
AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO:
Meeting Date: August 1, 2016
Department: City Manager's Office

ITEM TITLE: City Hall Remodel Overview & Update

DISCUSSION/ISSUE:

Needs Assessment and Conceptual Design

In late 2015 and early 2016, staff worked with hsr/Waterleaf to conduct a needs assessment of City Hall. During this assessment, the consultants met with the various departments of the City that operate out of City Hall. Through these meetings, they looked at our current space, our operational needs, and the increase in space needs as the population grows. We had them provide programing analysis on moving City Hall operations to a new location versus remodeling the current location.

In December 2015, the consultants presented their findings with the Management Team on the space needs of City Hall for current and future growth. It was their conclusion that the current site of City Hall was likely sufficient size and could meet the estimated staffing and space requirements for a population increase of double or more our current size.

The consultants were then tasked with providing conceptual analysis and designs on how the current facility could be modified to meet the needs of current and future operations. There were several key issues that the design concept needed to address to increase the functionality of City Hall. Those included:

- Improved customer service with a single/multi-purpose area for customer interactions.
- Improved safety and security for staff and visitors; reduction of building access points.
- Building accessibility and ADA requirements.
- Improved workspace flow for staff with internal connectivity.
- Improved internal and external meeting spaces.
- Centralized records retention system.
- Updated City Council Chambers with modern technologies.
- Coordination in updates and replacements of items that are currently on the list as maintenance items, i.e. carpeting, siding repair, doorways, etc.

The outcomes of the conceptual designs included a full remodel of the current City Hall with a small expansion to accommodate a new City Council Chambers. The remodel would include the main floor (7,812 square feet) and the basement (1,588 square feet). The building expansion would add the approximately 800 square feet to the west side of the building.

As you can see from the attachment, the footprint of the building remains similar in nature with the addition of the extension to the west for both the City Council Chambers and the large conference room. Pages 2-4 of the attachment provide conceptual floor plans for the interior of the building. Please remember that these are very early concepts. The floor plan will be fully designed and will most likely see modifications as the project moves forward.

One goal of the City Hall project is to tie into the ReVision Florence project and to provide an example for the community on incorporating many of the desires of the streetscape and beautification into our remodel. We will also bring these elements inside to address the desire from the community for a space to display art inside and public art elements on the exterior.

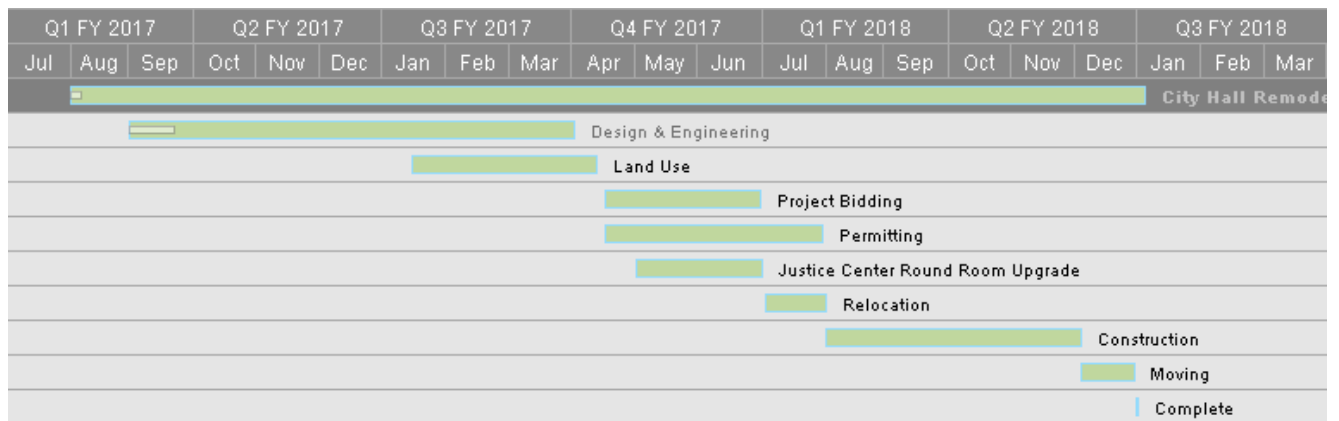
As we move forward with this project and begin the design phase, we will be conducting public outreach to get input from both our committees as it relates to their areas of concern and the general public.

Budget and Timeline

During the FY 2016-17 budget process, the Budget Committee and the City Council approved moving forward with the remodel and expansion of City Hall. The estimated cost of this project is \$1.9 million, compared to approximately \$7 million plus land acquisition for a new building.

The timing for this facility is very much dependent on the Public Works Operations Facility. As you are aware, we have 17 employees and contract employees working out of City Hall. This facility is also the hub for utility, community development, committee, and other public contacts. In order to efficiently remodel City Hall, the building will need to be vacated during the approximately six months of construction. The plan for relocating staff and the public is to move the Community Development operations to the new Public Works Facility, move the administration operations to the Justice Center, and utilize the Florence Events Center for City Council, Committee, and other public meetings.

This will take coordination to make sure that the moves are done in conjunction with one another and that the spaces are ready when needed. Below is the proposed timeline for this project.



The next step for the City Hall remodel is to move forward with an RFQ for architectural services to begin the design and engineering work. The proposed timeline for this is to begin the RFQ process in late August/September.

FISCAL IMPACT:

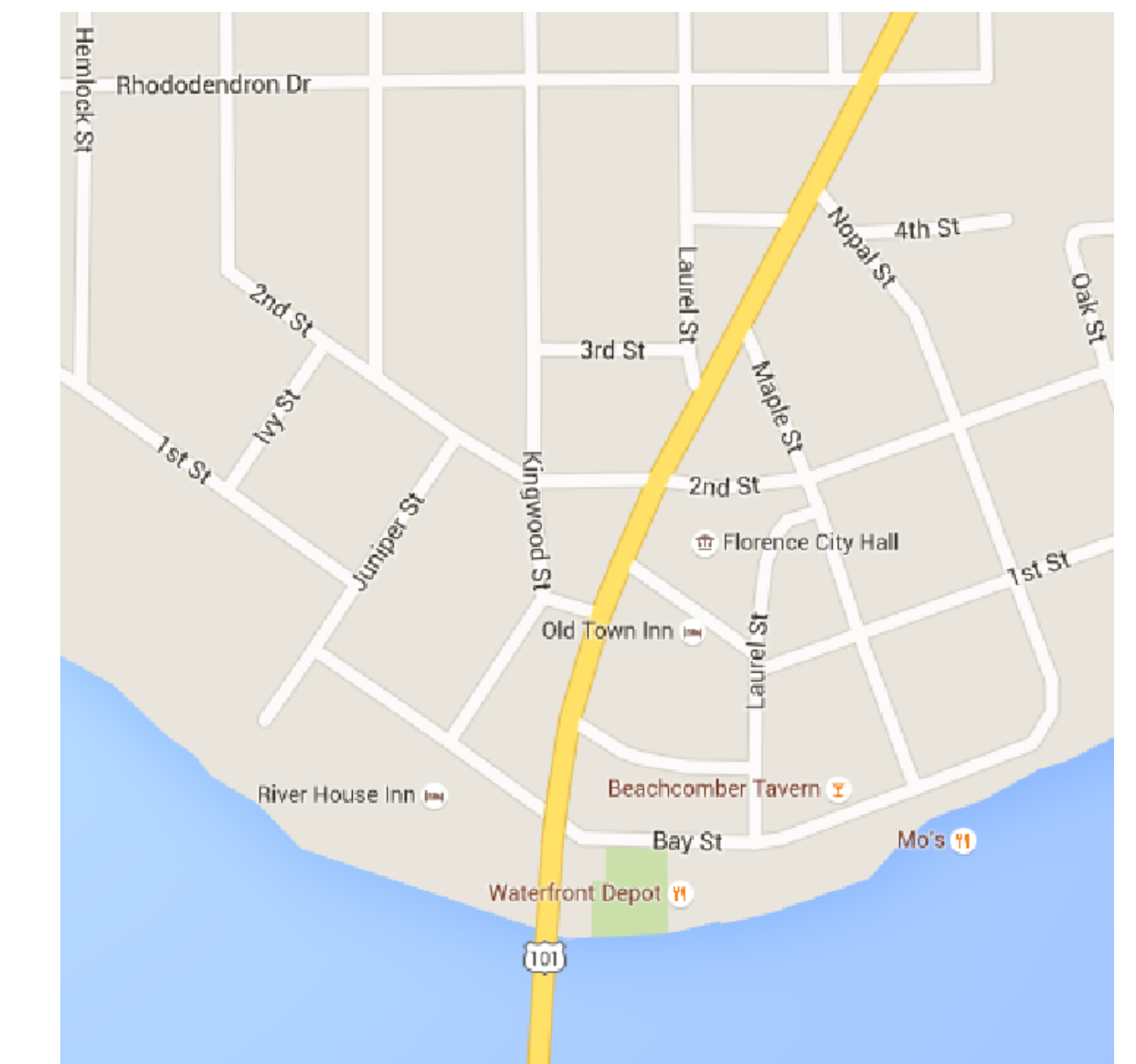
The adopted FY 2016-17 budget includes funding for the remodel and expansion of City Hall. The projected project cost for this project is approximately \$1.9 million.

RELEVANCE TO ADOPTED COUNCIL GOALS:

The remodel and expansion of City Hall meets the 2016 Council Goal 5: Financial & Organizational Sustainability. Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs.

AIS PREPARED BY: Megan Messmer, Project Manager

ITEMS ATTACHED: Attachment – City Hall Conceptual Vicinity and Floor Plan Designs



City of Florence City Hall Preliminary

250 US-101
 Florence, OR 97439
 Schematic Design Set
 04/12/2016

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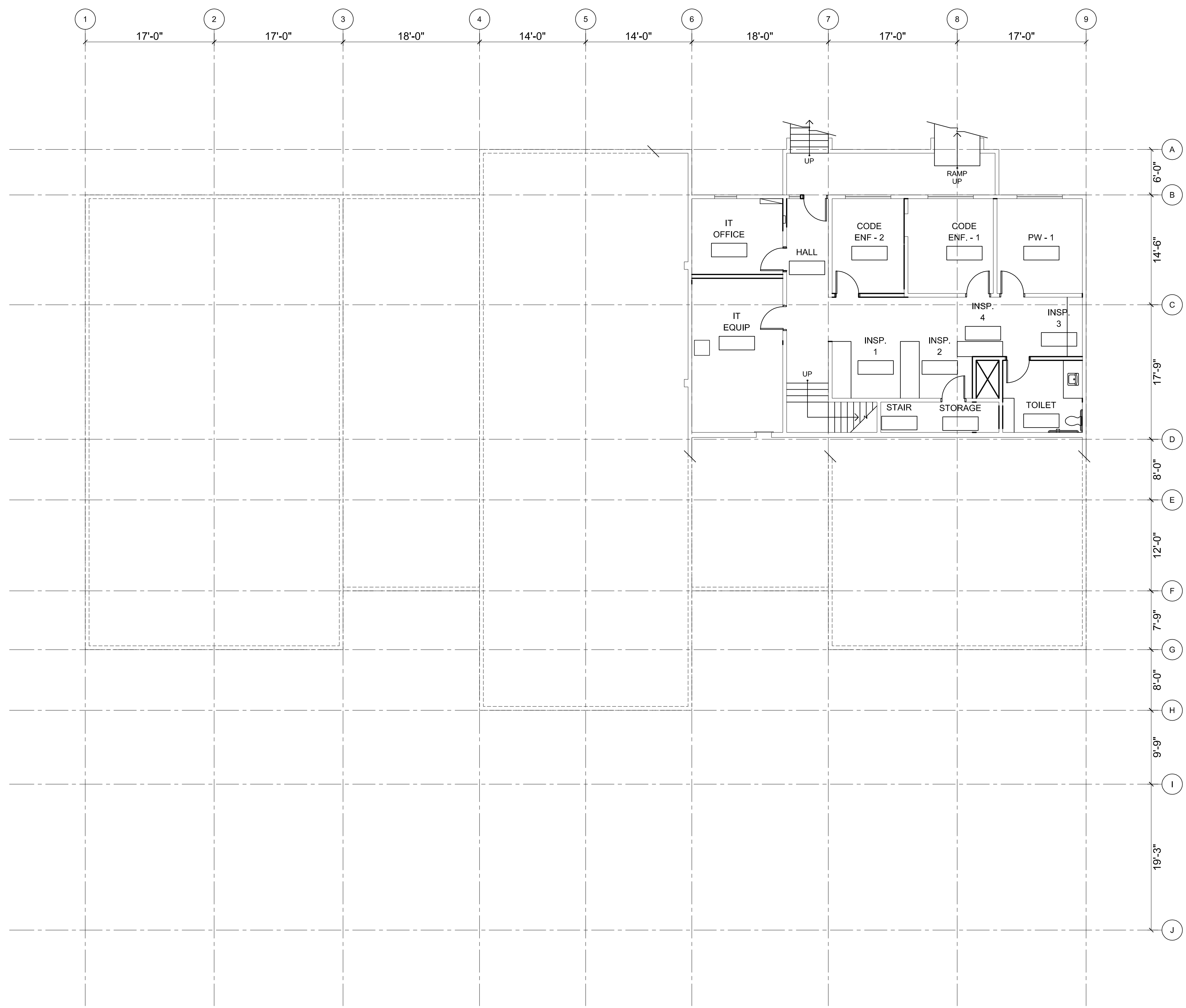
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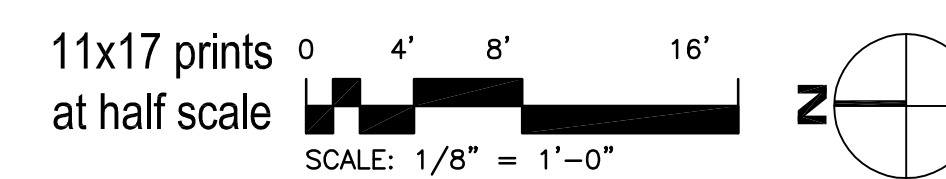
florence, or - city hall preliminary

basement floor plan

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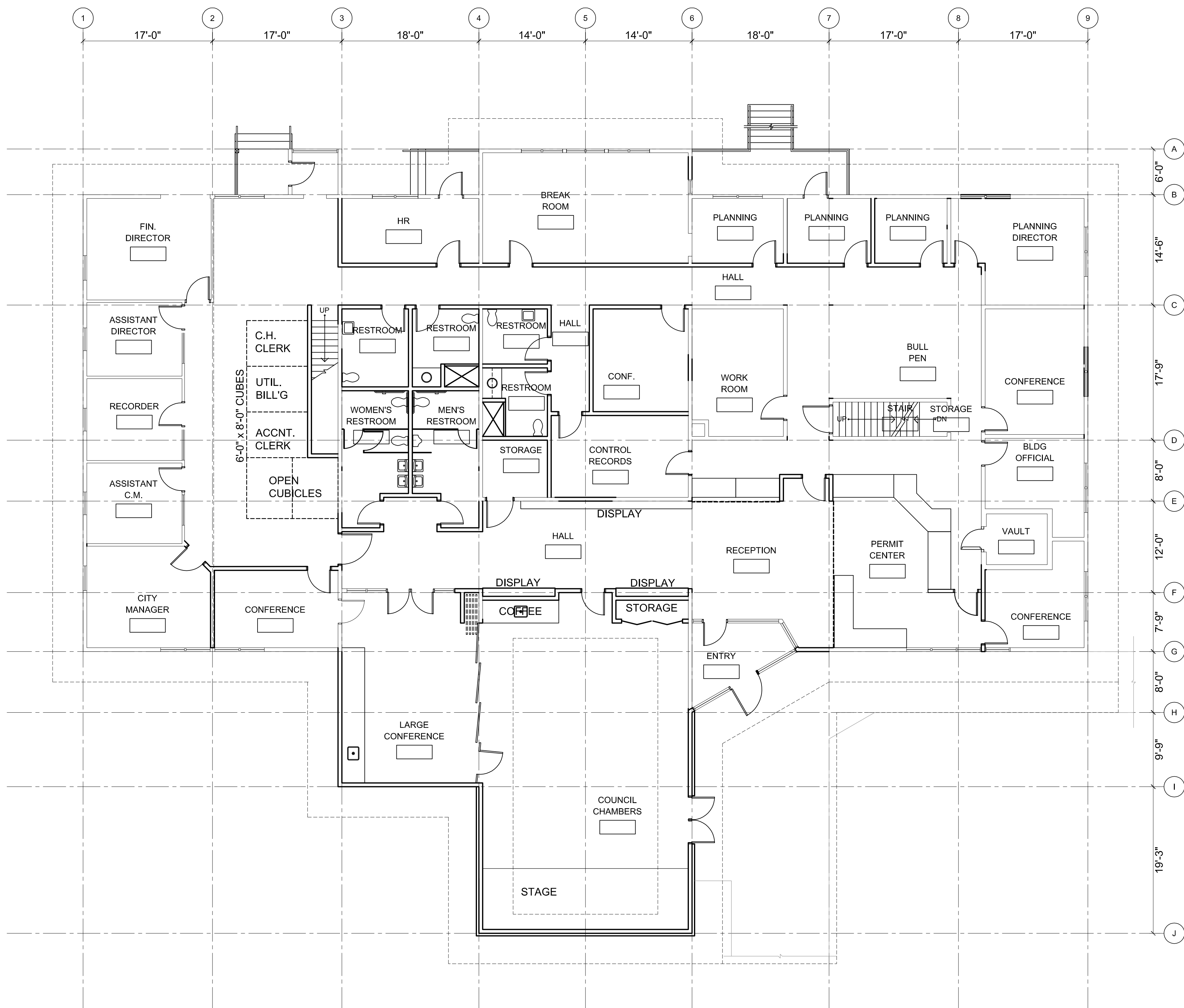
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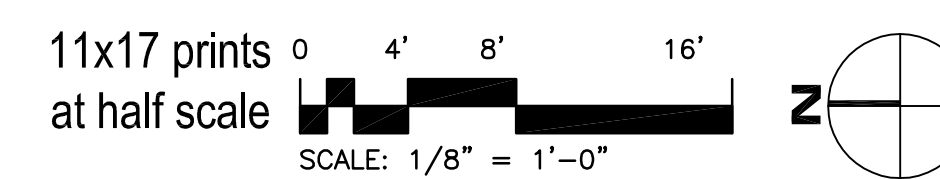
florence, or - city hall preliminary

ground floor plan

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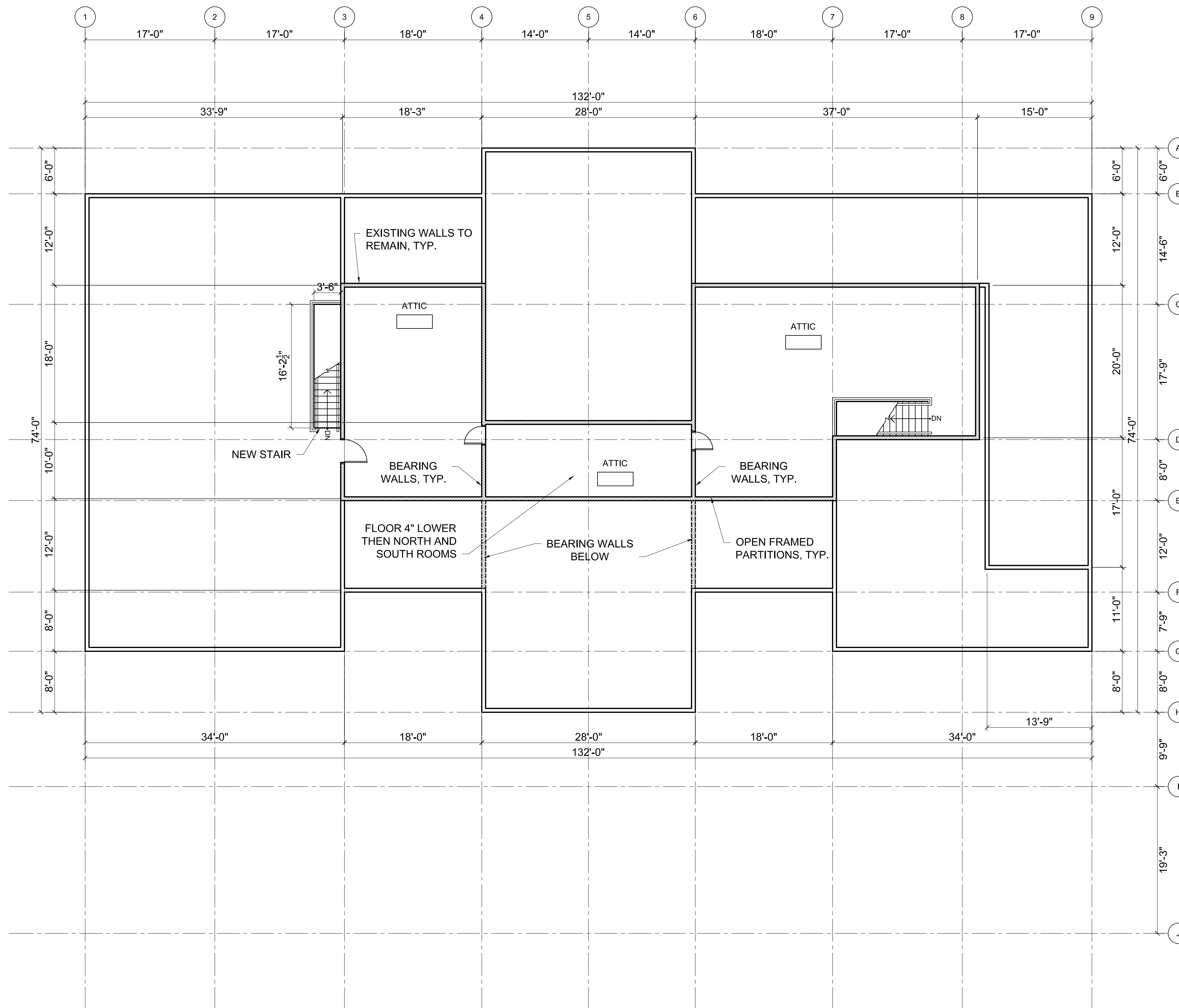
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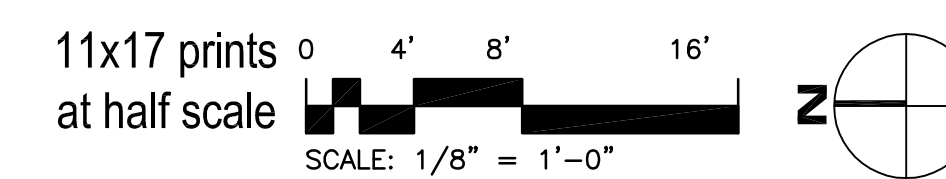
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attic floor plan

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