

City of Mendota Heights Police / City Hall Campus Facility Space Needs Analysis

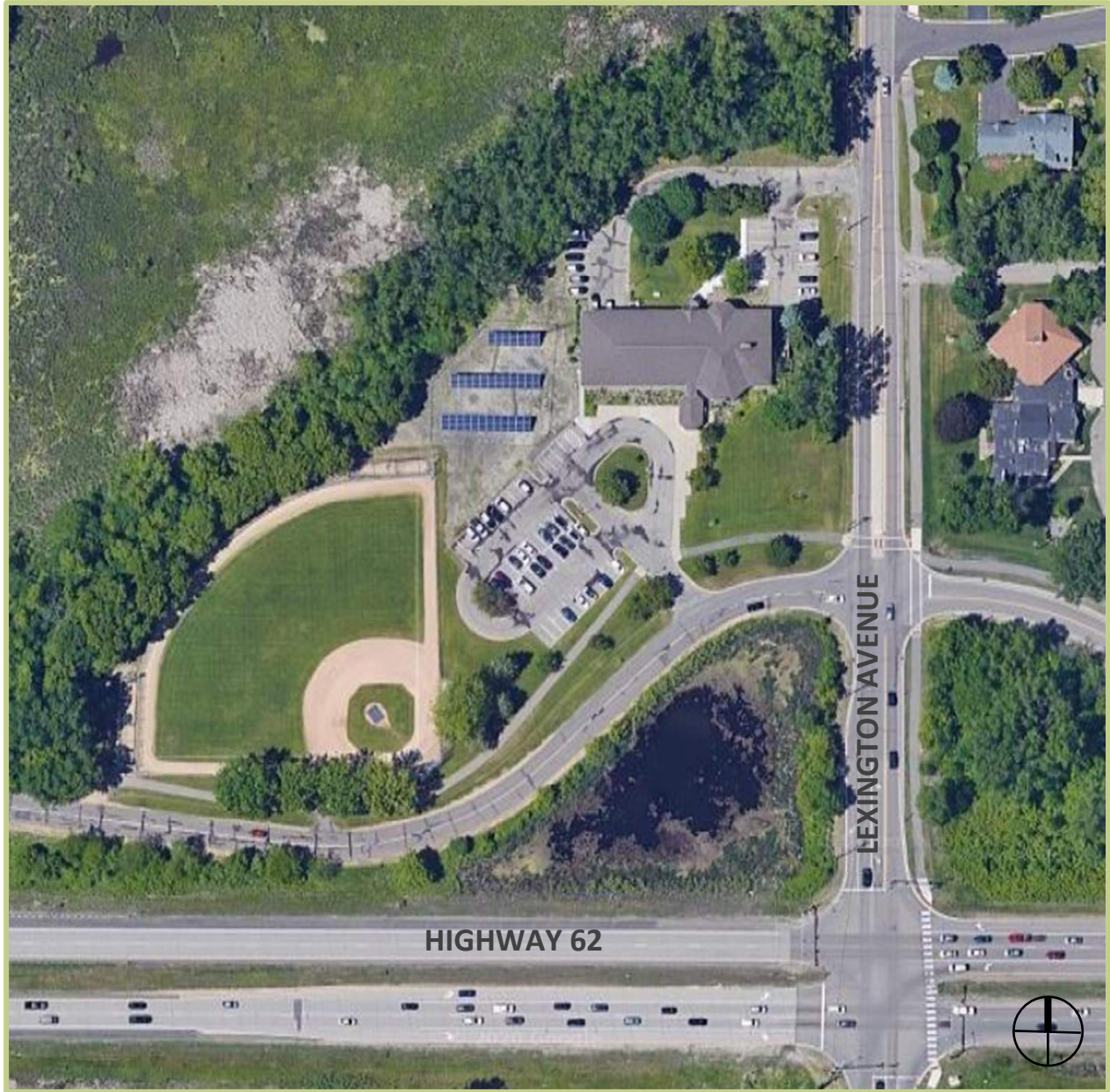


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Mendota Heights Police Department / City Hall aerial site photo

The aerial photo above shows the facility site and its relationship between the buildings' two departments through the north parking lot used by the Police Department and the south parking lot used by City Hall. Because the departments are on separate levels but have their own entrances each at grade, there is a considerable grade change from north to south. This also allows the lower level to receive natural light from the north.

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The Mendota Heights Police Department and City Hall facility was first constructed in 1987 and has had minimal updates since. While the facility has functioned well for the past 34 years, Mendota Heights City Council and staff determined that it would be appropriate to analyze current conditions of the building, along with its operational needs of staff and the public. This analysis would determine how best to redesign the facility to continue serving the community into the future. The City of Mendota Heights contracted CNH Architects to provide a detailed Police/City Hall Facility Space Needs Analysis. The goal of this study is to provide evidence-based recommendations that address the needs of the physical building as well as the operational needs for the Police Department, City Hall, and the citizens of Mendota Heights.

Process

CNH Architects and our consulting team performed a detailed study and analysis of the Police/City Hall Facility.

The analysis began with an assessment of the existing conditions while gathering building and site-specific data that provided an initial insight into the current physical condition of the building. This included structure, mechanical, and electrical systems, accessibility compliance, interior finishes, and the program layout.

Beyond research of existing data, City staff input became a key component to this analysis. During bi-monthly meetings, representatives from both the Police and City Hall departments shared the history, concerns, and goals of each department. They provided a valuable perspective of the current facility's shortcomings and the expected growth that would require additional space or reorganization of its existing program.

Combining this owner input and the initial existing data, a Space Needs Program was developed to collectively summarize facility operational needs identified by City staff and our consulting team. From extensive research and sourcing expertise on all levels, an analysis was formed that defines the project scope.

Information procured from this analysis was then used by our design team to develop several concept design options that proposed realistic solutions for the goals defined in the Space Needs Program. After review and input from the City staff department heads, the proposed concept design options were refined to a single preliminary design that best positions the Police/City Hall Facility to serve its staff and public into the future. This preliminary design also focuses on the essential balance of addressing important goals while providing flexibility, efficiency, security, economy, and public health.

Key Space Needs Findings

The Space Needs Analysis process resulted in many detailed facility and operational goals which are documented in depth in the Space Needs Program section of this study. The following are some of the key findings that formed the structure of the concept design response.

As the population of Mendota Heights grows, the Police Department also needs to grow. This will ultimately cause the department's current building space to reach capacity. Multiple areas are overgrown including a shortage of lockers in each locker room, an undersized fitness space to be used for both Police training and by City Hall staff, a garage unable to house all the department's squad cars,

and a briefing room that has become not only a briefing room, but a breakroom, squad room, and evidence-processing space.

In addition to these Police Department space shortages, there is a significant need for improvements that address faculty safety and operational concerns. The department, located on the lower level, currently has a secure side and an unsecure side. Existing spaces such as operational storage and a designated initial interview room, would be better located within the secure side. Other security concerns include the lack of a sally port and a second vehicle access to Lexington Avenue which is the primary outlet from the facility, and concerns with the public entering directly into the department rather than through City Hall. Operational concerns include unnecessary size differences between staff offices, lack of a training classroom and appropriate squad room, and proper storage for evidence and police gear.

POLICE SPACE SUMMARY			
Lower Level	Addition	Remodel	% Size Change (SF)
Relocate Investigator's Office into Police Office Expansion	180 SF		+59%
Relocate Captain's Office into Police Office Expansion	180 SF		0%
Relocate Chief Office's into Police Office Expansion	180 SF		-21%
Relocate Sergeant's Office into Police Office Expansion	275 SF		-15%
Add Training Classroom	750 SF		+100%
TOTAL POLICE OFFICE EXPANSION	1,565 SF + 15% circulation = 1,800 SF		
Enlarge Police Vehicle Garage	3,787 SF		+298%
Add Evidence Garage	350 SF		+100%
Relocate Garage Storage into Garage Expansion	633 SF		+387%
Add Armory	234 SF		+100%
TOTAL POLICE GARAGE EXPANSION	5,004 SF		
Add Vehicle Sally Port		425 SF	+100%*
Add Property Storage	70 SF	252 SF	+100%*
Reduce Waiting Area and remove Reception		124 SF	-85%
Relocate Clerical		220 SF	-10%
Relocate Initial Interview		165 SF	+170%
Relocate Police Reports		133 SF	+40%
Relocate Copy Area		50 SF	+11%
Relocate and Enlarge Squad Room by removing Quiet Interview and Hard Interview Bathroom		586 SF	+17%
Add Breakroom separate from Squad Room		297 SF	+100%*
Relocate Kitchenette		140 SF	+7%
Relocate Fitness Shower		125 SF	+81%
Enlarge Fitness		192 SF	+25%
Enlarge Women's Locker Room for 8 lockers		90 SF	+26%
Enlarge Men's Locker Room for 25 lockers		150 SF	+57%
Renovate Evidence Storage to enlarge Men's Locker Room		50 SF	-12.5%
Relocate Operational Storage		228 SF	+27%
TOTAL PROPOSED POLICE SPACE	6,874 SF	3,227 SF	

*New to building program but placed within the existing building

Within City Hall, located on the upper level of the facility, similar findings to the Police Department took precedence as essential in allowing City Hall to meet its current and near-term needs of staff operations and public functions. Possibly the most pertinent of these concerns is the size and octagonal shape of the current Council Chambers, which makes the room less functional than intended. The space is also missing key ADA accessibility functions and a secondary emergency egress. The same concerns arose in the large conference room, as its size and octagonal shape negatively impact the functionality of the space.

Another major concern in City Hall that needs to be addressed is the circulation and organization of the two open office spaces and the remaining private offices. The current system consists of cubicle spaces that are too large or small and fails to create a productive workspace for all employees due to the separate open office spaces and lack of storage space. There are also opportunities to be considered regarding extra security for reception staff, lack of restrooms within the office space, a City Hall staff vestibule, and additional conference rooms.

CITY HALL SPACE SUMMARY			
Upper Level	Addition	Remodel	% Size Change (SF)
Expand Council Chambers and remodel existing	245 SF	1,606 SF	+32%
Relocate Janitor next to Council Chambers Expansion	138 SF		+43%
TOTAL COUCIL CHAMBER EXPANSION	383 SF + 15% circulation = 440 SF		
Expand Open Office Space and remodel existing	795 SF	245 SF	-12%
Relocate Breakroom into Expansion	350 SF		0%
TOTAL CITY HALL OFFICE EXPANSION	1,145 SF + 15% circulation = 1,317 SF		
Relocate Furniture Storage		91 SF	+82%
Relocate Cable TV Control Room		107 SF	+32%
Relocate Electrical from Lower Level		63 SF	-
Enlarge Large Conference Room and add storage room		120 SF	+24%
Enlarge Medium Conference Room 1		135 SF	+78%
Add Medium Conference Room 2		245 SF	+100%*
Add Small Conference Room		188 SF	+100%*
Relocate City Engineer Office		190 SF	0%
Relocate Engineer Tech Office		175 SF	+23%
Add IT Storage		100 SF	+100%*
Resize Recreation Coordinator Office		150 SF	-8%
Resize Community Development Office		150 SF	+23%
Add Staff Vestibule		75 SF	+100%*
Relocate Copy Room		136 SF	-5%
Add Office Restrooms and walkway		200 SF	+100%*
Remodel Reception and add cubicles		286 SF	+76%
Relocate Public Women's Restroom		158 SF	+22%
Relocate Public Men's Restroom		156 SF	+26%
Relocate Wellness Room		116 SF	+170%
Lower Level	Addition	Remodel	% Size Change (SF)
Enlarge Document Storage and add hallway		148 SF	+5%
Enlarge Election Storage		44 SF	+16%
TOTAL PROPOSED CITY HALL SPACE	1,757 SF	4,883 SF	

*New to building program but placed within the existing building

Additional key items within City Hall include addressing the size and functionality of the cable TV and electrical rooms, creating an enclosed space for furniture storage, expanding the wellness/mother's room, and providing secure file and IT storage.

Beyond an obvious lack of space, both departments expressed concerns dealing with the future operations after COVID-19, and what those new regulations or precautions might look like.

Schematic Design Recommendations

Based on the findings articulated in the Space Needs Program, multiple options for addressing the identified goals were developed that include renovations to each department and expansions to the current building. The following is a brief overview of the Schematic Design Recommendations. Refer to the body of this report to review the Schematic Design plans of overall layouts as well as detailed floor plans for a more visual understanding of the project.

On the lower level where the Police Department is, an eight-stall enclosed parking garage expansion would be provided to meet vehicle safety goals identified by the Police Department faculty. It would be located where the current three-stall garage sits, on the north west corner. This garage would hold department squad cars and allow for a direct connection between the proposed sally port and the current processing room. The garage would also have space for a storage alley, secure armory, and a vehicle evidence garage with a connection to both evidence processing and evidence storage.

Connected to the garage expansion would be a training classroom, a new room identified in the Space Needs Program. This proposed space would separate the current fitness/training area and provide enough room for the growing department to train comfortably. Within the expansion, the Police staff offices would be relocated across from the training classroom. The office expansion would provide better security for said offices and create a private corridor away from the rest of the department.

Renovations of the Police Department would consist of adding property storage, relocating operational storage from fitness into an existing room, expanding both locker rooms to fit the maximum capacity of future personnel, and relocating the copy area, police reporting room, and clerical space. The clerical space would have a window to allow convenient communication between anyone coming from the upper level therefore replacing the current reception space on the lower level. The initial interview room in the Police Department is currently a cubicle placed in the lobby rather than a secure room. The renovated department would be provided with a permanent initial interview room on the secure side of the lower level.

On the south side of the department is a multi-use space that was intended to function solely as a Squad Room. To address this, the space would become a designated breakroom with kitchenette. This would mean relocating the fitness shower closer to the fitness room and redesigning it to be ADA compliant. The new Squad Room would be relocated where the current Sergeants office space is and expanded by removing the current copy room, quiet interview room, and hard interview bathroom. As the Sergeants have requested natural light in their space, it would be relocated in the Police office expansion where possible.

On the unsecured side of the lower level is two storage spaces for City Hall. Since the fitness shower would be relocated, both storage rooms can be expanded into the existing hallway and a new hallway

would be added on the opposite side. This increases the size of both rooms but more importantly would improve security by being tucked away from any Police Department spaces.

On the upper level where City Hall is located, the Council Chambers would be expanded on the south as an addition and squared off on the southeast corner to address its functionality and ability to continue hosting city council meetings. Since the roof and ceiling structure of the space relies on the octagonal shape of the room, columns would be added to allow the space to expand and improve circulation. To accommodate ADA requirements, a ramp would be provided to the Council's raised platform. The hallway east of the chambers would be lengthened and provided with an egress out of the building. The lengthened hallway would create space for an enlarged and relocated janitors' room complete with facility manager desk space and an eyewash station.

The second City Hall expansion would be north of the current office space, located above the lower level Police Office expansion. This expansion would involve relocating the two open office spaces to create one large space as well as relocating the City Hall break room to allow direct access by department staff. The rest of the office space remodeling would involve adding a staff vestibule, restrooms, secure IT storage, small conference room, a second medium-sized conference room, and increasing the size of the current medium-sized conference room. Four of the offices, City Engineer, Engineer Tech, Community Development, and Recreation Coordinator, would be rearranged along the south wall to enlarge the current medium-sized conference room and add the staff vestibule. The current Engineer Office would be replaced with the small conference room, providing a private meeting space for staff away from the public spaces.

Other minor renovations to the office space would include adding cubicles to the reception area and relocating the copy room next to the new staff restrooms to create two walkways on either side of the rooms. Remodeling the reception space to add cubicles would create a shared workspace while increasing security for reception. The walkways around the restrooms and copy room would allow a closer connection between the copy room and reception, an open space for accessing the attic space, and no direct views toward the restroom entrances.

Outside of the office space, renovation work would be centered around relocating the public restrooms slightly north to allow the Council Chambers to be expanded east. This would create an ideal north-east corner nook for an appropriately sized wellness room and space for designated furniture storage south of the restrooms. The large conference room would be squared off similar to the Council Chambers, allowing for better furniture and Audio Visual equipment setup within the space. Lastly, the stairs on the upper level would be enclosed with glass, increasing security for both departments.

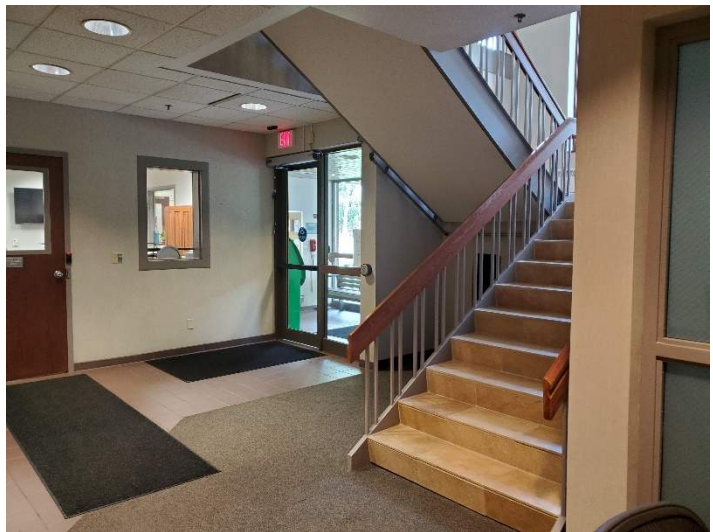
The cost estimates for the Schematic Design approach are broken into five separate line items shown in the budget section following the Schematic Design plans. It provides a full understanding of the different major program goals and how they impact the total construction budget.



Police Garage



City Hall Reception



Lower Level Stairs and Entry

SPACE NEEDS PROGRAM







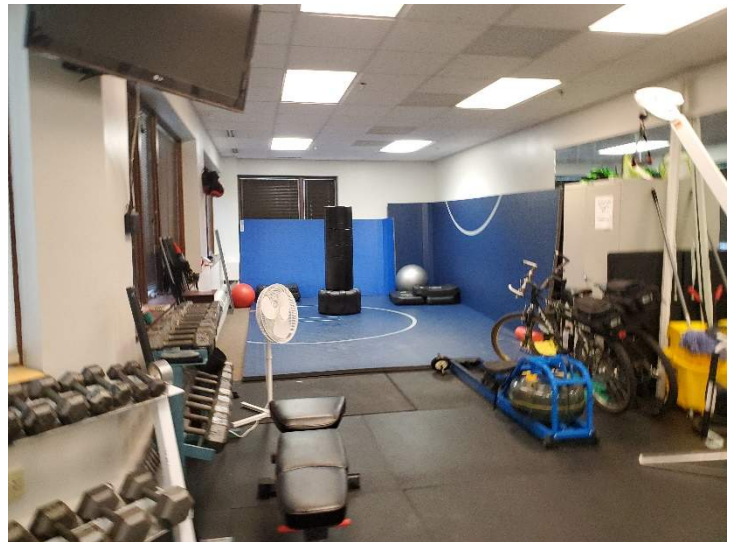
Large Conference Room



Document Storage



Squad Room



Fitness



South Open Office Space



Medium Conference Room

The Space Needs Program compiles the findings made from the assessment exercise over September through November 2020 to determine the scale of modifications needed and establish an understanding of facility and faculty needs for both short- and long-term operational demands. These conclusions were sourced from evaluations of existing programable spaces, meetings with staff members, and observation of staff workplaces and procedures performed to meet public expectations. Throughout the in-depth review, concerns and issues affecting the building and site operations were identified, whether those concerns were small or large in scale.

The outline on the following page lists the architectural, mechanical, and electrical needs observed and expressed through the assessment process for both Police and City Hall facilities. Considerations made during this program development include assessing the ability of the existing campus to meet programmable and operational space requirements, evaluating whether existing spaces are efficiently used for their intended operations, reviewing staff and public safety concerns, and determining whether projected operational space needs can be met within the current available space. Deficiencies identified led to further discussion for relocating and adding new space for specific programs and operations. Building code and accessibility requirements are considered here but will be further explored in later design phases. This list was developed as a result of numerous meetings and discussions held with representatives and project team consultants.

SITE IMPROVEMENTS

- Address waterproofing concerns on west wall

Building Security

- Add secondary road access from north parking lot to separate public streets to allow alternate response route if needed due to a disruption or blockage of the primary exit
- Provide permanent storage for maintenance tools and equipment items
- Reduce areas for perpetrators to hide in northeast lower level staff entrance/exit area

POLICE DEPARTMENT PROGRAM

LOWER LEVEL ADDITION

Garage

- Enlarge enclosed parking garage for a total of eight squad cars to improve security for police vehicles as well as eliminate the need for extended vehicle idling during winter months to save fuel costs
- Provide space for one trailer and a wash bay in one of the parking stalls
- Provide secure garage space for a vehicle sally port accessible by the processing area
- Provide evidence garage stall sufficient for evidence storage as well as one vehicle
- Provide secure and hardened hazardous material and armory storage

Offices

- Remove and relocate storage from police staff offices and resize chief, captain, and investigator offices to 180 SF
- Relocate Sergeant's office to let in natural light and provide workspace for three sergeants

Training Classroom

- Provide Training Classroom for a maximum of 30 people that is separate from briefing and fitness spaces for both functionality and COVID-19 space concerns

LOWER LEVEL REMODEL

Men's and Women's Locker Rooms

- Enlarge Men's and Women's locker rooms to create space for more lockers to meet the anticipated department personnel needs
 - Men's = 22-25 total lockers
 - Women's = 6-8 total lockers
- Provide lighting in showers

Fitness

- Relocate existing storage to secure side to enlarge Fitness space and to allow for City Hall staff use
- Update windows to improve security
- Add physical training space separate from Fitness

Shower Room

- Remodel to allow for ADA accessibility
- Relocate closer to Fitness for easier access but still located within the unsecured side of the lower level, consistent with Fitness

Lobby/Clerical

- Relocate initial interview cubicle to a permanent room and provide video conferencing capabilities
- Decrease waiting area size for a maximum of 4 people as upper-level City Hall lobby is to be shared between the two departments
- Provide clerical space for two cubicles with proximity and visibility to the vestibule, stairs, and waiting area, but within secure half of lower level
- Provide designated space for a copy area near offices
- Provide police reporting room with 2 workspaces

Squad Room

- Provide separate spaces for police briefing, training, and breakroom
- Relocate evidence processing out of current space

Breakroom/Kitchenette

- Separate breakroom and kitchenette from Squad Room to allow proper use of both spaces

Interview Rooms

- Remove hard interview restroom and entire quiet interview room

Secure Storage

- Provide separate, secure storage spaces for operational, property, and evidence storage needs
- Renovate and relocate existing spaces as needed to improve security and proper storage practices

CITY HALL PROGRAM

UPPER LEVEL ADDITION

Council Chambers

- Enlarge Council Chambers at least 30% and revise existing layout/shape to allow for better functionality including AV setup, additional monitors, public seating, and circulation
- Provide ADA Accessible ramp up to raised Council seating
- Assess security concerns to allow for council protection and secondary private exit
- Provide proper furniture storage
- Provide sufficient room for staff seating at public meetings

Office Spaces

- Revise open office spaces for efficient layout while providing for 10-12 cubicles. Addition may be required to provide for anticipated space needs

UPPER LEVEL REMODEL

Office Space

- Provide additional storage for IT setup, HR documents, and Natural Resources to remove overflow storage from personal offices and allow proper use of vault
- Update cubicle walls to be lower and allow for increased natural light
- Relocate facility manager desk from storage room to janitor's room
- Provide a small conference room next to City Administrator office
- Provide staff vestibule to reduce temperature fluctuations in the open office and circulation spaces
- Provide staff restrooms
- Remodel copy room to allow for easier access to attic opening

Lobby/Reception

- Remodel existing reception space to create a connection with the open office space and to offer better security
- Add walls around the upper level stairs for increased security on an account of the Police Department on the lower level

Large Conference Room

- Enlarge Large Conference Room to at least 400 SF and/or revise layout and shape to allow for better functionality, circulation, and increased capacity
- Provide video conferencing capabilities

Medium Conference Room

- Enlarge existing Medium Conference Room to at least 240 SF to allow for better functionality and light distribution
- Provide second medium conference room of similar size with ease of circulation from lobby to allow for public use

Prayer/Wellness/Mother's Room

- Enlarge to at least 100 SF and fully transition existing space into Mother's Room to improve functionality and comfort
- Provide natural, east facing daylight in accommodation to religious practices
- Provide for privacy when needed

Janitor and Cable Room Area

- Increase size of janitor room to provide OSHA compliant eye wash station and Facility Manager desk space
- Revise cable room to allow for required clearance for electric panels. Additional electrical room may be necessary.
 - These spaces are to stay near Council Chambers to continue in providing TV broadcast during public council meetings
- Provide exterior egress

LOWER LEVEL REMODEL

- Increase size of election and document storage

SUPPORT SPACE PROGRAM

- Address elevator moisture concerns
- Revise improper mechanical space uses and provide panic bar on door out of electrical room

SCHEMATIC DESIGN





The concept plans shown in the following pages discuss the recommended renovations and additions for the Police and City Hall spaces. These are based on conclusions gathered from building assessment work as well as issues raised and discussed during meetings with the Mendota Heights Police and City Hall representatives.

The expansion recommendations in the program are based on a long-term projection of staff growth in relation to existing space shortages. Weighted areas are used only as informational guides, with primary decision factors generated from specific needs within each department.

Police Department: Beginning with initial facility tours, it became immediately evident that the Police Department lacked proper and secure storage and would require considerable expansion to meet these demands. Along with storage concerns, police vehicle security lacked, resulting in both major concerns addressed by adding a larger enclosed parking garage as noted in the space needs program. The existing garage and parking lot on the north west corner offered the best opportunity for not only garage expansion, but to provide a second access to Lexington Avenue in the event the primary entrance is blocked.

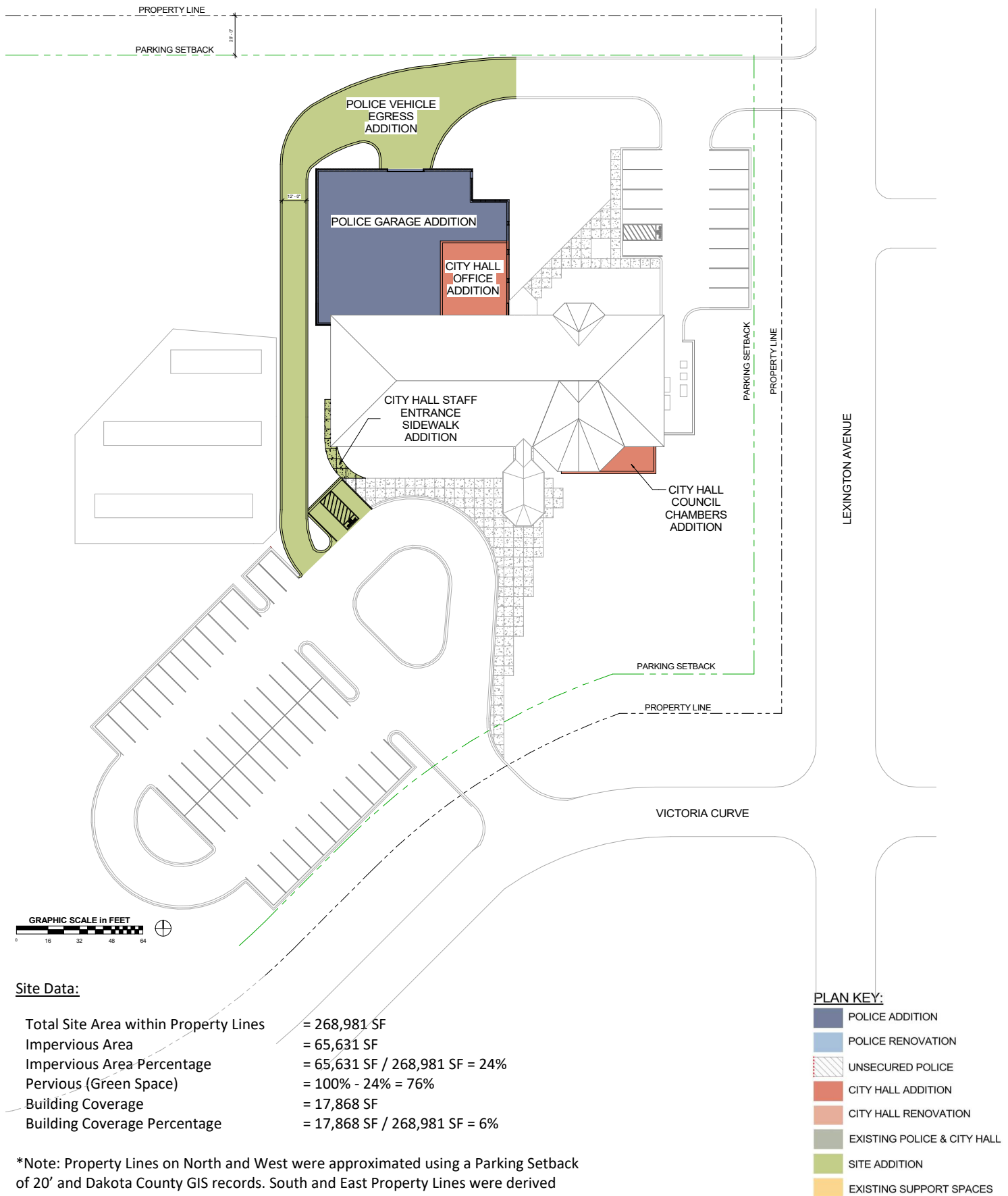
The departments' office and support function space needs would also result in a building expansion. This study considered the existing spaces alongside the essential new spaces to determine where each would fit either in the expansion or rearranged within the existing level. To create a separation between office and support spaces, it was agreed upon that the office spaces would be best relocated into a corridor along the garage expansion. The Police Department needs would also include remodeling specific spaces in the lower level to meet their growth demands and revised operational needs while addressing building security.

City Hall: The space needs analysis also determined that City Hall would require two expansions and renovation of the existing space to meet current and anticipated needs.

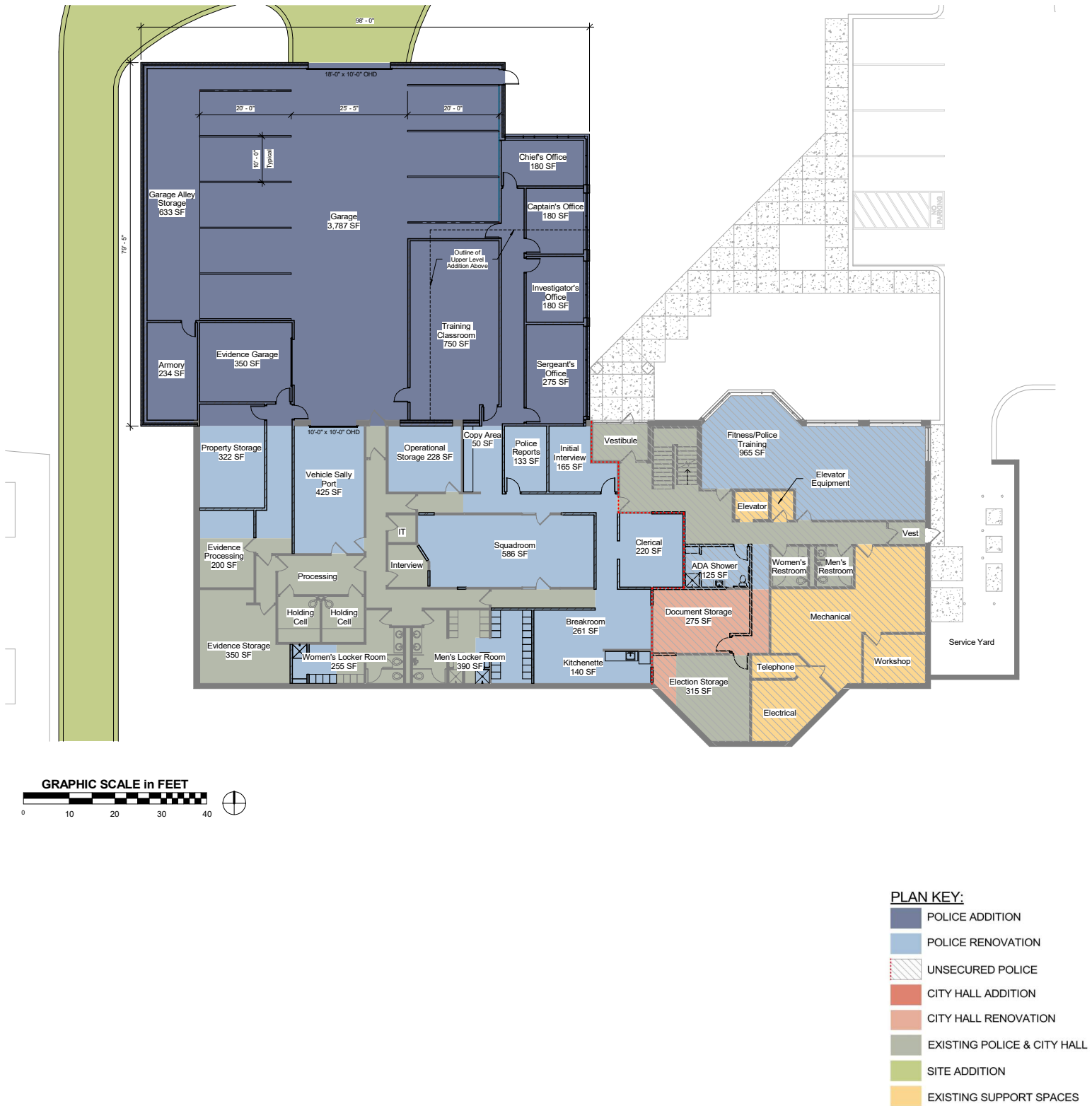
From the beginning, the Council Chambers presented concerns with its size, shape, and lack of security. These concerns would require an expansion to accommodate the growing department but also to address its inconvenient shape and lack of functionality. The octagonal shape is not conventional for the departments' needs and would require it to be partially squared off and expanded to achieve these goals; however careful design would allow for the octagonal ceiling to remain aesthetically integrated into the expanded space.

Along with the Council Chambers, the office space on the west side of the level would require an expansion. Because of the garage expansion on the lower level, the open office space on the upper level could be relocated into an addition placed above the new Training Room and Police office spaces. The advantage to expanding the upper level include several significant amenities that would otherwise not be available in the renovated areas in the existing building, such as one small conference room, two medium conference rooms, additional storage, and additional open office cubical space.

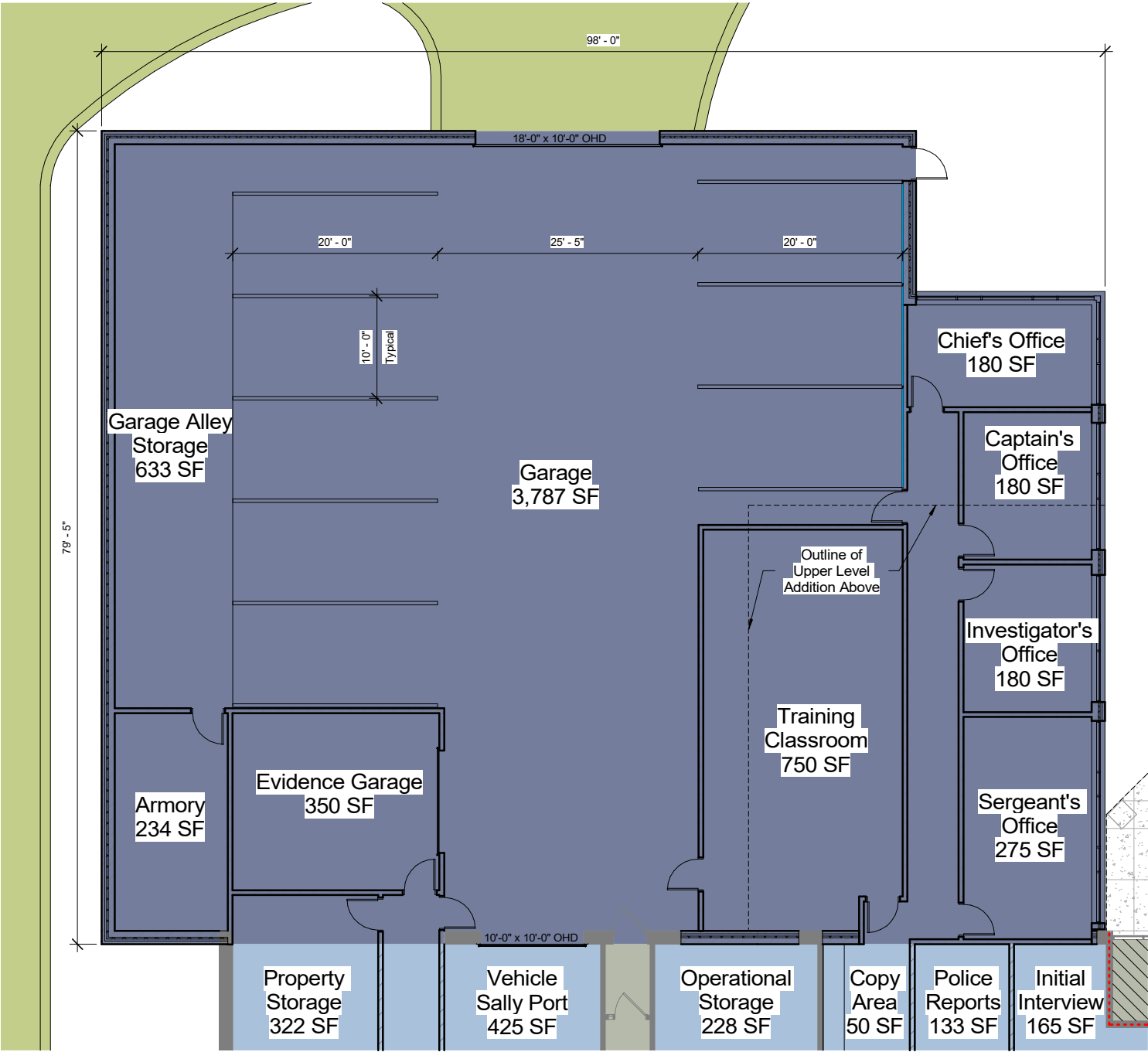
The Schematic Design analysis to follow will explore both levels and departments including layouts as well as a cost estimate, discussed on page 36.



Overall Lower Level Plan







- PLAN KEY:**
- POLICE ADDITION
 - POLICE RENOVATION
 - UNSECURED POLICE
 - CITY HALL ADDITION
 - CITY HALL RENOVATION
 - EXISTING POLICE & CITY HALL
 - SITE ADDITION
 - EXISTING SUPPORT SPACES

Lower Level Police Addition

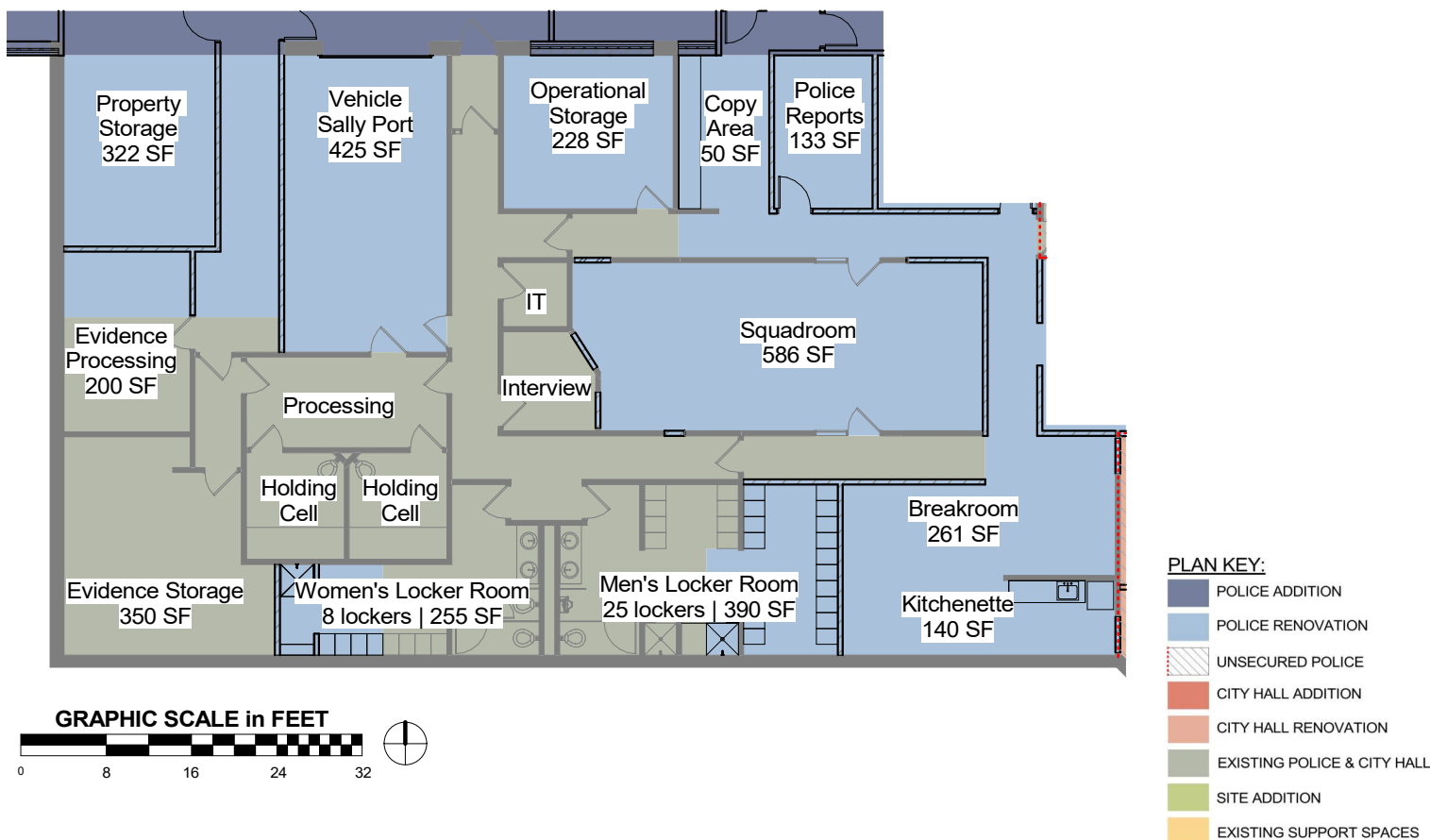
LOWER LEVEL POLICE ADDITON

To address the recurring safety concerns regarding police department staff and vehicles, the Mendota Heights Police Department identified an expanded vehicle garage as a high priority. The expanded garage would provide space for eight squad vehicles, secure armory storage, and one vehicle evidence garage. The parking stalls are designed to be 10 feet wide by 20 feet long to allow ample room for accessing and maneuverability around the garage comfortably. Additional storage and the armory would be located behind the west row of parking stalls.

Placing the garage addition where the existing three-stall garage is allows for the existing processing room and the new vehicle sally port to connect internally and would also create a connection between the new evidence garage and the evidence processing and storage spaces which can be seen on the next plan. Positioning the garage entrance on the north allows for easy access to both the existing road access and the new secondary road access along the west side of the building.

An additional benefit of the enlarged enclosed police vehicle parking is the decreased fuel each vehicle would use to idle and warm its engine during the winter months. With a stable temperature inside the garage, each vehicle and its electronic accessories are immediately ready for use and batteries are not impacted by cold temperatures.

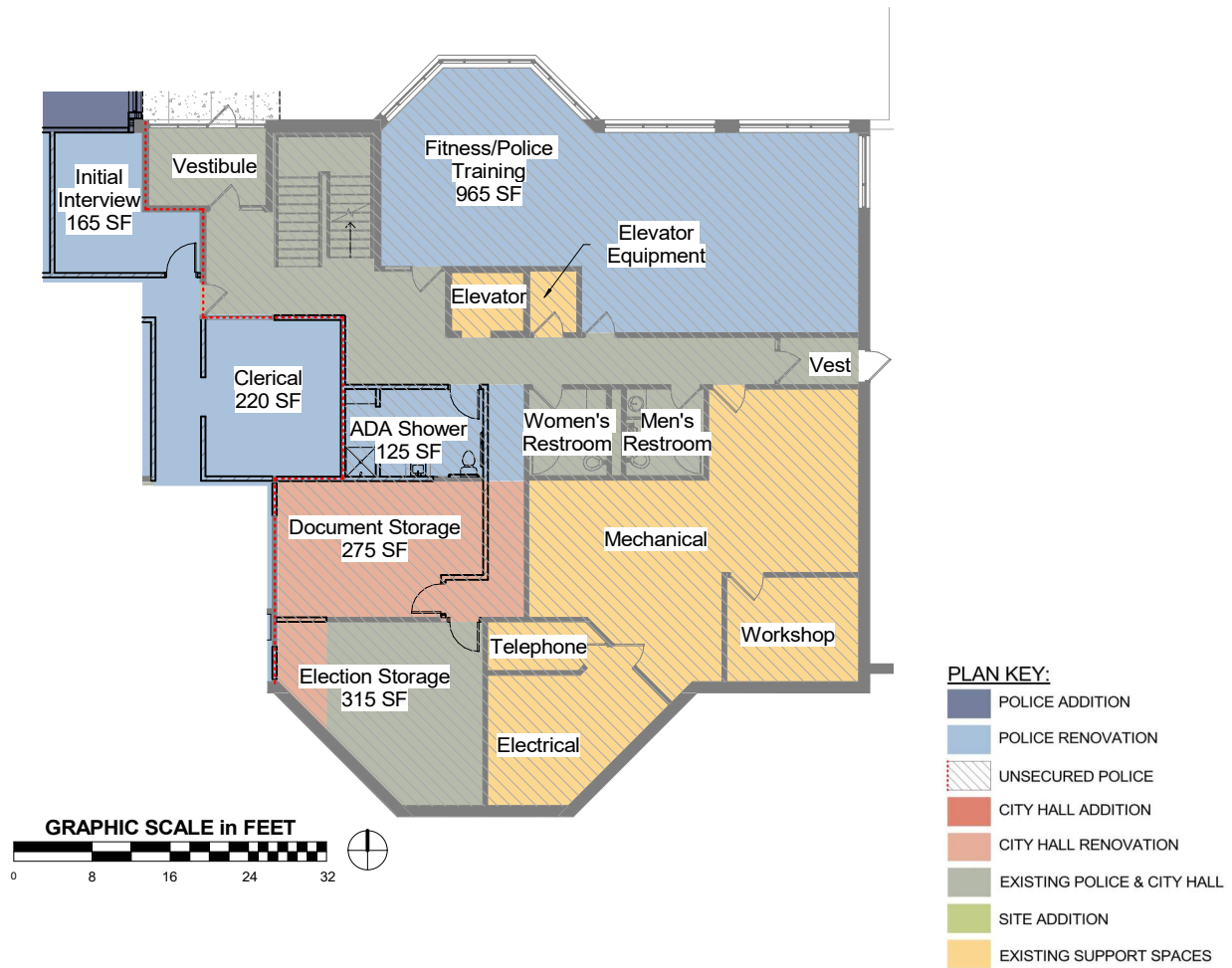
The department's office and support function space needs would also result in building expansion. This study determined that relocating the offices within their own corridor along the expanded garage would create the most efficient program, increase building security, and provide proper and secure storage currently located within the offices. The three offices would be resized each to 180 SF, which the department determined as an appropriate size. As well as offices, this corridor and garage space would house the proposed Training Classroom, requested by the department to decrease multi-use activities in the squad room, which is addressed next.



SECURED LOWER LEVEL POLICE RENOVATION

Along with the growing department, the existing briefing room was overgrown, used as not only briefing but police training, the department breakroom, evidence storage, court room, and overflow gear storage. In addition, growing COVID-19 concerns made the already small space that much more concerning. In addressing this, two new spaces would be created. First being the new Training Classroom located within the addition across from the offices and next to the garage addition. This location provides easy access to the garage as well as enough space to fit the anticipated department growth. The second new space would be the Squad Room and would replace the existing Sergeant's office space. This would provide the Sergeant's office with natural light by relocating it along the office corridor. To meet size requirements for the Squad Room and address unused rooms, the current quiet interview room, hard interview bathroom, and copy room would be removed. The police reporting space would be relocated where the current offices are along with a copy area.

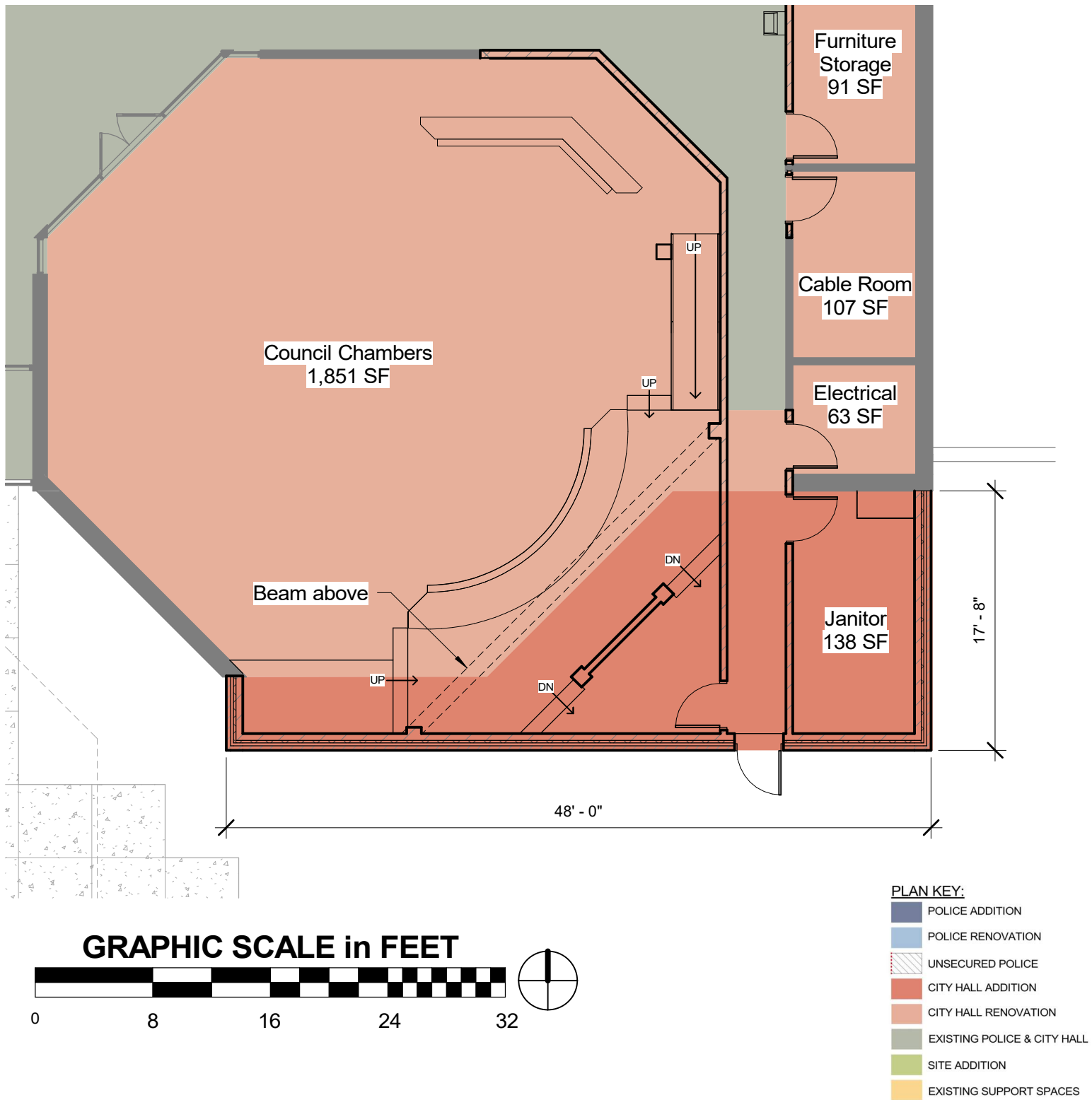
Enlarging the Men's Locker Room to 25 lockers is made possible with the relocation of the multi-use Squad Room and Fitness shower. Because the Squad Room is to no longer be used as a breakroom, a breakroom could fit into the smaller space with the help of relocating the fitness shower to fit a kitchenette. Enlarging the Women's Locker Room for eight lockers is made possible by decreasing the size of the evidence storage room. With added storage throughout the department, the loss of 50 SF does not negatively impact size concerns. The current evidence storage room has a sink, ideal for relocating the women's shower to use the existing plumbing system. The additional lockers would be added to both Locker Rooms in order to provide lockers for the maximum amount of anticipated Police Officers, and where they are currently missing, lights would be added in the shower areas.



UNSECURED/PUBLIC LOWER LEVEL POLICE RENOVATION

Creating a permanent initial interview room was a requirement of the department, as it is currently a small cubicle tucked into a corner in the lower level's lobby space. This proposed room would be positioned next to the vestibule but relocated within the secure side of the building. The clerical space would be relocated to the existing reception desk which is no longer used on this level and rather shared with City Hall upstairs. This decreases the amount that the public is entering directly into the Police Department and rather through City Hall and down the stairs. This creates the ability to account for every visitor, better communication between departments, and increased security. The new clerical space could include an existing window from the removed reception desk for visibility of anyone entering the department.

To provide the breakroom and kitchenette with enough space and per department feedback, the existing shower room used by Fitness Room occupants would be relocated closer to the Fitness Room and updated for ADA accessibility. Both spaces would stay on the unsecured side, increasing the convenience in using either space for both departments. Because of this relocation and the placement of the proposed clerical space, City Hall document and election storage would be expanded by relocating the west hallway to the east side, better meeting the department's storage needs. The Fitness Room would also be expanded by taking out the existing operational storage on the south side of the space and relocating said storage into the secure side of the lower level within an existing office space next to the interior garage entrance, as seen on the previous plan.



Upper Level City Hall Council Chambers Redmodel & Addition

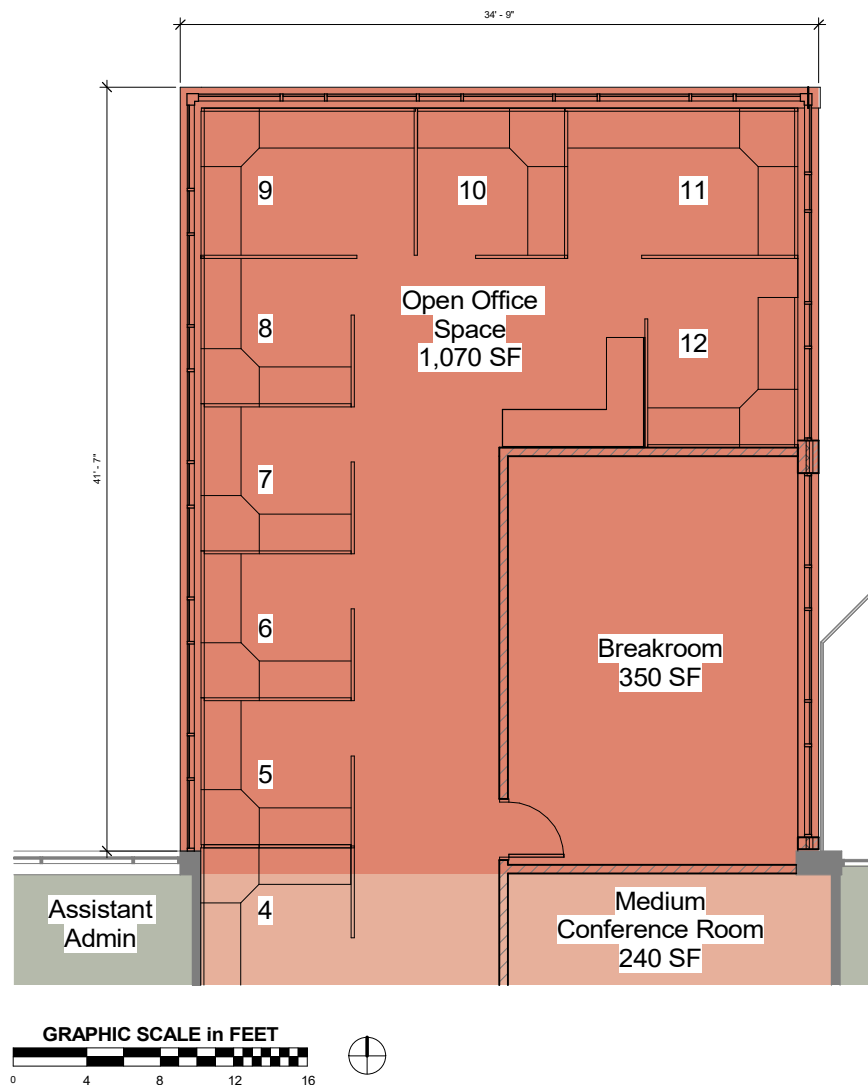
UPPER LEVEL CITY HALL COUNCIL CHAMBERS ADDITION

The octagonal shape of the Council Chambers decreases its functionality, resulting in the room being squared off and enlarged on the south and expanded east into the existing hallway. This would improve the circulation and create space to provide a secondary exit for staff, located behind a small wall behind the council seating. This wall would eliminate direct views toward the exit and create an option to have a backdrop for the council, such as the city logo. The existing council seating would be moved back closer to the backdrop wall and the staff seating closer to the east wall to provide direct views between the two desks. An ADA ramp to the Council's platform and steps down to the second exit would also be added. The octagonal shape of the current Council Chambers ceiling will be maintained with the addition by carefully squaring off the walls while integrated into the existing form.

This expansion would allow for the janitor's room to be relocated and enlarged and would include a facility manager workspace, relocated from the storage room in the City Hall office space. The janitor's existing location would be replaced by the cable room with the intention of increasing its current size, allowing a second electrical room to replace the current cable room. A dedicated furniture storage room would be provided next to the relocated cable room, shown on page 30.



Council Chambers

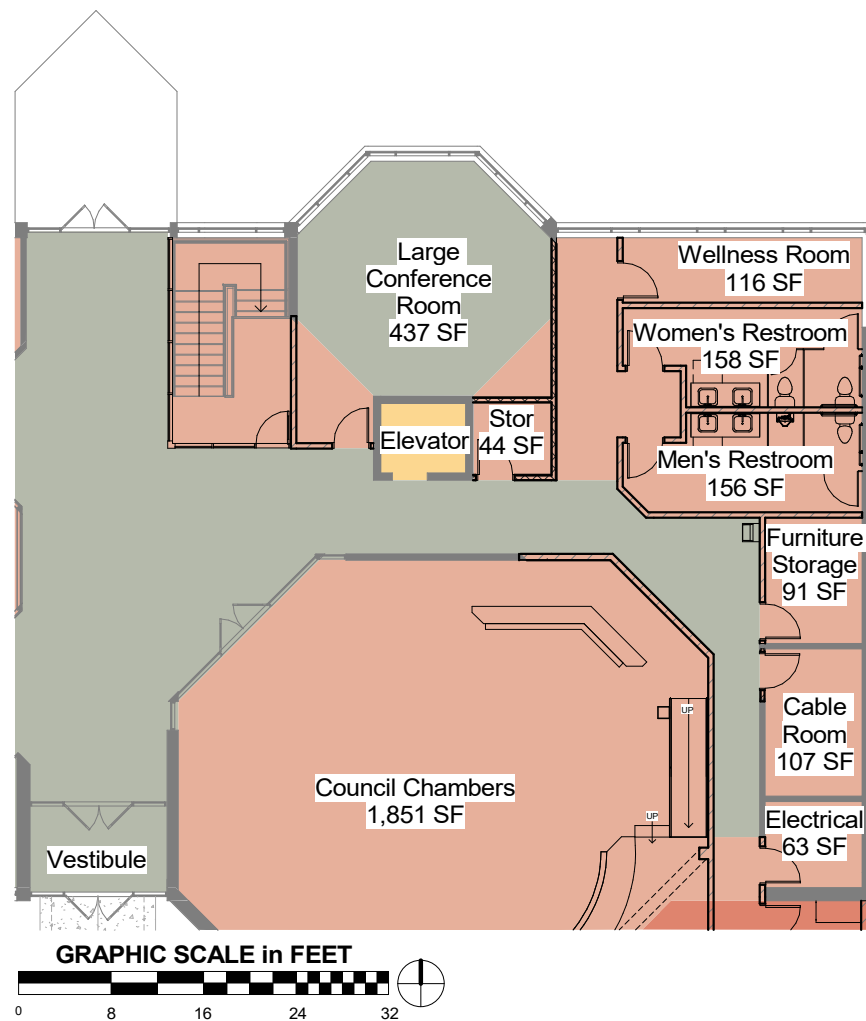
**PLAN KEY:**

- POLICE ADDITION
- POLICE RENOVATION
- UNSECURED POLICE
- CITY HALL ADDITION
- CITY HALL RENOVATION
- EXISTING POLICE & CITY HALL
- SITE ADDITION
- EXISTING SUPPORT SPACES

UPPER LEVEL CITY HALL OFFICE ADDITION

The second addition to City Hall would be on the north, above the lower level's Police office and Training Classroom expansion. This proposed space would include the breakroom, one workspace, exterior views in three directions, and eight cubicles each at a minimum of eight feet by eight feet. Four more cubicles would be provided; two in the current open office space and two in connection with reception, shown on page 31. The current dual open office layout fails to create a productive and organized workspace. A benefit of the addition is the improved circulation by combining the two existing spaces into one and introducing a sizable office foyer that could double as a shared workspace. Relocating the Breakroom into the expansion creates a better connection with City staff and allows for the Council Chambers to expand, therefore meeting the size needs of the department.

By creating this expansion, the existing south office space would allow the existing medium conference room to expand into a more comfortable space and add a second medium conference room and a small, private conference room.

**PLAN KEY:**

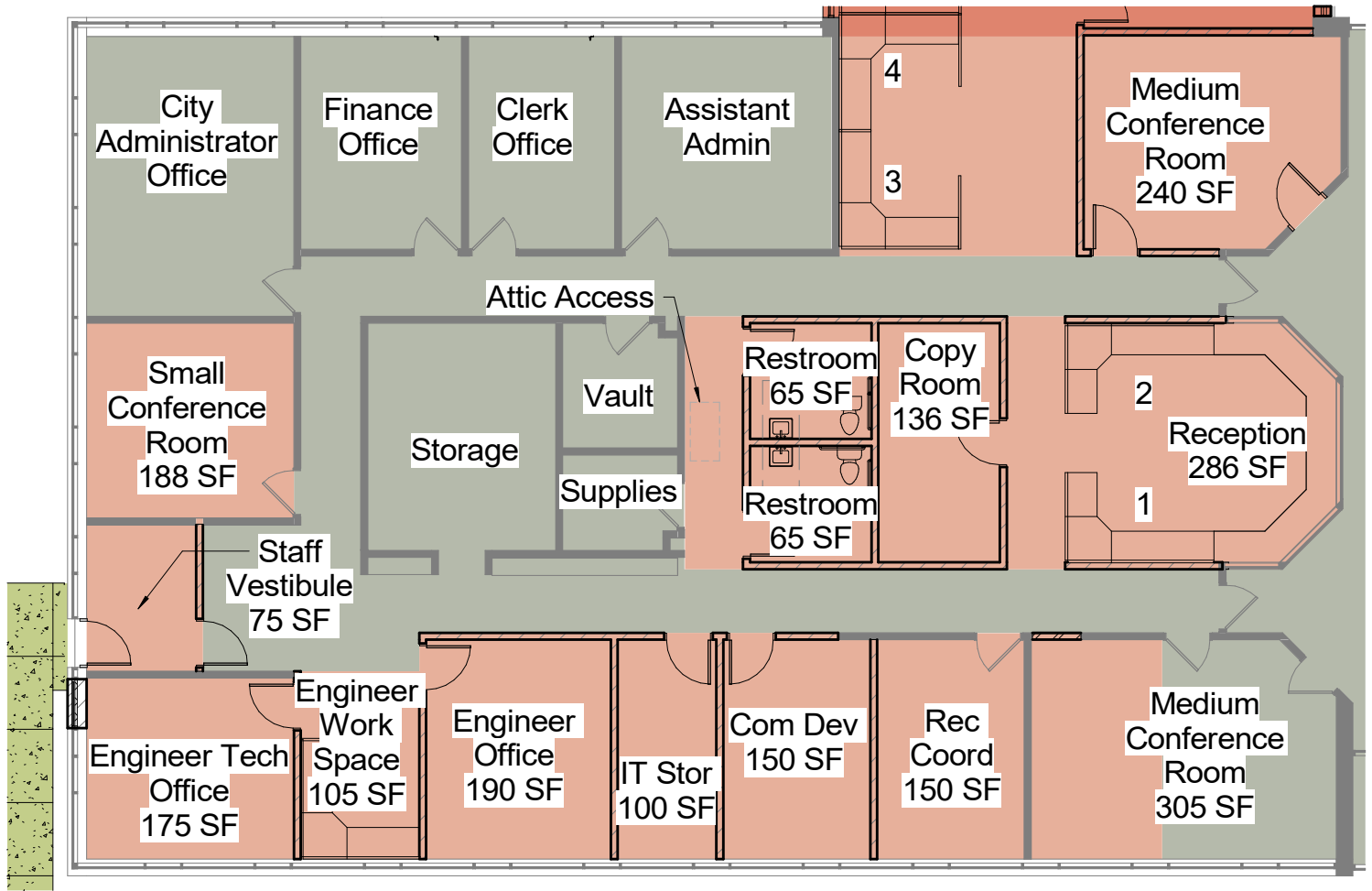
- POLICE ADDITION
- POLICE RENOVATION
- UNSECURED POLICE
- CITY HALL ADDITION
- CITY HALL RENOVATION
- EXISTING POLICE & CITY HALL
- SITE ADDITION
- EXISTING SUPPORT SPACES

UPPER LEVEL CITY HALL PUBLIC RENOVATION

Like the Council Chambers, the existing large conference room has an octagonal shape and would be squared off to provide additional space in a more usable layout. A relocated entrance also improves functionality for furniture and audio visual set up. A small storage space could also be added on the opposite side of the elevator where an unused coat closet currently is.

Because of the relocation of the breakroom and to expand the Council Chambers east, the existing Men's and Women's restrooms would be relocated slightly north, and the wellness space relocated to the north east corner. Moving the restrooms creates the opportunity for them to be remodeled and updated to meet ADA requirements. The relocated wellness room uses the existing aluminum glazing system to provide a peaceful connection with the outside and accommodates to east orientated daylighting for religious purposes. An enclosed furniture storage room would be added at the current Men's Restroom location.

The existing stairs would be enclosed with glass on the upper level to address security concerns between the two departments and reduce noise transfer.



GRAPHIC SCALE in FEET



PLAN KEY:

- POLICE ADDITION
- POLICE RENOVATION
- UNSECURED POLICE
- CITY HALL ADDITION
- CITY HALL RENOVATION
- EXISTING POLICE & CITY HALL
- SITE ADDITION
- EXISTING SUPPORT SPACES

Upper Level City Hall Office Renovation

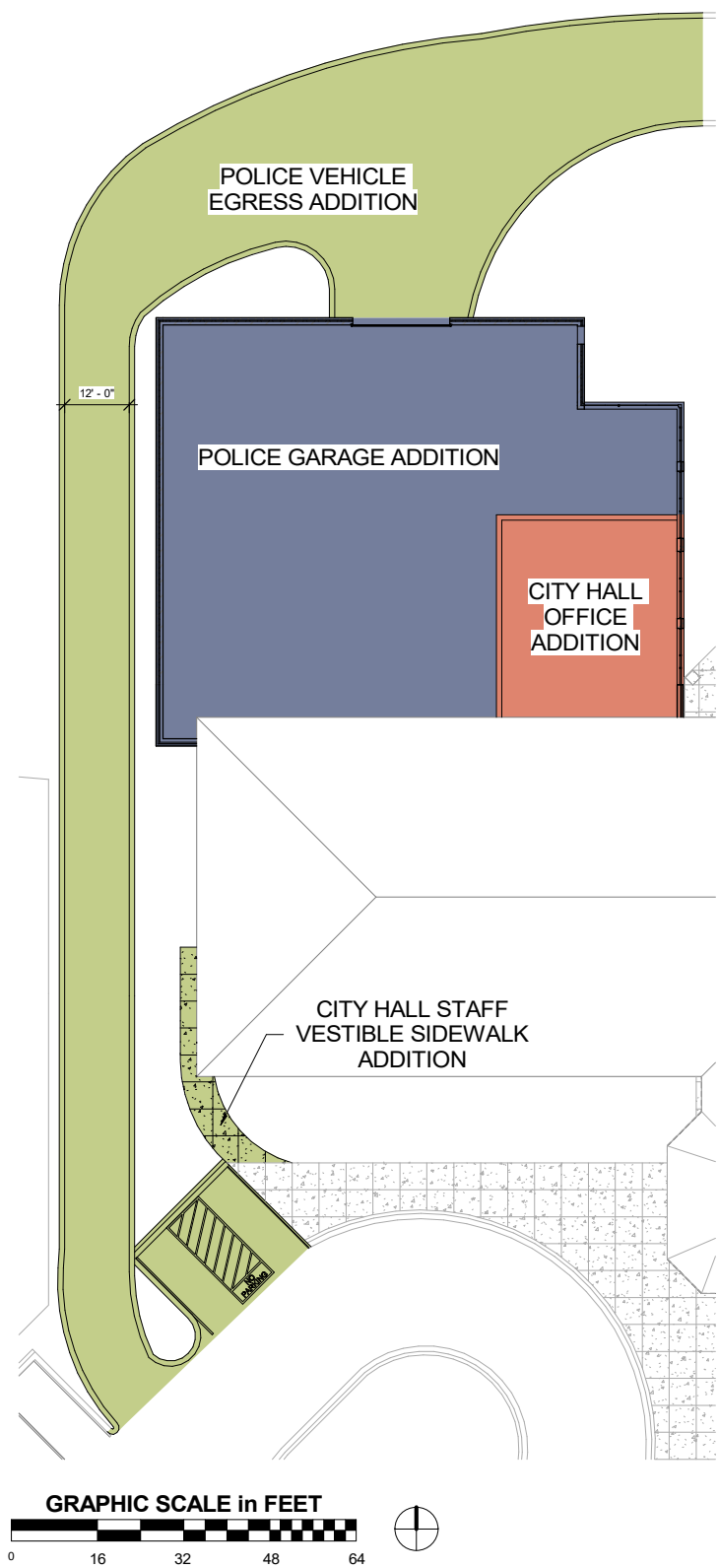
UPPER LEVEL CITY HALL OFFICE RENOVATION

Following the expansion of the existing medium conference room and relocation of the open office spaces, the Recreation Coordinator and Community Development offices would be relocated slightly west and resized to equal square footage. An IT storage and set up space would be provided and designed to accommodate a long countertop for ease of computer set up. Next to this storage space would be the relocated Engineer's offices with a single cubical between the two offices. This workspace would create a connection between the three City Hall engineering staff and allow natural light to enter the circulation space.

Per request, a small conference room would be added to the program. This space differs from the medium and large conference rooms as it is private from the public, accessible only by staff. Specifically used by City Administration, whose existing office location ultimately determined the placement of the proposed conference room, which would be located in an existing office. A staff vestibule would also be provided on the west side along with a connecting sidewalk from the existing parking lot. This eliminates the uncomfortable air exchange in the office and circulation spaces. Immediately upon entering, a small workspace and coat closet could be added.

Due to the only restrooms on this level being located on the east side and used by the public, the office staff requested a second restroom located within their office space. Two single-use restrooms would be provided in the center of the space, next to the relocated copy room. This creates a walkway on both sides of these rooms allowing easy utilization of the attic access, which was previously located within the copy room and inaccessible. This walkway would also provide private entrances into the restrooms rather than in the main hallways that wrap around the core. The second walkway would be between the copy room and expanded reception, providing an appropriate connection.

In addressing safety concerns from reception staff, the reception space would be expanded to create a connected workspace with two cubicles. Two more cubicles would be placed in alignment with the open office addition and across from the second medium conference room, as previously mentioned.



PLAN KEY:

	POLICE ADDITION
	POLICE RENOVATION
	UNSECURED POLICE
	CITY HALL ADDITION
	CITY HALL RENOVATION
	EXISTING POLICE & CITY HALL
	SITE ADDITION
	EXISTING SUPPORT SPACES

EXTERIOR SITE ROAD ADDITION

As mentioned, the Police Department emphasized the need for a secondary access to Lexington Avenue, the primary outlet for the department. This would be positioned along the west side of the building between the existing building plus the garage expansion, and the existing solar panel field. A retaining wall along the road would be required to address the steep grade change from the north side of the site to the south. To connect this road to the existing south parking lot and directly to the vehicle outlet, the existing handicap parking stalls would be relocated approximately 26 feet east in alignment with the existing stalls. These relocated stalls also retain their appropriate access to the buildings' front entry and the sidewalk.

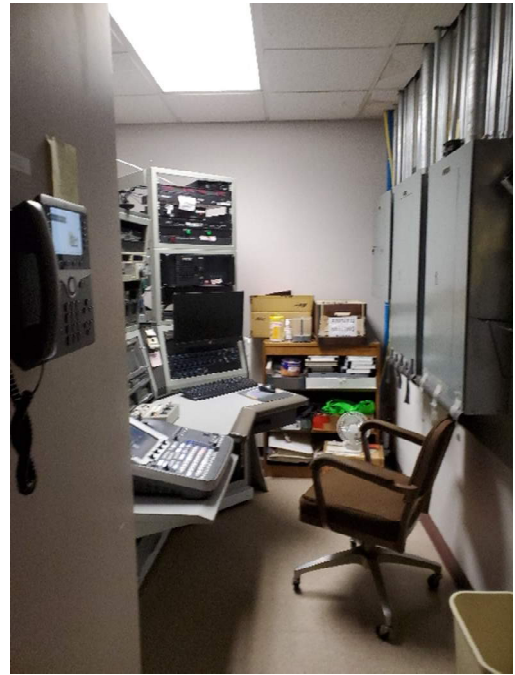
With the addition of a City Hall staff vestibule on the west side of the building, a sidewalk would be provided to connect the existing pavement to the new entrance.



Location of Second Road Access



Office Storage



Cable Room

The proposed Schematic Design drawings and program narrative was used to develop cost estimates for each of the areas of work listed in this study. The costs shown are based on comparable construction and represent a mid-range cost as of January 2021. Updates in construction costs should be considered depending on proposed construction date.

The following table highlights the costs related to the proposed changes shown in the Schematic Design plans, and includes general conditions, contractor overhead and profit, and an estimate for anticipated Owner soft costs such as contingency.

Description		Quantity	Unit	Cost / Unit	Total Cost
New Building Addition					
A	Upper Level Office/Chambers Expansion & Lower Level Office Expansion	5,744	SF	\$235.00	\$1,349,840.00
B	Lower Level Police Garage Expansion	5,414	SF	\$205.00	\$1,109,870.00
Existing Remodel					
C	Heavy Remodel – Full Change	7,531	SF	\$85.00	\$640,135.00
D	Light Remodel – Finished Only	9,318	SF	\$25.00	\$232,950.00
Site Work					
E	Secondary Road Access	1	Ea	\$375,00.00	\$375,000.00
Sub-total					\$3,707,795.00
Total Building SF		28,077			
Contingency		15%			
					\$556,169.25
Total Construction Cost					\$4,263,964.25

As the table indicates, the Police Department and City Hall facility upgrades to meet the goals identified in this Space Needs Analysis would require significant work at a cost in current dollars of just over \$4.25 million. This investment in the building will position the facility to meet the current and projected long-term needs of the City staff and the citizens they serve.

LOWER LEVEL							
Space Name	Current Qty	Proposed Qty	Current Area (SF)	Proposed Area (SF)	Current Total (SF)	Proposed Total (SF)	Size Change (+/- SF)
Police Dept - Staff							
Vestibule	1	1	90	90	90	90	-
Fitness	1	1	773	965	773	965	+192
Restrooms	2	2	71	71	142	142	-
Shower Room	1	1	69	125	69	125	+56
Reception	1	0	182	0	182	0	-182
Clerical	1	1	223	200	223	200	-23
Initial Interview Room	1	1	61	165	61	165	+104
Police Reports	1	1	95	133	95	133	+38
Copy Area	1	1	45	50	45	50	+5
Sergeant's Office	1	1	324	275	324	275	-49
Investigator's Office	1	1	113	180	113	180	+67
Captain's Office	1	1	180	180	180	180	-
Chief's Office	1	1	229	180	229	180	-49
Training Classroom	0	1	0	750	0	750	+750
IT/Service Room	1	1	36	36	36	36	-
Quiet Interview Room	1	0	97	0	97	0	-97
Hard Interview Room	1	1	76	76	76	76	-
Hard Interview Restroom	1	0	31	0	31	0	-31
Squad Room	1	1	502	586	502	586	+84
Breakroom	0	1	0	261	0	261	+261
Kitchenette	1	1	131	140	131	140	+9
Men's Locker Room	1	1	249	390	249	390	+141
Women's Locker Room	1	1	202	255	202	255	+53
Evidence Processing	0	1	0	322	0	322	+322
Processing	1	1	160	160	160	160	-
Holding Cells	2	2	91	91	182	182	-
Subtotals					4,192	5,843	+1,651
Storage/Support							
Elevator/Equipment	1	1	75	75	75	75	-
Mechanical/Electrical	1	1	1,023	1,023	1,023	1,023	-
Election Storage	1	1	271	315	271	315	+44
Document Storage	1	1	261	275	261	275	+14
Evidence Storage	1	1	400	350	400	350	-50
Property Storage	0	1	0	322	0	322	+322
Operational Storage	1	1	180	228	180	228	+48
Subtotals					2,210	2,588	+378
Police Dept - Garage							
Garage	1	1	950	3,787	950	3,787	+2,837
Garage Storage	1	1	130	633	130	633	+503
Armory	0	1	0	234	0	234	+234
Evidence Garage Stall	0	1	0	350	0	350	+350
Vehicle Sally Port	0	1	0	425	0	425	+425
Subtotals					1,080	5,429	+4,349
Total Net Lower Level Area (SF)					7,482	13,860	+6,378
Circulation					1,428	1,933	+505
Exterior Wall & Building Services					1,034	1,530	+496
Total Gross Lower Level Area (SF)					9,944	17,323	+7,379

UPPER LEVEL							
Space Name	Current Qty	Proposed Qty	Current Area (SF)	Proposed Area (SF)	Current Total (SF)	Proposed Total (SF)	Size Change (+/- SF)
City Hall - Public							
Vestibule	1	1	86	86	86	86	-
Lobby	1	1	1,216	1,023	1,216	1,023	-193
Council Chambers	1	1	1,405	1,851	1,405	1,851	+446
Women's Restroom	1	1	129	158	129	158	+29
Men's Restroom	1	1	124	156	124	156	+32
Wellness Room	1	1	43	116	43	116	+73
Large Conference Room	1	1	353	437	353	437	+84
Medium Conference Room 1	1	1	171	305	171	305	+134
Medium Conference Room 2	0	1	0	240	0	240	+240
Subtotals					3,527	4,372	+845
Storage/Support							
Janitor	1	1	97	138	97	138	+41
Electrical	0	1	0	63	0	63	+63
Cable TV Control Room	1	1	81	107	81	107	+26
Furniture Storage	1	1	50	91	50	91	+41
Large Conference Room Storage	0	1	0	44	0	44	+44
Elevator	1	1	44	44	44	44	-
Supply Room	1	1	50	50	50	50	-
Vault/Secure Storage	1	1	66	66	66	66	-
Office Storage	1	1	205	205	205	205	-
IT Storage	0	1	0	100	0	100	+100
Subtotals					593	908	+315
City Hall - Staff							
Open Office Space	2	1	605	1,070	1,210	1,070	-140
Breakroom	1	1	350	350	350	350	-
Assistant City Admin Office	1	1	210	210	210	210	-
City Clerk Office	1	1	145	145	145	145	-
Finance Office	1	1	160	160	160	160	-
City Admin Office	1	1	271	271	271	271	-
Small Conference Room	0	1	0	188	0	188	+188
Office Vestibule	0	1	0	75	0	75	+75
Engineer Tech Office	1	1	142	175	142	175	+33
Engineer Workspace	0	1	0	105	0	105	+105
City Engineer Office	1	1	190	190	190	190	-
Community Development Office	1	1	128	150	128	150	+22
Recreation Coordinator Office	1	1	190	150	190	150	-40
Reception	1	1	162	286	162	286	+124
Copy Room	1	1	144	136	144	136	-8
Staff Restrooms	0	2	0	65	0	130	+130
Subtotals					3,302	3,791	+489
Total Net Upper Level Area (SF)					7,422	9,071	+1,649
Circulation					1,244	1,502	+258
Exterior Wall & Building Services					1,278	1,363	+85
Total Gross Upper Level Area (SF)					9,944	11,936	+1,992
TOTAL NET BUILDING AREA (SF)					14,904	22,931	+8,027
TOTAL GROSS BUILDING AREA (SF)					19,888	29,259	+9,371