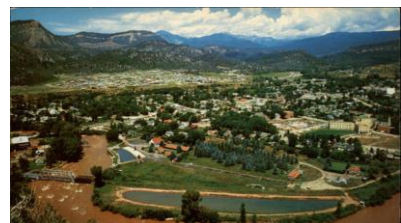




Master Facility Plan & Work Space Planning

**Final Report
August 24, 2015**

Prepared by:





**Master Facility Plan & Work Space Planning
July 2015**

1

August 24, 2015

Mr. Levi Lloyd
Director of City Operations
105 Sawyer Drive
Durango, CO 81301

RE: City of Durango Master Facility Plan and Work Space Planning Recommendation

Dear Levi:

It is our pleasure to present to you this Master Plan recommendation for the above referenced project. The development of a project of this nature and scope requires a great deal of cooperation and time commitment by City administrative and departmental staff. This programming endeavor has involved the participation of many individuals, without whose expertise and genuine support this report could not have been prepared.

Blythe Group + co. is fortunate to have had access to your quality staff who are committed to the success of the report. We gratefully acknowledge this assistance and give our special thanks to all City staff who helped contribute to this report.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Icenogle".

Peter T. Icenogle, AIA
Vice President

Blythe Group + co.
622 Rood Avenue
Grand Junction, CO 81501



- Section 1 **Introduction**
 Executive Summary
 Planning Process
 Project Organization Chart

- Section 2 **Departmental Interviews & Questionnaires**

- Section 3 **Architectural Program & Space Standards**

- Section 4 **Adjacency Diagram**

- Section 5 **Site Analyses**

- Section 6 **Building Assessments**

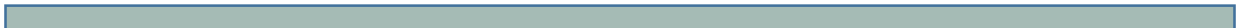
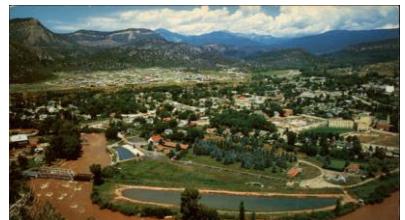
- Section 7 **Opinions of Probable Cost**

- Section 8 **Appendices**



Section 1

Introduction





INTRODUCTION

This document is the **Final Report** for the City of Durango Master Facility Plan & Work Space Planning project. The materials presented herein have been prepared by **Blythe Group + co.** of Grand Junction, Colorado for submittal to the City of Durango.

The scope of this report is the result of a planning process conducted with representatives of the City to identify the space needs for certain departments within the City of Durango. The Master Plan recommendation will be utilized by the City as a decision making tool in evaluating the relative merits of various courses of action related to, but not limited to:

- ☐ **Analysis** and projection of future facility requirements
- ☐ Optimizing departmental **adjacencies** and operational **efficiency**

This final report is presented as a single volume and includes seven sections.

- ☐ Section 1 **Introduction**
Executive Summary
Planning Process
Project Organization Chart
- ☐ Section 2 **Departmental Interviews & Questionnaires**
A summary description of current and future space needs for each department.
- ☐ Section 3 **Architectural Program & Space Standards**
A summary and detailed description of the spatial needs for each department, an analysis of the staffing, and other requirements of the departments.
- ☐ Section 4 **Adjacency Diagram**
How departments relate and communicate with each other.
- ☐ Section 5 **Site Analyses**
Information for each site included in the study, including recommendations, written and visual narratives of potential master facility plan options and parking summary.
- ☐ Section 6 **Building Assessments**
Tabulations of the current condition of the subject facilities.
- ☐ Section 7 **Opinions of Probable Cost**
A breakdown of the projected costs including the effects of inflation.
- ☐ Section 8 **Appendices**
Programming interview forms as completed by City of Durango staff, notes from in person meetings during the course of this project.

This Master Plan is a living document. It is designed to be used as a tool to manage growth and change in order to achieve the City of Durango's visions and goals.



This report represents our best effort at determining the requirements for the City of Durango Departments included in the study. This is not an all-inclusive look at the City as a whole, but rather a focused study on the specific Departments discussed. Over the next 10 years, many factors can affect the recommendations shown herein. We recommend this report be revisited on a regular basis and updated as needed. All of the recommendations and conclusions contained in this study are based upon information received from City of Durango staff.



EXECUTIVE SUMMARY

The City of Durango provides a full range of services from within their offices. This Master Plan is to aid in the prioritization of capital expenditures as related to the proposed master facility plan and potential organizational reconfigurations. The proposed plan includes the following departments:

- Administration
- Administrative Services
- Finance
- City Operations (offices only)
- Police
- Parks & Recreation (Mason Center and Cemetery office/ shop facilities only)
- Community Development

This Master Plan is intended to assist the City in making decisions that allow for efficient developments promoting service to the community and improved environments for City staff.

The Plan encompasses analysis and recommendations based on the staffing projections through 2025, as illustrated in the projected staffing and space needs (see Section 2). This report presents the findings of the planning process and current building assessments. It also establishes a basis for potential development of new facilities, department relocations and/ or department renovations.

GOALS AND OBJECTIVES

The City of Durango leadership is dedicated to serving the people of the community. For this reason and to meet the challenges brought by geographical boundaries, increasing public pressure for services, current City owned building conditions, and rapidly expanding populace, this facilities plan will provide the City Council and City Manager with a comprehensive overview of the current status of the physical environment of City facilities. The goals of the study include:

- Planning for long-term City needs
- Functional, flexible and adaptable buildings and spaces
- Public and staff friendly environments
- Incorporate energy conservation technologies
- Balanced approach to the cost, quality and scope
- Provisions for future growth
- Maximized use of sites/ buildings
- Multi-functional spaces to accommodate public and departmental meetings
- Consideration to consolidate City Departments where adjacencies and efficiencies can be improved
- Improved use of existing spaces and buildings through the implementation of City-wide space standards, scheduling of conference and training rooms, and re-examination of current operational procedures/ technology.
- Bringing all City owned buildings up to current building codes
- Improved safety and security features for all buildings



PLANNING PROCESS

Preparation of a Master Plan recommendation is a collaborative and complex process. Collection of information is detailed. It includes interviews and discussions with many members of the City staff, review of past records about the facilities, and visionary ideas from City leadership.

Initial kickoff meetings were held on May 27, 28, and 29, 2015, to document and align the goals and objectives for the study. City appointed staff and the planning team were present to provide opportunity for introductions, review the City's schedule, and set protocol and procedure for communication (see Project Organization Chart at the end of this Section).

During these initial meeting dates with leadership, a list of current and future facility planning goals and opportunities were discussed.

Goals

1. Improve space utilization.
2. Improve downtown parking constraints.
3. Improve customer service and access to service departments.
4. Explore any opportunities for the City to work in conjunction with other stakeholders to maximize utilization of sites and buildings.
5. Identify solutions that provide functional flow and organization between City departments to improve levels of service and productivity of staff with opportunities for improved department adjacencies.
6. Through an assessment of selected City owned buildings, provide a thoughtful analysis for retaining or disposing of property/ buildings that considers the life expectancy of the building versus cost of maintenance, energy costs, repairs, and functionality.

BUILDING ASSESSMENTS

Concurrent with departmental meetings, City staff and the Blythe Group reviewed information available regarding existing City owned facilities and sites. In a series of building tours our team confirmed existing facility attributes, systems, and features – and provided a physical and functional evaluation – considering codes, life safety issues, ADA compliance, and existing functional/ operational needs. Existing building drawings provided by the City were utilized to confirm square footages, department locations, and to develop department gross square foot options.

Guiding Design Principles

Several important design principles have guided the development of the final recommendations in the master plan for the City. These planning and design issues provide an overall framework for future planning and design, helping lead to multiple future phases of development that can be consistent and coherent.

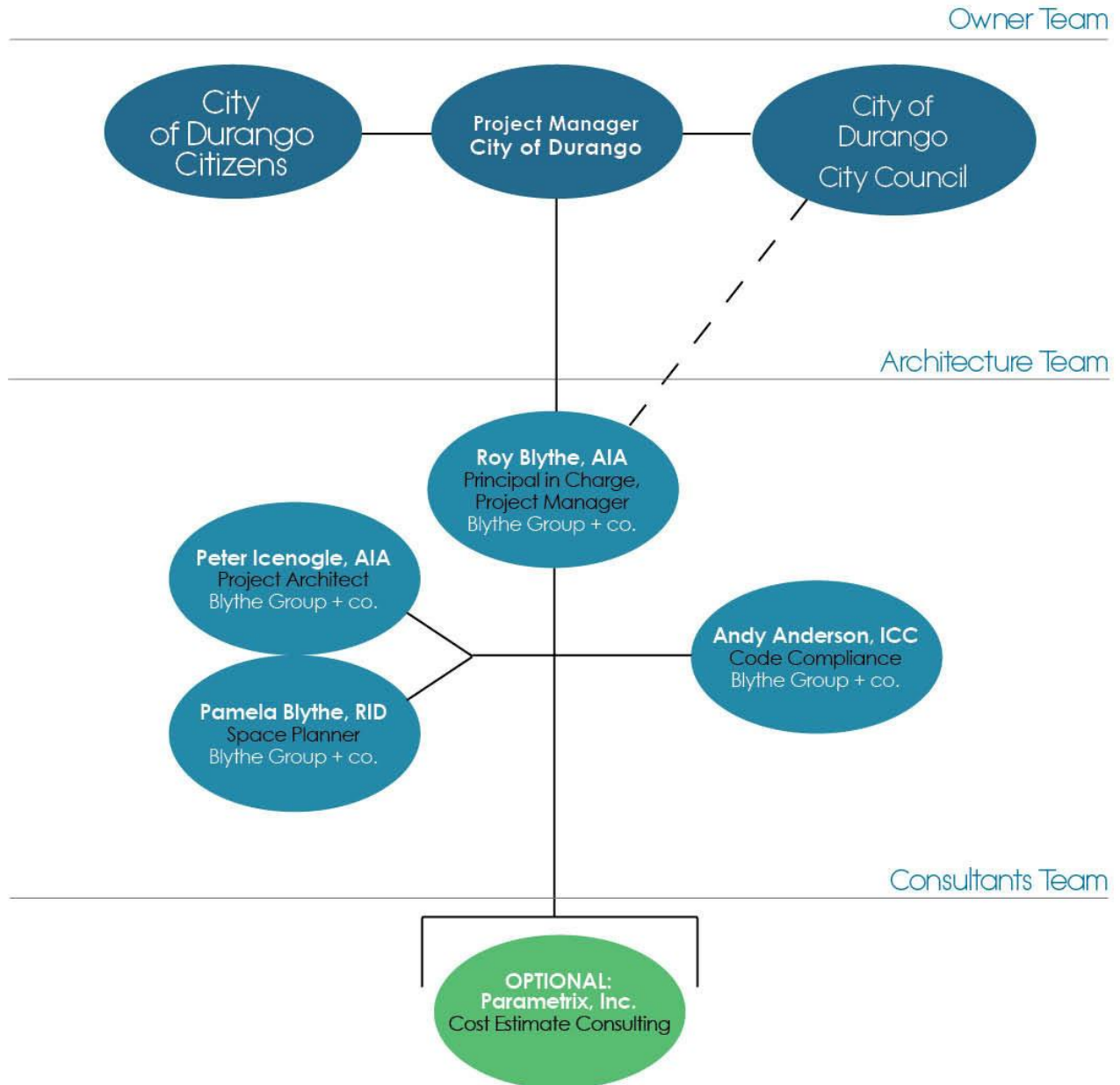
1. Reflect City of Durango Goals and Objectives: City facilities should continue the tradition of being a cultural focal point for the community.
2. Identifiable City Services and Facilities: All City services and facilities should be consistent – and identifiable as a single, related organization. Consistent graphics, signage, building colors/ materials, and interior planning/ space standards and amenities are among the tools that can be used to promote a sense of consistency. When the first project is undertaken, the City should use this opportunity to establish City facility standards for materials, finishes, furniture, etc.



3. Implement Easy-To-Find Services: Future facility development should assist in wayfinding, and help make it possible to easily locate services.
4. Establish Public/ Private Zones: Future planning should clearly articulate and help define and separate public and private zones. In developing plans this way, the City will be able to more easily define secure and non-secure zones. Additionally, spaces oriented toward public access should be located on lower levels while administrative and other departments with reduced public traffic can be located on upper floors, if possible. This distribution method will assist in providing visitor direction and promote appropriate levels of security.
5. Publicly oriented departments and services should ideally be located on ground or primary entrance floors and near major access points where possible. Departments that are more administration-oriented (e.g., City Manager) can be in more private areas of the building.
6. Promote Shared Resources: Shared staff support areas, including conference rooms, training areas, coffee and break areas in common areas, should be positioned to be shared by departments. Conference rooms can be reserved through a reservation system; support areas can be managed through facilities.
7. Site design should promote security and accessibility. Parking should be improved upon as much as possible upon the limited sites available to the City.



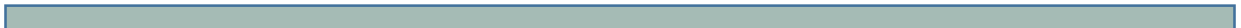
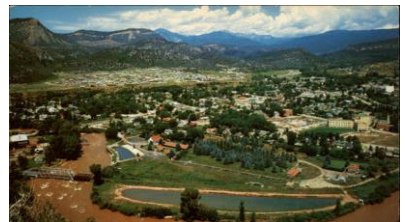
PROJECT ORGANIZATION CHART





Section 2

Departmental Interviews





DEPARTMENTAL INTERVIEWS AND QUESTIONNAIRES

The interview forms describe the physical spaces required for each department. The forms identify information related to:

- Form A: Staff
- Form B: Conference Requirements
- Form C: Shared Equipment
- Form D: Support Space
- Form E: Personal Workspace Equipment
- Form F: Intra-Departmental Interaction
- Form G: Inter-Departmental Interaction

The combined numerical total of all square footage required in each department will summarize this study's spatial needs.

The departments included in this study are:

- Administration
- Administrative Services
- Finance
- City Operations (offices only)
- Police
- Parks & Recreation (Mason Center and Cemetery office/ shop facilities only)
- Community Development

The study has revealed the grand total gross square feet needs of all departments to be approximately 159,330 SF. These departments currently occupy 82,533 SF. The charts attached as Appendix A provide more detail and breakdown for this information.



PROJECTED STAFFING NEEDS 2020 - 2025

Dept. Number	Department	Current Staff	2020 Staff	2025 Staff
101	Administration		11	14
102	Finance		17	17
102	IT	12	12	12
103	Administrative Services		9	10
103	Records Management	4	5	5
104	Police	65	75	80
105	City Operations (offices only)		32	34
107	Community Development	20	28	33
108	Parks & Recreation (Mason Center)	10	15	21
108	Cemetery Operations	25	36	49
	Total Staffing		240	275

(Current Police staff includes 55 sworn and 10 civilian. 2025 staff breakdown is assumed to be 65 sworn and 15 civilian)

PROJECTED SPACE NEEDS 2020 - 2025

Dept. Number	Human Services Departments	2020 S.F.	2025 S.F.
101	Administration	9188	9555
102	Finance	5318	5318
102	IT	7222	7222
103	Administrative Services	5867	6070
103	Records Management	4321	4398
104	Police	46688	46697
105	City Operations – Offices Only	5499	5499
107	Community Development	9618	10,668
108	Parks & Recreation (Mason Center)	40,248	40,404
108	Cemetery Operations	23,411	23,873
	Total Needed SF.	157,380	159,704

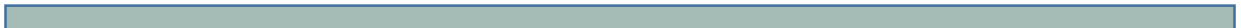
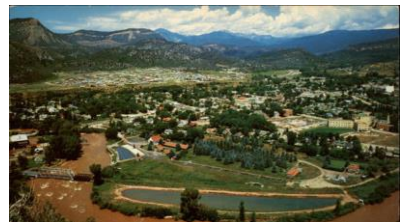
EXISTING BUILDING(S) SQ.FT.

City Hall	11,273
Carnegie Building	15,353
Mason Center	17,866
Parks & Rec Cemetery Services	6230
Police Department	14,553
Police Substation at 3 Springs	5138
City Operations (Offices only)	5950
River City Hall	6170
Total Existing SF.	82,533



Section 3

Architectural Program & Space Standards





ARCHITECTURAL PROGRAM

By developing a comprehensive **numerical definition** of each department included in the Master Facility Plan, we can identify which goals can be achieved and expressed.

This section is the **Architectural Program** for the facilities proposed for the City of Durango Master Facility Plan, and contains the space program and the staffing analysis for the proposed master plan and work space planning. The spaces and staff positions listed in this program are based on five year and ten year projections. The Architectural Program provides an approximation of the needs of the Master Facility Plan through 2025 and will guide the process of determining total land and building space required. The following pages list spaces developed for all departments participating in this study.

DEFINITIONS

Please refer to the following pages for definitions of Department Net Area factor and Building Gross Area factor.

Based upon the Planning Teams' experience, a Departmental Grossing Factor of 30% and a Building Grossing Factor of 22% were used.

Building/Parking Ratio

To calculate code required parking per the City of Durango Code of Ordinances, the gross building area is used and applied to the following factors:

- 1:300 GFA (gross floor area) for office buildings
- 1:500 GFA for office buildings in the CBD Parking District
- 1:250 GFA for Police Stations + space for police vehicles
- 1:150 GFA for indoor recreation buildings

For planning purposes the number of required parking spaces is multiplied by 300 square feet to establish the parking area. The exception to this is for indoor parking: when parking on levels other than grade, an increase to the square footage required per parking space is needed to accommodate vertical circulation (stairs/ elevators), building columns and corners in the parking area. To accomplish this, we use a generic increase of approximately 20%. This works out to be 360 square feet per parking space.

Net Site

To allow for required site landscaping and green space, the building/ parking area is multiplied by 20% to meet the goals of having some green space for improved pedestrian interaction and reduced heat gain during the hotter months of the year.

Gross Site

To allow for the final locations of driveways, circulation within the site, and entry/exiting from the site, the net site area is multiplied by 35%.



BUILDING, PARKING AND SITE SUMMARY

A	B	C	D	E	F	G	H	I
Department	Approximate Existing SF	Approximate SF Required	Approximate Parking Spaces Required	Approximate Parking Area Required (D*300 SF)	Total Building and Parking Area Required (C+E)	Net Site Area (*1.2)	Gross Site Area (G*1.35)	Acres Needed (H/43,560 SF)
Administration	3,758	9,555	19	5,733	15,288	18,346	24,767	0.57
Finance	3,758	5,318	11	3,191	8,509	10,211	13,784	0.32
IT	7,677	7,222	14	4,333	11,555	13,866	18,719	0.43
Administrative Services	3,758	6,070	12	3,642	9,712	11,654	15,733	0.36
Records Management	7,677	4,398	9	2,639	7,037	8,444	11,400	0.26
Police (incl. Three Springs substation)	19,691	46,697	237	71,036	117,733	141,280	190,728	4.38
City Operations (Offices Only)	5,950	5,499	18	5,499	10,998	13,198	17,817	0.41
Community Development	6,170	10,668	21	6,401	17,069	20,483	27,651	0.63
Parks and Rec: Mason Center	17,866	40,404	269	80,808	121,212	145,454	196,363	4.51
Parks and Rec: Cemetery Operations	6,230	23,873	80	23,873	47,746	57,295	77,349	1.78
Totals	82,533	159,704	691	207,155	366,859	440,231	594,312	

Building Site	Existing Acreage	Approximate Required Acreage	Departments included from table above
City Hall	0.60	1.88	Administration, Finance, Admin Services, Community Development
Carnegie Building	0.43	0.69	IT, Records Management
Parks and Rec (Mason Center)	2.06	4.51	Parks and Rec (Mason Center)
Parks and Rec (Cemetery Services)	12.00	12.00	Parks and Rec (Cemetery Services)
Police Department	0.34	4.38	Police Department
City Operations	5.00	5.00	City Operations
River City Hall	2.53	0.00	N/A
Totals	23	28	

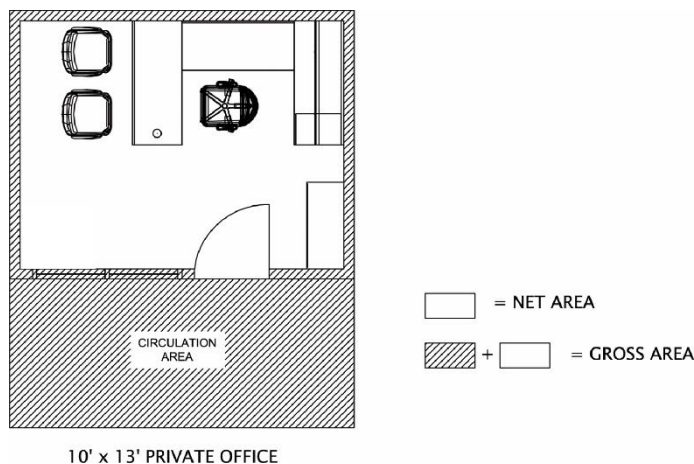
Notes:

- A. The approximate required acreage is based upon all surface parking.
- B. The approximate required acreage for City Operations is the existing site as the site is adequate and not anticipated to relocate.
- C. The approximate required acreage for Parks and Rec (Cemetery Services) is an estimate of the existing site. This site does not appear to be correctly sized on the La Plata County GIS. However, the site appears to be adequate and is not anticipated to relocate.
- D. The approximate required acreage for River City Hall is "0.00" because the sale of River City Hall is anticipated after relocation of Community Development.
- E. The approximate required parking for Parks and Rec (Mason Center) is an estimate based on 1 space per 150 SF. City staff believes this could be lower if based upon a parking study in lieu of the listed requirement. A parking study was not included in this scope of work and has not yet been completed.

SPACE STANDARDS

Office and conference room space standards were selected from guidelines provided based on the experience of the planning team and are illustrated in the diagram following this section. Implementation of space standards will provide for efficient and functional use of space during the planning and layout process of future projects.

Example of net to gross area:



Department Net Area

The department net area is defined as the total of net usable spaces or rooms within each department. This includes all individual spaces or rooms, but does not include the thickness of perimeter partitions, exterior walls, columns, pipe chases, corridors, or any other fixed obstructions to occupancy.

Building Gross Area

The building gross area is defined as the net area assigned to the department with the necessary circulation and support space added. This building gross area includes the net area for each department with the application of a grossing factor. This building grossing factor is a multiplier that encompasses the circulation and support space noted above and includes internal circulation for the department, interior partitions, and thickness of any exterior walls, mechanical/ electrical rooms, columns, any other fixed obstructions, and architectural features. This grossing factor includes public and staff circulation between departments required to connect individual areas. This circulation includes stairways, elevators, and corridors. The building grossing factor describes an efficiency of area loss attributed to construction and planning.



OFFICE SIZE STANDARDS

For purposes of standardizing office/ workstation sizes to provide efficient space planning and equitable standards, the following sizes have been utilized in this study, with the exception of the City Operations building, which was recently remodeled and re-modeling is unfeasible.

City Office Standards	
City Manager	300 SF
Director	200 SF
Manager	130 SF
Open Workstation	80 SF

Police Office Standards	
Chief of Police	250 SF
Captain	175 SF
Detective	175 SF
Lieutenant	150 SF
Sergeant	150 SF
Corporal/ Officer Workstation	80 SF

GENERAL OFFICE REQUIREMENTS

General office requirements were indicated by those interviewed and by administration. When the City begins the process of moving forward with some of these projects, guidelines based on the experience of the planning team and input by administration should be established. To the extent allowed by the final architectural design, natural daylighting should be provided to offices.

CONFERENCE ROOM SCHEDULING TO PROMOTE SHARING

Through the interview process, the planning team determined the actual use of each conference room based on the number of uses, occupant load, and meeting duration for each room on a monthly basis. This utilization rate indicates where conference rooms can/ should be shared and not sitting idle for long periods of time, resulting in saved space and better use of building systems.

Additionally, through the inter-departmental interaction forms used during the interviews, adjacencies of departments were determined to further analyze the suitable placement of conference rooms to reinforce the sharing concept.

ACCESS FOR PERSONS WITH DISABILITIES

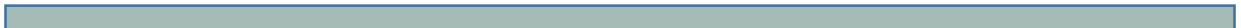
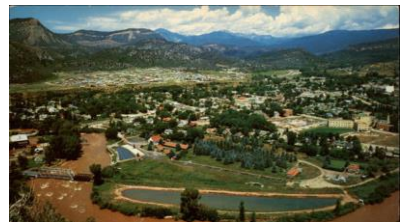
Citizens and staff with disabilities need convenient access to all service areas. Among, but not limited to, the areas requiring consideration are the following:

- Restrooms
- Vertical circulation to upper floors of the building
- Drinking fountains
- Meeting/ training rooms
- Entrance doors to the building
- Assistive listening devices in public meeting rooms
- Entrance doors to offices
- Workstation design
- Reception counters



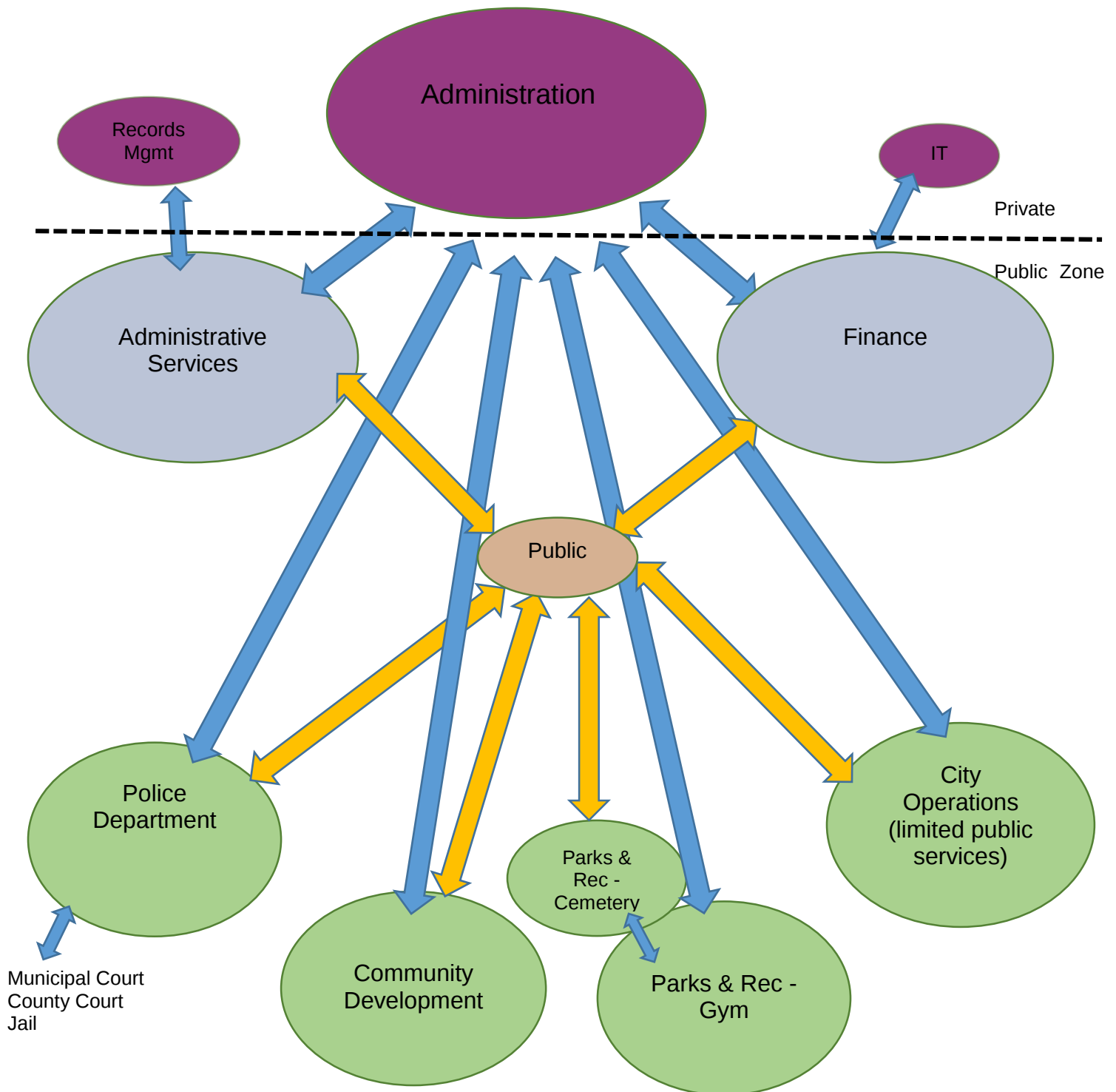
Section 4

Adjacency Diagram





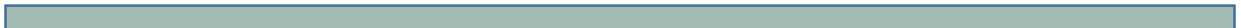
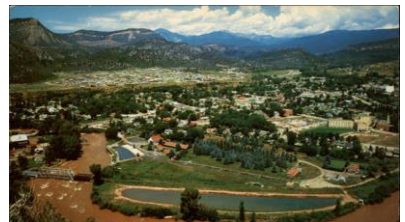
City of Durango Adjacency Diagram





Section 5

Site Analyses





MULTIPLE SITE ANALYSES

The purpose of the following site analyses are to provide information regarding the various opportunities and constraints for continued use of the existing sites and/ or recommendations for purchase of new sites. Knowledge of the sites is essential to having a comprehensive picture of the final recommendations of this Master Plan.

Renovation or replacement of city-owned buildings in the Downtown area will follow the City of Durango Design Guidelines for the Downtown Overlay District, Commercial Design Guidelines, current Building Codes, and the City of Durango Land Use and Development Code.

Why site analysis?

- To discover the opportunities and constraints.
- To discover the values of the area, as well as the values for continued and future use of the site.
- To reveal the potential of each site.
- To understand the character of the site and to utilize such understanding later in the recommendation process.
- To determine which land is most suitable for development at least cost with maximum benefit and minimal disruption of continued City operations.

The following narratives address site issues and concerns as related to the City sites included in this study. The information is broken out into the following categories:

- Function and Location
- Access
- Parking
- Floodplain Issues
- Utilities
- Drainage
- Site Information
- Recommendation
- Miscellaneous



CITY HALL

Function and Location

City Hall is located at:
949 E. 2nd Avenue

City Hall currently houses the following:

- City Council Chambers
- Municipal Court
- Administrative Services
 - Human Resources
 - City Clerk
- Finance
- Accounting
- City Manager
- City Attorney
- Municipal Judge
- Communications
- Business Development

Access

Building Access:

On the east side for public from E. 2nd Avenue and on the west side for staff from the parking area.

Parking Access:

On the north side from E. 10th Street.

Parking

Existing:

There are currently 31 parking spaces onsite, west and south of the building. On-street parking is also available at this location.

Current Need Based on Existing Square Footage:

The existing building is approximately 11,273 SF. In the CBD Parking District, this type of office space has a requirement of 1 parking space per 500 square feet gross floor area. This requires 23 parking spaces per City of Durango requirements. This indicates adequate parking spaces based on the current size and use.

Floodplain Issues

This site is outside of the 100 year floodplain (FIRM No. 08067C0494F).

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site.



Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)

The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: 26,250 SF (0.60 acres)
- Zone: CB (Central Business)
- Setbacks: 0 ft
- Maximum building height above grade: 55 ft

Recommendation

Based upon these constraints, we estimate maximizing the lot could provide the following:

- Maximum approximate building footprint: 26,000 SF
- Number of stories: 3 stories
- Total approximate building square footage: 78,000 SF
- Estimated number of parking spaces onsite: 73 (below grade at east, drive out on west). If a building with 78,000 SF were to be constructed, the parking required per City standards would be 156 spaces. This would not be possible to achieve in this location.

The site can be utilized/ configured in many different ways reaching up to the numbers above. The conceptual sketches contained in the master plan options at the end of this section delineate in more detail what is possible.

Miscellaneous

The existing building is one story and is well above grade at the back end (west side). This allows for possible parking on a lower level if a new building were to be built here.



RIVER CITY HALL

Function and Location

River City Hall is located at:
1235 Camino Del Rio

River City Hall currently houses:

- Community Development Department
- City Planning
- City Building Official
- City Engineering
- Code Enforcement
- Parks and Trail Development
- Tenant space currently occupied by Durango Fire Protection District

Access

Building Access:

On the southeast side for public and the northwest side for staff.

Parking Access:

South of the building from the east off of Camino Del Rio.

Parking

Existing:

There are currently approximately 22 parking spaces onsite, west and south of the building.

Current Need Based on Existing Square Footage:

The existing building area occupied by the City is approximately 6170 SF. In the General Parking District, this type of space requires 1 parking space per 300 square feet gross floor area. This requires 21 parking spaces per City of Durango requirements. However, this is only calculated for the City occupied portions of this building. The other half of the building is occupied as a lease space by the Durango Fire Protection District. If parking requirements for this part of the building are added, this would indicate a shortage of parking at this location.

Floodplain Issues

This site is on the edge of the floodplain. The westernmost part of the site is within the 100 year floodplain (FIRM No. 08067C0494F). This does not appear to affect the existing building in its current location, but care must be taken to avoid the floodplain if any additions to the building are to be considered.

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site.

Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)



The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: 110,207 SF (2.53 acres)
- Zone: MU-A (Mixed Use – Arterial)
- Setbacks:
 - Front: 10 ft
 - Interior Side: 0 ft (for grade level floors), 5 (ft for upper level floors)
 - Street Side: 10 ft
 - Rear: 0 ft (not abutting residential)
- Maximum building height above grade: 35 ft (abutting the Animas River)

Recommendation

Based upon the existing use by the City and the desire to more densely consolidate City departments, it does not appear as though it makes sense to keep City staff in the River City Hall. Additions to the building are possible, but these would have to be weighed against the requirements of the floodplain and the beneficial use. With one of the main goals of this report being staff efficiency, our recommendation is to relocate the Community Development Department to a location closer to City Hall. The existing building can then be sold or redeveloped for another City function.

Miscellaneous

The north half of the building is currently under a long-term lease with the Durango Fire Protection District. Per discussion with City staff, our understanding is this lease expires in 2025.



CARNEGIE BUILDING

Function and Location

The Carnegie Building is located at:
1188 E. 2nd Avenue

The Carnegie Building currently houses the following City functions:

- Records Management
- Information Technology (IT)
- Graphic Information Systems (GIS)
- Some tenant spaces

Access

Building Access:

On the west side for public and the west and east sides for staff.

Parking Access:

From the alley to the east of the building.

Parking

Existing:

There are currently approximately 13 parking spaces onsite, east of the building. On-street parking is also available at this location.

Current Need Based on Existing Square Footage:

The existing building area is approximately 15,353 SF. In the CBD Parking District, this type of space requires 1 parking space per 500 square feet gross floor area. As office space, this requires 31 parking spaces per City of Durango requirements. This indicates a shortage of 18 spaces based on the current size and use.

Flood Plain Issues

This site is outside of the 100 year floodplain (FIRM No. 08067C0494F).

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site. There is a partially recessed floor at this building. As such, any additions/ renovations must maintain positive drainage away from the building to help prevent moisture accumulation against the building walls.

Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)

The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: 18,750 SF (0.43 acres)
- Zone: CB (Central Business)
- Setbacks:



- Rear: 10 ft (abutting residential zone)
- All others: 0 ft
- Maximum building height above grade: 55 ft (except rear third of lot, max height is 35 ft)

Recommendation

The existing building space is currently under-utilized. The building has a deed restriction requiring it to be used for public use. Also, the historic nature of the property makes it more difficult and expensive to alter or add onto. It would be problematic to construct additions or create additional parking areas on this site. As such, our recommendation is to reconfigure this building for more efficient use and even use it as a “transition space” of sorts for City staff who may be displaced for extended periods of time during other construction activities.

After all transitions have been completed, it might make sense to use this building for some of the following functions:

- Community meeting room(s)
- City training room(s)
- Tenant space(s) for non-profit organizations
- Business incubator program
- Art center program
- Business development office/ director

Miscellaneous

The Carnegie Building has a deed restriction requiring it to be utilized for public use. One or two tenant spaces in the building are currently under lease. The terms of these leases are unknown at this time.



POLICE DEPARTMENT

Function and Location

The Police Department is located at:
990 E. 2nd Avenue

The Police Department currently houses the following City functions:

- All departments of the Police force.

Access

Building Access:

From the north side for public and the east and west sides for staff.

Parking Access:

No onsite parking at this location.

Parking

Existing:

There are currently zero (0) parking spaces onsite. On-street parking is available at this location.

Current Need Based on Existing Square Footage:

The existing building area is approximately 14,553 SF. As Police space, this requires 1 parking space per 250 square feet gross floor area. This equals 59 parking spaces plus spaces required for Police vehicle storage per City of Durango requirements. This indicates a shortage of approximately 100 parking spaces based on the current size and use.

If this building were to be reused as an office building (not Police), it could take advantage of the CBD Parking District in a different way. As office space, this building requires 1 parking space per 500 square feet gross floor area. This equals 30 required parking spaces. In its current state, there is no way to get any parking onsite for this building, but rebuilding it could help to correct this issue.

Flood Plain Issues

This site is outside of the 100 year floodplain (FIRM No. 08067C0494F).

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site.

Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)

The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: 15,000 SF (0.34 acres)
- Zone: CB (Central Business)
- Setbacks: 0 ft
- Maximum building height above grade: 55 ft (except rear third of lot, max height is 35 ft)



Recommendation

Based upon these constraints, we estimate maximizing the lot could provide the following:

- Maximum approximate building footprint: 15,000 SF
- Number of stories: 3 stories (third floor would be only 2/3 of footprint to comply with height requirements) plus one below grade for parking.
- Total approximate building square footage: 55,000 SF (including below grade parking level)
- Estimated number of parking spaces onsite: 30 – 40 (below grade, access via ramp). If building space of 40,000 SF were to be constructed, the parking required per City standards would be 80 spaces. This would not be possible to achieve in this location.

The site can be utilized/ configured in many different ways reaching up to the numbers above. The conceptual sketches contained in the master plan options at the end of this section delineate in more detail what is possible.

It is clear, the Police Department (PD) is dealing with a severe lack of space to properly perform their duties. While the existing site could be redeveloped with a larger building, it still would not solve many of the issues associated with a police function including parking/ secure parking, sally port, access to the County Jail facility, etc. As such, our recommendation is to move the PD to a new site.

A new site is yet to be determined, but we have looked at a couple of potential options. One being the Mason Center site (333 E. 12th Street) within the City's current property holdings, another that would involve trade or purchase of the current Durango School District 9-R administration building site (201 E. 12th Street). If the PD were to relocate, the existing building could be renovated within its current footprint, demolished and redeveloped into a larger building or sold. If retained by the City and redeveloped, the space can house multiple departments and increase off-street parking for City staff. See options shown at the end of this section for additional information.

Miscellaneous

The Police Building is far too small for the size of the existing Police Department. Any growth over the next 10 years will only exacerbate this problem. Additionally, building security is difficult to maintain with the existing building and the number of access points. Secure parking areas do not exist which is a hazard both for the Police staff and the citizens of Durango. There are also multiple internal building security issues such as lack of security for property and evidence, lack of adequate holding facilities, lack of secure records area, etc.



CITY OPERATIONS

Function and Location

City Operations is located at:
105 Sawyer Drive

City Operations currently houses the following City functions:

- City Operations
- Street Maintenance
- Fleet Maintenance
- Facility Maintenance
- Risk Management
- Utilities
- Warehouse
- Vehicle Storage (exterior yards)

Access

Building Access:

From the south and west sides for public and the south, west and north sides for staff.

Parking Access:

From the south off of Sawyer Drive or from the north off of the Frontage Road.

Parking

Existing:

There are currently 74 parking spaces onsite. Large vehicle fleet parking is in addition to these spaces. There is no on-street parking at this location.

Current Need Based on Existing Square Footage:

The existing building area is approximately 17,425 SF. As office and maintenance space, this requires 59 parking spaces (1 parking space per 300 SF) per City of Durango requirements. This indicates adequate parking at the existing location.

Flood Plain Issues

This site is outside of the 100 year floodplain (FIRM No. 08067C0701F).

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site.

Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)

The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: 217,800 SF (5.00 acres)
- Zone: IL (Industrial Light)



- Setbacks:
 - Front: 25 ft
 - Interior Side: 15 ft
 - Street Side: 15 ft
 - Rear: 25 ft
- Maximum building height above grade: 40 ft

Recommendation

The office portion of this building is not currently over-crowded. In addition, we were informed by City staff the office area will have additional space available within the next few years as the entire Utilities team will be relocating to a new sewer treatment facility. When this occurs, additional office space will become available in the building. This space could be utilized by a portion of the Information Services staff or even Records Management staff.

The biggest need for City Operations is for additional covered parking/ storage for large vehicles and equipment. This can have a large impact on capital investments as outside storage will wear down equipment much faster than heated storage. Even covered, cold storage areas would be an improvement over leaving the equipment exposed to all the elements.

We do not recommend any renovations or additions to the office or shop areas of this building. As a long term goal, it would be beneficial for most vehicles and equipment to be stored under cover. Some vehicles, such as vac trucks, would greatly benefit from indoor, heated storage as well. It may make sense to consolidate these vehicles in a heated storage facility in order to prevent undue wear and maintenance.

Miscellaneous

The office areas of the City Operations building have been recently renovated. In addition, the utilities department is scheduled to move out of this building in the near future. This will free up office space and provide opportunity for growth and/ or relocation of City staff.



**PARKS AND RECREATION:
PARKS AND CEMETERY OFFICES AND SERVICE GARAGES**

Function and Location

The Parks and Cemetery Offices and Service Garages are located at:
900 Cemetery Road

The Cemetery Shops currently house the following City functions:

- Parks and Cemetery Manager
- Forestry and Cemetery Crew Leaders
- Parks and POST Crew Leaders
- Seasonal part-time staff
- Small vehicle storage and maintenance
- Large equipment and vehicle storage
- Irrigation storage
- Road crew material storage

Access

Building Access:

From the west side for public and the west side for staff.

Parking Access:

From the west off of Cemetery Road.

Parking

Existing:

There are currently approximately 13 parking spaces onsite.

Current Need Based on Existing Square Footage:

The existing building area is approximately 6230 SF (multiple buildings). As office and vehicle maintenance/ storage space, this requires 21 parking spaces (1 parking space per 300 SF) per City of Durango requirements. This indicates a shortage of 8 spaces based on the current use.

Flood Plain Issues

This site is outside of the 100 year floodplain (FIRM No. 08067C0494F).

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site.

Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)

The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: The entire Greenmount Cemetery is located on 39.8 acres. However, the acreage available for building construction is approximately 1.8 acres.



- Zone: PB (Public)
- Setbacks:
 - Front: 10 ft
 - Interior Side: 10 ft
 - Street Side: 10 ft
 - Rear: 20 ft
- Maximum building height above grade: 35 ft

Recommendation

The existing office building for Parks and Recreation staff at this location is very over-crowded. In addition, the existing storage/ maintenance facilities are over-crowded with equipment, inventory storage and tools. We were informed by City staff at least one of these storage structures has been reviewed by a Structural Engineer and has been deemed unsafe for occupancy based upon current condition of the building.

With large amounts of equipment, this location would benefit from a consolidated building capable of housing all the equipment and people necessary during the busy time of year. With large numbers of seasonal staff, this could include some large, multi-purpose space(s) which might be used for various functions throughout the year. With large quantities of expensive equipment, it would make sense for as many of these items as is practical to be stored inside.

Miscellaneous

The Cemetery Shop buildings are located in a good central location, but on a site that is difficult to fully utilize. Many of the storage/ maintenance buildings are beyond their useful lifespan and are overcrowded. The office building is also overcrowded, particularly when the seasonal employees are active.



**PARKS AND RECREATION:
MASON CENTER**

Function and Location

The Mason Center is located at:
333 E. 12th Street

The Mason Center currently houses the following City functions:

- Parks and Recreation gymnastics program
- Summer recreation programs
- Rental spaces for other vendors in the City

Access

Building Access:

From the south and north sides for public and the south and north sides for staff.

Parking Access:

From the south off of E. 12th Street.

Parking

Existing:

There are currently 31 parking spaces onsite. On-street parking is available at this location.

Current Need Based on Existing Square Footage:

The existing building area is approximately 17,866 SF. In the General Parking District, recreation space requires 1 parking space per 150 square feet gross floor area. This equates to 120 parking spaces per City of Durango requirements. This indicates a shortage of 89 spaces based on the current size and use.

However, per discussion with the Community Development Department, it probably will make sense for this specific use to have a parking study completed. The requirement of 1 space per 150 square feet gross floor area seems excessive for this actual use.

Flood Plain Issues

This site is outside of the 100 year floodplain (FIRM No. 08067C0494F).

Utilities

All necessary utilities (water, sanitary sewer, storm sewer, water, gas and phone) are on the site and are available to the site.

Drainage

There are no known drainage issues on this site. It should be noted, the east portion of the site slopes steeply upward away from the building. Any additions, renovations or new buildings should take into account maintaining adequate drainage away from the building(s).

Site Information

(Refer to the options and diagrams attached at the end of this section for additional information)

The following are the site parameters on which we have based our analysis and recommendations:

- Approximate lot size: 89,734 SF (2.06 acres)



- Zone: PB (Public)
- Setbacks:
 - Front: 10 ft
 - Interior Side: 10 ft
 - Street Side: 10 ft
 - Rear: 20 ft
- Maximum building height above grade: 35 ft

Recommendation

Based upon the assessment data included in this report, the Mason Center building appears to be in need of replacement. Some of the code and apparent foundation issues would be very difficult to repair. In addition, the size of the building is inadequate for its current use as the Parks and Recreation gymnastics program. As such, we recommend this building be demolished and replaced with a new building housing the same functions currently occurring here or even an entirely new function for this site.

As shown in the site option diagrams at the end of this section, a new building could safely house all of the current functions in space designed for that use. Alternatively, this site could be large enough to house a new Police Department facility if underground parking was utilized for secure parking. However, this may be difficult to achieve with the current height limitation imposed by the PB zone. Because the east portion of the site is on a steep grade, this could permit one or two levels partially below grade. This would need to be verified with the height calculation requirements from Community Development. Also, a change in use for this site may not be well received by the citizens of Durango.

Miscellaneous

The Mason Center appears to be beyond its useful life. The gymnasium area shows signs of foundation issues and many leaks over the years. The remainder of the buildings are in extremely poor condition and would be difficult to renovate. Refer to the Structure Condition Assessment for this building in Section 6 for additional information.



SITE UTILIZATION DIAGRAMS

The following pages show various master plan options. Each option shows potential building footprints, to scale, on the sites included in the study along with the appropriate/ potential parking area(s). These options are meant to give some indication of sizes required to establish future anticipated costs.

A written narrative of each option is listed in the following pages followed by site diagrams illustrating what is described. The options are broken into three groups labeled as 1, 2 and 3. Additionally, each option is shown as Track 'A' and Track 'B'. Track 'A' refers to all City Departments and facilities included in the study except Parks and Recreation. Track 'B' refers to the Parks and Recreation Department functions/ facilities included for the study. Due to Parks and Recreation having an in-place tax base to help fund capital projects like these, these two tracks may have the ability to occur somewhat simultaneously.

The master plan options are followed by two options for a new Police building site. These include the Mason Center site (333 E. 12th Street) and the Durango School District 9-R administration building site (201 E. 12th Street). Other potential sites for relocating the Police Department elsewhere in Durango may exist, but are unknown at this time.

The end of this section has a table showing a "Parking Summary by Option". This is intended to give a high level overview of the parking issue facing the City of Durango buildings and the potential of each master plan option to improve upon the current parking space deficit.



OPTION 1:

New City Hall to house all affected departments (excluding Police, City Operations and Parks and Recreation)

Track A:

1. 2017 – 2019: New Police Department building constructed on new site (address unknown).
2. 2019: Police Department (including Three Springs substation) relocates to new building.
3. 2019: Existing Police Building, Carnegie Building and Three Springs substation building to serve as temporary space for:
 - Council Chambers
 - Administration
 - Administrative Services
 - Finance
 - IT/ GIS
 - Records Management
4. 2019: Departments in City Hall relocate to temporary locations at existing Police Building, Carnegie Building and Three Springs substation.
5. 2019: Demolish existing City Hall.
6. 2019 – 2021: New City Hall with four levels constructed at 949 E. 2nd Ave (current City Hall site):
 - Lower Level: parking off of alley
 - First Floor: Council Chambers, Administration, Administrative Services, Finance
 - Second Floor: IT/ GIS, Records Management, Community Development
 - Third Floor: Training/ Conference Center
7. 2021: Sell River City Hall.
8. 2021: Demolish existing Police Building.
9. 2021 – 2023: New Parking Structure with four levels built at 990 E. 2nd Ave (existing PD site):
 - Four levels, approximately one hundred twenty (120) spaces total. One level below grade, one level at grade one level above grade and parking on the roof.
 - **Option 1A:** Alternatively, La Plata County and the City may be interested in swapping the existing PD building and site for the parcels located at 1045, 1051, 1061, 1075 E. 2nd Ave. A parking structure could be built on these parcels in lieu of the existing PD building site. This would allow five levels of parking: one level below grade, one level at grade, two levels above grade and parking on the roof. With a footprint of about 22,500 SF, the parking capacity of this type of structure could be as many as 300 spaces.
10. 2023 – 2025: Renovate Carnegie Building to house other alternative City programs, for example:
 - Art Center
 - Business Development and Director
 - Business Incubator
 - Museum
 - Non-profit Tenant Space

Track B (Parks and Recreation):

1. 2016: Gymnastics program moves into a permanent alternate location (address unknown).
2. 2017: Existing Mason Center is demolished.
3. 2017 – 2018: Mason Center Park development completed on the site.
4. 2016: Parks Division staff at cemetery location move into temporary trailer facility on site.
5. 2016 – 2018: Demolition and new construction of Parks Division Cemetery office and shops building(s).



NEW CITY HALL
BUILDING TOTAL APPROX: 91,750 SF

BELOW GRADE: (26,250 SF)
APPROX 73 PARKING SPACES

FIRST FLOOR: (26,250 SF)
COUNCIL CHAMBERS
ADMINISTRATION
ADMINISTRATION SERVICES
FINANCE

SECOND FLOOR: (26,250 SF)
IT
GIS
COMMUNITY DEVELOPMENT

THIRD FLOOR: (13,000 SF)
TRAINING / CONFERENCE CENTER

NEW CITY PARKING STRUCTURE
BUILDING TOTAL APPROX: 57,600 SF
TOTAL APPROX PARKING: 160

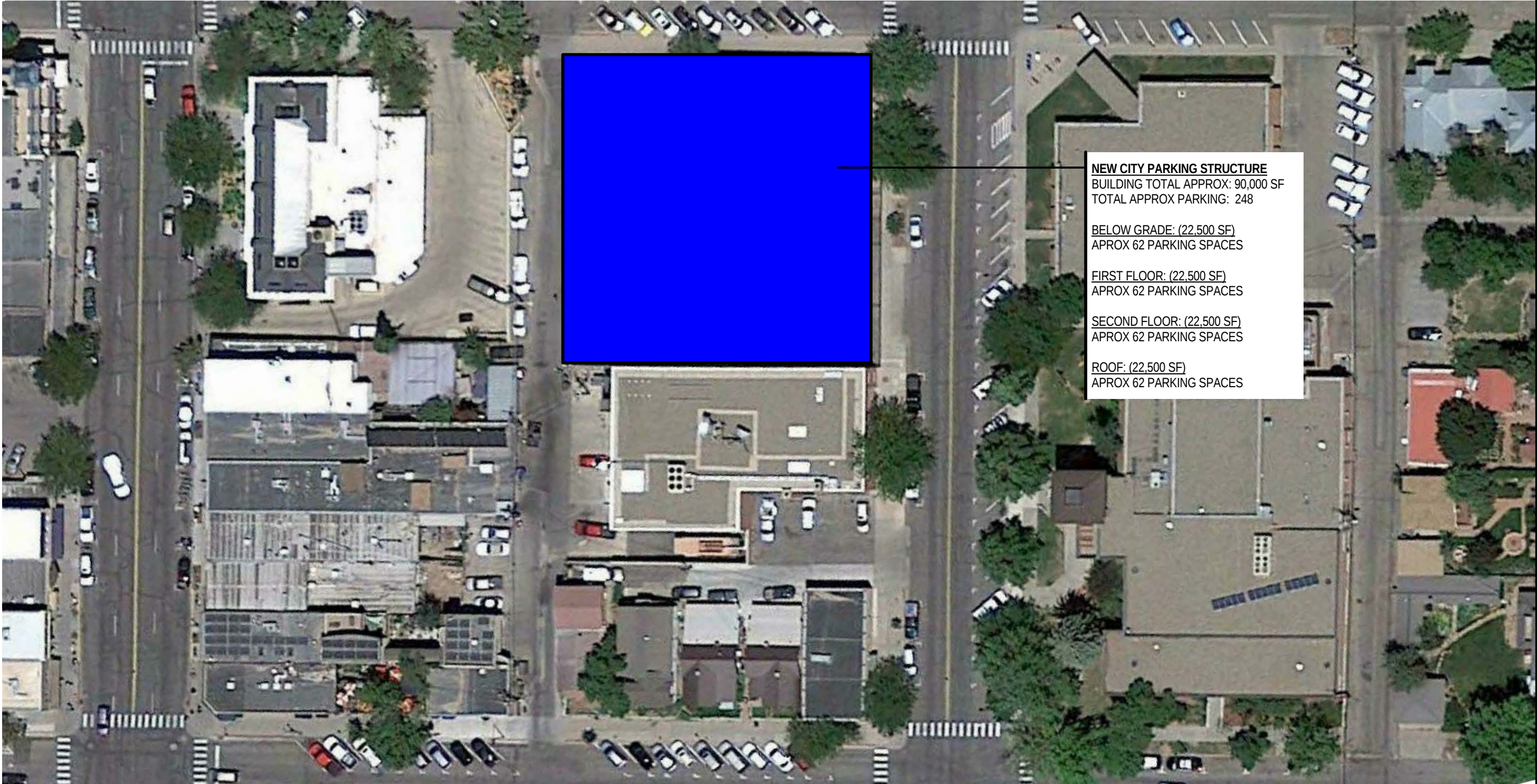
BELOW GRADE: (14,400 SF)
APROX 40 PARKING SPACES

FIRST FLOOR: (14,400 SF)
APROX 40 PARKING SPACES

SECOND FLOOR: (14,400 SF)
APROX 40 PARKING SPACES

ROOF: (14,400 SF)
APROX 40 PARKING SPACES

(REF OPTION 1A FOR ALTERNATE
PARKING STRUCTURE)



NEW CITY PARKING STRUCTURE
BUILDING TOTAL APPROX: 90,000 SF
TOTAL APPROX PARKING: 248

BELOW GRADE: (22,500 SF)
APROX 62 PARKING SPACES

FIRST FLOOR: (22,500 SF)
APROX 62 PARKING SPACES

SECOND FLOOR: (22,500 SF)
APROX 62 PARKING SPACES

ROOF: (22,500 SF)
APROX 62 PARKING SPACES

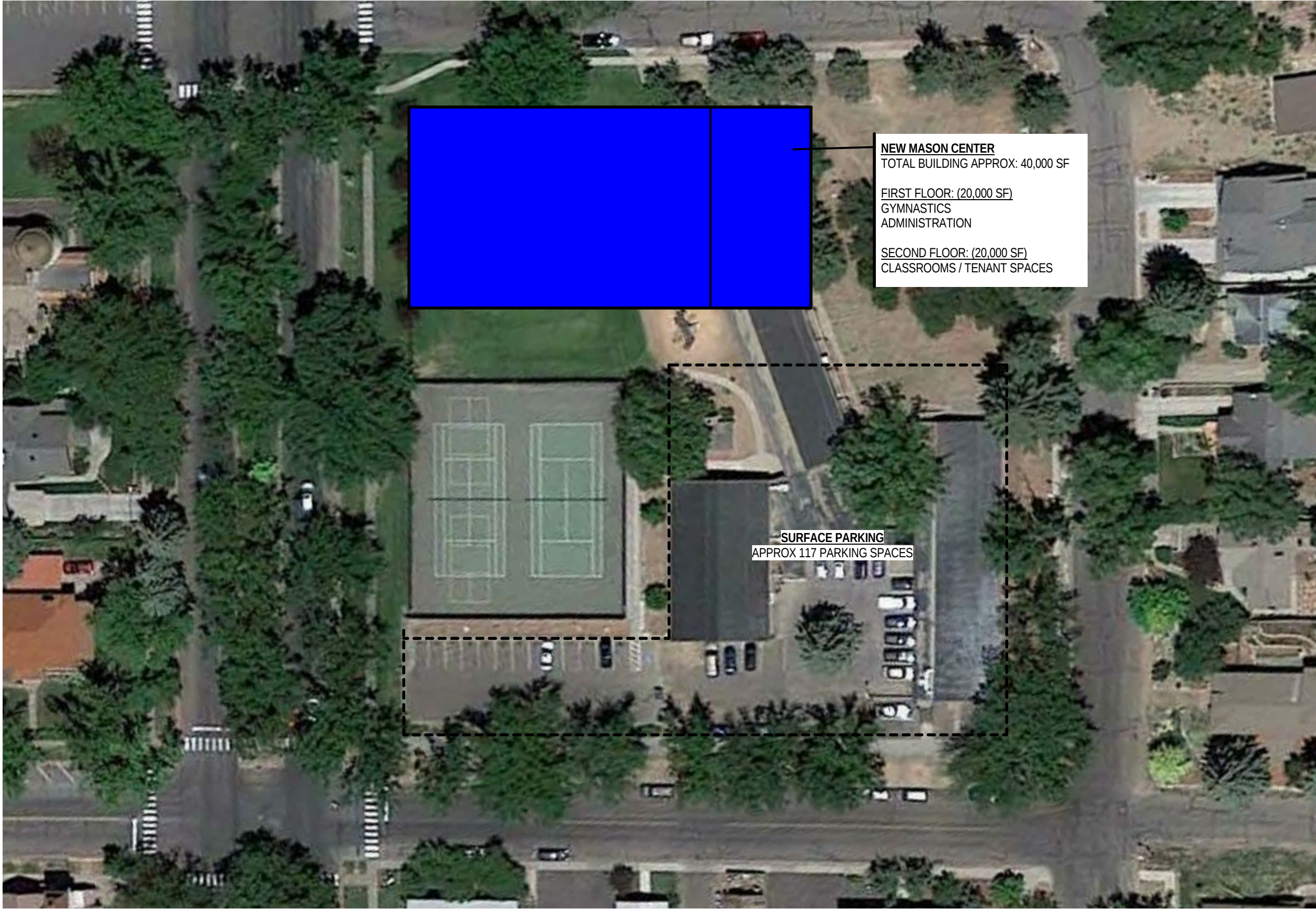


NEW PARKS & REC OFFICE & SHOP AT CEMETERY
TOTAL BUILDING APPROX: 24,750 SF

LOWER LEVEL: (9,000 SF)
GARAGE
ACCESSED BY SLOPING SITE

FIRST FLOOR: (15,750 SF)
OFFICE
SHOP

BLYTHE GROUP co. Architecture Interior Design Project Management 622 Flood Avenue Grand Junction, CO 81501 office: 970.242.1058 www.theblythegroup.com		CITY OF DURANGO FACILITIES MASTER PLAN		OPTION 1 - NEW CEMETERY SHOP	
		Project number	1516	1-2	
		Date	07/14/15		
		Scale	1" = 50'-0"		



NEW MASON CENTER
TOTAL BUILDING APPROX: 40,000 SF

FIRST FLOOR: (20,000 SF)
GYMNASTICS
ADMINISTRATION

SECOND FLOOR: (20,000 SF)
CLASSROOMS / TENANT SPACES

SURFACE PARKING
APPROX 117 PARKING SPACES



RENOVATED CARNEGIE BUILDING (15,353 SF)
POSSIBLE LONG TERM USES:
ART CENTER
BUSINESS DEVELOPMENT AND DIRECTOR
BUSINESS INCUBATOR
MUSEUM
NON-PROFIT TENANT SPACE



OPTION 2

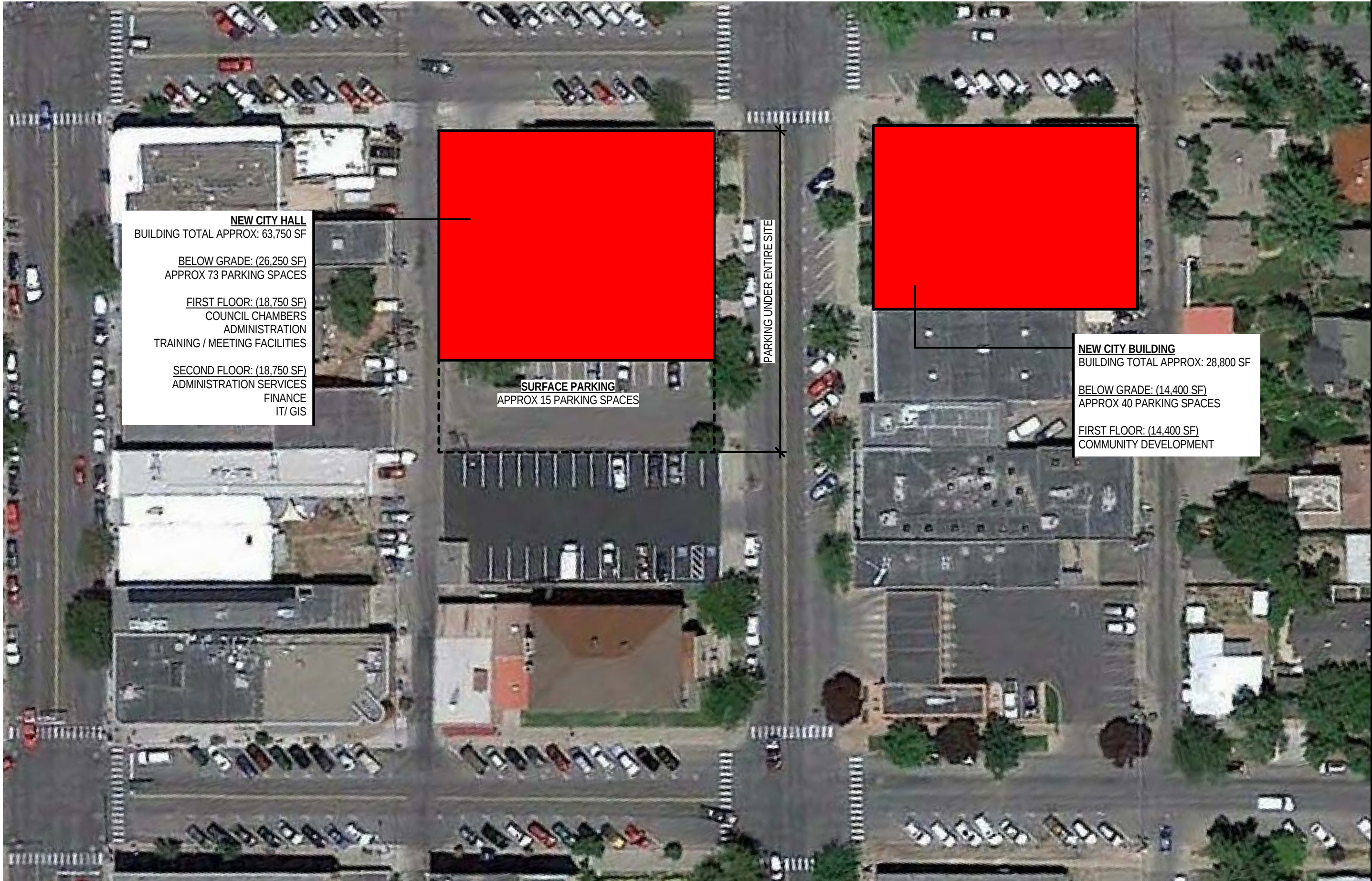
New City Hall and new City Building at existing Police site to house all affected departments (excluding Police, City Operations and Parks and Recreation)

Track A:

1. 2017 – 2019: New Police Department building constructed on new site (address unknown).
2. 2019: Police Department (including Three Springs substation) relocates to new building.
3. 2019: Demolish existing Police building.
4. 2019 – 2021: New City Building at 990 E. 2nd Ave (current Police building site) for:
 - o Community Development
 - o Training/ Meeting Center
 - o Parking (below grade)
5. 2020: Temporarily locate City Hall Departments to the Carnegie Building and the new Mason Center building.
6. 2020: Demolish City Hall building.
7. 2021 – 2023: New City Hall at 949 E. 2nd Ave (current City Hall site) for:
 - o Council Chambers
 - o Administration
 - o Administrative Services
 - o Finance
 - o Records Management
 - o IT/ GIS
 - o Training/ Conference Center
 - o Parking (below grade)
8. 2021: Sell River City Hall.
9. 2023 – 2025: Renovate Carnegie Building to house other alternative City programs, for example:
 - o Art Center
 - o Business Development and Director
 - o Business Incubator
 - o Museum
 - o Non-profit Tenant Space

Track B (Parks and Recreation)

1. 2016: Gymnastics program moves into temporary facility (address unknown).
2. 2016: Existing Mason Center is demolished.
3. 2016 – 2019: New building constructed at 301 E. 12th St (current Mason Center site).
4. 2019: Gymnastics program moves back into new facility along with some City Departments (temporarily) and/ or tenants.
5. 2017: Parks staff at cemetery location move into temporary facility (address unknown). One option could be 'tenant' space at the redeveloped Mason Center site, another option would be the Police substation located at Three Springs.
6. 2017 – 2019: Demolition and new construction of Parks Cemetery office and shops building(s).



NEW CITY HALL
BUILDING TOTAL APPROX: 63,750 SF

BELOW GRADE: (26,250 SF)
APPROX 73 PARKING SPACES

FIRST FLOOR: (18,750 SF)
COUNCIL CHAMBERS
ADMINISTRATION
TRAINING / MEETING FACILITIES

SECOND FLOOR: (18,750 SF)
ADMINISTRATION SERVICES
FINANCE
IT/ GIS

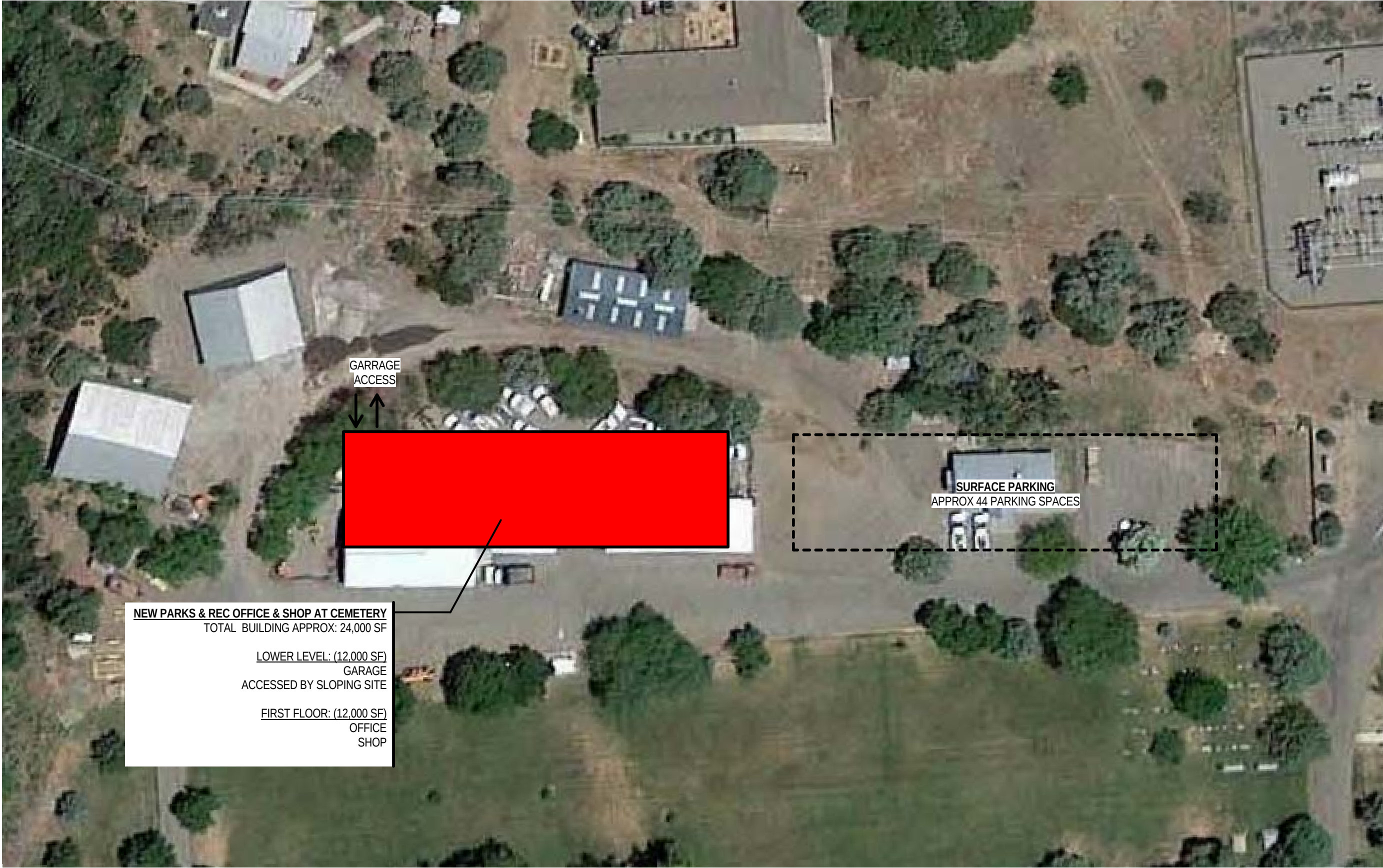
SURFACE PARKING
APPROX 15 PARKING SPACES

PARKING UNDER ENTIRE SITE

NEW CITY BUILDING
BUILDING TOTAL APPROX: 28,800 SF

BELOW GRADE: (14,400 SF)
APPROX 40 PARKING SPACES

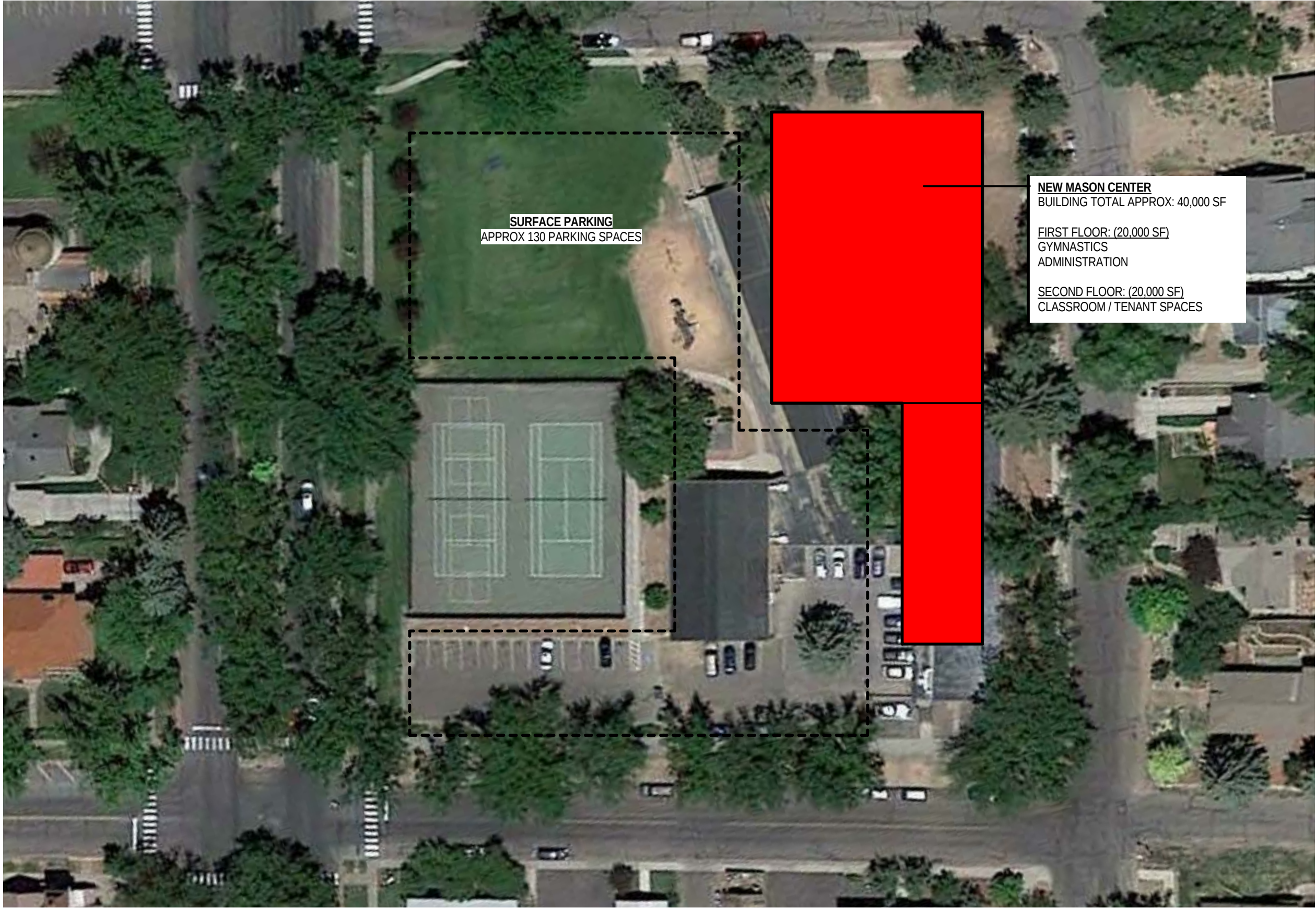
FIRST FLOOR: (14,400 SF)
COMMUNITY DEVELOPMENT



NEW PARKS & REC OFFICE & SHOP AT CEMETERY
TOTAL BUILDING APPROX: 24,000 SF

LOWER LEVEL: (12,000 SF)
GARAGE
ACCESSED BY SLOPING SITE

FIRST FLOOR: (12,000 SF)
OFFICE
SHOP

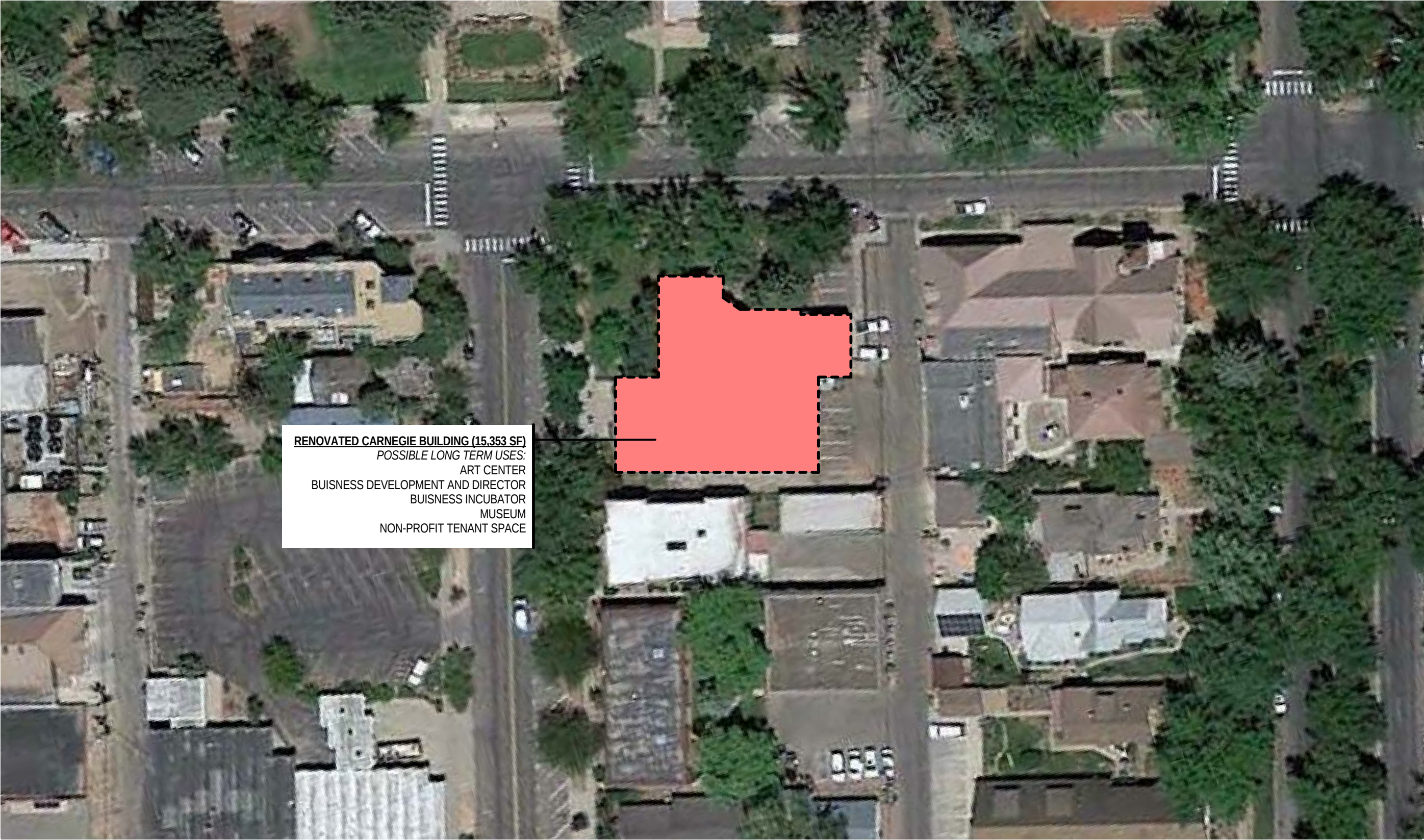


SURFACE PARKING
APPROX 130 PARKING SPACES

NEW MASON CENTER
BUILDING TOTAL APPROX: 40,000 SF

FIRST FLOOR: (20,000 SF)
GYMNASTICS
ADMINISTRATION

SECOND FLOOR: (20,000 SF)
CLASSROOM / TENANT SPACES



RENOVATED CARNEGIE BUILDING (15,353 SF)
POSSIBLE LONG TERM USES:
ART CENTER
BUSINESS DEVELOPMENT AND DIRECTOR
BUSINESS INCUBATOR
MUSEUM
NON-PROFIT TENANT SPACE



OPTION 3

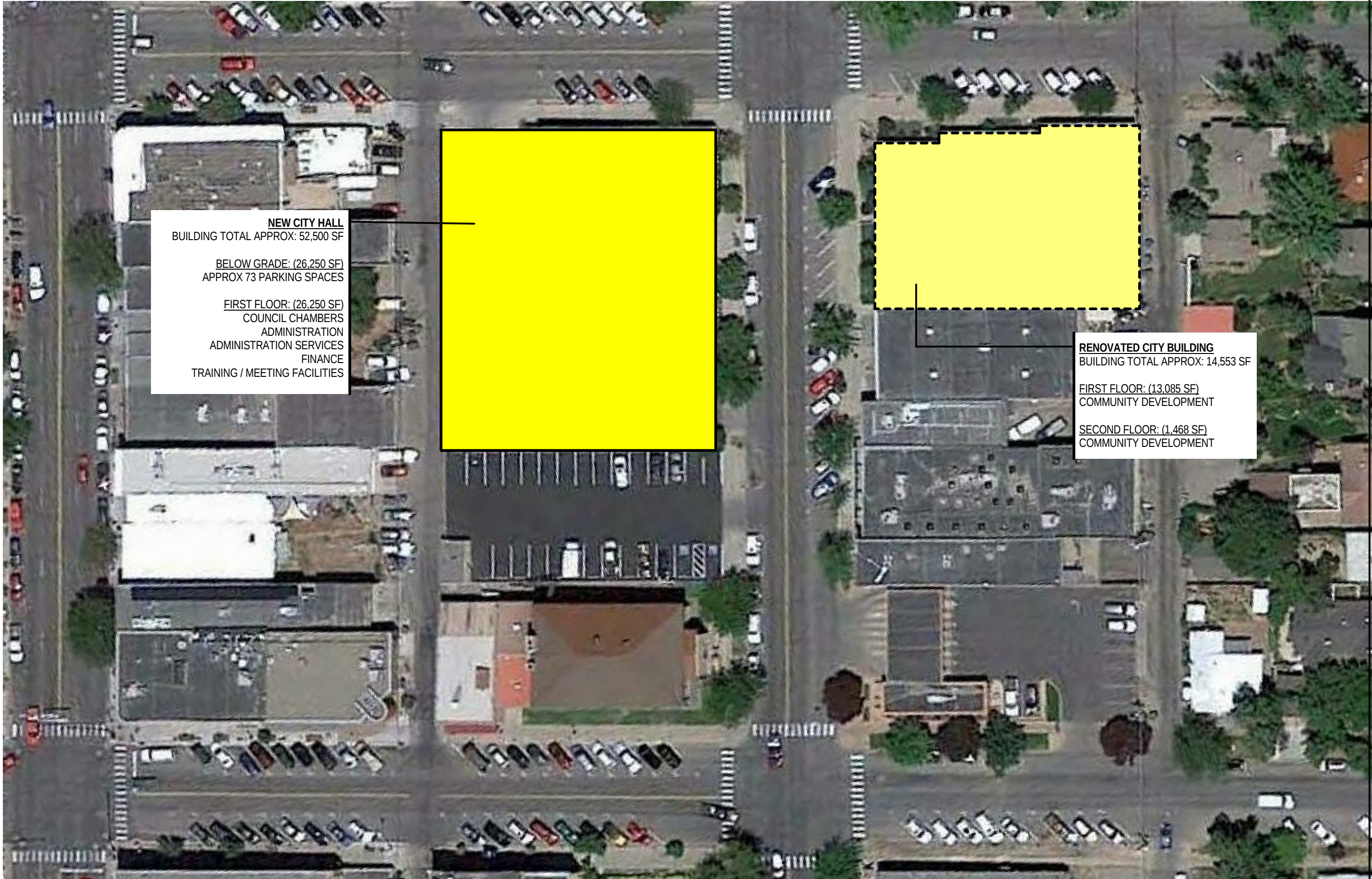
New City Hall and renovate existing Police building to house all affected departments (excluding Police, City Operations and Parks and Recreation)

Track A:

1. 2016 – 2017: Renovate Carnegie Building for:
 - IT/ GIS
 - Records Management
2. 2018: Relocate City Departments from City Hall into Carnegie Hall and new building at 301 E. 12th St.
3. 2018: Demolish existing City Hall.
4. 2019 – 2022: New building at 949 E. 2nd Ave (current City Hall site) for:
 - Council Chambers
 - Administration
 - Administrative Services
 - Finance
 - Parking (below grade)
5. 2023 – 2025: New Police Department building constructed on new site (address unknown).
6. 2025: Police Department (including Three Springs substation) relocates to new building.
7. 2025 – 2026: Renovate existing Police building to house Community Development (could also be demolished and rebuilt to add parking below grade).
8. 2026: Sell River City Hall.

Track B (Parks and Recreation)

1. 2016 – 2018: New facility at 301 E. 12th St. on portion of site that is field now.
2. 2018: Relocate gymnastics program and City Hall departments (temporarily) into new facility.
3. 2018: Demolish existing Mason Center.
4. 2018: Parks staff at Cemetery location move into temporary facility.
5. 2018: Demolish existing cemetery office and shops.
6. 2018 – 2019: New facility for Parks Cemetery offices and shops building(s).



NEW CITY HALL
BUILDING TOTAL APPROX: 52,500 SF

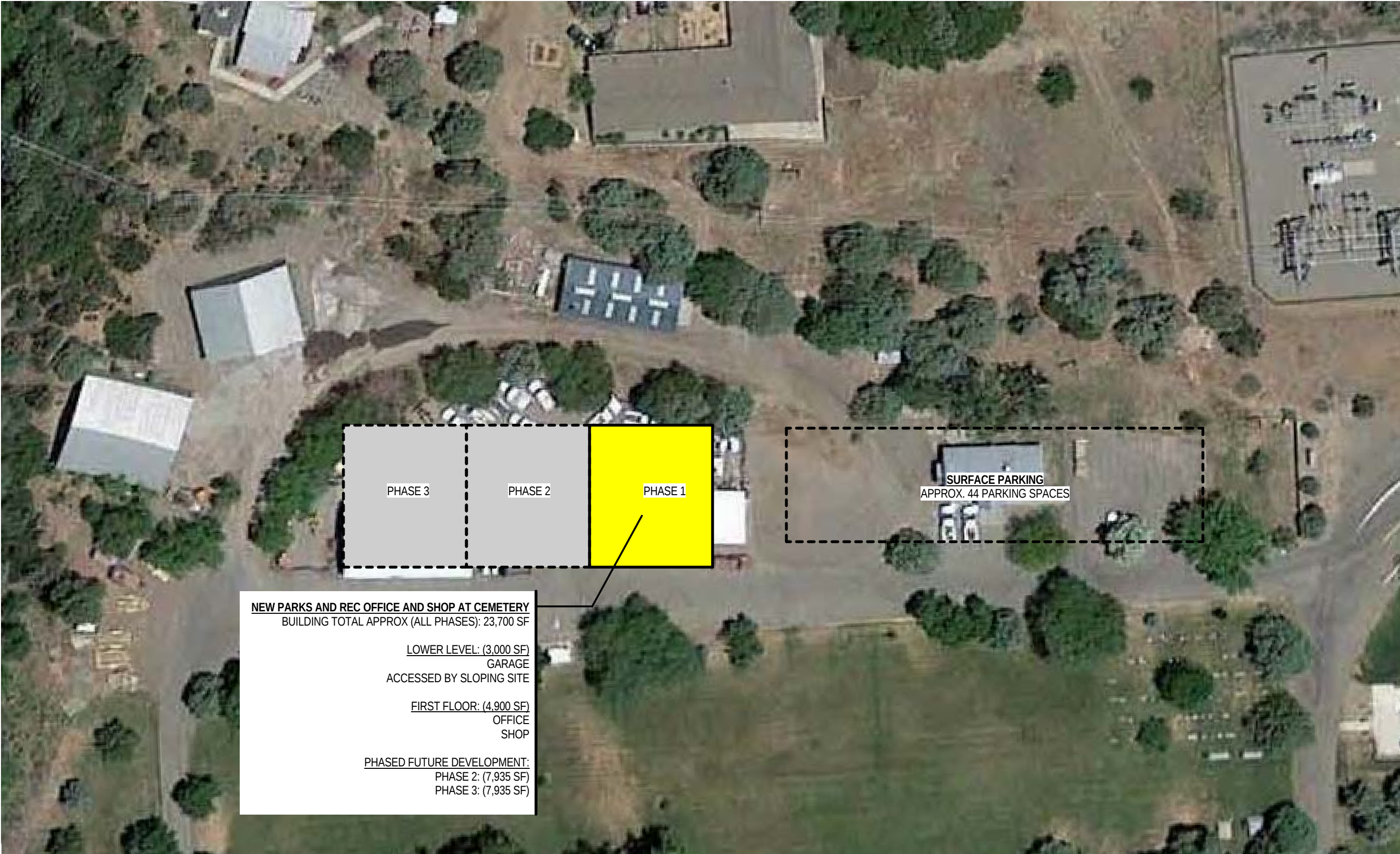
BELOW GRADE: (26,250 SF)
APPROX 73 PARKING SPACES

FIRST FLOOR: (26,250 SF)
COUNCIL CHAMBERS
ADMINISTRATION
ADMINISTRATION SERVICES
FINANCE
TRAINING / MEETING FACILITIES

RENOVATED CITY BUILDING
BUILDING TOTAL APPROX: 14,553 SF

FIRST FLOOR: (13,085 SF)
COMMUNITY DEVELOPMENT

SECOND FLOOR: (1,468 SF)
COMMUNITY DEVELOPMENT



NEW PARKS AND REC OFFICE AND SHOP AT CEMETERY
BUILDING TOTAL APPROX (ALL PHASES): 23,700 SF

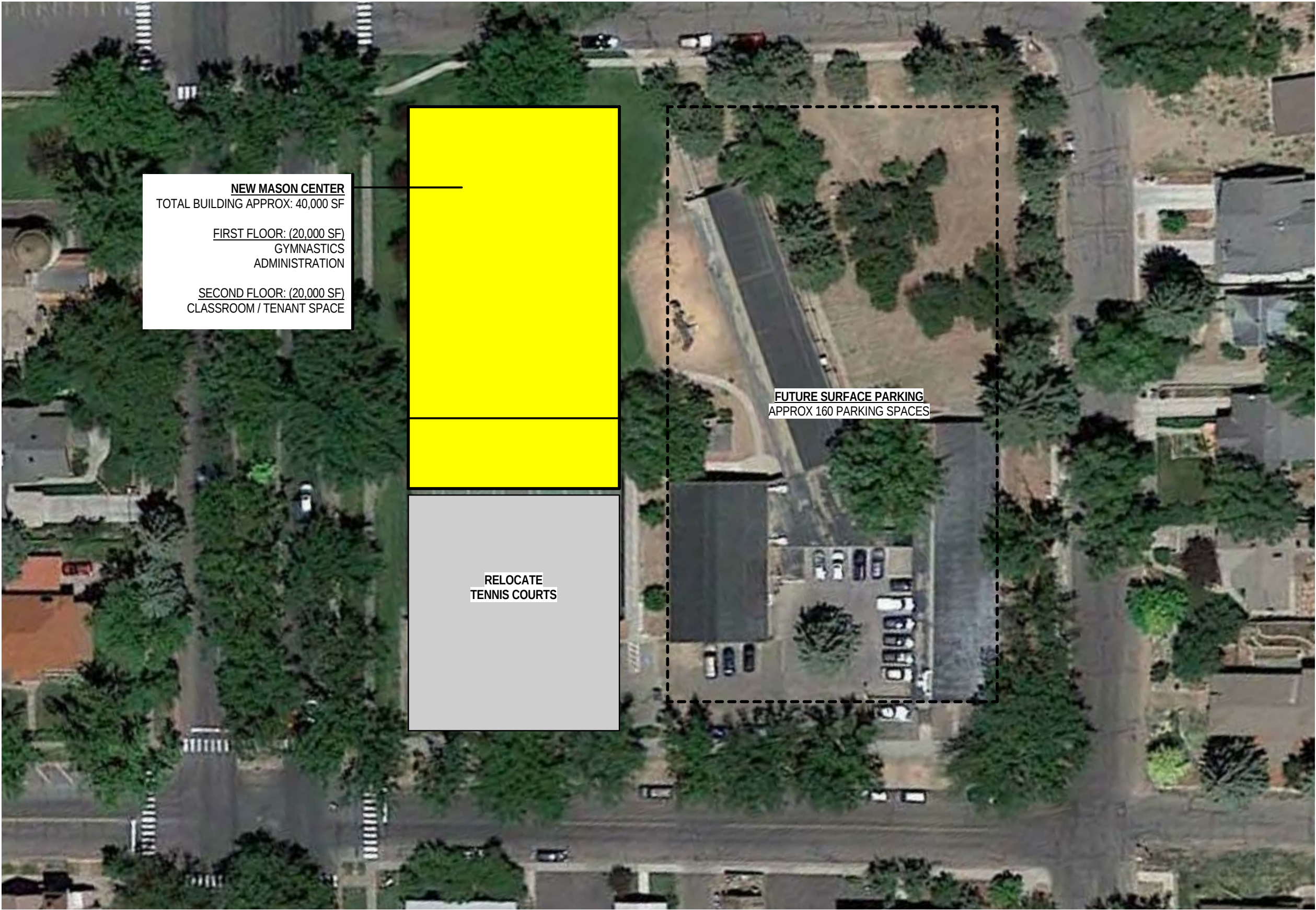
LOWER LEVEL: (3,000 SF)
GARAGE
ACCESSED BY SLOPING SITE

FIRST FLOOR: (4,900 SF)
OFFICE
SHOP

PHASED FUTURE DEVELOPMENT:
PHASE 2: (7,935 SF)
PHASE 3: (7,935 SF)

SURFACE PARKING
APPROX. 44 PARKING SPACES

BLYTHE GROUP co. Architecture Interior Design Project Management 622 Flood Avenue Grand Junction, CO 81501 office: 970.242.1058 www.theblythegroup.com	CITY OF DURANGO FACILITIES MASTER PLAN		
	OPTION 3 - NEW CEMETERY SHOP		
	Project number	1516	3-2
	Date	07/14/15	
Scale	1" = 50'-0"		



NEW MASON CENTER
TOTAL BUILDING APPROX: 40,000 SF

FIRST FLOOR: (20,000 SF)
GYMNASTICS
ADMINISTRATION

SECOND FLOOR: (20,000 SF)
CLASSROOM / TENANT SPACE

RELOCATE
TENNIS COURTS

FUTURE SURFACE PARKING
APPROX 160 PARKING SPACES



RENOVATED CARNEGIE BUILDING (15,353 SF)

LOWER LEVEL:
IT/ GIS

UPPER LEVEL:
RECORDS MANAGEMENT
TRAINING CENTER
TEMPORARY CITY SPACE



PARKING SUMMARY BY OPTION

Building	Approximate Total Parking Required	Existing Parking	Approximate Parking: Option 1	Approximate Parking: Option 1A	Approximate Parking: Option 2	Approximate Parking: Option 3
City Hall	691	31	73	73	73	73
City Parking Structure		N/A	160	248	N/A	N/A
City Building		22	N/A	N/A	40	0
Parks and Rec: Cemetery		13	44	44	44	44
Parks and Rec: Mason		31	117	117	130	160
Carnegie Building		13	13	13	13	13
Police Building		0	250	250	250	250
Totals	691	110	657	745	550	540

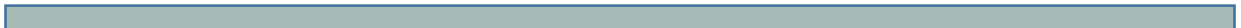
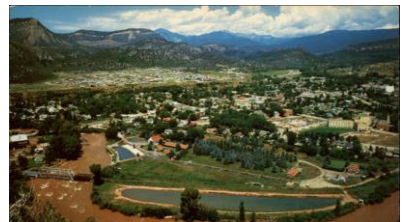
Notes:

1. Total parking required is derived from City of Durango parking requirements per square foot, not per numbers of staff.
2. Total parking required excludes required parking for the City Operations Building as this site is remotely located and has adequate parking for its current size.
3. Police building parking is estimated based building size. Specific parking information for this building will not be known until a specific site is known.
4. Existing parking numbers count only off-street parking.
5. Existing parking for "City Building" is for spaces at River City Hall.
6. Parking shown for Mason Center is based upon parking that could be created within the options shown. The actual number of required parking spaces will most likely be lower based upon a parking study. This parking study is not included in this scope of work.



Section 6

Building Assessments





BUILDING ASSESSMENT

Blythe Group + co. was retained by the City of Durango in the Spring of 2015 to conduct an assessment of seven of the City's buildings in order to determine at a high level the overall condition of each facility. The facilities reviewed as part of this report include:

- City Hall
- River City Hall
- Carnegie Building
- Police Department
- City Operations Building
- Parks and Recreation: Cemetery Offices and Shops
- Parks and Recreation: Mason Center

Each facility was toured by our team and assessed in the following categories:

- General Information
- Foundation
- Exterior Finishes
- Exterior Wood Structural Elements
- Wood Siding
- Windows and Doors
- Roofing
- Metal and Other Exterior Components
- Interior Walls, Floors and Ceilings
- Other Interior Features

Each category is assigned a rating of 'Good', 'Fair' or 'Poor' based upon the results of the assessment. These scores are then averaged to produce an overall rating for the building. Each category includes notes defining in general terms what we discovered for each element of the building. This section includes the assessment worksheets for each of the buildings included in the study.

City of Durango Structure Condition Assessment

Structure	City Hall	Date of Assessment	May 27, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (SF)	11,273

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	City Hall was erected in 1963 and added on to and renovated in 1997. The exterior walls appear to be constructed of a combination of double wythe brick for a portion of the building and concrete masonry units with brick veneer for the larger portion. The roof structure is primarily concrete slab supported by steel bar joists with EPDM covering. The building is ADA Accessible and has ADA compliant restrooms. The drinking fountain does not meet ADA requirements. The structure is considered to be in good condition overall with some isolated features in fair to poor condition. The building construction is considered to be a Type II-B in the 2012 International Building Code.	X		
<u>FOUNDATION</u> Type Condition	The foundations are reported to be concrete grade beams on pilings. The portions of the grade beams located above grade were in good condition. The west side of the building at the parking lot has an elevated concrete walkway supported by a rubble stone retaining wall. The rubble stone wall is in fair condition.		X	
<u>STONE/BRICK</u> Type Describe features including walls & chimneys. Describe any deficiencies i.e. cracks, loose or missing mortar, spalling, efflorescence, evidence of frost heave.	The exterior wall surfaces are a combination of brick veneer and stucco. The brick veneer most of the exterior. The stucco is applied to fascia and soffits of the multi-barreled vaulted roof area found over the center portion of the building. The brick veneer is in good condition with some small areas that need repair. The exposed stucco is in poor condition spalling, peeling and missing in a few places.		X	
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u>	None.			
<u>WOOD SIDING</u>	None.			
<u>WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	All exterior windows and doors are all anodized aluminum storefront type and are in good condition. The hardware is in good working order and the weather seals are in fair to good condition. The lower portion windows have operable vents. The main entrance glazing is fixed storefront.	X		
<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The roof covering is EPDM and the material itself in in fair condition. There are a considerable amount of low spots in the roof that pond water. There are also a minimal number of internal roof drains with the largest volume of water sloped to drain over the edge of the roof. There is no fixed ladder for roof access to service the roof or mechanical equipment located on it requiring the use of a portable extension ladder.		X	

Identification	Comments	Good	Fair	Poor
<u>METAL & OTHER EXTERIOR COMPONENTS</u> Describe any other exterior components, including metal siding and roofing, hardware, etc. Describe any deficiencies i.e. missing or broken metal parts, rusted or corroded material, etc.	The roof caps and metal flashing are in good condition with minimal visible rusting and/or corrosion. All exterior metal surfaces painted surfaces are in good condition. The west side exterior steel landings, stairs, and handrails that lead to the elevated walkway are in good condition. The metal guardrail along the west edge of the elevated walkway is in fair to good condition as well as the handrail and guardrail that extends to the lower parking lot.	X		
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, lighting, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	The interior painted and/or stained surfaces are in good condition. The vinyl wall coverings are in fair to good condition and are peeling away from the subsurface in some locations. The floor coverings are in fair to good condition throughout. The suspended acoustical ceiling panels are in fair to good condition with water stains visible in several locations.		X	
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	All casework, bathroom countertops, and plumbing appear to be in good condition. Interior doors and door hardware are in good working condition.	X		

Definitions of the terms used in the condition assessment to describe average or overall conditions include the following: **Good** –no remedial work is recommended; **Fair** – system is aging and/or minor remedial work is recommended; and **Poor** – replacement or major remedial work is recommended

City of Durango Structure Condition Assessment

Structure	River City Hall	Date of Assessment	May 28, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (S.F.)	12,250

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	The River City Hall was first constructed in 1950 and was added on to in 1984. It underwent a complete renovation and addition in 1994. The single story building is constructed of masonry walls with steel bar joist and/or steel I-beams supporting the roof construction. It currently houses a rural Fire District and City Offices. The overall condition of the structure is fair to good. The building is ADA Accessible and has ADA compliant toilet rooms for male and female usage.		X	
<u>FOUNDATION</u> Type Condition	The visible sections of the foundation indicate a poured in place concrete stem wall over an unknown support system. The visible sections of foundation walls are in good shape.	X		
<u>STONE/BRICK</u> Type Describe features including walls & chimneys. Describe any deficiencies i.e. cracks, loose or missing mortar, spalling, efflorescence, evidence of frost heave.	The exterior walls are painted concrete masonry units and/or slump block veneer over concrete masonry units. They are in fair to good condition. Some stucco coated panels are found on the east side of the building. The inside surface of the concrete masonry units of the roof parapet walls has some efflorescence showing.	X		
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u> Describe any wood structural elements i.e. posts, beams, rafters, purlins & other roof structure.	The only structural wood elements found on the exterior are located at the front entry canopy. The structural components of the canopy are in good condition.	X		
<u>WOOD SIDING</u> Type: board and batten, horizontal lap, log, include width of components. Include evidence of rot, warping, condition of coatings.	The south portion of the city offices has exterior wooden fascia and trim which is in fair condition. There is an infill panel on the east side of the building that is covered on the exterior side with a painted vertical grooved siding. The overall condition of exposed wood on the exterior of the building is Fair.		X	
<u>WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	The windows are bronze anodized aluminum storefront and double lite units with lower operable vents and some are horizontal sliders. All of the windows are in fair to good condition. The front entry is bronze anodized aluminum storefront glass wall with a single leaf door. Other exterior exit doors are painted hollow metal in hollow metal frames. The door hardware is also in fair to good condition.		X	

Identification of Component	Comments	Good	Fair	Poor
<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The roof structure is covered with an EPDM material and is in varying degrees of condition ranging from poor to fair. The roof is sloped so that the greatest portion drains over the edge on the west side. The EPDM has been patched in numerous locations and has shrunk and is pulling away from the outside edges next to the parapets. Most of the older patches are losing their bond and are peeling off.			X
<u>METAL & OTHER EXTERIOR COMPONENTS</u> Describe any other exterior components, including metal siding and roofing, hardware, etc. Describe any deficiencies i.e. missing or broken metal parts, rusted or corroded material, etc.	The metal flashing, roof edging, and parapet caps are all in fair condition. Some rust was noted in isolated sections.		X	
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, lighting, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	The floor coverings, suspended acoustical ceilings, wall finishes, and doors and hardware are in good condition in the city offices portions of the building. They are in fair to poor condition in the rooms and areas occupied by the Fire Department.		X	
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	Counters, cabinets, plumbing fixtures, and other fixtures and mill work in the offices portion are in good condition. They are in fair to poor condition in the rooms and areas occupied by the Fire Department.		X	

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City of Durango Structure Condition Assessment

Structure	Carnegie Building	Date of Assessment	May 27, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (SF)	15,353

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	Carnegie has been added on to three separate times since the original portion was built in 1907. The primary construction type is Type III-B which is a mixture of combustible and non-combustible construction. The most recent addition was constructed to make the building accessible adding an elevator and accessible toilet facilities. The overall condition of the building is generally considered to be fair.		X	
<u>FOUNDATION</u> Type Condition	The original foundation appears to be rubble stone and is in fair condition. The subsequent additions have concrete stem walls on spread footings that appear to be in good to fair condition.		X	
<u>STONE/BRICK</u> Type Describe features including walls & chimneys. Describe any deficiencies i.e. cracks, loose or missing mortar, spalling, efflorescence, evidence of frost heave.	The exterior walls are a combination of brick veneer and/or stucco. On the latest additions exterior brick veneer and stucco are in good condition. The other original and older additions are in fair condition. The stucco on the original and first addition has numerous places where the finish coating is cracking and spalling.		X	
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u> Describe any wood structural elements i.e. posts, beams, rafters, purlins & other roof structure.	The only exterior wood observed was the soffit and decorative purlins found on the original structure.		X	
<u>WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	There are various types of windows ranging from wooden double hung, to aluminum awning to double glazed storefront. Doors are storefront and hollow metal. The condition of both doors and windows range from good to poor. The windows and doors that are in good condition are located on the most recent addition and the windows in poor condition are located on the second addition. The older additions are mostly single pane with several having broken or cracked glass panes.		X	
<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The original construction has a built up roof that is in poor condition. The later additions all have EPDM roofing material in fair condition.		X	

Identification	Comments	Good	Fair	Poor
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, lighting, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	Interior wall finishes range from poor to good condition. Floor coverings range from poor to good condition. Floor tile in areas of the lower level are cracked, broken and/or missing altogether. Carpeting in some areas is thread bare and is coming up. In other areas the carpeting is in fair to good condition. Suspended acoustical ceiling tiles in the older portions of the building are in poor condition with water stains, rusted metal grid, and broken or missing tiles. Hard ceilings range from fair to good condition.		X	
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	Except for the newest addition in which the millwork and plumbing fixtures are in good shape, the general condition of other interior features range from poor to fair.		X	

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City of Durango Structure Condition Assessment

Structure	Police Department	Date of Assessment	May 27, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (SF)	14,553

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	The Police Department building is a renovated structure completed and occupied in 1985. It is constructed of brick and or block exterior walls and parapets primarily coated with a stucco type finish. The stucco coating is deteriorated and in poor condition along the bottom edge of the structures north side. The remainder of the coated walls appears to be in fair condition. The building is wheel chair accessible but lacks fully accessible compliant public toilet facilities. The second floor does not provide access to the physically challenged. The property storage room contains a wood framed storage mezzanine. It appears to be well constructed and is in fair to good condition. The room is not protected by an automatic fire sprinkler system. Because the structural frame of the building is constructed of masonry exterior walls and bar joist roof supports, the 2012 IBC building type is considered to be Type II B and the PD occupancy gives it a Group B classification according to the IBC.		X	
<u>FOUNDATION</u> Type Condition	The older portion of the structure on the east side has a stone foundation. The remainder of the structure has a concrete foundation wall. The type of supporting footer could not be visually verified. The portions of the foundation that could be visually verified were in fair to good condition.		X	
<u>STUCCO FINISH</u>	The entire building's exterior walls are covered with a stucco type coating of approximately 3/8 to 1/2 inch thickness. The overall condition of the coating is fair to good with several small isolated areas that are in disrepair and therefore are in poor condition. One of those areas is near the gas meter located on the south east corner where there is a crack that runs horizontally along the south wall and appears to be caused by moisture infiltration and possibly some settlement.	X		
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u>	N/A			
<u>WOOD SIDING</u>	N/A			
<u>WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	The windows are a combination of bronze anodized aluminum thermal double pane type sliders, single hung and fixed units. The main entrance located on the north side of the building is a bronze anodized storefront door with fixed pane side lights. The other exterior doors are hollow metal with keypad locksets and are self-closing. All of the doors, windows and their hardware appear to be in good working condition.	X		

<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The oldest portion of the roof is located in the northwest quadrant and is a built up installation that is in fair to poor condition. The rest of the structure is covered with a single ply membrane EPDM system that is in fair to good condition although it appears to have been patched in several locations.		X	
<u>METAL & OTHER EXTERIOR COMPONENTS</u> Describe any other exterior components, including metal siding and roofing, hardware, etc. Describe any deficiencies i.e. missing or broken metal parts, rusted or corroded material, etc.	About half of the top of wall flashing and caps located on the roof are rusty and/or corroded and are in fair to poor condition. The gutters and downspouts on the alley side of the building are in fair condition. The metal fascia cap on the east side is in fair condition.		X	
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, lighting, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	Interior wall coverings and painted surfaces are in fair to good condition. Floor coverings include carpet, ceramic tile, painted concrete, and quarry tile. All of the floor finishes appear to be in fair to good condition except for the locker rooms where the finishes are in fair to poor condition. Wooden window sills and other wood trim are in good condition.		X	
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	The millwork observed was in fair to good condition including counter tops, base and upper cabinets, and trim work.		X	

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City of Durango Structure Condition Assessment

Structure	Service Center	Date of Assessment	May 27, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (SF)	51,567

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	The original portion of the Service Center was constructed in 1979 of tilt-up concrete panels. Later equipment storage, vehicle service bays, and warehouse portions were added on in 1986, 1993, 1996 and 2006. These areas are constructed of a combination of concrete tilt-up panels and 8" or 12" split and smooth faced concrete masonry units. The roof structures are a combination of steel bar joists and steel beams. The structure is protected by an automatic fire sprinkler system. It is considered to be of a Type II-B construction type by the 2012 IBC. The overall condition of the building is Good.	X		
<u>FOUNDATION</u> Type Condition	Foundations are reported to be system comprised of concrete grade beams over driven piles. For this assessment are, since they are not able to be viewed with the naked eye, considered to be in good condition.	X		
<u>STONE/BRICK</u>	None.			
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u>	None			
<u>WOOD SIDING/TRIM</u> Type: board and batten, horizontal lap, log, include width of components. Include evidence of rot, warping, condition of coatings.	The only exterior wood used in the construction is found on the original building and is used as a decorative mansard. The wood siding, soffit and trim are in fair condition.		X	
<u>WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	The windows are bronze anodized aluminum with two glazed panels, the lower panel an operable vent. All the glazing and frames are in good shape. Exterior man doors are hollow metal in hollow metal frames. The doors and their hardware are all in good condition>	X		
<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The roofing material is adhered EPDM and is in good condition.	X		

Identification of Component	Comments	Good	Fair	Poor
<u>METAL & OTHER EXTERIOR COMPONENTS</u> Describe any other exterior components, including metal siding and roofing, hardware, etc. Describe any deficiencies i.e. missing or broken metal parts, rusted or corroded material, etc.	The metal flashing and roof parapet caps are in good condition. Gutters and down spouts are also in good condition. There are several awnings supported by tube steel posts that are in good condition.	X		
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, lighting, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	All interior wall finishes, ceiling tiles, floor tile, and carpeting are in fair to good condition. Doors in the office areas are stained wood in hollow metal frames with sidelights and are in good condition.		X	
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	All counters, countertops, plumbing fixtures, and wood trim are in good condition.	X		

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City of Durango Structure Condition Assessment

Structure	Cemetery Shops Office Building	Date of Assessment	May 28, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (SF)	1152

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	The cemetery office building was constructed in 1991. It is a wood framed structure on a concrete foundation. It has been made wheelchair accessible via a concrete ramp to the main entrance. It has Masonite type lap siding, thermal pane aluminum windows, and a pitched roof withstanding seam metal panels. The overall condition of the building is fair to good. The north end door exterior concrete landing needs an intermediate step and handrail added to meet current code requirements.	X		
<u>FOUNDATION</u> Type Condition	The foundation is a poured in place concrete stem wall and footer system. It is in good condition.	X		
<u>STONE/BRICK</u>	None.			
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u> Describe any wood structural elements i.e. posts, beams, rafters, purlins & other roof structure.	Covered porch support posts are in good condition.	X		
<u>WOOD SIDING</u> Type: board and batten, horizontal lap, log, include width of components. Include evidence of rot, warping, condition of coatings.	The siding is a Masonite horizontal lap type. Some of the bottom wood trim pieces on the west side of the building have been damaged and are in fair to poor condition. The exterior paint is in fair to poor condition. Some of the wooden corner trim is delaminating and is in poor condition.		X	
<u>WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	The two exterior exit doors are metal clad wood. The windows are bronze anodized aluminum single hung except for the bathroom window which are horizontal sliders. The doors and windows are in good condition.	X		
<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The roof is covered with standing seam metal panels. All of the roof panels, flashing, and coping is in good condition.	X		

Identification	Comments	Good	Fair	Poor
<u>METAL & OTHER EXTERIOR COMPONENTS</u> Describe any other exterior components, including metal siding and roofing, hardware, etc. Describe any deficiencies i.e. missing or broken metal parts, rusted or corroded material, etc.	The exterior metal flashing and foundation vents are in fair to good condition. The metal roofing is in good condition.	X		
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, lighting, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	Interior walls have normal wear and tear and are in fair condition. The vinyl sheet flooring in the hall is in fair to poor condition. At the door entering the women's locker room the vinyl sheet flooring is torn and a large piece is missing. The ceramic tile flooring in the break/conference room is in good condition.		X	
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	The casework and employee lockers are in good condition. The plumbing fixtures are in good condition.	X		

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City of Durango Structure Condition Assessment

Structure	Mason Center	Date of Assessment	May 27, 2015
Performed By	Roy "Andy" Anderson	Bldg. Area (SF)	17,866

Identification of Component	Comments	Good	Fair	Poor
<u>GENERAL INFORMATION</u>	The only portions of the Mason Center that are currently occupied are the gym and some office space. The greater portion of the building has been vacated. Built in 1955, the overall building is in poor condition including the site improvements i.e. sidewalks, asphalt parking and landscape material. Large portions of the building are not wheelchair accessible. Interior and exterior stairs, landings and handrails do not meet construction requirements of current codes.			X
<u>FOUNDATION</u> Type Condition	The foundation that is visible appears to be poured in place concrete stem walls. It could not be determined if there was any type of support foundation underneath the stem walls. The foundation system that was visible appeared to be in fair to poor condition.		X	
<u>STONE/BRICK</u> Type Describe features including walls & chimneys. Describe any deficiencies i.e. cracks, loose or missing mortar, spalling, efflorescence, evidence of frost heave.	The gymnasium has a structural steel frame with brick exterior walls. The brick is in fair to poor condition. The two classroom wings also have a structural steel frame with wood stud exterior walls. Portions of the classroom exterior walls have a brick veneer and the rest have a pressed fiber board type vertical grooved panel siding. The brick veneer is in poor condition with missing bricks, missing mortar, and weather deterioration.			X
<u>EXTERIOR WOOD STRUCTURAL ELEMENTS</u>	The wooden ramp on the north end of the center classroom wing is in poor condition and does not meet current accessibility requirements.			X
<u>WOOD SIDING</u> Type: board and batten, horizontal lap, log, include width of components. Include evidence of rot, warping, condition of coatings.	All exterior exposed wood siding and trim is in poor condition. There is rotting, warping, and overall deterioration of the exterior coverings and trim. All of the painted surfaces are in poor condition.			X
<u>EXTERIOR WINDOWS AND DOORS</u> Style and materials of doors & windows i.e. metal, casement, double hung, fixed, number of panes.	The majority of the windows are original steel frame, single pane type awnings. They are in poor condition with missing putty and peeling paint. There are a few windows that are fixed single pane glazing in wood frames which are also in poor condition. A few of the exterior doors have been replaced with aluminum storefront and re in fair to good condition. All of the exterior wood doors are in poor condition and are in varying stages of deterioration.			X

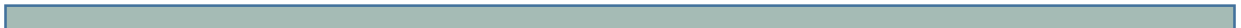
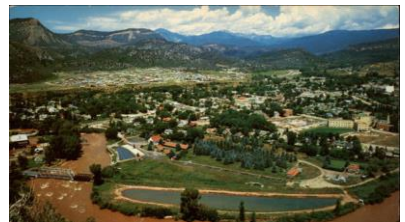
Identification	Comments	Good	Fair	Poor
<u>ROOFING</u> Type. Describe roofing material. Describe any deficiencies i.e. evidence of curling or splitting shingles, chafing, etc.	The roofing material used on the gymnasium's pitched roof is asphalt shingles and appears to be in fair condition. The classroom roofs are covered with a rubberized type adhered rolled roofing and appears to be in fair to poor condition. The clerestory windows in the classroom wings have been covered over with a standing seam metal roofing material that appears to be in fair condition.			X
<u>METAL & OTHER EXTERIOR COMPONENTS</u> Describe any other exterior components, including metal siding and roofing, hardware, etc. Describe any deficiencies i.e. missing or broken metal parts, rusted or corroded material, etc.	The south side exit landing's metal frame is badly rusted and is in poor condition. The stairs are open grate type and do not meet current code construction requirements. Metal roof fascia is in poor condition with peeling paint and some rust and corrosion evident. Some of the metal flashings is missing or deteriorating.			X
<u>INTERIOR WALLS, FLOORS & CEILINGS</u> Describe floor coverings, ceilings, trim, & wall type and finish. Describe any deficiencies i.e. signs of moisture damage, condition of coatings, cracks, etc.	The interior walls and ceilings in the main lobby are in fair to good condition. The walls and ceilings in the classroom wings are in poor condition. The ceiling tiles in the classrooms are losing their adherence to the gypsum board backing and are falling off in large areas. Floor coverings range from poor to fair condition. Floor coverings in the occupied spaces are in fair condition, but are in poor condition in the unoccupied classroom wings.			X
<u>OTHER INTERIOR FEATURES</u> Type and condition of other interior features i.e. cabinets, counters, plumbing and other fixtures, etc.	The fixtures found in the classroom wings are in poor condition. Plumbing fixtures in the classroom wings are in poor condition. The main lobby public restrooms are in fair to good condition.			X

Definitions of the terms used in the condition assessment to describe average or overall conditions include the following: **Good** –no remedial work is recommended; **Fair** – system is aging and/or minor remedial work is recommended; and **Poor** – replacement or major remedial work is recommended



Section 7

Opinions of Probable Cost





OPINIONS OF PROBABLE COST

Blythe Group teamed with Parametrix, Inc. to produce estimates of probable project costs for each of the masterplan options. The following pages include these estimates organized by option.

As this master facility plan effort is looking out ten years, it becomes difficult to develop accurate cost models. Because of this, certain assumptions are applied to the cost estimates. These include:

- A 25% allowance for soft costs: this helps our estimate reflect estimated total project costs, not just construction costs. Soft costs on a project include things like permit fees, furniture, fixtures, equipment, design fees, etc.
- Timeline: We have made some assumptions for the overall schedule of each master plan option. It is likely these will adjust as any of these options move forward. As such, we recommend revising the cost model(s) to reflect projects as they happen or as the timeline is changed.
- Delivery method: We have assumed all of these construction projects would utilize a traditional design/ bid/ build approach. If the delivery method is changed, we recommend revisiting the cost model(s).
- Land cost: It is difficult to determine the cost of land in one area at one time, let alone different areas of town over the next ten years. As such, where needed, an allowance of \$35 - \$40 per square foot has been included for potential land costs for these master plan options. These do not reflect any value for traded property or sale of property currently owned by the City.

CITY OF DURANGO MASTER FACILITY PLAN OPTION 1

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK A				
2017 - 2019: New Police Department Building Constructed on New Unknown Site (2 Story):				
Site Improvements (5 Acre Site)	217,800	SF	8.00	\$1,742,000
Level 1	24,000	SF	365.00	\$8,760,000
Level 2	24,000	SF	365.00	\$8,760,000
	48,000	SF	401.00	\$19,262,000
 2019: Relocate Police Department / 3 Springs Substation to New Building:				
				Relocation Costs Not Included
 2019: Temporary Relocation - Major / Minor Renovation of:				
Existing Police Department Building (2 Story)	14,553	SF	105.00	\$1,528,000
Existing Carnegie Building (2 Story)	15,353	SF	85.00	\$1,305,000
Existing 3 Springs Building	5,138	SF	85.00	\$437,000
	35,044	SF	93.00	\$3,270,000
 2019: Existing City Hall - Temporarily Relocate to Existing Police Building:				
				Relocation Costs Not Included
 2019: Demolish Existing City Hall:				
	11,272	SF	18.00	\$203,000
 2019 - 2021: New City Hall at Current City Hall Site (4 Story):				
Site Improvements (Minimal)	5,000	SF	10.00	\$50,000
Lower Level: Parking Off of Alley (Below Grade)	26,250	SF	160.00	\$4,200,000
1st Floor: Council Chambers, Admin, Admin Services, Finance	26,250	SF	415.00	\$10,894,000
2nd Floor: IT / GIS, Records Management, Community Development	26,250	SF	400.00	\$10,500,000
3rd Floor: Training / Conference Center	13,000	SF	400.00	\$5,200,000
	91,750	SF	336.00	\$30,844,000



CITY OF DURANGO MASTER FACILITY PLAN OPTION 1

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK A (Continued)				
2021: Sell River City Hall:				Costs Not Included
2021: Demolish Existing Police Building (2 Story):	14,553	SF	20.00	\$291,000
2021 - 2023: New Parking Structure at Existing Police Building (4 Story): 160 Spaces (1 Level Below Grade / 2 Levels Above Grade / Level 4 [Open Roof])	57,600	SF	75.00	\$4,320,000
2023 - 2025: Renovate Carnegie Building (2 Story): (Art Center, Business, Museum, TI)	15,353	SF	480.00	\$7,369,000
TOTAL (Track A)				\$65,559,000

TRACK A - OPTION 1A

2021 - 2023: New Parking Structure at Parcels 1045, 1051, 1061, 1075 (5 Story): 248 Spaces (1 Level Below Grade / 3 Levels Above Grade / Level 5 [Open Roof]):				
5 Story Parking Structure - 248 Spaces	90,000	SF	80.00	\$7,200,000
(Credit) 4 Story Parking Structure - 160 Spaces	(57,600)	SF	(75.00)	(\$4,320,000)
(Credit) Demolish Existing Police Building	14,553	SF	(20.00)	(\$291,000)
Land Cost (Could be Traded in Lieu of Land Cost)	110,000	SF	40.00	\$4,400,000
			ADD	\$6,989,000



CITY OF DURANGO MASTER FACILITY PLAN OPTION 1

Conceptual Project Cost Estimate
August 24, 2015

<u>SECTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>COST</u>
TRACK A (Continued)				
SUB-TOTAL (Construction Track A)				\$65,559,000
CONTRACTOR MARK-UP			Included in Unit Costs	
SUB-TOTAL (Construction Track A)				\$65,559,000
INFLATION TO MIDPOINT OF CONSTRUCTION			Included in Unit Costs	
TOTAL (Construction Track A)				\$65,559,000
SOFT COSTS / PROJECT COSTS	25.0%			\$16,390,000
TOTAL (Project Track A)				\$81,949,000

NOTES: Costs are Based on a Traditional Open Competitive Bid Basis.
 Costs Include Contractor Mark-up.
 Soft Costs / Land Costs Are Included.
 Relocation / Resale Costs Are NOT Included.
 Inflation is Included in the Unit Costs at 5.0% per Year Compounded.



CITY OF DURANGO MASTER FACILITY PLAN OPTION 1

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK B				
2016: Gymnastics Program Moves to Minor Renovation of Unknown Temporary Facility:	25,000	SF	55.00	\$1,375,000
2016: Parks & Recreation Staff at Cemetery Move to Minor Renovation of Unknown Temporary Facility: (May Not Be Required if Facilities Remain)	24,750	SF	52.00	\$1,287,000
2016 - 2018: Demolition & Construct New Cemetery Office & Maint / Storage Buildings (2 Story):				
Site Improvements (Reconfigure Site / Parking)	26,500	SF	12.00	\$318,000
Lower Level	9,000	SF	140.00	\$1,260,000
1st Level (On Grade)	15,750	SF	220.00	\$3,465,000
	24,750	SF	204.00	\$5,043,000
2017: Demolish Existing Mason Center:	17,866	SF	17.00	\$304,000
2017-2018: New Mason Center Building Constructed at Current Mason Center Site (2 Story):				
Site Improvements (Reconfigure Site / Parking)	60,725	SF	12.00	\$729,000
1st Floor - Gymnastics & Administration	20,000	SF	300.00	\$6,000,000
2nd Floor - Classrooms / Tenant Spaces	20,000	SF	300.00	\$6,000,000
	40,000	SF	318.00	\$12,729,000
2019: Gymnastics Program & Classroom Tenants Move to New Facility:				
				Relocation Costs Not Included



CITY OF DURANGO MASTER FACILITY PLAN OPTION 1

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK B (Continued)				
SUB-TOTAL (Construction Track B)				\$20,738,000
CONTRACTOR MARK-UP			Included in Unit Costs	
SUB-TOTAL (Construction Track B)				\$20,738,000
INFLATION TO MIDPOINT OF CONSTRUCTION			Included in Unit Costs	
TOTAL (Construction Track B)				\$20,738,000
SOFT COSTS / PROJECT COSTS	25.0%			\$5,185,000
LAND COSTS	217,800	SF	40.00	\$8,712,000
TOTAL (Project Track B)				\$34,635,000
TOTAL (Project Track A & Track B)				\$116,584,000

NOTES: Costs are Based on a Traditional Open Competitive Bid Basis.
 Costs Include Contractor Mark-up.
 Soft Costs / Land Costs Are Included.
 Relocation / Resale Costs Are NOT Included.
 Inflation is Included in the Unit Costs at 5.0% per Year Compounded.



CITY OF DURANGO MASTER FACILITY PLAN OPTION 2

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK A				
2017 - 2019: New Police Department Building Constructed on New Unknown Site (2 Story):				
Site Improvements (5 Acre Site)	217,800	SF	8.00	\$1,742,000
Level 1	24,000	SF	365.00	\$8,760,000
Level 2	24,000	SF	365.00	\$8,760,000
	48,000	SF	401.00	\$19,262,000
 2019: Relocate Police Department / 3 Springs Substation to New Building:				
				Relocation Costs Not Included
 2019: Demolish Existing Police Building (2 Story):				
	14,553	SF	18.00	\$262,000
 2019 - 2021: New City Building at 990 East 2nd Ave at Current Police Building Site (2 Story):				
Site Improvements (Minimal)	5,000	SF	10.00	\$50,000
Parking Below Grade	14,400	SF	160.00	\$2,304,000
Community Development, Training, Meeting Center	14,400	SF	415.00	\$5,976,000
	28,800	SF	289.00	\$8,330,000
 2019: Temporary Relocation - Major / Minor Renovation of:				
Existing Carnegie Building (2 Story)	15,353	SF	105.00	\$1,612,000
	15,353	SF	105.00	\$1,612,000
 2020: Existing City Hall - Temporarily Relocate to Carnegie Building & New Mason Center Building:				
				Relocation Costs Not Included
 2020: Demolish Existing City Hall:				
	11,272	SF	19.00	\$214,000



CITY OF DURANGO MASTER FACILITY PLAN OPTION 2

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK A (Continued)				
2021 - 2023: New City Hall at Current City Hall Site (3 Levels):				
Site Improvements (Reconfigure Site / Parking)	15,000	SF	15.00	\$225,000
Lower Level: Parking Off of Alley (Below Grade)	26,250	SF	175.00	\$4,594,000
1st Floor: Council Chambers, Administration, Training / Conference Chambers	18,750	SF	460.00	\$8,625,000
2nd Floor: Admin Services, Finance, IT / GIS	18,750	SF	445.00	\$8,344,000
	63,750	SF	342.00	\$21,788,000
 2021: Sell River City Hall:				
				Costs Not Included
 2023 - 2025: Renovate Carnegie Building (2 Story):				
(Art Center, Business, Museum, TI)	15,353	SF	480.00	\$7,369,000
TOTAL (Track A)				\$58,837,000



CITY OF DURANGO MASTER FACILITY PLAN OPTION 2

Conceptual Project Cost Estimate
August 24, 2015

<u>SECTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>COST</u>
TRACK A (Continued)				
SUB-TOTAL (Construction Track A)				\$58,837,000
CONTRACTOR MARK-UP			Included in Unit Costs	
SUB-TOTAL (Construction Track A)				\$58,837,000
INFLATION TO MIDPOINT OF CONSTRUCTION			Included in Unit Costs	
TOTAL (Construction Track A)				\$58,837,000
SOFT COSTS / PROJECT COSTS	25.0%			\$14,709,000
TOTAL (Project Track A)				\$73,546,000

NOTES: Costs are Based on a Traditional Open Competitive Bid Basis.
 Costs Include Contractor Mark-up.
 Soft Costs / Land Costs Are Included.
 Relocation / Resale Costs Are NOT Included.
 Inflation is Included in the Unit Costs at 5.0% per Year Compounded.



CITY OF DURANGO MASTER FACILITY PLAN OPTION 2

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK B				
2016: Gymnastics Program Moves to Minor Renovation of Unknown Temporary Facility:	25,000	SF	55.00	\$1,375,000
2016: Demolish Existing Mason Center:	17,866	SF	16.00	\$286,000
2017: Parks & Recreation Staff at Cemetery Move to Minor Renovation of Unknown Temporary Facility: (May Not Be Required if Facilities Remain)	24,750	SF	55.00	\$1,361,000
2016 - 2019: New Mason Center Building Constructed at Current Mason Center Site (2 Story):				
Site Improvements (Reconfigure / Parking)	62,000	SF	11.00	\$682,000
1st Floor - Gymnastics & Administration	20,000	SF	315.00	\$6,300,000
2nd Floor - Classrooms / Tenant Spaces	20,000	SF	315.00	\$6,300,000
	40,000	SF	332.00	\$13,282,000
2017 - 2019: Demolition & Construct New Cemetery Office & Maint / Storage Buildings (2 Story):				
Site Improvements (Reconfigure / Parking)	26,500	SF	12.00	\$318,000
Lower Level - Garage	12,000	SF	145.00	\$1,740,000
1st Level - Office Shop	12,000	SF	235.00	\$2,820,000
	24,000	SF	203.00	\$4,878,000
2019: Gymnastics Program & City Hall (Temporarily) Move to New Facility:				
				Relocation Costs Not Included



CITY OF DURANGO MASTER FACILITY PLAN OPTION 2

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK B (Continued)				
SUB-TOTAL (Construction Track B)				\$21,182,000
CONTRACTOR MARK-UP			Included in Unit Costs	
SUB-TOTAL (Construction Track B)				\$21,182,000
INFLATION TO MIDPOINT OF CONSTRUCTION			Included in Unit Costs	
TOTAL (Construction Track B)				\$21,182,000
SOFT COSTS / PROJECT COSTS	25.0%			\$5,296,000
LAND COSTS	217,800	SF	40.00	\$8,712,000
TOTAL (Project Track B)				\$35,190,000
TOTAL (Project Track A & Track B)				\$108,736,000

NOTES: Costs are Based on a Traditional Open Competitive Bid Basis.
 Costs Include Contractor Mark-up.
 Soft Costs / Land Costs Are Included.
 Relocation / Resale Costs Are NOT Included.
 Inflation is Included in the Unit Costs at 5.0% per Year Compounded.



CITY OF DURANGO MASTER FACILITY PLAN OPTION 3

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK A				
2016 - 2017: Renovate Carnegie Building (2 Story): (IT / GIS, Records Management)	15,353	SF	350.00	\$5,374,000
2018: Existing City Hall - Temporarily Relocate to Carnegie Building & New Mason Center Building:				Relocation Costs Not Included
2018: Demolish Existing City Hall:	11,272	SF	17.00	\$192,000
2019 - 2022: New City Hall at Current City Hall Site (2 Story):				
Site Improvements (Minimal)	5,000	SF	11.00	\$55,000
Lower Level: Parking Off of Alley (Below Grade)	26,250	SF	170.00	\$4,463,000
1st Floor: Council Chambers, Administration, Administration Services, Finance	26,250	SF	435.00	\$11,419,000
	52,500	SF	304.00	\$15,937,000
2023 - 2025: New Police Department Building Constructed on New Unknown Site (2 Story):				
Site Improvements (5 Acre Site)	217,800	SF	11.00	\$2,396,000
Level 1	24,000	SF	490.00	\$11,760,000
Level 2	24,000	SF	490.00	\$11,760,000
	48,000	SF	540.00	\$25,916,000
2025: Relocate Police Department / 3 Springs Substation to New Building:				Relocation Costs Not Included
2025 - 2026: Renovate Existing Police Department to Community Development (2 Story): (Could be Demolished to Add Parking Structure)	14,553	SF	165.00	\$2,401,000



CITY OF DURANGO MASTER FACILITY PLAN OPTION 3

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK A (Continued)				
2026: Sell River City Hall				Costs Not Included
SUB-TOTAL (Construction Track A)				\$49,820,000
CONTRACTOR MARK-UP				Included in Unit Costs
SUB-TOTAL (Construction Track A)				\$49,820,000
INFLATION TO MIDPOINT OF CONSTRUCTION				Included in Unit Costs
TOTAL (Construction Track A)				\$49,820,000
SOFT COSTS / PROJECT COSTS	25.0%			\$12,455,000
TOTAL (Project Track A)				\$62,275,000

NOTES: Costs are Based on a Traditional Open Competitive Bid Basis.
 Costs Include Contractor Mark-up.
 Soft Costs / Land Costs Are Included.
 Relocation / Resale Costs Are NOT Included.
 Inflation is Included in the Unit Costs at 5.0% per Year Compounded.



CITY OF DURANGO MASTER FACILITY PLAN OPTION 3

Conceptual Project Cost Estimate
August 24, 2015

SECTION	QUANTITY	UNIT	UNIT COST	COST
TRACK B				
2016 - 2018: New Mason Center Building Constructed at Current Mason Center Site (2 Story):				
Site Improvements (Site / Tennis / Parking)	82,500	SF	12.00	\$990,000
1st Floor - Gymnastics & Administration	20,000	SF	300.00	\$6,000,000
2nd Floor - Classrooms / Tenant Spaces	20,000	SF	300.00	\$6,000,000
	40,000	SF	325.00	\$12,990,000
2018: Gymnastics Program & City Hall (Temporarily) Move to New Facility:				
				Relocation Costs Not Included
2018: Demolish Existing Mason Center:	17,866	SF	17.00	\$304,000
2018: Parks & Recreation Staff at Cemetery Move to Minor Renovation of Unknown Temporary Facility: (May Not Be Required if Facilities Remain)				
	23,700	SF	60.00	\$1,422,000
2018 - 2019: Demolition & Construct New Cemetery Office & Maint / Storage Buildings (2 Story):				
Site Improvements (Reconfigure Site / Parking)	26,500	SF	13.00	\$345,000
Lower Level - Garage (Construct Finish 2026)	3,000	SF	155.00	\$465,000
1st Level - Office Shop (Construct Finish 2026)	4,900	SF	245.00	\$1,201,000
1st Level - Phase 2 (Construction Finish 2026)	7,935	SF	245.00	\$1,944,000
1st Level - Phase 3 (Construction Finish 2027)	7,935	SF	255.00	\$2,023,000
	23,770	SF	251.00	\$5,978,000



CITY OF DURANGO MASTER FACILITY PLAN OPTION 3

Conceptual Project Cost Estimate
August 24, 2015

<u>SECTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>COST</u>
TRACK B (Continued)				
SUB-TOTAL (Construction Track B)				\$20,694,000
CONTRACTOR MARK-UP			Included in Unit Costs	
SUB-TOTAL (Construction Track B)				\$20,694,000
INFLATION TO MIDPOINT OF CONSTRUCTION			Included in Unit Costs	
TOTAL (Construction Track B)				\$20,694,000
SOFT COSTS / PROJECT COSTS	25.0%			\$5,174,000
LAND COSTS	217,800	SF	40.00	\$8,712,000
TOTAL (Project Track B)				\$34,580,000
TOTAL (Project Track A & Track B)				\$96,855,000

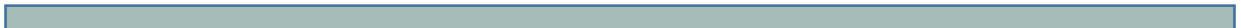
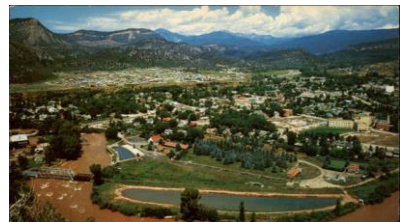
NOTES: Costs are Based on a Traditional Open Competitive Bid Basis.
 Costs Include Contractor Mark-up.
 Soft Costs / Land Costs Are Included.
 Relocation / Resale Costs Are NOT Included.
 Inflation is Included in the Unit Costs at 5.0% per Year Compounded.





Section 8

Appendices





Appendix A

The following pages include the interview forms used for the programming effort. These contain additional information regarding the programming and requirements for each department.

Introduction	
This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.	
DEPARTMENT P.I.N.'s	
101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Rec
104 Police	
105 City Operations	
For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.	
Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.	

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.		
Department Identification		
Department: Administration Pin: 101		
Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".		
Department Head: Ron LeBlanc Title: City Manager Phone Number: 970-375-5005		
Respondent: Mary Beth Miles Title: Assistant to the City Manager Phone Number: 970-375-5063		

Form A

Staff

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
101.1	City Manager	Requires additional private meeting space for multiple people	A-1 +	300	1	1	300	300
101.2	City Attorney	Requires additional private meeting space for at least two people	A-1	225	1	2	225	450
101.3	Municipal Judge	Requires additional private meeting space for at least two people. This room is on the Finance form.	A-1	0	1	1	0	0
101.4	Asst. to City Mgr.	Manages special projects. Works extensively with several different departments and external stakeholders. Additional meeting space for multiple people preferred.	A-1 +	150	1	1	150	150
101.5	Asst. to City Mgr.	Manages special projects. Works extensively with several different departments and external stakeholders. Additional meeting space for multiple people preferred.	A-1 +	150	1	1	150	150
101.6	Paralegal	Additional meeting space for multiple people preferred	A-1 +	150	1		150	0
101.7	Communications	Coordinates the city's internal and external communication. Develops and produces programing for city government access channel. Additional facilities beyond office space needed, including studio space and control room for production of city government access channel.	C	80	3	5	240	400
101.8	Business Develop.	Coordinates business development activities.	C	80	1	1	80	80
101.9	CMO Admin	Provides support services to CMO staff and City Council	A-2	130	1	1	130	130
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
1	2	3	4	5	6	7	8	9
Totals							1425	1660

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
Executive Team Meetings	4	14	2	350	0.046243		Meeting Room w/Table and Chairs. Similar to conference room for 16 as depicted in attached graphic.
MYAC Meetings & Work Sessions	2	20	2		0.023121		Meeting Room w/Table and Chairs; Audio/Video Similar to conference room for 16 as depicted in attached graphic.
Public Art Commission	1	9	1.5	225	0.008671		Meeting Room w/Table and Chairs; Audio/Video Similar to conference room for 16 as depicted in attached graphic.
Board of Ethics Meetings	1	9	2		0.011561		Meeting Room w/Table and Chairs; Audio/Video Similar to
Staff Conference	2	8	2	200	0.023121		Meeting Room w/Table and Chairs; Audio/Video Similar to
Interviews	1	8	1.5	200	0.008671		Meeting Room w/Table and Chairs; Audio/Video
Lunch with the City Manager	1	10	1	250	0.00578		Meeting Room w/Table and Chairs
City Council Office Hours	1	5	1	125	0.00578		Meeting Room w/Table and Chairs
City Council Chambers	4	40	10		0		City Council Chambers. Space needed on dais and for the audience and public participation. Requires Audio/Video, Presenation Stands, Video Recording, Sound Systems, etc.
				1350			
Local Licensing Authority	1	10	2	250	0.011561		
						500	Room with seating for 20+
						225	Room with seating for 10+
1	2	3	4	5	6	7	8
				Totals	0.144509	725	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Shared Printer (CMO)		101.1, 101.2, 101.3	6	1		6	6				
Lateral Files	City records	101.1, 101.2, 101.3	6	12		72	72				
Storage Cabinents	Office supplies, flip charts, etc	101.1, 101.2, 101.3	6	4		24	24				
Copier		101.1, 101.2, 101.3	6	1		6	6				
Shelving	Books	101.1, 101.2, 101.3	6	8		48	48				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals156156

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	omments & Special Requirement
101	Mail Room / Copy Room	Used by staff housed at City Hall	101,102,103	30	150		
101	Storage Room	Used by staff housed at City Hall. Includes space for old eqpt, cleaning supplies, and city hall garden eqpt.	101,102,103	8	180		Sq footage is estimated. Storage room space requirements will depend on multiple factors.
101	Conference Room	Used as a common meeting space for staff housed at several city facilities (i.e. City Hall, River City Hall, Service Center, Transit Center, Recreation Center, etc.)	101,102,103	10	180	18 x 10	Estimates based on existing space. Additional conference room space of varying sizes may be desirable.
102	Large Conference Room	Used as a common meeting space for staff housed at several city facilities (i.e. City Hall, River City Hall, Service Center, Transit Center, Recreation Center, etc.)	101,102,103	16	450	30 x 15	Estimates based on existing space. Additional conference room space of varying sizes may be desirable.
101	Break Room	Used by staff housed at City Hall	101,102,103	30	250	30 x 15	Sq footage is estimated. Storage room space requirements will depend on multiple factors.
101	Control Room/Studio Space	Used by Communication Staff for government access TV.	101.7	3	1000		
101	City Council Chambers	City Council Meetings, Muni Court, Planning Commission Meeting Space, Studio Space for Communication Division, Community Meeting Space, etc.	101	70	1350	45' x 30'	Estimates based on existing space. Additional space and alternative configurations may be desireable.
1	2	3	4	5	6	7	8
				Totals	3560		

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Individual Computer		101.1		1	1	0	0		2 monitors preferred
Individual Computer		101.2		1	1	0	0		
Individual Computer		101.3		1	1	0	0		
Individual Computer		101.4		1	1	0	0		2 monitors preferred
Individual Computer		101.5		1	1	0	0		2 monitors preferred
Individual Computer		101.6		1	1	0	0		
Individual Computer (s)		101.7		12	12	0	0		This division is comprised of three individuals. Requires 5 CPUs and 9 monitors in office space and additional equipment in studio/production space. Also, 4 of the 9 monitors and CPUs are Macs rather than PCs which require additional space.
Individual Computer		101.8		1	1	0	0		
Individual Computer		101.9		2	2	0	0		
Storage Cabinets		101.1-101.9	6	4	4	24	24		
1	2	3	4	5	6	7	8	9	10
Totals						24	24		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
101.1	101.1	Y	90	N		4	Community members, city council, community stakeholders, state and federal agencies and representatives, boards and commision meetings, other governmental agencies, non-profit agencies, other organizations.
101.2	101.2	Y	60	N			City council, other governmental agencies, community stakeholders, court hearings or trials. Frequency is typically once or twice per month.
101.4	101.4	Y	90	N		4	Community members, city council, community stakeholders, state and federal agencies and representatives, boards and commision meetings, other governmental agencies, non-profit agencies, other
101.5	101.5	Y	90	N		4	Community members, city council, community stakeholders, state and federal agencies and representatives, boards and commision meetings, other governmental agencies, non-profit agencies, other
101.6		Y	60				City council, other governmental agencies, community stakeholders, court hearings or trials. Frequency is typically once or twice per month.
101.7	101.7	N	90	N		1	Various locations throughout the community to shoot footage for programming and other activities.
101.8	101.8	Y	60	N		3	Meeting with new and existing business owners,meeting with other agencies and community partners (i.e. the Economic Development Alliance, Chamber, BID), and attending community events.
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
	101.1	Y	90	N		4	Meeting with other departments located at a different facility. Most frequent interaction include meetings with the following departments at the respective locations: Community Development, Library, Parks and Recreation, Utilities, and Airport.
	101.2	Y	120	N		1	Meeting with other departments located at a different facility. Most frequent interaction include meetings with the following departments/divisions at the respective locations: Community Development, Police Department, and Library. This includes several interdepartmental team meetings at various locations.
	101.4	Y	90	N		4	Meeting with other departments located at a different facility. Most frequent interaction include meetings with the following departments/divisions at the respective locations: Community Development, Library, Parks and Recreation, Utilities, and Airport. This includes several interdepartmental team meetings at various locations.
	101.5	Y	90	N		4	Meeting with other departments located at a different facility. Most frequent interaction include meetings with the following departments/divisions at the respective locations: Community Development, Library, Parks and Recreation, Utilities, Transportation and Sustainability, Recycle Center, and Airport. This includes several interdepartmental team meetings at various locations.
	101.6	N	120	N		1	Meeting with other departments located at a different facility. Most frequent interaction include meetings with the following departments at the respective locations: Community Development, Police Department, and Library. This includes several interdepartmental team meetings at various locations.
	101.7					1	Working with other departments on City Span program development and other communication media. Most frequent interactions include: Libray, Community Development, City Operations, Transportation and Sustainability, Parks and Recreation, as well as several departments located within City Hall.
	101.8					2	Meeting with departments and divisions located at a different facility. Most frequent interaction include meetings with the following departments/divisions at the respective locations: City Manager's Office, Community Development, Police Department, and Transportation and Sustainability. This includes several interdepartmental team meetings at various locations.
1	2	3	4	5	6	7	8

Totals for Department		Administration	
		2020	2025
Form A	Staff	1425	1660
Form B	Conference Requirements	725	725
Form C	Shared Equipment	156	156
Form D	Support Space	3560	3560
Form E	Personal Workspace Equipment	24	24
Total Net Square Feet		5890	6125
Departmental Grossing Factor (x 0.30%)		1767	1838
Total Department Gross Square Feet		7657	7963
Building Grossing Factor (x 0.22%)		1685	1752
Total Building Gross Square Feet		9342	9714

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration
102 Finance
103 Administrative Services
104 Police
105 City Operations

106 Utilities
107 Community Development
108 Parks & Rec

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department:

Finance

Pin:

102

Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head:

Julie Brown

Title:

Finance Director

Phone Number:

970-375-5039

Respondent:

Julie Brown

Title:

Finance Director

Phone Number:

970-375-5039

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSON NEL 2020		S.F. Req'd (2020)	S.F. Req'd (2025)
102.1	Accounting							
	Finance Director	JULIE	P	200	1	1	200	200
	Accounting Supervisor	DIANE	P	130	1	1	130	130
	Accounting Technician-Payroll	processing of payroll and sales tax processing	CONFIDENTIAL	80	1	1	80	80
	Accounting Technician- Sales Tax	processing of sales tax collections and accounts receivable		80	1	1	80	80
	Accounting Technician-Accounts Payable	processing of accounts payable		100	1	1	100	100
	Accounting Technician-Cashier	processing of cash receipts		100	1	1	100	100
	Records Tech	processing of records		100	1	1	100	100
102.2	IS							
102.3	Finance							
	Finance Manager		P	130	1	1	130	130
	Purchasing Agent	processing of purchasing		100	1	1	100	100
	Grants Administrator	processing of grants		100	1	1	100	100
	Accounting Technician-Utilities	processing of utility billing		100	1	1	100	100
	Purchasing Technician	processing of purchasing		100	1	1	100	100
102.4	Municipal Court							
	Court Administrator	administration of court and processing of court	P	130	1	1	130	130
	Court Clerk I	processing of court and documents		80	1	1	80	80
	Court Clerk I	processing of court and documents		80	1	1	80	80
	Judges		P	200	2	2	400	400
1	2	3	4	5	6		8	9
						Totals	2010	2010

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
Divisional meetings	4	15	1	375	0.023121		weekly divisional meetings up to 15 at each meeting, need tv
Auditors		4		100	0		auditors are on site 4 weeks each year and use conference r
Software implementation meetings	4	4	2	100	0.046243		meetings with developers on software
purchasing meetings	8	6	2	150	0.092486		various meetings for pre bids, bid openings
Sales tax meetings with citizens	4	4	1	100	0.023121		various meetings with citizens on sales tax issues
Retirement board meetings	1	6	2	150	0.011561		once a quarter board meetings
Utility meetings with citizens	4	4	1	100	0.023121		various meetings with citizens on utility billing issues 5-10 an
Various innoprise trainings		3			0	0	Various one-on-one innoprise training with other departments
Prosecutor meetings	8				0	0	varies
Defensive Driving	2				0	0	varies
Municipal Court	16				0	0	varies 4 days per week
					0	0	
					0	375	
					0	100	
					0	100	
1	2	3	4	5	6	7	8
				Totals	0.219653	575	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Printer Copier Fax Scanner	Large device for all		10	1	1	10	10				
Check Printer	2 Accounting Techs		10	1	1	10	10				in vault
Printer	Purchasing Agent		5	1	1	5	5				
Printer	2 Accounting Techs		5	1	1	5	5				
Printer, copier Fax	Cashier area		10	1	1	10	10				
Storage Cabinet	Supplies		6	1	1	6	6				
File Cabinets	Shared files		6	4	4	24	24				
Vertical File Cabinet	Shared file legal		6	1	1	6	6				
Shelving	Shared resources		6	4	4	24	24				
printer	Municipal Court		3	1	1	3	3				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals 103 103

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
	Vault	storage of records and documents	102.1, 102.3		300		
	Mail room		All		150		
1	2	3	4	5	6	7	8

Totals 450

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
computer		102.1, 102.3, 102.4		15	15	0	0		
scanner		102.1, 102.3, 102.4		15	15	0	0		
file cabinets		102.1, 102.3, 102.4	6	8	8	48	48		
shelving		102.1, 102.3, 102.4	6	8	8	48	48		
calculators		102.1, 102.3, 102.4		15	15	0	0		
phone		102.1, 102.3, 102.4	175	1	1	175	175		
Court File Shelving	Courts Records Room - Locked	102.4				0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						271	271		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
	Interaction multiple times a day between all in Purchasing, Accounting and Finance						We work so closely with each other we have to be in same space
	Municipal Court interacts with Finance daily						need to be located with cashier
	Interactions with IS						daily interactions on phone with IS perfect world would be located to
	Finance Director Court Administrator	Y	1				weekly meetings
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
	Finance Director						various meetings with other departments as scheduled
	Finance Director						Executive Team Meetings
	Purchasing meetings						various meetings with departments as scheduled.
	Grant meetings						various meetings with other departments as scheduled
	Finance Manager, Grants Administrator						Core Team meetings bi-weekly
1	2	3	4	5	6	7	8

Totals for Department		Finance	
		2020	2025
Form A	Staff	2010	2010
Form B	Conference Requirements	575	575
Form C	Shared Equipment	103	103
Form D	Support Space	450	450
Form E	Personal Workspace Equipment	271	271
Total Net Square Feet		3409	3409
Departmental Grossing Factor (x 0.30%)		1023	1023
Total Department Gross Square Feet		4432	4432
Building Grossing Factor (x 0.22%)		975	975
Total Building Gross Square Feet		5407	5407

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration
102 Finance
103 Administrative Services
104 Police
105 City Operations

106 Utilities
107 Community Development
108 Parks & Rec

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department: FinancePin: 102

Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head: Julie BrownTitle: Finance DirectorPhone Number: 970-375-5039

Respondent: Eric PiersonTitle: IS ManagerPhone Number: 970-375-5079

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES		WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
102.1	Accounting							0	0
102.2	Information Systems	IS Manager	19x14	(P) A-1	130	1	1	130	130
102.2	Information Systems	Network Administrator (bench space)	25x22	(W) B	300	2	2	600	600
102.2	Information Systems	Technical Specialist (bench space)	25x22	(W) B	300				
102.2	Information Systems	Database Administrator	12x12	A-1	130	1	1	130	130
102.2	Information Systems	Systems Analyst II (bench space)	12x18	A-1	300	1	1	300	300
102.2	Information Systems	Systems Analyst I	12x12	A-1	130	2	2	260	260
102.2	Information Systems	Systems Analyst I	12x12	A-1	130	1	1	130	130
102.2	Information Systems	GIS Supervisor	12x12	A-1	130	1	1	130	130
102.2	Information Systems	GIS Analyst II	12x12	A-1	130	1	1	130	130
102.2	Information Systems	GIS Technician	12x12	A-1	130	1	1	130	130
102.2	Information Systems	GIS intern	12x12	A-1	130	1	1	130	130
102.3	Purchasing							0	0
102.4	Municipal Court							0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
1	2	3		4	5	6	7	8	9

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/confeerence facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
Technical Team meeting	2	15	1	Programmer to fill in columns 6 & 7.	0.011561	300	Bi-weekly meeting. Room is 44x17
					0	0	1 projector screen
					0	0	(6) 3'x6' tables with 25 chairs
					0	0	
					0	0	
					0	0	
Technical Team meeting training	2	15	0.5		0.00578	1200	Bi-weekly training. Laptop lab is 36x21
					0	0	1 4'x6' whiteboard
SEE RECORDS MGMT FORM FOR THIS ROOM					0	0	(9) 2'x6' tables with 27 chairs and 6 chairs extra
					0	0	Desktop PC, speaker phone
					0	0	(1) 80" LCD, (1) 42" LCD
					0	0	15 laptops
					0	0	20 network jacks
					0	0	
					0	0	
1	2	3	4	5	6	7	8
Totals					0.017341	1500	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Canon C5030/5035 copier/printer	30"x30"x48"	102.2	30"x30"x48"	1	1	6.25	6.25	120	15	15	Carnegie downstairs
HP DesignJet plotter	72"x48"x48"	102.2	72"x48"x48"	1	1	24	24	120	15		Carnegie downstairs
Map cabinet	60"x60"x48"	102.2	60"x60"x48"	1	1	25	25				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals55.2555.25

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
102.2	Janitor's closet	Janitor	102.2	1	16	4'x4'	
102.2	Server room/storage	Information Systems	102.2	3	150	10'x15'	
102.2	Break Room	Employee Break Room	102.2	9	175	15'x8'	
102.2	Copy area	Copy Room and paper supplies	102.2	9	75	4'x4'	shared office space now
102.2	Lobby/Reception	Entrance to IS offices	102.2	9	144	12'x12'	
1	2	3	4	5	6	7	8

Totals	560
--------	-----

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Desk	Workspace	102.2	0	12	12	0	0		
Computer Stand	Monitor, keyboard, mouse, phone	102.2	0	12	12	0	0		
Two or Four Drawer file cabinet	Files	102.2	6	12	12	72	72		
Desktop/Laptop Computer	2 LCD monitors per Computer	102.2	0	12	12	0	0		
Bookcase	4-5 shelf	102.2	6	12	12	72	72		
Bench work space	Area for equipment setup/repair	102.2	150	2	2	300	300		
Varidesk	Sits on computer stand	102.2	0	10	10	0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						444	444		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
102.2	IS Manager	Y	15-30	N		weekly	Staff. Monday morning stand-up meeting
		N	30-May	N		daily	Staff updates
		Y	30-60	N		weekly	Finance Director
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
102.2	IS Manager	Y	60	N		bi-weekly	Technology Team meeting
		Y	60-120	N		bi-weekly	Core Team meeting
		Y	30-60	N		varies	Various meeting with other depts as needed
		Y	30-60	N		varies	Ongoing projects
1	2	3	4	5	6	7	8

Totals for Department		Finance	
		2020	2025
Form A	Staff	2070	2070
Form B	Conference Requirements	1500	1500
Form C	Shared Equipment	55.25	55.25
Form D	Support Space	560	560
Form E	Personal Work Space	444	444
Total Net Square Feet		4629	4629
Departmental Grossing Factor (x 0.30%)		1389	1389
Total Department Gross Square Feet		6018	6018
Building Grossing Factor (x 0.22%)		1324	1324
Total Building Gross Square Feet		7342	7342

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Rec
104 Police	
105 City Operations	

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department:

Administrative Services

Pin:

103

Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head: Amy Phillips	Title: Director of Administrative Services	Phone Number: 970-375-5015
Respondent: Dana Evans	Title: Deputy City Clerk/Records Manager	Phone Number: 970-375-5011

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
103.1	City Clerk	Director	P A-1	200	1	1	200	200
103.2	Records Management	Deputy City Clerk/Records Manager	P A-1	130	1	1	130	130
103.3	Records Management	Records & Information TechnicianCarnegie	P A-1	0	0	0	0	0
103.4	Records Management	Records & Licensing Technician @ City Hall	P A-1	130	1	1	130	130
103.5	Records Management	Records AideCarnegie	W D	0	0	0	0	0
103.6	Records Management	Records AideCarnegie	W D	0	0	0	0	0
103.7	Records Management	Records AideCarnegie	W D	0	0	0	0	0
103.8	Records Management	Records AideCarnegie	W D	0	0	0	0	0
103.9	Licenses & Permits	Licensing & Records TechnicianCity Hall	P A-1	150	1	1	150	150
103.10	Licenses & Permits	Licensing & Records TechnicianCity Hall	P A-1	150	2	2	300	300
103.11	Human Resources	Human Resources ManagerCity Hall	P A-1	130	1	1	130	130
103.12	Human Resources	Senior Human Resources TechnicianCity Hall	P A-1	130	1	1	130	130
103.13	Human Resources	Senior Human Resources TechnicianCity Hall	P A-1	130	1	1	130	130
103.14	Human Resources	Human Resources Technician ICity Hall	P A-1	130	0	1	0	130
							0	0
	Positions listed as "0" are on a separate form.						0	0
							0	0
							0	0
							0	0
							0	0
1	2	3	4	5	6	7	8	9
Totals							1300	1430

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
(Description of Meeting being held)					0	0	
Conference Room - New Hire Orientation & Staff Meeting	on-going	5 to 15	1 hr		1	175	
Interview Room	on-going	5	Hr to all Day		1	0	TV & Video Conferencing/Can double w/ HR interview room
Interview/Election Room	on-going	5 to 15	Hr to all Day		1	500	
Training Room	on-going	5 to 45	Hr to all Day		1	0	Large enough to accommodate 45 chairs/tables/conference configuration for laptops
							Video conferencing, tv system, projector, data ports, sound system, wireless networking
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
1	2	3	4	5	6	7	8
Totals					4	675	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Computer testing station		103	10	1	1	10	10				Network access
Color Printer		103	6	1	1	6	6				Network access
Multifunctional copier/printer		103	6	1	1	6	6				Network access
Fax machine		103	6	1	1	6	6				Network access
High capacity cross cut shredder		103	6	1	1	6	6				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals3434

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
103	Mail/Copy room			15			
103	Break room			15			
103	Waiting room			2			
103	Supply room			15			
103	Vault - Permanent Storage	Records Room		9			Shelving/ needs to be fireproof Carnegie
103	Vault - Retention Based Storage	Records Room		9	750		Shelving
103	Employee Confidential File Storage	Room		5	200		File Cabinets
103	Election Storage Room			5	200		
103	Staff Restrooms			15			
103	Customer Restrooms						
	Testing Room for HR				150		
1	2	3	4	5	6	7	8

Totals1300

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Computer station			10	14	14	140	140		Network access - See
File cabinet			6	14	14	84	84		
Scanner			6	14	14	84	84		Network access
Bookcase or Shelving for Manuals/Binders			6	10	10	60	60		
Desktop Computer				14	14	0	0		
Scanners			6	14	14	84	84		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						452	452		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
All							All within Administrative Services
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
All							City Hall departments: Finance, Legal, City Manager, Councilors
All							Administrative Services actually interacts will all departments & divis
1	2	3	4	5	6	7	8

Totals for Department		Administrative Services	
		2020	2025
Form A	Staff	1300	1430
Form B	Conference Requirements	675	675
Form C	Shared Equipment	34	34
Form D	Support Space	1300	1300
Form E	Personal Workspace Equipment	452	452
Total Net Square Feet		3761	3891
Departmental Grossing Factor (x 0.30%)		1128	1167
Total Department Gross Square Feet		4889	5058
Building Grossing Factor (x 0.22%)		1076	1113
Total Building Gross Square Feet		5965	6171

High Priority: Please see Sheet 5 for Support Space Storage Rooms

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration
102 Finance
103 Administrative Services
104 Police
105 City Operations

106 Utilities
107 Community Development
108 Parks & Rec

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department: **Records Management**Pin: **103**

Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head: Amy PhillipsTitle: Director of Administrative ServicesPhone Number: 970-375-5015

Respondent: Dana EvansTitle: Deputy City Clerk/Records ManagerPhone Number: 970-375-5011

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES		WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
103.1	City Clerk	Director	Amy	P A-1	0			0	0
103.2	Records Management	Deputy City Clerk/Records Manager	Dana	P A-1	0			0	0
103.3	Records Management	Records & Information Technician	Todd	P A-1	150	1	1	150	150
103.4	Records Management	Records & Licensing Technician	Ben	P A-1	0			0	0
103.5	Records Management	Records Aide		W D	80	1	1	100	100
103.6	Records Management	Records Aide		W D	80	1	1	100	100
103.7	Records Management	Records Aide		W D	80	1	1	100	100
103.8	Records Management	Records Aide		W D	80	1	1	100	100
103.9	Licenses & Permits	Licensing & Records Technician	Kathy	P A-1	0			0	0
103.10	Licenses & Permits	Licensing & Records Technician	New	P A-1	0			0	0
103.11	Human Resources	Human Resources Manager	Crystal	P A-1	0			0	0
103.12	Human Resources	Senior Human Resources Technician	Diana	P A-1	0			0	0
103.13	Human Resources	Senior Human Resources Technician	Tiffany	P A-1	0			0	0
103.14	Human Resources	Human Resources Technician I	New	P A-1	0			0	0
								0	0
								0	0
								0	0
		POSITIONS CURRENTLY AT CARNEGIE						0	0
								0	0
								0	0
1	2	3		4	5	6	7	8	9
Totals								550	550

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
(Description of Meeting being held)					0	0	
Conference Room - New Hire Orientation & Staff Meeting	on-going	5 to 15	1 hr		1	0	At City Hall.
Interview Room	on-going	5	8		1	0	TV and Video Conferencing. At City Hall.
Interview/Election Room	on-going	5 to 15	8		1	0	At City Hall.
Training Room	on-going	5 to 45	8		1	1200	Large enough to accommodate 45 chairs/tables/conference configuration for laptops. Would be used a lot by City Hall staff if it was better located.
					0	0	Video conferencing, tv system, projector, data ports, sound system, wireless networking
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
1	2	3	4	5	6	7	8
Totals					4	1200	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Computer testing station		103	25			0	25				Network access
Color Printer		103	6			0	6				Network access
Multifunctional copier/printer		103	6			0	6				Network access
Fax machine		103	6			0	6				Network access
High capacity cross cut shredder		103	6			0	6				
Large format scanner			10	1	1	10	10				
Shredder			10	1	1	10	10				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals2069

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
103	Mail/Copy room						
103	Break room						
103	Waiting room						
103	Supply room						
103	Vault - Permanent Storage Records Room			9	1000		Shelving
103	Vault - Retention Based Storage Records Room						Shelving
103	Employee Confidential File Storage Room						File Cabinets
103	Election Storage Room						
103	Staff Restrooms						
103	Customer Restrooms						
1	2	3	4	5	6	7	8

Totals1000

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Computer station				14	14	0	0		Network access - See
File cabinet				14	14	0	0		
Scanner				14	14	0	0		Network access
Bookcase or Shelving for Manuals/Binders				10	10	0	0		
Desktop Computer				14	14	0	0		
Scanners				14	14	0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						0	0		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
All							All within Administrative Services
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
All							City Hall departments: Finance, Legal, City Manager, Councilors
All							Administrative Services actually interacts will all departments & divis
1	2	3	4	5	6	7	8

Totals for Department		Records Management	
		2020	2025
Form A	Staff	550	550
Form B	Conference Requirements	1200	1200
Form C	Shared Equipment	20	69
Form D	Support Space	1000	1000
High Priority: Please see Sheet 5 for Support Space Storage Rooms			
Total Net Square Feet		2770	2819
Departmental Grossing Factor (x 0.30%)		831	846
Total Department Gross Square Feet		3601	3665
Building Grossing Factor (x 0.22%)		792	806
Total Building Gross Square Feet		4393	4471

Introduction	
This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.	
DEPARTMENT P.I.N.'s	
101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Rec
104 Police	
105 City Operations	
For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.	
Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.	

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.	
Department Identification	

Department:	Police	Pin:	104
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Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".	
---	--

Department Head:	James Spratlen	Title:	Chief of Police	Phone Number:	970-375-4769
Respondent:	Donald Baker	Title:	Captain	Phone Number:	970-375-4762

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
104.1	Office of Chief	Chief of Police	a1	250	1	1	250	250
104.1	Admin Assistant, Chief	Chiefs office	a1	130	1	1	130	130
104.2	Operations Command	Manage uniform resources for patrol duties	a1	175	1	1	175	175
104.2	Asst. Ops Commander	Supervise patrol officers	a1	175	1	1	175	175
104.2	Admin Assistant Ops	Operations	a1	130	1	1	130	130
104.2	Patrol Sergeant	Supervise patrol officers	w	80	3	3	240	240
104.2	Patrol Corporals	Train new officers	w	80	3	3	240	240
104.2	Patrol Officers	Conduct patrol functions	w	80	18	18	480	480
104.2	Traffic Unit	Traffic enforcement	w	80	2	2	160	160
104.20	K 9	Utilization of police dog	w	150	1	1	150	150
104.30	Admin Commander	Manage detective, property, training, records SRO	a1	175	5	5	875	875
104.30	Asst. Admin Comm	Supervise staff under Administration Division	a1	175	5	5	875	875
104.30	Admin Assistant, Admin	Administration	a1	130	2	2	260	260
104.30	Property	Process all evidence	w	150	2	2	300	300
104.30	SRO	Provide security at area schools, office at schools		0	2	2	0	0
104.3	Records	Maintain all police reports	w	80	2	2	160	160
104.3	Detective Sergeant	Supervise detectives	a1	175	1	1	175	175
104.2	Emergency Manager	Emergency coordinator	a1	175	1	1	175	175
1	2	3	4	5	6	7	8	9
Totals							4950	4950

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
104.3	Detective	Investigate complex crimes	a1	175	1	1	175	175
104.3	Detective	Investigate complex crimes	a1	175	1	1	175	175
104.3	Detective	Investigate complex crimes	a1	175	1	1	175	175
104.3	Detective	Investigate complex crimes	a1	175	1	1	175	175
104.3	Community Sergeant	Supervise SRO's	a1	150	1	1	150	150
104.3	Records Sergeant	Supervise Records	a1	150	1	1	150	150
104.3	Property Sergeant	Supervise Property, recruiting	a1	150	1	1	150	150
104.3	Detective	Task force, office is off site			1	1	0	0
							0	0
104.20	Interns			80	3	3	240	240
104.30	Forensic Computer Analyst/ Digital Lab			300	1	1	300	300
104.30	Crime Analyst			175	1	1	175	175
104.30	Admin. Asst.- Detectives			130	1	1	130	130
104.30	Fraud Unit			600	1	1	600	600
104.30	Dispatch Unit			750	1	1	750	750
							0	0
							0	0
							0	0
1	2	3	4	5	6	7	8	9
Totals							3345	3345

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
Chief's Conference room. No windows.	20	25		Programmer to fill in columns 6 & 7.	0	600	Computer Interface/ Network Whiteboard
					0	0	Sound Systems Chalkboard Whiteboard
Operations Conference room	15	8			0	350	Whiteboard
					0	0	
Soft Interview Rooms @ Lobby.					2	200	100 s.f. each
					0	0	
Detective Interview Rooms in the department					2	200	100 s.f. each
					0	0	
Central monitoring room - monitors all interview rooms					1	100	
					0	0	
Patrol Interview Room					1	100	
					0	0	
Major Case Room/ War Room/ Detectives Meetings					1	350	
Property/ evidence temporary storage room					0	100	Off of the Major Case Room
					0	0	
1	2	3	4	5	6	7	8
Totals					7	2000	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Plotter	chief conf room	104	5	1	1	5	5	120		n	
Shared Printers	16x19x22	104	3	6	6	18	18	120		n	
Copiers	40x29x25	104	3	3	3	9	9	120		n	
Storage Cabinets	shotgun room	104	7	2	2	14	14				
Vertical Files (letter or legal)	Weber, 29x18x60	104.2	3.5	5	5	17.5	17.5				
Vertical Files (letter or legal)	patrol	104.2	3.5	6	6	21	21				
shelving	copy room chief 72x18x60	104	9	1	1	9	9				
Shredder	25x25x42	104	4	2	2	8	8	120			
shelving	72x48x24	104	12	1	1	12	12				
Storage Cabinets	72x24x36	104	10	1	1	10	10				
Mail boxes	60x18x60	104	7.5	1	1	7.5	7.5				
1	2	3	4	5	6	7	8	9	10	11	12
Totals						131	131				

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Vertical Files (letter or legal)	Sgt office, 29x18x60	104	3.5	6	6	21	21	120		n	
Vertical Files (letter or legal)	Corporal office, 29x18x60	104	3.5	6	6	21	21	120		n	
shelving	72x18x60	104	9	3	3	27	27	120		n	
Shredder	25x25x42	104	2	2	2	4	4				
shelving	72x48x24	104.2	12	5	5	60	60				
Storage Cabinets	72x24x36	104.2	12	6	6	72	72				
bookcase	48x48x12	104	4	1	1	4	4				
Vertical Files (letter or legal)	spare office, 29x18x60	104	3.5	7	7	24.5	24.5	120		N	
computer	fingerprint room	104	2	1	1	2	2				
typewriter	fingerprint room	104	2	1	1	2	2				
bench	fingerprint room	104	6	1	1	6	6				
1	2	3	4	5	6	7	8	9	10	11	12

Totals 243.5 243.5

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
		104			6	0	0				
Vertical Files (letter or legal)	sgt office 29x18x24	104	3.5	1	1	3.5	3.5				
shelving	shotgun room, 72x18x36	104	9	1	1	9	9				
shelving	Shotgun room, 72x24x36	104	12	1	1	12	12				
shelving	72x48x24	104.2	12	1	1	12	12				
Storage Cabinets	72x24x36	104.2	4	1	1	4	4				
bookcase	48x48x12	104	16	1	1	16	16				
vertical	spare office, 29x18x60	104	3.5	2	2	7	7				
Vertical files	spare office, 29x18x60	104	3.5	2	2	7	7				
shelving	spare office, 72x18x24	104	9	1	1	9	9				
shelving	spare office, 72x18x24	104	9	1	1	9	9				
1	2	3	4	5	6	7	8	9	10	11	12

Totals 88.5 88.5

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
shelving	spare office, 72x12x24	104	6	1	1	6	6				
Vertical Files (letter or legal)	spare office, 29x18x60	104	3.5	7	7	24.5	24.5				
shelving	spare office, 72x18x24	104	9	1	1	9	9				
shelving	Shotgun room, 72x24x36	104	12	1	1	12	12				
Vertical Files (letter or legal)	records, 29x18x60	104.2	3.5	2	2	7	7				
Microfilm	records, 20x24x24	104.2	4	1	1	4	4	120			
computer	records	104	4	2	2	8	8	120			
CD copiers	records	104	1	2	2	2	2	120			
		104				0	0				
		104				0	0				
		104				0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals 72.5 72.5

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
104.3	Property room	Evidence storage	104.3	2	3000		Mezzine
104	Mens locker	locker room	104	25	600		
104	Womens locker room	locker room	104	15	300		
104.1	Copy room	Chief	104.1	2	60		
104.2	Copy room	Operations	104	5	60		
104.2	Squad room	computer stations for patrol	104.2	35	0		This space is listed on Sheet 2
104.2	holding cell - juvenile		104.2	1	75		
104.2	holding cells x 2		104.2	2	150		
104	Mechanical room		104	1	200		
104.3	Fingerprint station at booking		104.3	15	50		
104	Fitness room		104	10	400		
104	Lobby		104	50	750		any public monitors?
104.3	Records		104.3	6	1000		
104.2	Equipment room	Uniforms	104.3	1	300		
104.1	Store room	Admin	104.1	1	150		
104.2	Store room	EOC	104.2	1	150		
104.3	Store room	Detectives	104.3	1	150		
1	2	3	4	5	6	7	8

Totals7395

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
104	Office Supplies	lobby	104	35	150		
104	mens/ womens restroom		104	25	400		
104	patrol bike storage		104	20	175		
104.2	Janitor closet		104	1	75		
104	Intoxilizer		104.2	5	100		
104	Computer room		104	1	175		
104	Kitchen		104	15	200		
104	Electrical room		104	1	200		
104	Briefing room/ Muster/ Training		104.2	1	1500		
104	Store room, patrol		104	1	150		
104	kitchen, detectives		104	1	150		
104	Bathroom, detectives		104	1	300		
	outside room for traffic cones, etc				200		
104	Basement	storage	104.3	1	500		
	Faraday Room				100		
	Kyak Room				100		
	Auto Tools/ Tire Chains				100		
1	2	3	4	5	6	7	8

Totals4575

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
104	Kennel				100		quantity: 2
104	Digital Lab storage				150		near computer analyst
104	Volunteer work room				175		3 workstations w/ lockers. Near fingerprinting
104.2	Fingerprinting station near lobby				100		
104	Evidence sally port				1000		
104	Report writing				300		
104	Evidence viewing room/ entry				200		
104	RSO entry/ check-in				150		
104	Go Bag Cubbies				300		
104	Dressing closet for Chief + 2 Captains				150		
104	outdoor covered patio				500		
104	Safe Lock Vestibule @ Entry				150		
104	Lab/ fume hood/evidence drying x 2/ sink inside & outside room				300		
104	property packaging/ recording				150		
	bike storage				200		Covered/ fenced or walled off
	motorcycle storage				600		Covered
	property auction room next to evidence, but outside				600		Covered/ fenced or walled off
1	2	3	4	5	6	7	8

Totals5125

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
104	Tactical gear storage				175		
104	Armory (off site)						
104	Delivery vestibule				125		
104.2	Media Room				150		blue screen, video equipment
104	refrigerated/ frozen storage				300		
104	property vault				75		
104	Forensic computer work room						wire cage, work bench, evidence lockers
104	Suspect toilet room				75		in booking
104	vehicular sally port				2000		enclosed
104							
104							
104							
104							
104							
1	2	3	4	5	6	7	8

Totals2900

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Shared Computers		104.2	4	5	5	20	20		
Shared Printers		104.2	3	3	5	9	15		
Shelving		104.2	15	15	15	225	225		
						0	0		
Shared Printers		104.3	4	4	4	16	16		
Shelving		104.3	15	2	2	30	30		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						300	306		

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
104.1	Chief	y	120			3	Staff
104.2	Captain, Lt.	y	120			3	Staff
104.3	Captain, Lt.	y	120			2	Staff
1	2	3	4	5	6	7	8

Totals for Department		Police	
		2020	2025
Form A	Staff	8295	8295
Form B	Conference Requirements	2000	2000
Form C	Shared Equipment	535.5	535.5
Form D	Support Space	19995	19995
Form E	Personal Workspace Equipment	300	306
Total Net Square Feet		31126	31132
Departmental Grossing Factor (x 0.25%)		7781	7783
Total Department Gross Square Feet		38907	38914
Building Grossing Factor (x 0.22%)		8560	8561
Total Building Gross Square Feet		47466	47476

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Rec
104 Police	
105 City Operations	

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department:	City Operations - Service Center	Pin:	105
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Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head:	Levi Lloyd	Title:	Director of City Operations	Phone Number:	970-375-4999
Respondent:	Tom Kramer	Title:	Fleet & Facilities Manager	Phone Number:	970-375-4909

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

				WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES							
105	City Operations	Director	12x16	A-1	192	1	1	192	192
								0	0
105.1	Streets	Street Manager	11.6x11.9	A-1	138	1	1	138	138
105.1	Streets	Construction Crew Leader	13.6x24.6	W	334	1	1	334	334
105.1	Streets	Paint Crew Leader	same office	W		1	1	0	0
105.1	Streets	Sign Tech Equipment OP III	same office	W		1	1	0	0
105.1	Streets	2-Sweeper Operator II	same office	W		3	3	0	0
105.1	Streets	2-Operator III	same office	W		2	2	0	0
105.1	Streets	6-Operator II	same office	W		8	10	0	0
								0	0
105.2	Fleet, Fac, Warehouse	Fleet/Facilities Manager	11x15.5	A-1	170	1	1	170	170
105.2	Fleet, Fac, Warehouse	Fleet Crew Leader	12.10x25.4	W	307	1	1	307	307
105.2	Fleet, Fac, Warehouse	Mechanic II	same office	W		6	6	0	0
105.2	Fleet, Fac, Warehouse	Fleet Maintenance Worker	same office	W		1	1	0	0
105.2	Fleet, Fac, Warehouse	Facilities Coordinator	7x35	W	245	2	2	490	490
105.2	Fleet, Fac, Warehouse	Warehouse Tech	same office	W		1	1	0	0
105.4	Risk Mgr & Admin	Safety Officer	14.4x13.7	A-1	197	1	1	197	197
105.4	Risk Mgr & Admin	Accounting Tech	11.6x11	A-1	127	1	1	127	127
1	2	3		4	5	6	7	8	9
Totals								1955	1955

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
City Operations manager's meeting	4	8	2	Programmer to fill in columns 6 & 7.	0.046243	450	Weekly meeting - conference room is 15'.6 x 20'.11 (313sf)
					0	0	(2) 3'x6' tables with (8) chairs (6) chairs extra
			0		0	0	(2) workstations and phones for Snow hotline used seasonly
					0	0	(4) network jacks
					0	0	(1) 52" flatscreen tv and (1) desktop pc
					0	0	(1) 4' x 6' whiteboard
					0	0	
					0	0	Also used as a command center with 20 occupants.
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
1	2	3	4	5	6	7	8
Totals					0.046243	450	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Canon 4025/4035 copier/printer	22"x28"x47"	105	10	1	1	10	10	120	15	15	shop office
				0	0	0	0				
Canon C2020/2030 copier/printer	30"x27"x47"	105	10	1	1	0	0	120	15	15	copy room
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals1010

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
105	Janitor's closet	Janitor	105	1	55	6.5' x 8.5'	Electric hot water heater and mop sink
105	Server room	Information Systems	105	1	46	6' x 7.8'	Server rack for city network
105	Mechanic's locker room	Mechanics	105	5	185	10' x 18.5'	Locker room with metal lockers and bathroom
105	Warehouse	Storage for fleet	105	2		50.6' x 67'	Fleet and Water inventory and city wide supplies
105	Facilities shop	Building Maintenance shop	105	1		22' x 32'	Not attached to main building
105	Service center shop	Vehicle Maintenance shop	105	7		134' x 98'	Fleet Maintenance with tool room and wash bay
105	Lobby/Reception	Front Lobby	105	8	138	10' x 13.8'	Main entrance to Service Center
105	Break Room	Employee Break Room	105	54	460	17.2' x 26.8'	Used by all building occupants
105	Copy Room	Copy Room and paper supplies	105	16	118	11.4' x 10.4'	Used mainly by management and admin staff
							Spaces that are "0" are exterior space and are not
							included in this form. They will be addressed
							separately.
1	2	3	4	5	6	7	8

Totals1002

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Desk	Workspace	105	0	9	9	0	0		
Computer Stand	Monitor, keyboard, mouse, phone	105	0	9	9	0	0		
Two or Four Drawer file cabinet	Files	105	6	9	9	54	54		
Desktop/Laptop Computer		105	0	9	9	0	0		
Bookcase	4-5 shelf	105	6	9	9	54	54		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						108	108		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to **verify basic interaction and adjacency requirements within your department**. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
105.1	Street Manager	Y	.30-.60	N		daily	Staff Update
105.2	Fleet/Facilities Manager	Y	.30-.60	N		daily	Staff Update
105.4	Safety Officer	Y	.30-.60	N		daily	Staff Update
105.5	Recycle Manager	Y	.30-.60	N		daily	Staff Update
							Levi Lloyd's interactions
105	City Operations Director	Y	.30-.60	N		daily	
105.1	Street Manager	Y	.05-.15	N		daily	
105.2	Fleet Crew Leader	Y	.30-.60	N		daily	
105.2	Facilities Coordinator	Y	.05-.15	N		daily	
105.4	Safety Officer	Y	.05-.15	N		daily	
105.4	Accounting Tech	Y	.01-.05	N		daily	
							Tom Kramer's interactions
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements **between your department and all other departments in the building**. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
105	105 Levi Lloyd	Y	120	n		Tuesday	Library Executive team meeting
	105	Y	15-30	n		m-w-f	101 General information
	105	Y	15-30	n		m-w-f	102 General information
	105	Y	15-30	n		m-w-f	103 General information
	105	Y	60-90	n		2x month	107 Planning/engineering
	105	Y	30-60	n		1x month	104 General information
	105	Y	30	n		daily	106 General information
	105	Y	120	n		1x Month	CDOT Interagency meeting
	105	Y	60-120	n		daily	Outside Cc Project Meeting/Site visit
105.2	105.2 Tom Kramer	Y	15-30	n		m-w-f	102 Invoicing, purchase orders
	105.2	Y	30-60	n		1x week	103 Human Resources/City Clerk
	105.2	Y	30-60	n		1x week	104 Police vehicles discussions
	105.2	Y	15-30	n		m-w-f	106 Vehicle status and projects
	105.2	Y	15-30	n		2x week	107 Ongoing projects
	105.2	Y	30-60	n		1x week	108 Ongoing projects
1	2	3	4	5	6	7	8

Totals for Department		City Operations - Service Center	
		2020	2025
Form A	Staff	1955	1955
Form B	Conference Requirements	450	450
Form C	Shared Equipment	10	10
Form D	Support Space	1002	1002
Form E	Personal Workspace Equipment	108	108
Total Net Square Feet		3525	3525
Departmental Grossing Factor (x 0.30%)		1058	1058
Total Department Gross Square Feet		4583	4583
Building Grossing Factor (x 0.22%)		1008	1008
Total Building Gross Square Feet		5591	5591

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Rec
104 Police	
105 City Operations	

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department:	Community Development	Pin:	107
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Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head:	Greg Hoch	Title:	Director	Phone Number:	
Respondent:	Nicol Killian	Title:	Planning Manager	Phone Number:	

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
107.1 & 2	Current/Long Range Planning	Planning Manager Nicole	A	130	1	1	130	130
		Planner I (0)	A	130	0	2	0	260
		Planner II (2)	A	130	2	3	260	390
		Planner III (3)	A	130	3	2	390	260
107.3	Building Inspection	Permit Technician (shared office with Building Official) (1)	A	130	1	1	130	130
107.4	Engineering	Building Official (shared office with Permit Technician) (1)	A	130	2	2	260	260
		City Engineer (1)	A	130	1	1	130	130
		Civil Engineer I (0)	A	130	1	1	130	130
		Civil Engineer II (1)	A	130	2	2	260	260
		Engineering Tech I (1)	A	130	1	2	130	260
		Engineering Tech II (1)	A	130	1	1	130	130
		Engineering Inspector (shared office space)(3)	A	80	3	3	240	240
107.5	Code Enforcement	Code Compliance Officers (shared office space)(2)	A	80	3	3	240	240
107.6	Parks & Trail Dev.	Landscape Architect (1)	A	130	2	2	260	260
							0	0
1	2	3	4	5	6	7	8	9
Totals							2690	3080

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
107	Administration	Director (1) GREG	A	200	1	1	200	200
		Assistant Director (1)	A	150	1	1	150	150
		Community Development Coordinator (0)	A	130	0	1	0	130
		Community Development Administrative Specialists (1)	A	80	1	1	80	80
		Administrative Assistant II (Out Front) (1) JACKIE	C	100	1	2	100	200
		Administrative Assistant III (0)	C	100	1	1	100	100
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
1	2	3	4	5	6	7	8	9
Totals							630	860

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
(Description of Meeting being held)				Programmer to fill in columns 6 & 7.	0	0	
Design Review Committee (DRC)	4	15	2		0.046243	375	Internal Meeting with staff
Planning Staff Meetings	8	7	2		0.092486	0	Internal Meeting with staff
Engineering Staff Meetings	4	9	1.5		0.034682	0	Internal Meeting with staff
Joint City/County Planning Meeting	2	10	1.5		0.017341	0	City and County Staff
Utilities Commission	1	10	1.5		0.008671	250	Utility Department Staff and Utility Board
Project Meetings	60	5	1		0.346821	0	With the Public
ComDev/City Attorney Meetings	2	10	2		0.023121	0	Staff with City Attorney
Department Management Meeting	1	5	2		0	0	Internal Meeting with staff
					0	0	
					0	0	
NOTE: WOULD LIKE A LARGE ROOM WITH A DIVISIBLE PARTITION					0	0	
					0	0	
					0	0	
					0	0	
1	2	3	4	5	6	7	8
Totals					0.569364	625	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Canon Color Copy Machine		107	20.5	1	1	20.5	20.5		30		In Copy Room
Graphtec Large Bed Scanner		107	12.6	1	1	12.6	12.6				In Copy Room
HP Plotter		107	17	1	1	17	17				In Back Area
HP Color Laser Printer		107	4.8	1	1	4.8	4.8				In Back Area
HP B/W Laser Printer		107	5.3	1	2	5.3	10.6				In Front Area
Fujitsu 11x17 Scanner	Small Scale Scanner	107	9.3	1	1	9.3	9.3				In Front Area
Office Supply Cabinet	For Office Supplies	107	6	1	1	6	6				In Back Area
Layout Table		107	25	2	2	50	50				In Back Area
Book Shelves	For Office Books	107	3	14	14	42	42				All Over Office
File Cabinets	For Project Files	107	3.4	44	44	149.6	149.6				All Over Office
Storage Shelves	Random Storage	107	9.2	2	2	18.4	18.4				All Over Office
1	2	3	4	5	6	7	8	9	10	11	12
Totals						335.5	340.8				

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Mylar Storage Cabinet	Mylars of Plats	107	8.9	1	2	8.9	17.8				In Hallway 5'X2.5'
Extra Large File Cabinets	Project Files	107	5.5	2	2	11	11				In Large Conf Room/B
						0	0				
						0	0				
MONITORS IN EACH CONFERENCE ROOM						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12

Totals19.928.8

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
107	Printer Room	Copy/Scan	107	22	125		Copy Machine and Large Scanner
107	Server Room	Server/Storage	107	22	125		IS and Office Cleaning Supplies
107	Utility Room	Electrical Utilities/Storage	107	5	80		Electrical Panels and Storage
107	File Cabinet Room	For Project Storage	107	22	100		
107	Large Conference Room		107	22	0		Open to the Public
107	Small Conference Room		107	22	0		Open to the Public
107	Kitchen		107	22	150		Single sink, microwave and fridge
107	Back Area	Common Area in Back	107	22	300		Hall way/layout area/printers
107	Front Area	Common Area in Front	107	22	300		Administrative Area
107	Foyer	Public Area	107		300		Open to the Public
107	Mens Restroom	Public	107		92		Open to the Public
107	Womens Restroom	Public	107		92		Open to the Public
1	2	3	4	5	6	7	8

Totals1664

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
L-Shaped Desks		107	21.5	29	34	0	0		
Rectangle Desks		107	13.5	20	25	0	0		
Office Chairs		107	2.5	29	34	0	0		
File Cabinets	2 & 4 Drawer	107	3.4	27	34	91.8	115.6		
Book Shelves	Short and Tall	107	3	29	34	87	102		
Computers		107		29	34	0	0		
Monitors	2 Each	107		58	68	0	0		
Scanners		107		6	6	0	0		
Extra Large File Cabinets	Wide Cabines	107	5.5	4	4	22	22		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						200.8	239.6		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
	Lots of Interaction within our Department with an Open Door Policy						
	City Hall meetings occur in Planning Dept.						
	Planning has 5 Boards that all occur in Council Chambers.						
	Planning Commission meetings can have 100 guests						
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
	Only 1 Department in our Building						
1	2	3	4	5	6	7	8

Totals for Department		Community Development	
		2020	2025
Form A	Staff	3320	3940
Form B	Conference Requirements	625	625
Form C	Shared Equipment	355.4	369.6
Form D	Support Space	1664	1664
Form E	Personal Workspace Equipment	200.8	239.6
Total Net Square Feet		6165	6838
Departmental Grossing Factor (x 0.30%)		1850	2051
Total Department Gross Square Feet		8015	8890
Building Grossing Factor (x 0.22%)		1763	1956
Total Building Gross Square Feet		9778	10845

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Recreation
104 Police	
105 City Operations	

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department:	Parks & Recreation	Pin:	108
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Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head:	Cathy Metz	Title:	Parks and Recreation Director	Phone Number:	970-375-7329
Respondent:	Kelli Jaycox	Title:	Recreation Manger	Phone Number:	970-375-7305

Form A

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

Staff

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
108	Recreation Supervisor	Oversee the gymnastics program, facility and independent contractors, coaches	P	200	1	1	0	0
							200	200
							0	0
							0	0
							0	0
108	Recreation Assistant II	Assists the supervisor in all duties as well as coach	P	130	1	1	130	130
							0	0
108.00	Coaches - Part-Time	Coach gymnastics	W	0	10	15	0	0
							0	0
108	Custodian - Part-Time	Cleaning of the facility as well as equipment inspections	W	80	3	4	240	320
							0	0
							0	0
							0	0
							0	0
							0	0
1	2	3	4	5	6	7	8	9
Totals							570	650

Form B

Conference Requirements

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/confeerence facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
(Description of Meeting being held)					0	0	
Staff training meeting	1	20	1	Programmer to fill in columns 6 & 7.	0.00578	400	Informal/Lounge
					0	0	
Gymnasium - programming space for gymanstics program	320	12	1		1.849711	0	Classes, number of kids and duration varies, provided average - Team has approx. 35 kids and drop-in 40/day
Classroom 1 - Contractual/Rental/Program Space	28	25	1		0.16185	0	Does not include summer gametime which goes 5 days a week for 10 hours per day with 30 kids
					0	0	
Clasroom 2 - Preschool Gymnastics space	20	15	1		0.115607	0	Class space
					0	0	
Classroom 3 - 4 - Contractural/Rental/Program space	20	30	3		0.346821	0	Does not include summer gametime which goes 5 days a week for 10 hours per day with 50 kids
					0	0	
Lobby -- waiting area plus birthday party	20	15	2		0.231214	0	
					0	0	
Work area for gymnastics coaches	30	10	173		1	180	
					0	0	
1	2	3	4	5	6	7	8
Totals					3.710983	580	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Shared Computers		108	8	2	3	16	24	120	20	N	Dell Optipex 390
Shared Printers		108	4	2	2	8	8	120	20	N	HP OfficeJetX576VW
Vertical Filing Cabinets	Paper records of rental forms, registration forms, purchases, staff info etc.	108	12	4	5	48	60				2 -2drawer/1-4drawer
						0	0				
						0	0				
Shelving	Binders, skill charts for kids, first aid kits etc.	108	12	2	2	24	24				1 bookcase
						0	0				
Staff Cubbys		108	9	1	1	9	9				
Maintenance Equipment	Tools, cleaning supplies	108		10	10	0	0				General cleaning
Refrigerator	Food/drink	108	15	1	1	15	15	120	20	N	Standard refrigerator
Shelving	Personal storage spaces	108	15	1	1	15	15				
1	2	3	4	5	6	7	8	9	10	11	12

Totals 135 155

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
108	Storage	General storage space	108	10	3,500	35' x 100'	Central storage area for Parks and Recreation Dept.
108	Gymnasium - Programming space for gymnastics program		108	3,840/mth	15,000	110' x 135'	Full size gym needed for safety and proper use.
108	Classroom 1 - Contractual/Rental/Program Space		108	700/mth	739	25' x 29'	
108	Classroom 2 - Preschool Gymnastics Program space		108	300/mth	739	25' x 29'	
108	Classroom 3 - 4 - Contractual/Rental/Program space		108	600/mth	1,555	25' x 61'	
108	Lobby -- Waiting area plus birthday party events		108	300/mth	782	23' x 34'	
108	Classroom 5 - 6	Gametime Summer program space		80	1700	25' x 35'	2 additional classrooms for Summer programs
108	Viewing Area	View into gymnasium		100	500		Bleacher type seating for viewing
1	2	3	4	5	6	7	8

Totals **24515**

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Gymnastics Supervisor	Desk, computer, telephone, printer/copier	108	108			0	0		
	bookcase, front counter					0	0		
						0	0		
Recreation Assistant II	Desk, computer, telephone, printer,	108	108			0	0		
	refrigerator, staff cubby, shelving					0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						0	0		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
108	Recreation Supervisor, Recreation Assistant or part-time staff	Y	60	y		1	Recreation Center for monthly staff meetiings and dropping money
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)		Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
			Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
108	108.2	Gymnastics Supervisor	N	60	N			Periodic City functions
108	108.2	Recreation Assistant II	N	60	N			Periodic City functions
1	2		3	4	5	6	7	8

Totals for Department		Parks & Recreation	
		2020	2025
Form A	Staff	570	650
Form B	Conference Requirements	580	580
Form C	Shared Equipment	135	155
Form D	Support Space	24515	24515
Total Net Square Feet		25800	25900
Departmental Grossing Factor (x 0.30%)		7740	7770
Total Department Gross Square Feet		33540	33670
Building Grossing Factor (x 0.22%)		7379	7407
Total Building Gross Square Feet		40919	41077

Introduction

This survey is designed to collect information from each department manager to determine space requirements and functional relationships. To initiate the study at the departmental level, representatives for each department are asked to complete this survey of current staff, approved future staff, spaces and equipment. Following the return of the questionnaires and input of data, we will conduct a series of interviews to verify questionnaire responses and discuss the requirements of each department.

DEPARTMENT P.I.N.'s

101 Administration	106 Utilities
102 Finance	107 Community Development
103 Administrative Services	108 Parks & Recreation
104 Police	
105 City Operations	

For your convenience, an overview along with notes and instructions has been provided for each form. When completing the survey, please review the notes for each column and complete each line from left to right before moving down the page. If you do not have enough room on any form, copy the form or attach an additional sheet and continue.

Your answers and timely cooperation are essential to the planning process; they form the base of information for design and layout of your spaces.

The purpose of this form is to identify each department surveyed. Please enter your full department name in the box provided below.

Department Identification

Department:	Parks & Recreation	Pin:	108
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Please enter the name of the department head and his/her official title on the first line below. If this form is completed by someone other than the department head, enter the name and title of that individual on the line labeled "respondent".

Department Head:	Cathy Metz	Title:	Parks and Recreation Director	Phone Number:	970-375-7329
Respondent:	Ron Moore	Title:	Parks and Cemetery Manager	Phone Number:	970-375-7381

Form A

Staff

The purpose of this form is to identify the personnel requirements for your department. Information on the type and number of positions is critical in determining space requirements for your department. Please list all current staff positions (and all authorized future positions), including full and part-time staff, paid and extra-help voluntary personnel, work study and contract positions. If the position is held by more than one person, and the tasks and responsibilities are identical, they may be recorded on one line. If, however, their tasks and responsibilities differ (and/or they work on different shifts), they should be listed separately.

P.I.N	JOB TITLE	DESCRIPTION OF RESPONSIBILITIES	WORK STATION TYPE	SIZE	NUMBER PERSONNEL 2020	NUMBER OF PERSONNEL 2025	S.F. Req'd (2020)	S.F. Req'd (2025)
108.1	Parks - office and shop	Parks and Cemetery Manager	P	130	1	1	130	130
	Lunch Room	Equipment Operator II - Parks, Forestry, Cemetery (7 positions)		80	6	8	480	640
							0	0
108.2	Forestry/Cemetery	Crew Leaders - City Arborist and Cemetery Sexton	P	130	2	2	260	260
							0	0
108.3	Parks/POST	Crew Leaders - Parks and POST	P	130	2	3	260	390
	with shared computer						0	0
108.40		Seasonal Part-time staff (11-20 positions)			25	35	0	0
							0	0
108.5	Reception Office	Public Access for cemetery information	P	80	1	1	80	80
							0	0
							0	0
							0	0
							0	0
1	2	3	4	5	6	7	8	9
Totals							1210	1500

Form B

This form will be used to verify basic conference/interview/meeting area requirements for your department. Please record only those meetings and conferences which are most appropriately held in dedicated meeting/interview/conference facilities and not in private offices or workplaces. You may hold a number of meetings for similar purposes each week or month, involving a different number of participants. In these cases, please list each on a separate line. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Conference Requirements

Meetings	Number/ Month	Number/ Particip's	Duration		Quantity	Size S.F.	Comments & Special Requirements
(Description of Meeting being held)				Programmer to fill in columns 6 & 7.	0	0	
Safety Training	1	30	1		0.00578	750	Audio/video, computer interface/network, whiteboard
Morning Meeting	20	30	0.25		0.028902	0	
Lunch Break	20	30	0.5		0.057803	0	Briefing Room, workstations for outdoor staff email, etc.
outdoor space					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
1	2	3	4	5	6	7	8
Totals					0.092486	750	

Form C

This form is designed to identify all equipment which is accessed by more than one person and is not located within an individual's workstation. This includes file cabinets, copiers, shared computer stations, etc. Please record only those pieces of equipment which should be located within the department. Files and equipment which currently are (or should be) stored remote from the department are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Shared Equipment

Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Area (S.F.) Req'd 2020	Area (S.F.) Req'd 2025	Volts	Elec. Info. Amps	Dedicate Circuit	Notes
Copier/Printer	with fax		10	1	1	10	10				
File cabinet	3 x 4 drawer, 5 x 2 drawer		6	7	8	42	48				
Irrigation Computer			10	2	2	20	20				
Shared Staff Computer	One computer currently			3	4	0	0				
Timeclock				2	2	0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
1	2	3	4	5	6	7	8	9	10	11	12
Totals						72	78				

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
108	Parks/Cemetery Office		ALL		0		
	Utility Closet	Cleaning supplies					
	Lunch room	Common area, work stations		30		20 x 12.6	
	Crew Leader Office 1	Shared space 3 work stations		2		10 x 9	Very small space for 3 stations
	Crew Leader Office 2	Shared space 2 work stations		2		10 x 9	Very small space for 2 stations
	Parks and Cemetery Manager	Private space 1 work station		1		10 x 10	No privacy
	2 restrooms	One stall in each restroom		30	300		With shower
	2 Locker Rooms	Used for storage			500	10 x 10	Men and Women
	Parks/Cemetery Shop	Cemetery, Parks, Open Space, Forestry Divisions; welding area, equipment maintenance/storage			3,000	70 x 27	Too small to service existing personnel
	Irrigation Shed	Storage for irrigation parts, dog waste bags, welding trailer			750	30 x 27	
	Large Storage Shed	Large equipment storage			2,500	36 x 65	Structural analysis revealed building components are over stressed.
							11,000
	Fenced Yard	Large equipment storage			0		
	Zircon	Grass seed storage			100	10 x 10	
1	2	3	4	5	6	7	8

Totals 7150

Form D

The purpose of this form is to survey areas which are not directly assigned to individuals (I.E. mail rooms, computer rooms, storage rooms, etc.) Please note any support spaces which you share with another department. If further information is required beyond the space provided, please copy this form.

Support Space

Dept. P.I.N.	Name of Space	Description	Primary Users (P.I.N.'s)	Average No. of Users	Area Required (Sq. Ft.)	Approximate Dimensions (Feet) Length x Width	Comments & Special Requirements
108	Reception area				225		
	Public computer workstation off reception				100		
	Indoor Vehicle Storage				5500		
1							

Totals5825

Form E

This form is designed to identify all equipment which is accessed by one person and is located within a workstation. This includes file cabinets, computer stations, etc. Please record only those pieces of equipment and files which should be located within the workstation; files and equipment which currently are (or should be) stored remote from the workstation unit are to be listed separately. If further information is required beyond the space provided, please copy this form and attach to this sheet.

Personal Workspace Equipment

Workspace Equipment	Contents	Required Location (P.I.N.)	Size (S.F.)	Number of Units 2020	Number of Units 2025	Total Area Req'd 2020	Total Area Req'd 2025	Dedicated Circuit/ Elec.Info.	Notes
Parks & Cemetery Manager	Desk, computer, shelving, vertical files		100			0	0		
Crew Leaders (2)	2 desks, 2 computers, shelving, 2 vertical files		90			0	0		
Crew Leaders (2)	3 computers, vertical file, network tower,		90			0	0		
	2 desks, bottled water storage, copy machine					0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
						0	0		
1	2	3	4	5	6	7	8	9	10
Totals						0	0		

Form F

This is one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements within your department. If further information is required beyond the space provided, please copy this form.

Intra-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
108	Parks and Cemetery Manager	Y	60	N		Daily	Parks and Recreation Director
1	2	3	4	5	6	7	8

Form G

This is also one of the most important pieces of information required for the space planning study currently underway. Please take time to carefully consider your responses. The information on this questionnaire will be used to verify basic interaction and adjacency requirements between your department and all other departments in the building. If further information is required beyond the space provided, please copy this form.

Inter-Departmental Interaction

P.I.N.	Person Moving (P.I.N.)	Purpose				Frequency (Times/Day)	Who do you visit? Comments/ Explanations
		Meeting Y/N	Duration (Mins.)	P/U/Delivery Y/N	Other		
108	Parks and Cemetery Manager	Y	60	Y		Daily	City Landscape Architect for Park and Trail development projects
1	2	3	4	5	6	7	8

Totals for Department		Parks & Recreation	
		2020	2025
Form A	Staff	1210	1500
Form B	Conference Requirements	750	750
Form C	Shared Equipment	72	78
Form D	Support Space	12975	12975
Total Net Square Feet		15007	15303
Departmental Grossing Factor (x 0.30%)		4502	4591
Total Department Gross Square Feet		19509	19894
Building Grossing Factor (x 0.22%)		4292	4377
Total Building Gross Square Feet		23801	24271



Appendix B

Meeting Dates: 05/27/15 – 05/29/15 (series of meetings with each Department)

Meeting Date: 05/27/15, 8:30 am – 12:00 pm

Meeting Location: Durango, Police Department

Meeting Subject: Police Department

Attended by: City: Jim Spratlen, Donald Baker, Dan Shry, Darrell Robertson, Levi Lloyd
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. The Group toured the facility and a history of the facility.
2. Age of the building original was a car dealership in 1954 burned and the existing building was built and occupied in 1962. Renovations have pretty much continued with small additions when Fire Department moved out. 1984 was when the Fire Dept. moved out.
3. If we are able to establish standards for spaces we should gain efficiency of the space.
4. Don't have segregation of space for outside agencies and can't secure them in a space.
5. There is no secured parking for the PD.
6. Parking downtown is an issue.
7. Location is not really as important
8. The City would be interested in an IGA with the County.
9. A law enforcement center would be a consideration.
10. One option would be to look at the community growth, direction of the growth, location of the Jail, etc. and where a PD should be.
11. Would like a vehicle sallyport and some type of interview (secure) spaces.
12. Parking is a real issue and needs to be addressed.
13. The City is looking at a tax on marijuana which might produce \$900K per year and it would be an option to do a COP or borrow money and use this tax to pay back the project.
14. Field Training Officer is the Corporal.
15. Task Force is off site and does not office at the PD.
16. When there is an emergency, the current emergency management room is not big enough.
17. Emergency Management room could be a multi-use room and could also be the training room. Room should be able to accommodate 40 to 50 people.
18. Juveniles have to have sight and sound requirements and is an issue. If a new facility was done, this could be accomplished. If located close to the Jail, then this might go away.
19. Would like to have a locker and shower room and would be better if they didn't have to change in their offices.
20. Conceptual plans that were developed did not have a site to develop. It would not have fit on the current site. The money that had been set aside is probably not available at this time.
21. Building should force staff/ officers to see each other and to have interaction by the design of the building.
22. There needs to be a staging/ drop room for deliveries.
23. A volunteer office is needed. Sometimes there might be 2 to 4 people. They need a locker, desk, work table as a minimum
24. The Department has at least 2 interns at a time each year. These are criminal justice degree seeking people from the College. Sgt. Dunlap does the recruiting. The hope is that the interns decide to accept a job when they graduate.
25. Projections for staff increase in the future will probably grow. School resource officers, traffic officers, assist. Chief, parks/ trails/ lake supv. Are all growth areas that staff will probably grow.



26. Would like an outdoor secure space for breaks and dining.
27. Fitness area- would like two treadmills, universal, free weights, etc. Space should accommodate 2- 3 people minimum, preferably more, and having more space would probably generate more use. Ceiling height in the existing space is not high enough.
28. Need parking space for motorcycles- 4 spaces.
29. Need tactical/ swat parking spaces (2).
30. Would like to have secured parking and have covered parking because of all the electronic equipment, pistols, ammunition, gear, etc.
31. Storage is needed. Movable high density storage would be nice.
32. Department will continue to move to digital systems where possible.
33. K9 space is needed for during the day—they have 2 dogs and need a space with indoor and outdoor kennel.
34. Chief's conference room is currently used for multiple departments and as the emergency operations center (EOC).
35. Chief needs conference table in office.
36. Printers are needed in Chief's conference room.
37. Admin Assistant needed adjacent to Chief's office.
38. PD Admin needs copy/ coffee/ mail area.
39. Separate, secure staff entry needed.
40. Admin needs an office for sergeant in charge of community programs.
41. Admin needs space for emergency operations coordinator.
42. Admin needs space for sergeant.
43. Property storage needed for:
 - a. Lots of bicycles.
 - b. Gun vault.
44. Need security cameras at property storage.
45. Need viewing room at property storage.
46. Need space for wet evidence to be kept secure.
47. Existing building has generator on roof. Not very accessible.
48. Need admin storage area.
49. Quartermaster storage needs to be separate from property storage.
50. Need kitchen/ break room.
51. Field training office needs to accommodate 6 corporals on shifts.
52. Would be beneficial to have all sergeants in one room in lieu of two.
53. Only have two holding cells right now, security is poor.
54. Need separated holding:
 - a. (2) juvenile.
 - b. (3) adult.
55. Would like cameras/ microphones in holding areas.
56. Need locker rooms.
57. Would like to have shotgun storage and bag storage in location separate from locker room.
58. Need area for fingerprint/ interviews/ processing.
59. Need mechanical space.
60. Need patrol bike storage. Currently have 8 bikes, 12 officers.
61. Need server space which can double with backup 911 dispatch space.
62. City employees operate 911 dispatch under a board separate from PD.
63. Investigations currently has 4 detectives, 1 chief investigator, 1 drug task force detective.
64. Investigators meet w/ 1 or 2 people in their office on regular basis. Need separate interview rooms for investigations.



65. Visiting agencies have no segregation within the building or parking areas.
66. PD currently has 31 vehicles and 24 parking spaces. Parking is currently on street parking and none of it is secure.
67. Records currently has 1 supervising sergeant, 4 employees.
68. Some officers currently have lockers in offices. Could have separate locker room for higher ranks.
69. Current roll call room does not work if any large events are going on or if additional staff are needed over a typical shift.
70. Need (2) K9 kennels with wash area.
71. Original building built in approx. 1962.
72. Several additions in 1985 (PD took over FD space).
73. If PD moves to new location, it needs to increase efficiency with Sheriff's office and jail.
74. Training facility is needed at PD for flexible space to be used by multiple agencies as classroom type space and tactical/ physical training.
75. Needed conference rooms:
 - a. Chief's/ EOC (no windows, need lots of wall space).
 - b. Investigations.
 - c. Briefing/ Roll call/ Training (special events briefing can be as many as 100 people, multi-agency, training could be 30 – 40 people).
 - d. Operations (15 – 25 people).
76. Patrol and command staff could be adjacent to each other.
77. Need office/ work area for volunteers/ interns.
78. Need delivery sallyport.
79. Growth by 2025: add Assistant Chief, +2 Investigations, +2 SRO, +2 Patrol, +2 Traffic, +1 Crime Analyst, +1 Admin Assist, +1 Fraud Unit.
80. Possibility that PD might begin lake patrol at Lake Nighthorse. If so, would need boat and kayak room.
81. Would like exterior area off of kitchen/ break for staff.

Meeting Date: 05/27/15, 1:00 pm – 1:50 pm
Meeting Location: Durango, Carnegie Building
Meeting Subject: IT Department
Attended by: City: Eric Pierson, Sherri Dugdale, Mary Beth Miles
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. The Group did a tour of the existing building.
2. There is some space that is leased within the building. These spaces have non-city employees.
3. This building used to be the Library which moved to another location.
4. There is a room in the lower level that is called the "vault" which has City Records storage. The space should be used as part of the optional space available.
5. Records aides work in this building for Records Management. They do scanning, filing, etc.
6. This building has been thought of as a transition space which might be occupied on a temporary basis if renovation of other spaces were to be accommodated.
7. Virtual desktop is starting to be implemented.
8. Some IT positions could be done remotely with scheduled days in the office.
9. Public expectations are that public employees are at the office and ready to support the public. IT might be the exception to this rule.



10. Fiber into all the buildings and Cat6 to the desktops.
11. Employees are not provided with internet service if they want to work at home.
12. Public wireless is provided in most buildings. Have not deployed secured wireless anywhere except at PD.
13. No support for 911 system. They have their own systems analyst at the communication center. They do use the City storage and some support with the systems
14. This building is managed/ scheduled by the City Clerk.
15. Training Room is used City wide by other departments. Room requires connectivity.
16. No use of training room by other outside entities in the community or other government agencies.
17. If space is available for lease, we will try to identify in the report. If space is not available, it will also be identified.
18. Building has network switches in it, no servers or dedicated cooling.
19. Need equipment and supply storage space.
20. Need workbenches for IT workspace.
21. Any paper storage that can be digitized will be. Some storage is required to be permanent.
22. River City Hall - ½ of the building is leased by the fire department - Durango Fire Protection District. Currently IT provides support for DFPD but they are supposed to be developing a plan to provide their own support but this has not happened. Currently they are supposed to be paying the City for support.

Meeting Date: 05/27/15, 1:50 pm – 2:30 pm
Meeting Location: Durango, Carnegie Building
Meeting Subject: City Clerk, Administrative Services
Attended by: City: Dana Evans, Sherri Dugdale, Mary Beth Miles
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. Some documents are required to be kept permanently and they can't be disposed of.
2. Very little on the "cloud".
3. Redundancy is accomplished through different sites.
4. This building (Carnegie) is deed restricted and must be retained for public use.
5. Items are being brought to this building for scanning/ archiving. Some items are large format. They don't yet have large format scanners at this location. They are waiting for River City Hall (Community Development) to get a new one, this building will then get the old one.

Meeting Date: 05/27/15, 2:30 pm – 4:00 pm
Meeting Location: Durango, City Hall
Meeting Subject: Communications, Administrative Services, Council Chambers
Attended by: City: Sherri Dugdale, Levi Lloyd
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. We toured the video room. Video/ broadcast of every City Council meeting. Special videos, graphics, etc. for various departments are accomplished.
2. Communications function is expected to grow in the future.
3. Video is causing a lot more memory and storage.
4. Need a studio space w/ storage.



5. Need control/ broadcast space.
6. Need office/ workspace.
7. There is a dais in Council Chambers.
8. Functionally, the cameras are behind the presenter – there needs to be multiple ways to present.
9. Have an overhead projector but quality is bad.
10. Have had problem with quality of sound and acoustics.
11. 8 people sit at the dais, but at least one event requires 9 people at the dais.
12. Occupant load is approximately 50 people with seating ability. TV in foyer for overflow.
13. Council Chambers is also used for municipal court during the day. Court clerk and judge have offices adjacent to Chambers.
14. Planning commission, league of women voters, council study sessions, etc use the room also.
15. Study sessions/ work sessions for the council are still public meetings. These are held on the floor of the chamber.
16. Rest of City Hall is not possible to lock off when chamber is being used so security is an issue.
17. How the building would be secured and still be able to be used needs to be addressed.
18. Muni Court – 8:00 – Noon, Tuesday through Friday.
19. Defensive driving uses the space in afternoon.
20. Whether or not the space should be Municipal Court (with Police or at City Hall) needs to be addressed. Collection of money with the clerk might be an issue.
21. There is very little security for Muni Court. There is no metal detector. There is no screening process.

Meeting Date: 05/28/15, 8:00 am – 11:00 am
Meeting Location: Durango, City Operations
Meeting Subject: City Operations
Attended by: City: Levi Lloyd, Tom Kramer
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. Streets are prioritized with major roads as top priority and alleys the lowest.
2. There is talk about a new sewer treatment facility which would move the utility group to the new facility. All available space would go to City Operations.
3. After utilities moves out, City Operations is planning to renovate the reception area.
4. A centralized locker facility is desired. It would be preferable if the locker rooms also had showers.
5. One current sustainability effort is for the driver inspection reports to be converted to electronic format.
6. Trucks are often dual purpose for plowing in the winter and dump trucks in the summer.
7. There are often driving shifts at night during big storm events.
8. Yard area is a premium. They use a remote storage lot at Three Springs which is out of the main area of the City.
9. County fairgrounds could potentially move to the Three Springs area.
10. Additional covered storage in the yard is desired to help protect the huge capital investment the City has made in all of its complex vehicle equipment.
11. Fleet fueling occurs at City Operations.
12. Transit buses are stored and fueled at this location.
13. Transit runs later in the evening.
14. The transit department has one office in the City Operations building.



15. Development in the City has changed recently as a local person purchased a large parcel of land that was planned for development and the new owner wants it to be parks/ recreation.
16. Night shifts normally are just in winter for snow plowing but some work does happen into the evenings depending on the project.
17. Streets Department has mostly field workers, but they are in the building in the morning and late afternoon.
18. There are two street crews. Each one has 1 leader and 4 staff. There is 1 division leader over both of those crews. One crew is for paint, the other is for construction. During the Summer, the street crew hours are midnight – 8:00 am.
19. City desires automatic vehicle gates at the vehicle yards.
20. One portion of the vehicle yards also requires access by the public for water tap pickup.
21. There are keypads on doors, but they all have to be re-programmed when someone leaves. It would be good if the system had electronic security that was more easily changed/ re-programmed. City Operations would be a good test location for a city-wide access control system.
22. The crew room currently needs to accommodate 18-20 people.
23. Levi gave a tour of the facility.
24. Cold and heated storage is at a premium and more is needed.
25. Main conference room is used for many meetings including safety seminars. It is used by a lot of other departments and as a phone center during big storm events. This room doesn't have much technology except for a large monitor and server connection. There is a dry erase board.
26. This location serves as the central warehouse for the City, including deliveries.
27. All aftermarket work for PD vehicles is performed at this location.
28. City Operations owns all of the City vehicles. Each department leases all of its vehicles from City Operations. This money is set aside for vehicle maintenance and replacement.
29. During the Winter, the indoor wash bay is sometimes utilized as heated storage space.
30. This location will probably have a City-wide server located here along with some IT staff to maintain and operate this space. It is even possible the entire IT Department could relocate here.
31. The meter work room where meters are tested will be relocating to the new Utilities Department when the new sewer plant is up and running.
32. Additional eyewash stations are needed throughout this facility.
33. This location currently serves as a storage area for the City's e-waste recycling program.
34. Drawings of the accessory buildings will be provided.

Meeting Date: 05/28/15, 11:00 am – 12:00 pm
Meeting Location: Durango, City Hall
Meeting Subject: Finance, Administration
Attended by: City: Julie Brown, Mary Beth Miles, Levi Lloyd, Ron LeBlanc
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. Confidentiality and acoustics are issues. Shapes of the spaces and overcrowding are part of the problems.
2. Council Chambers - acoustics are bad. Technology is needed. Space is normally big enough but could be better organized.
3. Security at lobby for people paying and for receipt of cash is poor for the front window.
4. Lobby gets backed up with Municipal Court.



5. Relocation of Municipal Court from Finance would require an additional cashier to deal with the money.
6. Prebid meetings and bid openings happen in the conference room.
7. Security in the building is a problem.
8. Council does not have a work space in City Hall.
9. There is no basement in this building.
10. Original Building is 1963? With several additions and many renovations over the years.
11. Server room is not large enough. Need additional space for at least four more racks. Space needs fire suppression and cooling.

Meeting Date: 05/28/15, 1:00 pm – 3:00 pm
Meeting Location: Durango, River City Hall
Meeting Subject: Community Development
Attended by: City: Nicol Killian, Levi Lloyd
Blythe Group: Roy Blythe, Pamela Blythe, Peter Icenogle

Meeting Notes:

1. Community Development receives a lot of walk-in traffic.
2. Has a need for lots of parking.
3. Conference rooms are used a lot.
4. Cashier/ register needed for permit payments, etc.
5. GIS research is available to the public by staff help.
6. Planning Commission meetings and work sessions are held at this location.
7. Community Development needs separation between public and private.
8. Part of the River City Hall site is in the 100 year floodplain. The existing building is not within this area.
9. City code is all digital now.
10. Restrooms at this location are used as public restrooms due to the proximity to the river trail.
11. Community Development has 22 staff right now.
12. They are trying to move toward all digital planning and development submittals.
13. DFPD is currently renewing their lease. The new expiration will be 2025.
14. Community Development needs lots of map space on public walls for discussion with the public.
15. Permanent large format file storage required for mylar plats, etc.
16. Need a kitchen/ break area.
17. Need a large layout table that has access from all sides.
18. They do large format printing at this location.
19. Community Development has lots and lots of files that need to be stored.
20. Need flexible conference spaces. At least one needs to be large for planning meetings, etc.

Meeting Date: 05/29/15, 8:00 am – 10:00 am
Meeting Location: Durango, Mason Center
Meeting Subject: Parks and Recreation, Gymnastics and Classroom spaces
Attended by: City: Cathy Metz, Kelli Jaycox, Lissa Farrington, Levi Lloyd
Blythe Group: Roy Blythe, Peter Icenogle

Meeting Notes:

1. Team toured the building.



2. There are a lot of locations where the roof leaks.
3. The lobby as currently sized is inadequate as it is used for birthday parties. Sometimes as many as 5/ week with 20-30 for each party plus parents.
4. Game Time classrooms: licensed childcare in summer. Had 60 kids last year for 1st and 2nd grade only – this year they did just 1st grade to reduce the size.
5. MEP issues throughout building.
6. Gymnasium issues:
 - a. Floor needs to be replaced.
 - b. Ceiling tiles are falling.
 - c. Windows don't shut or seal.
 - d. Difficult to fit all students in the gym.
 - e. Program has a competitive team of approximately 50 kids and would like to have the ability to host meets locally.
 - f. Not enough space for all apparatus to be used at once.
 - g. No vault runway.
7. There are currently no private gymnastics programs in town.
8. Crack in masonry exterior where a vehicle ran into the building. One of the columns is pulling away from the wall.
9. Not much control for temperatures in building.
10. Boiler leaks.
11. Uninsulated building.
12. Bugs get into the building.
13. Team must travel to Denver for most meets.
14. Can't host meets due to the lacking facility.
15. City is unsure at this time if the building has had asbestos abatement completed.
16. Not nearly enough parking at the venue.
17. Some outlets don't work.
18. City would like at least one option in the master plan showing tear down and rebuild new building on this site.
19. Parks and Recreation has a dedicated tax base already passed through voter approval.
20. Need separate boys and girls space in the gym for both programs to use at same time.
21. Need preschool age gymnastics area in a classroom type space as well (can be much smaller space than main gym).
22. A new facility would still need to accommodate other functions such as rental classrooms, day camps, etc.
23. Day camps are currently held with multiple options during the summer. Some are all day, some are half day.
24. Game time program has approximately 200 kids in the summer (K-6) and costs \$20/ day. The program could easily grow to 300 kids.
25. Kids can also come from out of the area and pay the same amount.
26. There are currently waiting lists for the gymnastics programs.
27. Parks and Rec feels like they are the regional provider for recreation services.
28. Parks and Rec has relationships with DSD 9R.
29. Birthday parties are held just on the weekends due to space availability during the week.
30. Need a reception area that can help control access.
31. Need viewing area for parents/ visitors that does not have audible connection.
32. Programs are using some digital capabilities, but still need some paper functions.
33. Need security cameras.
34. Will need to have budget for new gym equipment included in overall building budget.



35. Existing $\frac{3}{4}$ cent tax generates approximately \$5 million/ year for Parks and Rec department. 2018 debt service and is guaranteed until 2039.
36. May need temp space for gymnasium program during construction. One potential location may be "The Turf" indoor sports complex at 144 Stewart. Parks and Rec is currently looking into this facility as it will probably be available.

Meeting Date: 05/29/15, 10:00 am – 11:30 am
Meeting Location: Durango, Cemetery Office and Shops
Meeting Subject: Parks and Recreation, Cemetery Office and Shops
Attended by: City: Cathy Metz, Ron Moore, Levi Lloyd
Blythe Group: Roy Blythe, Peter Icenogle

Meeting Notes:

1. Parks and Recreation department currently maintains:
 - a. 33 parks.
 - b. 3000 square feet of open space.
 - c. 100 miles of trails, including along Animas River.
 - d. 9000 trees.
 - e. CDOT roadway (to meet State requirements, but no reimbursement from CDOT).
 - f. State stormwater systems also assigned to Parks and Rec for maintenance.
2. # of staff in the current office space is exceeding the capacity of the building.
3. Currently have picnic tables and outdoor space for staff to use during lunch hours.
4. One of the existing storage buildings has been deemed unsafe for occupancy by a local Structural Engineer.
5. Currently no eyewash stations.
6. Team toured the grounds and buildings.
7. Existing dedicated sales tax for Parks and Recreation potentially provides adequate funding to complete the construction of the new Parks Cemetery office/ shop in a timely manner.



Appendix C

Meeting Date: 06/29/15
Meeting Location: Durango
Meeting Room: City Operations Conference Room
Meeting attended by: City: Ron LeBlanc, Levi Lloyd, Mary Beth Miles, Sherri Dugdale
Blythe Group: Roy Blythe, Peter Icenogle

Meeting Notes:

1. There will be some staff projections that the City will need to review with Department heads as some numbers will be revised. Revisions will be forthcoming.
2. Conference room for City Manager would be adjacent to the office in lieu of in the office. This will provide greater flexibility and utilization of the conference space.
3. While the Cemetery shop is a high priority for the Parks and Recreation Department, it may be a lower priority for the City overall due to past decisions regarding that property. In the past, the City Council has rejected new office/ shop space at this location.
4. Money that was set aside for the shop building has been put towards an existing recreation field repair- \$900K.
5. Some review of staff efficiency will be held to see if this might affect future staffing if updated facilities were developed.
6. The City would like to see a breakdown for the PD staff as far as sworn vs. civilian. The current staff at the PD is 55 sworn and 10 civilian.
7. The PD building at Three Springs is not fully utilized now. The substation may be able to be eliminated as it is staff intensive to operate. Response times for PD can be accomplished through patrol scheduling. Options for this building could include: training space or classroom space. The building was opened approximately eight years ago.
8. The City would prefer to have all of the PD functions under one roof. Based upon the size of the City, it makes sense to have only one main PD building, no substations. Other entities of similar or greater size function with only one PD building, such as the Grand Junction PD.
9. The PD building at Three Springs may be tough to sell due to the location and configuration.
10. The PD need a new building at a new location due to the space and parking requirements. This will provide increased safety and functionality for both the PD staff and the citizens. Two potential sites for the PD building could be the Mason Center site (301 E. 12th Street) or the Durango School District 9-R site (201 E. 12th Street). There are other possibilities, but no specific locations have been identified at this time.
11. The Mason Center site has sufficient space for the PD, but it would probably be a tough sell to the surrounding neighborhood.
12. The existing PD building and site is not sufficient for redevelopment as a new PD site.
13. The site(s) adjacent to the library should be looked at as an option, it is approximately 2.25 acres including the building. There are issues with drainage on the parking lots. The building should be out of the flood plain according to Levi. This should be reviewed for the PD. Levi believes some of the building is 2 story and some is 3 story. It is believed the existing space might be big enough for the PD probably with a parking structure.
14. The number of parking spaces required for PD was discussed and it should be discussed with Planning as related to shifts and shift overlap.
15. The City is interested in possibility of using the existing PD lot as a surface parking lot.
16. The City is interested in the possibility of trading the existing PD lot for the lots at the "Schluter Building" (1075, 1061, 1051, 1045 E. 2nd Ave) for a potential parking structure at this location.



17. The City potentially has approximately \$1.3 million to apply toward renovation of the Carnegie Building through grant applications.
18. The City would prefer to have Community Development in City Hall.
19. Carnegie Building could serve as transitional space w/ training, council chambers and community meeting rooms.
20. Potential uses for Carnegie could include: a museum, Art Center, Business Incubator, Business Improvement District offices, Business Director.
21. There is going to be a discussion with Council about funding and tax increases on marijuana sales which could provide potential additional annual funding – approximately \$900K.
22. Existing uses of each building will be included in the Site Analysis section of the report.
23. The Parks and Recreation Gymnastics program could temporarily relocate to a building in the BODO area (144 BODO Drive) during construction/ renovation operations for new spaces.