



PLANNING & DEVELOPMENT MEMORANDUM
#27-2021

DATE: Sept. 20, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Brook Svoboda, Director of Planning & Development 
Eric Ensey, Senior Planner

SUBJECT: NGCC Phase II (City Hall) – Facility Tours and Project Kick-Off with AMD Architects

PURPOSE

To discuss the upcoming design process for Phase II of the Northglenn Civic Center (NGCC) project, which includes the new City Hall facility, and City Council's participation in the process.

BACKGROUND

City Council approved a contract for architectural and engineering services with Anderson Mason Dale (AMD) Architects on May 24, 2021, to design and construct a new city hall facility. The first phase of the design process will be to develop a space needs assessment based on the programmatic use of the facility. This phase will require AMD to solicit input from various facility user groups, including City Council.

Tour of Surrounding Municipal Facilities

Staff brought forward a discussion at the Aug. 23, 2021, Council meeting regarding possible tours of other municipal facilities. Unfortunately, the other cities were unable to accommodate the tours. The tours had been tentatively rescheduled for Saturday, Oct. 23, 2021. However, this date conflicts with Safe Street Halloween, which many Council members attend.

Another upcoming factor is that Council will have new members following the Nov. 2 election. Keeping these facts in mind, staff recommends that another date for the tours is selected as convenient for Council.

The project design team and Leadership Team will be taking tours of surrounding facilities separate from the Council tours. Exact dates have not been set, but staff anticipates scheduling two days of tours during weekdays on consecutive weeks. Council members are welcome to join the staff tours if schedules allow. Also, these visits will be video recorded.

AMD Presentation and Kick-Off

To keep the design phase progressing, and to be flexible with Council schedules, AMD suggested meeting with Council during this study session to kick-off their engagement in the project. Attachment 1 is the presentation AMD will be discussing with City Council. The goal of this discussion is for Council to meet the AMD team and discuss the upcoming steps in the design process, which will include individual interviews as well as the tours described above. Staff is requesting feedback and consensus from City Council on the overall approach outlined in the presentation.

Staff and the AMD team are planning the first public outreach opportunity at the Oct. 9 grand opening of the new Recreation Center, Senior Center, and Theatre. Additional public outreach will be programmed during the design process.

BUDGET/TIME IMPLICATIONS

There are no time or financial implications to the City. Council’s decision on touring other facilities will not affect the schedule for the new City Hall.

STAFF RECOMMENDATION

Staff recommends that another date for touring neighboring municipal facilities is selected, if possible.

STAFF REFERENCE

If Council members have any questions, please contact Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937.

ATTACHMENT

1. AMD Presentation

CITY COUNCIL PROGRAMMING KICK OFF

Sept. 20th 2021



AndersonMasonDale
Architects

NORTHGLENN NEW CITY HALL

CIVIC CENTER MASTER PLAN – PHASE II Page 3 of 22

AGENDA

- 1. Introduction + Project Vision (Draft) + Context**
- 2. City Organizational Chart**
- 3. Lines of Communication**
- 4. Introduction to the Process**
- 5. City Council Roles and Responsibilities**
- 6. Look Ahead:**
 - 1. Precedent Tours**
 - 2. Next Steps**



The Northglenn City Hall will be a healthy, safe, and progressive place of work for city staff; and an inspiring civic resource for residents, serving as a gathering place and anchor of the Civic Center Campus that fosters a sense of pride, camaraderie, and community.

PIKES PEAK

DOWNTOWN DENVER



EB RAINS JR. MEMORIAL PARK

COMMUNITY CENTER DR.

I-25

EXISTING CITY HALL

NEW CITY HALL

NEW REC. CENTER

EXISTING REC. CENTER

RESIDENTS OF NORTHGLENN

CITY COUNCIL



Executive Assistant to the City Manager Susan Baca
Assistant to the City Manager Rupa Venkatesh
 +1 Reception
 +1 Intern / Growth
Crisis Response Unit (CRU) +5 Future FTE
 +1 Future FTE

COMMS
 Diana Wilson, Director
 John Eisel, Public Comm. Specialist
 Kylvynn Delohery, Public Comm. Specialist
 Steven Stokes, Event Supervisor
 Jenni Murphy, Community Outreach Coord.
 Ashley Garst, Special Events Coord.
 +1 FTE (Growth)

Lisa Andrews, Deputy City Clerk
 Ashley Hensgen, Central Records Coord.
 "Vacant" - Administrative Specialist

HUMAN RESOURCES
 Tamara Dixon, Director & Chief Diversity Officer
Human Resources
Risk Management
 Christine Rucobo, Senior HR Analyst
 Kathy Kvasnicka, Risk Manager
 Debbie Garcia, HR Analyst
 Joy Brinegar, HR Technician
 +1 FTE / DEI Coordinator

ECON. DEV.
 Debbie Tuttle, Director
 Shannon Fields, ED Specialist
 +1 FTE (Growth)

IT
 Bob Lehr, Director
Administration/Operations
 Max Olivas, Senior Network Administrator
 Kelli Ryan, IT Resource
 Dan Schmick, Software Engineer
 Norma Minjares, Technical Support Specialist II

JoAnn Koenig, Accounting Manager
 Betty Nohr, Accounting Specialist
 Linda Sorenson, Accountant II
 Tracey Chadwick, Sales tax Specialist
 David Scott, Sales tax Specialist
 Valerie Bobian, Sales Tax Auditor
 Debbie Staub, Revenue Supervisor
 Elly Percey, Accounting Specialist
 LaDonna Martinez, Customer Service Rep.
 Jennifer Elieff, Cusoterm Service Rep.

FINANCE
 Jason Loveland, Director
Administration/Operations
Utility Billing
Sales Tax

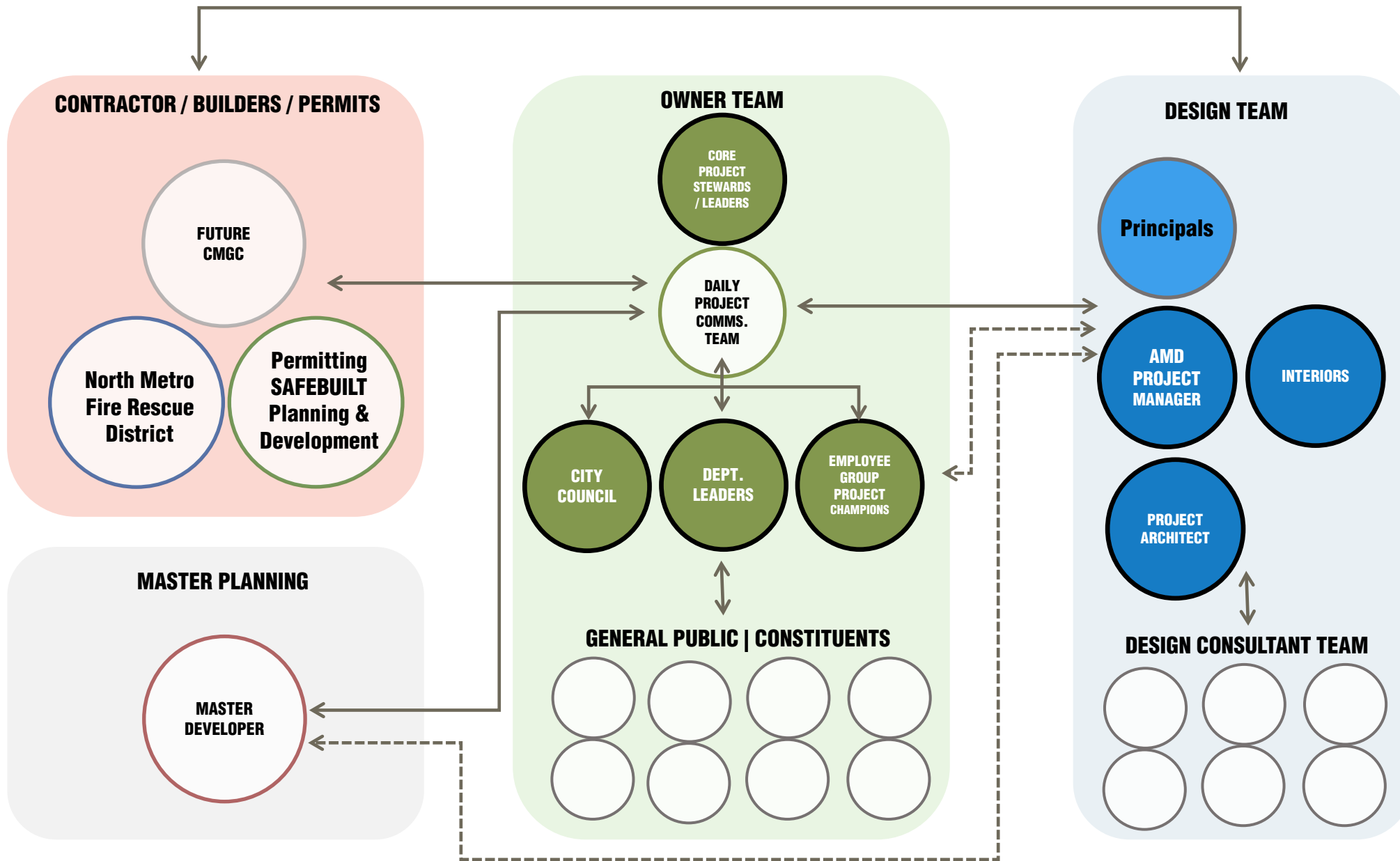
PARKS, RECREATION & CULTURE
 Amanda Peterson, Director
Parks, Recreation & Culture Administration
Civic Campus Maintenance
 Julianna Berry, Park Project Manager
 Belia Straushein, Admin. Assistant

PLANNING & DEVELOPMENT
 Brook Svoboda, Director
Administration
Operations
Neighborhood Services
 Becky Smith, Planning Manager
 Eric Ensey, Senior Planner
 Sara Dusenberry, Senior Planner
 Ashley Mcfarland, Planner I
 Collette Cook, Administrative Assistant
 Tom Carlson, Neighborhood Service Supervisor
 Phillip Stiebler, Neighborhood Services Officer
 Laura Farzim, Neighborhood Services Officer
 Aubree Murray, Neighborhood Services Officer
 Dominic Martinez, Neighborhood Services Officer
 Dan Wester, Building Official
 Emily Richards, Office Manager
 Jean Pertamina, Permit Technician
 Terry Hansen, Deputy Building Official
 Daniel Stephens, Inspector
 Dristopher DeLuca, Inspector
 "Vacant", Inspector
 "Vacant", Inspector
 +1 FTE / Sustainability Coordinator

PUBLIC WORKS
 Kent Kisselman, Director
Administration/Operations
Facilities
Fleet
Streets
Engineering
Water Operations
Lab Operations
Electrical & Mechanical
Distribution & Collection
Water Resources Operations
Wastewater Operations
Industrial Pre-Treatment
Stormwater Operations
Sanitation Operations
Capital Improvements

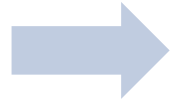
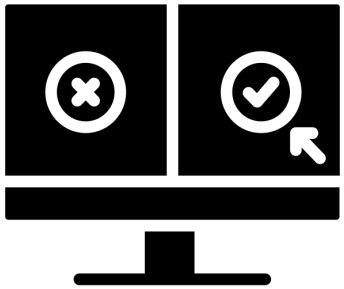
NEW COMMUNITY SPACE
 Library / Welcome Center / Exhibits / Other?
(TBD via programming)

POLICE
 Jim May, Chief
Administration
Support Operations
Patrol Division
Animal Control





Each Department And CITY COUNCIL to Establish Workplace Principles



CITY COUNCIL

CITY MANAGER
HEATHER GEYER

CITY CLERK
JOHANNA SMALL

PLANNING & DEV.
BROOK SVOBODA

TECHNOLOGY
BOB LEHR

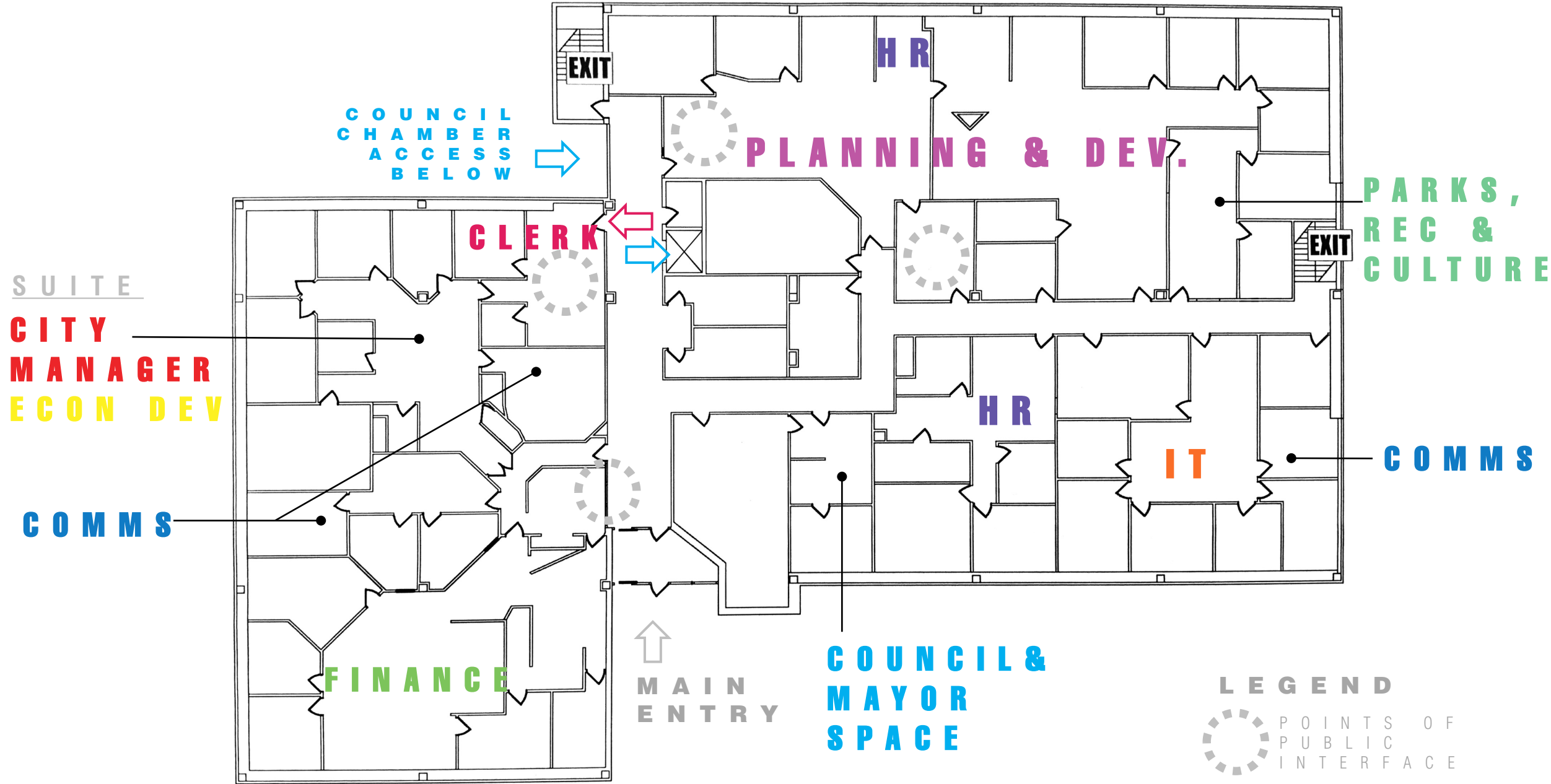
PARKS, REC
AMANDA PETERSON

HUMAN RESOURCES
TAMARA DIXON

FINANCE
JASON LOVELAND

COMMUNICATIONS
DIANA WILSON

ECONOMIC DEV.
DEBBIE TUTTLE



EXISTING CITY HALL - LEVEL 2

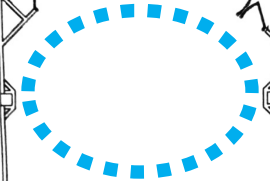
COUNCIL
CHAMBER
ACCESS



RECORDS



STORAGE



COUNCIL
CHAMBERS



VACATED
POLICE DEPT.

LEGEND



POINTS OF
PUBLIC
INTERFACE



PUBLIC ACCESS

EXISTING CITY HALL - LEVEL 1

flexible + multipurpose

WORKPLACE

seamless technology + future-proofed

WORKPLACE

supports health & well-being

COMMUNITY



community-minded / multipurpose

PUBLIC REALM

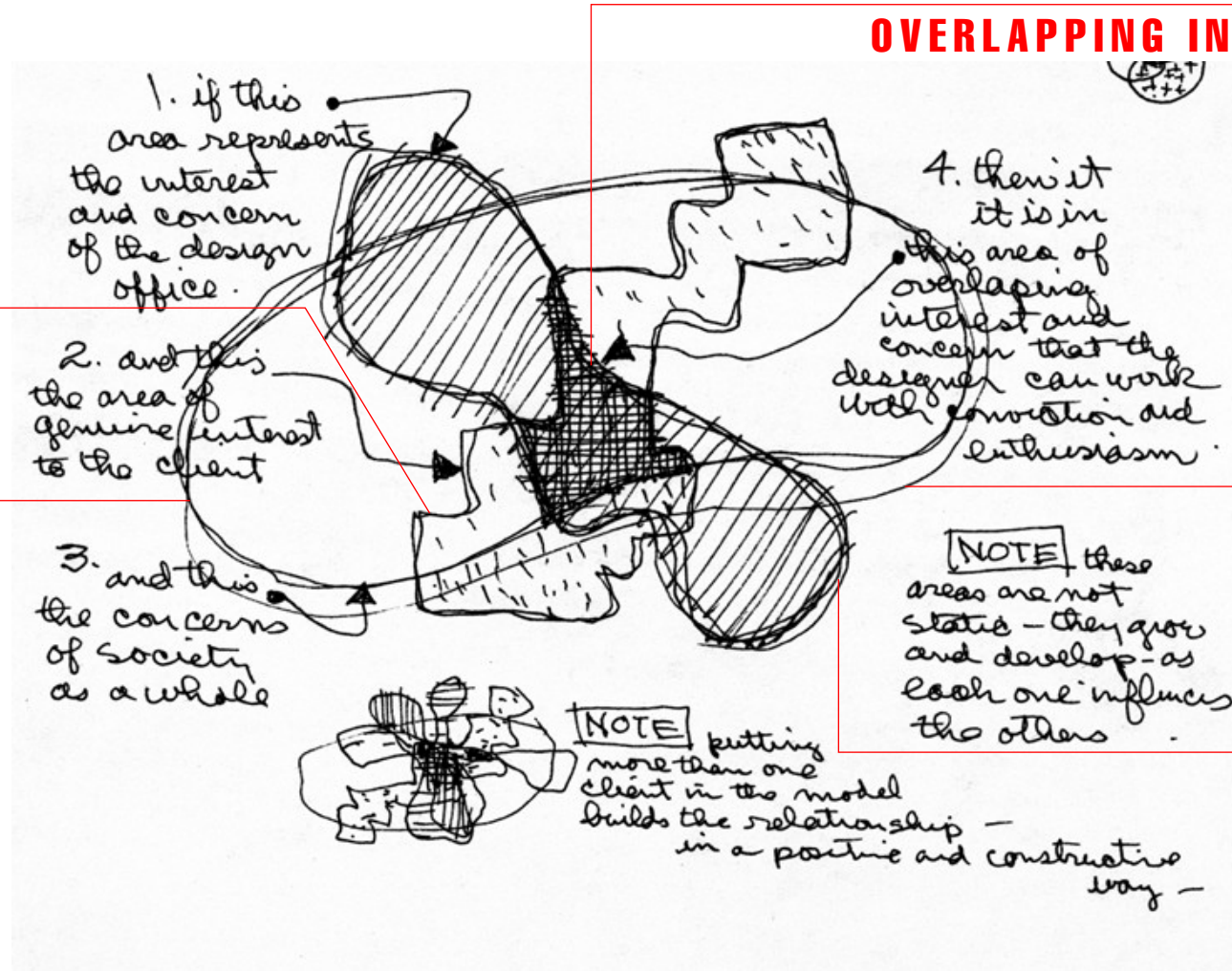
OVERLAPPING INTERESTS & CONCERNS

CITY LEADERSHIP

**EMPLOYEE GROUP
PROJECT CHAMPIONS**

RESIDENTS / PUBLIC

CITY COUNCIL



APPROACH
PROCESS OF CONSENSUS BUILDING

WORKSHOP

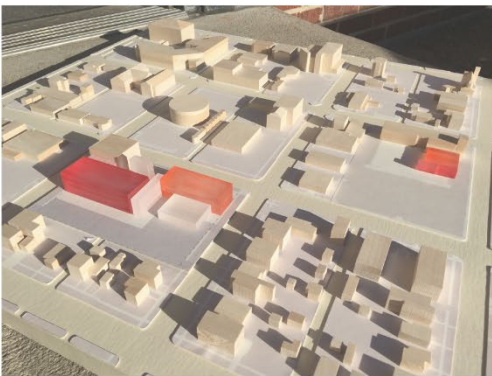
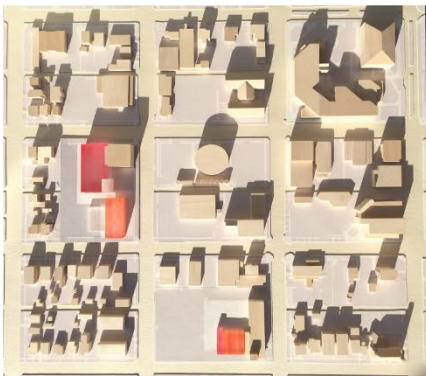
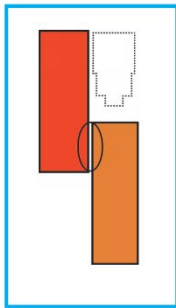
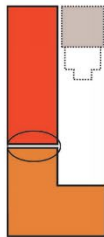
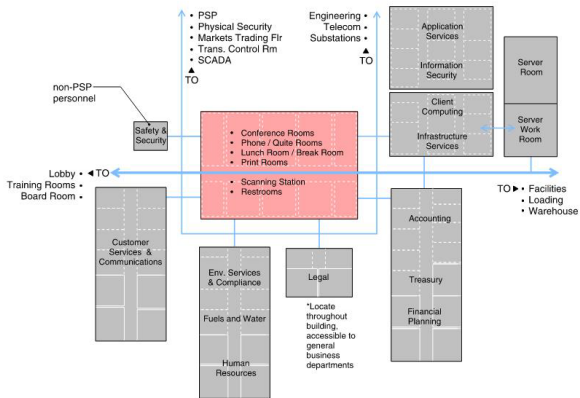
2

WEEKS



Options / Scenarios

- Verify Size/Scope
- Work-Flow Diagram
- Site Micro-Master Planning
- Blocking Concepts
- Interior Relationships
- Adjacencies/Synergies
- Access/Security
- Green Community Standards
- Validate | Test | Refine



APPROACH

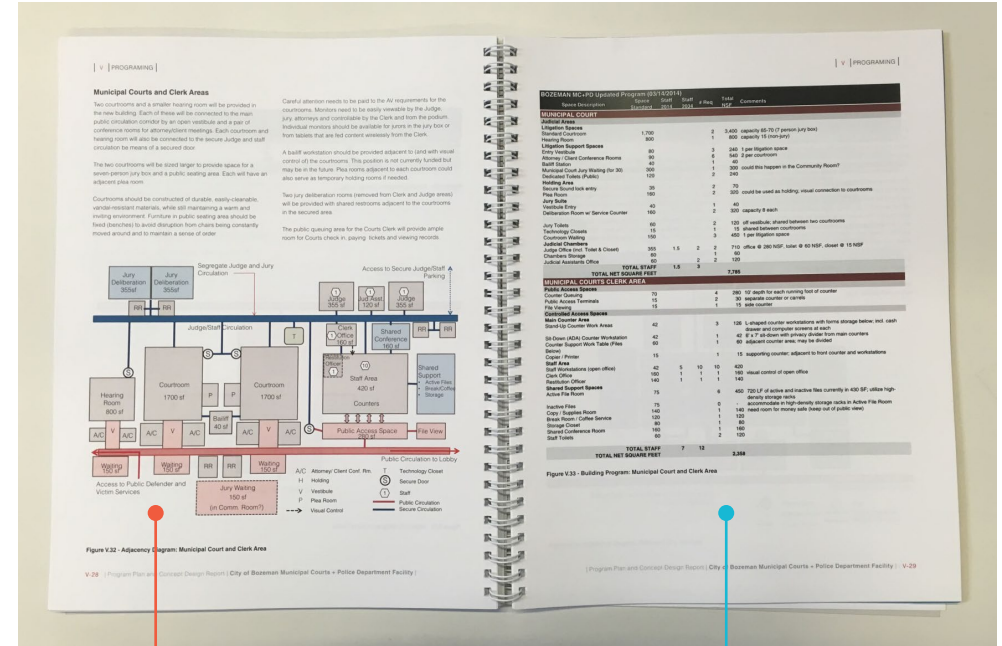
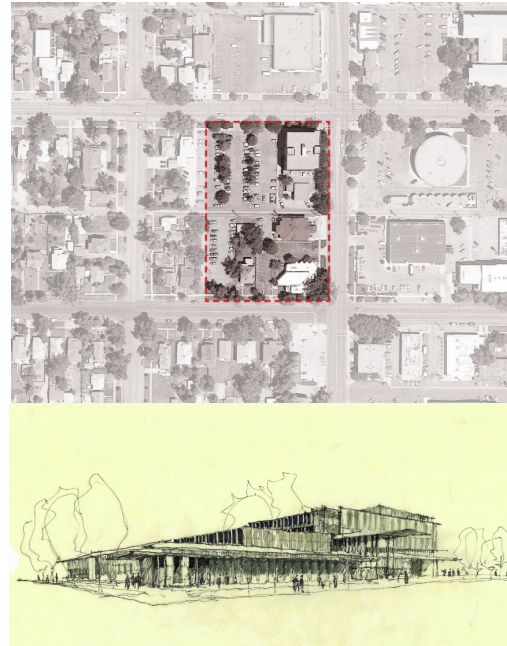
PROGRAMMING & CONCEPTS

WEEKS



Documentation

- Cost Model
- Program
- Functional Adjacencies
- Initial Diagram(s)
- Process Documentation



*FUNCTIONAL
ADJACENCY
DIAGRAM(S)*

*SPACE NEEDS
TABULATION
(THE PROGRAM)*



Focus on long-term City Vision

Focus on **citizen** experiences and service model

Interface with public

Maximizing employee efficacy, behavior, moral

Space for **Today and Future**

Establish **mutually accepted values** to use in decision making

Delineate **expectations and responsibilities** of the group

Define what is outside the group's purview

Emphasize **big-picture** decisions vs. project details

Record decisions for future reference, **accountability**

DISCUSSION (Other Goals / Rules of Engagement)



Platte River Power Authority HQ – *Electrical Utility Offices*



Workiva Denver – *Corporate Offices*



Castle Rock – *City Hall*



Edgewater – *City Hall*



Cherry Hills Village – *City Hall*



Greenwood Village – *City Hall*

TOURS

CITY COUNCIL

Date TBD
(rescheduled from Sept. 11th)

WEEK OF:

