

COUNCIL REPORT

For Meeting of May 9, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

NO. 2016-

SUBJECT:
City Hall Space
Needs Assessment

Subject

City Hall Space Needs Assessment

Summary and Background

In the 2015-16 budget the Council authorized funding to explore the needs of the city as it relates to a city hall. The first step that was taken was to hire Ascent Architecture to conduct a space needs assessment. They used group meetings, surveys and individual interviews to get the ideas and thoughts of the current staff. They included staff from Finance, Planning, Administration, Building, Parks and Recreation, and Courts. These are the departments that I would want to consolidate into a future city hall. The questions included things like:

- How many meetings do you have with how many people?
- Necessary storage requirements.
- Adjectives to describe your work environment.

The architects then took what staff told them and used some standard formulas for space requirements and gave us an approximate number of square footage that we would need for current needs as well as current estimates for future staff needs.

The results are as follows:

| | Size | # of Levels | Employees |
|------------------------------|------------------------|-------------|-----------|
| City Hall/Building/Court | 11,106 ft ² | 5+ | 28 FTE |
| Possible Combined (10 years) | 17,032 ft ² | 1 or 2 | 42 FTE |

Knowing these numbers allows us to explore options and to really see what is needed for adequate function city hall space. The idea of combining the court room and the council chambers is an idea I have seen be successful in other cities. It isn't absolutely necessary but it is something I will keep in the discussion at this point.

Possible Interim

A couple of issues came forward during the course of the study that isn't directly tied to a future city hall but need attention.

- First, the lack of meeting space within city hall was a consistent theme throughout the survey. – We have addressed this by improving the space on the loft level into a meeting room with a door and windows.
- Second, we found a lack of space without major renovations for any additional staff. – In our most immediate need, we have allocated some shared space around Lilly's desk.

City of Hermiston

Fiscal Information

This currently has no financial impact. We will continue to explore ideas and options for adequate and functional space for city hall.

Alternatives and Recommendation

Recommendation

Staff has no further recommendation in the immediate future.

Requested Action/Motion

No action is requested.



City Manager Approval