



PLANNING & DEVELOPMENT MEMORANDUM
#5-2022

DATE: March 10, 2022

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: New City Hall Design Project Budget Update

PURPOSE

To brief City Council with an updated project budget for the new City Hall design. The revisions to the project outlined in this memorandum are the result of engagement efforts by Anderson Mason Dale Architects (AMD), the project architect, with City Council and staff. Based on the expanded project scope that has evolved during the input process, an additional \$10.6 million is needed to fund the new facility.

BACKGROUND

Over the past several months, AMD has conducted a series of interviews and surveys with City Council and staff as part of the Conceptual Design Phase for the design of the new City Hall facility. AMD used these touch points to gather wants and desires from the different user groups of the facility. As a result of the surveys and discussions, three different items came up that need discussion with City Council as they, if included, will result in a modification to the scope of the project and an increase in the budget. These topics are:

1. Sustainability: Inclusion of sustainable elements, including Net Zero construction and certifications.
2. Building square footage: Increase square footage for staff operations and Council feedback.
3. City Hall/Civic Center Site development budgets: Understanding the City Hall budget and the other site development costs associated with the redevelopment of the Civic Center site – not directly related to City Hall.

Baseline Assumptions

The original budget for the new City Hall was estimated at \$18 million. This included pad site development, vertical construction and FF&E (Furniture Furnishing and Equipment). The estimate was derived from the preliminary space programming that was, in part, from an analysis completed in 2015 through the Civic Center Master Plan and Justice Center efforts.

Updated Set of Assumptions

Through engagement with City Council and the Leadership Team, AMD updated the total square footage to approximately 31,300 square feet for the building program. With this, in combination with other information discussed in further detail below, the current estimated budget for the new City Hall is \$22.9 million. The following is a discussion on each of the topics outlined above. The intent is to provide Council with some background information on the topic as well as understanding the additional costs that will need to be considered to the project budget.

- **Net Zero and LEED Certification**

AMD facilitated a discussion with Council at the Nov. 15, 2021, meeting on what it means to construct a Net Zero building as well as attaining LEED certification. Attachment 1 is an excerpt from AMD's Program Report that describes both Net Zero and LEED certification

for reference purposes. These sustainability measures were not part of the original scope of the project, and therefore, adding them would add scope to the project. Following that discussion, Council directed AMD and staff to explore what additional scope and cost it would be to construct the building to be Net Zero and obtain LEED certification.

Budget Implication: \$800,000 (estimated)

- **Increase in Building Footprint**

AMD utilized surveys and discussions with City Council and the Leadership Team to develop an updated Space Needs Analysis, also called a Program Report. This document is a living document throughout the scope of the project that can be modified as the design progresses. Attachment 2 is an excerpt from the report related to the square footage of the new City Hall. In this document, AMD identified that the size of the building based on the function of the space for both staff and other users of the facility resulted in an increase in the total square footage for the facility. The total square footage increased from 27,500 square feet to 31,300 square feet as a result of the Space Needs Analysis.

Budget Implication: \$2,000,000 (estimated)

- **Other Variables Associated With Budget Estimate**

As the project has advanced through the initial design phase and the program has been better understood, along with the initial pricing estimates received as part of the CM/GC (Construction Manager/General Contractor at Risk) proposals, there is a clearer understanding of the market price for the project. Initial assumptions did not include the level of detail now available, including the completion of a space needs analysis, sustainability elements associated with the facility, and its location on the site. Staff is currently in the Request for Proposals phase of bringing on a CM/GC, which includes preliminary cost estimates. These estimates reflect the market price for the cost per square foot of the facility; this is a higher level of detail and more accurate cost than the initial preliminary estimate. Additionally, the rate of inflation year over year has increased due to market supply chain issues and increases in the costs of materials.

Market Pricing / Inflation: \$2,400,000 (estimated)

Civic Center Development Costs

There are other costs associated with the overall redevelopment of the Civic Center campus. These costs include:

- Environmental remediation of the north half of the site \$1,000,000
- Signalization of Memorial Parkway and Community Center Drive \$438,171
- Demolition of the old recreation center and the current City Hall \$1,085,631
- Contingency – 10% combined City Hall and site development \$2,605,057
- Relocation of parks and events storage space to E.B. Rains Jr. Park \$650,000

- **Environmental Remediation of North Half of Site**

Through a Phase 2 environmental assessment, it was identified that the levels of arsenic and lead exceeded current permissible requirements for residential and commercial uses and would trigger remediation of the site. The assessment suggests that the presence of these contaminants is the result of historical agricultural runoff from surrounding properties over time. This likely occurred before the development of the old recreation center. It is important to note that testing of the south half of the property and the new recreation center site showed that no remediation is required. The \$1 million cost is a conservative preliminary estimate and assumes the highest level of remediation that would be required for the site. Staff is

currently retaining an environmental consultant to develop a formal remediation plan based on a final site plan. Staff is currently seeking an Environmental Protection Agency Brownfields grant under the Infrastructure Investment Jobs Act.

- **Signalization of Memorial Parkway and Community Center Drive**

This scope of work was originally included in Phase 1; the cost is being carried forward into Phase 2 (City Hall). This would not result in an overall increase in the budget.

- **Demolition of the old recreation center and the current City Hall**

Part of this cost, demo of the old rec center, was included in Phase 1 and will be carried forward into Phase 2.

- **Contingency – 10% Combined City Hall and Site Development**

This reflects a combined contingency cost for City Hall and the site development costs. For Phase 1, the final contingency was approximately 5%. The 10% contingency is being forecasted based on market price information and inflationary pressures.

- **Relocation of Parks and Events Storage**

Parks and events staff have been utilizing portions of the basement of the existing City Hall facility for storage. Parks has used the old Police Department sally port to stow mowers and other equipment that are used to maintain the park and Civic Center site. For logistical purposes, it is preferable for them to store that equipment in the area since it is used on a daily basis, rather than having to store it over at the Maintenance & Operations Facility and trailer it in. Events staff has utilized space in the facility for storage of equipment used with the various special events hosted by the City. To accommodate their needs, it is recommended that a new storage facility be constructed at E.B. Rains Jr. Memorial Park, adjacent to the parking lot that is accessed off 118th Avenue where the port-o-lets are currently located. It is anticipated that the facility will be approximately 2,600 square feet in size, with an estimated cost of approximately \$650,000, or \$250 per square foot. If this space were incorporated into the new City Hall building footprint, the estimated cost increase would be 40 to 50%.

NEXT STEPS

City Hall:

Should City Council provide direction to proceed with inclusion of the scope modifications discussed, staff will work with AMD on incorporating those items into the project. With direction to proceed, AMD can continue their design work and enter into the Schematic Design phase. Attachment 3 is the current schedule for the Schematic Design phase. This is where the elements identified during the Conceptual Design phase will be incorporated into physical space design.

BUDGET/TIME IMPLICATIONS

Budget:

The table below provides estimated total project costs:

Expenses	Amount
City Hall	\$22,876,769
Site development	\$3,173,802
Contingency 10% - combined	\$2,605,057
Total Revised Budget	\$28,655,628

The next table reflects a proposed budget allocation to cover these costs. An additional \$10.6 million in funding is required to include the elements outlined above in the scope of the building

design. Please note the allocation does not assume a Brownfields grant has been secured for the environmental work that needs to be done. If a grant is awarded, the amount of funds awarded would be reallocated within the budget accordingly.

Funding is available for this project based on the following breakdown. Council's direction has been to use cash to fund this new facility. No other funding mechanism is recommended at this time.

Funding	Amount
General Fund reserve	\$8.0M
1/2% sales tax	\$14.6M
Marijuana tax	\$4.5M
Phase I carryover	\$1.5M
Total Project Cost	\$28.6M

Supplemental appropriations will be brought back before Council for formal consideration at a future meeting for Council to approve. Additionally, there will be contract amendments to AMD and Cumming to accommodate the increase in scope of the project.

Timing:

Following consensus from Council to proceed, AMD will continue the design of the new facility by entering into the Schematic Design phase. This phase is anticipated to last 12 weeks. It is anticipated that AMD will have direct discussions with City Council during this phase on the following dates:

- Wednesday, March 30, 2022 at 6 p.m.
- Thursday, April 28, 2022 at 6 p.m.
- Wednesday, May 25, 2022 at 6 p.m.

These will be opportunities for AMD to engage City Council in design discussions as the progress moves forward.

Following Schematic Design will be the Design Development Phase, where design work is further progressed and pricing is generated collaboratively with the CM/GC with development of an Initial Guaranteed Maximum Price (IGMP). The final phase of design work is Construction Documentation, where the Final Guaranteed Maximum Price (FGMP) pricing is generated based on the final construction drawings.

Staff anticipates bringing forward a contract for services with a CM/GC at the April 11, 2022, City Council meeting. The intent is to bring on the CM/GC to participate in the design process and provide information and recommendations regarding pricing throughout the design process. Staff is currently finalizing the contract.

STAFF RECOMMENDATION

Staff is requesting consensus by City Council to move forward with the City Hall facility and whether Council would like to incorporate the sustainability measures and the program as presented. If City Council would like additional time to review the information presented in this memorandum, staff can bring back a discussion at the March 30, 2022, special meeting that is tentatively scheduled.

STAFF REFERENCE

If Council Members have any questions, please contact:

- Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706
- Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937

ATTACHMENTS

1. Excerpt from AMD Draft Program Report on Sustainable Strategies
2. Excerpt from AMD Draft Program Report on Program Summary
3. Schematic Design Schedule

II.3 SUSTAINABLE STRATEGIES

City Council Supported Strategies

Unanimous Council Member support and 80% of Northglenn employees agree with the need to pursue sustainable actions where feasible. The City Council remarked that the new City Hall should set an example of sustainable achievement and should establish a clear and consistent strategy and message in support of sustainability. The following strategies were specifically discussed during the city council member interview process:

- Natural daylight to building occupants
- Energy efficiency throughout all systems
- Optimized water use
- An all-electric building
- Photovoltaics
- New City Hall should set an example
- A clear and consistent strategy and message toward sustainability

2017 Master Plan - Guiding Principles for Sustainability

In addition, the adopted 2017 master plan establishes additional direction for sustainable principles.

“Low-impact development and sustainable technologies appropriate to Colorado such as solar should be integrated into the redevelopment of the Civic Center Campus.

- *Integrate sustainable drainage, detention and water quality*
- *Set an example of sustainability for the rest of the City*
- *Practice smart growth and infill*
- *Create a diverse and active City Center*
- *Ensure a walkable environment and a comfortable pedestrian realm”*

Net Zero Research

The design team has been charged with initial explorations to understand the initial cost premiums as well as life cycle cost payback if the new City Hall were to pursue net-zero status.

A Net Zero building produces as much energy through renewable sources (such as solar, geothermal or wind) as it consumes.

Quantifying a rule of thumb for high-performance building cost premiums is a very challenging task and may not be very useful at an individual project scale. Very few buildings have design and construction cost data for a green and non-green version of the project. Also, there are so many project-specific factors that influence project cost.

Additional analysis to understand costs will be pursued but initial estimates of past AMD project precedents suggest a 6.5% to 10% range of increase in up-front project costs (both soft and hard costs), however these costs are often significantly outweighed when taken into account with the cost of building operations and cost of energy over the life span of a building.

This is especially true for a building such as the City Hall with an anticipated life span of 50 to 100 years.

Potential up-front cost increase in construction may include:

- Highly efficient envelope (i.e. High R-Value of 24+ wall assembly + enhanced glazing systems)
- Upgrades to the electrical system
- Purchase and install of roof top and parking canopy photovoltaic panels.
- Increase in soft cost for energy modeling and to coordinate building systems optimization across all disciplines

Net Zero Baseline Energy Statistics

To begin the evaluation of a Net Zero strategy, the first step is to establish a baseline of energy use, cost premium and time-frame energy saving payback. The following baseline energy statistics were generated using the 2030 Architectural Challenge 'Zero Tool'. <https://zerotool.org> and takes into account, regional climate, building type and building area.

- Baseline Energy Use (based on National data Averages from the 'Zero Tool'). **55 Kbtu's / Square Ft. / year**
- Target Energy Use Reduction (employ high efficiency strategies, i.e. super insulated envelope & high efficiency glazing, etc.) **Feasible Reduction to 27.5 Kbtu / SF / YR**
- **Photovoltaic array size required to produce 27.5 Kbtu / SF / YR = 161 KW Array**
- **Size of 161 KW Array (aprox. 60 sf per KW) = 9,660 SF of Photovoltaic Panels (22.2% of the 1 acre Site)**
- **Estimated Cost of PV**
 - **\$363,000** (\$2.25 / Watt.) if purchased directly
 - \$16,800/ yr (if procured with a 25-year PPA at \$0.08/kWh)
 - PPA would total \$420,000 over 25 years
 - Net Zero represents a 25-year energy cost savings of \$525,00 or greater
- **According to The New Building Institute (2019 data) Construction Cost (hard cost) for a Net Zero Building can be up to 5% premium.**
- **The payback for a Net Zero project could range from 15 to 25 years.**

LEED Certification

- Construction (Hard Costs) of LEED project are typically on par with Net Zero projects. There is much overlap in pursuing both simultaneously
- LEED projects typically have a higher soft cost than net zero energy projects mostly due to LEED's intensive record keeping, often complex credit requirements, and certification administration costs.
- Successful LEED projects use an integrative design process to eliminate or reduce cost premiums but have the added challenge of the necessity to often "buy points" to maintain a certain level of certification.
- Increase in project soft costs can range from 1.5% to 5%

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MEMORANDUM – BUILDING PROGRAM INCREASE

Date: 3-10-2022
Project #: 21-015
Project: Northglenn City Hall

To: Heather Geyer, Brook Svoboda and Eric Ensey
From: Anderson Mason Dale Architects

Subject: City Hall - Building Size Increase Summary
Distribution: Northglenn Staff, AMD File

Dear City of Northglenn Staff,

Throughout the programming process we have utilized surveys and discussions with City Council and the Leadership Team to develop an updated Space Needs Analysis. This document has been and continues to be a living document throughout the scope of the project that can be modified as the design progresses. Through this process we have identified the size of the building based on the function of the space for both staff and other users of the facility resulted in an increase in the total square footage for the facility. The total square footage increased from 27,500 square feet to 31,300 square feet as a result of the Space Needs Analysis.

In general, the Building Size increase can be broken down into two categories:

1. **Office Growth 3,365 GSF added area:** The team reviewed several offices sizes, and office type environments with Department Directors. Real world tours and virtual office environment tours were utilized in this space needs review. The following growth in offices sizes was determined as the best fit for Northglenn employees
 - City Manager office (114 sf to **200 sf**)
 - Department Director offices (114 sf to **175 sf**)
 - Staff private offices (80 sf to **120 sf**)

2. **Miscellaneous Additions 485 GSF added area:**
 - Communication Department – community outreach coordinator (80 sf to **120 sf**)
 - City Clerk – add agenda & license coordinator (**add 48 sf**)
 - City Clerk – waiting / transaction (80 sf to **300 sf**)
 - HR Department – revise one workstation to office (48 sf to **120 sf**)
 - IT Department – revise four workstations to offices (48 sf to 120 sf ea.)

Pages below are an excerpt from the Program Finding Report. Spaces that have grown in size, as summarized above, due to space needs analysis are highlighted in the program table below.

III.1 PROGRAM SUMMARY (graphic)

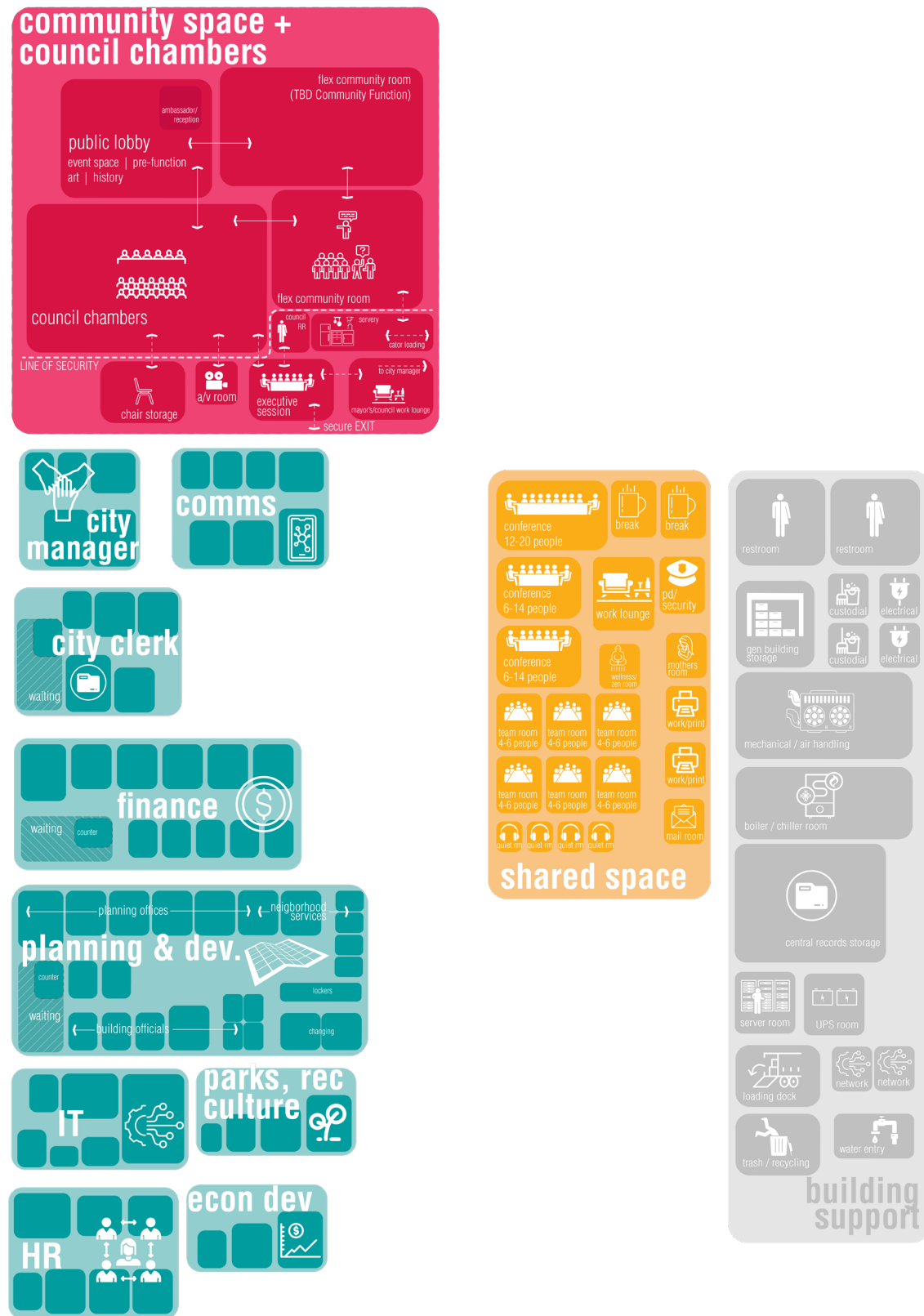


Figure III.1 - Graphic Program Summary

III.1 PROGRAM SUMMARY (totals)

Northglenn City Hall Program Summary

	PROGRAM TOTALS		
	asf	gsf	%
TOTAL	21,624	31,349	100%
COMMUNITY SPACES / CITY COUNCIL CHAMBERS	5,066	7,599	24%
OFFICE SPACE	6,193	9,290	30%
Current Number of Employees	55		
Number of Open Workstations	37		
Total Number of Workstations + Offices	68		
SHARED SUPPORT / CONFERENCE SPACE	5,291	7,864	25%
# TEAM ROOMS (3-6 person meeting)	6		
# QUIET ROOMS (phone rooms)	4		
# MEDIUM CONFERENCE ROOMS (6-14 person)	2		
# LARGE CONFERENCE ROOMS (12-20 person)	1		
CENTRAL RECORDS STORAGE (SF in Support Total)	1,200	1,560	
BUILDING SUPPORT SPACES	5,074	6,596	21%

COMMUNITY SPACES / CITY COUNCIL CHAMBERS

OFFICE SPACE

Current Number of Employees
 Number of Open Workstations
 Total Number of Workstations + Offices

SHARED SUPPORT / CONFERENCE SPACE

TEAM ROOMS (3-6 person meeting)
 # QUIET ROOMS (phone rooms)
 # MEDIUM CONFERENCE ROOMS (6-14 person)
 # LARGE CONFERENCE ROOMS (12-20 person)

CENTRAL RECORDS STORAGE (SF in Support Total)

BUILDING SUPPORT SPACES

CIRCULATION / GROSSING FACTOR MULTIPLIER NOTES

ASF = Assignable Square Feet | usable space by occupants i.e. excludes, wall thicknesses, public corridors, elevators, stairwells, all types of mechanical rooms, public bathrooms, custodial rooms, and shaft spaces

GSF = Gross Square Feet | Total area that includes wall thicknesses, public corridors, elevators, stairwells, and all types of mechanical rooms, public bathrooms, custodial rooms, and shaft spaces

*For planning purposes of this program, the ASF was determined for each space and then a "Circulation Factor" is multiplied to each space to be able to determine the appropriate GSF

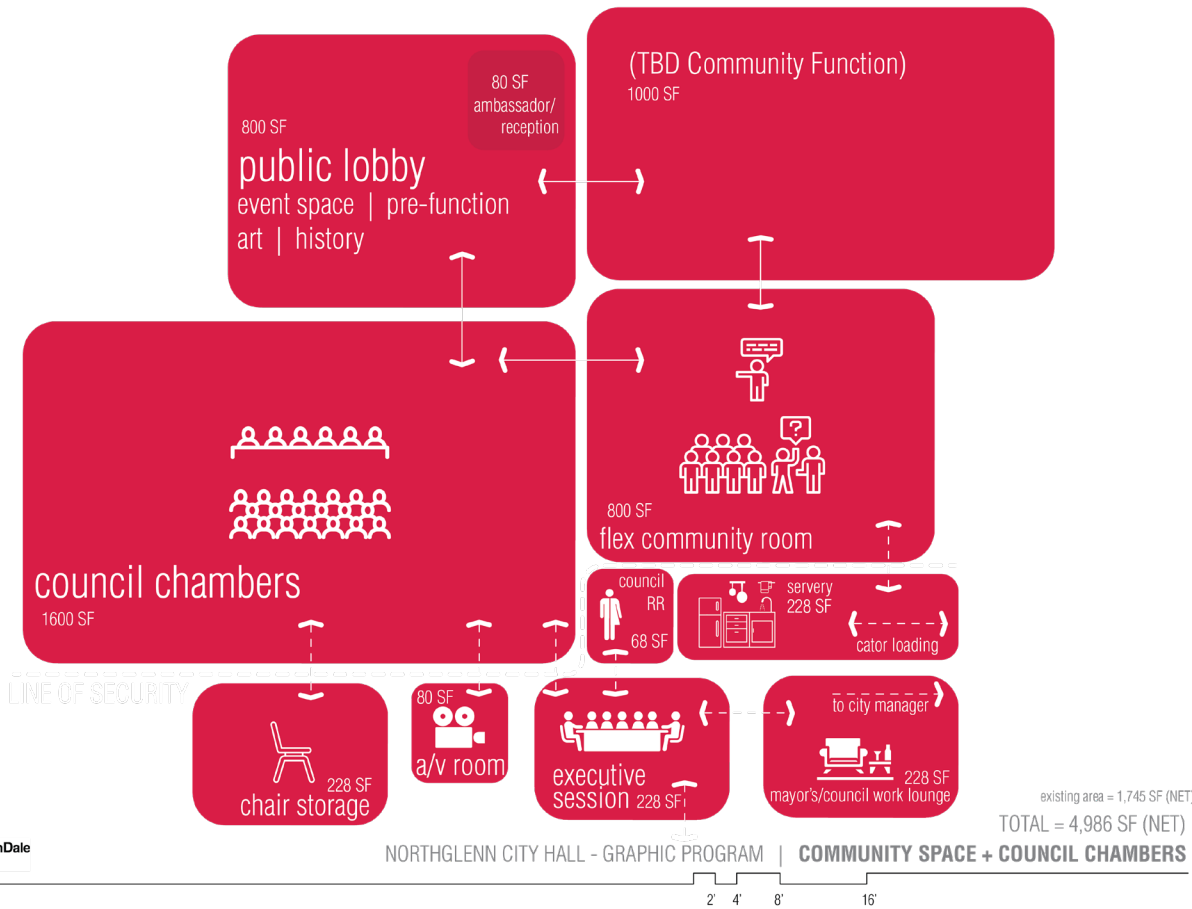
- **150% Circulation Factor** based on GSA standards "Circulation Factor Report"
- **130% Circulation Factor at Building Support** based on GSA standards "Circulation Factor Report"

OFFICE MODULE NOTES

114 SF Office Module Size based on review of office size and office tours (see Room Diagrams section IV of report)

III.1 PROGRAM SUMMARY (by department)

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
COMMUNITY SPACES / CITY COUNCIL CHAMBERS					
		4,986		7,479	
Public Lobby	1	800	800	1,200	
Ambassador / Reception	1	80	80	120	
Council Chambers	1	1,602	1,602	2,403	
City Council Chamber Seated Audience (moveable chairs)	1	462	462	693	Code Occupant Load = 1 occ. per 7 SF
City Council Chambers Other Gatherings / Events (moveable tables + chairs)	1	1,140	1,140	1,710	Code Occupant Load = 1 occ. per 15 SF
Council Chambers Executive Session Room	1	228	228	342	match amenities of medium Conf. room
Mayor and Council Workplace / Lounge	0	200	0	0	included in Shared Support Section
Council Chambers A/V Room	0	80	0	0	included in Comms. Department
Servery	1	180	180	270	
Chair Storage	1	228	228	342	adj. Council Chambers
City Council Restroom	1	68	68	102	
Navigation Center / Flex Community Room	1	800	800	1,200	room divider between flex community rm
TBD Community Space	1	1,000	1,000	1,500	i.e. Library etc.
Subtotal: Community Space City Council Chambers		4,986		7,479	



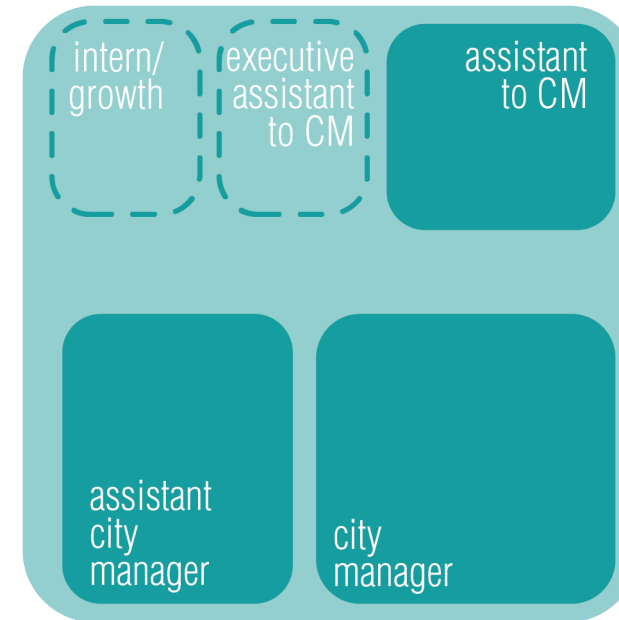
NORTHGLENN CITY HALL - GRAPHIC PROGRAM | COMMUNITY SPACE + COUNCIL CHAMBERS

Figure III.2 - Graphic program summary and relationship diagram of public space and council chambers and related spaces

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
CITY MANAGER'S SUITE			1,350	2,025	
CITY MANAGER'S STAFF SPACE			536	804	
City Manager	1	200	200	300	private office (direct link to med. conf. rm)
Assistant to the City Manager	1	120	120	180	private office
Executive Assistant to City Manager	1	48	48	72	open workstation
Assistant City Manager	1	120	120	180	private office
City Manager Intern / Growth	1	48	48	72	open workstation
Reception	1	48	0	0	accounted for in Public Lobby Reception
Subtotal: City Manager	6		536	804	
CITY MANAGERS CONFERENCE / CITY COUNCIL SUPPORT SPACES			814	1,221	
Team Room (3 to 6 person meeting)	1	114	114	171	shared by all dept.
Quiet Room (aka phone room)	1	34	34	51	shared (Occ. Load = 1 occ. per 15 SF)
Medium Conference Room (6 - 14 person meeting)	1	228	228	342	2 Doors: 1 to City Manger + 1 to Corridor
Large Conference Room/Training Room (12-20)	1	342	342	513	shared by all dept.
Supply Storage Closet	1	48	48	72	shared by all dept.
Coat Storage Closet	1	48	48	72	shared by all dept.
Subtotal: Conference/Council Support space			814	1,221	

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

existing area = 900 SF (NET)
TOTAL = 1,350 SF (NET)



city manager



Figure III.3 - Graphic Program Summary of City Manager's Department and relationship between individual offices and workstations

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Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
COMMUNICATIONS			982	1,473	
COMMS. STAFF SPACE			751	1,127	
Director of Communications	1	175	175	263	private office
Public Communications Specialist	1	120	120	180	private office
Public Communications Specialist	1	120	120	180	private office
Event Supervisor	1	120	120	180	private office
Community Outreach Coordinator	1	120	120	180	private office
Special Events Coordinator	1	48	48	72	open workstation
Growth	1	48	48	72	open workstation
Subtotal: Comms Office Space	7		751	1,127	
COMMUNICATIONS SUPPORT SPACES [SHARED W/ OTHER DEPARTMENTS]			151	226	
Team Room (3 to 6 person meeting)	0	114	55	82	shared by all dept.
Quiet Room (aka phone room)	0	34	0	0	shared by all dept.
Medium Conference Room (6 -14 person meeting)	0	228	0	0	shared by all dept.
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.
Supply Storage Closet	1	48	48	72	shared by all dept.
Coat Storage Closet	1	48	48	72	shared by all dept.
Special Event Storage Room	0	240	0	0	not anticipated to be included in project
Subtotal: Comm Support space			151	226	
Council Chambers AV / Recording / Controls Room			80	120	
Council Chambers AV Control Room	1	80	80	120	Direct connect to Council Chambers
Subtotal: Council Chambers AV Room			80	120	

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

comms



existing area = 700 SF (NET)
TOTAL = 982 SF (NET)

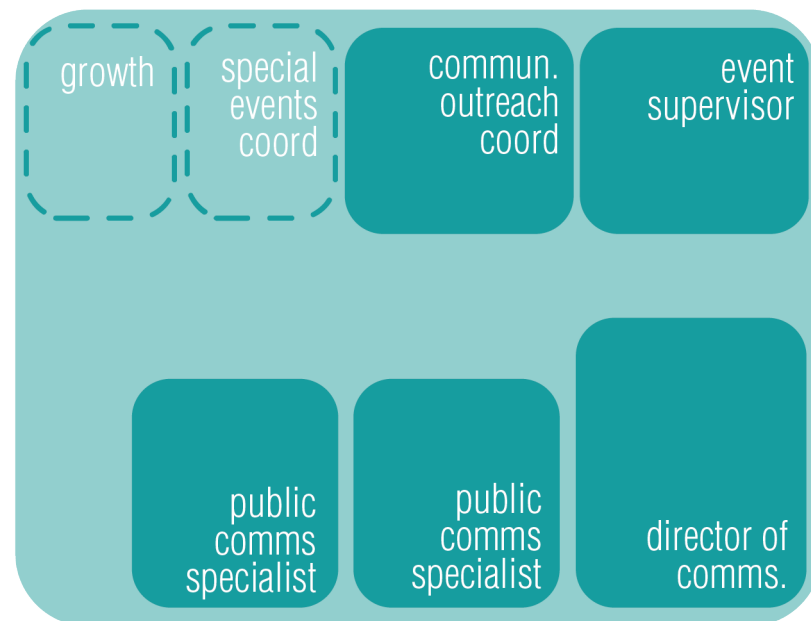
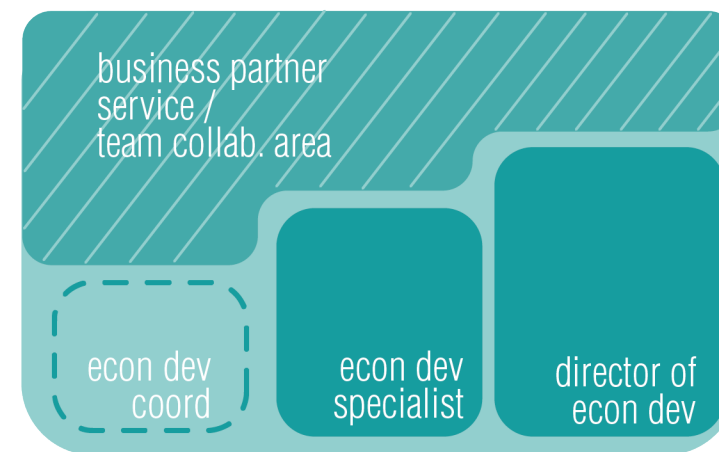


Figure III.4 - Graphic Program Summary of Comms. Department and relationship between individual offices and workstations

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
ECONOMIC DEVELOPMENT			587	881	
ECONOMIC DEV. STAFF SPACE			343	515	
Director of Economic Development	1	175	175	263	private office
Economic Dev. Specialist	1	120	120	180	private office
Economic Dev. Coordinator	1	48	48	72	open workstation
Subtotal: Econmic Development Office Space	3		343	515	
ECONOMIC DEV SUPPORT SPACES [SHARED W/ OTHER DEPARTMENTS]			244	366	
Business Partner Service / Work Area (Team Area)	1	114	114	171	Replaces one enclosed "Team Rooms"
Quiet Room (aka phone room)	1	34	34	51	shared by all dept.
Medium Conference Room (6 -14 person meeting)	0	228	0	0	shared by all dept.
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.
Supply Storage Closet	1	48	48	72	shared by all dept.
Coat Storage Closet	1	48	48	72	shared by all dept.
Subtotal: Economic Development Support space			244	366	

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

existing area = 350 SF (NET)
TOTAL = 587 SF (NET)



econ dev



Figure III.5 - Graphic Program Summary of Econ. Dev. Department and relationship between individual offices and workstations

		CITY HALL PROGRAM				Notes
Space Type	Qty.	Area	asf	gsf		
CITY CLERK / CENTRAL RECORDS			1,075	1,613		
CITY CLERK STAFF SPACE			559	839		
City Clerk	1	175	175	263	private office	
Sr. Deputy City Clerk / Licensing Specialist	1	120	120	180	private office	
Central Records Coordinator	1	120	120	180	private office	
Admin. Specialist	1	48	48	72	open workstation	
Agenda & Licensing Coordinator	1	48	48	72	open workstation	
Growth / Admin Specialist - Passports	1	48	48	72	open workstation	
Subtotal: City Clerk Office Space	6		559	839		
CITY CLERK SUPPORT SPACES & CENTRAL RECORDS			516	774		
Team Room (3 to 6 person meeting)	0	114	0	0	shared by all dept.	
Quiet Room (aka phone room)	0	34	0	0	shared by all dept.	
Medium Conference Room (6 -14 person meeting)	0	228	0	0	shared by all dept.	
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.	
Supply Storage Closet	1	48	48	72	shared by all dept.	
Coat Storage Closet	1	48	48	72	shared by all dept.	
Transaction Counter & Waiting Area	1	300	300	450	Distinct from Building Lobby	
Central Records Storage (Basement TBD)	0	1,200	0	0	Included Below in Building Support	
Scanning Room	1	120	120	180		
Subtotal: Central Records / City Clerk Support Space			516	774		

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

		CITY HALL PROGRAM				Notes
Space Type	Qty.	Area	asf	gsf		
FINANCE			1,305	1,958		
FINANCE STAFF SPACE			943	1,415		
Director of Finance	1	175	175	263	private office	
Accounting Manager	1	120	120	180	private office	
Revenue Supervisor	1	120	120	180	private office	
Accountant II	1	120	120	180	private office	
Tax Manager	1	120	120	180	private office	
Sales Tax Auditor	1	48	48	72	open workstation	
Sales Tax Specialist	1	48	48	72	open workstation	
Accounting Specialist	1	48	48	72	open workstation	
Accounting Specialist	1	48	48	72	open workstation	
Customer Service Rep.	1	48	48	72	open workstation	
Customer Service Rep. / Cashier	1	48	48	72	open workstation	
Subtotal: Finance Office Space	11		943	1,415		
FINANCE SUPPORT SPACES & PAYMENT TRANSACTIONS			362	543		
Team Room (3 to 6 person meeting)	1	114	114	171	shared by all dept.	
Quiet Room (aka phone room)	0	34	0	0	shared by all dept.	
Medium Conference Room (6 -14 person meeting)	0	228	0	0	shared by all dept.	
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.	
Finance Records / Storage Closet	1	80	80	120	shared by all dept.	
Coat Storage Closet	1	48	48	72	shared by all dept.	
Transaction Counter & Waiting Area	1	120	120	180	Off Lobby (Ballistic Rated window)	
Subtotal: Finance Support Space			362	543		

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

existing area = 552 SF (NET)
TOTAL = 1,075 SF (NET)

city clerk

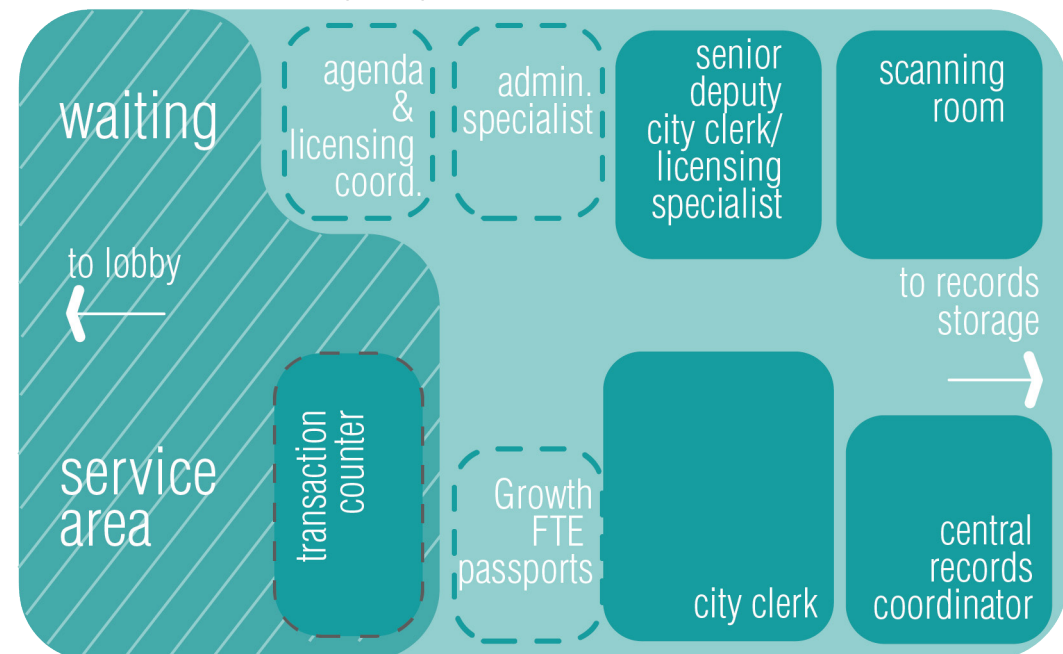


Figure III.6 - Graphic Program Summary of City Clerk Department and relationship between individual offices and workstations

existing area = 1,600 SF (NET)
TOTAL = 1,305 SF (NET)

finance

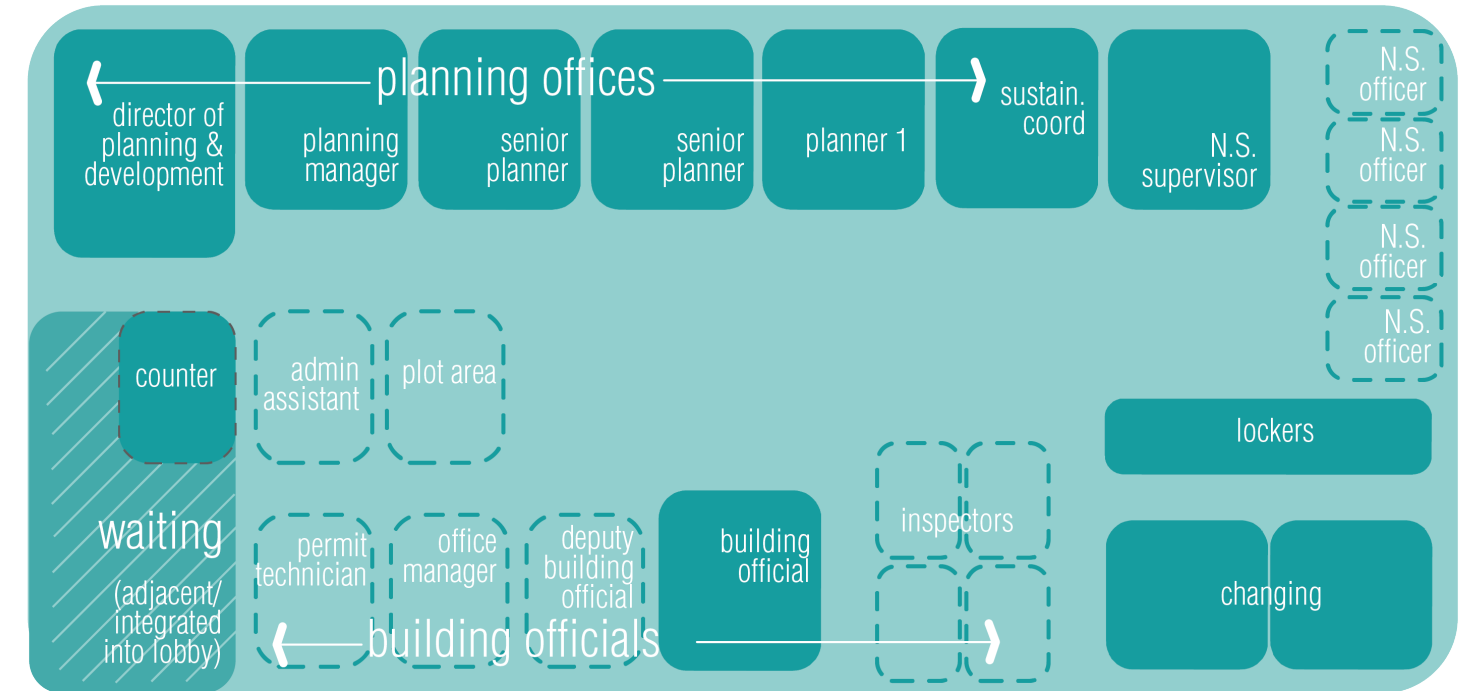


Figure III.7 - Graphic Program Summary of Finance Department and relationship between individual offices and workstations

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
PLANNING AND DEVELOPMENT			2,345	3,518	
PLANNING AND DEVELOPMENT STAFF SPACE			1,335	2,003	
Director of Planning and Development	1	175	175	263	private office
Planning Manager	1	120	120	180	private office
Senior Planner	1	120	120	180	private office
Senior Planner	1	120	120	180	private office
Planner 1	1	120	120	180	private office
Administrative Assistant	1	48	48	72	open workstation
Growth / Sustainability Coordinator	1	48	48	72	open workstation
Neighborhood Services Supervisor	1	120	120	180	in open area further from planners
Neighborhood Services Officer	1	25	25	38	open workstation
Neighborhood Services Officer	1	25	25	38	open workstation
Neighborhood Services Officer	1	25	25	38	open workstation
Neighborhood Services Officer	1	25	25	38	open workstation
Building Official	1	120	120	180	private office
Office Manager	1	48	48	72	open workstation
Permit Technician	1	48	48	72	open workstation
Deputy Building Official	1	48	48	72	open workstation
Inspector(s)	4	25	100	150	open workstations
Subtotal: Planning and Development Office Space	20		1,335	2,003	
PLANNING AND DEVELOPMENT SUPPORT SPACES			1,010	1,515	
Team Room (3 to 6 person meeting)	2	114	228	342	shared by all dept.
Quiet Room (aka phone room)	1	34	34	51	shared by all dept.
Wellness / Zen Room / Flex Space	1	80	80	120	Included in Shared support (open all Staff)
Medium Conference Room (6-14 person meeting)	1	228	228	342	shared (Occ. Load = 1 occ. per 15 SF)
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.
Storage Closet	1	48	48	72	shared by all dept.
Coat Storage Closet	1	48	48	72	shared by all dept.
Neighborhood Services Locker Area	1	80	80	120	shared by all dept.
Changing Rooms / Restrooms	2	68	136	204	No Shower Required
Transaction Counter and Waiting Area	1	80	80	120	integrate / adj. to lobby
Plot Area	1	48	48	72	in open work area
Subtotal: Planning and Dev Support Space			1,010	1,515	

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

existing area = 2,500 SF (NET)
TOTAL = 2,345 SF (NET)



planning & dev.

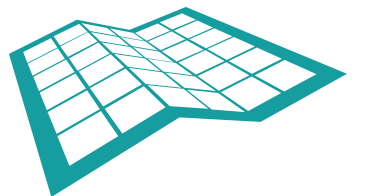


Figure III.8 - Graphic Program Summary of Planning & Dev. Department and relationship between individual offices and workstations

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Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
PARKS, RECREATION AND CULTURE			464	696	
PARKS, REC & CULTURE STAFF SPACE			368	552	
Director of Parks, Rec and Culture	1	175	175	263	private office
Park Project Manager	1	120	120	180	private office
Admin Assistant	1	48	48	72	open workstation
Future Touchdown Station	1	25	25	38	open workstation
Subtotal: Parks, Rec & Culture Office Space	4		368	552	
PARKS, REC & CULTURE SUPPORT SPACES [SHARED W/ OTHER DEPARTM]			96	144	
Team Room (3 to 6 person meeting)	0	114	0	0	shared by all dept.
Quiet Room (aka phone room)	0	34	0	0	shared by all dept.
Medium Conference Room (6 -14 person meeting)	0	228	0	0	shared by all dept.
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.
Storage Closet	1	48	48	72	shared by all dept.
Coat Storage Closet	1	48	48	72	shared by all dept.
Subtotal: Parks, Rec & Culture Office Support space			96	144	

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

parks, rec culture



existing area = 300 SF (NET)
TOTAL = 464 SF (NET)

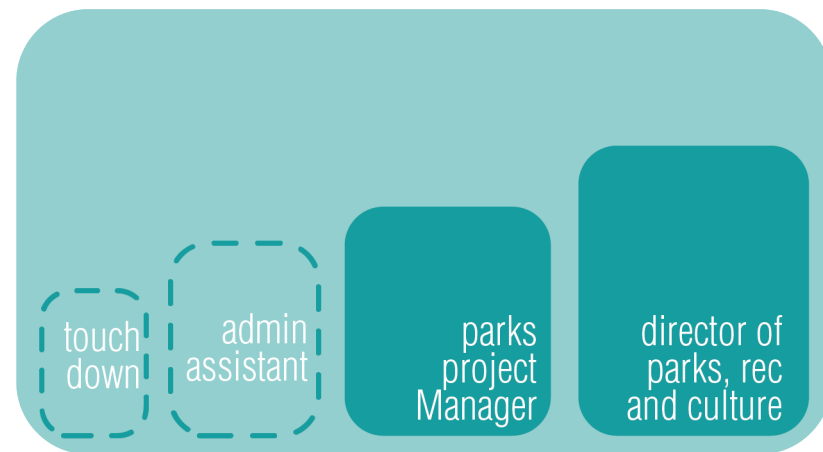


Figure III.9 - Graphic Program Summary of Parks, Rec and Culture Dept. and relationship between individual offices and workstations

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
HUMAN RESOURCES			871	1,307	
HUMAN RESOURCES STAFF SPACE			703	1,055	
Director of HR	1	175	175	263	private office
Senior HR Business Partner	1	120	120	180	private office
Senior HR Business Partner	1	120	120	180	private office
Risk Manager	1	120	120	180	private office
(Growth) Senior HR Business Partner	1	120	120	180	private office (growth / flex)
HR Business Partner	1	48	48	72	open workstation
Subtotal: HR Office Space	6		703	1,055	
HUMAN RESOURCES SUPPORT SPACES			168	252	
Team Room (3 to 6 person meeting)	0	114	0	0	shared by all dept.
Quiet Room (aka phone room)	0	34	0	0	shared by all dept.
Medium Conference Room (6 -14 person meeting)	0	228	0	0	shared by all dept.
Large Conference Room/Training Room (12-20)	0	342	0	0	shared by all dept.
Employee Files / Storage Closet	1	120	120	180	shared by all dept.
Coat Storage Closet	1	48	48	72	shared by all dept.
Subtotal: HR Support Space			168	252	

*Note Support Spaces are shared amongst all departments
See Shared Support / Amenities Sheet

existing area = 500 SF (NET)
TOTAL = 871 SF (NET)

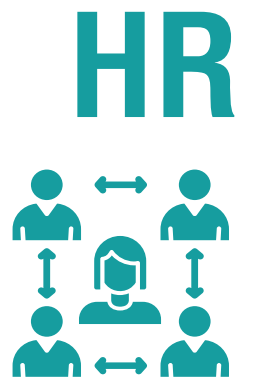
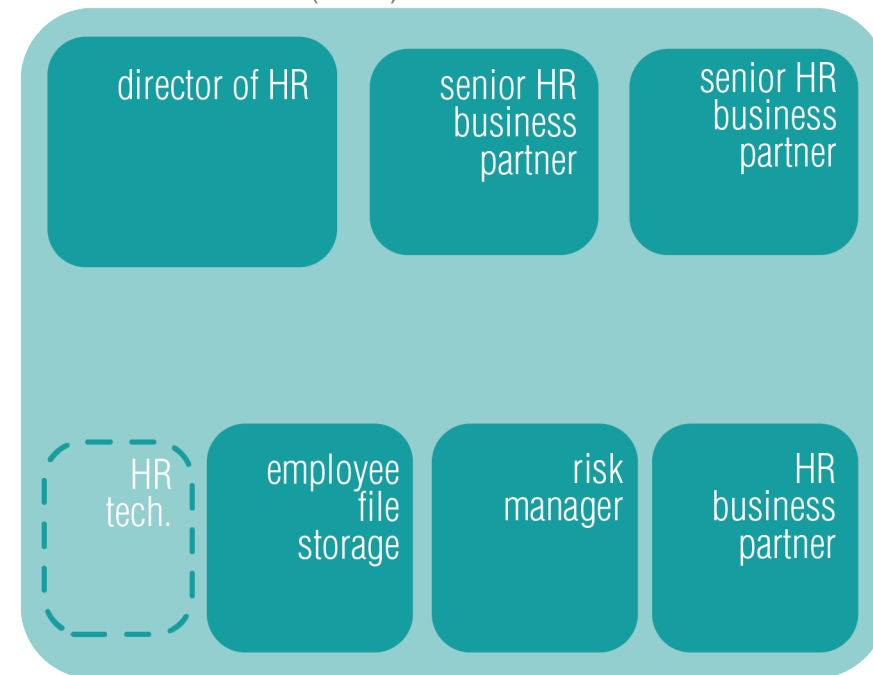


Figure III.10 - Graphic Program Summary of HR Department and relationship between individual offices and workstations

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
IT			1,163	1,673	
IT STAFF SPACE			655	983	
Director of IT	1	175	175	263	private office
Senior Network Administrator	1	120	120	180	private office
IT Resource	1	120	120	180	private office
Software Engineer	1	120	120	180	private office
Technical Support Specialist II	1	120	120	180	private office
Subtotal: IT Office Space	5		655	983	
IT SERVER ROOM / IT EQUIPMENT STORAGE			508	690	
Team Room (3 to 6 person meeting)	1	114	114	171	shared by all dept.
Quiet Room (aka phone room)	1	34	34	51	shared by all dept.
Server Room	0	300	0	0	included below in Building Support
IT Storage Room & Deployment Room	1	360	360	468	close proximity to server room & offices
Tech Deployment Room	0	240	0	0	combined w/ Tech Storage
UPS Room	0	240	0	0	included w/ Servers in Building Support
Operations / Printer Room	0	240	0	0	included below in Building Support
Network Rooms on each floor	0	120	0	0	included below in Building Support
Subtotal: IT Support Space			508	690	

*Note Support Spaces are shared amongst all departments See Shared Support / Amenities Sheet

existing area = 1,294 SF (NET)
TOTAL = 1,163 SF (NET)

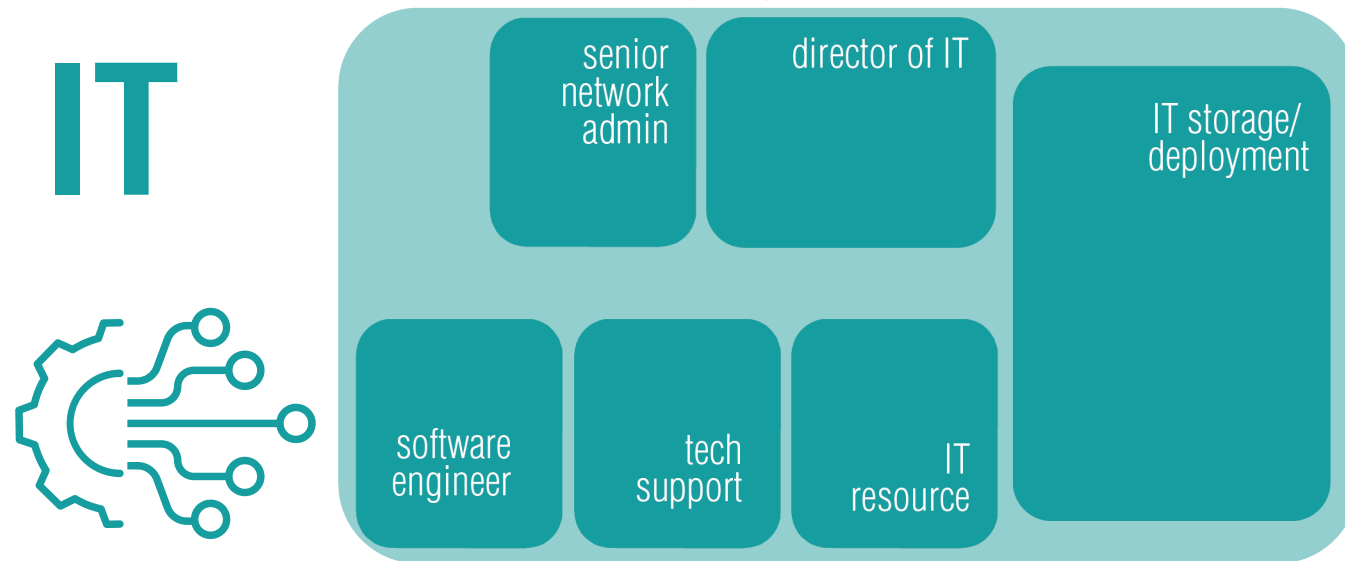
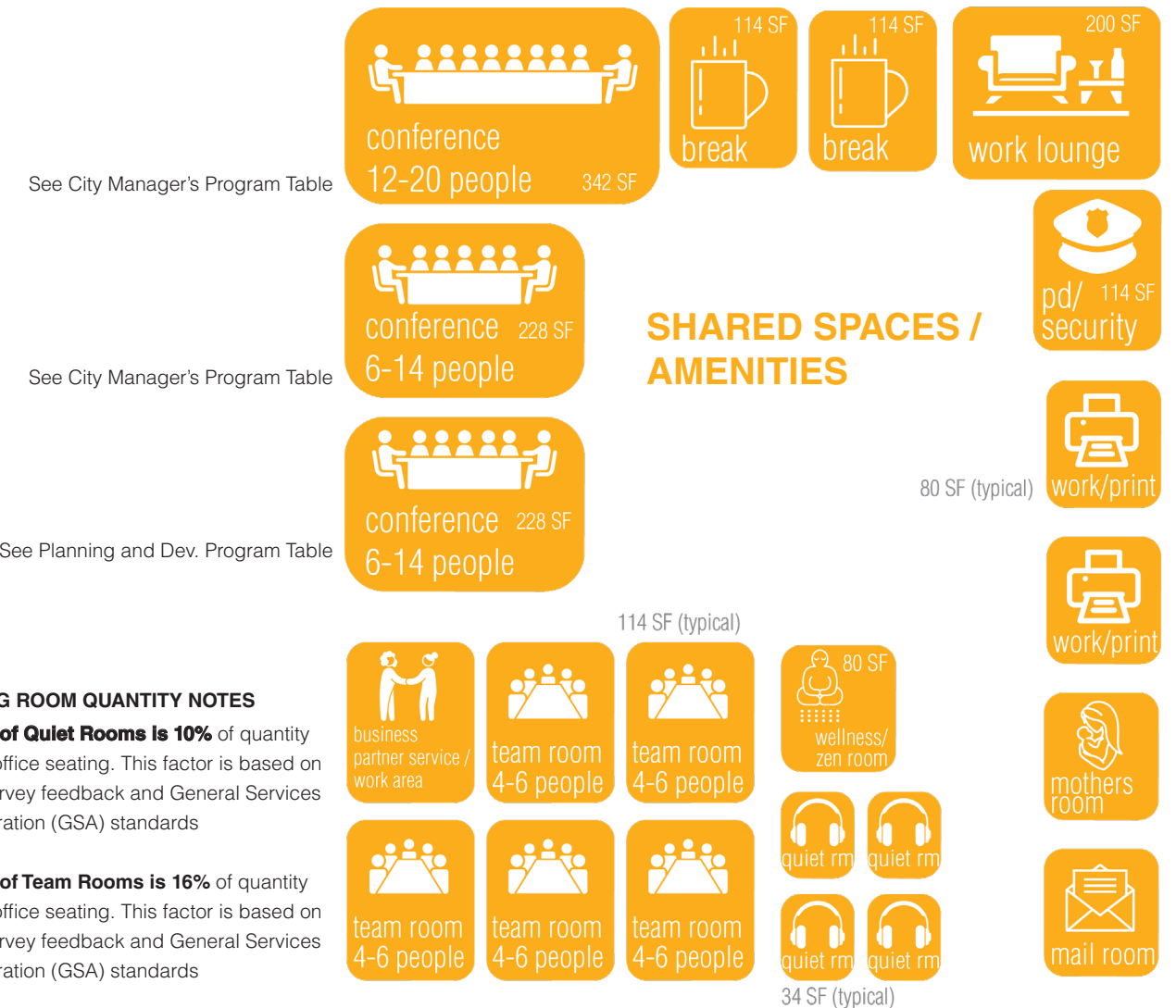


Figure III.11 - Graphic Program Summary of IT Department and relationship between individual offices and workstations

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
SHARED SUPPORT / AMENITY SPACES			1,422	2,133	
Quiet Rooms / Team Rooms / Conference Rooms		0	0	0	Shared by all Depts. but included in individual dept. support sections
Break Room(s)	2	114	228	342	assume 2 OR one larger room TBD?
Workplace Lounge(s) / Mayor and Council Touchdown	1	200	200	300	Council, Mayor & Staff Touchdown
PD Drop-in / Security Space	1	114	114	171	
Wellness / Zen Room / Flex Space	1	80	80	120	Locate Adj. to Neighborhood Services
Waiting Area(s)	2	160	320	480	See City Clerk, Finance and Planning
Workroom / Print Room	2	120	240	360	
Mail Room	1	120	120	180	
Mother's Room	1	120	120	180	
Subtotal: Shared Support / Amenity Space			1,422	2,133	



MEETING ROOM QUANTITY NOTES
Number of Quiet Rooms is 10% of quantity of open office seating. This factor is based on online survey feedback and General Services Administration (GSA) standards
Number of Team Rooms is 16% of quantity of open office seating. This factor is based on online survey feedback and General Services Administration (GSA) standards

Figure III.12 - Graphic Program Summary of Shared Support Spaces - diagram is not indicative of any relationships between spaces

Space Type	CITY HALL PROGRAM				Notes
	Qty.	Area	asf	gsf	
BUILDING SUPPORT SPACES			5,074	6,596	
Restrooms	2	342	684	889	
Central Records Storage (Basement TBD)	1	1,200	1,200	1,560	Basement Cost Model Option
General Building Storage (Basement TBD)	1	300	300	390	Basement Cost Model Option
Server Room	1	300	300	390	Confirm Size w/ IT
UPS Room	0	0	0	0	Included in Server Room
Custodial/Janitors Equipment Room	2	120	240	312	1 per floor
Mechanical Air Handling Rooms (Basement TBD)	1	684	684	889	Basement Cost Model Option
Central Boiler/Chiller Room (Basement TBD)	1	570	570	741	Basement Cost Model Option
Electrical Room	2	120	240	312	1 per floor
Fire Equipment / Water Entry Room (Basement TBD)	1	240	240	312	Basement Cost Model Option
Network Rooms (IDF)	2	80	160	208	Included IT Department Support Spaces assuming exterior
Generator Room	0	228	0	0	
Central Trash/Recycling Room	1	228	228	296	
Loading Dock	1	228	228	296	
Subtotal: Building Support Spaces			5,074	6,596	

III.2 ADJACENCY DIAGRAM

Prior to any building concept design or plan layouts it is important to understand the critical adjacencies between program elements. Throughout the programming process the following critical questions were asked (see Appendix for data and survey results from employee questionnaires):

- What departments work together most frequently?
- How often do you interact with the public / Northglenn Residents and how do those interaction most often take place?
- How many hours per week are employees in an in-person meeting and a hybrid meeting?
- What amenities most support employee health & wellness?

Figure III.14 and bullet points below summarize the primary adjacencies between different departments, the necessary relationships to the lobby and council chambers and relationships of department neighborhoods to shared spaces and amenities.

Adjacency Summary / Highlights

- All Departments interface most often with the City Managers Department - thus suggesting the City Manager should be central
- City Clerk, Planning and Development, Finance, City Manager, Economic Development, Parks Rec. and Culture and Comm. all have some type of public interface

- HR and IT have little to no interface with the public
- City Clerk, Finance and Planning and Development require adequately sized and welcoming waiting space and transaction counters connected to the lobby
- City Manager, Economic Dev., Park & Rec, Planning & Dev. regularly have sit down meetings with the public and residents requiring convenient access to conference rooms
- City Council members require a back of house executive session room, a place to connect with the City Manager and staff, touch down for work and a place to meet with residents in both a professional / private setting and an informal welcoming setting
- Planning and Development needs to be close to the employee entry and City Fleet Vehicle parking spaces
- Finance needs to be located in close proximity to the mail room due to payment checks and utility billing processing
- IT Department needs to be adjacent to the server room and building support
- The City Clerk needs convenient access to Central Records Storage
- All departments need equitable and convenient access to break rooms, quiet rooms, team rooms and conference rooms
- Community Room(s) must have separate exterior entry access so when the rest of city hall is closed after hours, community meetings can take place with minimal staff presence.

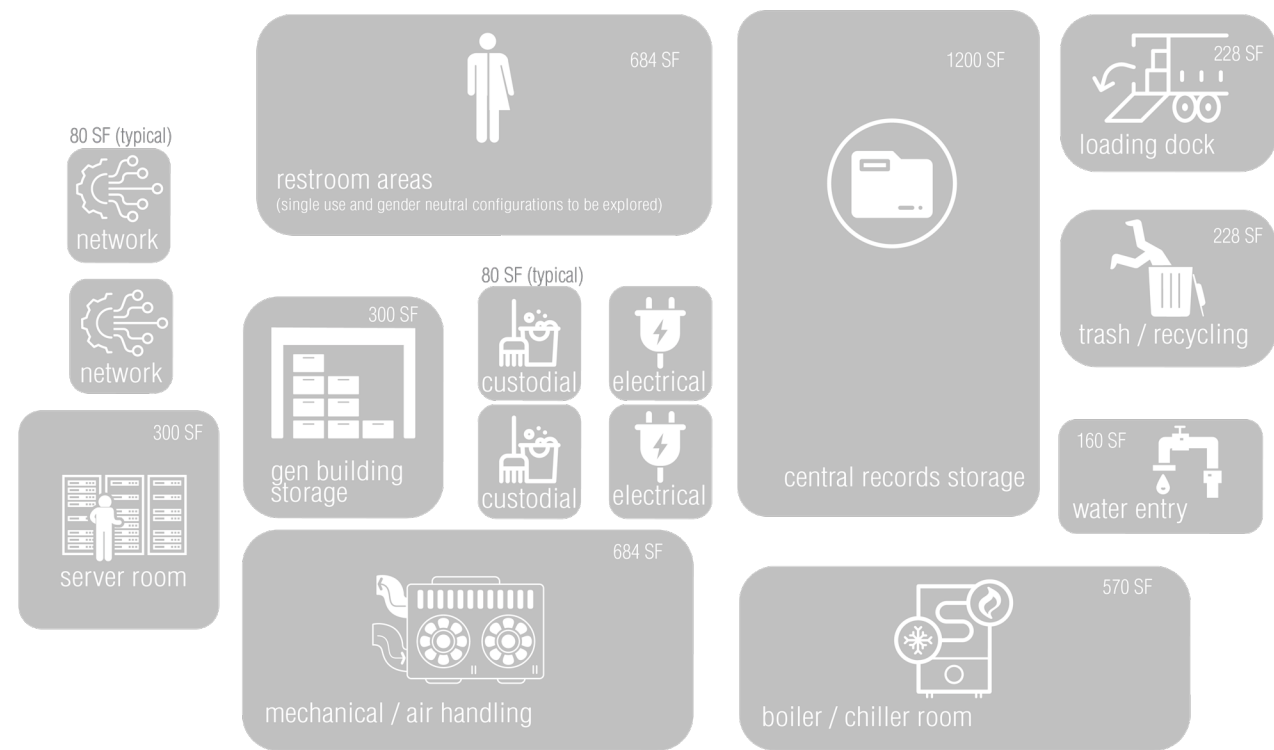


Figure III.13 - Graphic Program Summary of Building Support Spaces - diagram is not indicative of any relationships between spaces

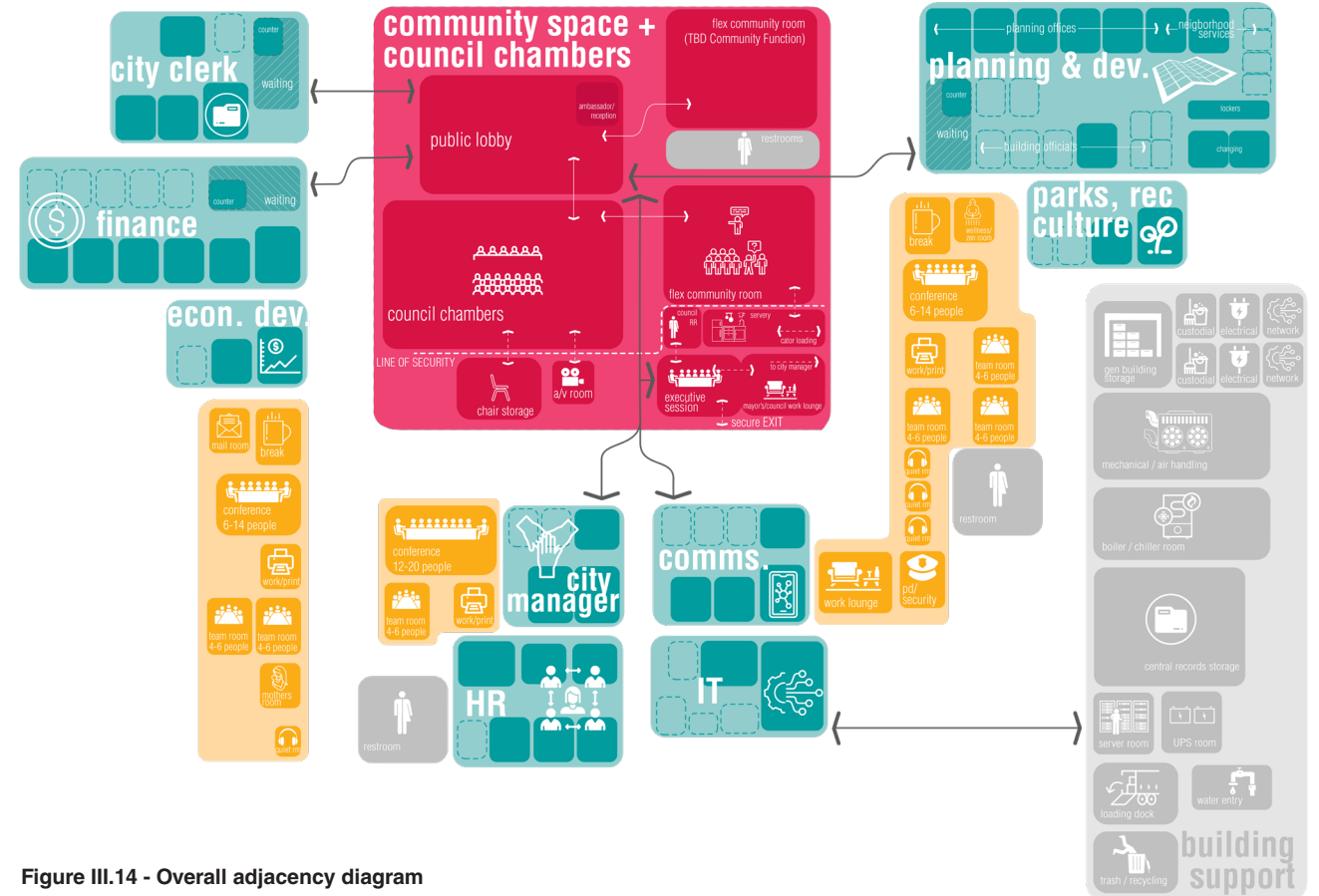


Figure III.14 - Overall adjacency diagram

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