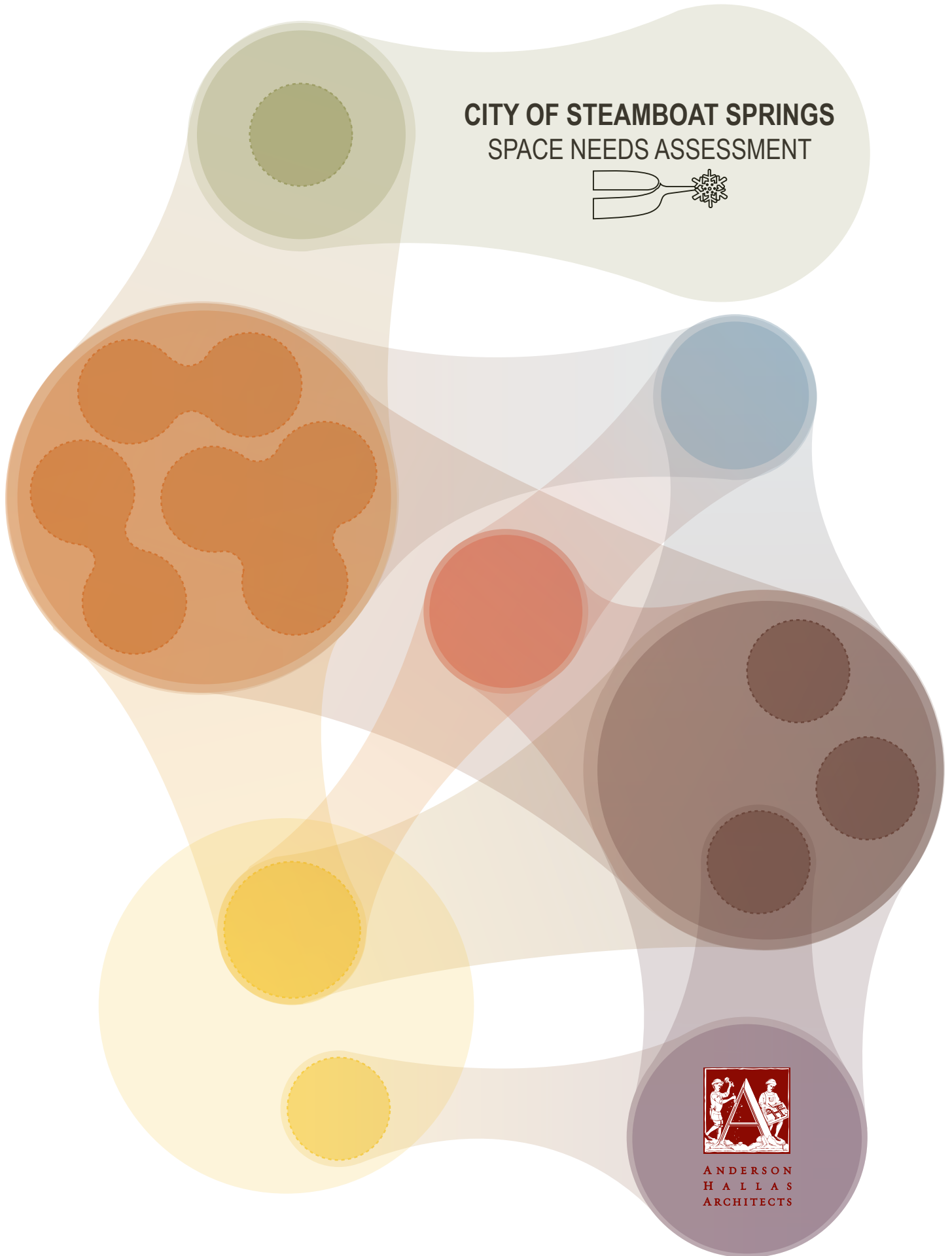


CITY OF STEAMBOAT SPRINGS
SPACE NEEDS ASSESSMENT



ANDERSON
HALLAS
ARCHITECTS

CITY OF STEAMBOAT SPRINGS

SPACE NEEDS ASSESSMENT

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PROJECT PURPOSE

The purpose of this report is to examine current space needs in the context of the City of Steamboat Springs' primary administrative campus facility and to project future growth assuming a 3-5 year planning horizon for the following departments: City Manager, City Attorney, City Clerk, Planning, General Services, Public Works, and Finance. These departments conduct the main administrative functions for the city, and are currently housed in the campus created by City Hall, Centennial Hall, and Elkins House.

The following report provides a record of findings based on a site visit and interviews with city staff conducted in Steamboat Springs on May 24, 2017.

METHODOLOGY

Interviews were conducted by Nan Anderson, Principal, and Angela Schwab, Project Architect, of Anderson Hallas Architects, PC. Together they met with department heads in their respective offices to understand their recent, current, and future staffing needs, office space needs, support space needs (storage, work rooms, file rooms, conference spaces, IT closets, support spaces, etc), and desired adjacencies with other departments. The following report records their findings; diagrams and survey responses follow as supplements. Each department head completed surveys for themselves and each employee in their department detailing their office furniture and support needs; these are included in the Appendix.

EXECUTIVE SUMMARY

Steamboat Springs' primary city administrative departments are housed in three buildings on half of a city block campus: City Hall, Centennial Hall, and Elkins House. All three buildings are currently occupied at capacity; several departments are needing space to expand, but there is no room to grow. Most offices in City Hall are private offices and department staff offices are generally located together.

The gross square footage of all three campus buildings totals 22,905 SF. Of that, 12,167 SF is assignable to 58 employees, and is split between offices and shared support spaces for printers, conference areas, circulation within departments, and storage.

The findings from Anderson Hallas' interviews with department heads led to the recommendation by the City Manager to hire seven additional positions in the next 3-5 years; recommended growth by department is on the following page. Given industry standards for domestic government organizations (page 26), the projected growth would necessitate adding about 1,000 SF of assignable office space. No space for expansion exists within City Hall, Centennial Hall, and Elkins House.

CITY EMPLOYMENT GROWTH

CITY EMPLOYMENT GROWTH

	2007	2008	2017	3-5 year projection	Current Assignable SF	Current Support Space SF	Industry Standard Offices with Projected Growth SF*
Department of City Attorney	3	3	3	+0 = 3 total	396	147	360
Planning & Community Development	10	11	8	+1 = 9 total	1005	873	1080
Department of Financial Services	12	14	12	+1 = 13 total	1222	231	1520
Department of Public Works	4	7	11	+1 = 12 total	1277	838	1480
Department of General Services	6	8	12	+2 = 14 total	1460	889	1680
Department of City Clerks	3	3	5	+0 = 5 total	602	421	520
Office of City Manager	2	4	7	+2 = 9 total	927	50	1160
Conference Rooms						1300	
General Support Spaces						529	
Total	40	50	58	65	6,889 sf	5,278 sf	7,800 sf

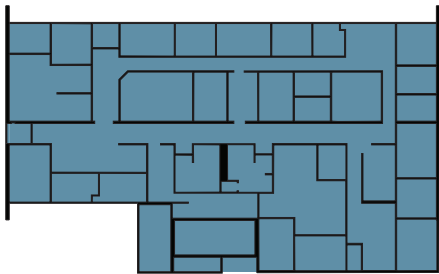
2007 and 2008 staff levels are both included since City employment peaked in 2008 before the recession

*Office sizes are based on U.S. General Service Administration's Industry Standard for Domestic Government Organizations, Page 26. These standards were referenced as general guidelines, then scaled to municipal government operations. Growth values assumed at Supervisor and Technical level, 120 sf

CITY HALL



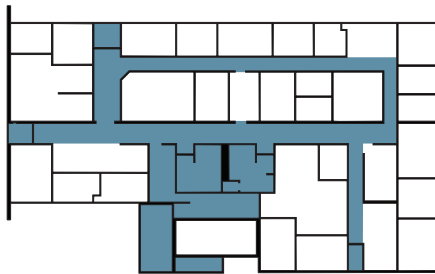
City Hall is housed in the Hunt Building, originally constructed in 1961 and remodeled in 2001-2003 under Anderson Hallas' direction. Departments housed in City Hall include the City Manager, City Attorney, City Clerk, some of General Services, some of Public Works, Finance, and a Storage Vault. The building has been reasonably updated, but problems subsist with non-thermally-broken wall systems and non-energy-efficient windows. The building design and condition are not conducive to a second-story addition for expansion. The Director of General Services reports that a larger kitchen/kitchenette is needed to support all employees within this building.



GROSS SF: 8,332 SF
FLOOR PLANS ARE NOT TO SCALE



ASSIGNABLE SF: 6,028 SF



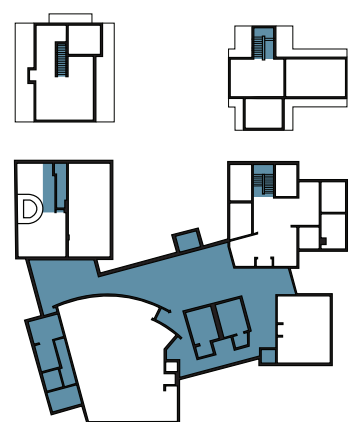
CIRCULATION + SUPPORT: 2,304 SF

EFFICIENCY: 72%

CENTENNIAL HALL



Centennial Hall, designed by Anderson Hallas in 1999 and constructed through 2001, celebrated the city’s 1900 establishment. The design incorporated the city’s original power plant into the much larger municipal facility. In addition to Engineering from the Public Works Department, Planning, and some of General Services, the building houses two conference rooms, a former café and commercial kitchen, and Citizen Hall for City Council meetings. The smaller meeting room (113/114) is very frequently used, though it is almost never divided into two spaces. Outside groups often meet in this room, including boards & commissions, council interviews or executive session. A second meeting room, the Crawford Room, is used for interviews, by outside organizations and nonprofits, for City meetings, Main Street meetings, and coffee with Council. The café has been closed because of concessioners’ difficulties in running a thriving business and that space is now occupied by IT within the Department of General Services. The kitchen equipment remains and will soon be surplussed.



GROSS SF: 12,903 SF
FLOOR PLANS ARE NOT TO SCALE

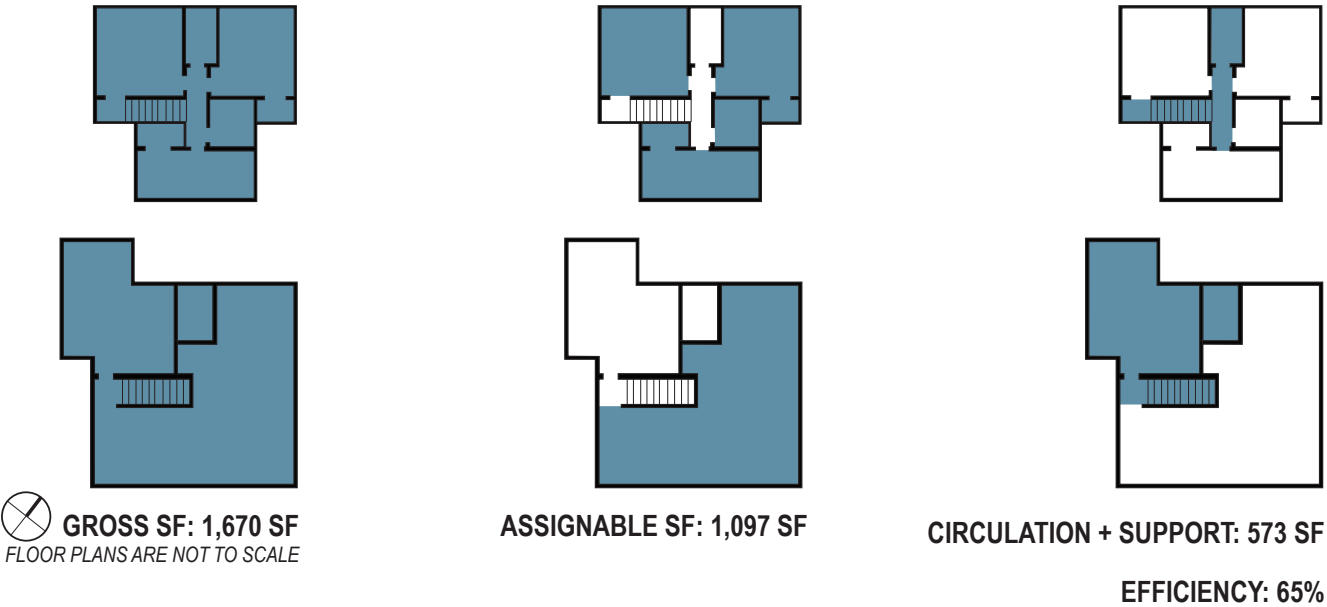
ASSIGNABLE SF: 8,103 SF

CIRCULATION + SUPPORT: 4,800 SF
EFFICIENCY: 62%

ELKINS HOUSE



The Elkins House, a small, two-bedroom residence, was donated to the City and currently houses three staff members: a Code Enforcement Officer from the Planning Department and a Facilities Manager and Facilities Maintenance Supervisor from the Department of General Services.



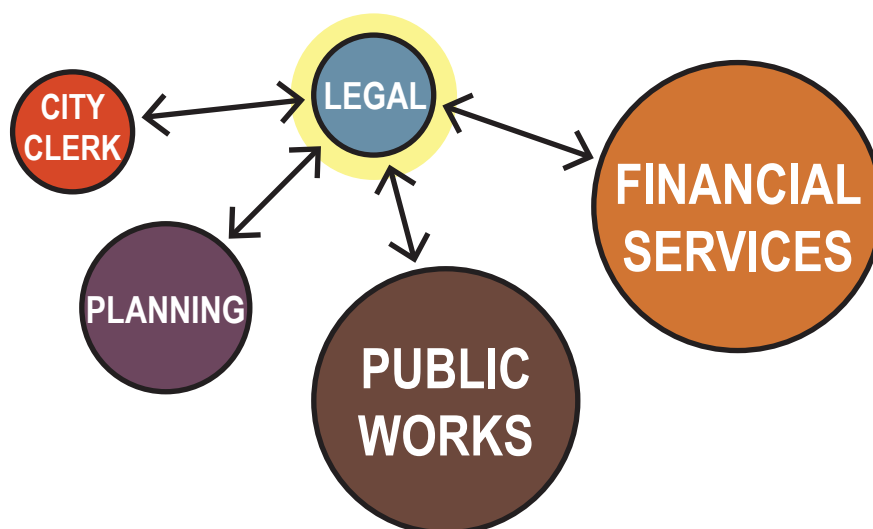
CITY OF STEAMBOAT SPRINGS
CITY EMPLOYEE INTERVIEWS

DAN FOOTE, CITY ATTORNEY

Staffing: Staffing in the City Attorney's office has returned to 2007 levels with three full time employees; the City Attorney and Municipal Court Administrator have both been in the department for ten years, and a Staff Attorney has recently filled a position that was previously held by a contract employee. All three staff need to have private offices and it is important for them to be in close proximity.

Growth: If the department grows, a traditional private office would be required. In addition to City Attorney Staff above, a part-time Prosecutor is under the City Attorney's guidance. The Municipal Court Administrator and Prosecutor currently share an office and they often share files. The Prosecutor's position would likely not become full-time, but it would be ideal for them to have a dedicated space.

Record Keeping: The City Attorney's filing cabinets need to be accessible but not necessarily located in their office; they could be in the Legal Assistant's office or nearby in the building, in which case they should be locked. Record retention is dependent on the content; currently files are stored off-site. Some, but not all, files do need to be kept permanently.



WENDY FRIDEN, HUMAN RESOURCES MANAGER

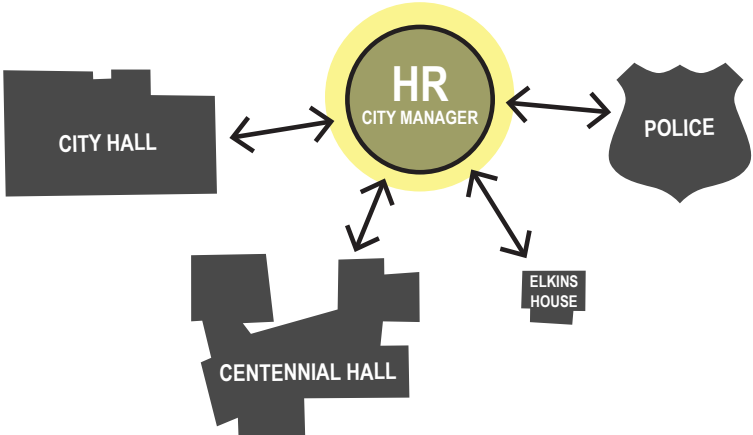
Staffing: Human Resources Department staffing has returned to 2007 hiring levels with two full-time employees; the HR Manager position was eliminated in 2012 and reinstated in 2016. Prior to 2008, HR was part of the Department of Financial Services, but has since moved to the Office of the City Manager. The Communications Manager position is new in 2016, but it took the FTE spot of the Deputy City Manager, which has been eliminated. There may be a potential for adding back the Deputy City Manager position in the future.

Growth: The Human Resources Manager doesn't see room for immediate growth unless the department takes responsibility for an additional function, such as assuming Risk Management which is currently managed by the Director of General Services. This would require the addition of ½ FTE who would need a dedicated FTE space in which to work. The Human Resources Manager suggests that the Assistant to the City Manager and the Grants/PR Specialist, who both work on grants, might need help in the future.

Office: Within the City Manager's Office everyone requires a private office except for the Executive Assistant. Ideally the two Human Resources offices would have complete acoustical privacy, which they currently do not.

Record Keeping: Files in the office are all current. The office is required to keep files for seven years post-employment; these files are kept in the vault, which is not private; the filing cabinet in the vault is not locked, which is a concern. Some files are stored off-site, and the Human Resources General Manager does occasionally access them. Ideally all files would be converted to digital.

Adjacency: HR offices need to be accessible to all departments, since they perform HR duties for all city staff including Police. Their current location near the front entrance of City Hall works well since it's a central location on the campus and visiting employees do not need to venture too far into the building to reach them.



TYLER GIBBS, DIRECTOR OF COMMUNITY DEVELOPMENT

Staffing: Staff levels in the Planning and Community Development department have not returned to pre-recession levels. 11 employees in 2008 dropped down to six in 2013, with cuts to administration, planners, code enforcement, housing, and with historic preservation being outsourced. The current administration position is still doing the job of two employees. The 2017 staff level is up to 8 employees, with the hope of hiring an additional code enforcement official this year. The present boom in development has occupied the planners and planning tech to the point where they are only able to react to development proposals, rather than do any of their own city planning.

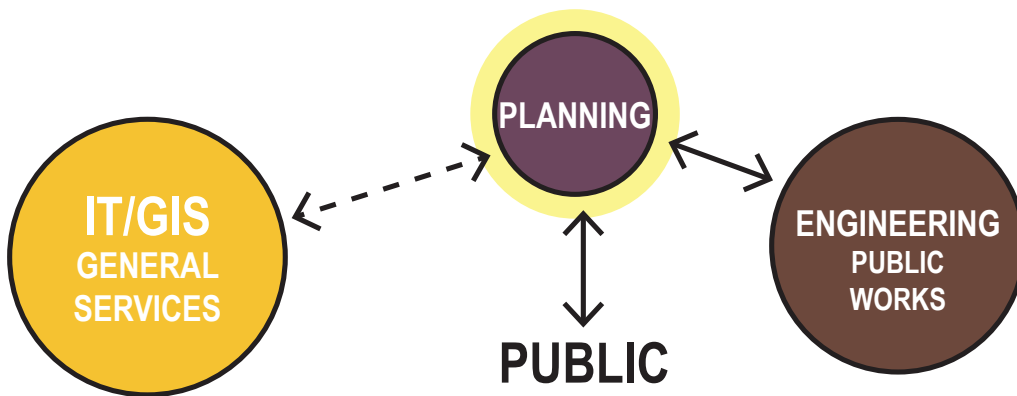
Growth: The priorities for hiring in this department are: (1) code enforcement official, to be hired in 2017; (1) planner; (1) administration position; (1) possible building engineer.

Office: Offices in the Planning and Community Development department are primarily private spaces, with the Administrative Assistant position stationed at the entry counter, added in 2010. This location leads to lots of interruptions in their work since they have to assume front desk duties. A private conference room was also added in 2010; they are considering an additional alteration to the space to convert the conference room to another office, with one wall to the lobby being opened up to the public with a counter wide enough for two people to work side-by-side with plans rolled out. There is interest in installing digital displays to review drawings because some architects are bringing in digital files, but many do still produce paper drawings. The printer and scanner are located at an exterior door within the space which employees often use, causing cold air to blast people at the printer in the winter; the printer and scanner would better serve the department if they were more centrally located. The plotter could be moved to the basement, but the printer needs to stay on the main floor. A standing table that has been added in the central circulation area between offices and the stair is extremely useful for collating; more space is needed by the copier. The Director of Community Development recently relocated their office to the corner by the stair, which gives them better layout space and a guest meeting table. A collaborative, open environment wouldn't work for this department. The server room and the HVAC are on this floor, which contribute to noise disruptions between the furnace and the air conditioning unit constantly cycling to cool the servers. Planning staff often meet in the nearby smaller meeting room.

Record Keeping: Files, which are mostly current, have been moved to basement storage downstairs and are easily accessible. There is an interest in digitizing the files, but that would be a difficult undertaking for many reasons; would require staff and financial resources to scan and store, and there are complications with naming projects – would they be filed under the Developer? Client? Address? The files do need to remain on-site because they are used frequently, until they are digitized. Paper files are created for all current projects; while new

projects are leaning towards digital submission, paper copies still exist; file storage continues to grow every year.

Adjacency: The Planning and Community Development department needs to remain close to Engineering, which is presently directly upstairs. IT and GIS, which are both in the General Services Department, could be across the street.



KIM WEBER, DIRECTOR OF FINANCE

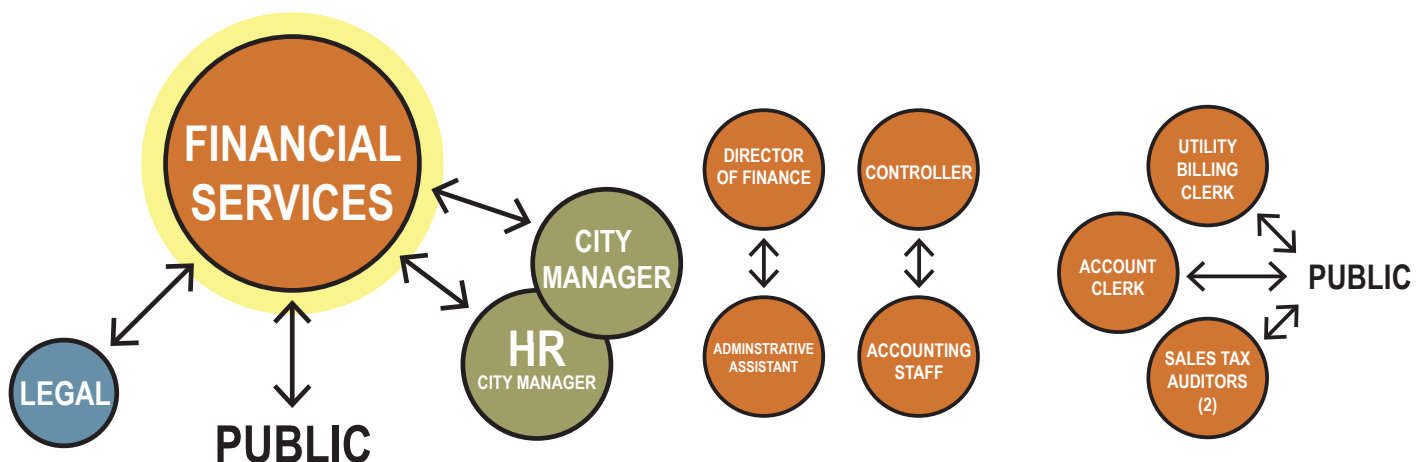
Staffing: The Department of Financial Services has maintained 12 employees since 2007, but positions have rearranged; HR moved to the City Manager's Department and an Accountant and a Sales Tax Auditor have been added. The highest staffing level was in 2008 with 14 employees; that year alone the department had a Manager of Intergovernmental Services and a Staff Assistant II, but those positions have been eliminated.

Growth: During the recession, this department cut hours down to 36 hour weeks; most employees continue to keep this schedule, while retaining 40 hour/week benefits. The Director of Finance is making an effort to shift employees back to full-time work but employees prefer to keep their 9 hour days on Monday - Thursday.

Office: The Director of Finance, two supervisors, and both Sales Tax Auditors require private offices. There is a central printing and scanning station; IT discourages individual printers. Finance has acquired document management software and has been very successful in digitizing and managing electronic files. The Utility Billing Clerk has been moved from the front desk.

Record Keeping: Locked filing cabinets containing payroll files are kept within the space. The Utility Billing Clerk keeps a cash drawer in the vault. Once a month the department receives a large amount of cash when marijuana vendors pay their sales tax in cash.

Adjacency: Proximity to Legal, HR, and City Manager are helpful since they collaborate on documents and often require signatures from each other. Four staff members have a lot of public interface – Utility Billing Clerk, Account Clerk, and the Sales Tax Auditors – and they need to have central “public” offices for their safety.



JON SNYDER, PUBLIC WORKS DIRECTOR

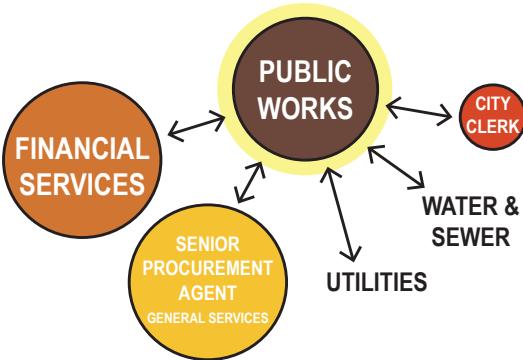
Staffing: Prior to the recession, The Department of Public Works rented a house across from the Elkins House to house the engineering staff, with the rest of the department in City Hall. Staff levels increased from four in 2007 to 11 in 2017; engineers have moved to Centennial Hall, above the Planning Department, and the remainder of the Public Works Department remains in City Hall. The department is currently overwhelmed with work. Staff is currently meeting the bare minimum in order to keep running; backlogs of reports, paperwork, and updates exist that they “can never hope to accomplish.”

Growth: In the 3-5 year planning horizon, the department could grow by three full-time employees: (1) engineering technician to handle water and engineering, (1) water department employee to run programs, and (1) administrative “gatekeeper” position.

Office: Three managers require private offices: Public Works Director, City Engineer, and Distribution and Collection Manager. They need a transaction counter at least 8’ long for rolling out plans. They recently set up a conference table with seating for six in the open central space in their office which is used often. The lack of a closed-door office space is a huge hindrance to productivity; with no Administrative position to serve as a gatekeeper to the department, staff are often interrupted as they work. Engineers working in Centennial Hall are regularly interrupted by members of the public who walk through the Planning Department and go up the stairs to find the engineer that they need.

Record Keeping: This department is transitioning to electronic records for older files, but current paper documents are required to be kept for 3-5 years. These are stored off-site in the old water treatment plant. Moving forward there will be fewer physical files.

Adjacency: Ideally the Public Works department would be located together rather than in two different buildings. There are also remote divisions in the airport, transit station, and sewage treatment plant; those workers need to remain on-site. Adjacency with the following departments or personnel is essential: Finance, Purchasing (Department of General Services), Water & Sewer, Utilities, Finance Billing Clerk, Finance Director, and the Clerks Assistant.

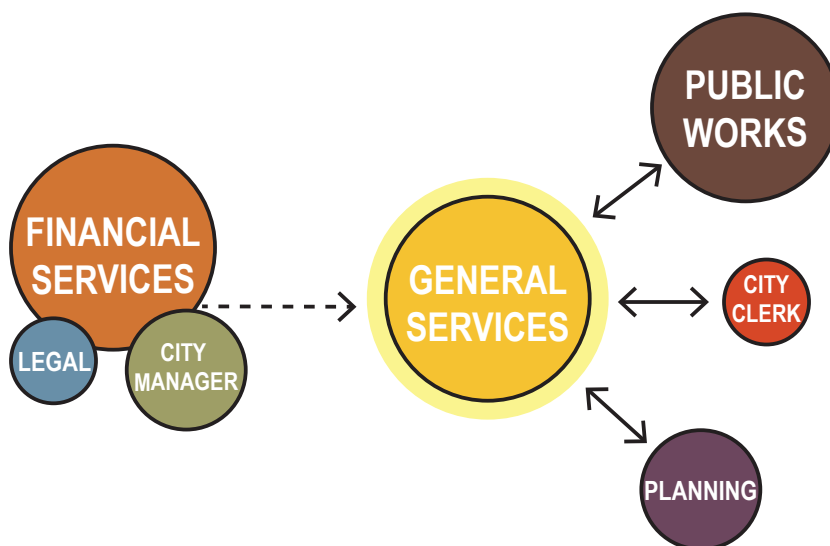


ALAN LIND, DIRECTOR OF GENERAL SERVICES

Staffing: The Department of General Services has experienced significant growth from 2007-2017, with the 2017 addition of a Director of General Services, a Facilities Maintenance Supervisor, and six IT/GIS staff.

Growth: In the next 5-10 years, there could be 2-3 additions to this department. In order of priority: a Procurement and Contracts Specialist, a Facilities Administration/Service Staff Member, and an IT Technician.

Adjacency: It is helpful for the Department of General Services to be centrally located. The Department is currently split into all three buildings on the City Hall campus; IT has a considerable investment in their data center in Centennial Hall, The Elkins House houses the Facilities Maintenance Staff, and the rest of the department in City Hall. The Senior Procurement Agent is needed by every department, and the Administrative Assistant, who manages the city newsletter, should be in City Hall. If the department were to be re-located, it would be ideal for the IT department to be kept together with the rest of the city departments; if not possible, two IT techs should be with city staff, with the rest of the IT department together off-site.



JULIE FRANKLIN, CITY CLERK

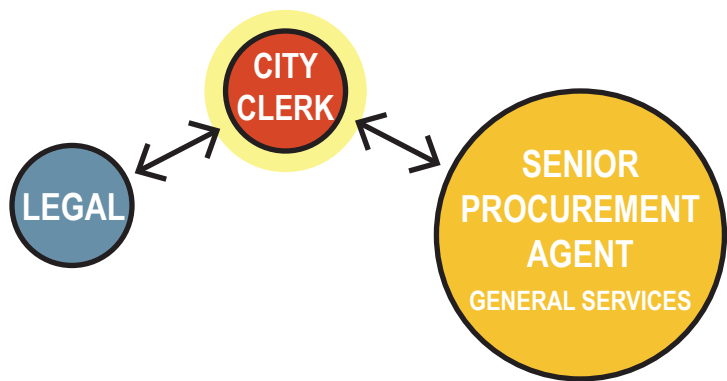
Staffing: The City Clerk department has grown from three employees in 2007 to five employees in 2017. The City Clerk, Deputy City Clerk, and Staff Assistant have been in this department since 2007; the department currently also includes the Municipal Court Administrator and a Staff Assistant. Clerk workload is driven by City Council; increased Council activity creates more work for the department.

Growth: This department could support the addition of one more Clerk in the next five years; this would be dependent on City Council activity and development within the city of Steamboat Springs, since development goes in front of City Council.

Office: The City Clerk and Deputy City Clerk require private offices; Staff Assistants and the Municipal Court Administrator do not. The Staff Assistant is stationed at the building front desk; when she takes a break City Clerk staff takes turns covering her post. Ideally this position would be a gatekeeper for public to access the clerks, but the current set-up does not support this need. A panic button to the police station is located at the City Clerk's desk. The Department of City Clerks does not use the conference room very often; current office sizes are adequate; central shared copiers and printers are sufficient.

Record Keeping: Records are kept for a set amount of time (XX years), and no records can be destroyed if they are involved in a legal battle.

Adjacency: City Clerks should be close to the City Attorney's Office; proximity to the Senior Procurement Agent within the Department of General Services is essential.



GARY SUITER, CITY MANAGER

The City Manager relayed that staff is finding that there is an increase in demand for services, and future staffing will need to respond to those needs. Development has driven staff hiring, and the City currently needs to hire in their engineering department to handle the development bubble.

Anderson Hallas was asked to consider whether the Steamboat Pilot and Today Building, the former location of the newspaper printing plant and offices, could support city staffing needs. The building is for sale for \$5.5M, is approximately 23,000 GSF, and is split in half between office spaces and a production plant. Anderson Hallas will provide a brief assessment of our impression of relocating some city staff offices into the former Pilot and Today Building as an addendum to this report.

The City Manager suggested that some city functions should remain downtown for convenient access by Steamboat Springs' residents, such as Planning and Utility Payments, but that services with less foot traffic could be relocated to the Pilot Building. Stated goals include consolidating like functions, maintaining confidentiality by locating HR in a central location easily accessible from an entrance, keeping legal staff and admin together, and minimizing disturbances during potential relocations.



CITY OF STEAMBOAT SPRINGS

CONCLUSION + RECOMMENDATIONS

CONCLUSION + RECOMMENDATIONS

CONCLUSION + RECOMMENDATIONS

The City Manager makes the following recommendations:

Department of City Attorney: The City should accommodate a full-time office space for the Prosecutor. The Municipal Court Administrator will be moving to this department.

Planning & Community Development: Recommendation to add Planner position.

Department of Financial Services: Recommendation to add one Accountant/Account Technician within the next 3-5 years.

Department of Public Works: Recommendation to consolidate department into one building, add transaction counter and a gatekeeper/admin employee. Recommendation against adding an Engineering Technician or Program Coordinator for the Water Department.

Department of General Services: Recommendation to add two positions: Facilities Administrator and IT Technician.

Department of City Clerks: Recommendation against additional Clerk position.

Office of City Manager: The City Manager has a broad set of responsibilities, and could see hiring a Deputy City Manager to share the workload of City Manager (Deputy City Manager was active until 2010, but has been eliminated). Risk Management should be moved from the Director of General Services to the Department of the City Manager, to be handled by an additional position in Human Resources.

CITY OF STEAMBOAT SPRINGS **APPENDIX**

INDUSTRY STANDARDS FOR DOMESTIC GOVERNMENT ORGANIZATION

Position	Usable Square Footage	Configuration
Executive	400	Private Office
Director	300	Private Office
Manager	200	Private Office
Supervisor	120	Private Office
Technical	120	Private Office
Support Staff	80	Cubicle
Clerical	48	Cubicle

*Source: U.S. General Services Administration, Workspace Utilization and Allocation Benchmark July 2011
These standards were referenced as general guidelines, then scaled to municipal government operations.*

PILOT BUILDING



The location of the Pilot Building at the intersection of Elk River Road and Lincoln Avenue is convenient for the direction of growth in Steamboat Springs since growth is trending toward the west of the city. The City Manager suggested that this location could be a new central node as Steamboat Springs expands to the West.

We learned that the Fire Department could be interested in taking over the entire building as their new fire station. The Parks and Recreation Department expressed an interest in relocating courts and childcare facilities to the building, since the city does not have any indoor court spaces, and childcare has been in a “temporary” location for an extended period. Ultimately the Parks and Recreation Department determined that it was not a suitable building for their needs; existing columns in the former manufacturing space prevent maximization of space for more than one complete indoor court, and the location of the building in an airport flight path precludes them from locating child care in the space.

Anderson Hallas feels that the Pilot Building would not be a suitable venue for relocating the city departments described in this report. Several department heads interviewed expressed a desire to stay downtown as a convenience to residents of Steamboat Springs; moving some departments but not all would further fracture city staff and create difficulties with collaboration between currently adjacent departments and staff members. After speaking with city staff department heads and learning about relationships between departments and their interface with the public, Anderson Hallas does not recommend mobilizing employees to the Pilot Building.

SPACE NEEDS SPREADSHEET | DEPARTMENT OF CITY ATTORNEY

Job Title	Employee Name	U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer Lateral File	3 Drawer Lateral File	4 Drawer Lateral File	5 Drawer Lateral File	Printer	Bookcase	Computer Displays	Acoustical Separation	Current	Industry Standard	Shared Storage	People/Positions/ Spaces	Equipment	Special Needs
Legal Assistant	Lynn Donaldson	X													1	2	<	83 SF	80 SF		City Attorney staff, planning, public works, finance, clerks, meeting rooms		
Staff Attorney	Jenner Bock	X		2	1										3' X 4' (1)	2	<	108 SF	120 SF		City Attorney staff, planning, public works, finance, clerks, meeting rooms		
City Attorney	Dan Foote			2	2						2	1	X		4 LG + 1 SM	1	<	205 SF	160 SF		City Attorney staff, planning, public works, finance, clerks, meeting rooms	printer	currently has many law volumes on shelves in office, but could access information online

SPACE NEEDS SPREADSHEET | PLANNING AND COMMUNITY DEVELOPMENT

Job Title	Employee Name	Desk	Filing Cabinet	Computer Displays	Acoustical Separation	Industry Standard	Shared Storage	People/Positions/ Spaces	Equipment	Special Needs
Director of Community Development	Tyler Gibbs	U-Shape X	Freestanding 3	2 Drawer 3 Drawer 4 Drawer 5 Drawer 2 Drawer Lateral File 3 Drawer Lateral File 4 Drawer Lateral File 5 Drawer Lateral File Printer	1	140 SF	160 SF	Planning Dept., Engineering; IT and GIS could be across street	printer/ plotter/ scanner	standing desk
All Employees		U-Shape X	2 X	2 Drawer 3 Drawer 4 Drawer 5 Drawer 2 Drawer Lateral File 3 Drawer Lateral File 4 Drawer Lateral File 5 Drawer Lateral File Printer		865 SF	800 SF	Planning Dept., Engineering; IT and GIS could be across street	printer/ plotter/ scanner	desks need to be wide with wide layout space for drawings

SPACE NEEDS SPREADSHEET | DEPARTMENT OF FINANCIAL SERVICES

Job Title	Employee Name	U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer Lateral File	3 Drawer Lateral File	4 Drawer Lateral File	5 Drawer Lateral File	Printer	Bookcase	Computer Displays	Acoustical Separation	Current	Industry Standard	Shared Storage	People/Positions/ Spaces	Adjacencies	Equipment	Special Needs
Payroll Technician	Wendy Clark		X			1								X		N	98 SF	120 SF			A/P Tech			
A/P Technician	Gina Duran	X			1					1				X		N	98 SF	120 SF			payroll tech			
Grant Accountant	Liz Neidel	X		1						1					3' X 6' (1)	N	80 SF	80 SF			accounting			
Accountant	Christy Ringer		X		1					1						N	78 SF	80 SF			accounting			
Finance Administrative Assistant	Sondra Spratta	X				1				1					30" X 30" (1)	N	84 SF	80 SF			finance director, all finance department			
Controller	Greg Neppi	X		1						1					5' X 5' (1)	<	100 SF	120 SF			accounting personnel			
Finance Director	Kim Weber		X							1					3' X 6' (1)	<	135 SF	160 SF			finance admin assistant, proximity to all finance			Table for meetings (3-4 people), ability to close door

SPACE NEEDS SPREADSHEET | DEPARTMENT OF FINANCIAL SERVICES

Job Title	Employee Name	Desk					Filing Cabinet					Bookcase	Computer Displays	Acoustical Separation	Current	Shared Storage	Adjacencies		Special Needs	
		U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer Lateral File	3 Drawer Lateral File						4 Drawer Lateral File	5 Drawer Lateral File		Printer
Additional Equipment														Y				scanning station 5' wide; copier/scanner		
Budget Manager & Tax	Sue Davies	X		2										Y	108 SF	120 SF			budget & tax division	2-3 people meeting area
Utility Billing Clerk	Carrie Mansfield	X							1					N	100 SF	80 SF			close to building entrance - customer service	customer service desk
Sales/Use Tax Auditor	Deb Jenkins	X		1					1					Y	116 SF	120 SF			other sales/use tax auditor; budget & tax division	
Sales/Use Tax Auditor	Ashley Hoover	X		1	1								3' X 3' (2)	Y	108 SF	120 SF			other sales/use tax auditor; budget & tax division	accepts occasional customers that can get angry
Sales Tax Clerk	Amy Carnilietti	X									2			N	116 SF	80 SF		close to front desk (but not at front desk); close to budget/tax division	printer/ copier	

SPACE NEEDS SPREADSHEET | DEPARTMENT OF PUBLIC WORKS

Job Title	Employee Name	Desk										Filing Cabinet				Bookcase	Computer Displays	Acoustical Separation	Current	Industry Standard	Shared Storage	Adjacencies		Special Needs
		U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer	3 Drawer	4 Drawer	5 Drawer	4 Drawer	5 Drawer	Printer						People/Positions/ Spaces	Equipment	
Public Works Director	Jon Synder	X		3												X	18" (2)	<	150 SF	160 SF		Public works office coordinator, purchasing manager, finance director, budget supervisor, city clerk's administrative assistant		frequent small meetings, the ability to close the door for private or sensitive conversations; being within City Hall is a major benefit
City Engineer	Ben Beall	X		2	2			X				2	X	X	X		2	<	199 SF	160 SF		engineers, stormwater managers and inspectors, planners, legal staff, contracting staff, director of public works, grant staff		
Civil Engineer	Matt Eggen	X															19" (2)		197 SF	160 SF		engineering work group	printer	
Community Development Engineer	Stuart King	X		1												30" (1)	2	<	89 SF	120 SF		planners, city engineer	printer/ scanner	
Engineering & Stormwater Inspector	Scott Slamal		X														X	N	53 SF	120 SF			printer	interested in standing work space
Office Coordinator	Carrie Nicholas		X		1											2	2	N	50 SF	80 SF		city engineer, staff engineers, public works director, public works office coordinator, contracts/procurement, GIS, City Planning offices	city vehicles, printers, scanner, GIS for plotting	
Staff Engineer	Danny Paul	X															12" X 20" (2)	N	197	80 SF		engineering work group, esp City Engineer	printer	computer workstation and large desk to lay out plans

SPACE NEEDS SPREADSHEET | DEPARTMENT OF PUBLIC WORKS

Job Title	Employee Name	Desk			Filing Cabinet							Bookcase	Computer Displays	Acoustical Separation	Industry Standard	Shared Storage	Adjacencies		Special Needs
		U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer Lateral File	3 Drawer Lateral File						4 Drawer Lateral File	5 Drawer Lateral File	
Staff Engineer	Emrick Solits	X		2									19" (2)	Y	83 SF	80 SF	engineering work group, esp City Engineer	printer	computer workstation and large desk to lay out plans
Utilities Engineer	Amber Gregory		4	2	2								66" X 16" (1) 12" X 20" (2)	Z	80 SF	80 SF	distribution and collection manager	printer	the ability to hold small meetings & assist customers; need access to a larger table for meetings and the ability to hold conference calls without disrupting others; large table to roll out large drawings and the ability to come and go multiple times per day during construction season for inspections
Water Resources Manager	Kelly Romero -Heaney	X		1	2								36" (1) 19" (2)	D	30 SF	160 SF	stormwater inspector, public works director, city engineer		would prefer to have a quieter, more private space to work; often have conference calls and confidential conversations. Office with a door to close would help to work more effectively

SPACE NEEDS SPREADSHEET | DEPARTMENT OF GENERAL SERVICES

Job Title	Employee Name	Desk										Filing Cabinet					Bookcase	Computer Displays	Acoustical Separation	Current	Industry Standard	Shared Storage	Adjacencies		Special Needs		
		U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer Lateral File	3 Drawer Lateral File	4 Drawer Lateral File	5 Drawer Lateral File	Printer	1	11" X 17" (2)							Z	175 SF		160 SF	People/Positions/ Spaces
Facilities Manager*	Steve Hoots		X	2	2										1	11" X 17" (2)	Z	175 SF	160 SF			*shared office					
Facility Maintenance*	Jeff Nelson		X	1	2										1	8" X 10" (2)	Z	175 SF	160 SF			*shared office					
*	Brian		X	1	2										1	8" X 10" (2)	Z	175 SF				*shared office					
*	Matt		X	1	2										1	8" X 10" (2)	Z	175 SF				*shared office					
Info System Manager	Vince O'Connor		X	1	1											21" (3)	<	93 SF	160 SF					server room	dedicated power and division specific network switch		
GIS Manager/ DB Admin	Mary Schuete		X	1	2										1	24" (2)	<	170 SF	160 SF				in IT offices		office door - on phone calls and hold meetings in office		
Info System Engineer B	Mark Billerbeck		X	1	1											10' wide (1)	Z	142 SF	120 SF					server room	dedicated power and division specific network switch		

SPACE NEEDS SPREADSHEET | DEPARTMENT OF GENERAL SERVICES

[illegible]

SPACE NEEDS SPREADSHEET | OFFICE OF CITY MANAGER

Job Title	Employee Name	U-Shape	L-Shape	Freestanding	Side Chair	2 Drawer	3 Drawer	4 Drawer	5 Drawer	2 Drawer Lateral File	3 Drawer Lateral File	4 Drawer Lateral File	5 Drawer Lateral File	Printer	Bookcase	Computer Displays	Acoustical Separation	Current	Industry Standard	Shared Storage	People/Positions/ Spaces	Equipment	Special Needs
HR Generalist	Jennifer Valora	X			1	2	1	1	2					X	6' (1)	2	Y	108 SF	120 SF		HR Manager, City Manager's office, Finance, Legal	copier, scanner	accessible to all city employees; need window for sanity
HR Manager	Wendy Friden	X		2			2	1		1					2 shelves (1)	2	Y	146 SF	160 SF		HR Generalist, City Manager, Legal, Finance Director		Small meetings, privacy, ability to hold large file cabinets



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Dan Foote

Title: City Attorney

Department: City Attorney

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : *_office currently holds dozens of law volumes on 4 large shelves, but Dan uses 5 burgundy volumes daily and could find everything else online if necessary. Once or twice a week we have meetings across the street in Centennial Hall w/ 8-10 people. Never holds virtual meetings using Skype, etc. Would be fine with moving files to Lynn's office, but her space would need to be larger to accommodate them. Printer should move to Lynn's office.*

Existing Furniture Includes: (Check all that apply)

x <u> </u> Desk:	<u> </u> U-shape	<u> </u> L-shape	2 <u> </u> Freestanding
x <u> </u> Side (guest) chair		How many?	<u> 2 </u>
<u> </u> 2 drawer filing cabinet		How many?	<u> </u>
<u> </u> 4 drawer filing cabinet		How many?	<u> </u>
<u> 1 </u> 5 drawer lateral file		How many?	<u> 1 </u>
x <u> </u> 4 drawer lateral file		How many?	<u> 2 </u>
x <u> </u> Printer:	<i>would prefer for printer to be in Lynn's office</i>		
x <u> </u> Bookcase		How many?	<u> 4 lg + 1 sm </u> Size: <u> </u>
x <u> </u> Computer Displays:		How many?	<u> 1 </u> Size: <u> </u>
x <u> </u> Other:	<i>standing desk for computer</i>		

My space (**does** / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:
City Attorney staff, Planning, Public Works, Finance, Clerks, meeting rooms

My office needs to be adjacent to the following equipment:
printer

Do you have any special needs / requirements in your space?
Shelves for law volumes preferred but not required

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Jennifer Bock

Title: Staff Attorney

Department: City Attorney

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) :

Existing Furniture Includes: (Check all that apply)

x Desk: U-shape x L-shape Freestanding

x Side (guest) chair How many? 2

 1 2 drawer filing cabinet How many?

 4 drawer filing cabinet How many?

 5 drawer lateral file How many?

 4 drawer lateral file How many?

 Printer: *would prefer for printer to be in Lynn's office*

x Bookcase How many? 2 Size: 3' x 4'

x Computer Displays: How many? 2 Size:

x Other: *wall-mounted shelf*

My space (**does** / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:

 City Attorney, Planning, Public Works, Finance, Clerks, meeting rooms

My office needs to be adjacent to the following equipment:

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.



The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Title: Legal Assistant

Department: City Attorney

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.)

Existing Furniture Includes: (Check all that apply)

<u>x</u> _____ Desk: _____ U-shape	<u>x</u> _____ L-shape	_____ Freestanding
_____ Side (guest) chair	How many? _____	
_____ 2 drawer filing cabinet	How many? _____	
_____ 4 drawer filing cabinet	How many? _____	
<u>x</u> _____ 3 drawer lateral file	How many? <u>1</u>	
_____ 4 drawer lateral file	How many? _____	
_____ Printer: <i>Dan's printer to be relocated to Lynn's office</i>		
<u>x</u> _____ Bookcase	How many? <u>1</u>	Size: wall-mounted _____
<u>x</u> _____ Computer Displays:	How many? <u>2</u>	Size: _____
Other:		

My space (**does** / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____
 _____ City Attorney, Planning, Public Works, Finance, Clerks, meeting rooms

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Wendy Friden

Title: HR Manager

Department: City Manager

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : Small meetings, privacy, ability to hold large file cabinets.

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <input type="checkbox"/> U-shape	<input checked="" type="checkbox"/> L-shape	<input checked="" type="checkbox"/> Freestanding
<input type="checkbox"/> Side (guest) chair	How many? <input type="text"/>	
<input type="checkbox"/> 2 drawer filing cabinet	How many? <input type="text"/>	
<input checked="" type="checkbox"/> 4 drawer filing cabinet	How many? <u>2</u>	
<input checked="" type="checkbox"/> 2 drawer lateral file	How many? <u>1</u>	
<input type="checkbox"/> 4 drawer lateral file	How many? <input type="text"/>	
<input type="checkbox"/> Printer:		
<input checked="" type="checkbox"/> Bookcase	How many? <u>1</u>	Size: <u>2 shelves</u>
<input checked="" type="checkbox"/> Computer Displays:	How many? <u>2</u>	Size: <u>2 monitors</u>
<input checked="" type="checkbox"/> Other (Table and chairs, two smaller 3 drawer filing cabinets)		

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: My direct report, HR Generalist, Jennifer Valora. I prefer proximity to City Manager, Legal, and Finance Director.

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Jennifer Valora

Title: HR Generalist

Department: HR/City Manager

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : Accessible to all City Employees – as needed, at least 1 guest chair, frequently use copier/scanner

Need/want a window-for sanity!

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <input type="checkbox"/> U-shape	<input checked="" type="checkbox"/> L-shape	<input type="checkbox"/> Freestanding
<input checked="" type="checkbox"/> Side (guest) chair	How many? <u>1</u>	
<input checked="" type="checkbox"/> 2 drawer filing cabinet	How many? <u>2 small</u>	
<input checked="" type="checkbox"/> 4 drawer filing cabinet	How many? <u>1</u>	
<input checked="" type="checkbox"/> 2 drawer lateral file	How many? <u>2</u>	
<input type="checkbox"/> 4 drawer lateral file	How many? <u> </u>	
<input checked="" type="checkbox"/> Printer:		
<input checked="" type="checkbox"/> on wall Bookcase	How many? <u>1</u>	Size: <u>6 ft</u>
<input checked="" type="checkbox"/> Computer Displays:	How many? <u>2</u>	Size: <u> </u>
<input type="checkbox"/> Other		

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:
Wendy Friden – HR Manager, City Manager's office, Finance, Legal

My office needs to be adjacent to the following equipment: copier,
scanner,

Do you have any special needs / requirements in your space? No

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Kim Weber

Title: Finance Director

Department: Finance

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): small mtg area (3-4 people), ability to close door. located in proximity to Finance Admin Assistant.

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <u>U-shape</u>	<u> </u> L-shape	<input checked="" type="checkbox"/> Freestanding
<input checked="" type="checkbox"/> Side (guest) chair	How many? <u>4</u>	
<input checked="" type="checkbox"/> 2 drawer filing cabinet	How many? <u>2</u>	
<u> </u> 4 drawer filing cabinet	How many? <u> </u>	
<input checked="" type="checkbox"/> 2 drawer lateral file	How many? <u>1</u>	
<u> </u> 4 drawer lateral file	How many? <u> </u>	
<u> </u> Printer:		
<input checked="" type="checkbox"/> Bookcase	How many? <u>1</u>	Size: <u>3' wide 6' Tall</u>
<input checked="" type="checkbox"/> Computer Displays:	How many? <u> </u>	Size: <u> </u>
<input checked="" type="checkbox"/> Other <u>Table for meeting</u>		

My space (does) does not need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:

Finance Admin Assistant
- Proximity to all Finance would be ideal

My office needs to be adjacent to the following equipment: none

Do you have any special needs / requirements in your space? no

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Greg Neppel

Title: Controller

Department: Finance Division - Accounting

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: _____ U-shape	<input checked="" type="checkbox"/> L-shape	_____ Freestanding
<input checked="" type="checkbox"/> Side (guest) chair	How many? <u>1</u>	
_____ 2 drawer filing cabinet	How many? _____	
_____ 4 drawer filing cabinet	How many? _____	
<input checked="" type="checkbox"/> 2 drawer lateral file	How many? <u>1</u>	
_____ 4 drawer lateral file	How many? _____	
_____ Printer:		
<input checked="" type="checkbox"/> Bookcase	How many? <u>1</u>	Size: <u>5'x5'</u>
_____ Computer Displays:	How many? _____	Size: _____
_____ Other		

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____

Accounting personnel

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.

Handwritten signature



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Sondra Spratta

Title: Finance Administrative Assistant

Department: Finance Division - Admin

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: _____ U-shape	<input checked="" type="checkbox"/> L-shape	_____ Freestanding
_____ Side (guest) chair	How many? _____	
_____ 2 drawer filing cabinet	How many? _____	
<input checked="" type="checkbox"/> 5 4 drawer filing cabinet	How many? <u>1</u>	
_____ 2 drawer lateral file	How many? _____	
<input checked="" type="checkbox"/> 3 4 drawer lateral file	How many? <u>1</u>	
_____ Printer:		
<input checked="" type="checkbox"/> Bookcase	How many? <u>1</u>	Size: <u>30" x 30"</u>
_____ Computer Displays:	How many? _____	Size: _____
_____ Other		

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: Finance
Director - Ideally with all Finance

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.

Kesaba



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Christy Ringer

Title: Accountant

Department: Finance Division - Accounting

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

☒ Desk: _____ U-shape

_____ L-shape

☒ Freestanding

_____ Side (guest) chair

How many? _____

3 pieces

☒ 2 drawer filing cabinet

How many? 1

_____ 4 drawer filing cabinet

How many? _____

☒ 2 drawer lateral file

How many? 1

_____ 4 drawer lateral file

How many? _____

_____ Printer:

_____ Bookcase

How many? _____

Size: _____

_____ Computer Displays:

How many? _____

Size: _____

_____ Other

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____

Accounting

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.

Kusaba



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Liz Nardel

Title: Grant Accountant

Department: Finance Division - Accounting

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

☒ Desk: _____ U-shape

☒ L-shape _____ Freestanding

☒ Side (guest) chair

How many? 1

_____ 2 drawer filing cabinet

How many? _____

_____ 4 drawer filing cabinet

How many? _____

_____ 2 drawer lateral file

How many? _____

☒ 3 4 drawer lateral file

How many? 1

_____ Printer:

☒ Bookcase

How many? 1 Size: 3' wide x 6' high

_____ Computer Displays:

How many? _____ Size: _____

_____ Other

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____

Accounting

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Gina Duran

Title: A/P Technician

Department: Finance Division - Accounting

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

☒ Desk: _____ U-shape

☒ L-shape

_____ Freestanding

_____ Side (guest) chair

How many? _____

☒ 2 drawer filing cabinet

How many? 1

_____ 4 drawer filing cabinet

How many? _____

☒ 2 drawer lateral file

How many? 1

☒ ~~3~~ 4 drawer lateral file

How many? 1

☒ Printer:

_____ Bookcase

How many? _____ Size: _____

_____ Computer Displays:

How many? _____ Size: _____

_____ Other

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____

Payroll Tech

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Wendy Clark

Title: Payroll Technician

Department: Finance Division Accounting

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

☒ Desk: _____ U-shape

_____ L-shape

☒ Freestanding.

_____ Side (guest) chair

How many? _____

2 pieces

☒ 2 drawer filing cabinet

How many? 1

_____ 4 drawer filing cabinet

How many? _____

_____ 2 drawer lateral file

How many? _____

☒ 3 4 drawer lateral file

How many? 1

☒ Printer:

_____ Bookcase

How many? _____ Size: _____

_____ Computer Displays:

How many? _____ Size: _____

_____ Other

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____

A/P Tech

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.



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ARCHITECTS

Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Amy Camilletti

Title: Sales Tax Clerk

Department: Finance Division - Budget & Tax

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.):

Customer service

Existing Furniture Includes: (Check all that apply)

☒ Desk: U-shape

Side (guest) chair

2 drawer filing cabinet

☒ 4 drawer filing cabinet

2 drawer lateral file

☒ 4 drawer lateral file

Printer:

Bookcase

Computer Displays:

Other

☒ L-shape

How many?

How many?

How many? 2

How many?

How many? 2

How many? Size:

How many? Size:

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:

Close to Front Desk (but not at the front desk)
Close to Budget/Tax division

My office needs to be adjacent to the following equipment: printer/copier

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Ashley Horvath

Title: Sales / use Tax Auditor

Department: Finance Division Budget & Tax

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): accepts occasional customers, that can get angry.

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <u>U-shape</u>	<input checked="" type="checkbox"/> L-shape	<u>Freestanding</u>
<input checked="" type="checkbox"/> Side (guest) chair	How many? <u>1</u>	
<input checked="" type="checkbox"/> 2 drawer filing cabinet	How many? <u>1</u>	
<u>4 drawer filing cabinet</u>	How many? <u> </u>	
<u>2 drawer lateral file</u>	How many? <u> </u>	
<u>4 drawer lateral file</u>	How many? <u> </u>	
<u>Printer:</u>		
<input checked="" type="checkbox"/> Bookcase	How many? <u>2</u>	Size: <u>3' x 3'</u>
<u>Computer Displays:</u>	How many? <u> </u>	Size: <u> </u>
<u>Other</u>		

My space (does) (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: other Sales / use tax auditor
Budget & Tax division

My office needs to be adjacent to the following equipment:

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Deb Jenkins

Title: Sales / use tax auditor

Department: Finance - Budget & Tax

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): can get angry customers

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <u>U-shape</u>	<input checked="" type="checkbox"/> L-shape	<u>Freestanding</u>
<input checked="" type="checkbox"/> Side (guest) chair	How many? <u>1</u>	
<u>2 drawer filing cabinet</u>	How many? <u> </u>	
<u>4 drawer filing cabinet</u>	How many? <u> </u>	
<u>2 drawer lateral file</u>	How many? <u> </u>	
<input checked="" type="checkbox"/> <u>3</u> drawer lateral file	How many? <u>1</u>	
<u>Printer:</u>		
<u>Bookcase</u>	How many? <u> </u>	Size: <u> </u>
<u>Computer Displays:</u>	How many? <u> </u>	Size: <u> </u>
<u>Other</u>		

My space does (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:

Sales / use tax auditor

Budget & Tax Division

My office needs to be adjacent to the following equipment:

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Carrie Mansfield

Title: Utility Billing Clerk

Department: Finance Div - Accounting

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): customer service position

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk:	<input type="checkbox"/> U-shape	<input checked="" type="checkbox"/> L-shape	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Side (guest) chair		How many?	<input type="checkbox"/>
<input type="checkbox"/> 2 drawer filing cabinet		How many?	<input type="checkbox"/>
<input type="checkbox"/> 4 drawer filing cabinet		How many?	<input type="checkbox"/>
<input type="checkbox"/> 2 drawer lateral file		How many?	<input type="checkbox"/>
<input checked="" type="checkbox"/> 3 4 drawer lateral file		How many?	<u>1</u>
<input type="checkbox"/> Printer:			
<input type="checkbox"/> Bookcase		How many?	<input type="checkbox"/> Size: <input type="checkbox"/>
<input type="checkbox"/> Computer Displays:		How many?	<input type="checkbox"/> Size: <input type="checkbox"/>
<input type="checkbox"/> Other			

My space (does / ~~does not~~) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:

close to building entrance - customer service

My office needs to be adjacent to the following equipment: printer/copier

Do you have any special needs / requirements in your space?

customer service desk

Thank you for your time in filling this out.



The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Title: Budget & Tax Manager

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : 2-3 people meeting area

X Desk: _____ U-shape	_____ L-shape	_____ Freestanding
X Side (guest) chair	How many? <u>2</u>	
_____ 2 drawer filing cabinet	How many? _____	
_____ 4 drawer filing cabinet	How many? _____	
_____ 2 drawer lateral file	How many? _____	
_____ 4 drawer lateral file	How many? _____	
_____ Printer:		
_____ Bookcase	How many? _____	Size: _____
_____ Computer Displays:	How many? _____	Size: _____
_____ Other _____		

I need to be adjacent to the following people/positions or spaces: Budget & tax division

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

715 Fourteenth Street Golden, CO 80401 (303)278-4378 fax (303)278-0521



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Additional Finance Equip

Title: _____

Department: Finance

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): _____

Existing Furniture Includes: (Check all that apply)

_____ Desk: _____ U-shape

_____ L-shape

_____ Freestanding

_____ Side (guest) chair

How many? _____

_____ 2 drawer filing cabinet

How many? _____

_____ 4 drawer filing cabinet

How many? _____

☒ 4 2 drawer lateral file

How many? 1

☒ 5 4 drawer lateral file

How many? 2

☒ Printer/copier/scanner

_____ Bookcase

How many? _____ Size: _____

_____ Computer Displays:

How many? _____ Size: _____

☒ Other Scanning station 5' wide

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: _____

My office needs to be adjacent to the following equipment: _____

Do you have any special needs / requirements in your space? _____

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Ben Beall

Title: City Engineer

Department: Public Works - Engineering

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : small meeting space, area to lay out 24x36in plan sets – drafting table, frequent trips to scanner/printer, in and out of the office into the field during construction season, area for muddy boots/seasonal jacket/hard hat/PPE, storage of hard copy 24x36 construction plans for trips into the field, master plan and technical reference manual book self space for quick reference, visual device for electronic plan and file reference, storage for survey equipment/wheel/shovels/minor tools, phone, dual display monitor,

Existing Furniture Includes: (Check all that apply)

x <u> </u> Desk: <u> </u> U-shape	x <u> </u> L-shape	<u> </u> Freestanding
x <u> </u> Side (guest) chair	How many? <u> 2 </u>	
x <u> </u> 2 drawer filing cabinet	How many? <u> 2 </u>	
<u> </u> 4 drawer filing cabinet	How many? <u> </u>	
<u> </u> 2 drawer lateral file	How many? <u> </u>	
x <u> </u> 4 drawer lateral file	How many? <u> 1 </u>	
<u> </u> Printer:		
x <u> </u> Bookcase	How many? <u> 2 </u> Size: <u> </u>	
x <u> </u> Computer Displays:	How many? <u> 2 </u> Size: <u> </u>	
<u> </u> Other		

My space (**does** / ~~does not~~) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: Engineers, Stormwater managers and inspectors, Planners, Legal staff, Contracting staff, Director of Public Works, Grant staff

My office needs to be adjacent to the following equipment:

Do you have any special needs / requirements in your space?



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Matt Eggen

Title: Civil Engineer

Department: Public Works Engineering

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : ___computer workstation & large desk to lay out plans___

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <u> </u> U-shape	<input checked="" type="checkbox"/> L-shape	<u> </u> Freestanding
<u> </u> Side (guest) chair	How many? <u> 0 </u>	
<u> </u> 2 drawer filing cabinet	How many? <u> 0 </u>	
<u> </u> 4 drawer filing cabinet	How many? <u> 0 </u>	
<u> </u> 2 drawer lateral file	How many? <u> 0 </u>	
<u> </u> 4 drawer lateral file	How many? <u> 0 </u>	
<u> 0 </u> Printer:		
<u> 0 </u> Bookcase	How many? <u> </u>	Size: <u> </u>
<input checked="" type="checkbox"/> Computer Displays:	How many? <u> 2 </u>	Size: <u> 19" </u>
<u> </u> Other		

My space (does / does not) need acoustical separation. (i.e. private office/open office) does not

I need to be adjacent to the following people/positions or spaces:
engineering work group (Ben Beall, Danny Paul, Emrick Soltis, Stuart King)

My office needs to be adjacent to the following equipment:
Printer

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Scott Slamal

Title: Engineering and Stormwater Inspector

Department: Public Works, Engineering

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : _____

I do not require additional space needs except for stepping out of the office frequently.

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk:	<input type="checkbox"/> U-shape	<input type="checkbox"/> L-shape	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Side (guest) chair		How many?	_____
<input type="checkbox"/> 2 drawer filing cabinet		How many?	_____
<input type="checkbox"/> 4 drawer filing cabinet		How many?	_____
<input type="checkbox"/> 2 drawer lateral file		How many?	_____
<input type="checkbox"/> 4 drawer lateral file		How many?	_____
<input type="checkbox"/> Printer:			
<input type="checkbox"/> Bookcase		How many?	_____ Size: _____
<input checked="" type="checkbox"/> Computer Displays:		How many?	_____ Size: _____
<input type="checkbox"/> Other			

My space (does / does not) need acoustical separation. (i.e. private office/open office) does not

I need to be adjacent to the following people/positions or spaces: n/a

My office needs to be adjacent to the following equipment: printer

Do you have any special needs / requirements in your space? I may be interested in exploring the option of being able to stand at my work space.



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Carrie Nicholas

Title: Public Works Office Coordinator

Department: Public Works

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : no special requirements, would like an L-shape desk

Existing Furniture Includes: (Check all that apply)

<u> </u> Desk:	<u> </u> U-shape	<u> </u> L-shape	x <u> </u> Freestanding
x <u> </u> Side (guest) chair		How many? <u> 1 </u>	
<u> </u> 2 drawer filing cabinet		How many? <u> </u>	
<u> </u> 4 drawer filing cabinet		How many? <u> </u>	
<u> </u> 2 drawer lateral file		How many? <u> </u>	
<u> </u> 4 drawer lateral file		How many? <u> </u>	
<u> </u> Printer:			
x <u> </u> Bookcase		How many? <u> 2 </u>	Size: <u> </u>
x <u> </u> Computer Displays:		How many? <u> 2 </u>	Size: <u> </u>
<u> x </u> Other...shelf			

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: none

My office needs to be adjacent to the following equipment:

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.



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Programming Information Form

The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Danny Paul

Title: Staff Engineer

Department: Public Works

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): My personal office space is important and it would be ideal to have space for a one-on-one meeting with a single visitor, or when I sometimes have more confidential type meetings it would be good to have walls and a door for added privacy. Sufficient locations to host small meetings and more infrequently larger sized (20+) meetings is also important. During construction months I can spend half to three quarters of my day away from the office and in the field.

Existing Furniture Includes: (Check all that apply)

<input type="checkbox"/> Desk:	<input type="checkbox"/> U-shape	<input checked="" type="checkbox"/> L-shape	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Side (guest) chair		How many?	<input type="text"/>
<input type="checkbox"/> 2 drawer filing cabinet		How many?	<input type="text"/>
<input type="checkbox"/> 4 drawer filing cabinet		How many?	<input type="text"/>
<input type="checkbox"/> 2 drawer lateral file		How many?	<input type="text"/>
<input type="checkbox"/> 4 drawer lateral file		How many?	<input type="text"/>
<input type="checkbox"/> Printer:			
<input type="checkbox"/> Bookcase		How many?	<input type="text"/> Size: <input type="text"/>
<input checked="" type="checkbox"/> Computer Displays:		How many? <u>2</u>	Size: <u>12"x20"</u>
<input checked="" type="checkbox"/> Other			

My space (does / **does not**) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: Close proximity to the City Engineer and other staff engineer's is vital. It is ideal to be close to the Public Works Director's office, the Public Works office coordinator, Contracts/Procurement, GIS and City Planning offices

My office needs to be adjacent to the following equipment: Close proximity to City vehicles, printers/scanners, GIS Department for plotter jobs



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Emrick Soltis

Title: Staff Engineer

Department: Public Works

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : computer workstation & large desk to lay out plans

Existing Furniture Includes: (Check all that apply)

<input checked="" type="checkbox"/> Desk: <u>U-shape</u>	<input checked="" type="checkbox"/> L-shape	<u>Freestanding</u>
<input checked="" type="checkbox"/> Side (guest) chair	How many? <u>2</u>	
<u>2</u> drawer filing cabinet	How many? <u> </u>	
<u>4</u> drawer filing cabinet	How many? <u> </u>	
<u>2</u> drawer lateral file	How many? <u> </u>	
<u>4</u> drawer lateral file	How many? <u> </u>	
<u> </u> Printer:		
<u> </u> Bookcase	How many? <u> </u>	Size: <u> </u>
<input checked="" type="checkbox"/> Computer Displays:	How many? <u>2</u>	Size: <u>19"</u>
<u> </u> Other		

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces: engineering work group, especially the City Engineer

My office needs to be adjacent to the following equipment: Printer

Do you have any special needs / requirements in your space? No

Thank you for your time in filling this out.



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Amber Gregory

Title: Utilities Engineer

Department: Public Works

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.) : I need to have the space to accommodate 1-2 customers as I often have 1-2 people in my office to pay tap fees and if I am helping them with questions. I need easy access to a larger table for meetings involving extra people and the ability to have conference calls without disrupting others. I also need a table to roll out large drawings and the ability to come and go multiple times per day during construction season for inspections.

Existing Furniture Includes: (Check all that apply)

X Desk: U-shape L-shape 4 Freestanding

X Side (guest) chair How many? 2

X 2 drawer filing cabinet How many? 2

 4 drawer filing cabinet How many?

X 2 drawer lateral file How many? 1

 4 drawer lateral file How many?

 Printer:

X Bookcase How many? 1 Size: 66"x16"

X Computer Displays: How many? 2 Size: 12"x20"

 Other

My space (does / does not) need acoustical separation. (i.e. private office/open office)

I need to be adjacent to the following people/positions or spaces:

 Distribution and Collection Manager

My office needs to be adjacent to the following equipment: Printers

Do you have any special needs / requirements in your space? The ability to hold small meetings/assist customers without being a nuisance.

Thank you for your time in filling this out.



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The first step for us to understand your space needs is for us to learn about your current space. Please fill out the following form specific to your work space.

Name: Kelly Romero-Heaney

Title: Water Resources Manager

Department: Public Works

My space needs to provide the following functional requirements (e.g. small meetings, frequency of stepping out of your office for other interactions, visual oversight of others, etc.): I would prefer to have a quieter, more private space to work, but recognize that space is limited. I often have conference calls and confidential conversations (attorney-client privilege). I don't mind adapting to the reality of our space limitations, but an office with a door that I could close would help me to work more effectively.

Existing Furniture Includes: (Check all that apply)

<input type="checkbox"/> Desk:	<input type="checkbox"/> U-shape	<input checked="" type="checkbox"/> L-shape	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Side (guest) chair		How many? <u>1</u>	
<input type="checkbox"/> 2 drawer filing cabinet		How many? <u>2</u>	
<input type="checkbox"/> 4 drawer filing cabinet		How many? <u> </u>	
<input type="checkbox"/> 2 drawer lateral file		How many? <u>1</u>	
<input type="checkbox"/> 4 drawer lateral file		How many? <u> </u>	
<input type="checkbox"/> Printer:			
<input type="checkbox"/> Bookcase		How many? <u>1</u>	Size: <u>36"</u>
<input type="checkbox"/> Computer Displays:		How many? <u>2</u>	Size: <u>19"</u>
<input type="checkbox"/> Other			

My space (does / does not) need acoustical separation. (i.e. private office/open office) My office currently does not have acoustical separation, but I would prefer it.

I need to be adjacent to the following people/positions or spaces: I need to be adjacent to the Stormwater Inspector. I'd like to be adjacent to the Public Works Director and the City Engineer.

My office needs to be adjacent to the following equipment:

Do you have any special needs / requirements in your space?

Thank you for your time in filling this out.