



**MINUTES
CIVIC CENTER TASK FORCE
Tuesday, November 4, 2003,
Keizer City Hall
Conference Room B
Keizer, Oregon**

1. Call to Order

City Manager Chris Eppley called the meeting to order at 12:05 pm.

2. Roll Call

In attendance were:

Lore Christopher, Mayor
Councilor Jim Taylor
Greg Rands, KURB
Michael Smith, Planning Commission
Randy Jackson, Fire Department Representative
Mark Caillier, Citizen at large
Rick Roemer, Citizen at large
Jerry McGee, Citizen at large
Alan Costic, Arbuckle Costic Architects, Consultant
Lisa Mance, Arbuckle Costic Architects, Consultant

Staff

Chris Eppley, City Manager
Marc Adams, Chief of Police
Nate Brown, Community Development Director
Rob Kissler, Public Works
Tracy Davis, City Recorder
Debbie Lockhart, Recording Secretary

Absent:

Michael Gaynor

3. Approval of Minutes

The Minutes of the September 9, 2003 meeting were approved.

4. Appearance of Interested Citizens

None.

5. Old Business/New Business

Alan Costic addressed the committee stating that since the last meeting in September a number of things had taken place. On September 30 there were two very well attended focus group meetings. Approximately 40 people attended the meetings – about 90% of those invited. The sessions were set up to talk to the development community, builders and people who use the services at City Hall. The other meeting was for boards, commissions and people who serve the City and use the facilities in a different manner.

Mr. Costic reported that City Manager Chris Eppley and City Chief of Police, Marc Adams had taken a trip to Tualatin to view the facilities. He noted that the structure there was a first class law enforcement facility. This trip helped give insight on space needs and organization.

On October 14 department heads met to discuss needs room by room and department by department. Mr. Costic noted that Lisa Mance would be presenting the final number analysis at this meeting with the intent that members would validate that the numbers were reasonable. With that information Mr. Costic wants to construct some models addressing the possibilities of combination of existing facilities, remodeled facilities, and new facilities, as well as reviewing the possibility of replacing everything.

Mr. Costic presented visuals on the overhead and reviewed input received from the various meetings. He noted that at almost every meeting a high priority was the issue of connectiveness between departments as well as a continuation of good customer service and appropriately comfortable space (both for clients and workers) including good ventilation, temperature control and good lighting. The issue of meeting spaces was also addressed with the main focus on need for increased space throughout the facility on Traffic Court days (this would include the need for increased parking spaces, restroom facilities and space in the courtroom). Additionally, participants at each meeting questioned if it was time to build a library.

Mr. Costic emphasized that different services such as a library or community center would have impact on the site; not only on the size of the building, but on the need for parking. He continued that if new facilities were two-story the increased square footages would be accomplished without increasing the footprint of the building which would keep parking areas available. It was noted that the projected population growth over 25 years is about 42,000, and this should be taken into account when considering future functions of the facilities. There are areas that will be dictated by population (such as police), however, some areas will remain static.

Mr. Costic noted that for the most part, spaces available in City Hall, with the exception of the Police Department, are adequate. Configurations, however, are not necessarily optimum for uses. He noted that the biggest deficiencies are in shared space, such as filing and storage in all levels, and meeting rooms.

Mr. Costic invited members to the City Hall/Police Department tour of Newport facilities scheduled for 10 am on Thursday November 13 and turned the meeting over to Lisa Mance.

Ms. Mance used the overhead to review shared areas and potential square footages of various departments. She noted that the existing square footages total 25,737 square feet and the proposed amount is 44,273. She added that she would e-mail the information to any interested parties and then continued her presentation reviewing various departments and their square footage needs and proposed shared areas. She reviewed the City Hall area and then followed with review of the Police Department.

Members discussed the state mandate to provide lockers and showers for people who use alternative forms of transportation to come to work and exercise facilities for police officers and city employees. It was noted that if the facilities were linked with Public Works, with their existing shower and washing facilities, it would most likely be less politically controversial. It was suggested that the public restrooms be separate from employee restrooms and be accessed directly off the lobby.

Since the time ran out, Lisa and Alan asked members to review the totals that would be e-mailed to them and confirm that the spaces were adequate and make any additional comments. Mr. Costic noted that it will be more expensive (possibly twice the amount per square foot) to build a Police Station than a City Hall adding that it would be more expensive to bring the facility up to date than it would to build an entirely new building.

6. Scheduled Meetings

Next regular Task Force meeting is set for Tuesday, November 18, 2003, at City Hall, 12:00 pm.

7. Adjournment

The meeting was adjourned at 1:25 pm.

DEPARTMENT TOTALS		EXISTING	PROPOSED
CITY HALL		TOTAL 9,177	
HUMAN RESOURCES		512	2,035
PUBLIC WORKS		4,495	5,593
	3,900 WATER BUILDING, 595 CITY HALL		
FINANCE		912	2,022
PLANNING		1,050	1,925
MANAGER		361	390
RECORDER		1,210	1,847
SHARED: CITY HALL			14,396
			28,208
POLICE DEPARTMENT		TOTAL 7,700	
SHARED: POLICE DEPT.			8,580
POLICE CHIEF		550	1,294
DETECTIVES		760	1,134
SUPPORT		775	2,395
PATROL DIVISION		1,198	1,282
COMM. RESPONSE UNIT			473
COMMUNITY SERVICES		341	907
Subtotal Gross S.F.		25737	44,273

City of Keizer, City Hall
KEIZER, OREGON

Subtotal Police Dept.
16,065

briefing room	note 2		0	600
booking room	near controlled wait		0	250
public restrooms	off lobby		0	400
EXTERIOR				
covered maint.area	cars/ stor/parts/vacc.		0	400
covered entrance	well lit		0	0
secure parking	fleet.emp. motorcycle		0	
covered bicycle stor.			0	200
employee bike lockers	for all departments		0	

1
1
1
1
1

600
250
400
400
0
200

Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

6600
1980
8580

NOTES:

- Note 1: Lockers adjacent to uniform storage, laundry, officer storage, mirror.
- Note 2: Briefing room to include white board, wall space for maps, 20 chairs, table large enough for 12 chairs, video screen, tv/media cabinet, printer, network
- Note 3: If a future building department is needed, this could triple the amount of space needs for the planning department.
- Note 4: If Channel 23 becomes public in future, space needs would increase to 150-200 s.f., should be adjacent to council room. Separate access to either hall or exterior needed.
- Note 5: Mail sorting, intake, and employee mailboxes to be centrally located together. Copy/ Work room could be possible location.
- Note 6: Vault could be a large space that is secured, and fire protected and shared with departments that require usage. Each department could have secured sections that have limited access.

DEPARTMENT:	SHARED AREAS: Police Department
CONTACT:	

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AREA	NOTES	TYPE	EXIST. S.F.	NEEDED S.F.
INTERIOR				
locker room: men	note 1		417	500
locker room: women	note 1		163	200
Storage			144	400
Conference			162	250
Lunch/ break/kitchen	near aud./training		125	400
Training room storage	large and small		0	300
exercise room	universal/treadmill		0	250
lobby	10-15, child area		89	250
armory			88	175
copy/ work room				
press area	sm. Room off lobby w/ desk/ logo		0	100
interview rooms	sound proof, near detect./mic./tape equip.	enclosed	227	150
controlled waiting room	2 cells, 1 detox		0	300
intoxilyzer room	room for 2 chairs, off of booking			100
sleeping area	2 cots, near patrol		0	100
archive files			100	200
sally port	2 vehicles		0	
central stores	near P & E		0	250
EOC storage			100	200
drying room	off of P & E		0	30
officer gear/ uniform	near locker		0	120
Evidence handling/process			0	225
soft interview room	off lobby, couch		0	100

QUANTITY 2003	Net Square footage
1	500
1	200
1	400
1	250
1	400
1	300
1	250
1	250
1	175
1	
1	100
2	300
2	300
1	100
1	100
1	200
1	250
1	200
1	30
1	120
1	225
1	100

DEPARTMENT: SHARED AREAS: City Hall
CONTACT:

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ROOM	NOTES	WORK AREA	EXIST. S.F.	NEEDED S.F.
Council Chambers/ Court	seat 70-90 current		1,585	2000
Conference Room-small	4-6 person		0	150
Conference- Med.	seat 12		0	288
Conference-large	35-40 , dividable		525	1,200
	4 chairs if other depts. Have sep. counters		100	150
Reception: Waiting				100
Library: staff			200	400
Lunch/ Break room			104	200
Storage: supplies			?	600
Storage: Archive files	in attic		10	50
public information in lobby			27	50
Vault	note 6		115	400
Copy/ Work room/file	good ventilation		0	150
Council chamber storage	chairs tables		3175	3600
Auditorium/ Training			90	100
Production office	channel 23, note 4		0	50
employee mail	currently in hall, note 5		0	36
volunteer workstations		open, 6x6	30	64
mail area	note 5		0	200
Exercise room			0	400
emp. lockers/showers/RR			0	400
public restrooms	off lobby		0	400

Quantity	Net Square footage
1	2000
4	600
1	288
	1,200
1	150
1	100
1	400
	200
1	600
1	50
1	50
1	400
1	150
1	3600
1	100
1	50
2	72
1	64
	200
	400
	400

Total Personnel/ Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

11074
3322
14396

DEPARTMENT:
CONTACT:

Police Department: Community Response Unit
Sgt. McCowem

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[illegible][illegible]

Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

50	3
15	
65	

DEPARTMENT: Police Department: Community Response Unit
CONTACT: Sgt. McCowem

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[illegible][illegible]

Total Personnel/ Subtotal Net S.F.		
Circulation Allowance (30%)		
Subtotal Gross S F		

6	314
	94
	408

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[illegible]

3	270
	81
	351

NOTES:

Note 1:

Currently the department has two offsite storage units. One holds property and the other for active evidence that is large in size. Each unit is a 10x20 for a total of 400 s.f.

Note 2:

Public counter square footage included in Shared Area space for lobby. Public counters should have both standing and sitting height counters.

Police Department: Support Services
Rita Powers

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[illegible]

6	692 208 900
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Arbuckle Costic Architects, Inc. 363 State Street SE, 363 State Street SE, Oregon 97301 503.581.4114, Fax: 503.581.3655

DEPARTMENT:
CONTACT:

**Police Department: Chief of Police
Marc Adams**

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[illegible][illegible]

Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

3	
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DEPARTMENT: Police Department: Chief of Police
CONTACT: Marc Adams

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[illegible][illegible]

Total Personnel/ Subtotal Net S.F.		
Circulation Allowance (30%)		
Subtotal Gross S.F.		

3	995
	299
	1294

DEPARTMENT: HUMAN RESOURCES
CONTACT: Diane Hunt

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[illegible][illegible][illegible]

Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

4	
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770
231
1001

NOTES:

Note 1: Files need to be secure. Could be in shared file room, if there was a secure area with limited access. Room needs to be fire proof.

NOTES:

Note 1: If a future building department is needed, this could triple the amount of space needs for the planning department.

Note 2: Filing could be located within department or in a central file if adjacent to department.

Note 3: Archive files currently in shared building storage.

DEPARTMENT:
CONTACT:

FINANCE
Susan Gahlsdorf

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[illegible][illegible]

Total Personnel/ Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

1095	7
329	
1424	

Note 1:

Preference would be for public works and planning to share public counters or to have one entrance with adjacent counter space for customers. Usually are helping 1-2 people at a time. Need space for 2 full sets of plans to be spread out at a time.

Note 2:

Archive room should be a separate room that is fire protected. Plans storage to be bins for rolled up plans. See drawing A-2.

Note 3:

Public works currently uses a house located at 4965 Rickman road that was originally intended for the parks department. Because of Funding issues, the house is currently used as storage. There are bins for topsoil, barkdust, rock, etc. for park maintenance. Currently they bring the older loader from the water building to the parks dept. if needed. Future plans are to build an additional storage building at the Rickman road site to house additional equipment.

Note 4:

Public works could use the shared break room if all employees were at the same location.

General:

DEPARTMENT: Public Works
CONTACT: Rob Kissler

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STAFF				
EMPLOYEE/ POSITION	NOTES	WORK AREA	EXIST. S.F.	NEEDED S.F.
Public Works Director	city hall location	enclosed	228	225
Public Works Super.	city hall location	enclosed	95	150
Facility Maintenance	near facility stor.	open, 8x8	40	64
water dept.	public works bldg			
Municipal utility worker 3	shared	enclosed	shared 160	100
MUW 3	shared	enclosed	shared 160	100
MUW 2		open	share open	40
MUW 1		open	space of	40
Seasonal		open	415 s.f.	40
Streets				
MUW 1		open		40
Parks	note 3			
MUW 1		open		40
Seasonal		open		40
Future Storm drain dept				
MUW 3 future	1 future	enclosed		100
MUW 1 future	3 future	open		40

of staff
2003
1
1
1
1
1
1
4
6
2
1
1
1

Net Square footage
225
150
64
100
100
160
240
80
40
40
40
100
120

Total Personnel/ Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

17

1459
438
1897