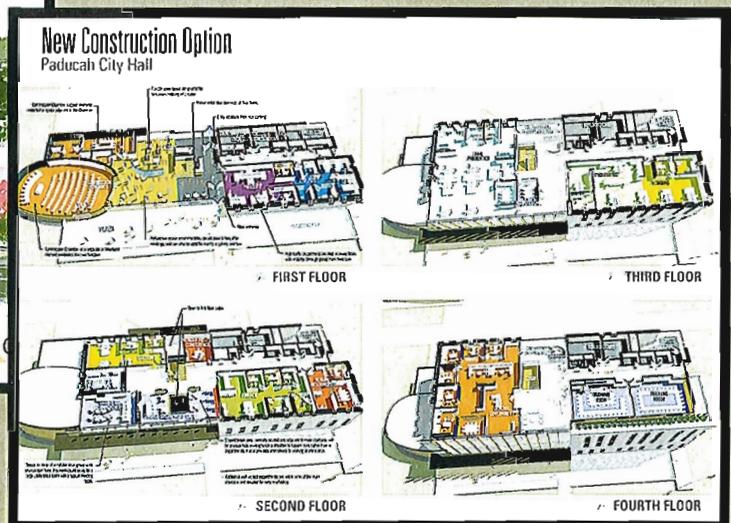
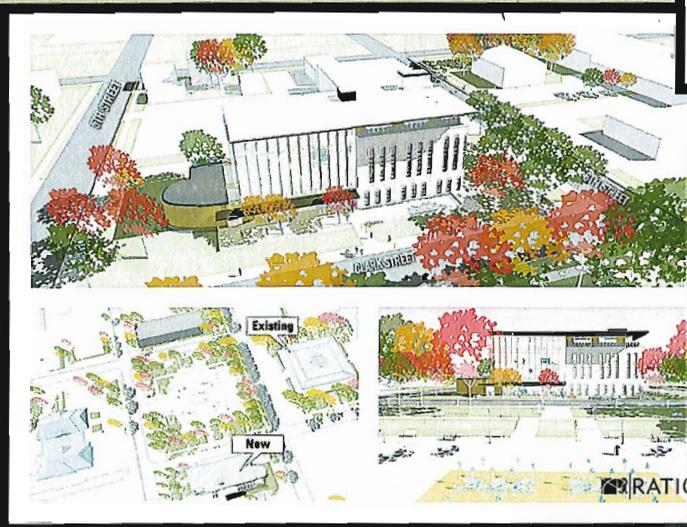
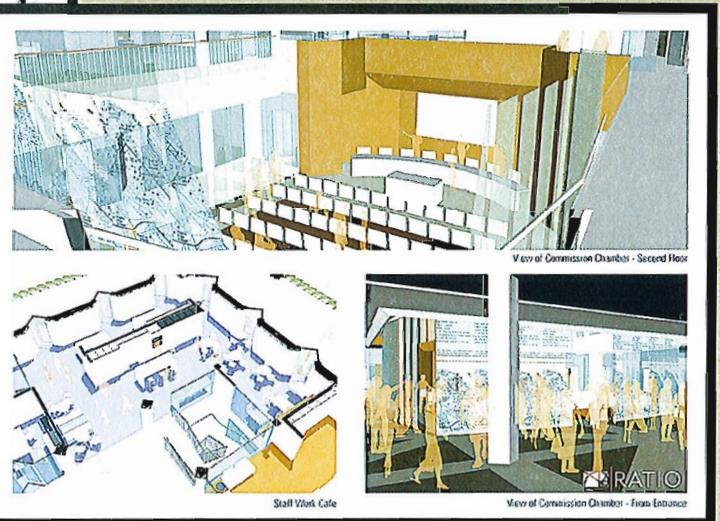
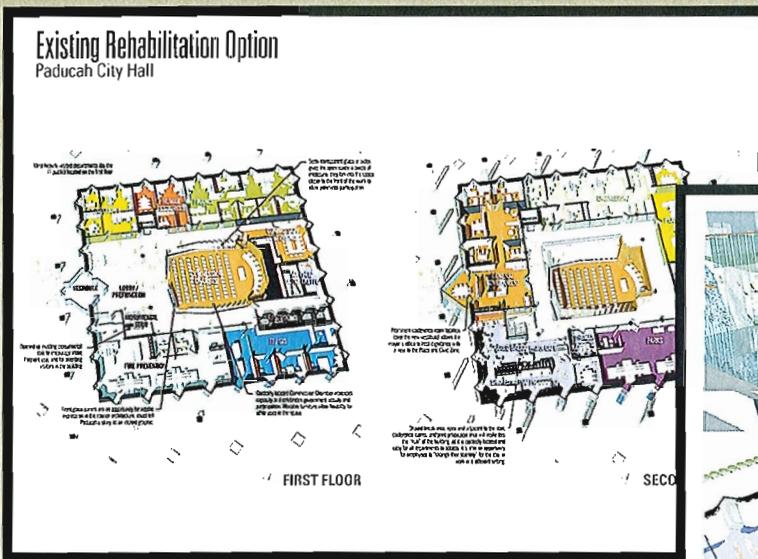


# Paducah City Hall

## RATIO/ Citizens Design Advisory Group

### Summary Report



2016

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## RATIO/Citizens Schematic Design Advisory Group

### Summary Report



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  - Meeting Summary #3
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-



**CITY OF PADUCAH**

300 South 5th Street  
P. O. Box 2267  
Paducah, KY 42002-2267  
Phone: (270) 444-8503  
Fax: (270) 443-5058  
jpederson@paducahky.gov

Jeff Pederson  
City Manager

April 14, 2016

To: Paducah Board of Commissioners

Provided to you ahead of your April 19 meeting is this comprehensive packet of information regarding the City Hall Project. Over the past several months, the RATIO Architects design team has worked with you, City Staff, and the City Hall Schematic Design Advisory Group to complete an in-depth process of visioning, programming, pre-design, and schematic design for two design options: rehabilitation of the existing City Hall, and construction of a new building. A public meeting was held March 21 to solicit public feedback on the schematic designs in preparation for the presentation to you.

We can be proud of the depth of thought and analysis by all participants as the City embarks on making critical and vital decisions regarding the future of City Hall. The presentation by Professional Engineer Baccus Oliver at your May 20, 2014 was a turning point in the action steps to address deficiencies in City Hall. The study conducted by Marcum Engineering; Bacon, Farmer, Workman Engineering; and Peck, Flannery, Gream, Warren Architects made it clear that Paducah's iconic City Hall building had experienced significant deterioration in its over 50 years of service. In particular, issues with the roof and the overhang condition have necessitated the limiting of access to the building due to safety concerns for the public and the employees who serve them from within the building.

I applaud the thoroughness of the processes conducted by RATIO Architects, in addition to the previous studies by local engineers as well as public engagement activities conducted through the City's Public Information Office. These were all key components in creating a solid platform for the decision-making process that is before you.

Jeff Pederson  
City Manager



EQUAL OPPORTUNITY EMPLOYER

## **City Hall Key Outcomes (New & Rehabilitation)**

1. Improves Customer Experience
2. Improves City Staff Functionality
3. Energizes the Civic Zone District of Downtown
4. Provides a Modern, Adaptable Workplace for 50 years
5. Contributes to Paducah's Identity & Culture



PADUCAH CITY HALL PROJECT  
PADUCAH, KENTUCKY

PART 1: PROGRAMMING & PRE-DESIGN

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Meeting Summary #1\_November 17, 18, 2015

# Overview

## Visioning, Programming, & Pre-Design Workshop



This is a summary of a pre-design and programming workshop for Paducah City Hall. The RATIO design team has been contracted by the City to offer two (2) schematic designs, one for a rehabilitation of the existing 1960s Edward Durrell Stone-designed City Hall building, and another that proposes a new building, on a site to be determined. RATIO's work also includes a master plan of the Dolly McNutt Memorial Plaza.

An Advisory Group of interested and invested community members has been appointed to collaborate with the design team to develop and refine two schematic options as a recommendation to the Commission. This group met twice, bookending the two-day workshop around a series of user group interviews which survey representatives of the various city departments working in the building. The focus of these meetings was very high level in order to construct a 50-year vision for the future design.

A concurrent meeting took place to discuss Dolly McNutt Plaza as a significant component of the Civic Zone, and integral to either the re-design of the existing building or site selection for a new building.

Attendees:

### \_ Schematic Design Advisory Group

Steve Ervin  
Joseph Benberri  
Fowler Black  
Lindsay Maestri  
William (Bill) Renzulli  
Hal Sullivan

### \_ User Groups

Jeff Pederson, City Manager  
Tammy Sanderson, City Clerk  
Pam Spencer, Public Relations  
Steve Doolittle, PRDA Director, Human Resources  
Steve Ervin, Director of Planning  
Jonathan Perkins, Director of Finance  
Rick Murphy, Director of Engineering & Public Works  
Greg Cherry, Fire Marshall  
Steve Kyle, Fire Chief  
Greg Mueller, Greg Dowdy, Stephen Chino, Ben Peterson, IT/GIS  
Mark Thompson, Parks Director  
Julie Hart, Director, McCracken County Public Library

### \_ Design Team

Rob Proctor, Principal, Architect, RATIO Architects  
John Jackson, Principal, Landscape Architect, RATIO Architects  
Brock Roseberry, Associate Principal, Architect, RATIO Architects  
Brooke Funkhouser, Architect & Interior Designer, RATIO Architects

Meeting Schedule: November 17th, 10:00 am - 1:00 pm Advisory Group, 1:00-2:00 Building Tour, 2:00-5:30 User Groups, 3:30-5:00 McNutt Plaza. November 18th, 8:00 am - 11:30 am User Groups, 11:30 - 1:00 pm Advisory Group.

**NEXT MEETINGS: January 5-6; meeting times TBD.**

# Goals

For Both a New Option or a Renovation

To establish a means of measuring success for the project in an objective manner, the design team facilitated a discussion to get the Advisory Group thinking about core concepts that will form a foundation for decision making throughout the process as well as inform the design whether it's for the renovation of the existing City Hall building or the design of a new one.

- 1 • Create a Modern Workplace to Serve the Next 50 Years
- 2 • Provide Flexibility/Adaptability but make Secure & Safe
- 3 • Honor the Architecture of Edward Durell Stone as well as the significance of what the building represents as part of the Story & Narrative of the City's history
- 4 • Involve the Community through the Process
- 5 • Revitalize and Reinforce the Civic Zone
- 6 • Provide Multiple Ways to Use the Building and Surrounding Site for the Future
- 7 • Enhance the Diversity / Unique Aspects of the Culture & Art / Community while maintaining efficient government practice
- 8 • Appropriate Budget / Maintain Schedule

In addition to the words, images of other facilities were shared by the design team that expressed these tenets in various ways. These (and others) can continue to be sourced for inspiration and ideas throughout the process.



# Existing Building

Identifying Challenges Facing the Renovation Option



The group discussed apparent physical deterioration issues that the renovation option will face in up front costs. Most of these acknowledgements aren't news, including the failing concrete overhangs which have fallen several inches over time at the corners.

Uninviting entry experience for visitors and staff, and opportunity for improvement



Creeping canopy & spalling paint among maintenance/appearance issues



Materials failing in garage due to elements



Atrium lobby roped off / unused

Poorly performing windows and exterior walls (thermally)



Numerous accessibility issues in existing restrooms - need to reconfigure



Inefficient use of storage space due to previous functions



Garage level not secure



Cracking terrazzo

# Existing Building

How is the Existing Building Being Used?

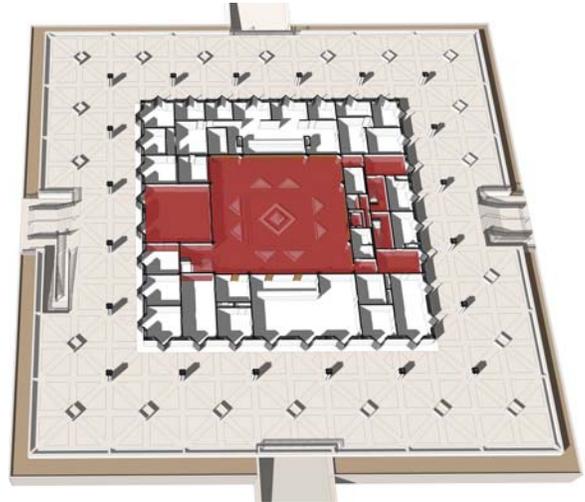
A reasonable average of expected building usability for this building type would be closer to 70% overall.

As a quick study to understand how the existing building compares to square footage to be later totalled in the programming effort (and how the building may be better utilized in the future), we looked at how much of the building is used for storage and circulation (stairs, elevators, corridors, vestibules/lobby, and atrium).

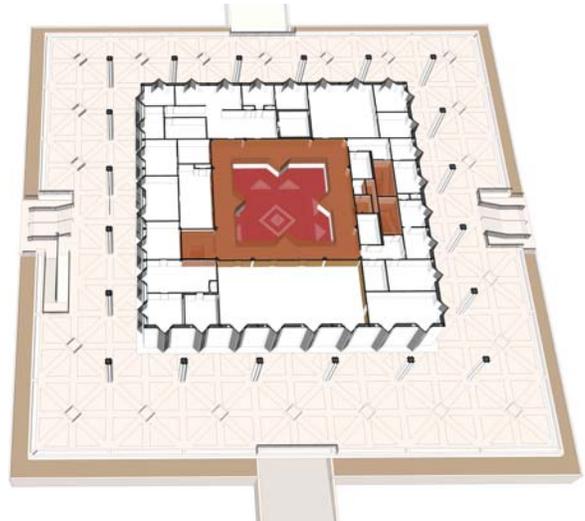
**LOWER LEVEL**  
**5,300 SF** CURRENTLY USED  
**21,900 GSF** OVERALL, INCLUDES EXTERIOR WALLS  
**24.2%** EFFICIENT



**FIRST LEVEL**  
**8,700 SF** CURRENTLY USED  
**15,000 GSF** OVERALL, INCLUDES EXTERIOR WALLS  
**58%** EFFICIENT



**SECOND LEVEL**  
**10,170 SF** CURRENTLY USED  
**13,300 GSF** OVERALL, INCLUDES EXTERIOR WALLS  
**76.5%** EFFICIENT



# Existing Building

How is the Existing Building Being Used?

To understand the how the departments occupy the existing space, we reviewed blocking diagrams, and again made specific examples of what works and what doesn't. This correlates to describing space needs for the future, or Programming, and a detailed account of this effort can be found in [Appendix A](#).



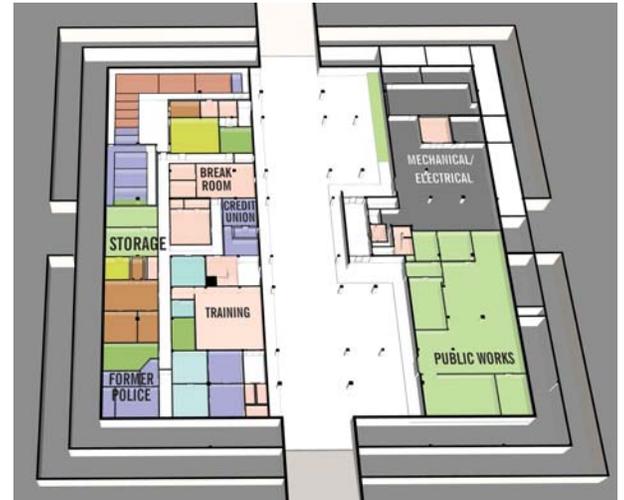
Each department isolated from the others in “pods”, each with own amenities & services (duplicated).



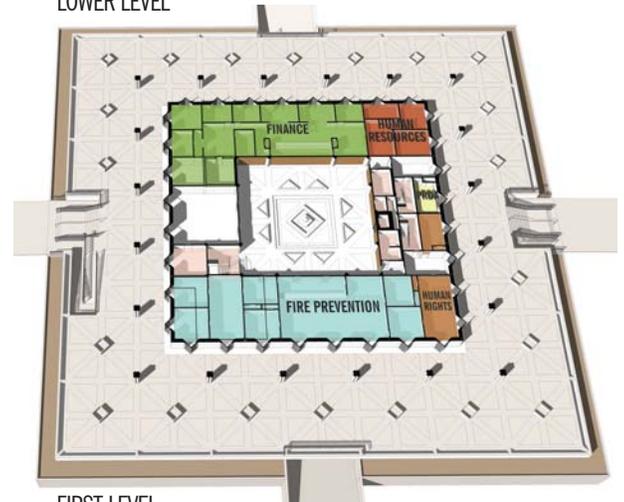
Unmanned entry lobby/reception occupies a fair amount of space as a function of the building’s design, and wayfinding for visitors tends to be challenged.



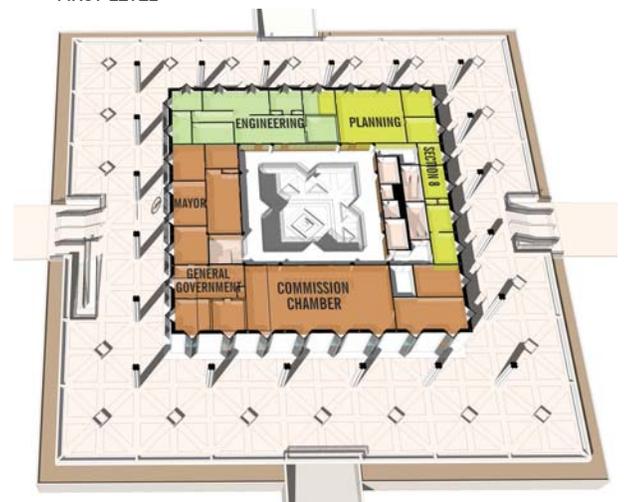
Atrium lobby roped off / unused



LOWER LEVEL



FIRST LEVEL



SECOND LEVEL

# Existing Building

## Rehabilitation vs. Restoration

A few discussions occurred about what a successful rehabilitation of the existing building can and should look like, and the design team offered the following distinction:

**Rehabilitation**, as defined by the Secretary of Interior's Standards for Rehabilitation, is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

**Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

This discussion will likely continue and expand in subsequent meetings as schematic design options take shape for the existing building.

Designed in 1963 by NYC architect Edward Durell Stone, we discussed Stone's design influence in the context of American and architectural history. Opened in 1965, the building design symbolized Paducah's economic resurgence, with a more formal, monumental variety of mid-century modern design. We identified unique elements of Stone's work as his style evolved over time, and connected those influences to the design of Paducah City Hall. Though smaller in scale, the existing Paducah City Hall by Stone is part of a unique collection of late 50's and early 60's work during a period of his most prolific achievements. As options are developed for a rehabilitation, these signature features will be respected, and thought given to the similarities to other Stone projects.



# Masterplanning

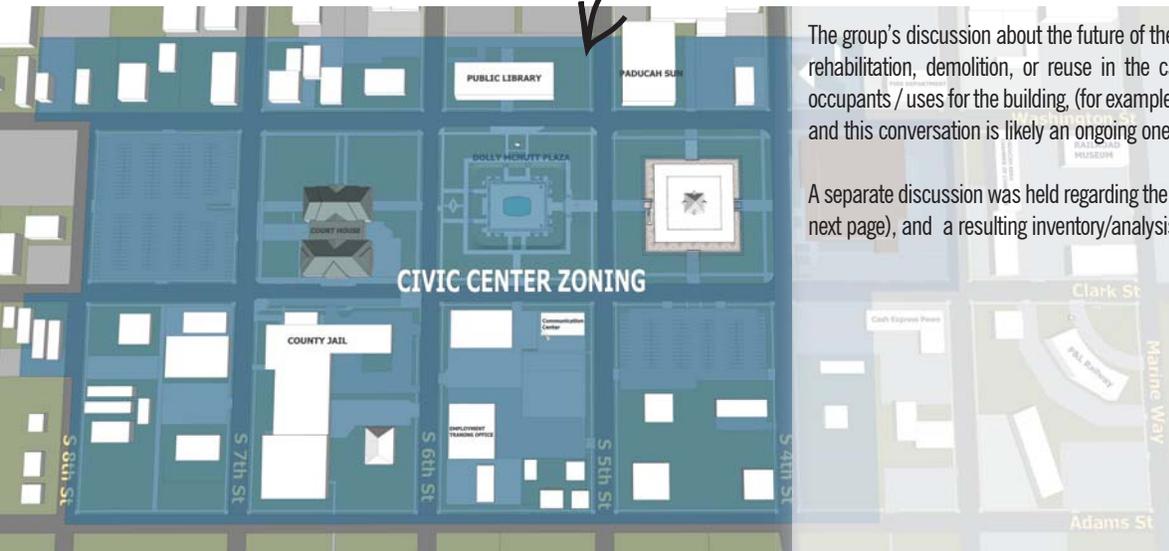
What are the Site Options for a New Building?

The Advisory Group looked at New Build options with a fresh perspective, apart from an earlier questionnaire that had identified three preferred site options. Pros and cons were weighed about several sites to narrow down to one or two.

The location shall remain within the established A1 Civic Zone and relative to other government buildings, as the group felt it didn't make sense to turn the City Hall's back on this zone, for example, to move to another area of town.

The group's discussion about the future of the existing City Hall initially included rehabilitation, demolition, or reuse in the case of a new building, with new occupants / uses for the building, (for example the Whitehaven Welcome Center), and this conversation is likely an ongoing one.

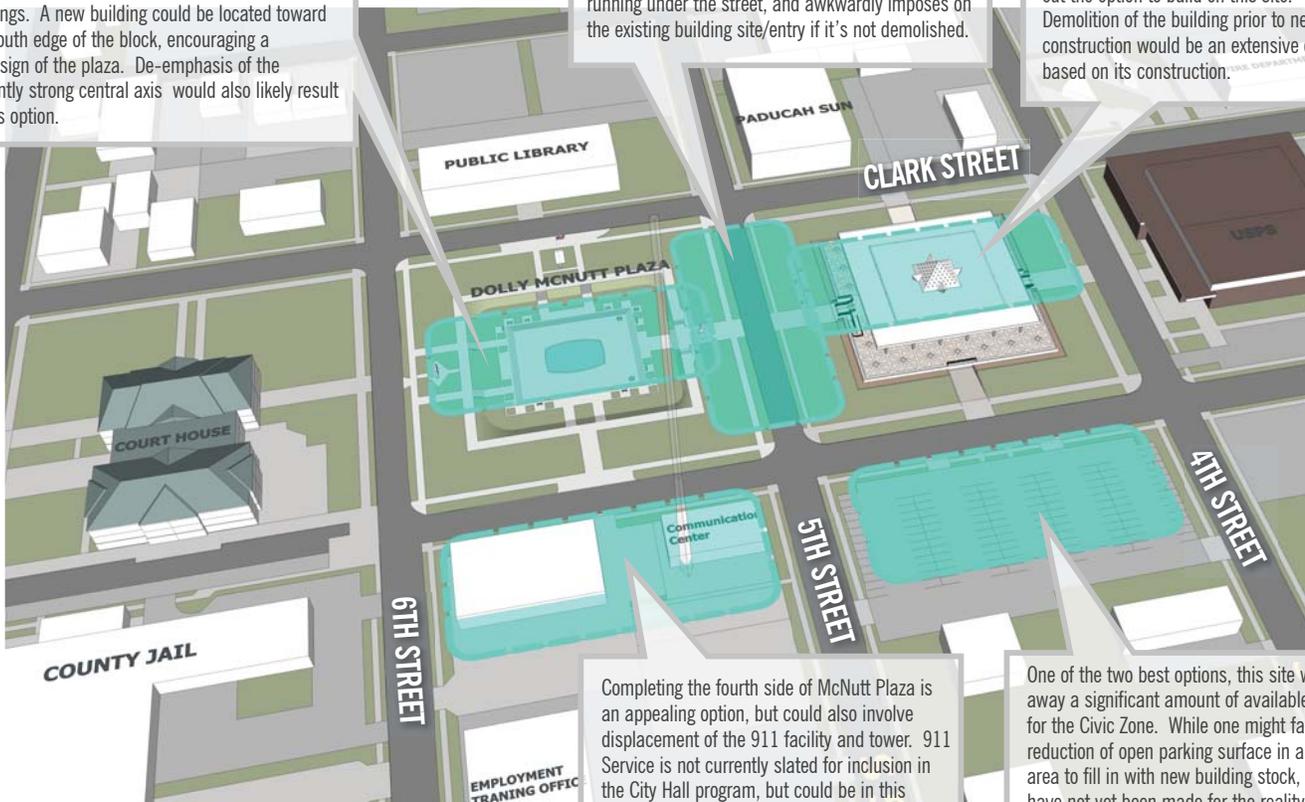
A separate discussion was held regarding the Dana McNutt Memorial Plaza (see next page), and a resulting inventory/analysis can be found in [Appendix B](#).



Dolly McNutt Plaza is an opportunity to revitalize the Civic Zone and its surrounding relative government buildings. A new building could be located toward the south edge of the block, encouraging a re-design of the plaza. De-emphasis of the currently strong central axis would also likely result in this option.

Earlier proposed 5th Street option requires a costly effort of relocating numerous existing utility lines running under the street, and awkwardly imposes on the existing building site/entry if it's not demolished.

The design team discourages the demolition of this building, and would rule out the option to build on this site. Demolition of the building prior to new construction would be an extensive effort based on its construction.



Completing the fourth side of McNutt Plaza is an appealing option, but could also involve displacement of the 911 facility and tower. 911 Service is not currently slated for inclusion in the City Hall program, but could be in this option.

One of the two best options, this site would take away a significant amount of available parking for the Civic Zone. While one might favor reduction of open parking surface in an urban area to fill in with new building stock, provisions have not yet been made for the reality of accommodating visitors to government facilities.

# McNutt Plaza

## Programming/Pre-Design Meeting

A meeting to discuss the reactivation / revitalization of Dana McNutt Memorial Plaza and its impact on the vision for Paducah City Hall happened concurrent to the building user group meetings. Below are notes from that conversation; see also a resulting inventory/analysis found in [Appendix B](#).

- Plaza the centerpiece of the Civic Zone
- Parks Department runs the property
- Infrastructure for the fountain is shot
- Recently spent \$4000 on electrical
- Pumps (for fountain) are too confined in their space
- There are accessibility issues getting to the lower two levels
- Vietnam and Korean memorials are strong, but WWII memorial is weak. Plan for future Iraq/Afghanistan war memorials planned for the South Axis
- Some pull-in parking at perimeter is odd
- Some light fixtures are not working; all need improvement/replacement
- Recall the temporary ice rink in the center
- Want an interactive fountain
- Permanent restrooms may need to be added per code if an event venue is located here.
- Violence last month; drugs and prostitution in front of library drove removal of fixed seating outside the library
- Wi-Fi currently available in the plaza

### Library Events in the Plaza

- Howl at the Moon event (October evening)
- Summer Reading Program – Opening Event

### Other Events

- St. Francis Easter Egg Hung
- Marches and Demonstrations
- Veterans Parade starting point this year at the Korean War Memorial
- Holiday Lighting (Christmas Trees)

### Ideas for the Future:

- Pink / other respectful color lighting schemes (example for Paris attacks)
- Movies in the Park
- 5k runs
- Food Truck Festivals
- Alternative farmer's market
- Book Swap



# Thinking Ahead

Issues (among others) that may drive schemes for rehabilitation



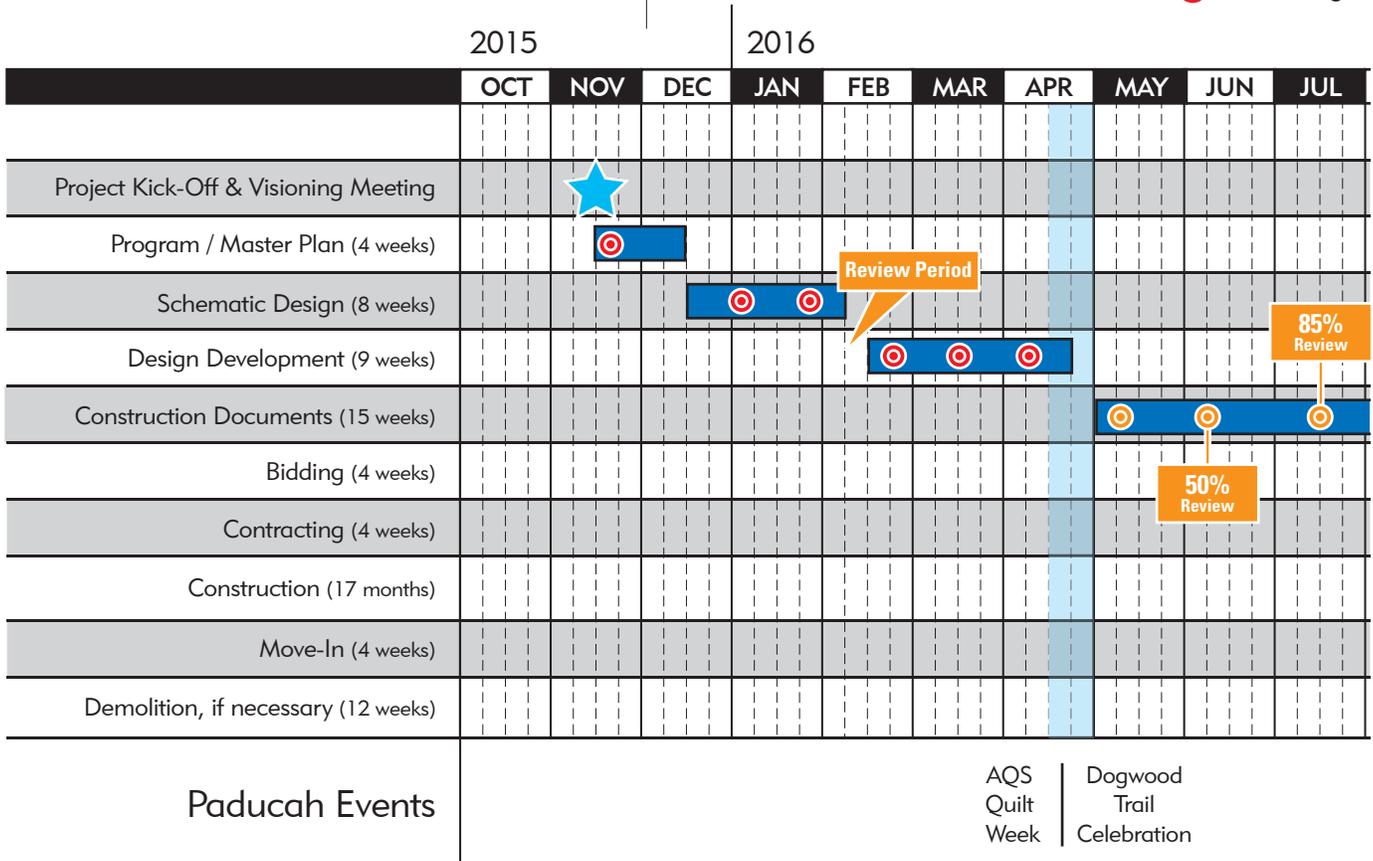
Improve appearance and scale of building entry and access. Address security of lower level / garage.



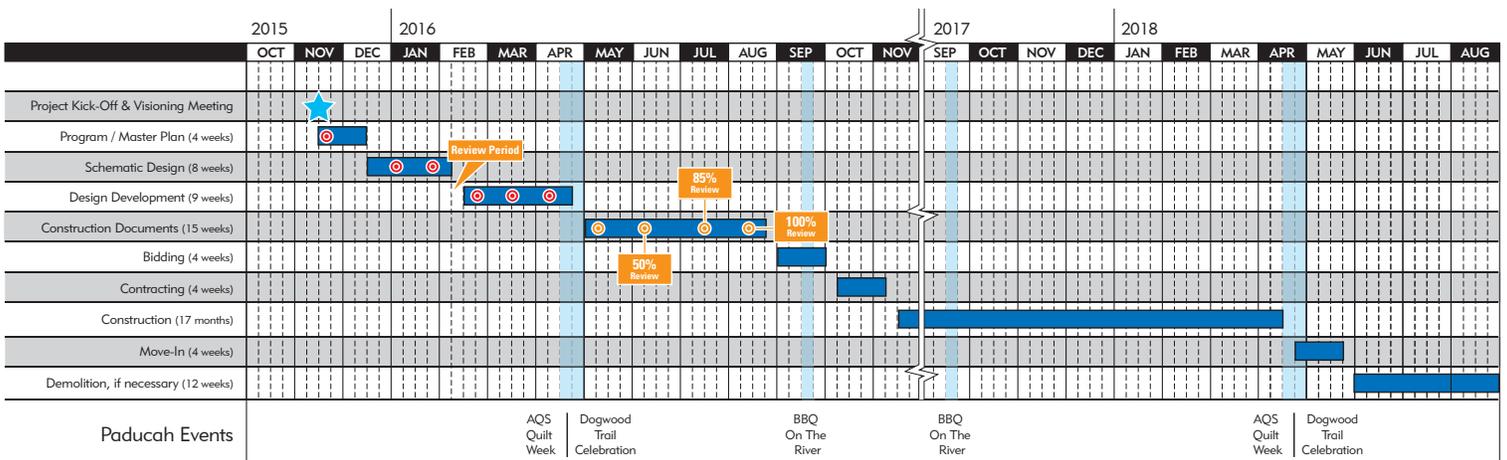
# Project Schedule

## SCHEDULE KEY:

 Live Design



## ENLARGED PARTIAL SCHEDULE



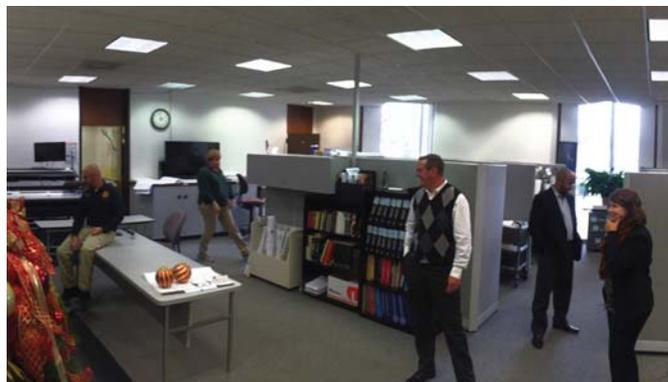
## FULL PROJECT SCHEDULE

# Appendix A

## Space Programming

The following pages capture the dialogue that took place with individual user groups, represented by department directors/leaders, describing their current state of operations as well as how people carry out their jobs, how they interact with one another, what is needed to accomplish tasks, and how they might work differently. The result of these conversations, a program spreadsheet, is the design team's interpretation of these discussions, and a way to determine how much space will be needed in a new design.

All departments in the building now will stay. Public Works will operate from a different location in the new building option. IT and GIS will likely move to City Hall from their current separate location. Parks Department may also be included, but their space needs will be heard in an upcoming conversation.



# HUMAN RESOURCES

| 1. Department Human Resources |                  |                 |                       |                   |           |                                | Adjacency: Finance   |  |
|-------------------------------|------------------|-----------------|-----------------------|-------------------|-----------|--------------------------------|--|--|
| Representing                  |                  | Steve Doolittle |                       |                   |           |                                |  |  |
| Space/Area                    | Current Employee | Space Qty.      | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type               | Other Notes  |  |
| HR Director                   |                  | 1               | 150                   | 1.33              | 200       | Private Office with Conference | Enclosed Office with seating for small conferences (for 4)                         |  |
| Generalists                   | Missi Dotson     | 1               | 80                    | 1.33              | 106       | Open workstation               |  |  |
| Generalists                   | Martin Russell   | 1               | 80                    | 1.33              | 106       | Open workstation               |  |  |
| Conference Room               |                  | 1               | 144                   | 1.33              | 192       |                                | Seating for 4. Could be shared by other departments, or just between HR & Finance. |  |
| Files                         |                  | 1               |                       | 1.33              | -         |                                | 160 LF of file storage?  |  |
|                               |                  |                 | 454                   |                   |           |                                |  |  |
| Total Department              |                  |                 |                       |                   | 604       |                                |  |  |

**Additional Notes:**

- Front desk has no privacy; this is actually an HR Generalist's workstation.
- Not a lot of public interaction (mostly internal staff) to warrant the need for a front desk.
- HR Generalists: 1 in an office, one out in the open; this is currently mostly due to personality difference (one more outgoing, likes to greet visitors; the other would rather be in a closed office).
- Not always a need for confidentiality; 90% of work could be done in an open office setting.
- Small Conference Room for 4 would be helpful (current room holds 6, but meetings rarely that large)
- HR Director sometimes handles disciplinary issues, needs to remain in a closed office.
- HR works most directly with Finance, specifically the Finance Director and Payroll / Accounts Payable.

# GENERAL GOVERNMENT

| 2. Department General Government |                   |   |                       |                   |           |                                 |  |  |
|----------------------------------|-------------------|---|-----------------------|-------------------|-----------|---------------------------------|--|--|
| Representing                     |                   | Jeff Pederson<br>City Manager<br>Tammy Sanderson<br>City Clerk<br>Pam Spencer<br>Public Relations |                       |                   |           |                                 |  |  |
| Space/Area                       | Current Employee  | Space Qty.  | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type                | Other Notes  |  |
| Mayor                            | Gayle Kaler       | 1   | 250                   | 1.33              | 333       | Private Office with Conference  | similar size to City Manager - meetings with 2-4 could be smaller. Mayoral office suite could be located adjacent to the commission chamber in the future. Adjacency to City Manager is not mandatory.   |  |
| City Manager                     | Jeff Pederson     | 1   | 250                   | 1.33              | 333       | Private Office with Conference  | needs his space size or more, frequent meetings of up to 5 in his office   |  |
| Assistant City Manager Office    |                   | 1   | 250                   | 1.33              | 333       | Private Office with Conference  | Adjacency to City Manager's Office.  |  |
| Small Conference Room            |                   | 1   | 200                   | 1.33              | 266       |                                 | Shared between Jeff/Mayor (if they are adjacent), seating for 4-6.   |  |
| City Clerk                       | Tammara Sanderson | 1   | 120                   | 1.33              | 160       | Private Office                  | Currently has 4 filing cabinets in office  |  |
| Assistant City Clerk             |                   | 1   | 120                   | 1.33              | 160       | Private Office                  | Still need this position though it isn't currently filled, and would work with future Assistant City Manager position.   |  |
| Work Area                        |                   | 1   | 150                   | 1.33              | 200       |                                 | This is in clerk workspace now and could be separate from the empty office/desk that's within it currently. Floor model copier, table for layout space/production/assembly of printed documents, drawers/cabinet storage for some paper and supplies. May make sense to have a small version of this if a larger shared work area/production center is provided in the building.   |  |
| Public Information Officer       | Pam Spencer       | 1   | 120                   | 1.33              | 160       | Private Office                  | Needs to be near City Manager; no need for private meetings.   |  |
| Executive Assistant II           | Claudia Meeks     | 1   | 80                    | 1.33              | 106       | Open workstation                |  |  |
| Administrative Assistant III     | Lindsay Parrish   | 1   | 80                    | 1.33              | 106       | Open workstation                | This is Gen. Govt. Reception   |  |
| Human Rights                     |                   | 1   | 80                    | 1.33              | 106       | Open workstation or Hotel Space | Open Workstation for part-time employee, could be shared with Ambassador(s).   |  |
| Ambassador Space                 |                   | 2   | 80                    | 1.33              | 213       | Open workstation or hotel space | these could be hotel stations (2 people)   |  |
| Gen Govt Waiting                 |                   | 1   | 100                   | 1.33              | 133       |                                 | seating for 4-5, guests waiting to meet with Mayor and/or City Clerk   |  |
| Commission Conference 1          |                   | 1   | 200                   | 1.33              | 266       |                                 | 4-6 person conference table, videoconferencing capability, wall mounted flat screen monitor.   |  |
| Commission Conference 2          |                   | 1   | 350                   | 1.33              | 466       |                                 | 14-16 person conference table, videoconferencing capability, wall mounted flat screen monitors.  |  |
| Coffee Bar                       |                   | 1   | 30                    | 1.33              | 40        |                                 | Undercounter fridge for cold beverages. Coffee service (water line Keurig), small sink. Adjacency to Mayor's office, conference rooms, waiting. Could be slightly bigger than current, but do not want to create a feeling of an empty room with a lot more seats. Not flexible currently for other uses with fixed seats (training, seminars/smaller meetings). New design should be a shape with less than 2:1 (LxW) ratio. Meetings only twice a week. Improve security; place exits so that crowd can exit in a more distributed manner (rather than funneling to the center on one side). |  |
| Commission Chamber               |                   | 1   | 1,800                 | 1.10              | 1,980     |                                 |  |  |
| Ante Room for Commission Chamber |                   | 1   | 200                   | 1.33              | 266       |                                 | Small space adjacent to the Commission Chamber for pre-meeting conversations (if Commission Conference is not provided adjacent to commission member seats in the Chamber). Need to determine if this would be furnished with soft seating or a conference table.  |  |
| Media Room AV/IT                 |                   | 1   | 120                   | 1.33              | 160       |                                 | Control center for media recordings and A/V for Commission meetings. Window into Chamber desirable; need more information about technical requirements for this room.  |  |
| Vault                            |                   | 1   | 168                   | 1.33              | 223       |                                 | need this somewhere, could be part of a larger combined storage space for all. Currently contains minutes, ordinances, other documents required by law to keep archived forever. Some microfilm storage. Physically secure/safe from fire is preferred for new design options.   |  |
|                                  |                   |   | 4,748                 |                   |           |                                 |  |  |
| Total Department                 |                   |   |                       |                   | 6,007     |                                 |  |  |

# GENERAL GOVERNMENT (cont.)

## Additional General Government Notes:

- City Manager's Office not big enough [with current furniture configuration] for typical small group meetings that often take place there (2-5).
  - City Manager's office doesn't necessarily have to be adjacent to the Mayor's office.
  - Government structure, given Paducah's population, would greatly benefit from an added Assistant City Manager position (does not exist currently); plan for an office for this person.
- Mayor's office often hosts meetings of 2-4. Mayor's Art program is hosted here currently, with coffee/tea events hosted from time to time in the office, but would probably be better/more visible if it was held elsewhere in a new design.
  - Located in its current location (top floor, on axis with Civic Zone & McNutt Plaza) to symbolize power.
  - Mayor interacts frequently with elected officials visiting the building.
  - Could, in a future design, be a separate suite adjacent to Commission Chamber, adjacent or not adjacent to General Government
- Public Information Officer's office could be smaller than it is currently.
- This is in clerk workspace now and could be separate from the office that's in it currently.

## Commission Chamber

- Typically/often full; sometimes standing room, but not often.
- Often used for other city staff meetings/functions; these functions would be better served if the seating in room was more flexible (not fixed to the floor).

- Screen is inappropriately placed behind the commission members who either move out of the way or block the screen.
- Difficult to hear speech from the commission members near the back of the room.
- Shape and proportion of the room is not ideal
- Would benefit from either locating the Commission Conference room behind the Commission members' seats in the chamber, or creating an ante room-type space behind their seats, to create a more convenient flow for discussions before and after meetings.
- No need for privacy (closed door sessions), as most public meetings are televised.
- Sound isolation or acoustical treatment is necessary if there are as many hard surfaces/noise distractions that can occur outside the chamber (currently any talking or clicking heels on the terrazzo are distracting when doors are open).
- This space is not rented out; with as many available space rental opportunities that exist elsewhere in the community there currently isn't a draw for it.
- Accessibility is a concern (access to commission member seating).

## Other Services

- Ambassadors Office currently accessed for about an hour/week. Elderly volunteers for General Government; need a desk (or table) and a phone. 2-3 people (not always in at once). This could be a reserved small conference room, and space to store files as necessary within General Government.
- Human Rights: 1 part time employee. Perhaps this is a workstation within General Government or Human Resources.

# PRDA

| 3. Department |                  | PRDA             |                       |                   |           |                  |   |  |
|---------------|------------------|------------------|-----------------------|-------------------|-----------|------------------|---|--|
| Representing  |                  | Director         |                       |                   |           |                  | Steve Doolittle   |  |
| Space/Area    | Current Employee | Space Qty.       | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type | Other Notes   |  |
| Director      | Steve Doolittle  | 1                | -                     | 1.33              | -         |                  | Steve will retire in a year, and the responsibilities of this position will likely be absorbed by Planning. |  |
|               |                  | Total Department |                       |                   |           |                  |   |  |

## DEFINITIONS

- 1 **NSF:** Net Square Feet, or the space inside surrounding walls or furniture panels.
- 2 **Wall/Circulation Factor:** Factor that accounts for area needed for surrounding walls/furniture panels and immediate circulation to a space. Varies according to space NSF.
- 3 **DGSF:** Department Gross Square Feet, or NSF plus the area needed for surrounding walls/furniture panels and immediate circulation (DGSF = NSF x Wall/Circ. Factor).
- 4 **Building Grossing Factor:** Factor that accounts for area needed for building common spaces (major circulation, stairs, elevators, toilet rooms, mechanical/electrical rooms and chases, custodial closets, exterior walls). 1.65
- 5 **Building GSF:** Building Gross Square Feet, or total building area measured from outside surfaces of exterior walls (GSF = DGSF x Building Grossing Factor).

# PLANNING

| 4. Department Planning          |                      |            |                       |                   |           |                                |   |  |
|---------------------------------|----------------------|------------|-----------------------|-------------------|-----------|--------------------------------|---|--|
| Representing                    | Director Steve Ervin |            |                       |                   |           |                                |   |  |
| Space/Area                      | Current Employee     | Space Qty. | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type               | Other Notes   |  |
| Planning Director               | Steve Ervin          | 1          | 150                   | 1.33              | 200       | Private Office with Conference | Private office with small table for conference.   |  |
| Executive Assistant             | Nancy Upchurch       | 1          | 80                    | 1.33              | 106       | Open workstation               | should maintain some proximity to Planning Director   |  |
| Administrative Assistant        | Donna Jackson        | 1          | 80                    | 1.33              | 106       | Open workstation               | currently near entrance to department   |  |
| Planner 1                       | Josh Sommer          | 1          | 80                    | 1.33              | 106       | Open workstation               | Open workstation  |  |
| Planner 2                       |                      | 1          | 120                   | 1.33              | 160       | Private Office                 | Enclosed office   |  |
| Grants Administrator            | Sheryl Chino         | 1          | 80                    | 1.33              | 106       | Open workstation               | Open workstation  |  |
| Community Development Planner   | not filled           | 1          | 120                   | 1.33              | 160       | Private Office                 |   |  |
| Downtown Development Specialist | Melinda Winchester   | 1          | 80                    | 1.33              | 106       | Open workstation               | Open workstation  |  |
| Intern                          |                      | 1          | 80                    | 1.33              | 106       | Open workstation               | Open workstation  |  |
| * Staff/Public Conference       |                      | 1          | -                     | 1.33              | -         |                                | Shared with Engineering or other departments<br>Currently shared with Engineering. Includes floor model copier, plotter, (11) 5H file cabinets, two tables for layout and finishing. Additional multi-function printer/copier located within current Planning cubicle area. Small local copy station likely needed nearby if a new design includes a larger shared production center. |  |
| Work Room / Copier / Plotter    |                      | 1          | 150                   | 1.33              | 200       |                                |   |  |
| Files                           |                      | 1          |                       | 1.33              | -         |                                | 80 lf storage   |  |
|                                 |                      |            | 1,020                 |                   | -         |                                |   |  |
| Total Department                |                      |            |                       |                   |           | 1,357                          |   |  |

### Additional Planning Notes:

- Currently no good waiting; must sit on the bench outside Section 8. Would only need a couple of chairs.
  - Mostly walk-in guests (not scheduled appointments), questions about zoning.
  - Two small conference rooms would be helpful, could minimize the need for visitors meeting with staff in their cubicles.
- Small table for open interaction with documents & plans (among staff) would be nice.
- Would like to be near Section 8 in the future also.

# SECTION 8

| 5. Department Section 8         |                 |   |     |      |     |                           |   |  |
|---------------------------------|-----------------|---|-----|------|-----|---------------------------|---|--|
| Representing                    | Steve Ervin     |   |     |      |     |                           |   |  |
| * Waiting Room/Reception        |                 | 1 | 250 | 1.33 | 333 | Receptionist workstation. | Seats for 4-6; needs to be in a better appointed space than currently (bench in a public corridor). |  |
| * Small Conference Room         |                 | 1 | 144 | 1.33 | 192 |                           | Seats 4-6. Could be co-located/banked so a few could be shared between two departments.             |  |
| Section 8 Program Administrator | Danny Fugate    | 1 | 120 | 1.33 | 160 | Private Office            |   |  |
| Section 8 Housing Specialist    | Courtney Amos   | 1 | 80  | 1.33 | 106 | Open workstation          |   |  |
| Section 8 Housing Specialist    | Donna Swift     | 1 | 80  | 1.33 | 106 | Open workstation          |   |  |
| Section 8 Inspector             | Harland Brazier | 0 |     | 1.33 | -   |                           |   |  |
| Section 8 Files                 |                 | 1 |     | 1.33 | -   |                           | Required to store minutes   |  |
|                                 |                 |   | 674 |      | -   |                           |   |  |
| Total Department                |                 |   |     |      |     | 896                       |   |  |

### Additional Section 8 Notes:

- Current space designations will continue with new design, but definitely a different configuration is necessary.
- Open workstations could work if a small conference room is provided for meetings with visitors.
- Need a better waiting room for Section 8
- Need a separate meeting room; sometimes sensitive stories are discussed
- Better office for Danny
- Record keeping requirements – minutes
- 1st floor location is acceptable (more traffic than Planning) but not required.

# FINANCE

| 6. Department Finance     |                           |            |                       |                   |           |                                    | Adjacency: Human Resources  |  |
|---------------------------|---------------------------|------------|-----------------------|-------------------|-----------|------------------------------------|---|--|
| Representing              | Director Jonathan Perkins |            |                       |                   |           |                                    |   |  |
| Space/Area                | Current Employee          | Space Qty. | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type                   | Other Notes   |  |
| Finance Director          | Jonathan Perkins          | 1          | 150                   | 1.33              | 200       | Private Office w/ Conference       | Should remain an enclosed office; closer proximity to HR desirable. Works directly with Revenue Manager and Controller; adjacency to these are desirable. Mandatory adjacency to Executive Assistant. Small table for meetings (2-3).   |  |
| Executive Assistant I     | Misty Jez                 | 1          | 80                    | 1.33              | 106       | Open workstation                   | Supports Finance Director, also acts as Finance Director's gatekeeper and that relationship will need to continue in a new design.  |  |
| Controller                | Audra Herndon             | 1          | 120                   | 1.33              | 160       | Private Office                     | Should remain an enclosed office; manages/works directly with the Accountants and Accounts Payable Clerk and should be in close proximity to them.  |  |
| Accountant                | Stacee Young              | 1          | 120                   | 1.33              | 160       | Private Office or Open Workstation | Enclosed office or open workstation; proximity to Controller. If open office, consider workstations that provide some level of privacy.   |  |
| Payroll Accountant        | Heather Rushing           | 1          | 120                   | 1.33              | 160       | Private Office or Open Workstation | Enclosed office or open workstation; proximity to Controller, possibly HR department. If open office, consider workstations that provide some level of privacy.   |  |
| Accounts Payable Clerk    | Cathy Graham              | 1          | 80                    | 1.33              | 106       | Open workstation                   | near HR   |  |
| Account Clerk             | Ebone Henderson           | 1          | 80                    | 1.33              | 106       | Open workstation                   | Located at service/transactions desk currently at entrance to department. Could provide workstations in open office area with visibility to a transaction desk to allow space to perform filing/desk work. Visible connection to Revenue Tech and Revenue Auditor necessary. Proximity to Revenue Manager also desirable. |  |
| Account Clerk             | Stephanie Millay          | 1          | 80                    | 1.33              | 106       | Open workstation                   | Located at service/transactions desk currently at entrance to department. Could provide workstations in open office area with visibility to a transaction desk to allow space to perform filing/desk work. Visible connection to Revenue Tech and Revenue Auditor necessary. Proximity to Revenue Manager also desirable. |  |
| Revenue Manager           | Angela Copeland           | 1          | 120                   | 1.33              | 160       | Private Office                     | Should remain an enclosed office; manages/works directly with the Revenue Auditor, Revenue Tech, and Account Clerks and should be in close proximity to them.   |  |
| Revenue Technician        | Beverly Scruggs           | 1          | 80                    | 1.33              | 106       | Open workstation                   | Open workstation; works directly with the Revenue Manager and should be in close proximity. No need for additional/second workstation that currently exists.  |  |
| Revenue Auditor           | Douglas McClure           | 1          | 80                    | 1.33              | 106       | Open workstation                   | Open workstation; works directly with the Revenue Manager and should be in close proximity, and visible connection to Account Clerks.   |  |
| Front Desk                |                           | 1          | 185                   | 1.33              | 246       |                                    | Transaction station, similar to the current one, but without designated workstations. Suggest two points of service, one at standing height/42", another at an accessible (30-34") height. Need to verify equipment/power/data needs. Allow queuing space, not likely a line for more than 2.                             |  |
| * Staff/Public Conference |                           | 1          | 200                   | 1.33              | 266       |                                    | Meeting table for 6 people, (currently located in a walkway) preferably enclosed. Could share with HR exclusively or with other departments.  |  |
| * Work Room / Copier      |                           | 1          | 50                    | 1.33              | 67        |                                    | floor model copier, standing height worksurface/layout space for mailers & filing, a few cabinets for storage. Currently located in walkway visible to the visitors, but should be collected in a convenient yet visibly protected area in the future. Could potentially be part of a larger work room/production center. |  |
| * Files                   |                           | 2          |                       | 1.33              | -         |                                    |   |  |
| * Vault                   |                           | 1          | 160                   | 1.33              | 213       |                                    | Records storage; need this somewhere, could be part of a larger combined storage space for all. Physically secure/safe from fire is preferred for new design options.   |  |
|                           |                           |            | 1,705                 |                   |           |                                    |   |  |
| Total Department          |                           |            |                       |                   | 2,268     |                                    |   |  |

### Additional Finance Notes:

- 3 Account Clerk stations at front desk area (within the department).
  - These individuals currently sometimes move to the open workstation next to the Revenue Auditor to work on things and not be disrupted by (or seem to ignore) visitors to the front desk.
  - As new online transactions system is used and becomes commonplace, the need to have people stationed at this desk at all times may likely diminish. The positions may still remain, but their workstations could be removed a bit from the desk if sound and visibility to the desk is maintained.
  - Staff have commented that the current setup is sometimes awkward that public visitors are looking down on them and the work on their desk/screen (which isn't preferred), a 30"H sitting-height station and ~42" H transaction top.
- Revenue Technician and Revenue Auditor: in open workstations now.
  - They work on taxes and other sometimes personal/confidential information that would not want to be out where just anyone will walk by and see all on their desks and/or screens.
  - They do not have many private conversations to need a private office.
  - Need visibility to/from their workstations (to front desk/Account Clerks area)
- Current open conference table area for 6; used fairly frequently, and should be in an enclosed room to reduce distraction to others.
- In a future design it would be desirable to allow Finance dept. to attend a meeting and not leave the department (don't have enough staff to maintain public service), even have visibility from a conference room to the finance service desk.

# ENGINEERING & PUBLIC WORKS

| 7. Department                    |                  | Engineering Department |                       |                   |           |                              |  |  |
|----------------------------------|------------------|------------------------|-----------------------|-------------------|-----------|------------------------------|--|--|
| Representing                     | Director         | Rick Murphy            |                       |                   |           |                              |  |  |
| Space/Area                       | Current Employee | Space Qty.             | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type             | Other Notes  |  |
| Director                         | Rick Murphy      | 1                      | 150                   | 1.33              | 200       | Private Office w/ Conference | Enclosed office, need a small conference table for meetings or a nearby small conference room for up to 5-6. Works quite a bit with City Manager; some proximity at least to General Government would benefit.   |  |
| Executive Assistant I            | Amy Nuckolls     | 1                      | 80                    | 1.33              | 106       | Open workstation             | Supports Engineering Director, needs direct access to Director's office  |  |
| Engineering Project Manager      | Angie Weeks      | 1                      | 80                    | 1.33              | 106       | Open workstation             | Works directly with Engineering Director   |  |
| EPW Operations Manager           | Chris Yarber     | 1                      | 80                    | 1.33              | 106       | Open workstation             | Works directly with Engineering Director   |  |
| Storm Water & Drainage Engineer  | Nathan Taylor    | 1                      | 80                    | 1.33              | 106       | Open workstation             | Comes and goes a lot, but when in the office performs detailed work. Works directly with Engineering Director.   |  |
| Engineering Assistant I (Future) | (Growth)         | 1                      | 80                    | 1.33              | 106       | Open workstation             |  |  |
| Administrative Assistant III     | Debbie Collins   | 1                      | 80                    | 1.33              | 106       | Open workstation             | Currently acts as a gatekeeper for this department due to location just inside the suite. Answers disgruntled public calls and visits; need for acoustical separation or distance from other open office employees. Accesses archive documents.  |  |
| Administrative Assistant III     | Pam Souder       | 1                      | 80                    | 1.33              | 106       | Open workstation             | Currently acts as a gatekeeper for this department due to location just inside the suite. Answers disgruntled public calls and visits; need for acoustical separation or distance from other open office employees. Accesses archive documents.  |  |
| Small Conference Room            |                  | 1                      | 144                   | 1.33              | 192       |                              | Seats 4-6. Could be co-located with another so two could be shared between two departments. Currently shared with Planning, includes floor model copier, plotter, (11) 5H file cabinets, two tables for layout and finishing. More current work space within Engineering includes another plotter. Small local copy station likely needed nearby if a new design includes a larger shared production center. |  |
| * Work Room / Copier / Plotter   |                  | 0                      | 150                   | 1.33              | -         |                              |  |  |
| * Cabinet Files                  |                  | 1                      | 500                   | 1.10              | 550       |                              | Lower Level  |  |
| Flat Files                       |                  | 1                      | 180                   | 1.33              | 239       |                              | (4x) 3' x 4' x 42" flat files with layout space above  |  |
| Waiting Area                     |                  | 1                      | 120                   | 1.33              | 160       |                              |  |  |
| * Vault                          |                  | 1                      | 160                   | 1.33              | 213       |                              | Records storage; need this somewhere, could be part of a larger combined storage space for all. Physically secure/safe from fire is preferred for new design options.  |  |
|                                  |                  |                        | 1,964                 |                   |           |                              |  |  |
| Total Department                 |                  |                        |                       |                   | 2,298     |                              |  |  |

| 8. Department     |                  | Public Works Department |                       |                   |           |                  |   |  |
|-------------------|------------------|-------------------------|-----------------------|-------------------|-----------|------------------|---|--|
| Representing      | Director         | Rick Murphy             |                       |                   |           |                  |   |  |
| Space/Area        | Current Employee | Space Qty.              | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type | Other Notes   |  |
| Public Works Shop |                  | 1                       | 2,080                 | 1.33              | 2,766     |                  | Currently a controlled environment for working on large items in the lower level. This will not be part of a new building design. |  |
| Office            | Chris Ferrell    | 1                       | 220                   | 1.33              | 293       |                  | Existing to remain; only need one office. This will not be part of a new building design.   |  |
| break space       |                  | 1                       | 353                   | 1.33              | 469       |                  | Existing to remain. This will not be part of a new building design.   |  |
| Storage Room      |                  | 1                       | 554                   | 1.33              | 737       |                  | Existing to remain. This will not be part of a new building design.   |  |
| Flammables        |                  | 1                       | 239                   | 1.33              | 318       |                  | Existing to remain. This will not be part of a new building design.   |  |
|                   |                  |                         | 3,446                 |                   |           |                  |   |  |
| Total Department  |                  |                         |                       |                   | 4,583     |                  |   |  |

## Additional Engineering Notes:

- Engineering interacts with Public Works in an administrative to worker relationship. Engineering interacts with the public for issues of service (potholes reported, properties, solid waste pickup) and has enforcement duties. Public Works executes the work generated by the activities of Engineering.
- Engineering Director needs to remain in a closed office, with adjacency to the Executive Assistant, preferably with a direct connection via door.
- Exec. Assistant, Operations Manager, Stormwater / Drainage Engineer roles can be considered spokes in the work flow relative to the Engineering Director (all have adjacency).
- Stormwater / Drainage Engineer comes and goes a lot, but when in the office performs detailed work
- Administrative Assistants who greet the public and answer the phone handle a lot of disgruntled citizens, so maintaining a pleasant atmosphere for them is important, as is acoustically separating/distancing them from others in the Engineering open office.
- Work room currently has 11 file cabinets, plotter, finishing table. Additional plotter and layout space over flat files within Engineering department.
- Adding one new staff member not in the building now – Engineering Assistant 1

# FIRE PREVENTION

| 9. Department                   |                  | Fire Prevention |                       |                   |              |                                 |  |  |
|---------------------------------|------------------|-----------------|-----------------------|-------------------|--------------|---------------------------------|--|--|
| Representing                    | Fire Chief       | Steve Kyle      |                       |                   |              |                                 |  |  |
|                                 | Fire Marshal     | Greg Cherry     |                       |                   |              |                                 |  |  |
| Space/Area                      | Current Employee | Space Qty.      | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF    | Workstation Type                | Other Notes  |  |
| Fire Chief                      | Steve Kyle       | 1               | 80                    | 1.33              | 106          | Open workstation or Hotel Space | Main office at fire station, could use a touch down station either in the open office area or in the Fire Marshall's office.   |  |
| Fire Marshal                    | Greg Cherry      | 1               | 150                   | 1.33              | 200          | Private Office w/ Conference    | Needs table for 4 in office or an adjacent small conference room; needs to have a more direct connection to staff (visual/audible), rather than currently disconnected configuration |  |
| Deputy Fire Marshall - 1        | Joe Fowler       | 1               | 80                    | 1.33              | 106          | Open workstation                | adjacency to Fire Marshall   |  |
| Deputy Fire Marshall - 2        | April Tinsman    | 1               | 80                    | 1.33              | 106          | Open workstation *              | Currently at an open workstation outside of Fire Marshall's office, and needs to be either in a private space or in an area away from waiting.                                       |  |
| Chief Building Inspector        | Les Fugate       | 1               | 350                   | 1.33              | 466          | Shared Private Office           | w/ drawing lay space   |  |
| Deputy Building Inspector       | Chad Clark       | 1               | -                     | 1.33              | -            | Shared Private Office           | Could be shared with the Chief Building Inspector  |  |
| Deputy Building Inspector       | Future           | 1               | -                     | 1.33              | -            | Shared Private Office           | Could be shared with the Chief Building Inspector  |  |
| Electrical Inspector            | Roger Byrd       | 1               | 80                    | 1.33              | 106          | Open workstation                | Can be in one office with other Code Enforcement   |  |
| Electrical Inspector            | Vaughn Hugen     | 1               | 80                    | 1.33              | 106          | Open workstation                | Can be in one office with other Code Enforcement   |  |
| Code Enforcement                | Bill Griggs      | 1               | 80                    | 1.33              | 106          | Open workstation                |  |  |
| Code Enforcement                | Steve Utz        | 1               | 80                    | 1.33              | 106          | Open workstation                |  |  |
| Code Enforcement                | Harland Brazier  | 1               | 80                    | 1.33              | 106          | Open workstation                |  |  |
| Permit Specialist               | Debbie McGhee    | 1               | 80                    | 1.33              | 106          | Open workstation (front desk)   |  |  |
| Property Maintenance Specialist | Janet Dicke      | 1               | 80                    | 1.33              | 106          | Open workstation (front desk)   |  |  |
| Administrative Assistant        | Future           | 1               | 80                    | 1.33              | 106          | Open workstation                | Station not currently used, but keep for future growth   |  |
| Work Room / Copier / Plotter    |                  | 1               | 160                   | 1.33              | 213          |                                 |  |  |
| Cabinet Files                   |                  | 1               |                       | 1.33              | -            |                                 |  |  |
| Flat Files                      |                  | 1               |                       | 1.33              | -            |                                 |  |  |
| * Staff/Public Conference       |                  | 1               | 275                   | 1.33              | 366          |                                 | Current conference room has a table for 12. Used at least once a week by department for full capacity; often used by other departments due to its size.                              |  |
| Evidence Room                   |                  | 1               | 100                   | 1.33              | 133          |                                 | Needs to be secure. Does not need to be within the department's work area.   |  |
|                                 |                  |                 | <u>1,915</u>          |                   |              |                                 |  |  |
| Total Department                |                  |                 |                       |                   | <u>2,547</u> |                                 |  |  |

## Additional Fire Prevention Notes:

- Better if more consolidated (poor space utilization currently), individuals are too far apart from each other.
- Add one more office/position
- Waiting used very little
- Inspectors (2 electrical, 4 code enforcement) are in cubicles currently; this is fine for them, but could be arranged a little differently:
  - They would benefit from being adjacent to the Deputy Fire Marshalls and Fire Marshall.
  - Fire Marshall needs to see & hear the department employees; keep a pulse on what's going on.
  - One of the Deputy Fire Marshalls should be in a private office or in an area away from waiting/inaccessible to the public.
- Fire Marshall's office needs to be able to have meetings for 4 in his office, but doesn't need the layout space currently in his office.
- Need a secure room for storing evidence, about 100 SF, but doesn't need to be housed within the department's work area.
- Two clerical positions (Permit Specialist, Property Maintenance Specialist) at front desk assist visitors to the department upon arrival. One additional workstation is currently empty, but perhaps plan for this as future position.

- Conference room holds 12-15. Used for weekly staff meetings, but also used frequently by all other departments in the building since it holds a larger number of people.
- Fire Chief's office is at the fire station, but spends a large amount of time at this building. Could use a touch down station either in the open office area or in the Fire Marshall's office.
  - Does a lot of computer work, makes phone calls when here.
- Fire Protection works with all departments
- Most foot traffic of all departments
- New software being implemented to increase online footprint, reduce foot traffic to the office (applying for permits, making payments, etc.)
  - This will drive a need for training space (computer lab style) to train employees on using the system.
  - Future project manager will likely be necessary for this system, either Fire Protection or IT
- Adaptability or an additional future Deputy Building Inspector would be a good idea.

| 11. GIS / IT                     |  |            |                       |                   |           |                                    |  |  |
|----------------------------------|--|------------|-----------------------|-------------------|-----------|------------------------------------|--|--|
| Space/Area                       |  | Space Qty. | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type                   | Other Notes  |  |
| Offices                          |  | 5          | 120                   | 1.33              | 798       | Private Office or Open Workstation | 4 existing positions, 5th office for anticipated manager for the new software).  |  |
| GIS Office                       |  | 1          | 180                   | 1.33              | 239       | Shared Private Office              | Office for two   |  |
| Shared Conference Room           |  | 1          | 180                   | 1.33              | 239       |                                    | # people, sharable with other departments.   |  |
| Server Room                      |  | 1          | 300                   | 1.10              | 330       |                                    | cooling needs, sized based on existing rack configuration in Communications building,                                      |  |
| Storage                          |  | 1          | 120                   | 1.33              | 160       |                                    | lockable, shelving for equipment   |  |
| Equipment Staging                |  | 1          | 150                   | 1.33              | 200       |                                    | for setting up, queuing new equipment to be deployed   |  |
| Plotter Room                     |  | 1          |                       | 1.33              | -         |                                    | See Shared Staff Work Area/Production Center.  |  |
| Security Cameras Viewing Station |  | 1          | 80                    | 1.33              | 106       |                                    | Secure (authorized access only), but need quick access (police). Not accessed that frequently, and can be viewed remotely. |  |
|                                  |  |            | 1,130                 |                   |           |                                    |  |  |
| Total Department                 |  |            |                       |                   |           | 2,072                              |  |  |

**Additional IT/GIS Notes:**

- Need a Server Room sized similar to existing in the Communications building
- Conference room (could be shared with other departments)
- Plotter used mostly by GIS, could be part of a larger shared Production Center.
- Layout space needed for large drawings, often for sharing information with someone who has stopped by with a question, so layout space still should probably be programmed for this space, or it might make sense to locate a Production Center adjacent to this department.
- Typically 3 monitors (or open laptop & 2 additional monitors) at each desk
- Security cameras viewing station: must be authorized to view; secure but need quick access.
- Expectation of people that come to GIS/IT for assistance that information is always needed right now; whether that's always true, still an expectation that will continue.
- Need to plan space for accumulation of new arrivals of equipment that must be configured/processed.
- Be thoughtful of wireless access point placement.
- Important not to locate this in a flood-prone place
- Need power back-up for public safety (24/7 service)
- Biggest/most frequent customer: police department, needs to be quickly/easily accessed by them
- Phone conversations: if 2 people in a room it's difficult with some of the equipment used.

## SHARED FUNCTIONS / BUILDING SERVICES

| 10. Shared Functions & Staff Amenities      |  |            |                       |                   |           |                  |  |  |
|---|--|------------|-----------------------|-------------------|-----------|------------------|--|--|
| Space/Area                                  |  | Space Qty. | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type | Other Notes  |  |
| Shared Conference Rooms                     |  | 1          |                       | 1.33              | -         |                  |  |  |
| Public Conference Room                      |  | 1          |                       | 1.33              | -         |                  |  |  |
| Shared Staff Break/Café                     |  | 1          | 600                   | 1.33              | 798       |                  | Large shared space   |  |
| Shared Staff Work Area/Production Center    |  | 1          | 300                   | 1.33              | 399       |                  | Adjacency to GIS / IT.   |  |
| Training Room                               |  | 1          | 2,000                 | 1.33              | 2,660     |                  | shared by all, with computers. Holds 35 (1200 SF) - 50 (2100 SF) at computer workstations. |  |
| Shared File/drawing viewing area in Storage |  | 1          | 200                   | 1.33              | 266       |                  |  |  |
| Gallery                                     |  | 1          | 250                   | 1.33              | 333       |                  |  |  |
|   |  |            |                       | 1.33              | -         |                  |  |  |
|   |  |            |                       | 1.33              | -         |                  |  |  |
|   |  |            |                       | 1.33              | -         |                  |  |  |
|   |  |            | 3,350                 |                   |           |                  |  |  |
| Total Department                            |  |            |                       |                   |           | 4,456            |  |  |

| 12. Building Services       |  |            |                       |                   |           |                  |             |  |
|-----------------------------|--|------------|-----------------------|-------------------|-----------|------------------|-------------|--|
| Space/Area                  |  | Space Qty. | Programmed NSF (2015) | Wall/Circ. Factor | Dept. GSF | Workstation Type | Other Notes |  |
| Mechanical Room             |  | 1          |                       | 1.10              | -         |                  |             |  |
| Electrical Closet           |  | 3          |                       | 1.10              | -         |                  |             |  |
| Data Closet/IT              |  | 2          |                       | 1.10              | -         |                  |             |  |
| Janitor/Housekeeping Closet |  | 2          |                       | 1.10              | -         |                  |             |  |
|                             |  |            | -                     |                   |           |                  |             |  |
| Total Department            |  |            |                       |                   |           | -                |             |  |

- Further Development of these areas will be discussed at the next workshop, and Mechanical/Electrical/Data room sizing will develop as a function of the building design and will be informed by design team engineers.

# Appendix B

Dolly McNutt Memorial Plaza: Inventory & Analysis



PADUCAH CITY HALL PROJECT  
PADUCAH, KENTUCKY

PROGRAMMING, DISTRICT PLANNING & SCHEMATIC DESIGN

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Meeting Summary #2\_January 5 & 6, 2016



# Overview

## Design Options Workshop

### Attendees:

Steve Ervin, SD Advisory Group  
Joseph Benberri, SD Advisory Group  
Fowler Black, SD Advisory Group  
Lindsay Maestri, SD Advisory Group  
Bill Renzulli, SD Advisory Group  
Hal Sullivan, SD Advisory Group

Rob Proctor, RATIO Architects  
John Jackson, RATIO Architects  
Brock Roseberry, RATIO Architects  
Brooke Funkhouser, RATIO Architects



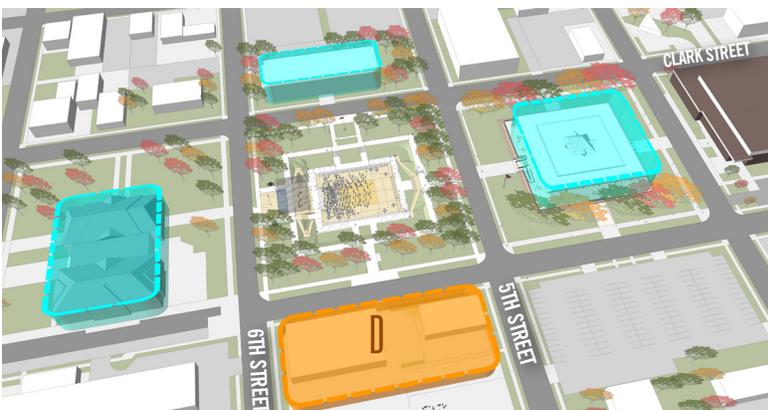
The following notes capture the highlights of the second design workshop for Paducah City Hall programming, preliminary design, district planning, and schematic design, held January 5 & 6, 2016. The objective of the two-day Schematic Design Advisory Group sessions was to introduce concepts for renovation as well as new construction, and to narrow the options for further development and pricing. Detail of the topics discussed and outcomes are identified in the pages that follow.

Additional meetings were held with all of the departments to be housed in the building, clarifying details about their needs for space and workflow. The revitalization of Dolly McNutt Memorial Plaza was also discussed with the Advisory Group, as it relates to site selection for City Hall's new building options. Moving forward, however, design development of the Plaza will likely be the charge of another similar advisory group with special interest to focus the efforts of this group to the building options only.

The conclusion of the session found varied opinions among the group about a direction for a renovation option, with elements from each being favored. The design team will evolve the renovation vs. new construction options for the next workshop with elements from the schemes the group responded to positively. It is emphasized that design is an iterative process; each workshop builds on the last, and the options presented are by no means final solutions to the problem. The design for both the new construction and rehabilitation options will combine various features from each of the options discussed, leading to a new single option that will be developed in more detail. Paired with cost models for the evolved solutions, the advisory group should be more equipped to make a more well-reasoned recommendation at the next workshop's conclusion.

At the end of this initial recommendation process, the Schematic Design Advisory Group will provide feedback to the design team as we all work to recommend to the Commission both a single rehabilitation design and a single new building design. Note that although the Advisory Group's opinion is welcome, the group is not obligated to select which one of those two options is best, as the Commission will carry that responsibility.

Meeting Schedule: January 5th, 1:00 pm - 3:00 pm SD Advisory Group, 3:00-5:30 User Groups. January 6th, 8:30 am - 10:00 am User Groups, 10:00 - 11:30 pm SD Advisory Group.



**NEXT MEETINGS: February 2-3; meeting times TBD.**

### NEXT STEPS:

- RATIO will develop cost models for the narrowed schemes for comparison, a new construction option and a rehabilitation option.
- With further programming detail provided by the departments, RATIO will begin to show more developed plan layouts in the most favored options.
- The favored new construction option will be developed further with regard to massing on the site and architectural design.
- Technical systems and structural engineering design will advance as we refine the design toward one preferred rehabilitation design and one preferred new building design.
- Regarding McNutt Plaza Master Plan, the City will provide comments for final edits to RATIO's report.
- The City will determine an appropriate time to host a public information session to be hosted by the Schematic Design Advisory Group and RATIO.

# Goals

## Recap & Discussion

[added] public/civic space

[added] ...highest and most efficient use of the square footage

1. Create a **MODERN WORKPLACE** and public/civic space to serve the next 50 years
2. Provide **FLEXIBILITY/ADAPTABILITY** but make Secure & Safe
3. Honor the **ARCHITECTURE** of Edward Durell Stone as well as the significance of what the building represents as part of the Story & Narrative of the City's history
4. Involve the Community through the Process
5. **REVITALIZE** and Reinforce the Civic Zone
6. Provide multiple ways to use the building and surrounding site for the future, as well as the highest and most efficient use of the square footage.
7. Enhance the Diversity / Unique Aspects of the **CULTURE & ART** / Community while maintaining efficient government practice
8. Appropriate Budget / Maintain Schedule

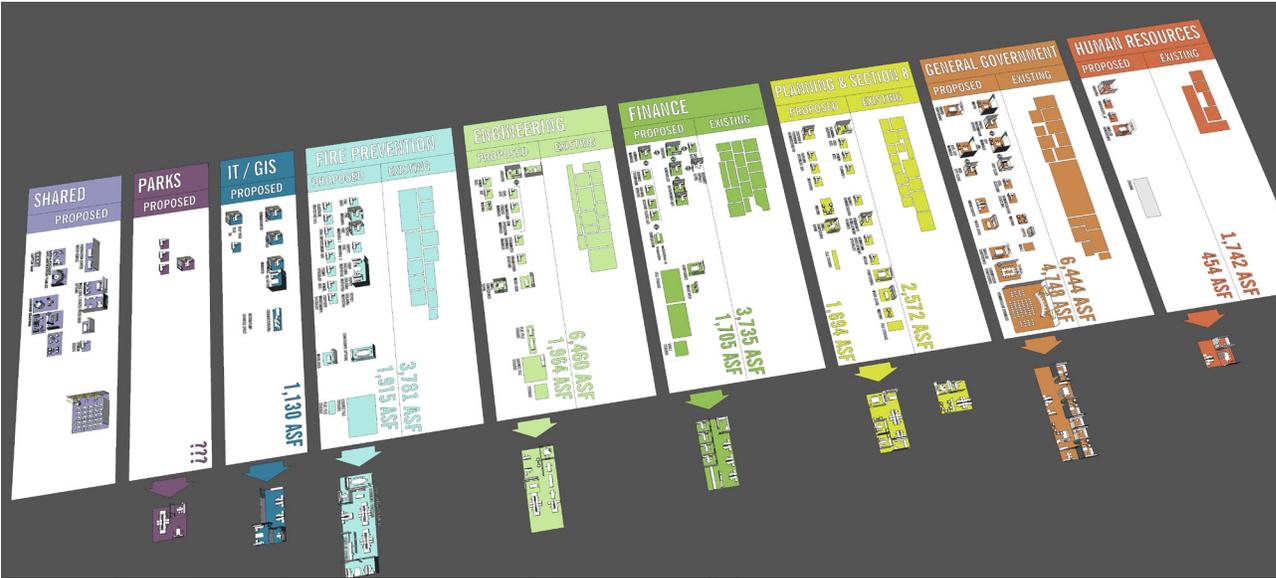
RATIO began the workshop by reviewing the 8 tenets to be targeted in the rehab design and the new building design. The list was developed in workshop 1, and reviewed again in workshop 2 with the following clarifications being discussed:

- The Chamber Space quality is one of the most public rooms that should be measured against all of the tenets, and in particular # 1, 5, 6 and 7.
- It IS important to put emphasis on showcasing the chamber space - it's the room we will bring heads of potential new corporations to entice them to bring business to Paducah. It should be a space we are proud of, even impressive.
- It's reasonable to look at [refurbishing the chamber space]; it may not have to be an expensive move.
- The positive civic impact made with a prominently located chamber space may help the rehab option compete with the new building option.



# Programming

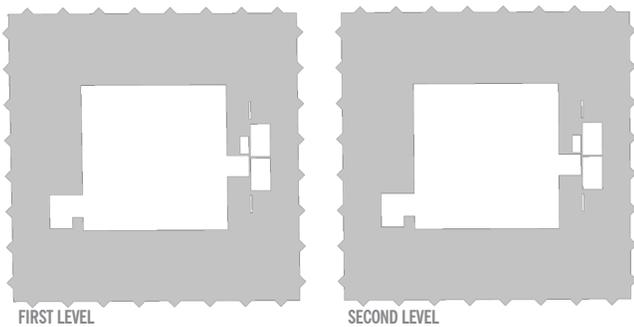
Based on interviews with user groups (departments) of City Hall at the last workshop, and a meeting with Parks at this session, below graphically represents the types and quantities of spaces we interpreted from those discussions, laid out as a kit of parts, that will inform either the new construction option or reorganization within the existing City Hall upon renovation. We reviewed these with the groups as a recap at this session, and made corrections as necessary.



## Attendees:

- Tammy Sanderson, City Clerk
- Pam Spencer, Public Relations
- Jeff Pederson, City Manager
- Steve Doolittle, PRDA Director, HR
- Jonathan Perkins, Director of Finance
- Rick Murphy, Director of Engineering & Public Works
- Greg Cherry, Fire Marshall
- Greg Mueller, Greg Dowdy, Stephen Chino, Ben Peterson, IT/GIS
- Mark Thompson, Parks Director

A next step in understanding the renovation option looked at taking the existing program space out of the building and trying to fit it all back in. The diagram below shows the 1st & 2nd floor area behind the perimeter wood paneled walls - usable office space AVAILABLE. The color bars represent the square footage programmed (NEEDED) for each department relative to employee work space; it does not include archive/storage needs. These are calculated based on discussions held with department user groups at the first workshop. The conclusion is that the existing office space may fit up to one new department, or amenities like break and printing space, but it won't fit all needs adequately.

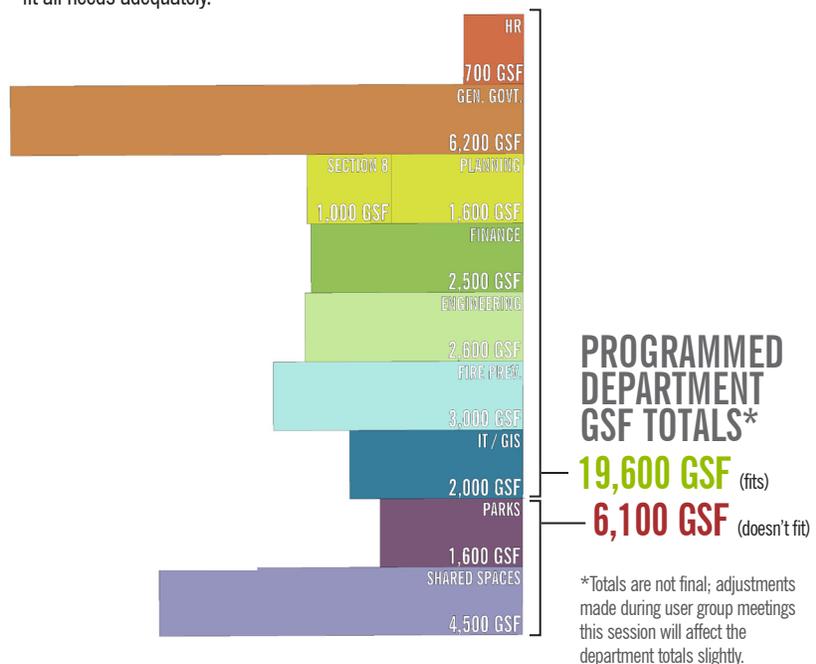


## EXISTING AVAILABLE INTERIOR GSF

# 20,200

Basement Level SF not included in this diagram. This comparison is meant to illustrate the available vs. needed area for quality employee work spaces; the lower level interior space is being considered primarily for mechanical/electrical/plumbing fire protection equipment space, Public Works shop, and departmental archive storage, and is not an ideal environment for office work.

\*\*GSF = Gross Square Footage. In this case, measuring only interior space, includes Net Square Footage plus the area needed for surrounding walls/furniture panels and immediate circulation.



## PROGRAMMED DEPARTMENT GSF TOTALS\*

\*Totals are not final; adjustments made during user group meetings this session will affect the department totals slightly.

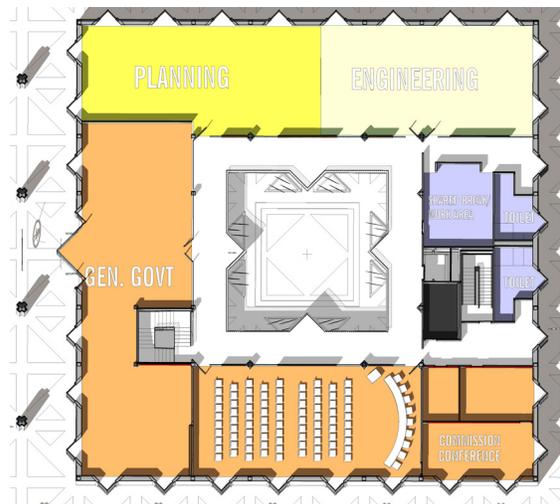
# Rehabilitation Ideas

In addition the 8 tenets/goals for the project, a rehabilitation option for the existing City Hall has also a spatial challenge to bring new departments to the building that are currently housed elsewhere. The design team unveiled several concepts as a way of testing plan organization, chamber location, building utilization and the inclusion of new programs/departments.

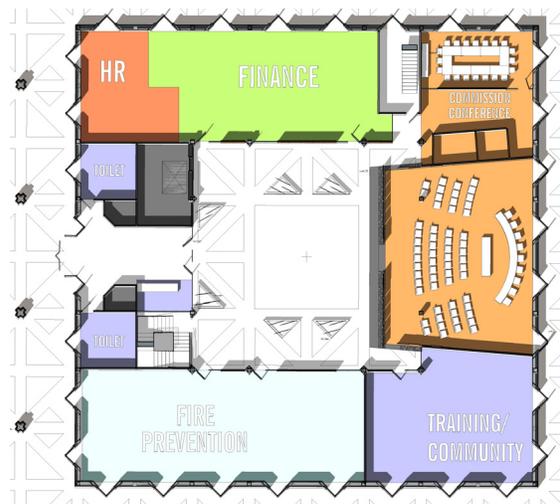
The following are common in all three schemes explored:

- Efforts to structurally stabilize the sagging canopy corners, address movement of the building during seismic events, and various leaking and spalling paint are a given part of the project.
- Integration of some glass into existing wood panel walls facing the interior court will provide desired visibility into work areas. The visibility of activity taking place behind the walls will not only give staff the sense of others working around them and inspire more collaboration.
- Some level of modification to the interior court (atrium) either to revitalize its intended function or to use it in new ways.
- Introduction of modern workplace features that would be shared by all departments, such as collaboration and meeting space, storage, and staff break areas.
- One space that was identified by user groups at the previous workshop was a training room that could be used for training sizable groups of staff to become familiar with a new online transaction system used by many departments and be able to be flexible for multiple uses by staff as well as members of the community. This is found in different locations and sizes among the three rehabilitation options as it was still loosely defined.\*
- Departments are shown diagrammatically and may shift locations within the building over time, but the effort will be made to open departments up to each other within the “donut” where possible to take advantage of synergies between them (barring specific security requirements that exist).

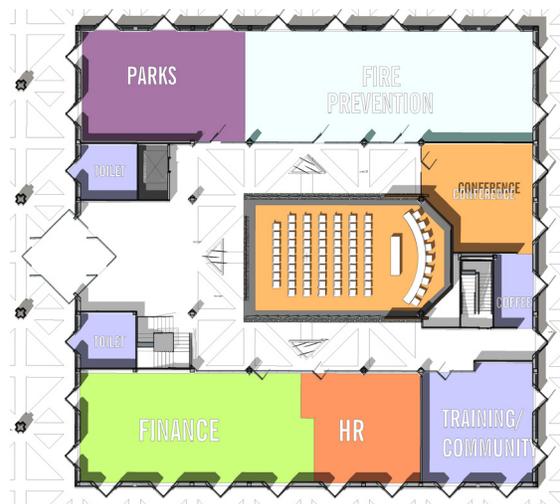
\*It was indicated during the second workshop that the Training/Community Room could smaller than shown in these schemes.



Renovation Scheme A



Renovation Scheme B

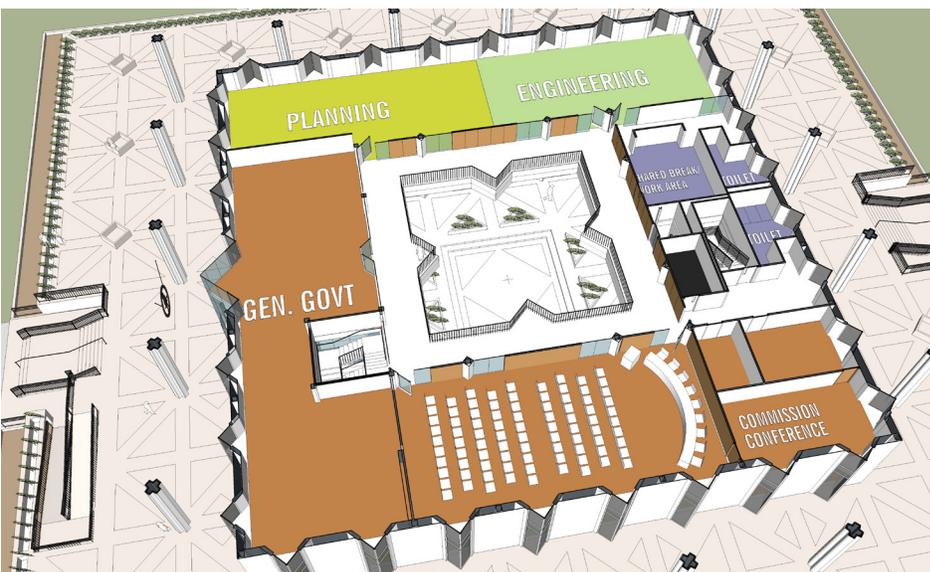
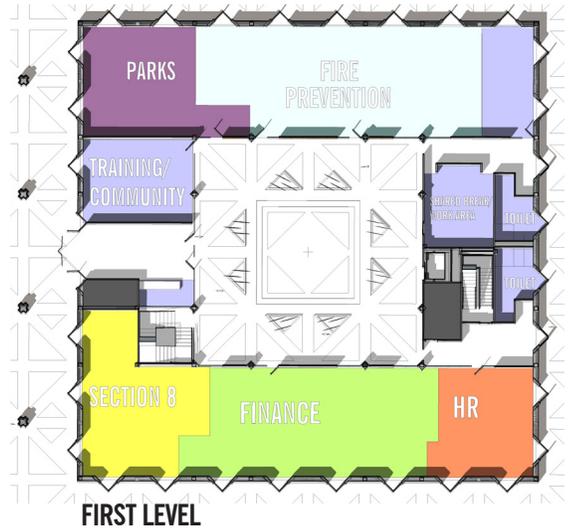
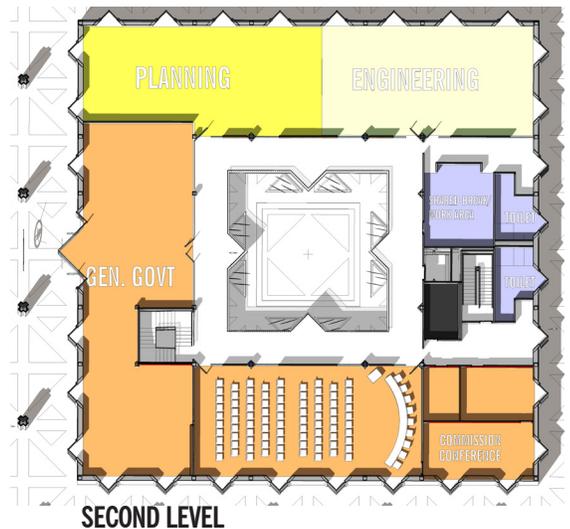


Renovation Scheme C

# REHABILITATION SCHEME 1

The first renovation scheme attempts to preserve as many existing spatial and character features (and service elements) as possible, and is least disruptive to from an interior design standpoint. Consequently, departments and building functionality are quite similar to the building's current state, which means this scheme is not forward-thinking enough to accommodate workplace environment needs of future decades.

- Full program space needs are challenged or compromised
- VERY efficient space planning will allow some shared function spaces OR additional departments into the building, but not both
- Commission Chamber stays in current location; could flip orientation
- Center fountain removed; otherwise interior court (atrium) design is intact
- 2 of 3 existing stairs and existing elevator location preserved

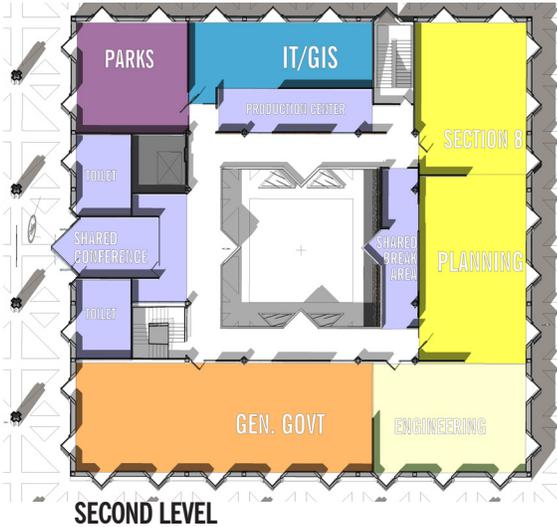


Early 3D model view of existing atrium, fountain removed, and south perimeter wall with glass introduced into wood paneled walls, bringing daylight from the skylight into interior offices.

# REHABILITATION SCHEME 2

Option 2 seeks to gain usable square footage by moving the Commission Chamber from its current location, freeing up room for departments/office space. This scheme is the most invasive with the relocation of both rear/east stairs, elevator, and their associated structural steel framing. The existing atrium space is mostly preserved, but physical barriers are reduced to improve and encourage movement through and across the space.

- Commission Chamber moves to main level, where it is more accessible and its activity more visible. Flexible furniture will allow this space to be used for a wider variety of functions as well.
- Interior court/atrium elements reorganized; sunken area infilled. This area will better accommodate prefunction activity for Commission meetings, and can be better utilized (than currently) for other events.
- Full program space needs are compromised. Efficient space planning allows shared space AND some additional departments into the building, but may still be a snug fit to get everyone in
- Open stair preserved
- Potentially costly relocation of all other circulation core elements: new elevator, stair, and toilets

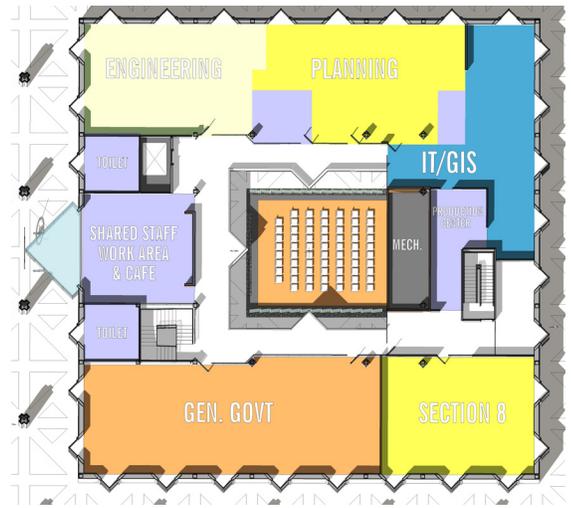


Commission Chamber is the focal point at the east end of the existing atrium space, shown here.

# REHABILITATION SCHEME 3

Option 3 celebrates the Commission Chamber function in the building by placing it in the center of the existing atrium. This also finds even more usable quality square footage within the building. Still conscious of the daylight and openness this space provides currently, translucent glass panels (also an opportunity for incorporated art) and an open top help to preserve these features while adaptively reusing the space. Flexible furniture will allow the space to be used for a wider variety of functions.

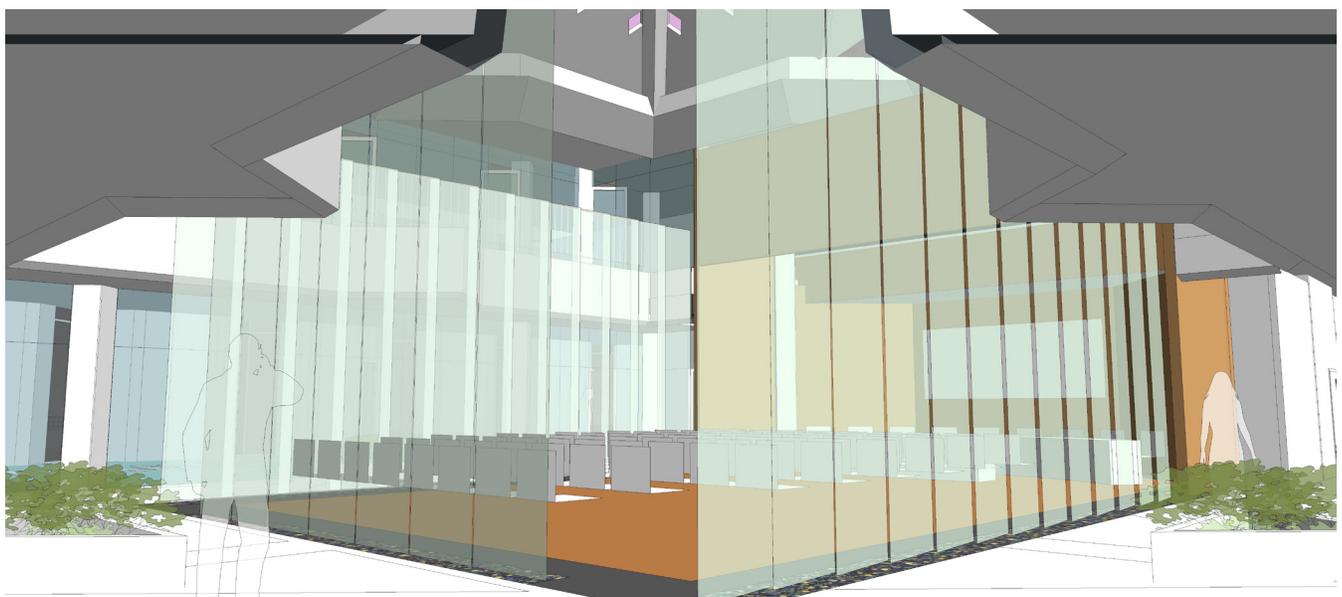
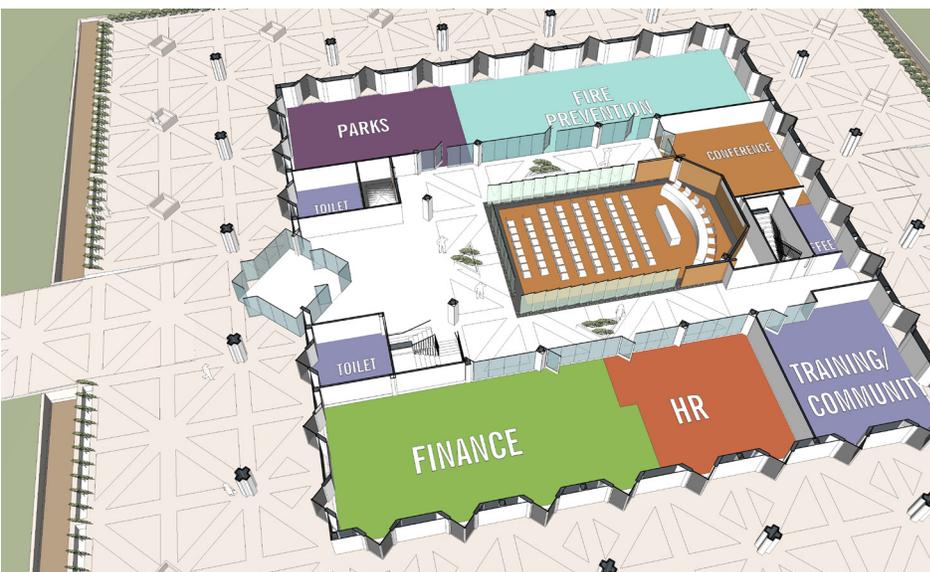
- Commission Chamber moves to interior court, freeing up space for departmental program needs.
- Daylight from skylights maintained
- Interior court infilled, planters reorganized
- Departments more open to each other
- Shared space AND additional departments included
- 2 of 3 existing stairs preserved; new elevator and toilet core



SECOND LEVEL



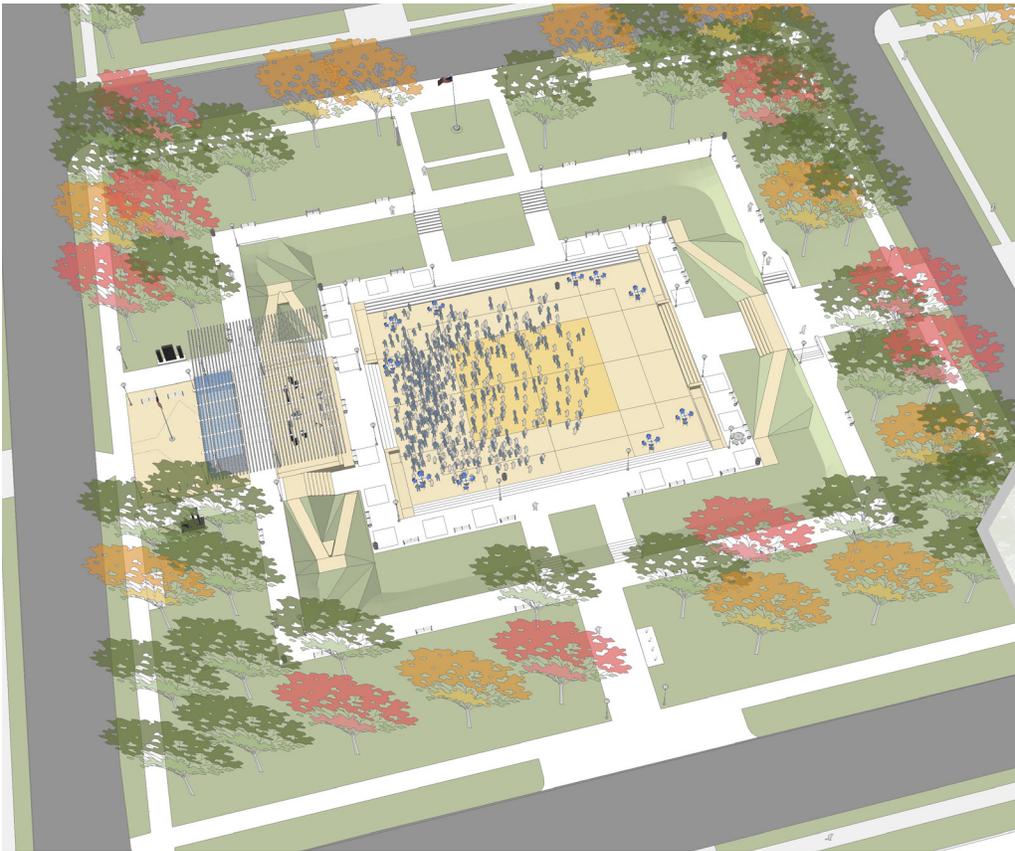
FIRST LEVEL



View looking into (flexible) commission chamber space occupying existing atrium space, with gapped glass panels loosely enclosing the space.

# McNutt Plaza Site

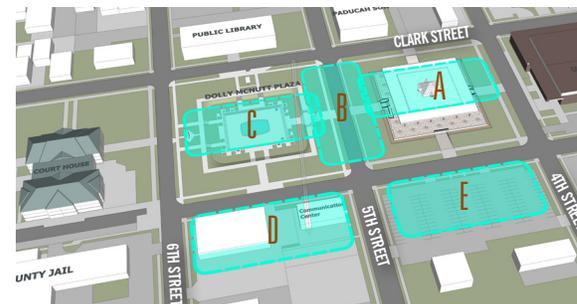
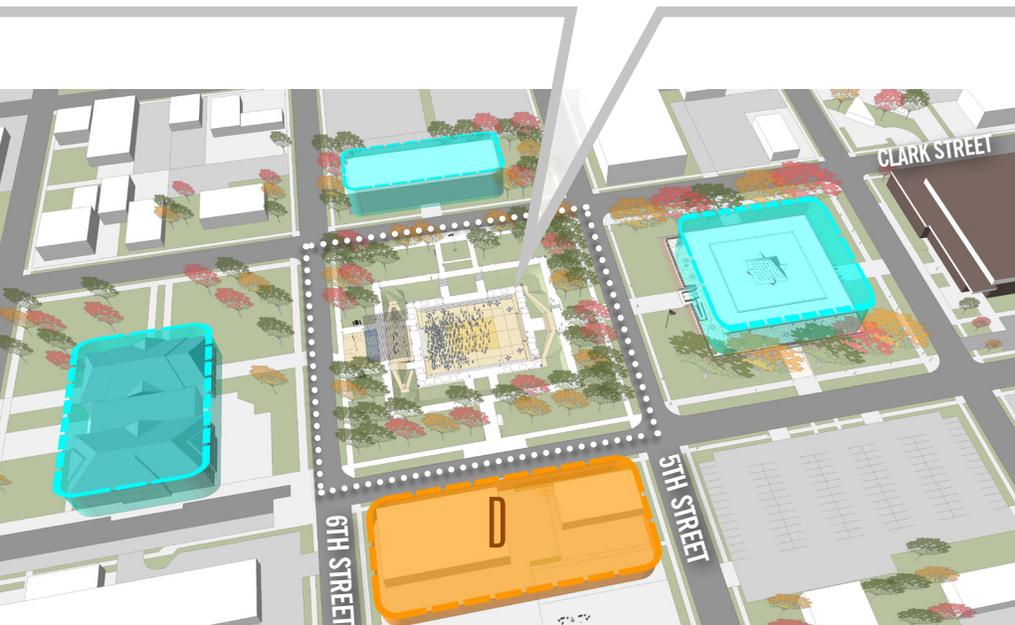
Revitalization of the Civic Zone



Continued development of the Dolly McNutt Memorial Plaza was illustrated as a layered approach, first addressing critical accessibility needs with sloping walks where possible, and ramps as necessary. The desire to provide more space for water feature infrastructure functionality as well as a new, more flexible and universally accessible splash park (jet) -style feature lead to a code requirement for public restrooms. Housing for the mechanical equipment was envisioned as a stage-like projection into the tiered plaza on one side of the plaza, and building a canopy structure over a required small toilet building then makes sense. Further thought about reorganizing the memorial sculptures by collecting some or all in a “plaza within the plaza” location, and setting up a space for future memorial conflict was also discussed.

This image skips ahead to an ideal scenario which imagines a fully revitalized Plaza, thus inspiring the need to complete the fourth side of the plaza with a more appropriate civic building (the new building option). This assumes reuse of the existing City Hall building as a new public function.

It was determined that further design development of the Plaza will likely be under the direction of a separate group moving forward, but the discussion was nevertheless informative to the City Hall new construction option site selection.



# New Construction Approach

New Construction options made their debut at this workshop, having been informed by the development of project goals by the group at the first workshop. Below are some general organizing thoughts shared that influence initial shaping of the building's mass and location/orientation on the site. Subsequent pages illustrate architectural inspiration and more developed detail about how the two schemes might work. These concepts are in an earlier development stage than the rehabilitation schemes, and an evolved scheme for the next workshop will take advantages from both schemes, as well as exhibit further detail development.



Community



Civic Presence



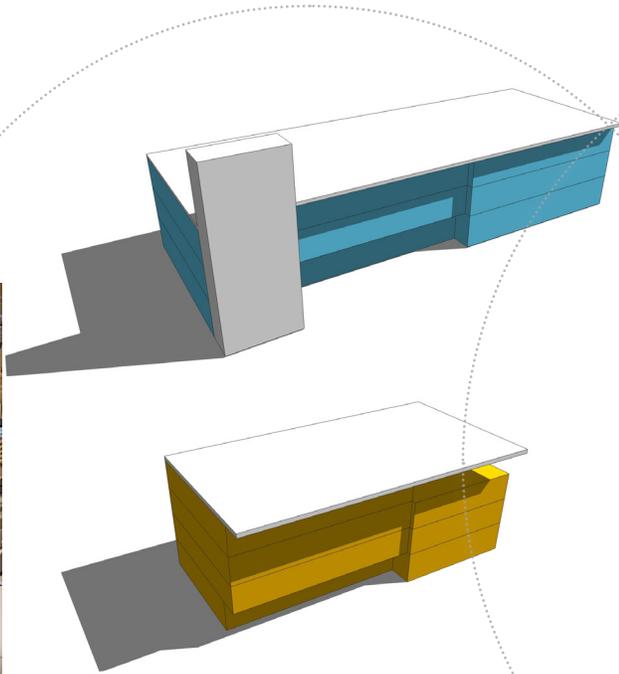
Flexibility



Transparency

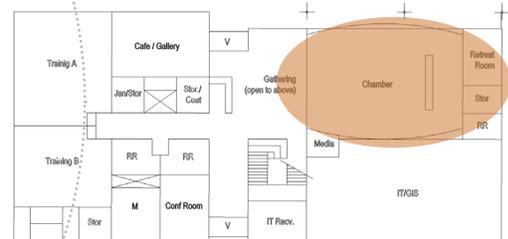
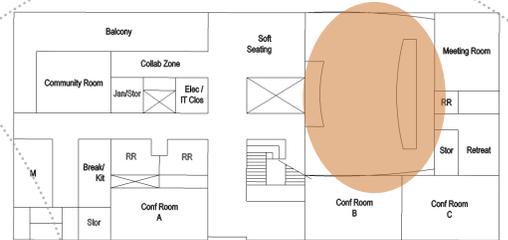


Sense of Place



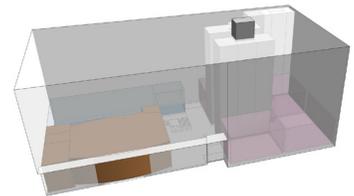
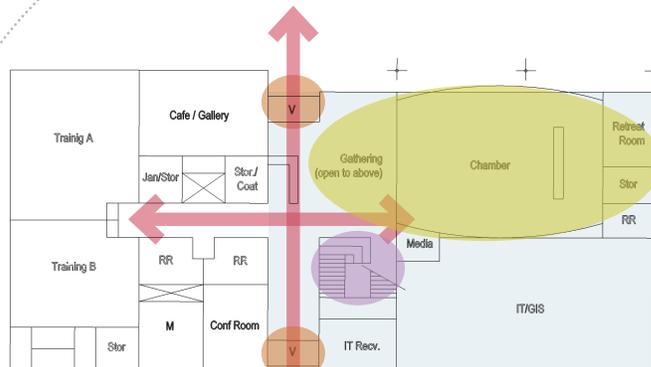
## 3-Story vs. 4-Story

Initial exploration of how the required square footage feels in scale on the site when it fills 3 levels vs. 4



## Location of Council Chamber

This will be an anchor space that will inform the building's design; do we want it to be easily/quickly accessed on the first floor, or a destination/focal point on an upper level?



## Simple Diagram / Circulation

Wayfinding and movement through the building should be clear and intuitive, not confusing. This will not only be an organizing element a new building's design, but will also guide placement of key spaces.

# Precedents

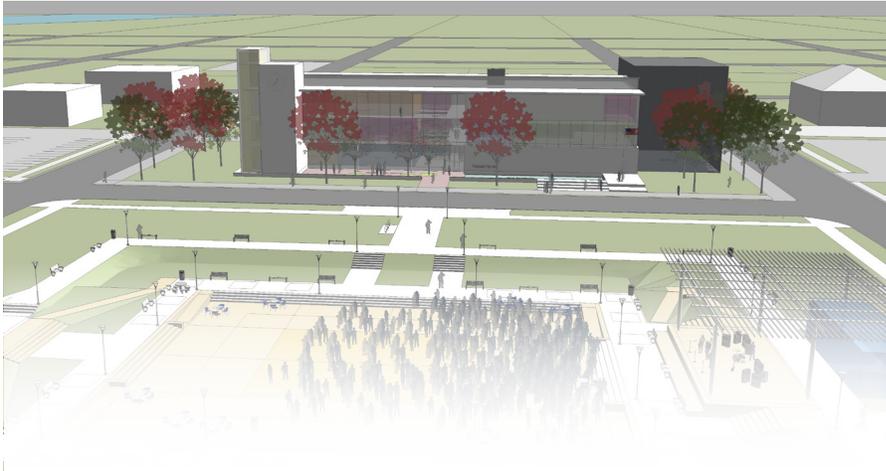
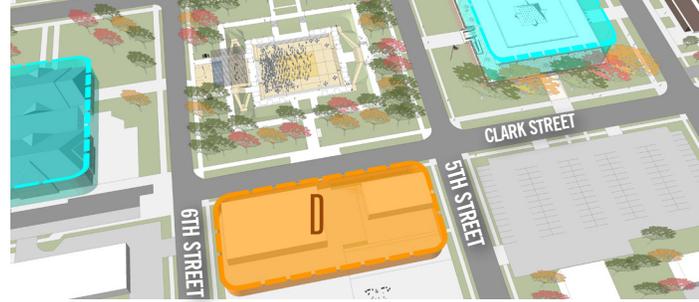
Buildings and images that may inspire the project

More precedent images were shared that very conceptually represent inspiration for a variety of building concepts, including the following:

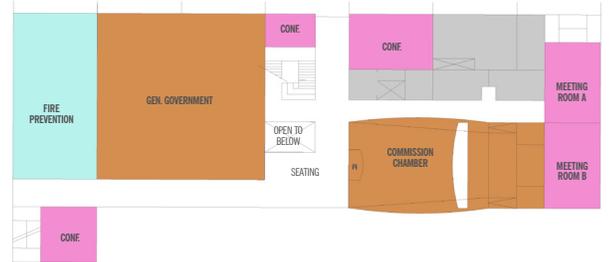
- \*Building materials; stone, wood
- \*Use of glass: daylighting, transparency
- \*Porch concept
- \*Approach to the building
- \*Patterning/Texture: relative to facade treatment
- \*Garden / Courtyard
- as well as filtering light/glare and views



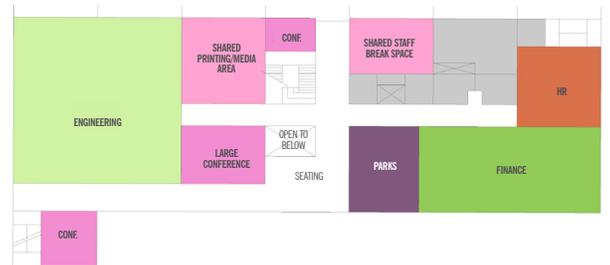
# NEW 3-STORY OPTION



This initial study of a three-level mass on the site creates a nice long edge to the plaza, commanding presence along the street. The Commission Chamber is a destination on the 3rd floor, creating a mostly General Government level. The first level may be considered for other public functions, such as training rooms and a gallery, as well as departments more highly visited by the public. In any new construction option, core functions such as toilets, elevator, stairs, and shafts can be clustered to minimize their spatial impact on the rest of the floor plan. Circulation is linear and is an opportunity to display the activity of the government branches within along the Clark Street (north) side, and a monumental stair is easily seen upon entry.



THIRD LEVEL



SECOND LEVEL



FIRST LEVEL

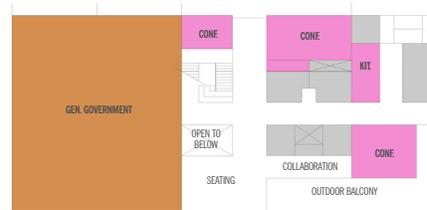
(CLARK STREET)



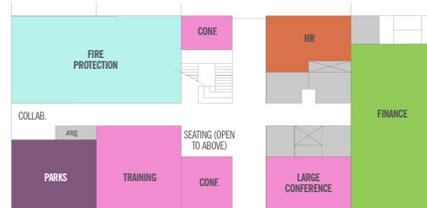
# NEW 4-STORY OPTION



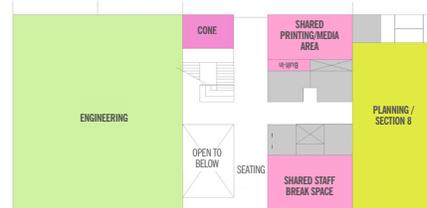
The 4-story massing study shows a more monumental height comparable to the Courthouse, while being more compact on the site. Its height and scale makes it more dissimilar to the Edward Durrell Stone City Hall building than the 3-story option, and therefore does not compete with it. This scheme places the Commission Chamber on the first level with the potential for views to McNutt Plaza, as well as the opportunity to open up to a courtyard or garden space along Clark Street. Similar planning elements apply to this scheme as the 3-story, but circulation is more axial. Conference spaces are sprinkled throughout to be shared easily by departments or for public functions. Another benefit of new construction (any scheme) is the freedom to orient the building and its components for optimal daylight, solar gain and harvesting, etc., which would be explored further in the design process.



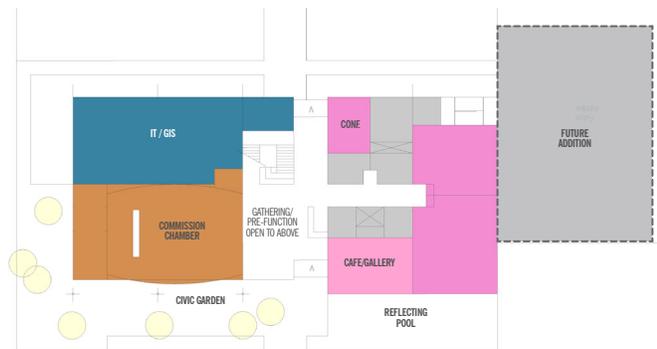
FOURTH LEVEL



THIRD LEVEL



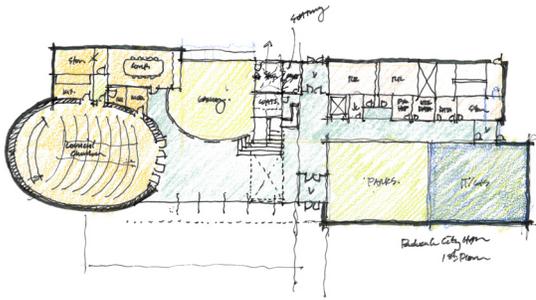
SECOND LEVEL



FIRST LEVEL

(CLARK STREET)





PADUCAH CITY HALL PROJECT  
PADUCAH, KENTUCKY

PROGRAMMING, DISTRICT PLANNING & SCHEMATIC DESIGN

Meeting Summary #3 February 3, 2016

# Overview

## Design Options Workshop

### Attendees:

Steve Ervin, SD Advisory Group  
Joseph Benberri, SD Advisory Group  
Fowler Black, SD Advisory Group  
Lindsay Maestri, SD Advisory Group  
Hal Sullivan, SD Advisory Group

Rob Proctor, RATIO Architects  
Brock Roseberry, RATIO Architects  
Brooke Funkhouser, RATIO Architects

The following summary highlights the discussions of the third design workshop for Paducah City Hall programming, preliminary design, district planning, and schematic design, held February 3, 2016 at 9:00 am. The objective of this workshop was to share with the Schematic Design Advisory Group revised and refined options for both the rehabilitation and new construction schemes, and to introduce the cost implications of both. Detail of the topics discussed and outcomes are identified in the pages that follow.

For the Rehabilitation scheme, the design team built on the constructive feedback offered by the group at the last meeting. The new construction concept, presented at a more conceptual level at the last meeting, gained traction over the break and caught up to speed with the rehabilitation scheme in its level of development; thus a considerable amount of time was spent discussing those ideas.

Over the break between workshops the design team also had the opportunity to engage the structural and mechanical engineering consultants for the project to develop greater understanding of those respective needs for modernizing the Edward Durell Stone building as well as seismic stabilization implications, and incorporated that information into a preliminary cost model for both schemes.

The group was able to reach consensus with the results of both scheme developments, offering generally affirming feedback. **NEXT STEP:** an open house for general public feedback, where the SDAG and design team will collectively present these options. Further details for organizing the content shared at the event will be discussed in the coming weeks.

**NEXT MEETINGS:** Public Forum and Presentation to the Commission, tentatively the first week in March.



# A New City Hall

How does it compare?

When thinking about a successor to a building as monumental as the existing City Hall, we must consider how it will compare. Our goal should be to complement this iconic structure, not compete with it. The Stone building suits the time in which it was built, both in style and in function, but we should let it be a symbol of Paducah's past, and let the essence of Paducah's present and future guide the design approach of a new facility.

## STATELY EXPRESSION

### Existing City Hall Building

Centered on its site, setback from the street. Civic in its site presence. More of a monument to be viewed. Architectural language is derived from precast / concrete

## RHYTHM OF SOLID/VOID

Rhythm of vertical precast concrete panels (originally intended to be travertine) vertical sliver windows. Limited visibility to the inside the building; limited visibility to the exterior, limited daylight penetrating the perimeter walls.

## PORCH AS CENTRAL ELEMENT

Strong celebration of canopy and porch as a driving design element.

## SYMMETRY

This drives most architectural and planning decisions and is what helps to establish the building's identity.

## PATTERNING

Strong 45-degree angle patterning found in windows shapes, concrete etchings, and ceilings establish the language.



### New City Hall Building

Allow daylight in. Allow energy and activity to be seen from outside the building. Express this concept through the architecture and materiality.

Internal collaboration, serendipitous / found spaces, flexible community rooms, suggest a more constant flow of visitors to the building between the inside and out.

Take an urban approach to the building's placement on the site relative to the street, encouraging visitors to engage with the building and catalyzing interaction with the plaza. Recapture the street edge.

Building as a forward thinking piece of architecture. One that allows the historic nature of the Stone building to remain intact (without challenging it with similar or historic architecture) and contrasts the style of the 60's piece of architecture. Forward thinking. Modern. Identity through art.

## TRANSPARENCY

## INTEGRATION OF IN-BETWEEN SPACES

## CONNECTION TO THE STREET/ PLAZA

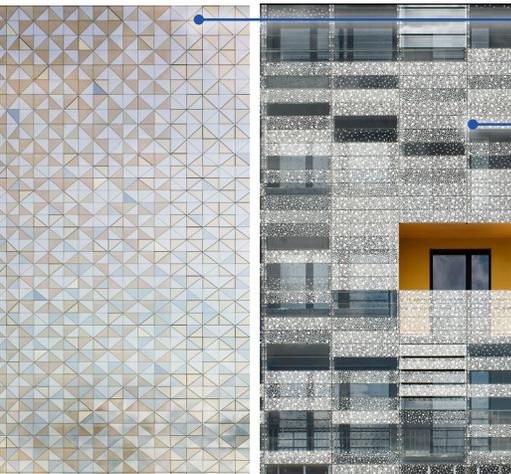
## IDENTITY

# Context & Concepts

Part of the identity of Paducah is in its development over time: a town originally laid out by William Clark (of Lewis & Clark), a vibrant River Town at the confluence of the Ohio & Tennessee River Systems, key landmarks such as the 1905 Market House Trade Center on 2nd Street and the Civil War era Fort Anderson (now Lower Town), a place known for the development of a Uranium Plant in the 50's, a place designated by UNESCO as the world's seventh City of Crafts and Folk Art through its history as the Quilting Capitol of the Country, and 20 blocks of architecture in the downtown listed on the National Register of Historic Places.

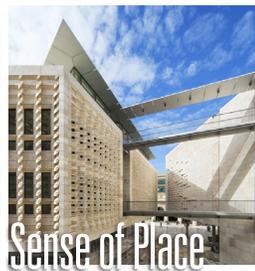
It's modern and forward thinking, however, that points Paducah toward the second part of its ongoing development; a city focused on becoming a place that supports and encourages the Arts: Artists, Chefs, Musicians, Creators, and Involved Community Members. This commitment to the arts has established a unique identity through the various fingerprints left throughout the city by members of the community. The artist colony created in 2000 helped establish an eclectic and diverse range of artistic and creative expression that shows up on river walls, fire hydrants, in galleries and coffee shops, and through various festivals.

The notion of transparency is a key component to creating a Sense of Place and community ownership of the City Hall, by giving the community a new venue to showcase its creativity. Not only is it a place to display art, it is a place that IS art- through architectural expressions of glass, texture and pattern, and transparency. It is a place that will engage the civic district in a new, yet equally as interesting way as E.D. Stone's existing City Hall. The new design captures the street edge to invite users to engage the building and enjoy its public spaces, and it becomes a place for community activity through shared and collaborative spaces. This new direction is forward thinking, similar to the city's current trajectory, complementing the existing City Hall by providing a modern architectural expression in contrast with the unique 1960's architecture of E.D. Stone.



ART AS A WAY TO ESTABLISH A CIVIC PRESENCE & SENSE OF PLACE

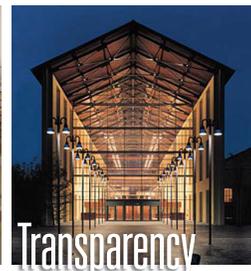
LARGE NORTH-FACING GLASS WALL EXPRESSION



Sense of Place



Flexibility



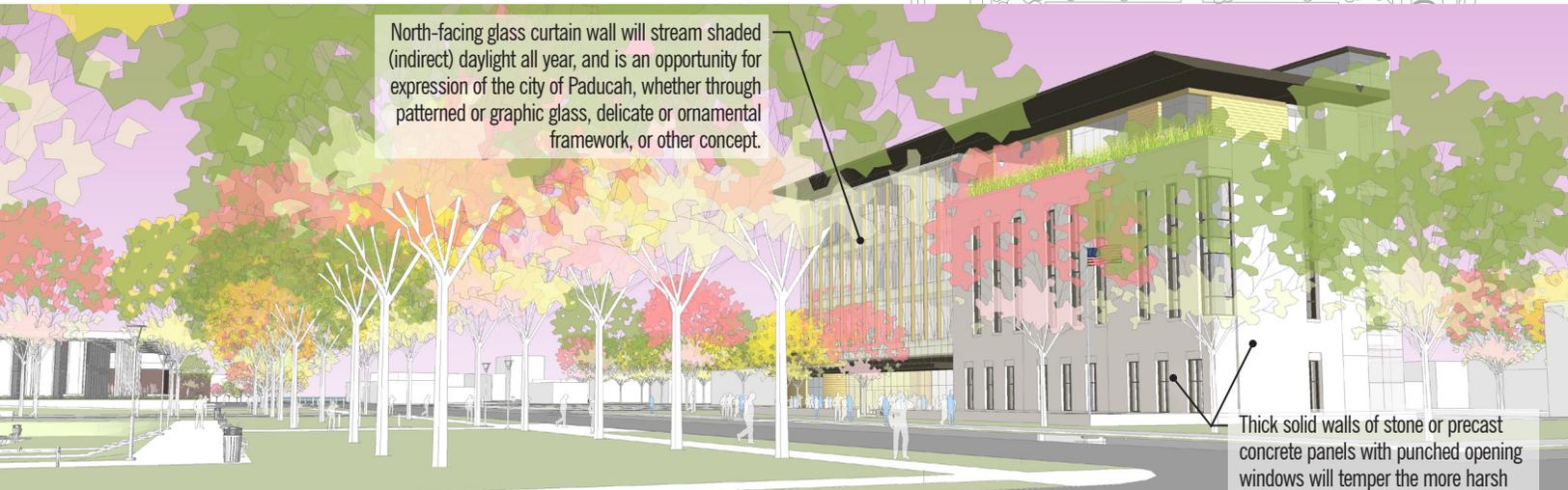
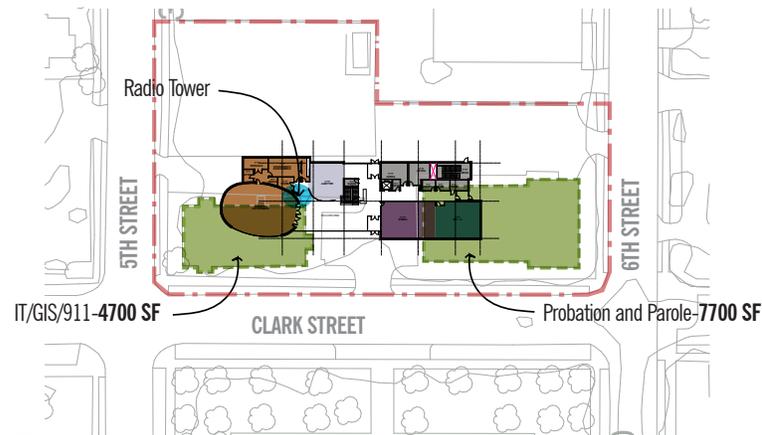
Transparency



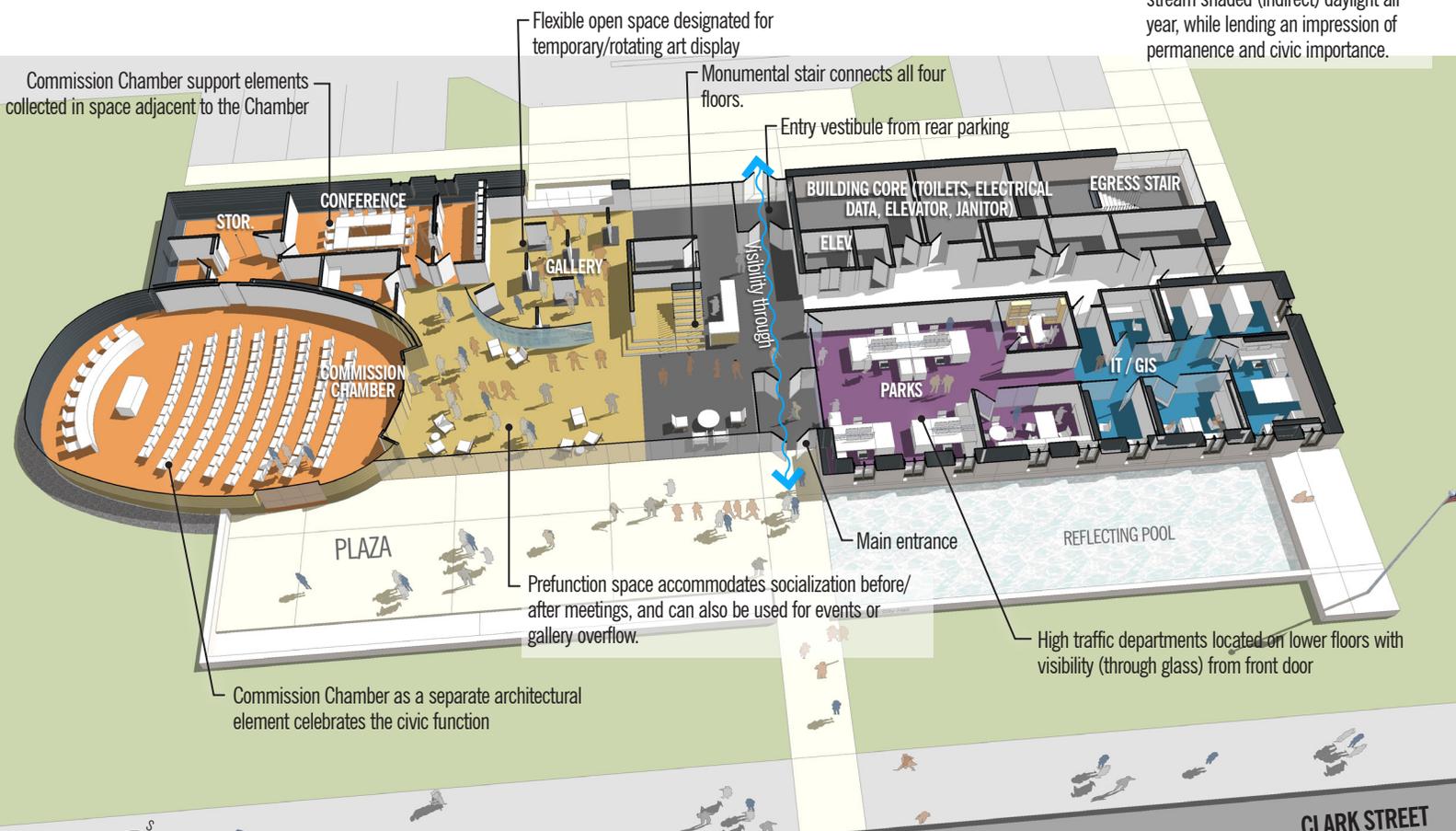
Community

▲ Precedent Imagery: features a new City Hall could contain or express

# Preferred New City Hall Option ✓



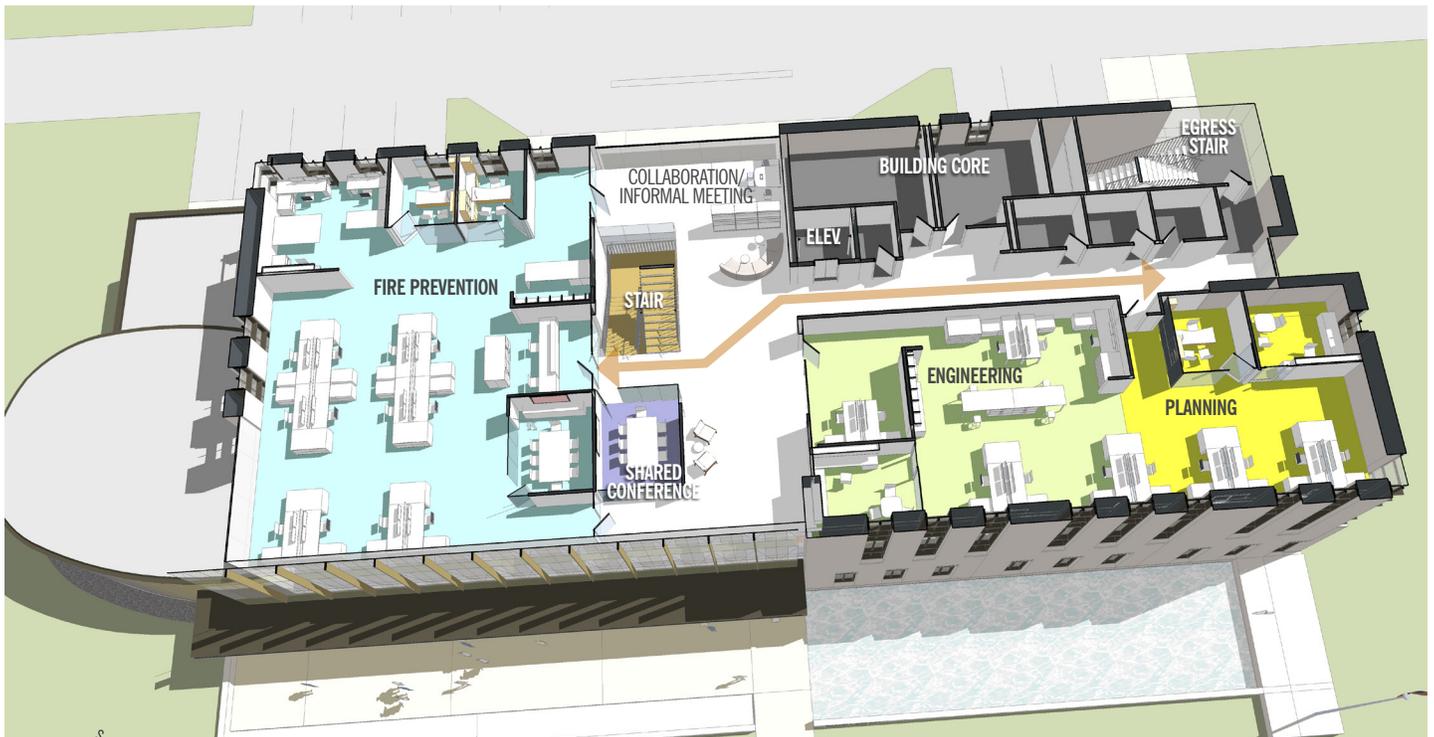
View from the Courthouse to the new City Hall facing McNutt Plaza to the north



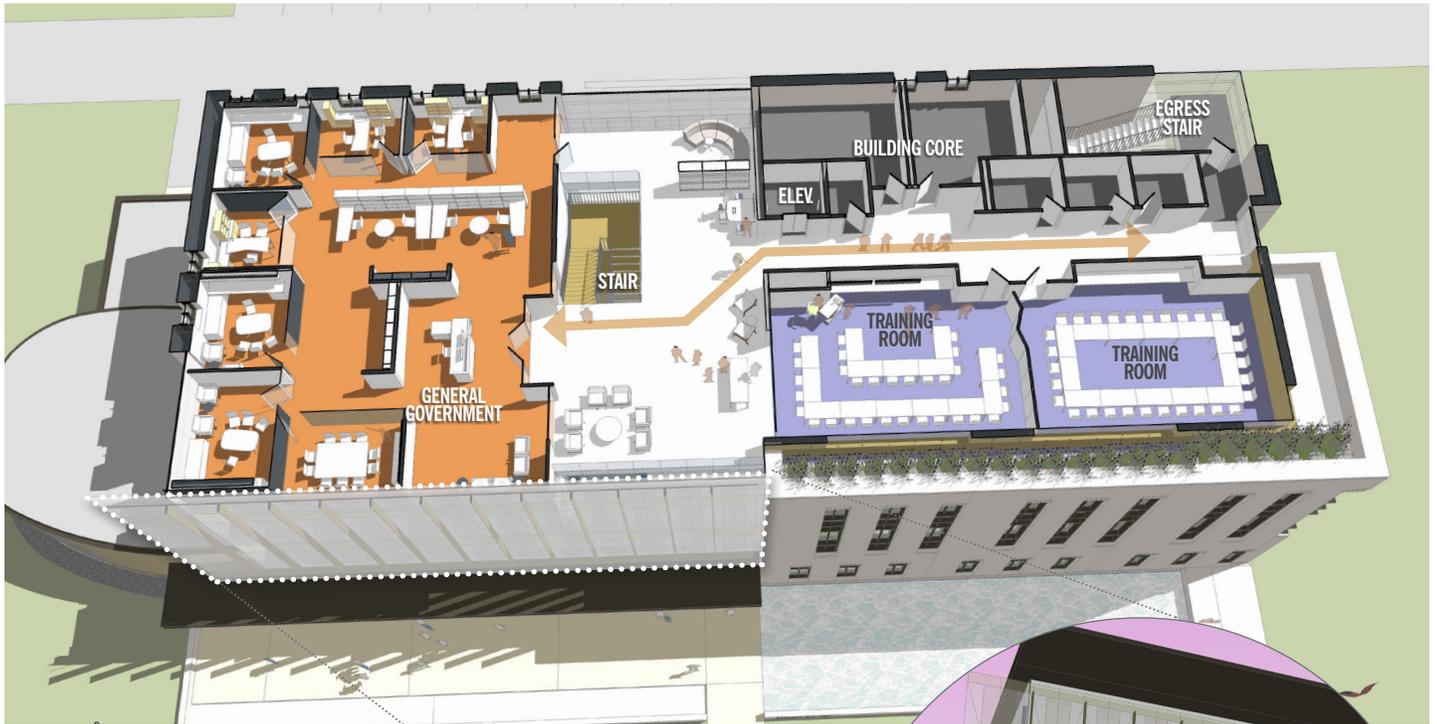
## First Level & Site



Second Level



Third Level



Fourth Level



**Comments from Group | New Construction**

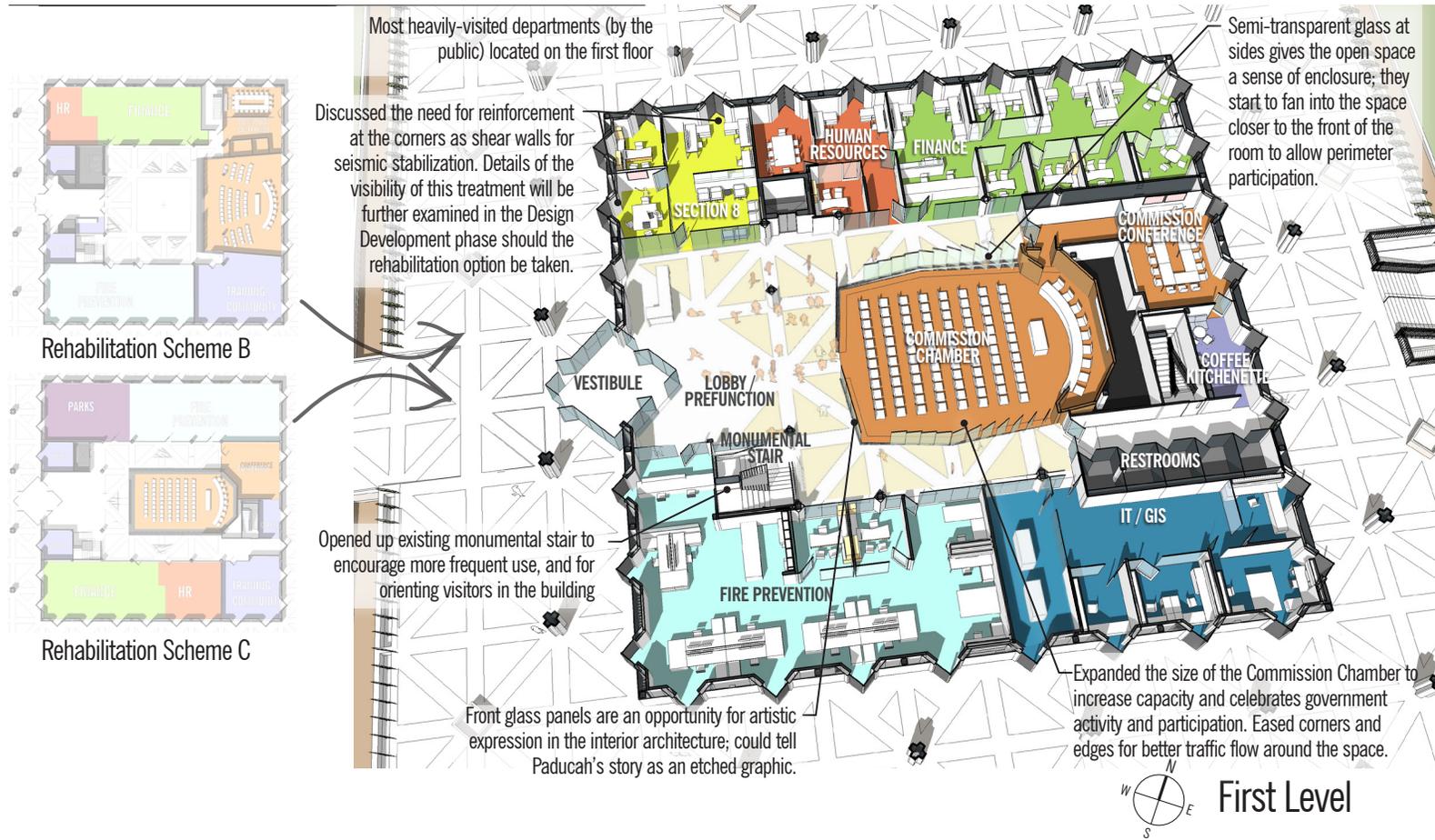
- + Like the central staircase; encourages physical activity and is easy to find
- + Visually diverse from the existing City Hall
- + Site presents future flexibility or expansion
- + Could combine 911 Operations together with other departments or otherwise house in the building.

**NORTH-FACING GLASS WALL EXPRESSION**

This is an identity for the new building, completely opposite of the Stone building, that provides transparency of the government activities occurring within and reflects a new attitude toward the future. It is something of an art piece on its own and something that the community can take ownership of.

# Preferred Rehabilitation Option ✓

Comments received at the last workshop of design ideas favored in each of the three Rehabilitation options were taken into account during further development of a final option. An updated insert to the physical model was used for discussion, as well as further developed department detail in the digital model.



Interior lobby view from northwest corner toward Commission Chamber, monumental stair.

**Comments from Group | Rehabilitation Scheme**

- + Like the “Paducah Room” [Commission Chamber] result; feels less pressed to the entry
- + Efficient use of available space by using the atrium as a gathering place
- △ Porch access at both east and west sides is important and be similarly scaled - provide ramp at east end, too.
- △ Suggest a use for the podium or the surrounding lawn as a sculpture park
- + Fan of guaranteed use of the building
- △ Revisit some department layouts in Design Development

Potential removal of the “beaks” allows for needed expansion of the commission chamber. The impression of these angles is still present in the shaped soffit above (just below the pyramid skylight).

Removal of a portion of existing second floor creates more openness in the first floor Chamber space



Prominent conference room location (over the new vestibule) allows the mayor’s office to host dignitaries with a view to the Plaza and Civic Zone.

Shared break area, open and adjacent to the stair, conference rooms, and print production area will make this the “hub” of the building, as it is centrally located and easy for all departments to access. It’s also an opportunity for employees to “change their scenery” for the day, or work in a different setting.

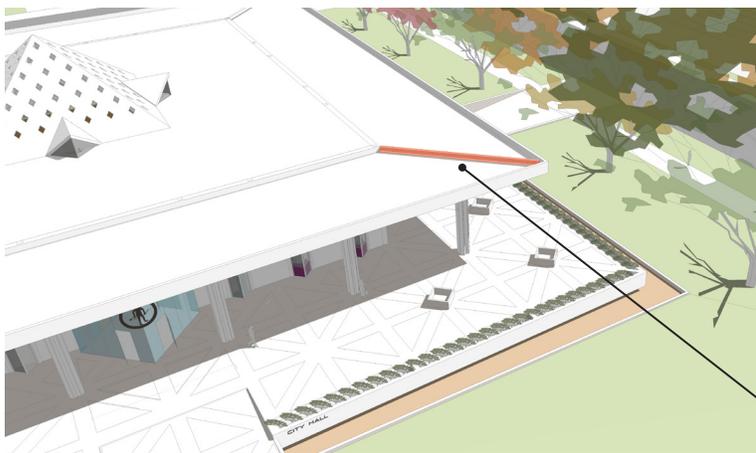
Second Level



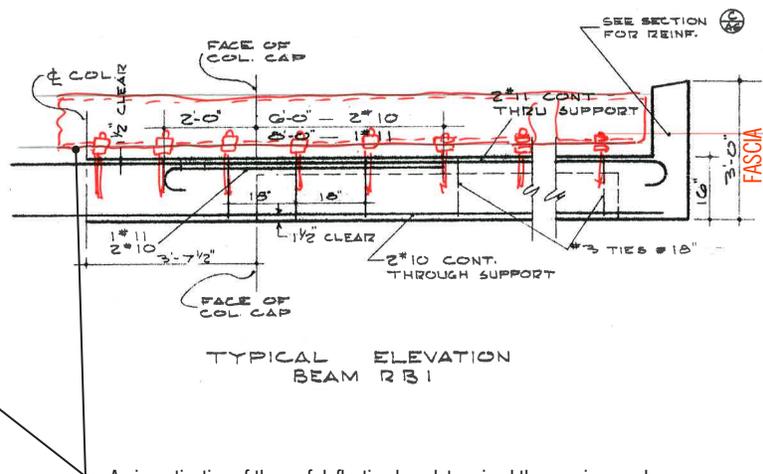
View down into the Commission Chamber from second floor balcony.

# STRUCTURAL INVESTIGATION: SEISMIC STABILIZATION

Impact of new foundation walls below shear wall reinforcement for seismic stability (red dashed area for illustration only; the thick black walls will be solid concrete, and will act as frame which we will shape space around).



# STRUCTURAL INVESTIGATION: ROOF DEFLECTION



An investigation of the roof deflection has determined the sagging can be stopped from further deflection by adding steel beam supports reaching out to the corners and distributing load to the existing column structure. View of this solution should be hidden at ground level by the existing up-turned fascia.

# Preliminary Cost Model

How do the two options compare at Schematic Design?



## PADUCAH CITY HALL

Paducah, Kentucky  
Date: February 1, 2016

### TOTAL PROJECT COST OVERVIEW

|   | Existing City Hall | New City Hall |
|---|--------------------|---------------|
| 1 Total Amount available for the Project  | \$ 21,420,000      | \$ 22,015,000 |
| 2 Less Soft Costs (a/e fees, loose FFE, surveys, av/telecm/security, hzmt, staff costs, general expenses) | \$ 3,420,000       | \$ 3,515,000  |
| 3 Total Amount for Construction   | \$ 18,000,000      | \$ 18,500,000 |

### CONSTRUCTION COST - PRELIMINARY BREAKDOWN

|   |                   |               |
|---|-------------------|---------------|
| 4 Allowance for Selective Interior Demo, Site Utility Improvements, Relocations, Site Staging | \$ 300,000        | \$ 400,000    |
| 5 Allowance for Hazardous Material Abatement (by others, in soft costs above)                 | \$ 0              | \$ 0          |
| 6 Exterior Façade / Soffit / Fascia Surface Repair  | \$ 575,000        | \$ 0          |
| 7 Concrete Porch Canopy Structural Stabilization  | \$ 590,000        | \$ 0          |
| 8 Seismic Structural Enhancement (Cast Corner Walls and Foundation Mass)                      | \$ 2,000,000      | \$ 0          |
| 9 Waterproofing & Drainage Systems  | \$ 140,000        | \$ 0          |
| 10 Window Replacement & Mecho Shades  | \$ 475,000        | \$ 0          |
| 11 TPO Roofing Systems, Insulation & New Drainage Leaders                                     | \$ 525,000        | \$ 0          |
| 12 Spray-Foam & Furring for Thermal Insulation on Interior of Precast Façade                  | \$ 125,000        | \$ 0          |
| 13 Interior Rehab at Main Levels 1 & 2, New Elevator (25k x \$100)                            | \$ 3,450,000      | \$ 0          |
| 14 MEP/FP Rehab at Main Levels 1 & 2 (27k x \$100)  | \$ 2,700,000      | \$ 0          |
| 15 Lower Level Rehab (15k x \$45)   | \$ 700,000        | \$ 0          |
| 16 Lower Level MEP Rehab (15k x \$75)   | \$ 1,125,000      | \$ 0          |
| 17 Garage Gates & Security Enclosure  | \$ 120,000        | \$ 0          |
| 18 Repair of Concrete Podium Surface  | \$ 150,000        | \$ 0          |
| 19 Sloped Entry Walk & Tapered Grade  | \$ 100,000        | \$ 0          |
| 20 Allowance for Plant Mat'l, Steps, Railings & Lighting                                      | \$ 200,000        | \$ 550,000    |
| 21 Allowance for Temp'y Prep to Existing City Hall for Other Use                              | \$ 0              | \$ 0          |
| 22 New City Hall Building with Entry Plaza (45k x \$260)                                      | \$ 0              | \$ 12,150,000 |
| 23 New 9-1-1 Program (3000*300)   | \$ 0              | \$ 900,000    |
| 24 New Communications Tower Allowance   | \$ 0              | \$ 500,000    |
| 25 Include IT Services 1-bay Garage Component for Aparatus IT Repair                          | \$ 0              | \$ 0          |
| 26 Demo Existing Communications Building, Parole Building & Tower                             | \$ 0              | \$ 70,000     |
| 27 Temporary City Hall Staff Relocation & Moving  | \$ 220,000        | \$ 0          |
| 28 Probation & Parole Relocation & Moving   | \$ 0              | \$ 0          |
| 29 Mothballing & Stabilization of Existing City Hall for Future Reuse                         | \$ 0              | \$ 590,000    |
| 30 New City Hall Parking Lot (40 to 50 spaces)  | \$ 0              | \$ 0          |
| 31 Escalation out to Sept 2016 Bidding (2.5% x 0 yrs = 2.5%)                                  | \$ 337,375        | \$ 379,000    |
| 32 Construction Contingency (15% for Renov; 8% for New Site)                                  | \$ 2,074,856      | \$ 1,243,120  |
| 33 GC's OH & Profit, Gen'l Cond, Superv'n, Insurances & Bond'g (13% for rehab; 10% for new)   | \$ 2,067,940      | \$ 1,678,212  |
| 34 Total Anticipated Construction Cost  | \$ 17,975,171     | \$ 18,460,332 |
|   | say \$ 18,000,000 | \$ 18,500,000 |

### GENERAL NOTES

- A) Budget based on Bidding in Aug 2016
- B) New Construction Approach shall be equal in quality and interest to existing
- C) Dolly McNutt Plaza and Streetscape Work is not included in the Cost Model
- D)

## Public Information Meeting Summary

Public Involvement Summary Report – The Citizens Schematic Design Advisory Group and RATIO met with residents at a public information meeting held on March 21, 2016. The purpose of the public meeting was for RATIO and the Citizens Schematic Design Advisory Group to present the following two design options:

- Schematic design of the rehabilitation and renovation of the existing City Hall.
- Schematic design of a new City Hall building alternative for the baseline renovation/rehabilitation approach.



The participants were encouraged to weigh the potential for both the “New Construction” and “Existing Rehabilitation” design options as compared to the current situation of our City Hall.

REHABILITATION APPROACH

**Key Outcomes | Existing Rehab**

Using the Public Involvement Meeting you are being presented with the possible design options for the renovation of Paducah City Hall. Please rank each of the key outcomes on a scale of 1 to 5. 1 is the lowest score and 5 is the highest score. 1 is the lowest score.

(1 to 5)

- Improves Customer Experience
- Improves City Staff Functionality
- Energizes the Civic Zone District of Downtown
- Provides a Modern, Adaptable Workplace for 50 Years
- Contributes to Paducah's Identity & Culture

General Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NEW CONSTRUCTION APPROACH

**Key Outcomes | New City Hall**

Using the Public Involvement Meeting you are being presented with the possible design options for the renovation of Paducah City Hall. Please rank each of the key outcomes on a scale of 1 to 5. 1 is the lowest score and 5 is the highest score. 1 is the lowest score.

(1 to 5)

- Improves Customer Experience
- Improves City Staff Functionality
- Energizes the Civic Zone District of Downtown
- Provides a Modern, Adaptable Workplace for 50 Years
- Contributes to Paducah's Identity & Culture

General Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The participants were asked to score each outcome from 1 to 5. There were 38 respondents that turned in their comment cards for the rehabilitation of City Hall. Thirty one respondents turned in their comment cards for the new City Hall alternative. These tabulated rankings are found in the charts below.

**Existing Rehabilitation**

| Key Outcome  | Total Score | Average               |
|--|-------------|-----------------------|
| Improves Customer Experience                         | 134         | 3.44                  |
| Improves City Staff Functionality                    | 135         | 3.46                  |
| Energizes the Civic Center Zone District of Downtown | 132         | 3.38                  |
| Provides A Modern Adaptable Workplace for 50 years   | 145         | 3.72                  |
| Contributes to Paducah’s Identity and Culture        | <u>166</u>  | <u>4.26</u>           |
|  | 712         | 18.25/5 = <b>3.65</b> |

**New Construction**

| Key Outcome  | Total Score | Average               |
|--|-------------|-----------------------|
| Improves Customer Experience                         | 105         | 3.39                  |
| Improves City Staff Functionality                    | 112         | 3.61                  |
| Energizes the Civic Center Zone District of Downtown | 103         | 3.32                  |
| Provides Modern Adaptable Workplace for 50 years     | 122         | 3.94                  |
| Contributes to Paducah’s Identity and Culture        | <u>86</u>   | <u>2.77</u>           |
|  | 528         | 17.03/5 = <b>3.40</b> |

An open comment area was provided on the comment card. Following are the comments found on the cards with associated frequencies.

| <b>Comment</b>  | <b>Frequency</b> |
|---|------------------|
| In favor of rehab in phases   | 10               |
| Likes the design of the new construction (Total)  | 9                |
| Likes the design of the new construction  | 5                |
| Likes the design of the new construction/but preservation trumps                              | 1                |
| Likes the design of the new construction/highly functional, less cultural                     | 1                |
| Likes the design of the new construction but preservationist                                  | 1                |
| Likes the location of the new construction/polishes off the plaza                             | 1                |
| Fix/Preserve (Total)  | 8                |
| Fix/Preserve what we have   | 4                |
| Fix/Preserve what have/Preserve our heritage  | 1                |
| Fix/Preserve what we have/either option to expensive  | 1                |
| Fix/preserve what we have/wait for a consensus for change                                     | 1                |
| Fix/Preserve what we have (general facelift only)   | 1                |
| Rehab cost too much (Total)   | 7                |
| % Rehab cost too much   | 3                |
| Rehab too extensive/expensive   | 3                |
| Rehab too extensive/expensive/use more basic solutions  | 1                |
| Not in favor of new construction (Total)  | 7                |
| Not in favor of new construction/needs more cost information                                  | 1                |
| Not in favor of new construction/too expensive  | 1                |
| Not in favor of new construction/too expensive/added expense of stabilizing existing building | 1                |
| New build not an option/too expensive   | 2                |
| New build not an option   | 1                |
| New build not an option/save existing building  | 1                |
| Like the open spaces, glass and transparency (rehab)  | 4                |
| Likes the chamber relocation  | 3                |
| New build cannot be done in stages to spread out the costs                                    | 3                |
| Don't move the commission chambers to the atrium  | 2                |
| Prefer rehab over new construction  | 2                |
| Wants better cost estimates   | 2                |
| Both approaches have merit  | 1                |
| Cannot support the new build without a solid well financed plan for the existing building     | 1                |
| Current building has never been ok-leaking almost from day one                                | 1                |
| Does not like the entrance or the chamber of the new design                                   | 1                |

|   |   |
|---|---|
| Don't see the need for such spending  | 1 |
| Fixes will not last as long as new building   | 1 |
| Maintain architectural intent only a buzz word-to many changes                                    | 1 |
| Modern design of the new build is a departure from the area                                       | 1 |
| More information: phases and suggested order  | 1 |
| New build better efficiency   | 1 |
| New build does not contribute to Paducah's cultural identity                                      | 1 |
| New build may cause a revolution, not enough user groups  | 1 |
| New build would be nice but leaves the current City Hall out to dry                               | 1 |
| New construction has too many floors to figure out where you are going                            | 1 |
| New construction is a bland design-seems as dated as the current building                         | 1 |
| New construction is less transparent/less collaborative   | 1 |
| New construction/fiscal irresponsibility  | 1 |
| RATIO has a bias toward new construction, how far off the 15 yard line have already paid for?     | 1 |
| Rehab allows for destination point as cultural experience for locals and tourists                 | 1 |
| Rehab existing but design option is awful/disrespects Stone's design                              | 1 |
| Rehab makes the building more functional  | 1 |
| Rehab: Who are we Paducah, what are we, what do we want to represent?                             | 1 |
| Rehab-the flow, the continuity, the identity  | 1 |
| Rehab will have greatest impact on downtown and City  | 1 |
| Remove the ropes in the atrium, allow it to be used   | 1 |
| Save a special building   | 1 |
| Take care of maintenance  | 1 |
| Thank you for your hard work  | 1 |
| Try to make the new construction have more personality  | 1 |
| Underutilized vestibule is a function of use, not construction or design                          | 1 |
| What would happen to the current building with new construction/too expensive to do both projects | 1 |
| Would like to see the new construction even more modern   | 1 |