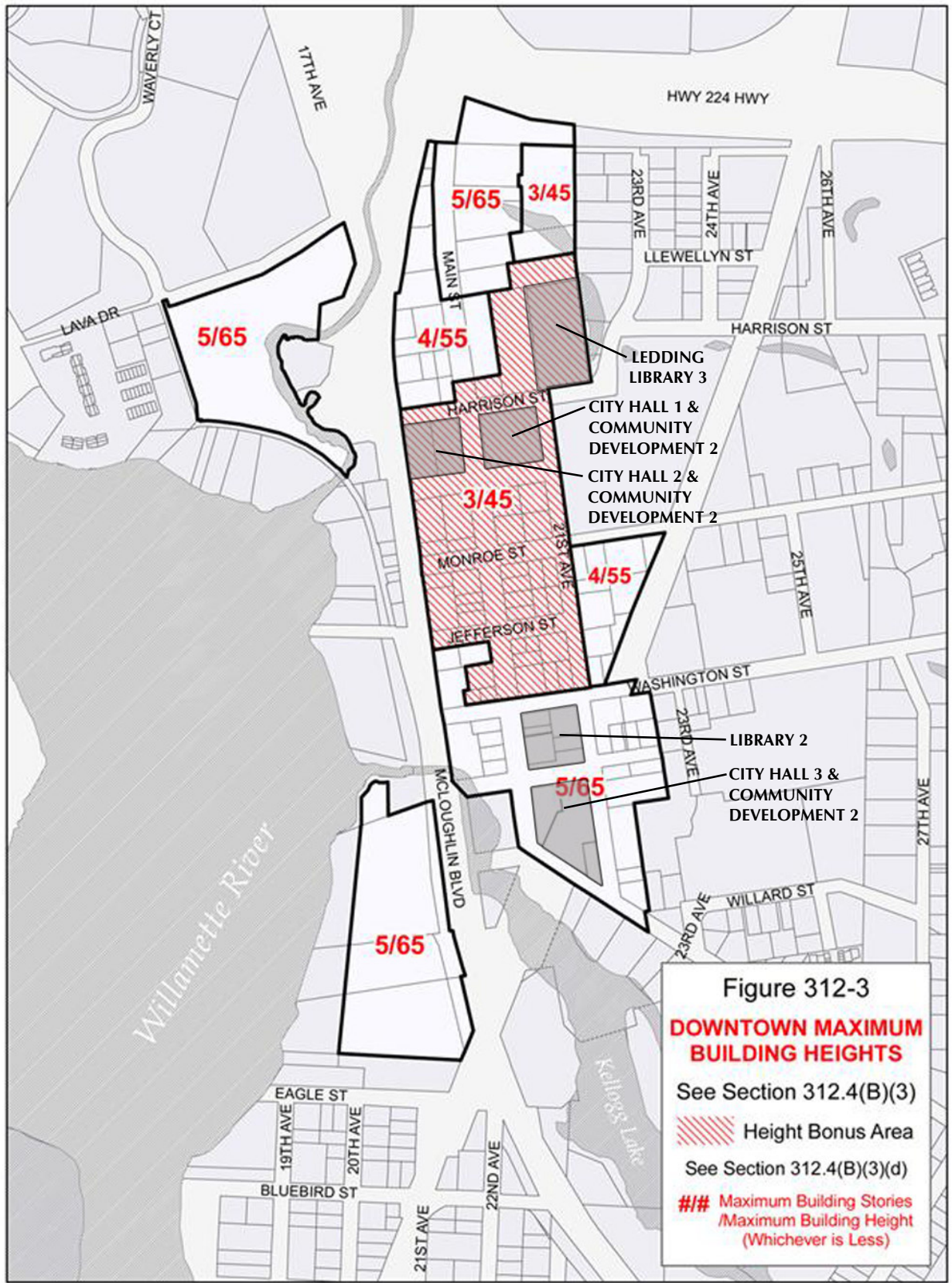
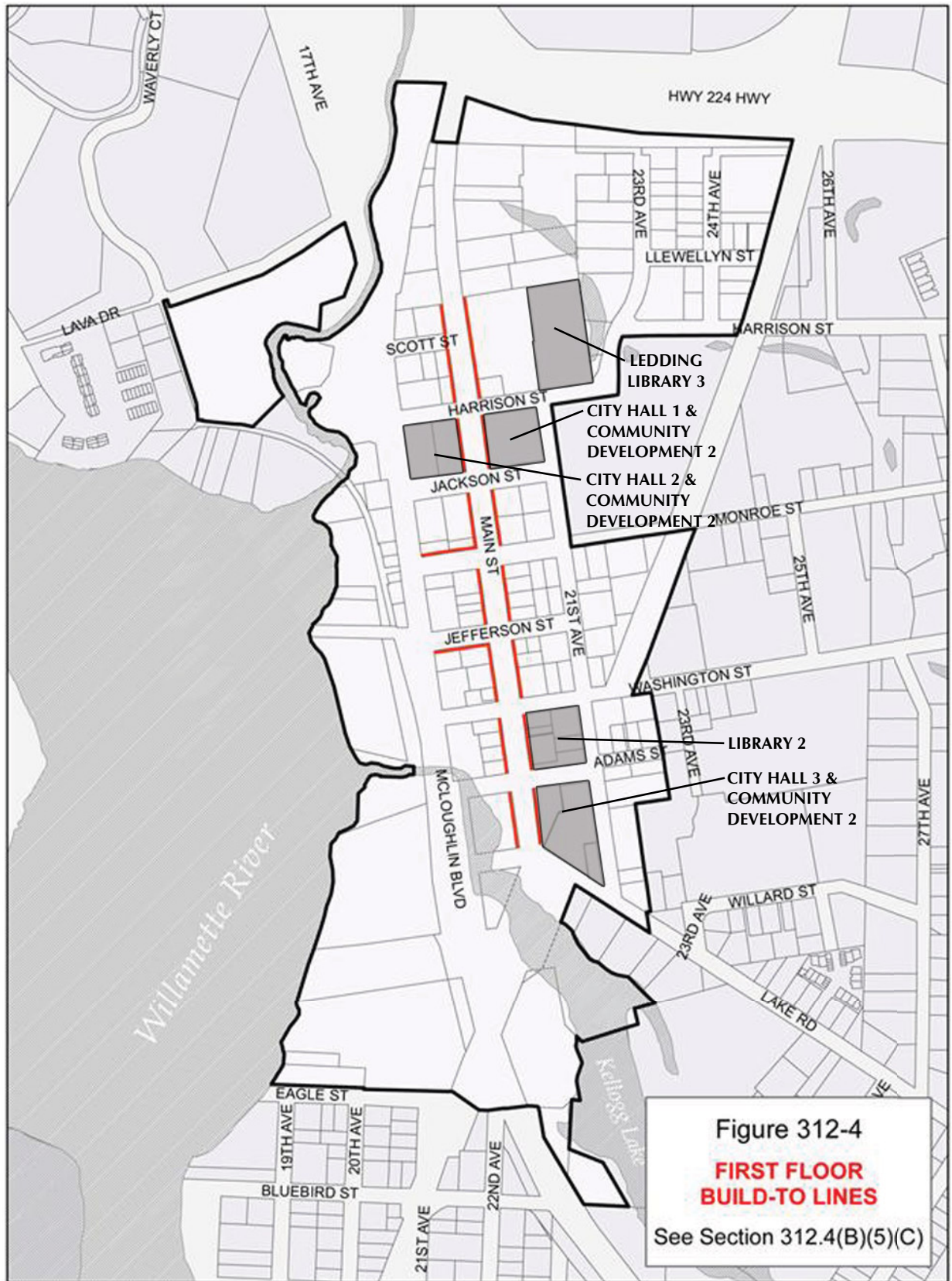


Figure 312-3
DOWNTOWN MAXIMUM BUILDING HEIGHTS
 See Section 312.4(B)(3)
 [Hatched Box] Height Bonus Area
 See Section 312.4(B)(3)(d)
 [###] Maximum Building Stories / Maximum Building Height (Whichever is Less)

DOWNTOWN MAXIMUM HEIGHT MAP





DOWNTOWN REQUIRED FIRST FLOOR ZERO FOOT SETBACK MAP



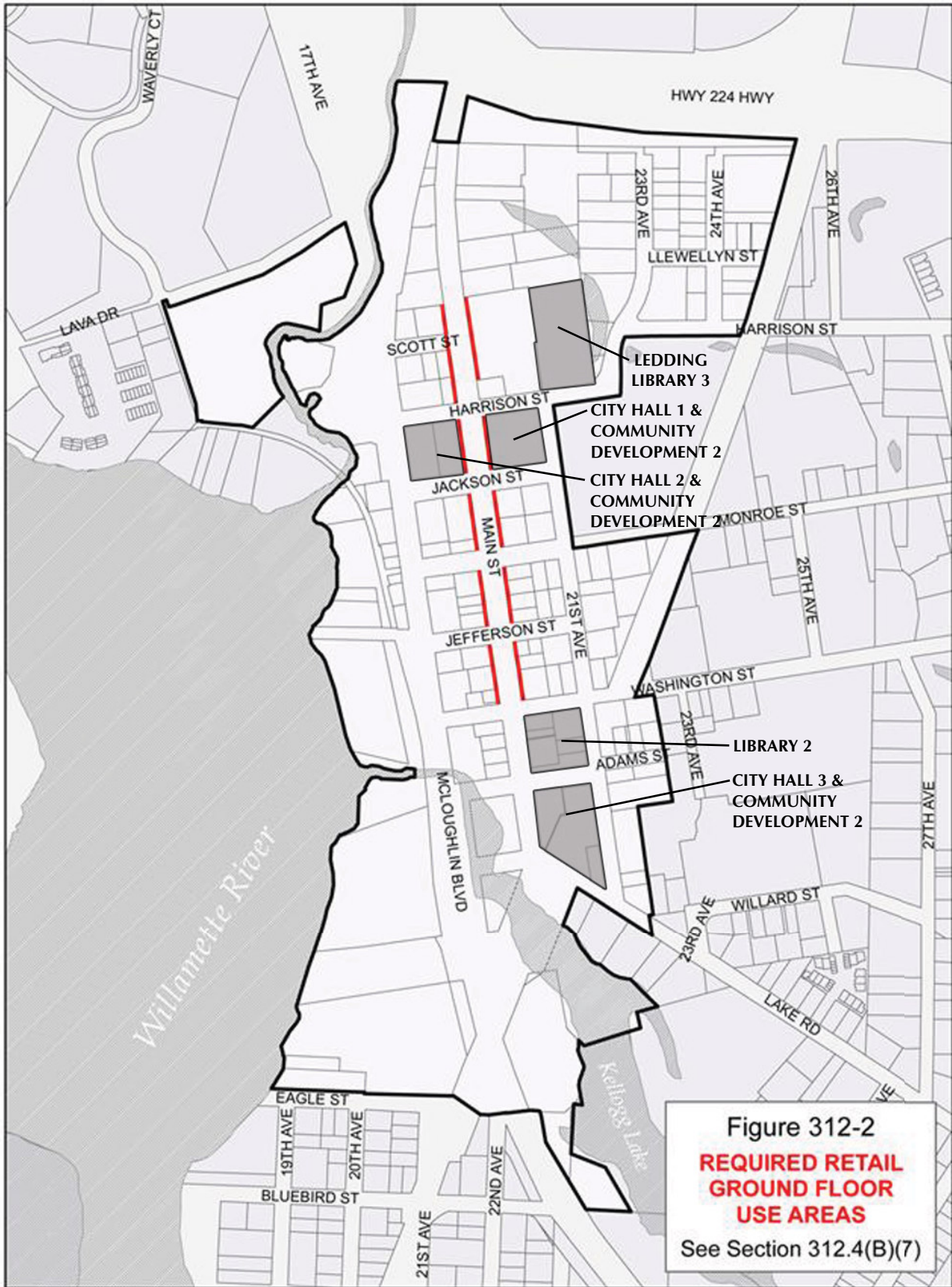
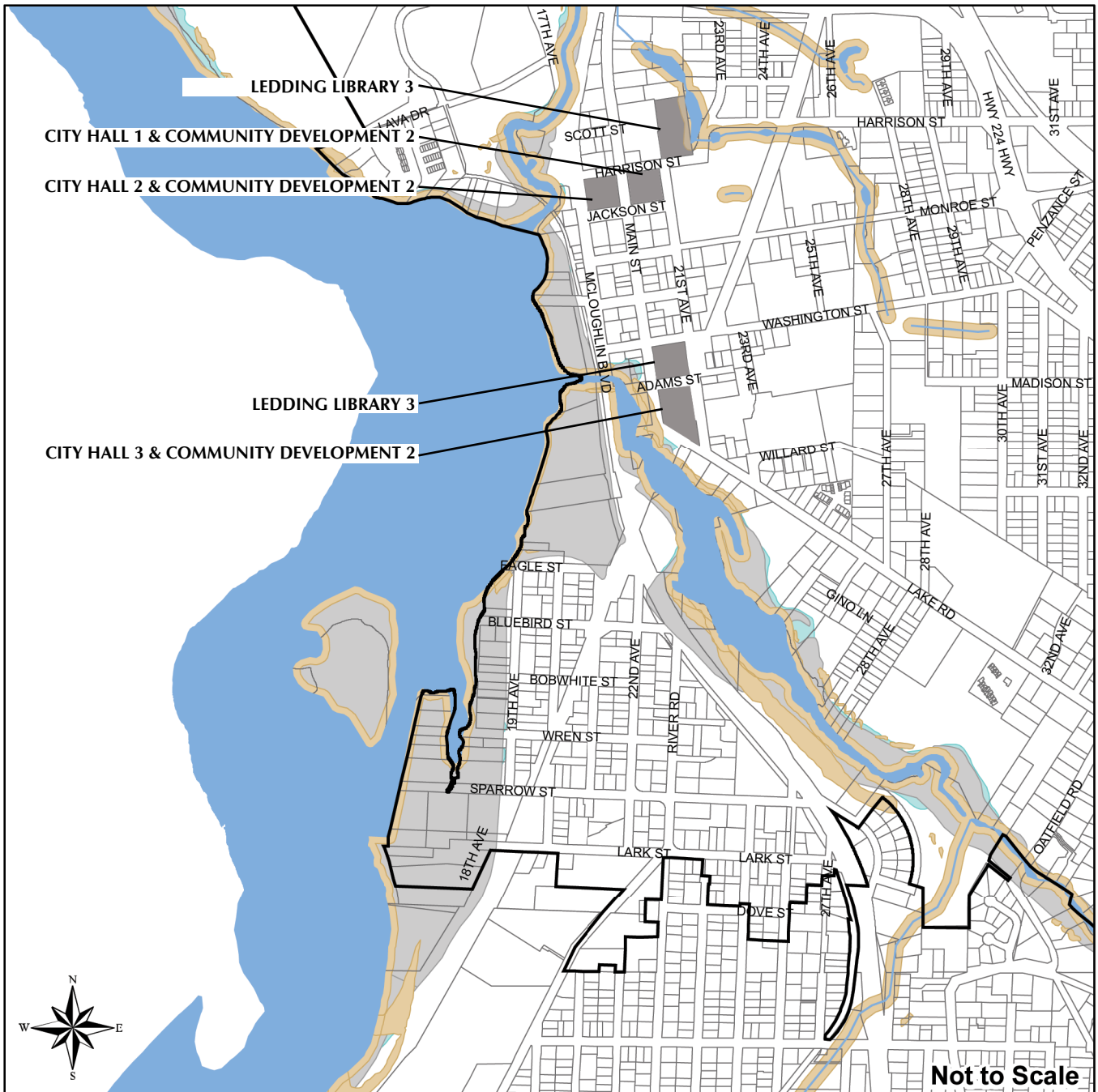







Figure 312-2
**REQUIRED RETAIL
 GROUND FLOOR
 USE AREAS**
 See Section 312.4(B)(7)

DOWNTOWN REQUIRED GROUND FLOOR RETAIL MAP





-  Tax Lots
-  Drainage Course
-  Vegetated Corridor
-  FEMA 100-Year Flood
-  February 1996 Flood

Features shown on this map are based on the August 1998 Metro Water Quality and Flood Management Area Map. The purpose of this map is to identify areas subject to Milwaukee Municipal Code 19.322- Water Quality Resource Regulations and Title 18 Flood Hazard Regulations.

Adopted Ord. #1912 December 17, 2002



WATER QUALITY RESOURCES MAP



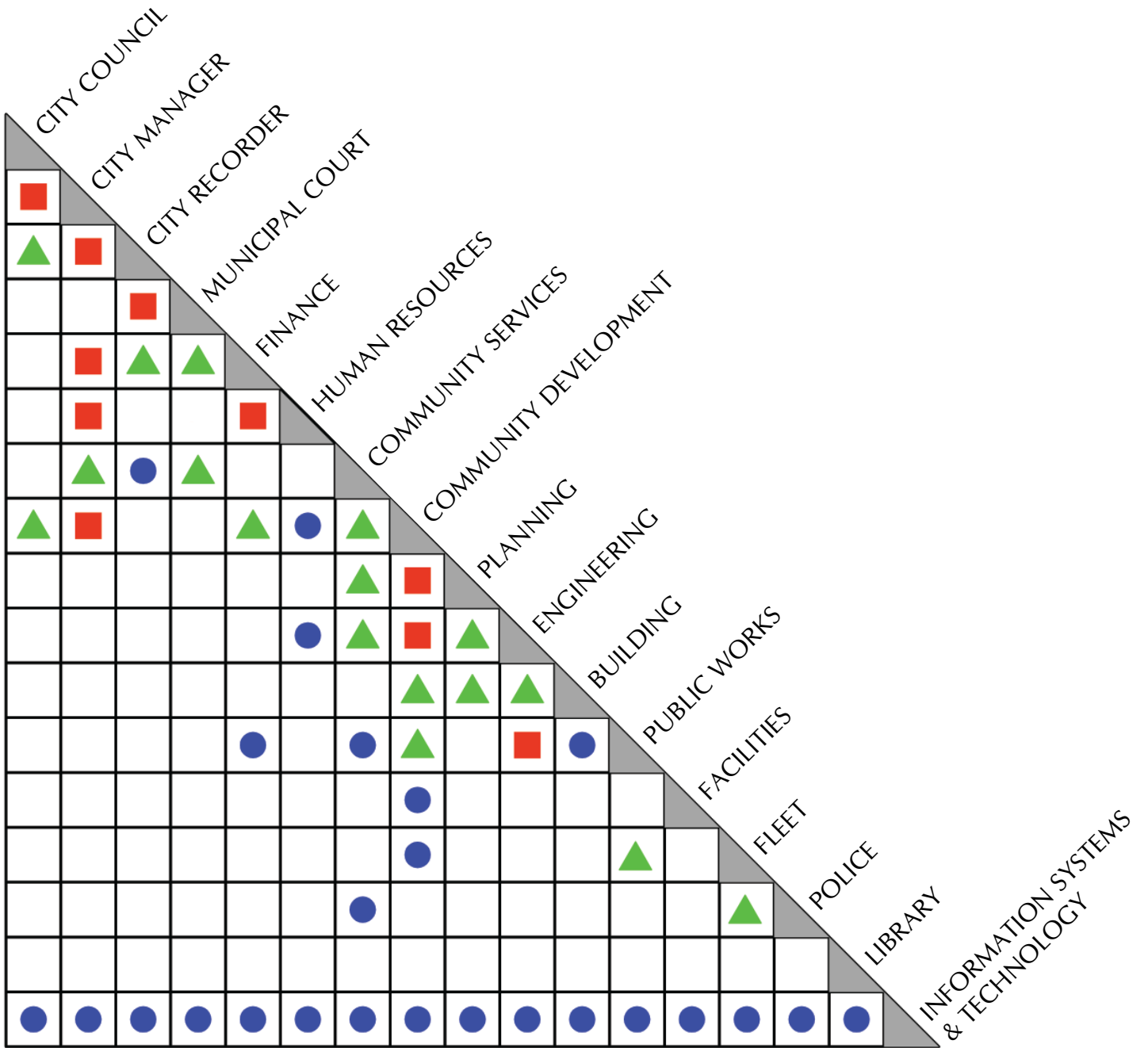
SPACE NEEDS ANALYSIS

The programming process began with the distribution of questionnaires to all of the City Departments to collect their information. The questionnaire identified functional adjacency requirements, future growth, common areas, special requirements, security, privacy and confidentiality issues, storage and filing needs, IT and telecom needs, flexibility of department, support function areas and environmental needs.

This section includes each department's workshop meeting summary and space program needs. We involved representatives of all the key "stakeholders"

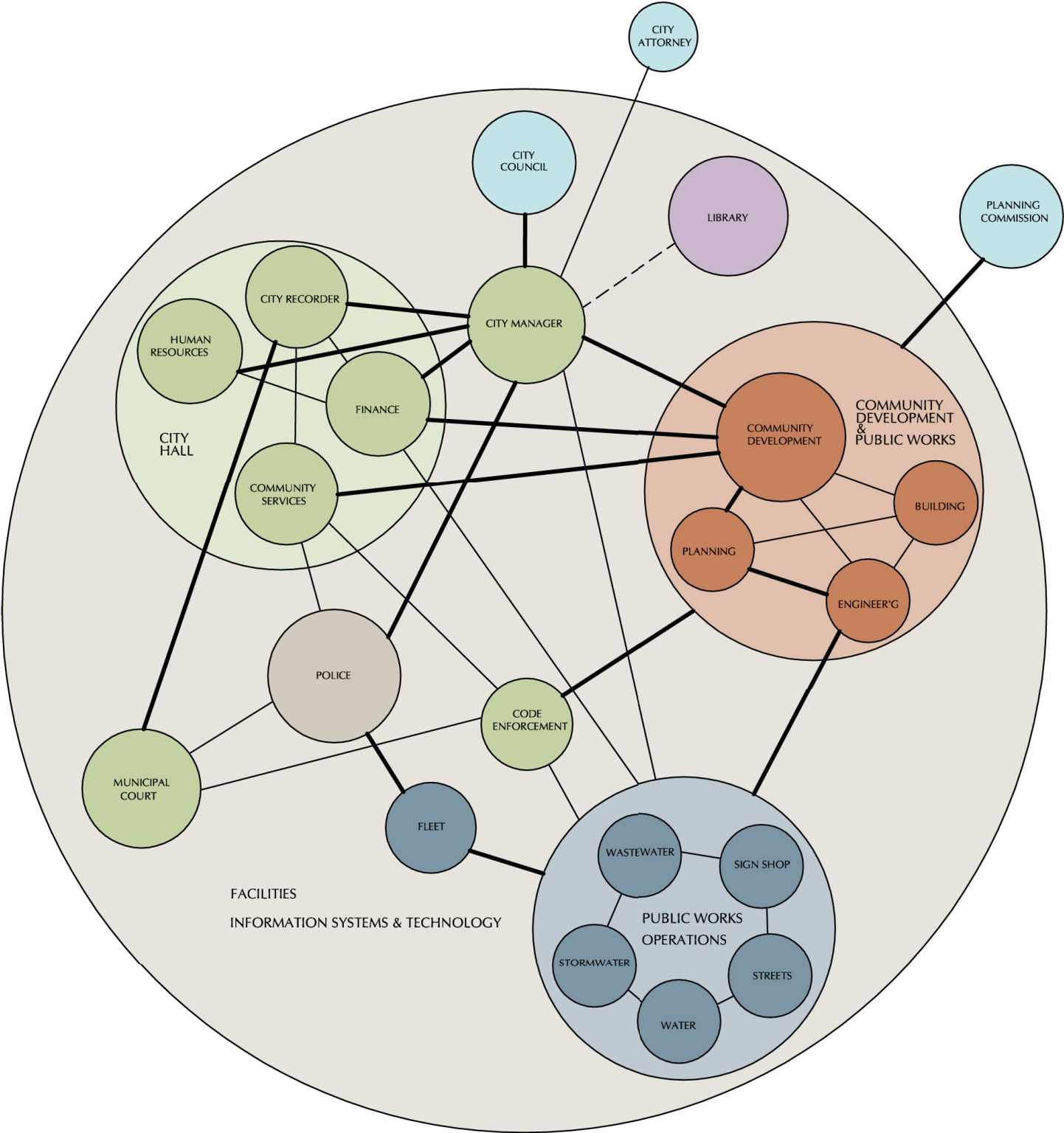
to be part of the workshop meetings. The involvement of the stakeholders was especially critical to insure documentation of each departments operation and flow, critical space needs, adjacencies required for process and shared personnel and flexibility for the future.

An adjacency matrix was developed identifying each department's critical, important and desirable priority was with relationship to each other. A "bubble diagram" was created to graphically illustrate the inter-department groups and the strength of their functional work relationship.



ADJACENCIES MATRIX

CRITICAL IMPORTANT DESIRABLE



ADJACENCIES BUBBLE DIAGRAM



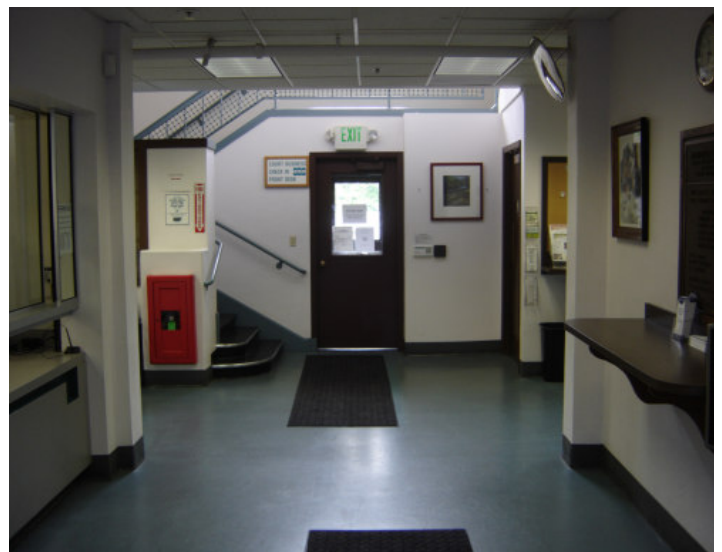
City Hall, 10722 SE Main St.

The City Hall was originally constructed circa 1938 to be offices for City Hall and the Milwaukie Fire Station. It is an 11,900 gsf 2-story with a partial basement wood and steel structure. The property was subsequently renovated to add brick veneer to the exterior, an elevator, retrofit of windows and upgrades to the restrooms and interior finishes. The building now houses the offices of City Hall: Mayor, City Council, City Manager, Human Resources, Finance, City Recorder, Community Services and Municipal Court.

City Manager

The City of Milwaukie operates under the Council-Manager form of government. The chief characteristic of this form is that the Council appoints a qualified person for City Manager to take charge of the daily supervision of the City affairs. The principle supporting the Council-Manager plan is that the Council sets policy and the Manager carries it out. The Council is in the process of evaluating candidate qualifications to appoint a new City Manager.

- The City Manager needs to be centrally located and highly visible and accessible both internally and to the public.
- City Manager is central to all of the departments except Municipal Court and Community Services. The City Manager interacts with all departments.
- The City Manager is very connected with the City Council, attending all meetings.





- Need a dedicated conference room for use by the City Manager for frequent meetings.
- With the City Manager and the Community Development offices located so far apart, there are strong feelings that a large communication gap exists.
- Ideally, locating the Community Development department in the same building as the City Manager would facilitate better contact and more discussions on projects.
- The Interim City Manager shares an administrative staff with the HR Department, but may change with the new City Manager. They have the option of hiring an administrative staff person to support them.

Human Resources

The Human Resources department oversees all personnel policies, procedures, and systems throughout the City and ensures the City is legally compliant in respect to personnel issues.

- Human Resources cover all employees' benefits, compensation, safety and labor relations. They provide employee orientation, mediate issues, investigate harassment/ discriminations charges, process job applications, sit in interviews, etc. Currently there are about 145 City employees

and anticipates growth.

- Human Resources interaction with the public is limited.
- Works closely with Payroll Specialist in Finance. Having to walk through Payroll Specialists office to access the IST server is not a good situation.
- HR has typically provided administrative support to City Manager; may change with new Manager.
- Having a conference room close by is very important for the privacy required for the type of meetings and paperwork prepared.
- HR handles all employment applications; can experience a steady stream of people when jobs have been posted. Need a small workstation near reception for filling out applications, forms or benefit open enrollment paperwork.
- Currently use paper forms but would like to move towards electronic applications. Creating online applications would be ideal to reduce the walk-in traffic significantly. It can be difficult to do other work with constant interruptions.
- Classes, training and seminars are held once a month. HR typically goes out to the different buildings to involve all employees. A large training room would be desirable.





- Archive files are stored in basement.
- Have safety concerns because of easy access by the public to the City Hall building and lack of security checking. Need to implement a lock-up procedure for the building at night- currently there isn't any.
- Have had problems with homeless people hanging out and bathing in the 1st floor women's restroom which staff uses. Would be best to have separate staff and public use restrooms.

Finance

Accounting Department provides financial management for the city's budget, cash control and annual financial reporting. The Department also administers the Special Assessments, Business Licenses, Utility Billing, Payroll, Accounts Receivable and Payable functions. It analyzes accounting transactions, accounts, balances, performs cash management functions and assists with the annual financial audit.

- Location requirements for Finance are flexible; proximity to other departments is convenient but not required. Finance Department has strongest connection with Human Resources. Finance Director's adjacency to the City Manager is important.
- Would like City Hall's reception to be more welcoming to the public; the current City Hall is not

a good representation of the City.

- Bringing the services in City Hall and the Johnson Creek Building services together could save money through shared support staff and lower building operating costs. The physical separation of public services creates a disconnect of services provided to the public. Ideal to be co-located with Community Development, Planning, Building, and Engineering for stronger communication and collaboration.
- Would like to receive money closer to the Court Room rather than at the Main Reception. Currently each receptionist has their own till to take payments.
- Anticipates adding a purchasing agent for one of the accountants.
- Access to IST Server through Payroll Specialist/Accounts Payable office is not good.

City Recorder

The City Recorder's Office has the primary function to record, store and disseminate public meeting minutes, arrange public meetings, oversee public contracting and purchasing and organize City elections. Areas of assistance range from Public Records and meeting information, records requests, to risk management information.

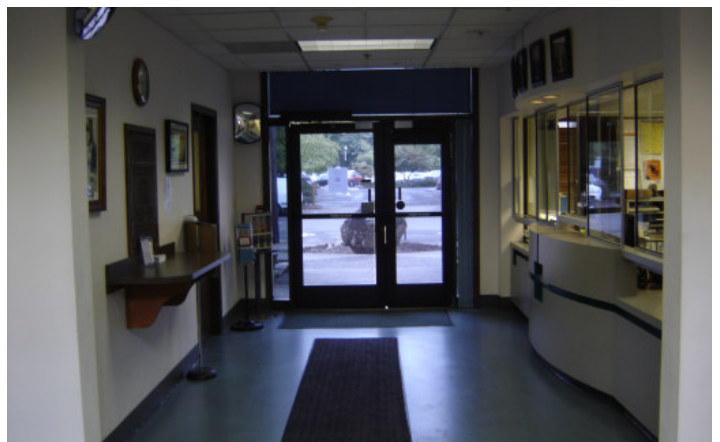




- Strong connection is with City Council, Finance, Municipal Court and City Manager
- If City manager has own support staff, it will alleviate work from the City Recorder.
- Main City Hall Receptionist is from City Recorder office. She fields many questions from the public on numerous topics as there's no triaging to direct calls. She's not concerned with the calls disrupting her daily tasks, but it may be problematic for someone else. The work space is very small and difficult to work on multiple projects. The front reception area is small and crowded with 5 staff, file cabinets and equipment. It is difficult to walk through without others having to move or close file drawers. It's very noisy when staff are interacting with others and talking on the phone. Staff needs larger ergonomic workstations and a place for personal effects.
- The front reception is not welcoming with the glass barrier across the front. It's difficult to hear and communicate through the glass when it's noisy. The City Hall Lobby/ Reception needs to be remodeled to enhance the image of the City.
- Would like to separate Municipal Court functions away from the Main Reception.
- City Recorders Office doesn't have a lot of interaction with the public, unless someone wants to view a public record which needs to be super-

vised. Would like to have a viewing station with a designated computer and printer setup.

- Records are increasingly handled digitally which are preferred to reduce file space and storage. Record storage is in basement which isn't ideal in case of flooding.
- The most valuable records are stored in the vault.
- Planning and Human Resources files are stored in the basement, Land Use and Planning files are also stored in a secure cage enclosure in the old fire engine bays. Land use records are kept indefinitely and Building Records are kept for the life of the building. It's preferred that the records be kept on site.
- City Recorder attends all City Council meetings which is 2 or more times a month.
- It would be best to separate the Council Chambers from the Municipal Court function. There are issues with constant set-up, take down of chairs and equipment with a dual purpose room. The room is too small for Council meetings and overflow room has to be setup in a conference room.
- There is no security present at the Council meetings and there's no barrier between the Council and the public raising safety concerns.
- Need access to use small meeting room.
- Would like a larger, decent staff break room in building.





Municipal Court

The Municipal Court is the judicial branch of the City government and provides a local forum for the resolution of minor traffic violations, parking citations, minors in possession of tobacco, and violations of City ordinances. The majority of the cases heard in the Municipal Court are traffic violations. The Municipal Court staff answers questions about court schedule, bail amounts and other administrative matters.

- Court shares personnel with City Recorder and Finance due to current location at the front reception, but ideally Court would have its own separate area for court sign-in, cashier duties, and questions/form paperwork help transactions apart from the main reception.
- City Recorder oversees Court, but Court is self sufficient and having a close adjacency is not important.
- Ideally all Court staff would share a common work space; co-location would increase efficiency and communication. Anticipate additional staffing growth. Need to have better ergonomic work stations.
- Court staff provides back-up at front reception counter, answering calls, taking utility payments, help with business license questions and field questions from the public.
- Reception also provides back-up help for Court when needed.
- There is no security screening at the front door of the lobby or at the court room raising a safety concern. Court staffs two privately contracted security guards on court days; one for downstairs and one for upstairs.
- Court is typically in session 4 times a month and handles mostly traffic violations. Afternoon session attendances can approach up to 150-200 people. Four to five staff is needed to help on court days. When courtroom is full, overflow happens in a secondary conference room and a temporary waiting room in the old engine garage.
- Court room needs to hold 100-125 people with an overflow room to hold 50-75. It needs to have lockable storage to leave equipment in when Court is not in session.
- The process of public arrival, check-in, waiting, court session, paperwork, payment, and assistance is confusing and not efficient with transactions going on back and forth on two floors. Need to evaluate and create a better process flow.
- All City Hall visitors and Court people currently have to wait in same line at reception; congestion forms in the hallways, on the stairs, at the elevator. Phones are typically overloaded on court days.





- There is discussion about possibly adding misdemeanor court, but that would require a jury deliberation room.
- Court files need to be more centrally located and accessible. Old files are typically accessed 5 times a month.
- A secure room is required for the LEADS computer and easily accessible by LEADS certified staff.

Community Services

Community Services works to preserve and enhance community livability by facilitating and supporting public discussion and involvement. It focuses on increasing, improving and facilitating communication between the City and its residents. The office helps the city improve the quality of service delivery by linking residents with service providers; conveying community needs and desires to elected and appointed officials; by facilitating public participation in policy development; and by supporting Neighborhood leadership and the organizational development of the City's Neighborhood Associations. The Code Enforcement Division is responsible for neighborhood preservation, code compliance and nuisance abatement.

- Need to have a better connection with Community Development and Engineering.

- Department has a lot of interaction with the public.
- Need to have conference room for meetings with neighborhood groups, budget members, event volunteers and code enforcement check-in meetings
- Need storage area to keep large public meeting presentation boards.
- Sharing a support staff from City Records Office is critical for adjacency.
- Community Services manages two large events and many smaller ones each year.
- Coordinate events for art associations, neighborhood associations, etc.
- Has an event storage trailer which is kept at the Johnson Creek site.
- Need more conference room space, small and large.
- Access to the Directors office is through the small meeting room making it difficult to use.
- Code Enforcement anticipates adding additional staff within 5 years.
- Code Enforcement needs to make court appearances. They interact with any regulation City dept. – sewer, water, sign, engineering, planning, building, etc.
- They need stronger connection with Public Works.





- They interact with the public on a regular basis.
- Responsible for code enforcement in the Parks.
- County is trying to give them Animal Control responsibilities.



Community Development, 6101 SE Johnson Creek Blvd

Community Development, Planning, Engineering, Building and the CD Admin departments are co-located in approx. 4,200 sf, in a single story CMU building, constructed in 1990. The Fleet service garage is attached on the end the office building and staff share the common restrooms and staff break room.

Community Development

The Community Development Department's objective is to promote and participate in the City's and community's growth and development plans. The aim is to:

Coordinate Community Development activity in implementing Council goals. Support the downtown and riverfront planning effort. Coordinate City participation in the South Corridor Transportation Alternatives Study. Manage the Community Development Budgets and Capital Improvement Program. Evaluate alternative service delivery. Work with intergovernmental partners to provide better service to Milwaukie citizens. Provide office management

and clerical support to all Community Development divisions.

- Community Development is responsible for economic development, local business and prospective business liaison, resource development and grant writing.
- Meetings with local businesses are conducted out in the community or at Clackamas County offices because the existing CD offices are not able to support this type of business meeting. The building presents a poor marketing image for prospective businesses and the conditions translate to poor service to the public.





- Resource & Economic Dev Specialist works closely with Finance Director; has more involvement with a role for grant writing on complex projects.
- The building only has one conference room to serve all the departments. It is a major scheduling and availability problem as these departments have frequent internal work meetings and also meet with the public.
- Staff uses the larger offices as alternative meeting space, but their use is contingent upon the occupants work schedule which is difficult to project.
- Internal meetings typically are scheduled at the Johnson Creek Buildings, Public Safety, the Pond House and City Hall buildings. There aren't enough conference rooms and the demand is heavy. Evening meetings are difficult to schedule because meeting room usage increases at night at City Hall.
- CD works very closely with the Planning and Engineering departments.
- Work on the project delivery side of Engineering through liaison work, coordination with Clackamas Co. and grant applications.
- Front Reception counter provides a good opportunity to meet with new businesses when they come in for business transactions.

- The Community Development offices are too far away from the downtown business core and the departments in City Hall they regularly collaborate with: City Manager, Community Services and Finance Department. Public services should be found near the center of a city.
- Physical separation from City Hall makes communications difficult. Integration of City Hall with Community Development would benefit inter-departmental familiarity and service.
- Community Development work load is increasing and growth is anticipated over the next five years. There is no room for any growth in the current building.
- Perform a lot of speaking and presentations to the public and business leaders.
- Work with Finance Director frequently and closer connection would be beneficial, especially on complicated projects.





- There aren't enough offices and one Director is in a cubicle. The offices and workstation sizes are currently too small for the type of work performed and resources needed at hand making it a challenge to be productive.
- The office area is not large enough to accommodate the number of staff, files, equipment and support areas required to have a comfortable work environment and conduct business with others. The space is packed and the noise level can be distracting.
- Records are being archived in the mezzanine space above the service garage.

Planning Department

The Planning Department works with the City Council, Planning Commission, Design and Landmarks Committee, neighborhood associations, the private and nonprofit sectors, and government partners to help the city achieve its vision and to best manage desired change and change that otherwise presents opportunities and challenges to the community.

- Works very closely with Community Development, has frequent informal meetings. Does long range planning for and supports them on projects. Community Development and Planning are very co-mingled and trade off leadership on

- projects. The two can not be separated.
- It would be ideal for all of Community Development to be located at City Hall.
- Community Services and City Manager should be more connected to the planning process; currently too disconnected and unable to have impromptu conversations.
- All development review should be located at same site. Planning works closely with an engineer and the building department. This review process wouldn't work if located in separate locations.
- Pre-app meetings can include representatives from Community Development, Planning, Operations, Engineering, Community Services and the applicants.
- Need conference room large enough to handle large meetings.
- Planning has a lot of storage needs for projects, research material to be accessible, and land use application files that are permanently archived
- Community meetings are every other week in City hall. It's important that community meetings are located centrally in the city.
- Attend City Council meetings once a month.
- Would like a dedicated workstation at reception for plan intake.





- Need more plan layout space around office.
- Need a space to facilitate collaborative learning and sharing with departments.

Engineering Department

The Engineering Department acts as the steward of the public right-of-way by ensuring that all improvements in the right-of-way are built and maintained to City standards. Provide quality-engineering services to ensure that all City utilities, including wastewater collection, water, streets and storm water infrastructure are efficiently managed to serve the long-term needs of the community.

- Engineering Director needs to have an office, currently is in a cubicle.
- The department space is way too small and crowded together.
- The workstations are too small for engineers to do their work easily.
- Need to have a private meeting space available to use.
- Need conference rooms, sometimes staff meetings are held outside because room isn't available.
- Noise disturbance is an issue; staff needs a quieter working environment.
- Need additional layout and plan review space.

- Have a lot of flat file and record storage needs, a lot of archives are stored on mezzanine above fleet service garage. Rely on scanning for file storage and consolidation. Project files are currently housed in the lunch room because there isn't any room available for them. Is not a good solution, need more file storage.
- Plan review counters are stand-up and are not conducive to long term plan reviews.
- Works closely with Community Development and Planning.
- Work with Community Services often, field many questions from Code Enforcement. Could have more interaction with Code Enforcement if they were to co-locate in the same building.

Building Department

Provide excellent customer service while protecting the public through consistent administration of the State Building Codes. The Department's primary functions are to: provide building code information to residents and property owners, process permit applications, fees and track through the review and inspection process, review permit applications for compliance with building codes, inspect building projects and work with property owners to resolve building code violations.





- Ideally, Planning, Engineering, Community Development and Building should be in the same building; not necessary to be next to each other.
- Has a strong connection with the public.
- Building Department will always need a reception counter even with permits going towards more online applications and processing.
- Need conference room to meet with the public.
- Need larger, quieter plan review area. Currently has to schedule the one conference room which can be problematic because of heavy usage.
- Rely on Community Development admin support for assistance.
- Drawings are sent to City Hall for scanning and then stored off site.
- Would like to be more easily accessible to the public, the department is at the far end of the City which can be difficult to get to on public transportation.



Public Works – Operations, 6101 SE Johnson Creek Blvd

The Public Works – Operations department is responsible for the operation and supervision of all infrastructure and maintenance activities. Maintenance includes building maintenance, fleet and vehicle maintenance, property management, sanitary/storm maintenance, street maintenance, water distribution and Emergency Management. City facilities include parks, city-owned houses, city-owned buildings and water facilities.

Public Works-Operations include these divisions: Operations, Facilities, Wastewater, Stormwater, Water, Streets and Fleet. It also includes a Sign Shop. All of the departments occupy a 5,820 gsf 2-story metal clad office building except for the sign shop and fleet. The 1,450 gsf sign shop is an attached 1-story metal shop. The buildings were constructed in 2004 and 1992 respectively. The fleet maintenance facility is a separate 8,300 gsf high-bay CMU structure which includes a small storage mezzanine constructed in 1990. The buildings are situated on a large maintenance utility yard that is used to store

large equipment and seasonal use vehicles, repair of oversized fire trucks, parking for staff vehicles, storage of large quantities of raw materials used for roads and repair of the utilities, etc.

Operations

- The location for Public Works on Johnson Creek is ideal from an operational position because of the maintenance, material and utility vehicle storage requirements.





- The shared open meeting/work area has been lost to workstations.
- Staff lockers are at capacity for existing staff; anticipate adding 4-5 additional utility field staff which will require more changing space and lockers.
- Potential to add a second floor above the sign shop, add of approximately 1,400 sf.
- The IST server room is too small and located on the 2nd floor which makes it very difficult for IST to service the equipment or replace with new.
- Public Works receives few vendor or public visits.
- Public Works has the most interaction and consulting with the Engineering Department. It would create some quick ease of access problems to have Engineering located elsewhere. However it is more important to have the Planning department be next to Engineering than Operations for efficient work flow and shared staff.
- All Utility staff (16 current) share one small area with a work counter to enter their daily field reports on computers. It is very crowded and frequently they must wait until someone finishes before there is space at the counter or access to

- Materials are currently being stored on the adjacent property which is leased on a year to year basis. The future of the property or its availability to continue being leased is problematic due to the recent death of the owner and not knowing if the family will decide to sell it. It might be prudent for the City to purchase this property should it go on the market.
- The leased lot is very important for Public Works storage requirements.
- All PW groups need more equipment inventory storage space.
- Storage space is currently leased to Parks in a building at 40th and Harvey. It is in a residential zone, but possible could be modified for office space or record storage.
- Staff needs to have immediate access to yard and shop.
- Staff needs to be located within close proximity to their supervisors.
- There is a shortage of meeting space available in building.
- Meetings get scheduled in staff break room which makes creates conflict for staff to have their breaks or meetings to be conducted.





a computer. They also work out of the Utility Supervisor's office which interrupts the flow of work. Utility will be adding 4-5 additional field staff which will intensify the problem.

- Utility – Four separate groups have a daily scheduled meeting every morning to discuss job assignments; it can be difficult to find 4 available meeting rooms or areas to meet at every day.
- City vehicles are parked within secure fenced lots.
- Fleet works on all city owned vehicles, including the Police fleet, in addition to contracts with Clackamas County Fire District and Clackamas River Water to do maintenance and repair on all the fire engines and service vehicles.
- Storage of vehicles that carry water need to be in enclosed buildings to prevent freezing. Currently there is a 2,500 sf enclosed pole barn and a 1,000 sf open pole barn on site for vehicle and large equipment storage. Equipment has been doubled up and both barns are both at full capacity.
- The amount of equipment is expected to grow and will require storage.
- Facilities use a 200 sf exterior storage unit for supplies.

- Decant storage / facility requires 10,000 sf area in the yard.
- Yard is also for employee parking.
- Additional yard/ maneuvering space will be needed within 3-5 years. It is difficult now to maneuver the large aerial fire truck because of limited yard space.
- An additional long service bay is needed to work on the oversized engines. One long service bay's hoist bay door has a low overhead limiting its use for tall vehicles.
- Fleet needs 2-3 more service bays to avoid having to work on the vehicles out on the yard.
- More mechanics will be added and will require a work counter/desk. Current space is too small for all the service manuals used.
- Additional locker and changing rooms will be needed
- Fleet needs additional parts storage. The mezzanine area is currently shared with Community Development, Planning, Engineering and Building for needed record storage and files.
- Oil storage at capacity.





Public Safety Building, 3200 SE Harrison

The Public Safety Building was constructed in 1993. It is a 35,500 gsf 2-story masonry structure. The Milwaukie Police Department, IST Department and the Clackamas County Fire Department occupy the building. The building is currently at full capacity.

Police Department

The Milwaukie Police Department is a full service Law Enforcement organization that has been dedicated to serving the citizens of Milwaukie, since it's inception in the year 1903. The Department evolves through introspection, citizen input, and City Council direction.

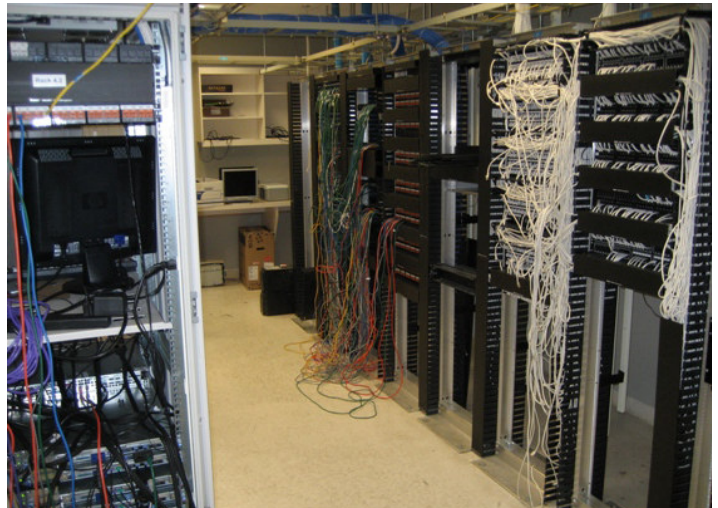
- The department occupies approximately 16,115 sf of space on both floors, excluding circulation.
- The department anticipates growth due to annexation of approximately 200 homes into the City that they will serve.
- The lobby/waiting area is too small and need an interview room from the lobby to take distressed people for privacy.
- Records and archive storage are at capacity; must

remain on site for frequent access. Staff doesn't have adequate space to process and scan files. There is no room to add additional records staff

- There is only one conference room which is frequently in use; need more conference rooms for regularly scheduled daily/weekly meetings.
- Property room is at capacity; need locked storage for larger items and bicycles.



- Additional storage for equipment, files, property, supplies is needed in all areas.
- The detention area needs to be reconfigured to hold adults separate from juveniles.
- Need a sleep room for night shift officers to rest before court duty.
- Expand report writing area, is too small and crowded as shifts changes overlap.
- Detectives need an additional interview room.
- Training room needs to be larger to conduct training exercises.
- Secured parking lot for police vehicles is at capacity and difficult to maneuver in and out of.
- Evaluate potential of creating secure enclosed exterior storage for large items.
- There are safety issues and increased risk having IST located inside the Public Safety Building. They have many City employees and vendor visitors on a daily basis and because it is a secured building, each person needs to be personally escorted to the IST department. IST is a frequent scheduler of the conference/library room for vendor presentations/demonstrations which creates problems when Police need to use it. IST has need for a lot of bulky equipment storage space with frequent deliveries in and out of the building which creates a building access risk.
- Relocating IST to a more accessible building would reduce safety concerns and free up space needed for the police department.



IST Department

The Information Systems and Technology Department (IST) serves the data, networking and voice needs of City staff and associated agencies. Its mission is to provide an efficient and well-coordinated computing and voice environment through local and wide area network systems; personal computer systems; cost effective software selection and licensing; and the use of shared peripheral devices on the network.

- The department occupies approximately 1,830 sf of space primarily on the first floor in the Public Safety Building with a small storage space on the second floor.
- IST can be relocated to a different building; it would require a new server infrastructure to be installed and all signals and ladders to be relocated too.
- Ideally, IST would like to be centrally located and to be closer to department heads and administrative services.
- IST interfaces with all City employees for all equipment needs and maintains the IT infrastructure in all buildings.
- All IST equipment and storage rooms need to be secured. Ideally the main floor of any building is ideal for any IST equipment/ server room.



- Temperature controls of HVAC for equipment and server rooms is a big concern and needs to be adequately sized for the room.
- Electrical capacity and circuitry needs to be sized for equipment needs.
- IST has a large, heavy data safe that needs to be located on the first floor.
- Equipment and software vendors make frequent visits to the department.
- Staff offices require larger area to accommodate desk work space and electronic lab bench.
- Need to have a large dedicated conference/meeting/planning room.
- Need lots of secured storage space.
- IST requires dedicated parking spaces and loading dock area next to the building with a larger door for frequent deliveries of equipment.





Ledding Library 10660 SE 21st Avenue

The Ledding Library serves the people of Milwaukie by providing materials and services that meet their informational, cultural and recreational needs. The library has books, compact discs, videos, DVD's, computer software, books on tape, newspapers and magazines all available to the people in the community.

The Ledding Library building was originally the donated home from Mrs. Florence Ledding. It was remodeled and an addition was added to the south in 1964. A subsequent addition was added on the west side in 1986. The building totals approximately 13,100 gsf in a 2-story building with a usable lower level.

Library

- In November 2008, Clackamas County voters passed a measure establishing a library district which contributed to the design of two new libraries in Happy Valley and Gladstone. When they are completed (2011 or 2012) the service area for the Ledding Library will increase its

present size from 30,000 people to approximately 40,000. According to the Standards for Oregon Public Libraries, a facility of over 30,000 sf would be required to serve this population.

- Service area is ultimately decided by the Library District Board and the Board of County Commissioners.
- The Ledding Library is situated on the NW corner of this service area.





- The public likes the current location and is conveniently located near the bus mall.
- There are 18 FTE's which includes 27 paid staff members, but not volunteers. Per the Standards, the new service area would figure 20-28 FTE's.
- Friends of the Library form the volunteer group. It's a large and active association.
- Ideally, the staff and the volunteers would have separate work areas.
- Labor accounts for 72% of the library budget.
- The library currently holds 115,000 items, however 120,000 is ideal.
- The area designated for public computer use and internet access is undersized and is located in a busy, congested area. More computers are needed due to high demand for job search information and application, accessing resources, etc.
- The library has no restrictions on who can come or how long they can stay; it benefits many latch-key kids and homeless. It provides public service information and resource pamphlets close to the entry so people who need support will see and take the information as they come or go.
- The circulation/processing area is too small and crowded with carts and staff.
- Need a larger periodical area.

- Service Area determines funding provided to libraries. Some funding comes from the City's General Fund and some from the District. All major capital funding comes through bonds. In 2012, the library will receive \$1 million for capital expenditures. Some future funding is anticipated to come from the Library Foundation after it's more established.
- A branch library would be operationally more expensive. Existing building was originally stipulated to only be used for a library, however, a Board member is looking into clearing that restriction from the title.
- The park located at the north end of the parking lot has use restrictions.
- An expansion of the building to the north will remove most of the parking spaces in the lot. The library desires to preserve the trees on the property at the south end and there is a water quality resource overlay zone restriction on the east side. With the driveway to the parking lot along the building on the west, expanding upward may be the only viable option at this site. Structural engineers would first need to evaluate if this option would even be feasible.





- more materials on-site.
- A small bookstore on site would be a good addition to sell donated books.

- Circulation is increasing every month for books and DVD's. DVD's and CD's need additional shelf space.
- The children's area is located on the lower level; staff need more desk room and be located out of the middle of the room to allow for more privacy and quiet.
- The young adult book area needs to be increased.
- Need a quiet study room.
- Desire to have a performance space that is connected to the library but not in the book/reading area. Lots of regularly scheduled popular performances happen and though they're enjoyable they can be distracting and too loud for the other people. Performance space should be large enough to accommodate large groups, training seminars, classes.
- Library would like to add programs for literacy training, tax preparation service, internet courses and tutorials, schedule services that would be beneficial to many.
- Library needs more large and small meeting rooms. They're used frequently by both the City and the public.
- Storage is limited and more is needed to store



PROGRAM / SPACE STANDARDS

During this economic recession, growth at all levels has been minimal. As the State of Oregon continues its recovery, the City of Milwaukie anticipates it too will continue to grow at a slow, but steady pace in its population and economic market sectors. This section reflects the current staffing space needs and the expected 3 year and 5 year growth.

The City of Milwaukie has not established office space standards to be used for space planning purposes or determining square foot allocations per function. The square footage used in these Minimum and Maximum Space Programs illustrate a typical range of space planning standards used to promote employee productivity and the functional and flexible use of space.

The first Space Needs Program establishes each individual City Department space need requirements as a separate stand alone department. The Program identifies all staff and support area needed in each

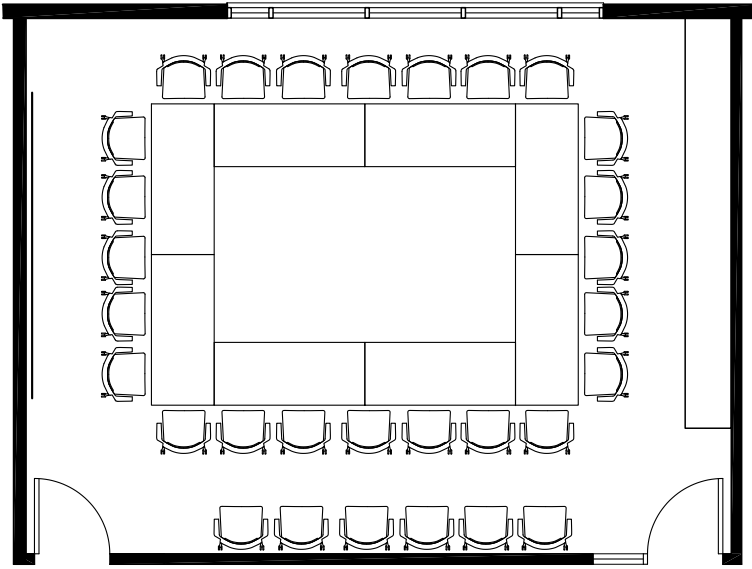
department. It uses an optimum square feet space standard to determine the size of an enclosed office, open work space or support area.

The following (3) Programs illustrate the total square feet requirements for City Hall – Community Development in the following scenarios:

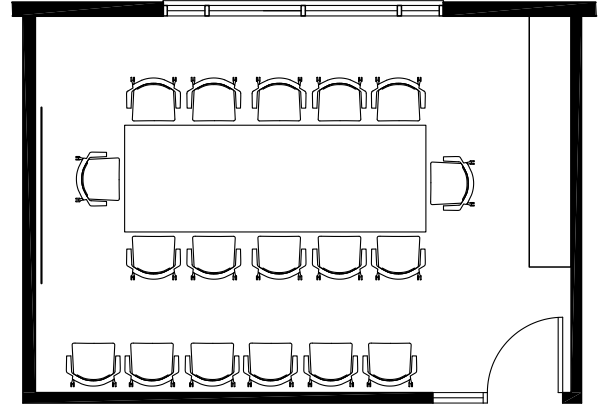
- Minimum SF - Combined City Hall & Community Development Departments
- Maximum SF - Combined City Hall & Community Development Departments
- Minimum SF – Separate City Hall & Community Development Departments

A major finding of this study indicate there are not enough conference rooms available in any of the facilities currently to support the City Departments' services and functions. This deficiency creates major scheduling problems, inefficiency to work flow and reduced service to the client.

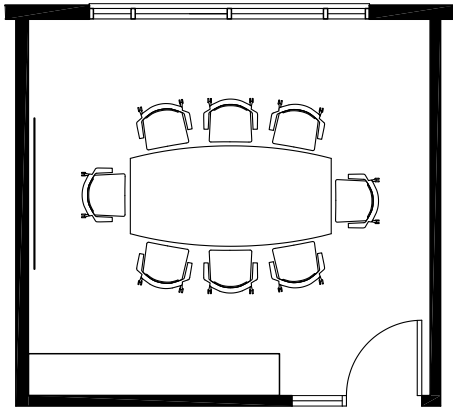
TYPICAL CONFERENCE ROOM SIZES



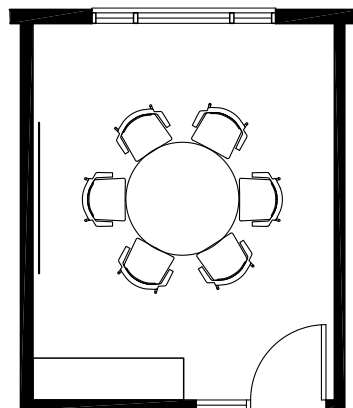
600 SF (21'-4"x28'-1") 24-30 Person Capacity



320 SF (21'-4"x15') 12-18 Person Capacity

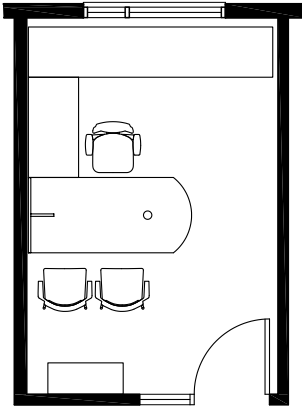


240 SF (12'x15')
8 Person Capacity

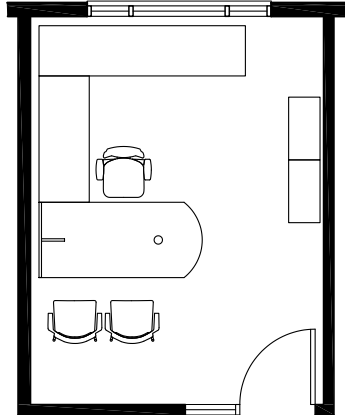


180 SF (12'x15')
6 Person Capacity

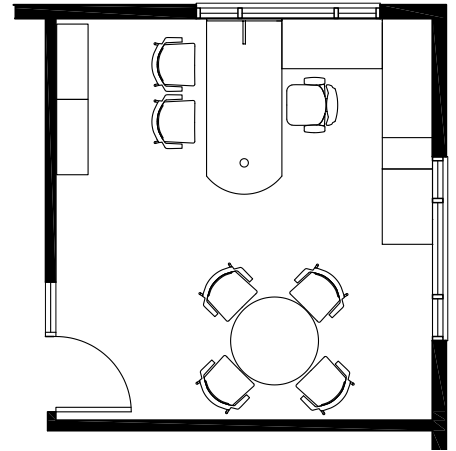
TYPICAL OFFICE SIZES



150 SF

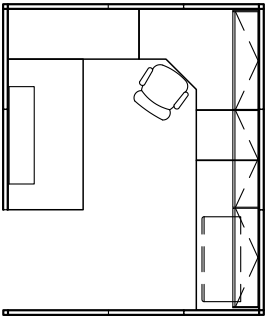


180 SF

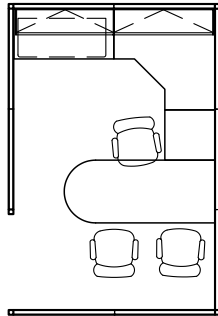


240 SF

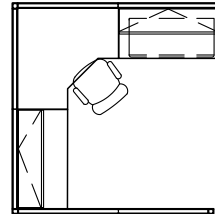
TYPICAL CUBICLE SIZES



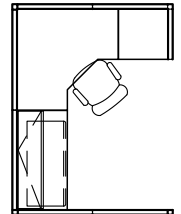
120 SF



96 SF



64 SF



48 SF

ALL DEPARTMENTS

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
MAYOR - CITY COUNCIL									
Mayor City Council Office	180		158	1	1	1	180	180	
MAYOR - CC - SUBTOTAL							180	180	
CITY MANAGER									
City Manager	240		215	1	1	1	240	240	
CM Assistant		96	0	1	1	1	96	96	
Reception Area		120	0	1	1	1	120	120	
Conference Room	160		140	1	1	1	160	160	
CITY MANAGER - SUBTOTAL							616	616	
HUMAN RESOURCES									
Director	180		115	1	1	1	180	180	
HR Assistant		96	110	1	1	1	96	96	
Reception Area		120	97	1	1	1	120	120	
Interview Room	100		0	1	1	1	100	100	
Copy - Work Room	80		78	1	1	1	80	80	
Employment Application Station		48	0	1	1	1	48	48	
HUMAN RESOURCES - SUBTOTAL							624	624	
FINANCE									
Director	180		158	1	1	1	180	180	
Accts Payable/Payroll Spec	150		182	1	1	2	150	300	
Accountants		96	64	2	1	1	192	96	
Purchasing Agent		96	0	0	1	1	-	96	
Accounting Technician		96	58	1	1	1	96	96	
Finance Intern		64	54	3	3	3	192	192	
Finance - Special Projects		64	50	1	1	0	64	-	short term position
File Storage		64	48	1	1	1	64	64	located in dept
FINANCE - SUBTOTAL							938	1,024	
CITY RECORDER									
Director	180		133	1	1	1	180	180	
Deputy City Recorder		96	95	1	1	1	96	96	
Admin Specialist		96	95	2	2	3	192	288	
Clerical Aide		64	58	1	1	2	64	128	City Hall Receptionist
File Storage		60	32	1	1	1	60	60	located in dept
Reception Area		80	56	1	1	1	80	80	
Copier/ Work Room	120		98	1	1	1	120	120	
Scan Station		64	33	1	1	1	64	64	
Viewing Station		48	0	1	1	1	48	48	
CITY RECORDER - SUBTOTAL							904	1,064	
COMMUNITY SERVICES									
Director	180		88	1	1	1	180	180	
Information Coordinator		96	62	1	1	1	96	96	
Program Coordinator		96	71	1	1	1	96	96	
Code Compliance Coordinator		96	65	1	1	1	96	96	
Code Compliance Assistant		96	65	1	2	2	96	192	
File Storage		60	24	1	1	1	60	60	See Common Areas
Presentation Board Storage	60		30	1	1	1	60	60	
Reception Area		100	75	1	1	1	100	100	
COMM SERVICES - SUBTOTAL							784	880	
MUNICIPAL COURT									
Court Room	1000		850	1	1	1	1,000	1,000	125 People
Judges Chambers	100		0	1	1	1	100	100	
Jury Deliberation	150		0	1	1	1	150	150	
Check-in / Payment	120		58	1	1	1	120	120	
Paperwork Area		64	0	1	1	1	64	64	
Court Clerk	180		135	1	1	1	180	180	
Court Files	160		80	1	1	1	160	160	
LEDS Computer	50		9	1	1	1	50	50	
Admin Specialists		96	60	3	3	4	288	384	
MUNICIPAL COURT - SUBTOTAL							2,112	2,208	

ALL DEPARTMENTS

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS	
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR		
INFORMATION SYST & TECH										
Director	180		195	1	1	1	180	180		
IST Analyst II		180	232	1	1	1	180	180	with lab bench	
IST Analyst I		180	279	2	3	3	360	540	with lab bench	
IST Admin		96	180	1	1	1	96	96		
Work bench		250	164	1	1	1	250	250		
File Storage	150		100	1	1	1	150	150		
Equipment Storage	350		240	1	2	2	350	700		
Main Server Room	300		228	1	1	1	300	300	see Common Areas	
IST - SUBTOTAL							1,866	2,396		
COMMON AREAS										
Building Lobby	600		173	1	1	1	600	600		
Public Restrooms	200		70-124	4	4	4	800	800		
Broadcast	180		112	1	1	1	180	180		
Council Chambers	1200		849	1	1	1	1,200	1,200		
Council Office/Library/Conference	180		0	1	1	1	180	180		
City Hall Conference Room	600		604	1	1	1	600	600		
Large Conference Room (12-14)	320		0	2	2	2	640	640		
Medium Conference Room (8-10)	240		234	5	5	5	1,200	1,200		
Small Conference Room (4-6)	180		113	6	6	6	1,080	1,080		
Mail Room - Supplies	150		57	1	1	1	150	150		
Work Copy Room	180		71	2	2	2	360	360		
Printer Alcoves		64	24	6	6	6	384	384		
Supply Closets	60		18-80	3	3	3	180	180		
Central Printing - Supply	220		200	1	1	1	220	220		
Data Server Rooms	180		135	2	2	2	360	360		
HR Records	350		310	1	1	1	350	350		
Finance Records	350		232	1	1	1	350	350		
Main Break Room	1000		285-600	1	1	1	1,000	1,000		
Staff Restrooms	180		60	4	4	4	720	720		
Coffee Bar	20		20	4	4	4	80	80		
COMMON AREAS - SUBTOTAL							10,634	10,634		
BUILDING SUPPORT										
Elevator	75		50	2	2	2	150	150		
Elevator Machine Room	100		52	1	1	1	100	100		
Stairs	240		200	2	2	2	480	480		
Mechanical	220		233	1	1	1	220	220		
Electrical	150		37	2	2	2	300	300		
Fire Riser	65		30	2	2	2	130	130		
Recycle	100		0	2	2	2	200	200		
Trash	180		100	1	1	1	180	180		
Janitor	60		129	2	2	2	120	120		
Material Management	150		81	1	1	1	150	150		
Storage Room	200		400	2	2	2	400	400		
BUILDING SUPPORT - SUBTOTAL							2,430	2,430		
ALL AREAS - SUBTOTAL							21,088	26,510		
Circulation Factor - 30%							6,326	7,953		
CITY HALL							TOTAL SF	27,414	34,463	

ALL DEPARTMENTS

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
COMM DEV & PUBLIC WORKS									
Director	180		174	1	1	1	180	180	
Resource & Econ Dev Spec	150		61	1	1	1	150	150	
Light Rail Design Coord		120	114	1	1	1	120	120	
Comm Dev Intern		96	33	1	2	2	96	192	
Urban Renewal District Manager	150		0	0	1	1	-	150	dependent on Council
Urban Renewal District Support		96	0	0	1	1	-	96	dependent on Council
Files		60	49	1	1	1	60	60	See Common Areas
COMM DEV & PWKS - SUBTOTAL							606	948	
COMMUNITY DEV ADMIN									
Supervisor	180		112	1	1	1	180	180	
Admin. Specialist II		96	46-57	3	4	4	288	384	Supports Plng, Eng, Bld Dept
Work Room	180		161	1	1	1	180	180	
Copy - Storage Room	150		101	1	1	1	150	150	
Reception Counter		100	77	1	1	1	100	100	
CD ADMIN - SUBTOTAL							898	994	
PLANNING									
Director	180		200	1	1	1	180	180	
Senior Planner		120	57	1	1	1	120	120	
Associate Planner		120	57	2	2	3	240	360	
Assistant Planner		120	58	1	1	1	120	120	
Files		60	22	1	1	1	60	60	See Common Areas
PLANNING - SUBTOTAL							720	840	
ENGINEERING									
Director	180		61	1	1	1	180	180	
Civil Engineer		120	58	3	3	3	360	360	
Associate Engineer		120	57	1	1	1	120	120	
Engineering Intern		120	33	1	2	2	120	240	
Flat File Storage		100	46	1	1	1	100	100	See Common Areas
ENGINEERING - SUBTOTAL							880	1,000	
BUILDING									
Building Official	180		60	1	1	1	180	180	
Permit Technician		96	60	1	2	2	96	192	
Plan Files/ Work Room		100	40	1	1	1	100	100	See Common Areas
Intake Counter		100	80	1	1	1	100	100	
Lobby		100	83	1	1	1	100	100	
BUILDING - SUBTOTAL							576	672	
COMMUNITY DEV COMMON AREAS									
Building Lobby		180	160	1	1	1	180	180	
Large Conference Room (12-18)	320		0	1	1	1	320	320	
Medium Conference Room (8-10)	240		234	1	1	1	240	240	
Small Conference Room (6-8)	180		0	2	2	2	360	360	
Printer Alcoves		48	0	3	3	3	144	144	
Supply Closets	60		0	1	1	1	60	60	
Data Server Rooms	120		0	1	1	1	120	120	
Community Dev Records	500		330	1	1	1	500	500	Located on mezzanine
Planning Records	500		500	1	1	1	500	500	Located on mezzanine
Engineering Records	500		300	1	1	1	500	500	Located on mezzanine
Main Break Room	390		391	1	1	1	390	390	
Restrooms	100		100	2	2	2	200	200	
Coffee Bar	20		0	1	1	1	20	20	
COMMON AREAS - SUBTOTAL							3,534	3,534	
BUILDING SUPPORT									
Mechanical	60		0	1	1	1	60	60	
Electrical	40		0	1	1	1	40	40	
BUILDING SUPPORT - SUBTOTAL							100	100	
ALL AREAS - SUBTOTAL							7,314	8,088	
Circulation Factor - 30%							2,194	2,426	
COMMUNITY DEVELOPMENT							TOTAL SF	9,508	10,514

ALL DEPARTMENTS

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
PUBLIC WORKS									
OPERATIONS									
Director	180		114	1	1	1	180	180	
Admin. Specialist II		96	114	1	1	1	96	96	
Admin. Specialist III		96	120	1	1	1	96	96	
Asset Management Technician		96	117	1	2	2	96	192	
GIS Coordinator		150	150	1	1	1	150	150	
Flat File Storage	180		120	1	1	1	180	180	
SUB-TOTAL							798	894	
FACILITIES									
Facilities Maintenance Coordinator		120	123	1	1	1	120	120	
Facilities Maintenance Technician		120	118	1	2	2	120	240	
Supplies	100		50	1	1	1	100	100	
SUB-TOTAL							340	460	
FLEET									
Shop Foreman	150		145	1	1	1	150	150	
Mechanic		64	41	6	8	9	384	576	
Parts Storage	500		270	1	1	1	500	500	
Service Bays- Short	564		564 ea	3	3	3	1,692	1,692	
Service Bays-Long	944		944 ea	3	4	4	2,832	3,776	
Welding	620		620	1	1	1	620	620	
Tool Storage	500		330	1	1	1	500	500	
Small Equipment Storage		140	32	1	2	2	140	280	
Wash Area		40	18	1	1	1	40	40	
MSDS Work Station		40	20	1	1	1	40	40	
Changing Room	60		63	1	1	1	60	60	
Womens Lockers-Showers	140		112	1	1	1	140	140	
Mens Lockers-Showers	185		174	1	1	1	185	185	
Electrical Room	75		51	1	1	1	75	75	
SUB-TOTAL							7,358	8,634	
WASTEWATER & STORMWATER									
OPS Supervisor	150		120	1	1	1	150	150	
Utility Specialist II		96	120	1	1	1	96	96	
Utility I, II Field Work Area		20	113	8	12	12	160	240	
Storage		24	25	1	1	2	24	48	
SUB-TOTAL							430	534	
STREETS & WATER									
OPS Supervisor	150		116	1	1	1	150	150	
Water Quality Coord		96	114	1	1	1	96	96	
Utility I, II Field Work Area		20	113	9	13	13	180	260	
Storage		24	25	1	1	2	24	48	
SUB-TOTAL							450	554	
SIGN SHOP									
Supervisor		150	120	1	1	1	150	150	
Shop	1350		1350	1	1	1	1,350	1,350	
SUB-TOTAL							1,500	1,500	
OPERATIONS SUPPORT									
Restrooms	200		112-174	2	2	2	400	400	
Mens Locker Room	450		512	1	1	1	450	450	
Womens Locker Room	250		243	1	1	1	250	250	
Staff Break Room	620		606	1	1	1	620	620	
Coffee Bar		60	40	1	1	1	60	60	
Restroom	75		77	1	1	1	75	75	
Laundry-Jan	71		71	1	2	2	71	142	
Data Server	120		48	1	2	2	120	240	
Telemetry	60		60	1	1	1	60	60	
Mechanical	250		190	1	2	2	250	500	
Electrical	120		40	2	2	2	240	240	
Elevator	45		45	2	2	2	90	90	
Elevator Machine Room	45		45	1	1	1	45	45	
Stairs	158		158	2	2	2	316	316	
SUB-TOTAL							3,047	3,488	
PUBLIC WORKS - SUBTOTAL							13,923	16,064	
							Circulation Factor - 30%		
							4,177	4,819	
PUBLIC WORKS							TOTAL SF	18,100	20,883

ALL DEPARTMENTS

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
PUBLIC SAFETY BUILDING									
POLICE									
Lobby		442		1	1	1	442	442	
Waiting		103	103	1	1	1	103	103	
Reception		167	167	1	1	1	167	167	
Interview Room	100		0	1	1	1	100	100	Need
Library/ Conference		260	260	1	1	1	260	260	
Community Meeting Hall		983	983	1	1	1	983	983	
Mtg Hall Storage		92		1	1	1	92	92	
Restroom Public - Women		202	202	1	1	1	202	202	
Restroom Public- Men		189	189	1	1	1	189	189	
Police Chief		180	180	1	1	1	180	180	
Police Captains		180	180	2	2	2	360	360	
Admin Support		180	180	1	1	1	180	180	
Restroom		50	50	1	1	1	50	50	
Sergeant Work Area-7		533	533	1	1	1	533	533	
Traffic Office -6		650	447	1	1	1	650	650	Needs to be larger
Squad Room		624	624	1	1	1	624	624	
Police Training		750	520	1	1	1	750	750	Needs to be larger
Training Equipment		114	114	1	1	1	114	114	
Training Storage		156	156	1	1	1	156	156	
Property Room		1500	1053	1	1	1	1,500	1,500	Needs to be larger
Records		502	502	1	1	1	502	502	
Archives		153	153	1	1	1	153	153	
Scan		97	97	1	1	1	97	97	
Break Room		201	201	1	1	1	201	201	
Holding		850	669	1	1	1	850	850	Needs to be larger
Lab		124	124	1	1	1	124	124	
Police Equipment		155	155	1	1	1	155	155	
Armory		119	119	1	1	1	119	119	
Bike Storage		101	101	1	1	1	101	101	
Sally Port		628	628	1	1	1	628	628	
Janitor		62	62	1	1	1	62	62	
General Storage		38	38	1	1	1	38	38	
Restroom-Women		121	121	1	1	1	121	121	
Restroom- Men		125	125	1	1	1	125	125	
Detectives		217	217	5	5	5	1,085	1,085	
Detective Sergeant		103	103	1	1	1	103	103	
Interview		300	103	1	1	1	300	300	
Record Storage		200	101	1	1	1	200	200	Needs to be larger
Fitness Room		1445	1445	1	1	1	1,445	1,445	
Fitness RR		88	88	1	1	1	88	88	
Lockers, Showers - Men		650	650	1	1	1	650	650	
Lockers, Showers - Women		289	289	1	1	1	289	289	
Restroom- Men, 2nd Flr		221	221	1	1	1	221	221	
Restroom- Women, 2nd Flr		162	162	1	1	1	162	162	
Sleep Room		80	0	1	1	1	80	80	Need
Stairs, Mech, Elec, Elev, Server Room		2550	2550	1	1	1	2,550	2,550	
POLICE - SUBTOTAL							18,084	18,084	
				Circulation Factor - 30%			5,425	5,425	
PUBLIC SAFETY BUILDING				TOTAL SF			23,509	23,509	

ALL DEPARTMENTS

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
LEDDING LIBRARY									
LIBRARY									
Lobby Vestibule	120		82	1	1	1	120	120	
Lobby		650	411	1	1	1	650	650	
Book Return		200	112	1	1	1	200	200	
Circulation Desk		450	293	1	1	1	450	450	
Circulation Supervisor	250		126	1	1	1	250	250	
Work Area		300	95	1	1	1	300	300	
Processing		300	17	1	1	1	300	300	
Library Aide Work Area		300	213	1	1	1	300	300	
Janitor	50		25	2	2	2	100	100	
Restroom	60		48	4	4	4	240	240	
Book Stacks-1st Floor		15000	4164	1	1	1	15,000	15,000	
Computers		500	139	1	1	1	500	500	
Reference Librarian		120	88	1	1	1	120	120	
Reading Area-1st Floor		750	323	1	1	1	750	750	
Elevator	76		76	1	1	1	76	76	
Dumbwaiter	30		30	1	1	1	30	30	
Stairs-1st Floor	156		156	2	2	2	312	312	
Library Director	180		139	1	1	1	180	180	
Offices- 2nd Floor	150		147	1	1	1	150	150	
Offices- 2nd Floor	150		115	1	1	1	150	150	
Offices- 2nd Floor	100		98	1	1	1	100	100	
Storage, Small	300		74	1	1	1	300	300	
Staff Restroom	60		49	2	2	2	120	120	
Stairs-2nd Floor	22		22	1	1	1	22	22	
Stairs-Basement	213		213	2	2	2	426	426	
Mens Restroom	81		81	2	2	2	162	162	
Womens Restroom	115		115	2	2	2	230	230	
Childrens Books		7700	2674	1	1	1	7,700	7,700	
Childrens Librarian Area		300	96	1	1	1	300	300	
Reference Librarian		200	96	1	1	1	200	200	
Reading Area- Basement		350	155	1	1	1	350	350	
Storage	1100		790	1	1	1	1,100	1,100	
Public Performance Area	500		0	1	1	1	500	500	
Staff Break Room	300		144	1	1	1	300	300	
Mechanical/Storage	800		556	1	1	1	800	800	
LIBRARY - SUBTOTAL							32,788	32,788	
							Circulation Factor - 10%	3,279	3,279
LEDDING LIBRARY							TOTAL SF	36,067	36,067

**MINIMUM SEPARATE
CITY HALL AND COMMUNITY DEVELOPMENT**

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
MAYOR - CITY COUNCIL									
Mayor City Council Office	120		158	1	1	1	120	120	
MAYOR - CC - SUBTOTAL							120	120	
CITY MANAGER									
City Manager	180		215	1	1	1	180	180	
CM Assistant		96	0	1	1	1	96	96	
Reception Area		100	0	1	1	1	100	100	
Conference Room	140		140	1	1	1	140	140	
CITY MANAGER - SUBTOTAL							516	516	
HUMAN RESOURCES									
Director	120		115	1	1	1	120	120	
HR Assistant		96	110	1	1	1	96	96	
Reception Area		100	97	1	1	1	100	100	
Interview Room	100		0	1	1	1	100	100	
Copy - Work Room	60		78	1	1	1	60	60	
Employment Application Station		48	0	1	1	1	48	48	
HUMAN RESOURCES - SUBTOTAL							524	524	
FINANCE									
Director	120		158	1	1	1	120	120	
Accts Payable/Payroll Spec	80		182	1	1	2	80	160	
Accountants		64	64	2	1	1	128	64	
Purchasing Agent		64	0	0	1	1	-	64	
Accounting Technician		64	58	1	1	1	64	64	
Finance Intern		64	54	3	3	3	192	192	
Finance - Special Projects		64	50	1	1	0	64	-	short term position
File Storage		64	48	1	1	0	64	-	located in dept
FINANCE - SUBTOTAL							712	664	
CITY RECORDER									
Director	120		133	1	1	1	120	120	
Deputy City Recorder		96	95	1	1	1	96	96	
Admin Specialist		64	95	2	2	3	128	192	
Clerical Aide		64	58	1	1	2	64	128	City Hall Receptionist
File Storage		60	32	1	1	1	60	60	located in dept
Reception Area		60	56	1	1	1	60	60	
Copier - Work Room	100		98	1	1	1	100	100	
Scan Station		64	33	1	1	1	64	64	
Viewing Station		48	0	1	1	1	48	48	
CITY RECORDER - SUBTOTAL							740	868	
COMMUNITY SERVICES									
Director	120		88	1	1	1	120	120	
Information Coordinator		64	62	1	1	1	64	64	
Program Coordinator		64	71	1	1	1	64	64	
Code Compliance Coordinator		64	65	1	1	1	64	64	
Code Compliance Assistant		64	65	1	2	2	64	128	
File Storage		60	24	1	1	1	60	60	See Common Areas
Presentation Board Storage	60		30	1	1	1	60	60	
Reception Area		100	75	1	1	1	100	100	
COMM SERVICES - SUBTOTAL							596	660	
MUNICIPAL COURT									
Court Room	850		850	1	1	1	850	850	100 People
Judges Chambers	80		0	1	1	1	80	80	
Jury Deliberation	120		0	1	1	1	120	120	
Check-in / Payment	100		58	1	1	1	100	100	
Paperwork Area		48	0	1	1	1	48	48	
Court Clerk	120		135	1	1	1	120	120	
Court Files	100		80	1	1	1	100	100	
LEDS Computer	50		9	1	1	1	50	50	
Admin Specialists		64	60	3	3	4	192	256	
MUNICIPAL COURT - SUBTOTAL							1,660	1,724	

MINIMUM SEPARATE CITY HALL AND COMMUNITY DEVELOPMENT

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
INFORMATION SYST & TECH									
Director	120		195	1	1	1	120	120	
IST Analyst II		120	232	1	1	1	120	120	
IST Analyst I		120	279	2	3	3	240	360	
IST Admin		64	180	1	1	1	64	64	
Work Bench		200	164	1	1	1	200	200	
File Storage	100		100	1	1	1	100	100	
Equipment Storage	250		240	1	2	2	250	500	
Main Server Room	275		228	1	1	1	275	275	
IST - SUBTOTAL							1,369	1,739	
COMMON AREAS									
Building Lobby	400		173	1	1	1	400	400	
Public Restrooms	180		70-124	4	4	4	720	720	
Broadcast	150		112	1	1	1	150	150	
Council Chambers	1000		849	1	1	1	1,000	1,000	125 People
City Hall Conference Room (24-30)	600		604	1	1	1	600	600	
Large Conference Room (12-18)	320		0	3	3	3	960	960	
Medium Conference Room (8-10)	240		234	3	3	3	720	720	
Small Conference Room (6-8)	180		113	5	5	5	900	900	
Mail Room - Supplies	80		57	1	1	1	80	80	
Work Copy Room	150		71	1	1	1	150	150	
Printer Alcoves		48	0	4	4	4	192	192	
Supply Closets	40		18-80	2	2	2	80	80	
Central Printing - Supply	180		200	1	1	1	180	180	
Data Server Rooms	180		135	2	2	2	360	360	
HR Records	250		310	1	1	1	250	250	
Finance Records	250		232	1	1	1	250	250	
Comm. Services Event Storage	250		200	1	1	1	250	250	
Main Break Room	500		285	1	1	1	500	500	
Staff Restrooms	120		60	2	2	2	240	240	
Coffee Bar	20		20	2	2	2	40	40	
COMMON AREAS - SUBTOTAL							8,022	8,022	
BUILDING SUPPORT									
Elevator	75		50	2	2	2	150	150	
Elevator Machine Room	100		52	1	1	1	100	100	
Stairs	240		200	4	4	4	960	960	
Mechanical	200		233	1	1	1	200	200	
Electrical	76		37	2	2	2	152	152	
Fire Riser	50		30	2	2	2	100	100	
Recycle	80		0	1	1	1	80	80	
Trash	120		100	1	1	1	120	120	
Janitor	50		129	2	2	2	100	100	
Material Management	100		81	1	1	1	100	100	
Storage Room	200		400	2	2	2	400	400	
BUILDING SUPPORT - SUBTOTAL							2,462	2,462	
ALL AREAS - SUBTOTAL							16,721	17,299	
Circulation Factor - 25%							4,180	4,325	
TOTAL SF							20,901	21,624	

MINIMUM SEPARATE CITY HALL AND COMMUNITY DEVELOPMENT

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
COMMUNITY DEVELOPMENT									
Director	120		174	1	1	1	120	120	
Resource & Econ Dev Spec	80		61	1	1	1	80	80	
Light Rail Design Coord		96	114	1	1	1	96	96	
Comm Dev Intern		64	33	1	2	2	64	128	
Urban Renewal District Manager	120		0	0	1	1	-	120	dependent on Council
Urban Renewal District Support		64	0	0	1	1	-	64	dependent on Council
Files		60	49	1	1	1	60	60	See Common Areas
COMMUNITY DEV - SUBTOTAL							420	668	
COMMUNITY DEV ADMIN									
Supervisor	120		112	1	1	1	120	120	
Admin. Specialist II		64	46-57	3	4	4	192	256	Supports Plng, Eng, Bld Dept
Work Room	160		161	1	1	1	160	160	
Copy - Storage Room	100		101	1	1	1	100	100	
Reception Counter		80	77	1	1	1	80	80	
CD ADMIN - SUBTOTAL							652	716	
PLANNING									
Director	120		200	1	1	1	120	120	
Senior Planner		96	57	1	1	1	96	96	
Associate Planner		96	57	2	2	3	192	288	
Assistant Planner		96	58	1	1	1	96	96	
Files		40	22	1	1	1	40	40	See Common Areas
PLANNING - SUBTOTAL							544	640	
ENGINEERING									
Director	120		61	1	1	1	120	120	
Civil Engineer		96	58	3	3	3	288	288	
Associate Engineer		96	58	1	1	1	96	96	
Engineering Intern		96	33	1	2	2	96	192	
Flat File Storage		60	46	1	1	1	60	60	See Common Areas
ENGINEERING - SUBTOTAL							660	756	
BUILDING									
Building Official	120		60	1	1	1	120	120	
Permit Technician		96	60	1	2	2	96	192	
Plan Files		60	40	1	1	1	60	60	See Common Areas
Intake Counter		80	80	1	1	1	80	80	
Lobby		85	83	1	1	1	85	85	
BUILDING - SUBTOTAL							441	537	
COMMON AREAS									
Building Lobby		160	160	1	1	1	160	160	
Large Conference Room (12-18)	320		0	1	1	1	320	320	
Medium Conference Room (8-10)	240		234	2	2	2	480	480	
Small Conference Room (6-8)	180		113	2	2	2	360	360	
Printer Alcoves		48	0	2	2	2	96	96	
Supply Closets	40		0	1	1	1	40	40	
Data Server Room	80		48	1	1	1	80	80	
Community Dev Records	350		330	1	1	1	350	350	Located on mezzanine
Planning Records	300		500	1	1	1	300	300	Located on mezzanine
Engineering Records	300		300	1	1	1	300	300	Located on mezzanine
Main Break Room	375		375	1	1	1	375	375	
Restrooms	100		60	2	2	2	200	200	
COMMON AREAS - SUBTOTAL							3,061	3,061	
BUILDING SUPPORT									
Mechanical	60		0	1	1	1	60	60	
Electrical	40		0	2	2	2	80	80	
BUILDING SUPPORT - SUBTOTAL							140	140	
ALL AREAS - SUBTOTAL							5,918	6,518	
Circulation Factor - 25%							1,480	1,630	
TOTAL SF							7,398	8,148	

MAXIMUM COMBINED CITY HALL AND COMMUNITY DEVELOPMENT

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
MAYOR - CITY COUNCIL									
Mayor City Council Office	180		158	1	1	1	180	180	
MAYOR - CC - SUBTOTAL							180	180	
CITY MANAGER									
City Manager	240		215	1	1	1	240	240	
CM Assistant		96	0	1	1	1	96	96	
Reception Area		120	0	1	1	1	120	120	
Conference Room	160		140	1	1	1	160	160	
CITY MANAGER - SUBTOTAL							616	616	
HUMAN RESOURCES									
Director	180		115	1	1	1	180	180	
HR Assistant		96	110	1	1	1	96	96	
Reception Area		120	97	1	1	1	120	120	
Interview Room	100		0	1	1	1	100	100	
Copy - Work Room	80		78	1	1	1	80	80	
Employment Application Station		48	0	1	1	1	48	48	
HUMAN RESOURCES - SUBTOTAL							624	624	
FINANCE									
Director	180		158	1	1	1	180	180	
Accts Payable/Payroll Spec	150		182	1	1	2	150	300	
Accountants		96	64	2	1	1	192	96	
Purchasing Agent		96	0	0	1	1	-	96	
Accounting Technician		96	58	1	1	1	96	96	
Finance Intern		64	54	3	3	3	192	192	
Finance - Special Projects		64	50	1	1	0	64	-	short term position
File Storage		64	48	1	1	1	64	64	located in dept
FINANCE - SUBTOTAL							938	1,024	
CITY RECORDER									
Director	180		133	1	1	1	180	180	
Deputy City Recorder		96	95	1	1	1	96	96	
Admin Specialist		96	95	2	2	3	192	288	
Clerical Aide		64	58	1	1	2	64	128	City Hall Receptionist
File Storage		60	32	1	1	1	60	60	located in dept
Reception Area		80	56	1	1	1	80	80	
Copier/ Work Room	120		98	1	1	1	120	120	
Scan Station		64	33	1	1	1	64	64	
Viewing Station		48	0	1	1	1	48	48	
CITY RECORDER - SUBTOTAL							904	1,064	
COMMUNITY SERVICES									
Director	180		88	1	1	1	180	180	
Information Coordinator		96	62	1	1	1	96	96	
Program Coordinator		96	71	1	1	1	96	96	
Code Compliance Coordinator		96	65	1	1	1	96	96	
Code Compliance Assistant		96	65	1	2	2	96	192	
File Storage		60	24	1	1	1	60	60	See Common Areas
Presentation Board Storage	60		30	1	1	1	60	60	
Reception Area		100	75	1	1	1	100	100	
COMM SERVICES - SUBTOTAL							784	880	

**MAXIMUM COMBINED
CITY HALL AND COMMUNITY DEVELOPMENT**

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
COMM DEV & PUBLIC WORKS									
Director	180		174	1	1	1	180	180	
Resource & Econ Dev Spec	150		61	1	1	1	150	150	
Light Rail Design Coord		120	114	1	1	1	120	120	
Comm Dev Intern		96	33	1	2	2	96	192	
Urban Renewal District Manager	150		0	0	1	1	-	150	dependent on Council
Urban Renewal District Support		96	0	0	1	1	-	96	dependent on Council
Files		60	22	1	1	1	60	60	See Common Areas
COMM DEV & PWKS - SUBTOTAL							606	948	
COMMUNITY DEV ADMIN									
Supervisor	180		112	1	1	1	180	180	
Admin. Specialist II		96	46-57	3	4	5	288	480	Supports Plng, Eng, Bld Dept
Work Room	200		161	1	1	1	200	200	
Copy - Storage Room	150		101	1	1	1	150	150	
Reception Counter		100	77	1	1	1	100	100	
Reception Lobby		200	160	1	1	1	200	200	
CD ADMIN - SUBTOTAL							1,118	1,310	
PLANNING									
Director	180		200	1	1	1	180	180	
Senior Planner		120	57	1	1	1	120	120	
Associate Planner		120	57	2	2	3	240	360	
Assistant Planner		120	58	1	1	1	120	120	
Files		60	22	1	1	1	60	60	See Common Areas
PLANNING - SUBTOTAL							720	840	
ENGINEERING									
Director	180		61	1	1	1	180	180	
Civil Engineer		120	58	3	3	3	360	360	
Associate Engineer		120	58	1	1	1	120	120	
Engineering Intern		120	33	1	2	2	120	240	
Work Room		100	0	1	1	1	100	100	
Flat File Storage		100	46	1	1	1	100	100	See Common Areas
ENGINEERING - SUBTOTAL							980	1,100	
BUILDING									
Building Official	180		60	1	1	1	180	180	
Permit Technician		120	60	1	2	2	120	240	
Plan Files / Work Room		100	40	1	1	1	100	100	See Common Areas
Intake Counter		100	80	1	1	1	100	100	
Lobby		100	83	1	1	1	100	100	
BUILDING - SUBTOTAL							600	720	
MUNICIPAL COURT									
Court Room	1000		850	1	1	1	1,000	1,000	125 People
Judges Chambers	100		0	1	1	1	100	100	
Jury Deliberation	150		0	1	1	1	150	150	
Check-in / Payment	120		58	1	1	1	120	120	
Paperwork Area		64	0	1	1	1	64	64	
Court Clerk	180		135	1	1	1	180	180	
Court Files	160		80	1	1	1	160	160	
LEDS Computer	50		9	1	1	1	50	50	
Admin Specialists		96	60	3	3	4	288	384	
MUNICIPAL COURT - SUBTOTAL							2,112	2,208	

MAXIMUM COMBINED CITY HALL AND COMMUNITY DEVELOPMENT

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
INFORMATION SYST & TECH									
Director	180		195	1	1	1	180	180	
IST Analyst II		180	232	1	1	1	180	180	with lab bench
IST Analyst I		180	279	2	3	3	360	540	with lab bench
IST Admin		96	180	1	1	1	96	96	
Work Bench		250	164	1	1	1	250	250	
File Storage	150		100	1	1	1	150	150	
Equipment Storage	350		240	1	2	2	350	700	
Main Server Room	300		228	1	1	1	300	300	see Common Areas
IST - SUBTOTAL							1,866	2,396	
COMMON AREAS									
Building Lobby	600		173	1	1	1	600	600	
Public Restrooms	200		70-124	4	4	4	800	800	
Broadcast	180		112	1	1	1	180	180	
Council Chambers	1200		849	1	1	1	1,200	1,200	
Council Office/Library/Conference	180		0	1	1	1	180	180	
City Hall Conference Room (24-30)	600		604	1	1	1	600	600	
Large Conference Room (12-18)	320		0	3	3	3	960	960	
Medium Conference Room (8-12)	240		234	5	5	5	1,200	1,200	
Small Conference Room (6-8)	180		113	6	6	6	1,080	1,080	
Mail Room - Supplies	150		57	1	1	1	150	150	
Work Copy Room	180		71	2	2	2	360	360	
Printer Alcoves		64	24	6	6	6	384	384	
Supply Closets	60		18-80	2	2	2	120	120	
Central Printing - Supply	220		200	1	1	1	220	220	
Data Server Rooms	200		135	2	2	2	400	400	
HR Records	350		310	1	1	1	350	350	
Finance Records	350		232	1	1	1	350	350	
Community Dev Records	500		330	1	1	1	500	500	
Planning Records	500		500	1	1	1	500	500	
Engineering Records	500		300	1	1	1	500	500	
Comm. Services Event Storage	500		200	1	1	1	500	500	
Main Break Room	1000		285-600	1	1	1	1,000	1,000	
Staff Restrooms	180		60	4	4	4	720	720	
Coffee Bar	20		20	4	4	4	80	80	
COMMON AREAS - SUBTOTAL							12,934	12,934	
BUILDING SUPPORT									
Elevator	75		50	2	2	2	150	150	
Elevator Machine Room	100		52	1	1	1	100	100	
Stairs	240		200	4	4	4	960	960	
Mechanical	220		233	1	1	1	220	220	
Electrical	150		37	2	2	2	300	300	
Fire Riser	65		30	2	2	2	130	130	
Recycle	100		0	2	2	2	200	200	
Trash	180		100	1	1	1	180	180	
Janitor	60		129	3	3	3	180	180	
Material Management	150		81	1	1	1	150	150	
Storage Room	200		400	2	2	2	400	400	
BUILDING SUPPORT - SUBTOTAL							2,970	2,970	
ALL AREAS - SUBTOTAL							27,952	29,814	
Circulation Factor - 30%							8,386	8,944	
TOTAL SF							36,338	38,758	

**MINIMUM COMBINED
CITY HALL AND COMMUNITY DEVELOPMENT**

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
MAYOR - CITY COUNCIL									
Mayor City Council Office	120		158	1	1	1	120	120	
MAYOR - CC - SUBTOTAL							120	120	
CITY MANAGER									
City Manager	180		215	1	1	1	180	180	
CM Assistant		96	0	1	1	1	96	96	
Reception Area		100	0	1	1	1	100	100	
Conference Room	140		140	1	1	1	140	140	
CITY MANAGER - SUBTOTAL							516	516	
HUMAN RESOURCES									
Director	120		115	1	1	1	120	120	
HR Assistant		96	110	1	1	1	96	96	
Reception Area		100	97	1	1	1	100	100	
Interview Room	100		0	1	1	1	100	100	
Copy - Work Room	60		78	1	1	1	60	60	
Employment Application Station		48	0	1	1	1	48	48	
HUMAN RESOURCES - SUBTOTAL							524	524	
FINANCE									
Director	120		158	1	1	1	120	120	
Accts Payable/Payroll Spec	80		182	1	1	2	80	160	
Accountants		64	64	2	1	1	128	64	
Purchasing Agent		64	0	0	1	1	-	64	
Accounting Technician		64	58	1	1	1	64	64	
Finance Intern		64	54	3	3	3	192	192	
Finance - Special Projects		64	50	1	1	0	64	-	short term position
File Storage		64	48	1	1	0	64	-	located in dept
FINANCE - SUBTOTAL							712	664	
CITY RECORDER									
Director	120		133	1	1	1	120	120	
Deputy City Recorder		96	95	1	1	1	96	96	
Admin Specialist		64	95	2	2	3	128	192	
Clerical Aide		64	58	1	1	2	64	128	City Hall Receptionist
File Storage		60	32	1	1	1	60	60	located in dept
Reception Area		60	56	1	1	1	60	60	
Copier - Work Room	100		98	1	1	1	100	100	
Scan Station		64	33	1	1	1	64	64	
Viewing Station		48	0	1	1	1	48	48	
CITY RECORDER - SUBTOTAL							740	868	
COMMUNITY SERVICES									
Director	120		88	1	1	1	120	120	
Information Coordinator		64	62	1	1	1	64	64	
Program Coordinator		64	71	1	1	1	64	64	
Code Compliance Coordinator		64	65	1	1	1	64	64	
Code Compliance Assistant		64	65	1	2	2	64	128	
File Storage		60	24	1	1	1	60	60	See Common Areas
Presentation Board Storage	60		30	1	1	1	60	60	
Reception Area		100	75	1	1	1	100	100	
COMM SERVICES - SUBTOTAL							596	660	

MINIMUM COMBINED CITY HALL AND COMMUNITY DEVELOPMENT

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
COMM DEV & PUBLIC WORKS									
Director	120		174	1	1	1	120	120	
Resource & Econ Dev Spec	80		61	1	1	1	80	80	
Light Rail Design Coord		96	114	1	1	1	96	96	
Comm Dev Intern		64	33	1	2	2	64	128	
Urban Renewal District Manager	120		0	0	1	1	-	120	dependent on Council
Urban Renewal District Support		64	0	0	1	1	-	64	dependent on Council
Files		60	22	1	1	1	60	60	See Common Areas
COMM DEV & PWKS - SUBTOTAL							420	668	
COMMUNITY DEV ADMIN									
Supervisor	120		112	1	1	1	120	120	
Admin. Specialist II		64	46-57	3	4	5	192	320	Supports Plng, Eng, Bld Dept
Work Room	150		161	1	1	1	150	150	
Copy - Storage Room	120		101	1	1	1	120	120	
Reception Counter		100	77	1	1	1	100	100	
Reception Lobby		180	160	1	1	1	180	180	
CD ADMIN - SUBTOTAL							862	990	
PLANNING									
Director	120		200	1	1	1	120	120	
Senior Planner		96	57	1	1	1	96	96	
Associate Planner		96	57	2	2	3	192	288	
Assistant Planner		96	58	1	1	1	96	96	
Files		60	22	1	1	1	60	60	See Common Areas
PLANNING - SUBTOTAL							564	660	
ENGINEERING									
Director	120		61	1	1	1	120	120	
Civil Engineer		96	58	3	3	3	288	288	
Associate Engineer		96	58	1	1	1	96	96	
Engineering Intern		96	33	1	2	2	96	192	
Work Room		80	0	1	1	1	80	80	
Flat File Storage		60	46	1	1	1	60	60	See Common Areas
ENGINEERING - SUBTOTAL							740	836	
BUILDING									
Building Official		120	60	1	1	1	120	120	
Permit Technician		80	60	1	2	2	80	160	
Plan Files		60	40	1	1	1	60	60	See Common Areas
Intake Counter		100	80	1	1	1	100	100	
Lobby		100	83	1	1	1	100	100	
BUILDING - SUBTOTAL							460	540	
MUNICIPAL COURT									
Court Room	850		850	1	1	1	850	850	100 People
Judges Chambers	80		0	1	1	1	80	80	
Jury Deliberation	120		0	1	1	1	120	120	
Check-in / Payment	100		58	1	1	1	100	100	
Paperwork Area		48	0	1	1	1	48	48	
Court Clerk	120		135	1	1	1	120	120	
Court Files	100		80	1	1	1	100	100	
LEDS Computer	50		9	1	1	1	50	50	
Admin Specialists		64	60	3	3	4	192	256	
MUNICIPAL COURT - SUBTOTAL							1,660	1,724	

**MINIMUM COMBINED
CITY HALL AND COMMUNITY DEVELOPMENT**

DEPARTMENT / USE	S.F.			STAFFING - GROWTH			TOTAL S.F.		COMMENTS
	CLOSED	OPEN	EXISTING	CURRENT	3 YR	5YR	CURRENT NEED	5YR	
INFORMATION SYST & TECH									
Director	120		195	1	1	1	120	120	
IST Analyst II		120	232	1	1	1	120	120	
IST Analyst I		120	279	2	3	3	240	360	
IST Admin		64	180	1	1	1	64	64	
Work Bench		200	164	1	1	1	200	200	
File Storage	100		100	1	1	1	100	100	
Equipment Storage	250		240	1	2	2	250	500	
Main Server Room	275		228	1	1	1	275	275	
IST - SUBTOTAL							1,369	1,739	
COMMON AREAS									
Building Lobby	400		173	1	1	1	400	400	
Public Restrooms	180		70-124	4	4	4	720	720	
Broadcast	150		112	1	1	1	150	150	
Council Chambers	1000		849	1	1	1	1,000	1,000	125 People
City Hall Conference Room (24-30)	600		604	1	1	1	600	600	
Large Conference Room (12-18)	320		0	3	3	3	960	960	
Medium Conference Room (8-10)	240		234	4	4	4	960	960	
Small Conference Room (6-8)	180		113	5	5	5	900	900	
Mail Room - Supplies	100		57	1	1	1	100	100	
Work Copy Room	150		71	1	1	1	150	150	
Printer Alcoves		48	0	4	4	4	192	192	
Supply Closets	40		18-80	2	2	2	80	80	
Central Printing - Supply	180		200	1	1	1	180	180	
Data Server Rooms	180		135	2	2	2	360	360	
HR Records	250		310	1	1	1	250	250	
Finance Records	250		232	1	1	1	250	250	
Community Dev Records	350		330	1	1	1	350	350	
Planning Records	300		500	1	1	1	300	300	
Engineering Records	300		300	1	1	1	300	300	
Comm. Services Event Storage	250		200	1	1	1	250	250	
Main Break Room	650		285	1	1	1	650	650	
Staff Restrooms	180		60	2	2	2	360	360	
Coffee Bar	20		20	2	2	2	40	40	
COMMON AREAS - SUBTOTAL							9,502	9,502	
BUILDING SUPPORT									
Elevator	75		50	2	2	2	150	150	
Elevator Machine Room	100		52	1	1	1	100	100	
Stairs	240		200	4	4	4	960	960	
Mechanical	200		233	1	1	1	200	200	
Electrical	100		37	2	2	2	200	200	
Fire Riser	50		30	2	2	2	100	100	
Recycle	80		0	1	1	1	80	80	
Trash	120		100	1	1	1	120	120	
Janitor	50		129	2	2	2	100	100	
Material Management	100		81	1	1	1	100	100	
Storage Room	100		400	2	2	2	200	200	
BUILDING SUPPORT - SUBTOTAL							2,310	2,310	
ALL AREAS - SUBTOTAL							21,095	22,321	
Circulation Factor - 25%							5,274	5,580	
TOTAL SF							26,369	27,901	



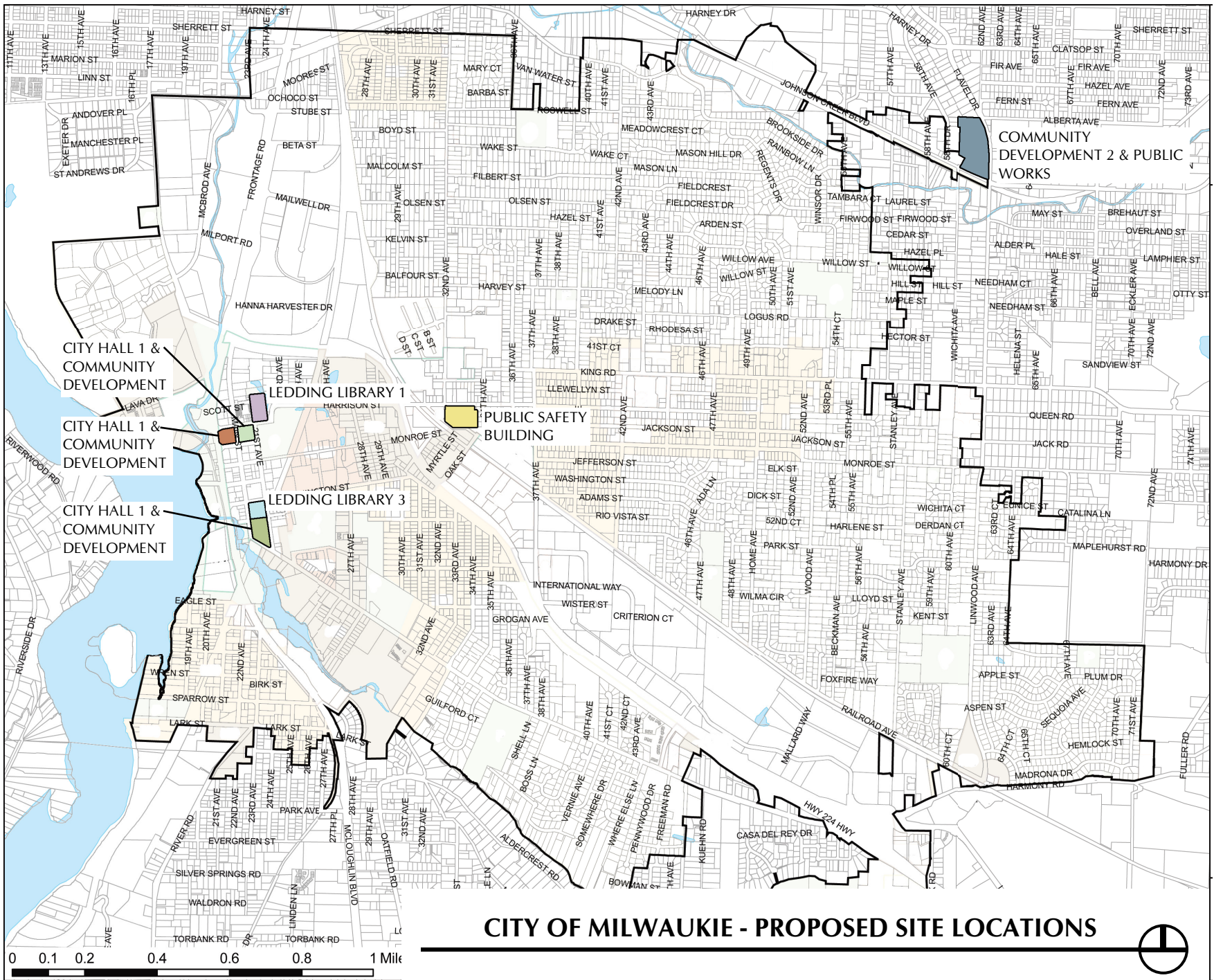
PROPOSED FACILITY OPTIONS

The Space Assessment Study evaluated five facilities and conducted informational workshops with every City Department and the preliminary findings reveal that each facility is operating at full capacity. There are some space inefficiencies and disparate office space standards due to the physical constraints of the existing buildings, but there are no vacant office/areas available to include in this report as an option to meet the space needs.

The four sites included in this study provide 262 parking spaces to serve the City Hall, Community Development and Public Works, Public Safety Building and the Library. There is a public parking lot across the street from the City Hall that has approximately 100 additional parking spaces available. With the exception of large events at the Ledding Library, the parking needs for city staff and visitors/clients are currently being met at each of the four facilities sites.

This study does not include an in-depth analysis of the future number of parking spaces needed, but can be determined by quantity count of staff vehicles and a city vehicle inventory. Visitor parking can be projected to assume simultaneous visitors to multiple departments in the building. A visitor vehicle total should meet peak needs for visitors at a large evening meeting or court session and count staff spaces to provide overflow capacity.

The site configurations illustrated for each of the design options indicate the number of parking spaces. For the south downtown new City Hall and Library option, parking needs are proposed to be combined with below grade structured parking. The sites proposed for the City Hall and Library are conveniently located near transit mall stops for both bus and future light rail. As noted on several options, parking will be reduced on site or need to be relocated to an adjacent parking lot in order to accommodate a building addition or expansion of the facility.



CITY OF MILWAUKIE - PROPOSED SITE LOCATIONS

City Hall Options

The City Hall was originally constructed to be a city hall and a fire station in 1938 but was retrofitted to become only City Hall offices. The building is dated and is limited in its ability for expansion. The building footprint configuration is not ideal for city

offices and is too small to accommodate all of the departments appropriate to be co-located for public services. To allow for growth and to integrate the Community Development and City Hall services, the options are:



CITY HALL - ADDITION OPTION 1, & COMMUNITY DEVELOPMENT - OPTION 2



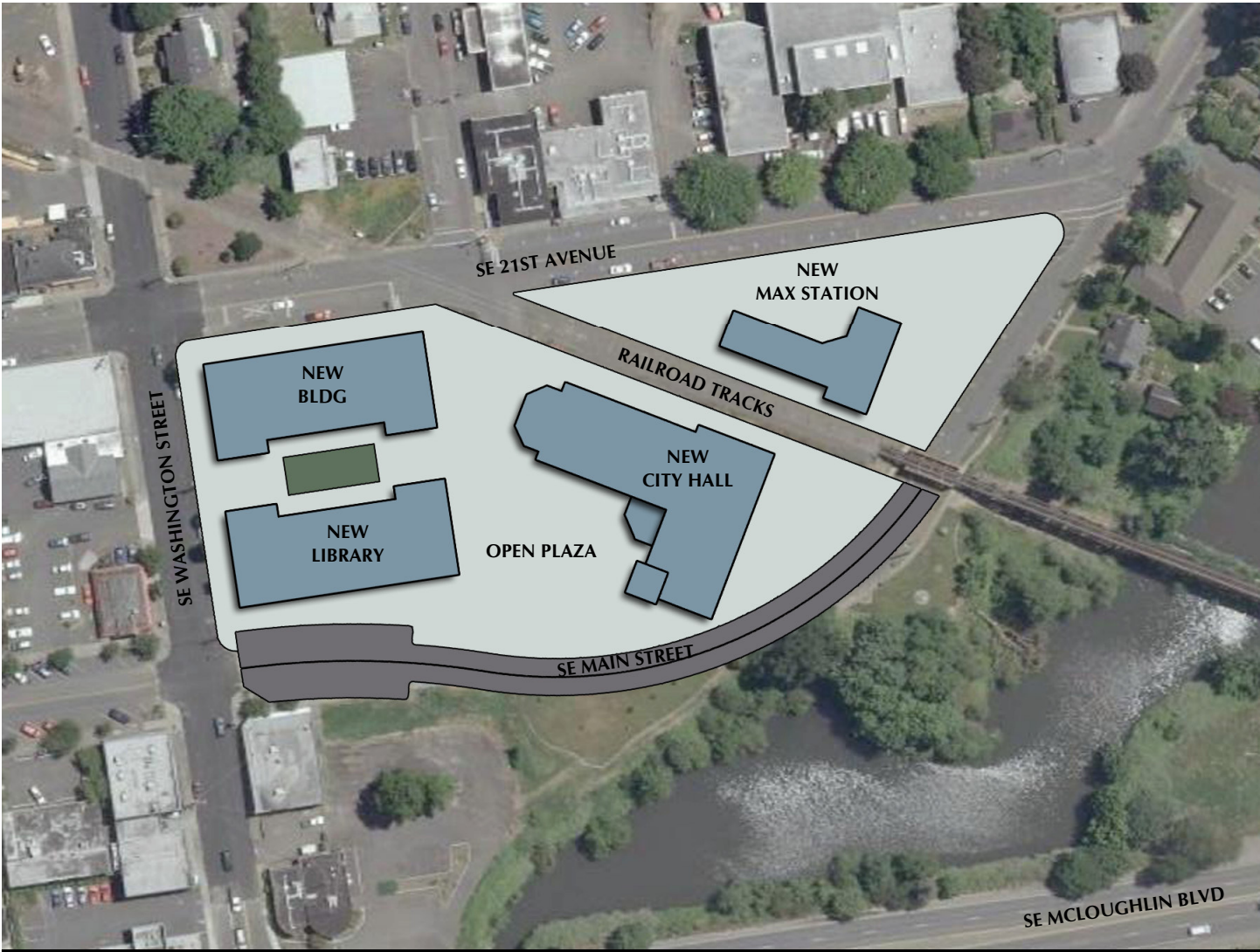
- 1. Construct a separate 2-story building on the same site, to be an addition to the existing City Hall. Address parking using lot across the street or below grade.





2. Construct a new City Hall annex on vacant site across street from existing.





**CITY HALL - SOUTH DOWNTOWN AREA OPTION 3,
LIBRARY - OPTION 2, & COMMUNITY DEVELOPMENT - OPTION 2**



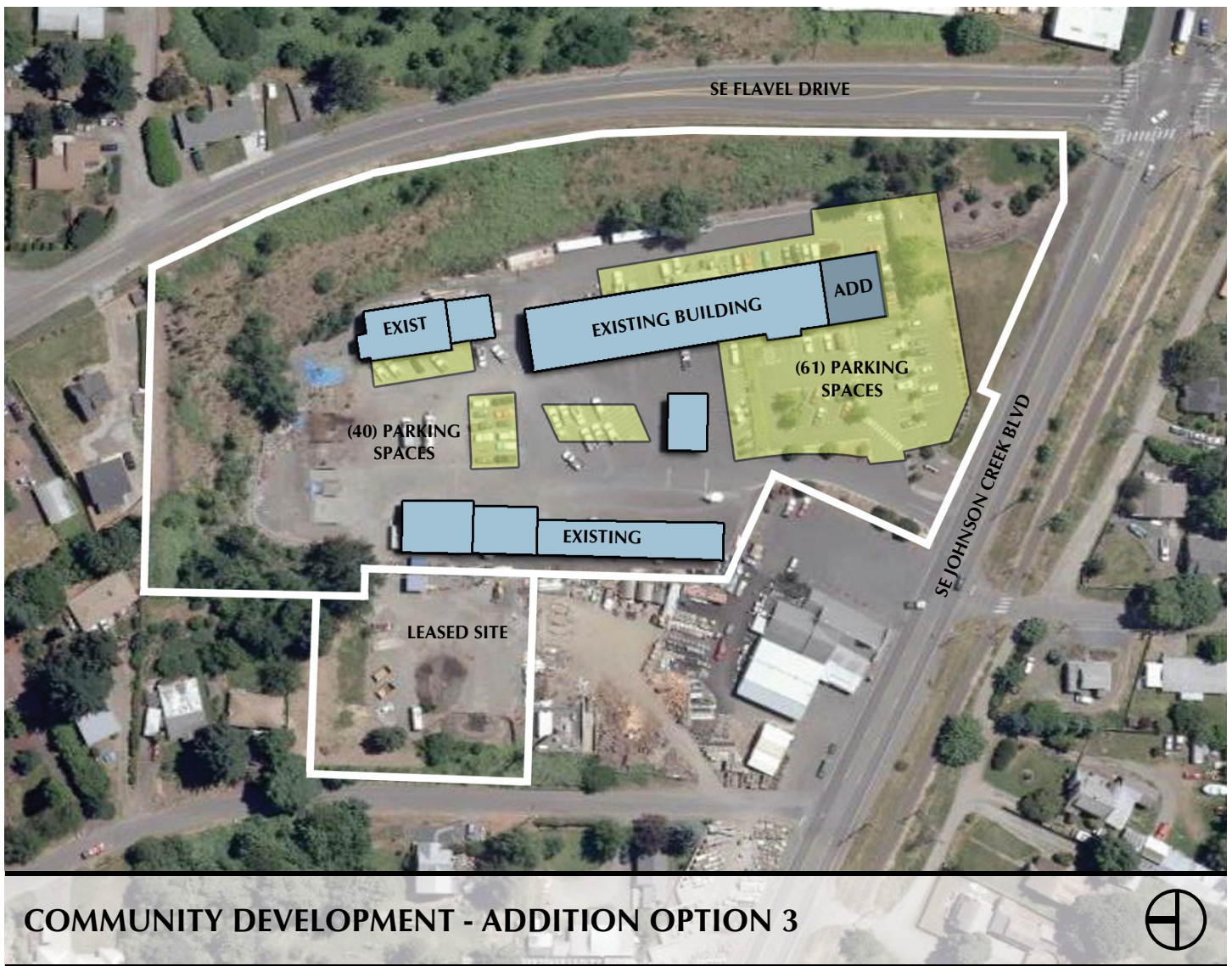
3. Develop a new 40,000 sf City Hall building in the South DT area.



Community Development Department Options

This group of departments consisting of Community Development, CD Admin, Planning, Engineering and Building is the most crowded and at full capacity in their current building with 4,200 sf. They don't have adequate area to efficiently do their work. It also is the group that all departments consistently commented that their current location is too far away from the downtown business core and other City Hall Departments creating a communication disconnect. Options include:

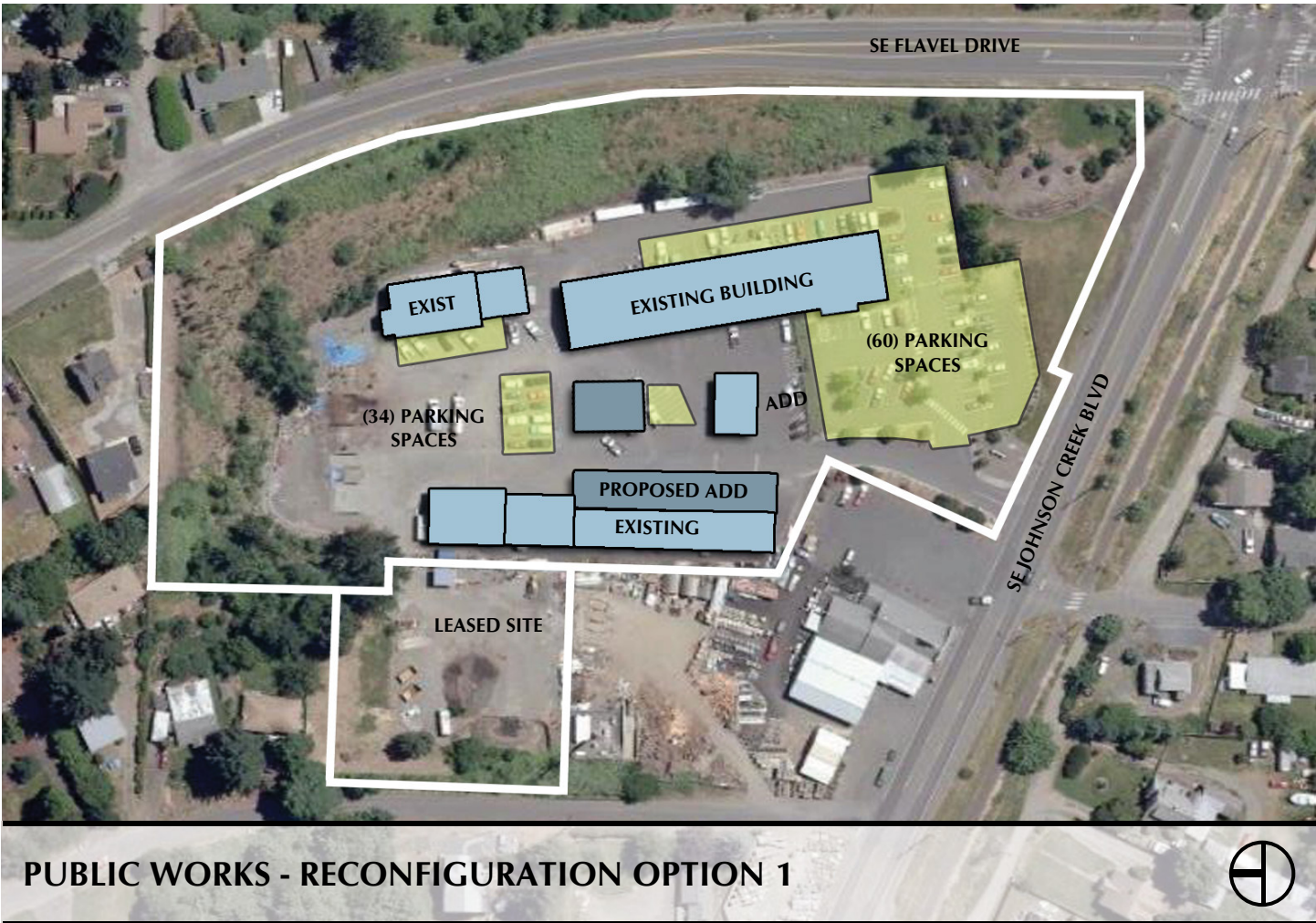
1. Relocate to a central location near City Hall by leasing approx. 6,500 sf of office building. Length of lease 3-5 year depending on focus of City master plan, which would provide an immediate solution for much needed sf and solve the adjacency issue. Moving would vacate space that could be allocated to Public Works.
2. Relocate into an expanded City Hall building



3. Construct an addition to the existing building at the Johnson Creek site.

Public Works Options

Public Works has a need for a large maintenance and utility yard, material and equipment storage, a vehicle service garage and office space. The current site serves this function well.



1. Expand the office space into the front building, reconfigure the yard to use the whole site, construct additional service bays and equipment storage pole barns.



Police Department Options

The Public Safety Building is relatively a new structure, constructed in 1993, and at 35,500 gsf, it has the capacity to adequately house the Police Department and Clackamas County Fire District with minor modifications to increase the areas that are the most constricted.

1. Relocate the IST Department to a new location. This would serve to free up approximately 1,800 sf of area. Ideally, IST would be moved only one

time to a permanent, easily accessible central location because of significant cost associated with the infrastructure set-up.

2. Police expand and renovate area to include interview rooms, archive and records staff work and storage room, report writing area, and meeting room.
3. Re-configure site for additional secured parking space.



POLICE DEPARTMENT - REMODEL OPTION 4

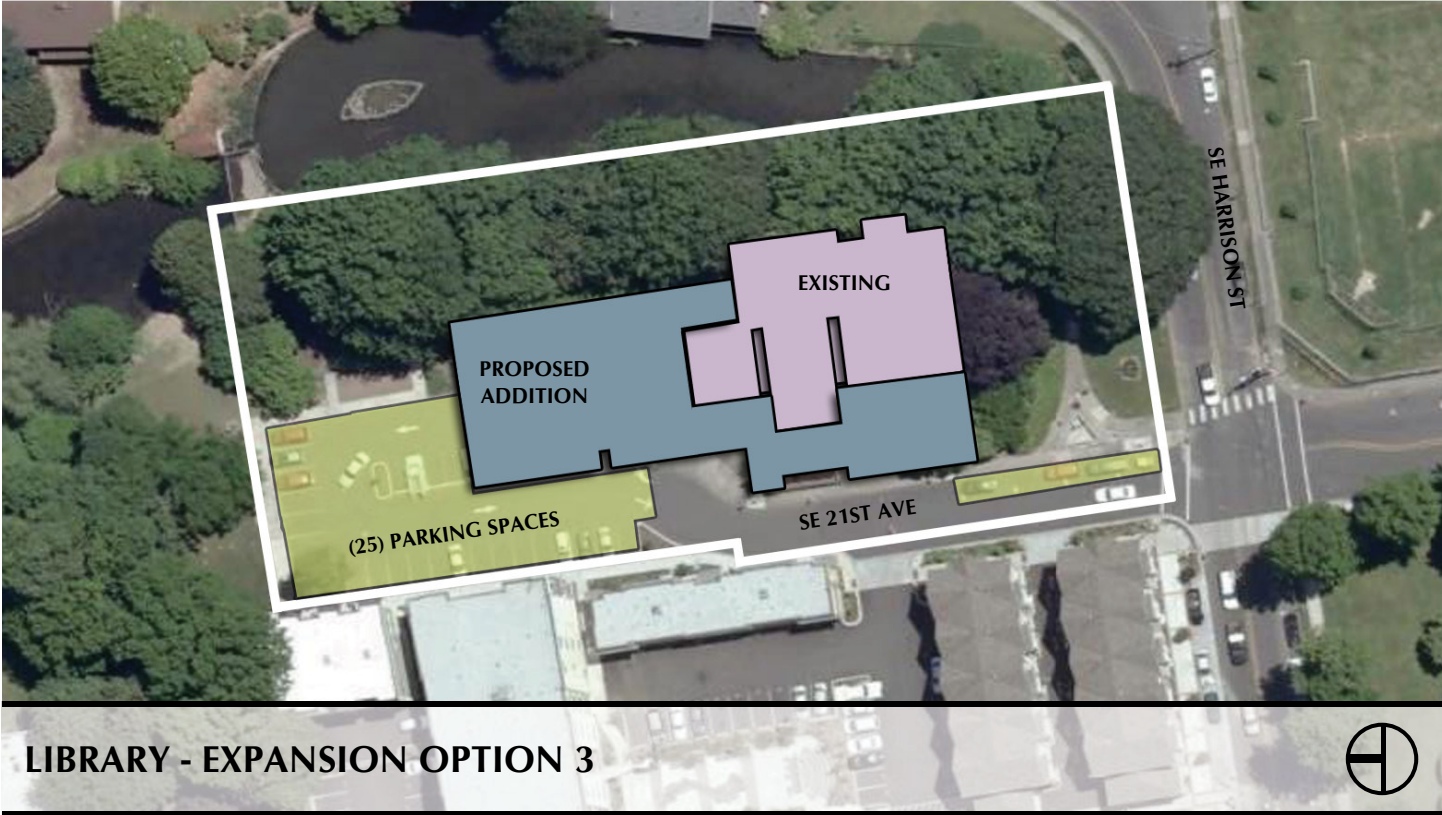
4. Construct new bulk storage enclosure on building exterior.

Library Options

The Library was originally a home that was dedicated to the City. It has since been remodeled and expanded in 1964 and 1986 to around 13,100 gsf. With the passing of the measure that established the library district in 2008, the service area for the Ledding Library will increase to approx. 40,000 people. Per the Oregon Public Library Standards, a library

should have about 30,000 sf to serve this population. Options include:

- 1. Keep the Ledding Library and develop a new 20,000 sf branch library.
- 2. Close the existing library and construct a new 36,000 sf in the South DT area.



- 3. Expand existing library with a new 2 story 20,000 sf addition in the parking lot (reducing the number of spaces)





PROJECT COST SUMMARY

Multiple proposed facility options have been identified and are considered in this report. The Cost Summary for each of the options is based on a Rough Order-of-Magnitude cost estimate. All of the project requirements are typically not known in detail at this point, therefore an exact project budget can not be calculated. A ROM range can vary +/- 50% of the actual cost. These types of estimates are the first step in project planning. ROM estimates are based upon experience and historical data from similar projects.

The Project Cost Summary is organized by City Department groups. The cost estimate identifies each City Department Option with a description of the broad scope of work. The cost estimate lists associated assumptions for each of the project options.

The unit costs reflect the cost of construction in 2010. In Portland, Oregon the comparative cost of construction has continued to decline as measured against 12 other US Cities although the rate has slowed down. According to the latest American Institute of Architects' Consensus Construction Fore-

cast, the outlook for the remainder of this year and well into 2011 will remain weak before construction costs begin to rise again. For long range budget planning, an escalation clause for inflation should be included.

It is expected that any project for the City of Milwaukee would encompass sustainable design features with construction materials and methods. The economic benefits of sustainable building design include:

- **Competitive First Costs:** Integrated design allows high benefit at low cost by achieving synergies between disciplines and technologies.
- **Reduce Operating Costs:** Lower utility costs.
- **Optimize Life-cycle Economic Performance**

Exclusions:

- LEED Certification is not included in the Rough-Order-Of-Magnitude Costs.
- Expansion or renovation of the sites would trigger a requirement for street improvements and parking lot improvements which are excluded in the budget cost

ROUGH ORDER OF MAGNITUDE ESTIMATE

DESCRIPTION	BLDG GSF	\$ / SF	COST	REMARKS
CITY HALL - ADDITION				
2-Story Addition - Shell & Site	18,000	\$110	\$1,980,000	Connect to CH with corridor link
Interior Improvements - Addition	18,000	\$55	\$990,000	
Interior Improvements - Existing City Hall	13,000	\$50	\$650,000	
Parking Lot	40,000	\$10	\$400,000	Resurface existing parking lot across street
Sub-Total			\$4,020,000	
FF&E	18,000	\$20	\$360,000	Estimated
IST	18,000	\$8	\$144,000	Estimated
ROM Total			\$4,524,000	

Assumptions: Does not include repairs forecast and maintenance upgrade costs outlined in the 2009 F&G Facilities & Condition Assessment Report. Program is based upon Minimum Space Standards. Addition will be free standing and required to meet design/ construction guidelines for a Significant Historic Resource. Parking will be relocated to full block site across street; costs do not include property purchase.

CITY HALL - ANNEX				
2-Story City Hall Annex - Shell	24,000	\$110	\$2,640,000	Located across street from existing
Interior Improvements	24,000	\$55	\$1,320,000	
Interior Improvements - Existing City Hall	13,000	\$50	\$650,000	
Parking Lot	20,000	\$10	\$200,000	Approx 55 parking spaces
Sub-Total			\$4,810,000	
FF&E	24,000	\$20	\$480,000	Estimated
IST	24,000	\$8	\$192,000	Estimated
ROM Total			\$5,482,000	

Assumptions: City Departments will be located in both the new City Hall Annex and the existing City Hall buildings. Program requirements are based upon Maximum Space Standards. Building GSF includes min. ground floor retail lease space. Public Works, Public Safety and Library are not included. Parking will be located on adjacent site; costs do not include property purchase.

CITY HALL - SOUTH DOWNTOWN AREA				
2-Story New City Hall - Shell	40,000	\$110	\$4,400,000	
Interior Improvements	40,000	\$55	\$2,200,000	
Shared Public Courtyard and Commons	10,000	\$30	\$300,000	Cost split w/ Library
Below Grade Parking	45,000	\$90	\$4,050,000	Approx 120 parking spaces
Sub-Total			\$10,950,000	
FF&E	40,000	\$20	\$800,000	Estimated
IST	40,000	\$10	\$400,000	Estimated
ROM Total			\$12,150,000	

Assumptions: Master plan development of the south downtown area to include City Hall Departments and Library. Program requirements are based upon Maximum Space Standards. Building GSF includes min. ground floor retail lease space. Site development to include future commercial, retail and housing uses. Parking is shared and below grade. Common site amenities include courtyard and public gathering commons.

COMMUNITY DEVELOPMENT - LEASED OFFICE SPACE				
Office Building - Downtown Milwaukie	6,500	\$16	\$104,000	Per year, full service lease, downtown location
FF&E	6,500	\$15	\$97,500	Relocate existing furniture, minimum new
IST	6,500	\$8	\$52,000	Estimated
ROM Total			\$253,500	

Assumptions: The space sf needs meet minimum program requirements w/ minimum onsite file storage. Approx. 6,500 sf vacant suitable office space in the downtown area is available. Lease rate could be a blend or variable depending on terms and length of lease. Doesn't include moving costs or other professional services or fees.

COMMUNITY DEVELOPMENT - ADDITION				
1-Story Building Addition, Minor Site Improvements	2,500	\$75	\$187,500	Min. expansion, minor site improvements
Interior Improvements	2,500	\$50	\$125,000	
Sub-Total			\$312,500	
FF&E	2,500	\$15	\$37,500	Estimated
IST	2,500	\$8	\$20,000	Estimated
ROM Total			\$370,000	

Assumptions: One story expansion to existing building. Minor modifications of building systems to support additional sf. Minor interior improvements to existing occupied offices.

ROUGH ORDER OF MAGNITUDE ESTIMATE

DESCRIPTION	BLDG GSF	\$ / SF	COST	REMARKS
PUBLIC WORKS - RECONFIGURATION				
Office Interior Improvements	1,500	\$50	\$75,000	Minor interior modifications
Pole Barn Storage Addition & Enclosure	5,000	\$30	\$150,000	Open storage addition, enclose 3 existing bays
Relocate Vehicle Wash Station	2,000	\$25	\$50,000	Relocate on site
2 Additional Fleet Service Bays	2,000	\$30	\$60,000	Expand existing service garage
IST	1,500	\$8	\$12,000	Estimated
ROM Total			\$347,000	

Assumptions: Does not include repairs forecast and maintenance upgrade costs outlined in the 2009 F&G Facilities & Condition Assessment Report. Public Works occupies all of the Johnson Creek site and buildings. Leased adjacent property cost or purchase not included.

PUBLIC SAFETY BUILDING - REMODEL				
Exterior Property Storage Enclosure	250	\$25	\$6,250	Unconditioned space
Interior Improvements	3,000	\$50	\$150,000	Minor interior modifications
Sub-Total			\$156,250	
FF&E	3,000	\$20	\$60,000	Estimated
ROM Total			\$216,250	

Assumptions: Does not include repairs forecast and maintenance upgrade costs outlined in the 2009 F&G Facilities & Condition Assessment Report. IST Department is relocated to new building. Interior improvements are in vacated space and for minor modifications. Exterior storage enclosure is below firemen's deck. Does not include site modifications.

LEDDING LIBRARY - EXPANSION				
2-Story Building Addition	20,000	\$125	\$2,500,000	Connect to existing
Interior Improvements	20,000	\$55	\$1,100,000	
Interior Remodel- Existing	13,000	\$50	\$650,000	
Site Modifications	10,000	\$10	\$100,000	Reconfigure parking lot
Sub-Total			\$4,350,000	
FF&E	20,000	\$25	\$500,000	Estimated
IST	20,000	\$8	\$160,000	Estimated
ROM Total			\$5,010,000	

Assumptions: Does not include repairs forecast and maintenance upgrade costs outlined in the 2009 F&G Facilities & Condition Assessment Report. Addition will be a reduced sf area program, 2-story building connected to existing library first floor. The number of parking spaces is reduced to 25. Does not include structured parking option.

LEDDING LIBRARY - SOUTH DOWNTOWN AREA				
2-story Library - Shell	36,000	\$125	\$4,500,000	2-story
Interior Improvements	36,000	\$55	\$1,980,000	
Shared Public Courtyard and Commons	10,000	\$30	\$300,000	Cost split w/ City Hall
Below Grade Parking	25,000	\$90	\$2,250,000	Approx. 70 parking spaces
Sub-Total			\$9,030,000	
FF&E	36,000	\$25	\$900,000	Estimated
IST	36,000	\$8	\$288,000	Estimated
ROM Total			\$10,218,000	

Assumptions: New state-of-the-art 2-story library. Shared below grade parking, courtyard and public gathering commons.