



# CITY OF TROUTDALE

*"Gateway to the Columbia River Gorge"*

## AGENDA

### CITY COUNCIL – WORK SESSION

Troutdale Police Facility – Community Room  
234 SW Kendall Court  
Troutdale, OR 97060-2078

Tuesday, November 18, 2014 – 7:00pm

1. Roll Call
2. Discussion: A 20 Year Space Needs Assessment Report for a Potential New City Hall  

*Erich Mueller, Finance Director & hsr|waterleaf architecture*
3. Adjourn

**Doug Daoust, Mayor**  
**November 12, 2014**

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy., Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page [www.troutdaleoregon.gov](http://www.troutdaleoregon.gov) or call Debbie Stickney, City Recorder at 503-674-7237.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Debbie Stickney, City Recorder 503-674-7237.

Mayor

Doug Daoust

City Council

Norm Thomas

Glenn White

David Ripma

Rich Allen

Eric Anderson

John L. Wilson

City Manager

Craig Ward

City Attorney

David J. Ross

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# CITY OF TROUTDALE



## STAFF REPORT

**SUBJECT / ISSUE:** A 20 Year Space Needs Assessment Report For a Potential New City Hall.

**MEETING TYPE:**  
City Council Work Session

**MEETING DATE:** November 18, 2014

**STAFF MEMBER:** Erich Mueller  
**DEPARTMENT:** Finance

**ACTION REQUIRED**  
Information/Discussion

**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:**  
Not Applicable

**PUBLIC HEARING**  
No

**Comments:**

**STAFF RECOMMENDATION:** Discuss, revise and prepare for Phase 2.

**EXHIBITS: A:** 20 Year City Hall Space Requirements report by hsr | waterleaf architecture.

**Subject / Issue Relates To:**

- Council Goals
  Legislative
  Other (describe)

**Issue / Council Decision & Discussion Points:**

- ◆ Council Goal: "DEVELOP A LONG TERM PLAN TO REPAIR OR REPLACE CITY HALL"
- ◆ Maintain an open and transparent process for considering a potential new City Hall
- ◆ Obtain public input for the functions and services to be provided at City Hall
- ◆ Determine square footage in a systematic, professional, objective and transparent manner based on professional architect services rather than on past practice or staff opinion

Reviewed and Approved by City Manager:

## **BACKGROUND:**

The continued use of the original 1923 City Hall was determined to be unfeasible due to concerns relating to the structural integrity of the aging building, and that it was in the best interests of both staff and the public, operations were relocated in May 2012.

Over the past two years there has been considerable interest from the public, development community, staff and press in the expected replacement solution for City Hall. The City has also received five unsolicited proposals to build a new City Hall, each using a different set of size assumptions and costs.

At their April 22, 2014 meeting the City Council approved a transparent process plan for evaluating the needs and options for a potential new City Hall.

The process seeks to address the basic questions of:

- WHAT functions and services does the public expect to be “in” their City Hall...?
- HOW much space is needed for those functions...?
- WHERE should it be located...?
- WHAT is the “estimated” cost...?

The public has had interest in where it might be located, and how much a potential new City Hall would cost. However, until a size is determined, those questions cannot be properly answered. The Council also agreed there would be no up-front selection of any particular outcome, and to explore repair and renovation of old City Hall or a potential new building for City Hall as options.

## **PROCESS PHASES/STAGES:**

Phase 1- Needs Analysis

Phase 2- Site Options Study

Phase 3- Schematic Design

Phase 4- Design Development

The Council authorized staff to proceed with Phase 1 of the process, the space needs analysis, to determine the needed building size. Staff engaged HSR Master Planning and Architecture, the firm which designed and successfully managed the plans for the construction of the new Community Police Facility, and Waterleaf Architecture who also partnered with HSR on the recently completed Sandy River Access Plan.

## **Current Status**

- The Council committed to an open process, to gather information and evaluate at each stage, and to receive any “public comment” throughout the process.

- **No decisions** have been made to this point, other than to gather information and prepare this space needs assessment report.

Over the past few months the architects have gathered information from interviewing City staff and management, touring existing City workspaces, and receiving citizen input during the Mayor's Town Hall September 16, 2014. They have sorted and arranged all this input for the particular mix of functions and services the public expect at City Hall for the next 20 years. They have used their professional space planning expertise to determine objective and typical size requirements to address the proper sizes required for the City Hall functions. Their report also includes an adjacency analysis to insure that a future layout is the most efficient.

During prior discussions the Council and public had mentioned various different City work spaces. The following is provided for reference:

Old City Hall, combined total of approximately 7,295 square feet (sq. ft.):

- First floor approximately 2,614 sq. ft.
- Second floor approximately 4,681 sq. ft.

Old Council Chambers (included in 2nd fl. sq. ft. above), combined total 1,404 sq. ft.:

- Dais and presentation area, approximately 378 sq. ft.
- 73 fixed theater seats area, approximately 756 sq. ft.
- Vestibule/foyer area, approximately 270 sq. ft.

Police Community Room, approximately 1,107 sq. ft. with 50 seats/chairs

Community Police Facility, approximately 22,896 sq. ft.

Leased City Hall space (219 EHCRH), approximately 2,597 sq. ft.

- Main floor approximately 1,673 sq. ft.
- Lower Level approximately 924 sq. ft. with 33 seats/chairs

Leased Admin Offices (321 EHCRH) space, approximately 2,448 sq. ft.

CCB space, combined total 3,234 sq. ft.:

- Recreation areas & program office space approximately 2,014 sq. ft.
- Document storage approximately 438 sq. ft.
- IT dept. area approximately 228 sq. ft.
- Kitchen, bathrooms, furnace, storage, & hallways approximately 554 sq. ft.

Building & Planning depts. at Parks building, approximately 2,368 sq. ft.

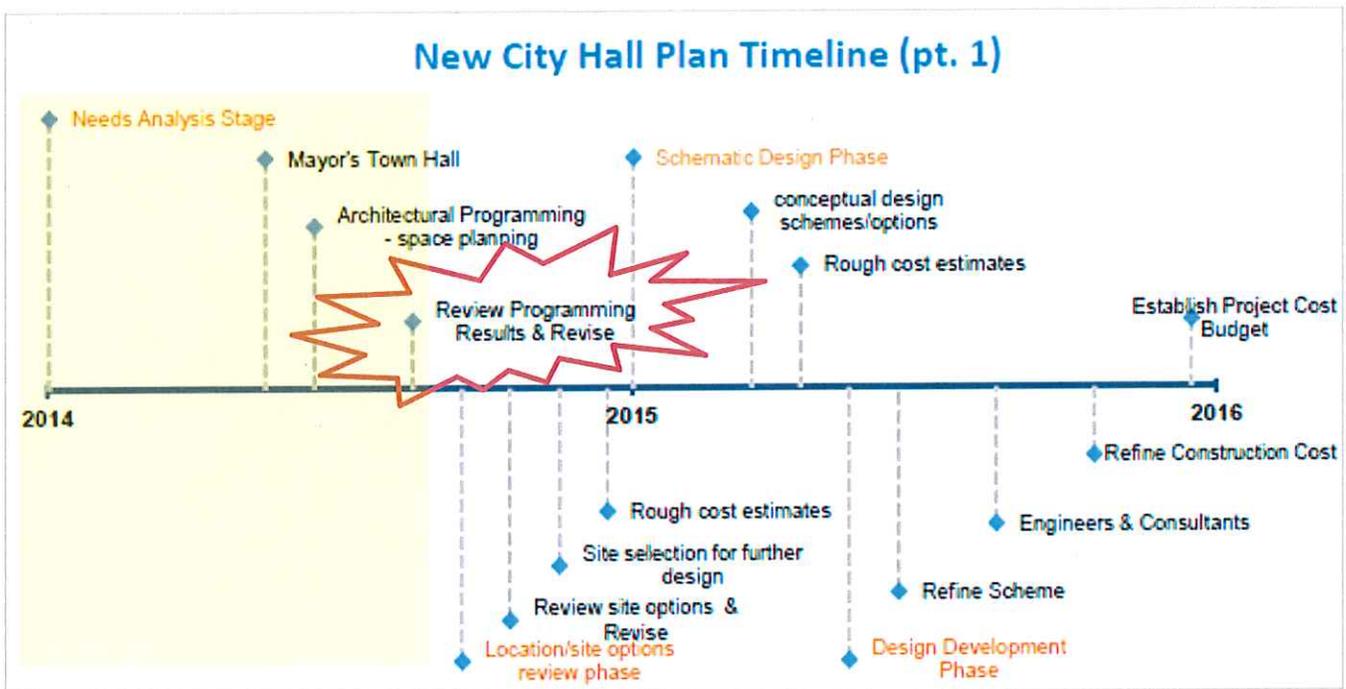
**SUMMARY:**

- The information tonight is just the first report in the process, and does **not** commit to “build” or refurbish anything.
- The process is iterative. Council will consider the information and determine what services/functions they may wish to add or remove from the floor space.
- Subsequent to any floor space modifications the Council will need to determine when, or if, they are prepared to authorize the next step in the process plan.

.....

**Supplementary Reference:**

City Council approved transparent process plan for evaluating the needs and options for a potential new City Hall.



Phase 2- Site Options Study

Based upon the requirements for building footprint and parking capacity determined in Phase 1, a site requirements matrix is established. Various sites under consideration would be scored based upon the matrix factors order of the priorities for evaluation: for example- adequate square footage of the site, physical site lot layout, configuration and topography, parking capacity, possible expansion, land acquisition costs, zoning, etc..

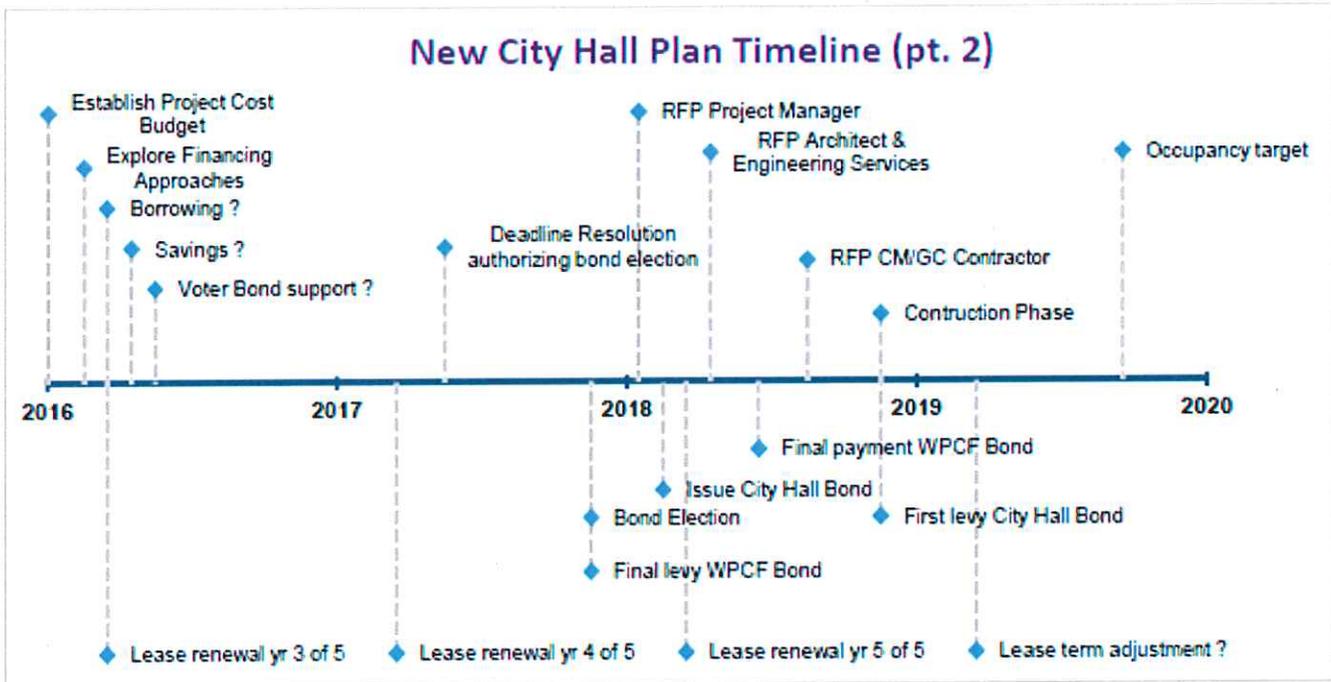
The work product provides a decision matrix, civil engineer infrastructure analysis, architectural analysis, block plan layout on site, first level construction cost estimate and presentation at a Council work session.

Phase 3 - Schematic Design

Based upon the site selected in Phase 2, schematic design includes sketches for floor plans, sections, elevations, and perspectives are developed. The process is iterative and continues until a plan emerges that resolves all or as many of the design parameters as possible.

Phase 4- Design Development

During design development, the designer develops plans, elevations, sections, and other related details to a high level of finish; refines colors and finishes; selects any purchased furniture, fixtures, and equipment; and prepares a cost estimate and budget for construction and FF&E items.



Programming for

**CITY OF TROUTDALE  
CITY HALL SPACE REQUIREMENTS**

November 12, 2014



presented by:

**hsr|waterleaf**

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**TROUTDALE CITY HALL PROGRAMMING  
EXECUTIVE SUMMARY  
November 12, 2014**



The City of Troutdale previous City Hall was located in an approximately 7,300 square foot building in Historic Downtown Troutdale. Some structural issues were observed in the facility and the functions that were located in the building have been relocated to several locations throughout Troutdale producing inefficiencies in departmental communications and public interface. The City is now faced with the decisions as to how large and where a permanent home for City Hall may be, as well how to fund it.

Before those decisions can be made, the City first needs to determine current space requirements for City Hall departments, and to project space needs twenty years into the future.

To that end, hsr / waterleaf has been engaged by the City to assist the City Council to make the best decision for the long term moving forward (hsr previously assisted Troutdale with a similar effort for the Police).

It is the City Council's desire to conduct this process with complete public transparency. On September 16, 2014 a well-attended "Mayor's Town Hall" was held to gather citizen input. Comments were thoughtful and insightful. There were a lot of good ideas! A theme of "Don't kick the can down the road" reoccurred, with suggestions regarding location possibilities and perhaps maintaining some separation of functions. A section of this report outlines the comments we received.

hsr / waterleaf examined existing work space locations and interviewed staff being considered for possible inclusion in a relocated common facility. The Departments included:

- Mayor / Council.
- City administration (City Recorder, receptionist, and City Manager).
- Finance, Human Resources and Information Technologies.
- Community Development, Engineering and Building
- Recreation.
- Municipal Court Judge and Clerk.

This report outlines the twenty year projected needs. To further transparency, this document, including citizen comments will be discussed at a City Council Work Session open to the public on November 18.

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The Council will decide on how to move forward and what options and locations to consider.

The next step (should the Council elect to proceed) would be an analysis of the selected location options that will include:

- Proximity to downtown Troutdale and other departments.
- Ability to accommodate square footage required for building, parking and site amenities for 20 year needs.
- Overall costs of site purchase and construction, or renovating the former City Hall.

The following step would include Schematic Design and an Overall Project Cost budget (including soft costs; architecture and engineering, property cost, permitting, SDC's, legal, project manager etc.) for the selected site(s).

Possibilities for locations could include:

- Renovating the former City Hall,
- Relocating City Hall functions to an existing building to be leased or purchased, or
- New construction on a site to be determined, or
- Keeping some functions in separate locations.

The Council will need to consider how the project delivery method will be structured:

- Bond measure with Design / Bid / Build or Construction Manager / General Contractor, as with Police Station, or Design / Build.
- Design / Build by developer with lease back and purchase over time.
- Other to be determined.

These options can be considered by the City Council as their understanding of the reasonable options evolves.

The overall square footage building requirements based on applying industry standard space sizes to staff interviews, and to our review of existing work spaces, is 24,565SF. Whether this is on one, two or three stories would be determined in future site studies.

The 20 year needs site size requirements range from 1.64 (using a 3 story layout) to 2.10 acres (using a 1 story layout) prior to any deductions listed below, and based on surface parking (no multi-level garage).

Some of the comments received at the Mayors Town Hall included keeping some functions separate or possible elimination. Should the Recreation Department continue to be in a separate facility the space need would be



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reduced 2,345SF; however those locations should also be evaluated for 20 year functionality. Should the Municipal Court service be discontinued the space need would be reduced by 514SF for the judge and clerk's office and attorney / client conference room.

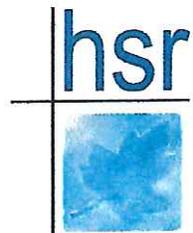
It should be noted that the site size requirements assumes a flat site and does not take into account factors such as topography. Also site configuration such as an unusual shaped parcel may require additional area due to layout difficulty. The sizes herein are to be used for informational purposes and a guide when considering a site. Site area requirements will need to be revisited as potential sites are identified with issues unique to the site in mind. The requirements herein are also based on the 15% landscape requirements in the Community Commercial and General Commercial zones. The Central Business District requires 5%.

hsr / waterleaf appreciates the opportunity to provide this programming document. We look forward to our continued relationship with the City of Troutdale.

Respectfully,



John Ralston, hsr / waterleaf



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**TROUTDALE CITY HALL PROGRAMMING**  
**MAYOR'S TOWN HALL**  
Conducted September 16, 2014



On September 16, 2014 City of Troutdale Mayor Doug Daust held a public “Mayor’s Town Hall” meeting to receive input from the citizens of Troutdale regarding what city functions should be located in a City Hall, how it might best serve the community and where it might be located. This was an opportunity for all stakeholders to contribute their ideas. Not all ideas will make it into the final design as features/functions are sorted out as well as “wants and needs” for the project. The Mayor emphasized the Council’s commitment to a deliberate and open process for the future City Hall.

Besides the community at large, the Town Hall was also attended by Erich Mueller, Finance Director, Debbie Stickney, Recorder and members of the Program Design Team of hsr/Waterleaf. The design team will take input from this Town Hall, input of City Management and staff and info from the tours of other city halls that several Council members took last year. All of that information will be pulled together for discussion in a Council work session. There will also be additional public work sessions during the process.

The City is in the 1<sup>st</sup> phase of the process, “Needs Analysis” gathering information to make informed decisions. Location/site evaluation is in Phase 2 which will occur after the building size has been determined.

**Background**

The “Old City Hall” has been deemed unsafe for occupancy. The departments that were previously located in that facility have spread out to many locations. The Administrative Staff, Municipal Court, Council Chambers and Payment Departments are at (2) separate locations in old downtown. The Muni Court /Council Chambers is below one of them, accessed from a parking lot to the rear of the building and next to the railroad track. The Community Development department is now located in a parks building west of Reynolds High School. The Police are in a recently completed facility on Buxton Road adjacent to the City Conference Building (CCB) and bare land near Historic Downtown Troutdale. The Recreation Department is currently at the CCB and Glenn Otto Park facilities. Public Works department is near the Police, and adjacent to the bare land as well. A considerable amount of time is spent by staff going to the City departments in the various and scattered locations.

Before potential sites can be evaluated effectively for their suitability, the city needs to determine what functions will be located in the facility, how big the building

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needs to be and site needs such as parking and other site related functions. Step Two will be an evaluation of potential sites, determine site specific block plan layouts and preliminary construction costs.

The Mayor presented a list of possible sites for consideration for the City Hall:

1. Property adjacent to new police station-Windust property
2. CCB Site
3. Gallery-Rick Caswell's Bldg.
4. Old City Hall
5. Across the street from old City Hall
6. Discovery Block
7. Old Police Station site-currently a parking lot
8. Urban Renewal Area
9. Old Thriftway Shopping Center

The overall result of the Mayor's Town Hall was very positive. Some excellent suggestions and comments were made by the community. An outline of the suggestions and comments follows:

#### **I. City Hall Concepts**

##### **A. General**

- Whose vision will be put into City Hall?
- Troutdale is a tourist draw that is known nationally
- Troutdale is the "Gateway to the Gorge"
- Society is fast paced-provide for the future
  - Provide space for growth and expansion
  - Design the building for 60-100 years of use
  - Be sure facility is "Tech Savvy" and contains latest technology expected and be able to accommodate future advances
- City Hall is the lynch pin
  - City Hall should be visible and accessible
- Address all of the issues in building a new City Hall
- City Hall should also be a Community Center not just an Administrative Center, perhaps provide a rotating art display.
- A Visitor's Center should be located in the city Hall as well as public restrooms
- Downtown-needs a meeting presence separate from the Admin function
- Plaza for kids and older people

- Happy Valley New City Hall is big (accommodates future growth) and too fancy.
- Other Concepts
  - Locate a Visitor's Center downtown
  - Combine a Visitor Center with Chamber of Commerce
  - Create a Civic Center
  - Gazebo-rent it out for bands, etc.

## II. Sites

### A. General

- Evaluate all sites for suitability for City Hall
- Considerations will include street slope, site size
- For sites with existing buildings-evaluate cost of repairs and feasibility (including expected usable life) of buildings for use as a City Hall
- Consider the impact of parking in the HCRH
  - Parking is precious
  - Leave parking for tourism and businesses
- The location should be convenient to citizens
  - The city surrounds the HCRH
  - City hall should be close to downtown, but not take up business space or parking
- City Hall should not be on prime retail space
- Tie up property for future

### B. Old City Hall

- The Old City Hall is approximately 10,000 square feet
- An application has been submitted for Historic Status
- Fix the Old City Hall and move back in to it, then build another city hall when money/finances are better
- An evaluation and renovation costs have previously been determined for Old City Hall
- There is a parking lot across the street adjacent to Mayors Square. Use the "balcony" for events facing the square.
- If Old City Hall is given Historic Building status there may be implications with the requirements of the State Historic Preservation Office (SHPO) that could cause issues, inconvenience and expense for the city or a developer. Some developers and project types would embrace the designation.

### C. City Conference Building (CCB)

- Evaluate it for life expectancy and value prior to reuse

D. Old Thriftway Building

- This site is central to more people
- An offer was made to use the old at Thriftway \$1/sf and \$500k for improvements; this was rejected as not in the center of Troutdale
- The Mayor stated that it is back under consideration as are all locations to be evaluated under an open and transparent process.
- This is a good site for the recreation function.

E. The property Adjacent to the Police Station-Windust Property

- This site is also adjacent to the CCB and close to the Public Works Facility This site was originally envisioned as a site for all city functions in a campus setting
- It is a 4 acre, level site currently for sale.
- Create 2 story parking on this property

**III. City Hall Experience**

A. General

- Need good Public interface. The public's opinion of Troutdale and its service will be formed by a citizen's experience dealing with City Hall
  - It is essential that that experience be made positive through effective, thorough and efficient interaction
- Currently, when dealing with the Community Development Department for a building or land permit one must go the facility near the high school, and then go the old downtown to make payment, then return to the Community Development site for final paperwork. A one stop location would ease frustration.
- Payment window for permits, fines and utilities has heavy usage. Not all payments are made via internet
- Building Entry/Accessibility; Downtown is very sloped. Accessibility is limited
- Consider the entry into the building
- Make it accessible from the street and parking
- Ask disabled people re: accessibility

#### **IV. City Hall Function**

##### **A. General**

- One location with all functions located together
  - Combined use is most efficient
  - Don't want to have to go to multiple places.
- Multiple locations
  - May be possible to locate "behind the scenes" functions in other locations, i.e. not as expensive as a street front location
  - Determine what goes where. Could saving be realizing by having separate locations for functions where feasible?
  - The final product could be a hybrid solution.
  - Do not include Recreation, PW, Police and Muni Ct in new facility. Move all other departments together-more cost efficient and less confusing
- Consider multi-function room(s) such as Council/Muni Ct/Community Room, (possibly Recreation classes as well?)
- Consider security of the building
- Break Room-small but convenient. Encourage staff interaction.
- Oregon City Hall remodel is a maze.
- Quantify inconveniences.
- Provide adequate parking
- Serve all needs optimally and affordably
- Create a meeting space that is separate from the Administration piece
- Keep Public Works separate from City Hall

#### **V. City Hall Aesthetics/Image**

##### **A. General**

- The new city hall should reflect a sense of pride and who the people of Troutdale are and represent.
- Modern, but not extravagant.

#### **VI. Costs**

##### **A. General**

- Total current rent per month of all facilities is approximately - \$4,500
- It is a waste to provide for Municipal Court. Why not-use East Mult County's new courtrooms?

- A facility is needed for the long term. Do not “kick the can” down the road for our children to deal with. Face the issue now. It will cost more down the future. “Get it right the first time”.
- What would a new facilities impact be on the tax base? Some citizens may be forced to move out of area if taxes rise to high for their budget.
- How much could the City afford?
- “The City owns too much / many properties. Sell City owned properties to finance a New City Hall
- Consider Annexing and implications on growth and space requirements.
- Bite the cost bullet now and build a new city hall or wait until 2 Bond are paid in 2018
- Put any final decisions to the voters
- Consider the following vs the cost of a new City Hall
  - Efficiency of operations
  - Envy of other City Hall
  - Embarrassment of Mayors/Council and Chamber of Commerce
  - Rent of current spaces
  - Confusion of department locations
- What is the cost to remodel the CCB and old City Hall? These considerations will be made as the location process moves forward.
- Troutdale has appraisal value of old City Hall and parking lot, but does not have figures at this meeting.
- Determine the tax cost of a new city hall
- Work Session on Financing City Hall will have to occur. What will best project delivery method be? ( Float a bond issue and do Design / Build, CMGC, Design / Bid / Build or do Developer Design / Build Leaseback with no bond)

#### **Next Steps**

##### **A. General**

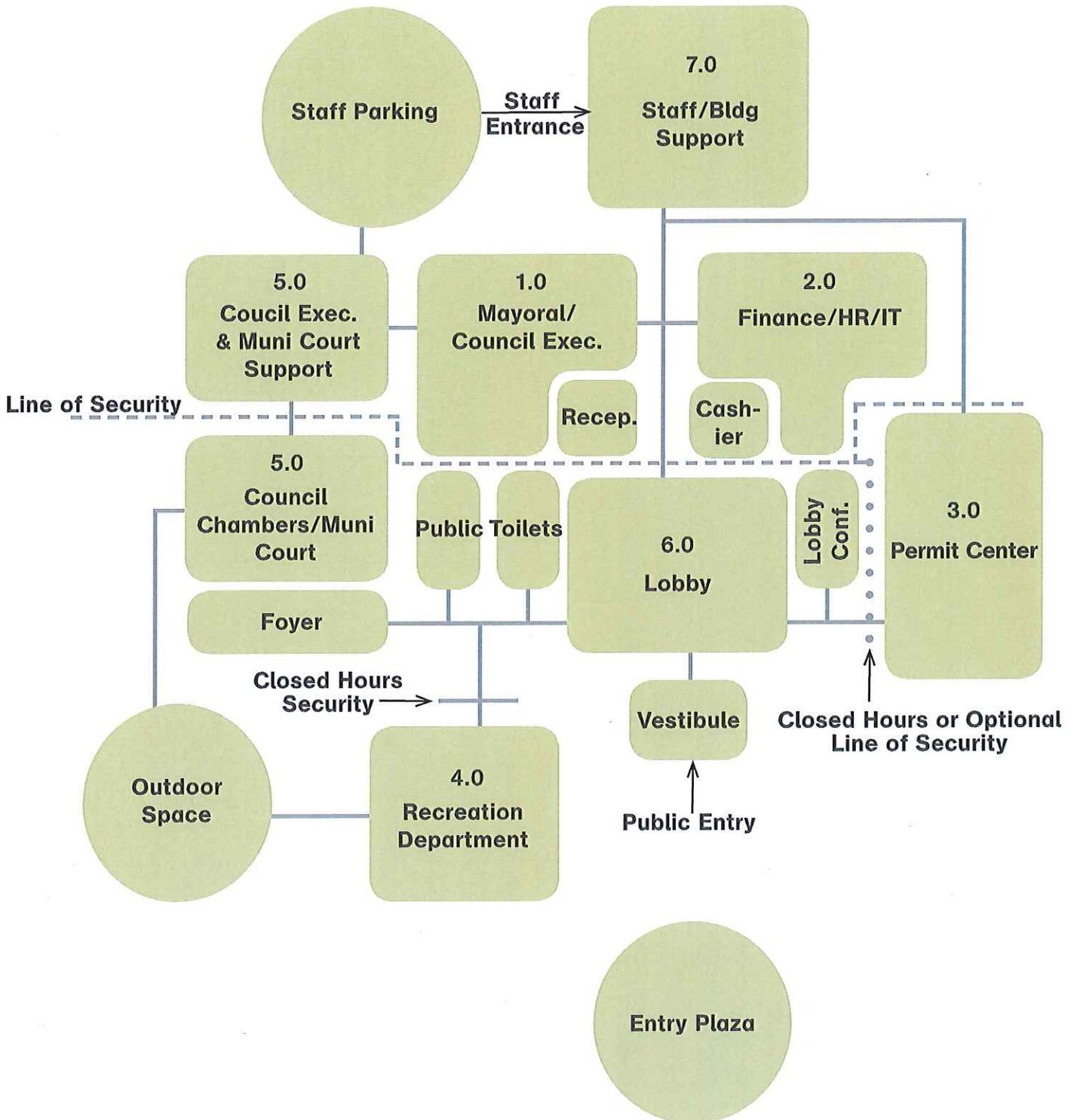
- The City’s Department Heads are being interviewed to determine program needs and square footage requirements. A report will be compiled with that information as well as comments and input from the Public at this meeting.
- A work session with the City Council to discuss the findings is scheduled for November 18th.

**20 YEAR STAFF WORKSTATION PROJECTIONS**

	FUNCTION	20 Year
<b>1.0</b>	<b>Mayor/Council and Executive Department</b>	
<b>1.1</b>	<b>Mayor and Council</b>	
1.1-1	Mayor/Council Office & Conference	1
<b>1.2</b>	<b>Executive Department</b>	
1.2-1	City Manager	1
1.2-2	Administrative Support	1
1.2-3	Recorder	1
1.2-4	Deputy Recorder	1
1.2-5	Receptionist	1
1.2-7	Citizen Involvement/Volunteer Coord	1
<b>1.3</b>	<b>Economic Development</b>	
1.3-1	Economic Development Director	1
1.3-2	Econ Development Assistant	1
	<b>Sub-total Administration</b>	<b>9</b>
<b>2.0</b>	<b>Finance, HR, IT Departments</b>	
<b>2.1</b>	<b>Finance Department</b>	
2.1-1	Finance Director	1
2.1-2	Finance Supervisor or Budget Analyst	1
2.1-3	Payroll Specialist	1
2.1-4	AP/GL Clerk	1
2.1-5	Utility Clerk	1
2.1-6	Cashier	1
<b>2.2</b>	<b>Human Resources Department</b>	
2.2-1	Human Resources Director	1
2.2-2	Human Resources Generalist	1
<b>2.3</b>	<b>IT Department</b>	
2.3-1	IT Technician	1
2.3-2	IT Assistant	1
	<b>Sub-total Finance, HR, IT Depts</b>	<b>10</b>
<b>3.0</b>	<b>Permit Center</b>	
<b>3.2</b>	<b>Planning Department</b>	
3.2-1	Planning Director	1
3.2-2	Planner	2
3.2-3	Planning Technician	1
3.2-4	Secretary	1
<b>3.3</b>	<b>Public Works</b>	
3.3-1	Public Works Engineering Tech	2
<b>3.4</b>	<b>Building Department</b>	
3.4-2	Plans Examiners	1
3.4-3	Inspectors	2
3.4-4	Permit Technician	1
	<b>Sub-total Planning and Building</b>	<b>11</b>
<b>4.0</b>	<b>Recreation Department</b>	
<b>4.1</b>	<b>Recreation</b>	
4.1-1	Recreation Coordinator	1
	<b>Sub-total Recreation</b>	<b>1</b>
<b>5.0</b>	<b>Chambers and Court</b>	
<b>5.1</b>	<b>Council Chambers/Municipal Court</b>	
5.1-1	Municipal Judge	1
5.1-2	Court Clerk	2
	<b>Sub-total Chambers and Court</b>	<b>3</b>
<b>7.0</b>	<b>Staff and Building Support</b>	
7.1-13	Janitor	1
	<b>Sub-total Staff and Building Support</b>	<b>1</b>
	<b>STAFF TOTALS</b>	<b>35</b>

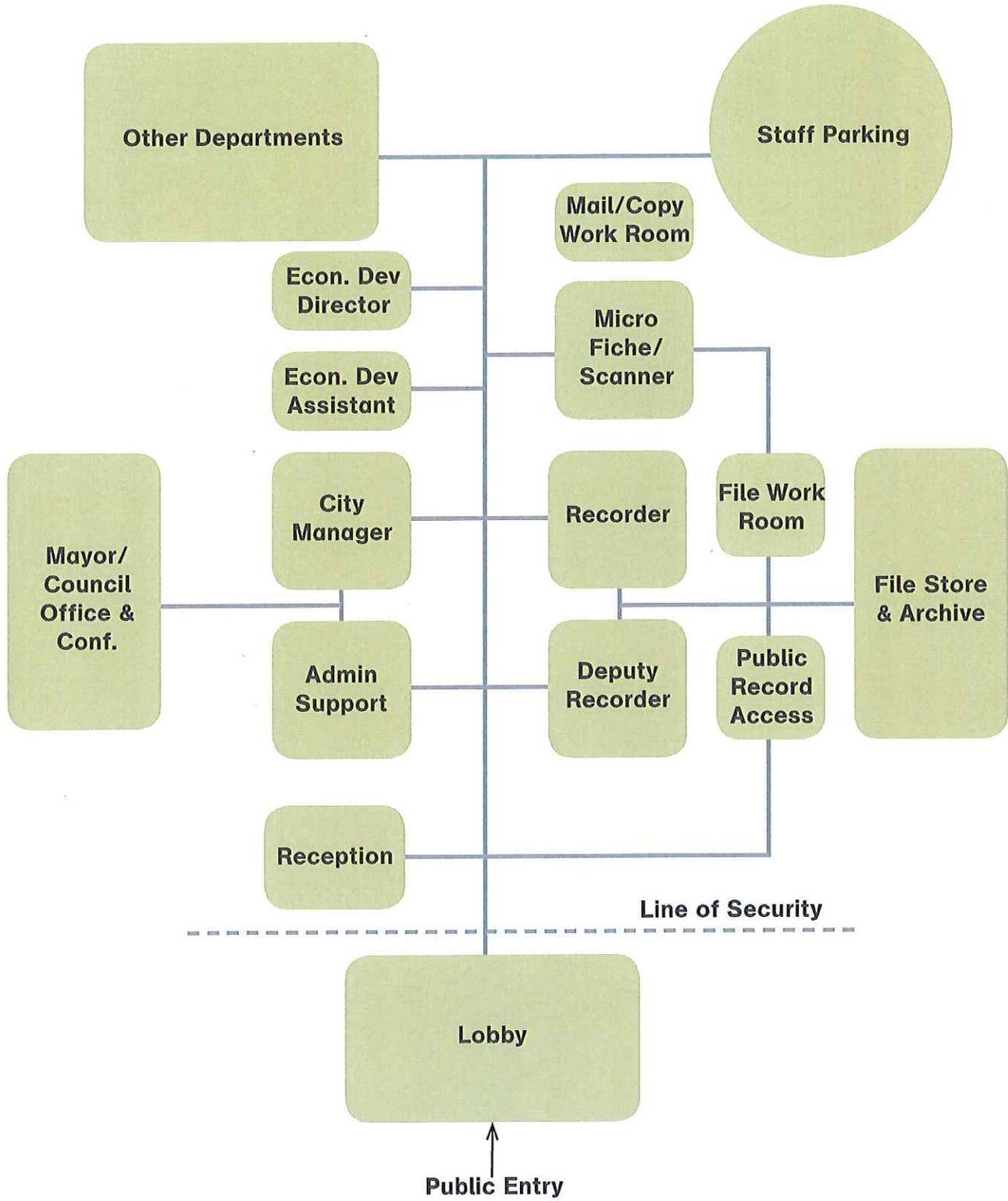
# 0.0 OVERALL RELATIONSHIPS

Organizational Diagrams  
Troutdale City Hall Programming



# 1.0 MAYORAL/COUNCIL AND EXECUTIVE DEPARTMENTS

Organizational Diagrams  
Troutdale City Hall Programming

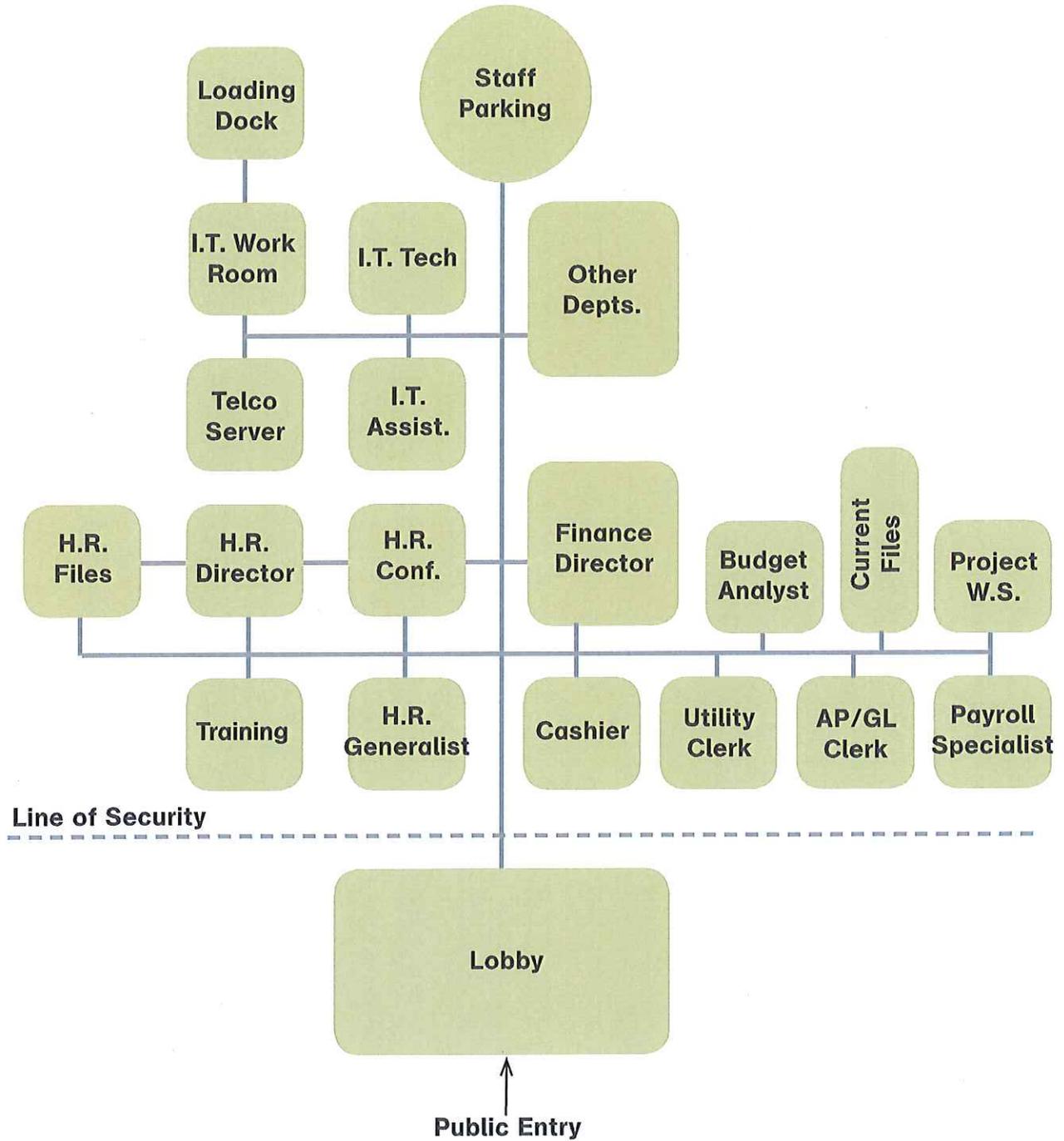


**1.0 Mayor/Council and Executive Department**

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>1.1</b>	<b>Mayor and Council</b>			
1.1-1	Mayor/Council Office & Conference	1	364	Convenient to Council Chambers.
<b>1.2</b>	<b>Executive Department</b>			
1.2-1	City Manager	1	320	Close for meetings and public access. Convenient to Council Chambers
1.2-2	Administrative Support	1	168	Locate next to the City Manager
1.2-3	Recorder	1	192	Close to Mayor, City Attn, City Mgr., Council Chambers and Deputy City Recorder. Immediate record storage access. Close to Court Clerk.
1.2-4	Deputy Recorder	1	80	Close to front counter, Court Clerk, Active and Archival Storage. Next to City Recorder
1.2-5	Receptionist	1	80	Focal point when visitors walk-in. Close to front counter and Cashier
1.2-6	Microfiche Reader	1	64	Close to Deputy Recorder, could be in secured Archives Room
1.2-7	Citizen Involvement/Volunteer Coord	1	64	
1.2-8	Secure File Storage	1	204	Close to Recorder and Court Clerk. Could be with Archival Stor
1.2-9	General File Storage	1	170	Close to Admin-Assistant Clerk. Could be with Archival Storage.
1.2-10	Archival Storage	1	288	Close to Recorder, Deputy Recorder
1.2-11	File Work Room	1	144	Close to Recorder, Deputy Recorder
1.2-12	Work/Mail Room	1	396	Close to all staff, close to shipping/receiving. Close to car access for delivery of packets to council members. Close to the Receptionist, Recorder and Deputy Recorder's offices, but not adjacent to.
1.2-13	Public Record Access	1	64	Observable by staff, located in record storage
<b>1.3</b>	<b>Economic Development</b>			Close to Lobby Conference Room
1.3-1	Economic Development Director	1	168	
1.3-2	Econ Development Assistant	1	80	
	<b>SUBTOTAL</b>		<b>2846</b>	
	<b>CIRCULATION</b>		<b>569</b>	
	<b>GROSS UP</b>		<b>410</b>	
	<b>TOTAL SQUARE FOOTAGE</b>		<b>3825</b>	

## 2.0 FINANCE, H.R., I.T. DEPARTMENTS

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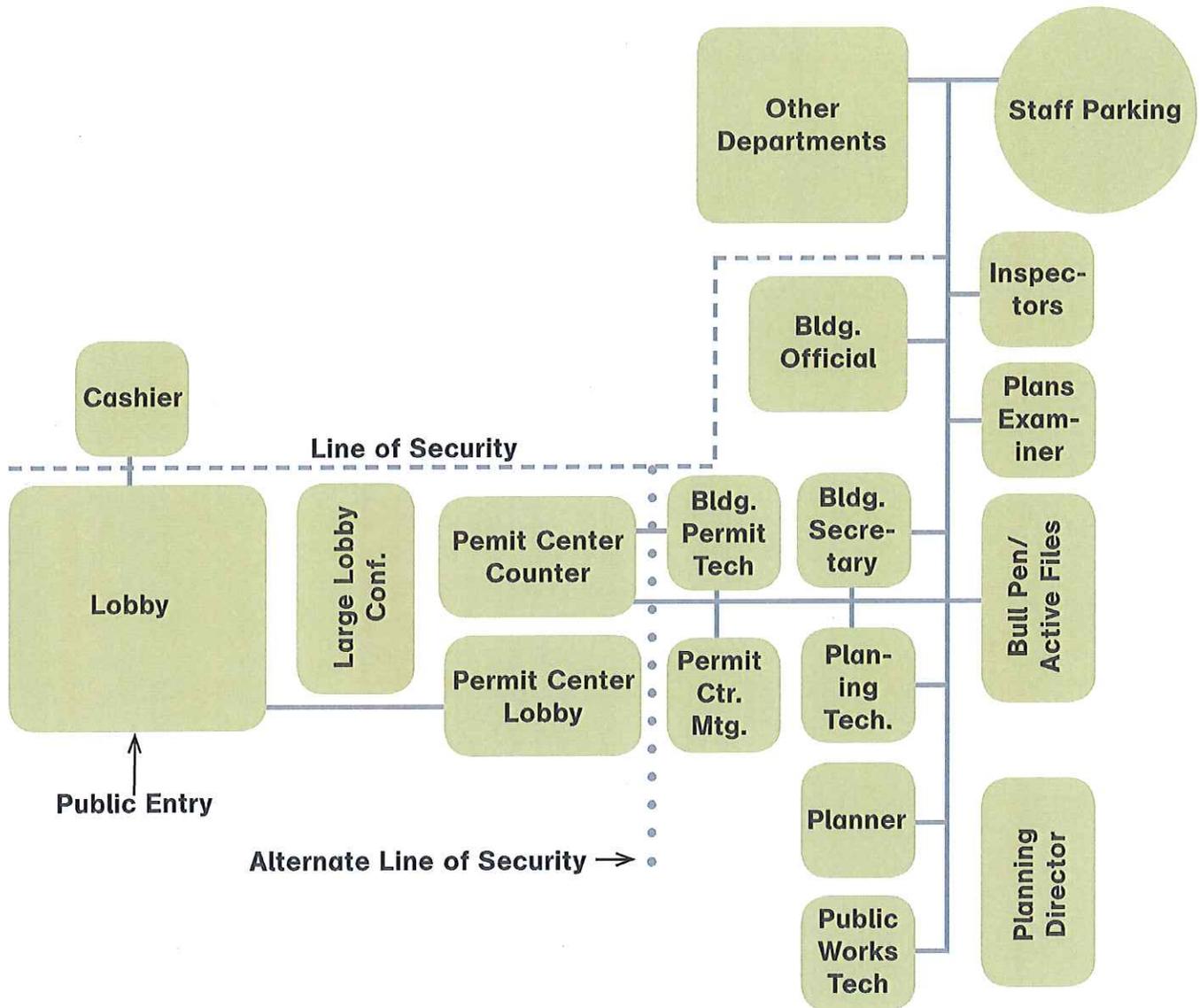


## 2.0 Finance, HR, IT Departments

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>2.1</b>	<b>Finance Department</b>			
2.1-1	Finance Director	1	224	Close to AP/GL, HR and Payroll
2.1-2	Finance Supervisor or Budget Analys	1	168	
2.1-3	Payroll Specialist	1	80	Close to Finance, not next to conference room
2.1-4	AP/GL Clerk	1	80	
2.1-5	Utility Clerk	1	80	At front counter in the Lobby. Close to cashier
2.1-6	Cashier	1	64	Visible in Lobby. Work station w/ filing behind window. Close to Utility Clerk
2.1-7	Project Workstation	1	64	
2.1-8	File Area	1	36	
2.1-9	Traing Work Station	1	80	
2.1-10	Safe	1	16	Locate in secure file storage. Not visible to public
<b>2.2</b>	<b>Human Resources Department</b>			
2.2-1	Human Resources Director	1	80	
2.2-2	Human Resources Generalist	1	64	Close to Finance Director, small conference room
2.2-3	Training			See 2.1-9
2.2-4	Small-4 person Finance/HR Conf	1	120	
2.2-5	Long Term Secured Doc Stor			See Archival Storage -1.2-12
<b>2.3</b>	<b>IT Department</b>			Close to shipping and receiving
2.3-1	IT Technician	1	120	
2.3-2	IT Assistant	1	120	
2.3-3	Telco/Server Room	1	100	
2.3-4	IT Equipment, storage and work/test'	1	400	
	<b>SUBTOTAL</b>		<b>1896</b>	
	<b>CIRCULATION</b>		<b>474</b>	
	<b>GROSS UP</b>		<b>284</b>	
	<b>TOTAL SQUARE FOOTAGE</b>		<b>2654</b>	

### 3.0 PERMIT CENTER

Organizational Diagrams  
Troutdale City Hall Programming

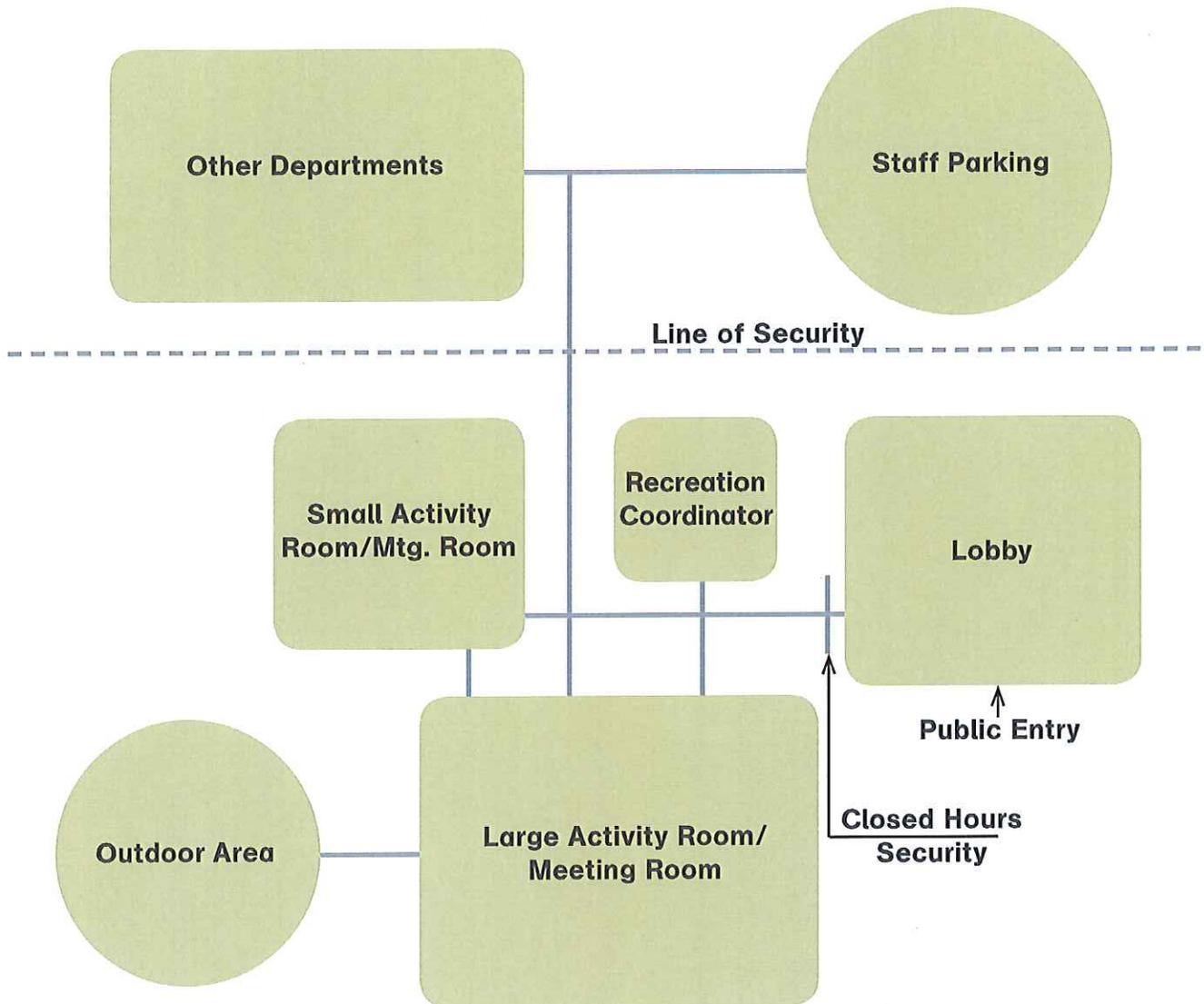


### 3.0 Permit Center

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>3.1</b>	<b>Permit Center</b>			
3.1-1	Permit Center Lobby	1	288	Close to Lobby Conference Room
3.1-2	Permit Center Counter	1	216	Close to Lobby Conference Room
3.1-3	Bull Pen/Active Files	1	456	
3.1-4	Permit Meeting	1	168	
3.2-6	Large Meeting			Use Large Conference off of Lobby, see 4.1-5
<b>3.2</b>	<b>Planning Department</b>		0	Close to Public Works, Building and Lobby Conference Room
3.2-1	Planning Director	1	224	
3.2-2	Planner	2	240	Located near Bull Pen
3.2-3	Planning Technician	1	80	
3.2-4	Secretary	1	80	Located near Permit Center
<b>3.3</b>	<b>Public Works</b>			Close to Planning, Building and Lobby Conference Room
3.3-1	Public Works Engineering Tech	2	160	Close to small conference room and Planning and Building
<b>3.4</b>	<b>Building Department</b>			Close to Public Works, Planning and Lobby Conference Room
3.4-1	Building Official	1	224	
3.4-2	Plans Examiners	1	120	
3.4-3	Inspectors	2	128	
3.4-4	Permit Technician	1	80	Located at customer counter
	<b>SUBTOTAL</b>		1336	
	<b>CIRCULATION</b>		401	
	<b>GROSS UP</b>		208	
	<b>TOTAL SQUARE FOOTAGE</b>		1945	

# 4.0 RECREATION DEPARTMENT

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Troutdale City Hall Programming

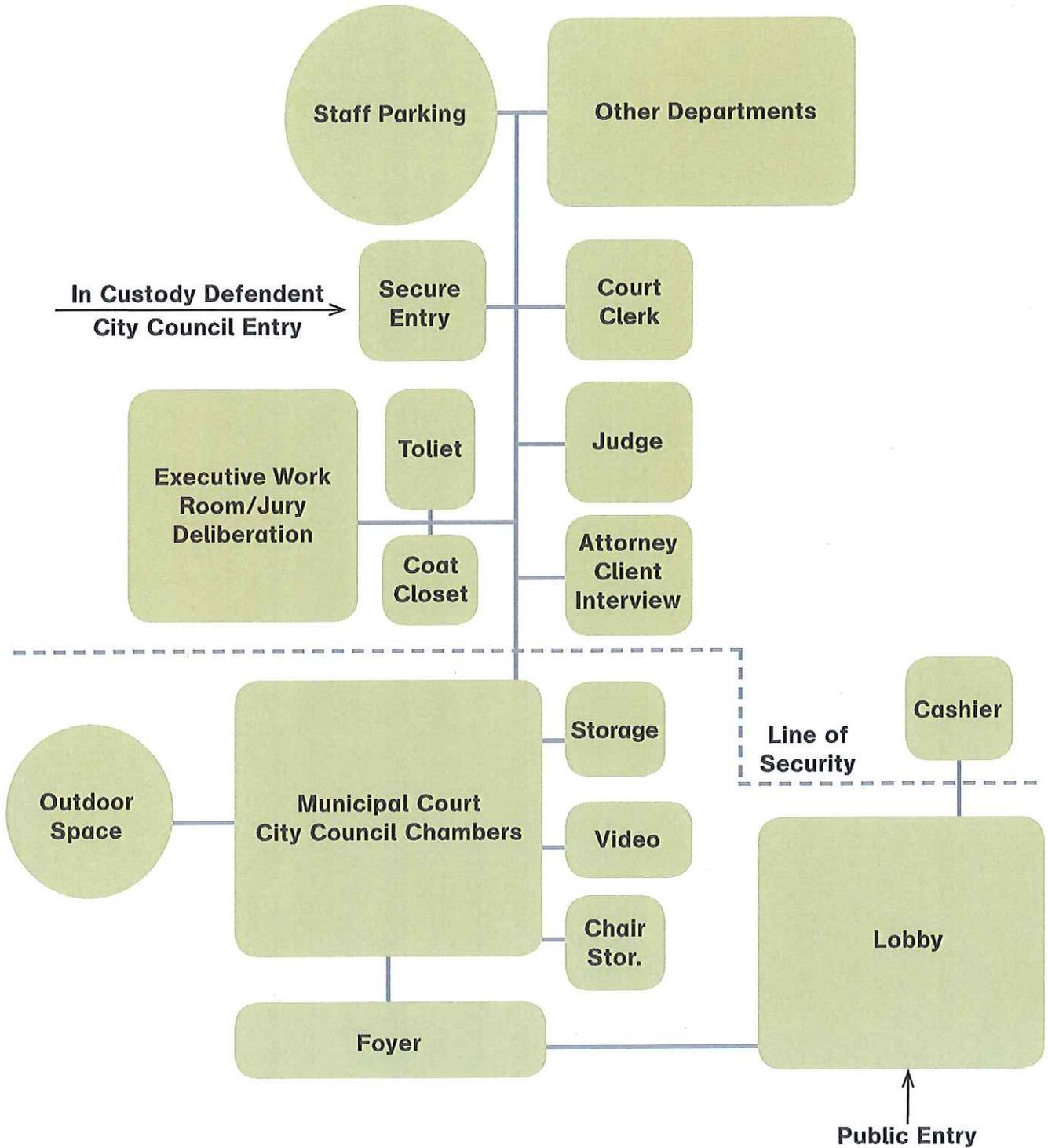


#### 4.0 Recreation Department

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>4.1</b>	<b>Recreation</b>			
4.1-1	Recreation Coordinator	1	168	Close to Lobby and public restrooms
4.1-2	Small Activity/Meeting Rm w/ stor	1	352	Close to Recreation Coordinator and Public Counter. Adjacent to public restrooms.
4.1-3	Large Activity/Meeting Room	1	1296	
4.1-4	Storage	1	72	
	<b>SUBTOTAL</b>		<b>1888</b>	
	<b>CIRCULATION</b>		<b>283</b>	
	<b>GROSS UP</b>		<b>174</b>	
	<b>TOTAL SQUARE FOOTAGE</b>		<b>2345</b>	

# 5.0 COUNCIL CHAMBERS/MUNICIPAL COURT

Organizational Diagrams  
Troutdale City Hall Programming

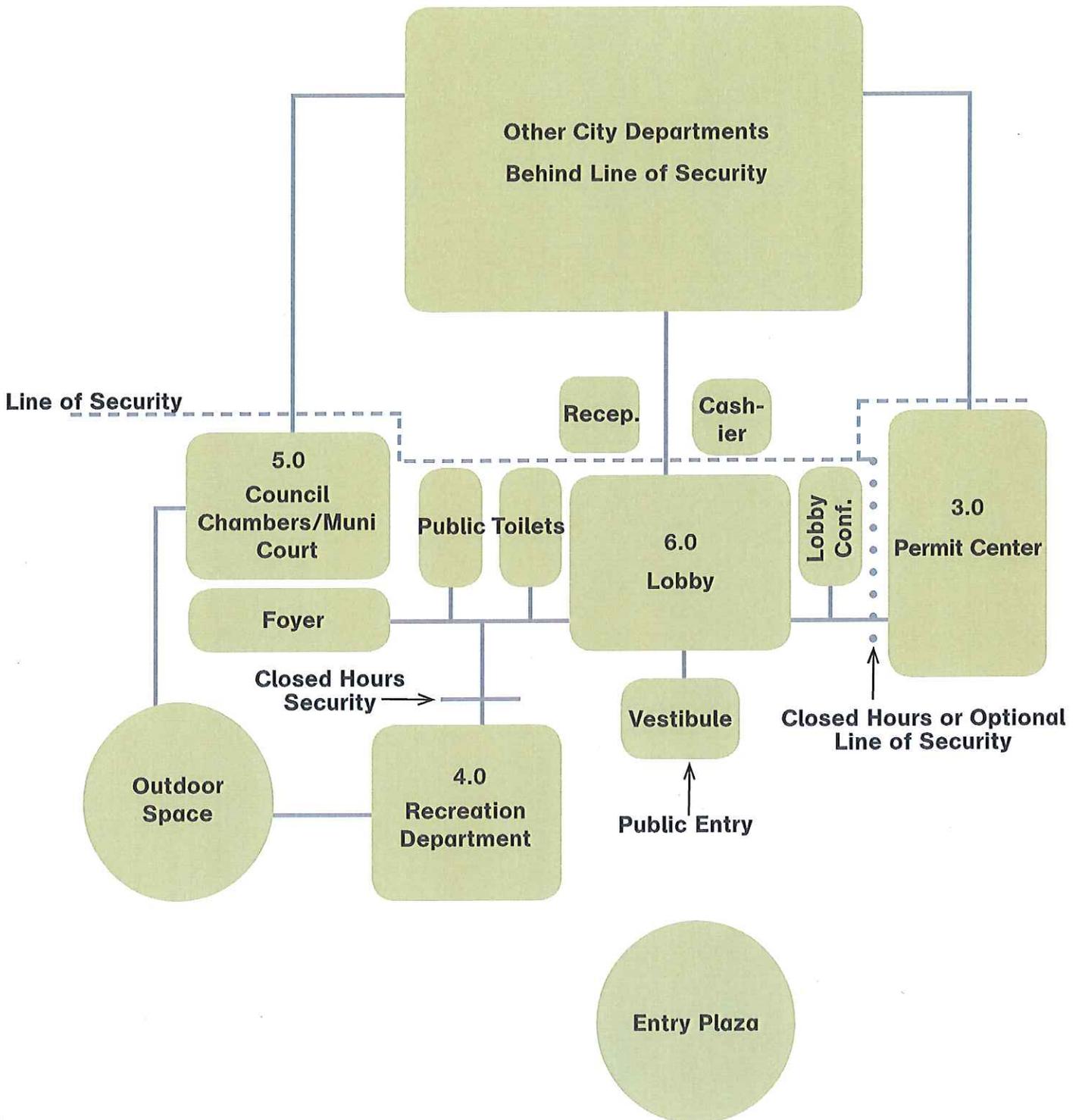


**5.0 Chambers and Court**

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>5.1</b>	<b>Council Chambers/Municipal Court</b>			
5.1-1	Municipal Judge	1	64	Close to Council Chambers/Court Close to front counter, cashier and Judge.
5.1-2	Court Clerk	2	240	
5.1-3	Foyer/Overflow	1	476	Adjacent to Council Chamber
5.1-4	Council Chambers/Municipal Court	1	1224	Close to Cashier
5.1-5	Seating for Chambers/Court	120	960	Part of Chambers/Court
5.1-6	Ramp for Dais	1	100	
5.1-7	Ramp for Clerk/Witness box	1	50	
5.1-8	Storage-chair and table	1	240	Adjacent or in Council Chamber
5.1-9	Storage	2	240	
5.1-10	Video Recording Room	1	80	Adjacent to Council Chamber
5.1-11	Executive Session Rm/Jury Delib	1	336	Adjacent to Council Chamber
5.1-12	Restrooms for Staff and Jury	2	128	Adjacent to Executive Work Room
5.1-13	Attorney/Client/Temp Holding	1	80	Close to Court Room
5.1-14	Council Coat Room	1	56	
5.1-15	Secure Entry	1	80	
	<b>SUBTOTAL</b>		<b>3970</b>	
	<b>CIRCULATION</b>		<b>596</b>	
	<b>GROSS UP</b>		<b>365</b>	
	<b>TOTAL SQUARE FOOTAGE</b>		<b>4931</b>	

# 6.0 PUBLIC AREAS

Organizational Diagrams  
Troutdale City Hall Programming

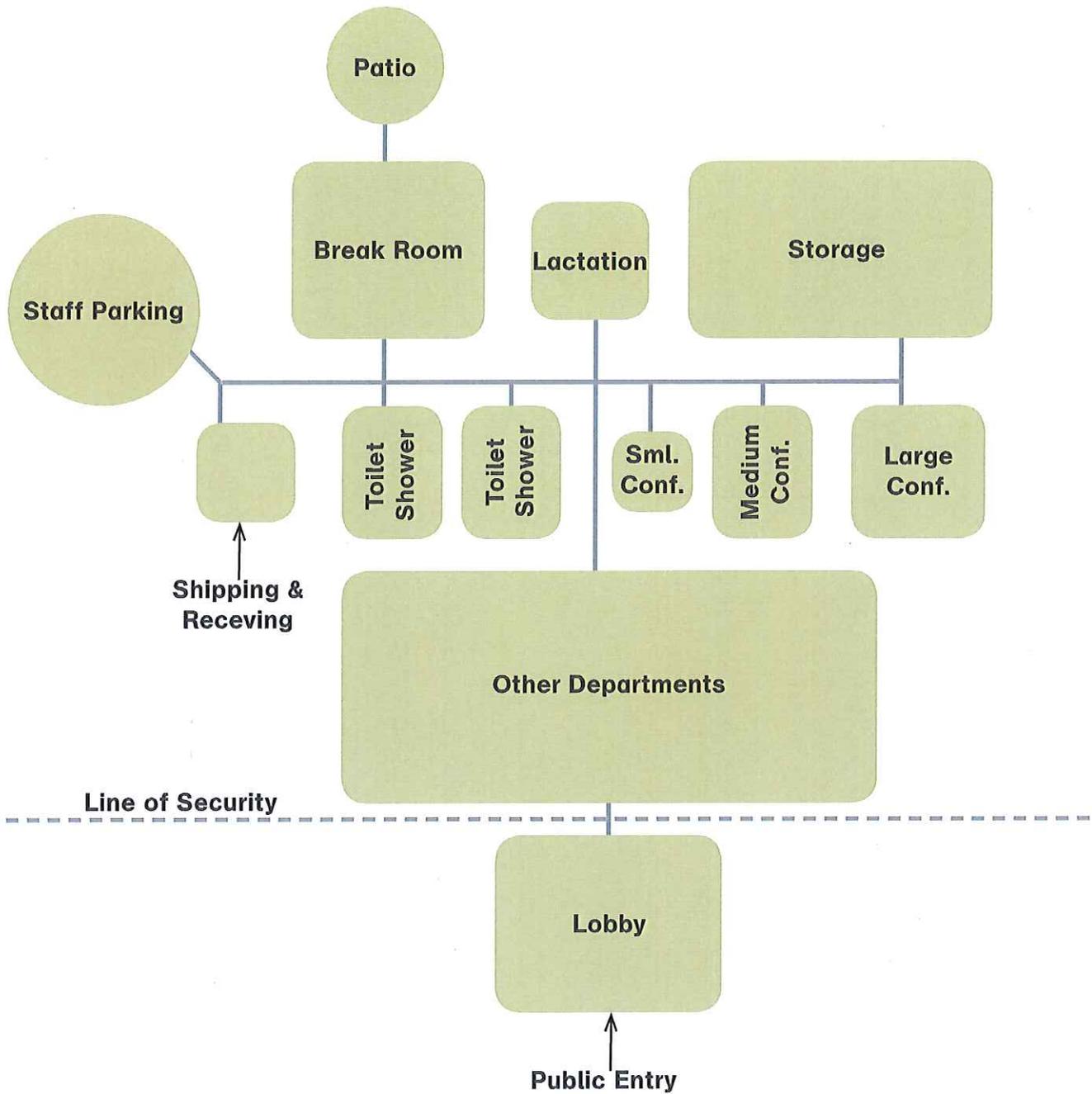


**6.0 Public Areas**

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>6.0</b>	<b>Public Areas</b>			
6.1-1	Vestibule	2	160	Adjacent to Lobby
6.1-2	Main Lobby	1	600	
6.1-3	Public Counter	6	180	In Lobby
	Permit Center Lobby			See 3.1-1 Permit Center
	Permit Center Counter			See 3.1-2 Permit Center
6.1-4	Lobby Conference Room	1	240	Close to Lobby
6.1-5	Women's Restroom -3 WC, 3 Lavs	2	480	Close to Lobby and Council Chambers
6.1-6	Men's Restroom -1 Urinal, 2 WC, 3 Lavs	2	480	Close to Lobby and Council Chambers
				See 5.0
	<b>SUBTOTAL</b>		<b>2140</b>	
	<b>CIRCULATION</b>		<b>321</b>	
	<b>GROSS UP</b>		<b>197</b>	
	<b>TOTAL SQUARE FOOTAGE</b>		<b>2658</b>	

## 7.0 STAFF & BUILDING SUPPORT

Organizational Diagrams  
Troutdale City Hall Programming



**7.0 Staff and Building Support**

Item	Position	20 Year		Location/Adjacencies
		Units	NSF	
<b>7.1</b>	<b>Staff and Building Support</b>			
7.1-1	Small Conference Room	1	100	
7.1-2	Medium Conference Room	1	120	
7.1-3	Large Conference Room	1	240	Close to City Manager
7.1-4	Shipping and Receiving	1	168	Close to IT
7.1-5	Storage-office supplies	2	280	
7.1-6	Men's Staff-RR and shower	1	270	
7.1-7	Women's Staff-RR and shower	1	270	
7.1-8	Men's Staff RR	2	160	
7.1-9	Women's Staff RR	2	160	
7.1-10	Break Room	1	720	Close to Staff restrooms. Separation from general work areas. Close to outdoor area
7.1-11	Quiet/Lactation	1	100	
7.1-12	Building Maintenance Equip	1	80	
7.1-13	Janitor Closet/Supplies/Work Station	1	176	
7.1-14	Janitor Closet	1	36	
7.1-15	Stairs	2	360	
7.1-16	Elevator	1	100	
7.1-17	Elevator Machine Room	1	80	Locate close to elevator
7.1-18	Electrical	1	168	
7.1-19	Mechanical	1	510	
7.1-20	Fire Riser Room	1	120	
7.1-21	Miscellaneous Controls	1	48	
7.1-22	Storage-furnishings	1	960	
	<b>SUBTOTAL</b>		<b>4318</b>	
	<b>CIRCULATION</b>		<b>1080</b>	
	<b>GROSS UP</b>		<b>810</b>	
	<b>TOTAL SQUARE FOOTAGE</b>		<b>6207</b>	

8 Parking and Site

	FUNCTION	20 Yr	
		Units	NSF
<b>1.0</b>	<b>Mayor/Council and Executive Department</b>		
<b>1.1-1</b>	<b>Mayor and Council</b>		
1.1-1	Mayor/Council Office & Conference	6	1,920
<b>1.2</b>	<b>Executive Department</b>		
1.2-1	City Manager	1	320
1.2-2	Administrative Support	1	320
1.2-3	Recorder	1	320
1.2-4	Deputy Recorder	1	320
1.2-5	Receptionist	1	320
1.2-7	Citizen Involvement/Volunteer Coord	1	320
<b>1.3</b>	<b>Economic Development</b>		
1.3-1	Economic Development Director	1	320
1.3-2	Econ Development Assistant	1	320
	<b>Sub-total Mayor/Council &amp; Exec</b>	<b>14</b>	<b>4,480</b>
<b>2.0</b>	<b>Finance, HR, IT Departments</b>		
<b>2.1</b>	<b>Finance Department</b>		
2.1-1	Finance Director	1	320
2.1-2	Finance Supervisor or Budget Analyst	1	320
2.1-3	Payroll Specialist	1	320
2.1-4	AP/GL Clerk	1	320
2.1-5	Utility Clerk	1	320
2.1-6	Cashier	1	320
<b>2.2</b>	<b>Human Resources Department</b>		
2.2-1	Human Resources Director	1	320
2.2-2	Human Resources Generalist	1	320
<b>2.3</b>	<b>IT Department</b>		
2.3-1	IT Technician	1	320
2.3-2	IT Assistant	1	320
	<b>Sub-total Finance, HR, IT Depts</b>	<b>10</b>	<b>3,200</b>
<b>3.0</b>	<b>Permit Center</b>		
<b>3.2</b>	<b>Planning Department</b>		
3.2-1	Planning Director	1	320
3.2-2	Planner	2	640
3.2-3	Planning Technician	1	320
3.2-4	Secretary	1	320
<b>3.3</b>	<b>Public Works</b>		
3.3-1	Public Works Engineering Tech	2	640
<b>3.4</b>	<b>Building Department</b>		
3.4-1	Building Official	1	320
3.4-2	Plans Examiners	1	320
3.4-3	Inspectors	2	640
3.4-4	Permit Technician	1	320
	<b>Sub-total Permit Center</b>	<b>12</b>	<b>3,840</b>

	FUNCTION	20 Yr	
		Units	NSF
<b>4.0</b>	<b>Recreation Department</b>		
4.1	Recreation		
4.1-1	Recreation Coordinator	1	320
	<b>Sub-total Recreation Dept</b>	<b>1</b>	<b>320</b>
<b>5.0</b>	<b>Chambers and Court</b>		
<b>5.1</b>	Council Chambers/Municipal Court		
5.1-1	Municipal Judge	1	320
5.1-2	Court Clerk	2	640
	<b>Sub-total Chambers and Court</b>	<b>3</b>	<b>960</b>
<b>7.0</b>	<b>Staff and Building Support</b>		
7.1	Staff and Building Support		
7.1-13	Janitor	1	320
	<b>Sub-total Staff and Bldg Support</b>	<b>1</b>	<b>320</b>
	<b>Visitor Parking &amp; Misc Site</b>		
	Visitor Parking	20	6,400
	Council/Mtg./Court Parking		
	Daily non-court session days	3	960
	Council Mtg./Court Days	50	16,000
	Outdoor Patio	1	480
	Generator	1	500
	Miscellaneous access paving	1	590
	Trash/RecycleEnclosure	1	192
	Bike Parking	2	360
	Plaza	1	800
	Shipping/Receiving Parking	1	320
	Dogs	1	12
	<b>Sub-total Visitor Parking &amp; Misc</b>	<b>82</b>	<b>26,614</b>
	<b>Sub-total</b>	<b>111</b>	<b>39,734</b>
	<b>Circulation</b>		<b>5,960</b>
	<b>Parking and Misc Site</b>		<b>45,694</b>

**OVERALL BUILDING AND SITE SPACE REQUIREMENTS SUMMARY**

	Area	20 Year
	<b>BUILDING AREA</b>	
1.0	Mayor/Council and Executive Department	3,825
2.0	Finance, HR, IT Departments	2,654
3.0	Permit Center	1,945
4.0	Recreation Department	2,345
5.0	Chambers and Court	4,931
6.0	Public Areas	2,658
7.0	Staff and Building Support	6,207
	<b>Total Building Square Footage-Including Circulation and Gross Up</b>	<b>24,565</b>
	<b>Parking and Misc Site Areas</b>	<b>45,694</b>
	Sidewalks to public right of way	
	5' around perimeter of building	4,300
	5' route to at least (2) public ROW-50	1,500
	<b>Sub-total Parking and Misc Site Areas</b>	<b>51,494</b>
	<b>Single Story</b>	<b>24,565</b>
	Landscaping requirements-CC, CG zones	
	Approx. 15% of total site area-single story	15,211.88
	<b>Two Story-area/2*</b>	<b>12,282.64</b>
	Landscaping requirements-CC, CG zones	
	Approx. 15% of total site area-two story	12,755
	<b>Three Story-area/3*</b>	<b>8,188.43</b>
	Landscaping requirements-CC, CG zones	
	Approx. 15% of total site area-three story	11,937
	<b>Total Site Requirements-Single Story</b>	<b>91,271</b>
	Acres Required	<b>2.10</b>
	<b>Total Site Requirements-Two Story</b>	<b>76,532</b>
	Acres Required	<b>1.76</b>
	<b>Total Site Requirements-Three Story</b>	<b>71,619</b>
	Acres Required	<b>1.64</b>

**Note:**

- \* Depending on city preference of department location, scenarios for 2 and 3 story buildings will may have a larger first floor. An allowance may be made to accommodate a greater square footage allotment to the first floor. Also an allowance may be needed for site option configuration and additional walks and drives required.