



City of La Vista:
City Hall Space Program Study
July 2019

Existing Conditions

Designed and built in the early 1990s, the combined City Hall and Recreation Center is in good physical condition. Yet the current design did not plan for future growth and is not big enough for current staff count. And after 30 years of operations, the building is in need of modernization to update the finishes and accommodate current workplace technologies.

Departments: City Administration, Mayor's Office, City Council Chambers, City Clerk, Finance, Human Resources

DEFICIENCIES

General:

- General space deficiencies for staff, storage and equipment.
- Space is inflexible – no capability to grow
- Office furniture is oversized and heavy
- Record storage insufficient – secure/fire/water proof
- Workroom and vault have been converted to office
- Break room undersized for number of staff and shared with Community Recreation
- Staff toilet rooms too small
- Consider emergency backup power and staff safety plan
- Consolidation of workspaces by department

Staff Safety

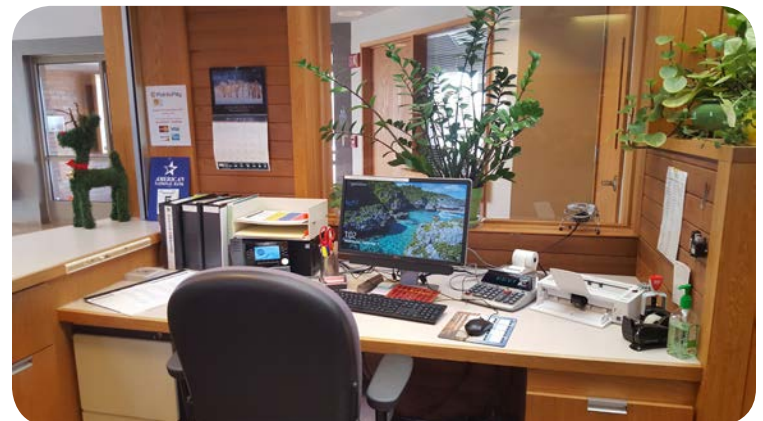
- Poor sightlines at front entry
- Open counter to lobby
- Limited separation between parking area and front sidewalk

Meeting Rooms/Conference Space

- Need more meeting and special project rooms
- Large conference room not large enough for staff meetings
- Need a variety of meeting rooms with different capacity including 2-4 person, 10-14 person and 20-25 person meeting rooms.
- Training Room needed for up to 50 seats



Overcrowded Front Office



Poor Sightline to Front Entry



Sloped floor and fixed seating in Council Chamber limits flexibility.

Existing Conditions

Front Office

- General office work space not adequate – size, acoustics, layout, security
- Overcrowded with 7 work stations
- Cubical in front office not appropriate for some staff and lacks privacy
- Need file storage

City Council

- City Council does not have office/conference space
- Sloped floor of Council Chamber limits flexibility for large meetings.

Finishes

- Water stains on ceiling tiles may indicate roof leak or condensate issues.
- Lobby finishes delaminating and scratched.
- Need for updating and modernization of finished throughout City Hall

Plumbing Fixture Review

- Analysis of plumbing fixture count, based on the current adopted plumbing code, as related to existing space and Space Program Requirements identified in this study supports need for additional fixtures in both staff and public toilet rooms.
- With the existing layout the toilet rooms are deficient
 - Existing public count: 2 Female 2 Male
 - Required public count: 3 Female, 2 Male
 - Existing staff count: 2 Female, 1 Male
 - Required staff count: 3 Female, 3 Male
- Additional conference, meeting and break room space will require an additional water closet in both the male and female toilet rooms.



Water stains on ceiling tiles from condensate issues or roof leak.



Some finishes worn and need updating.

Existing Conditions

Space Program Requirements

CITY HALL

The space program for City Hall is based on staff projections and staff interview. Staff projections outlined current authorized staff position (2018) and projection staff for 2025 and beyond. Council Chambers were assumed to be appropriately size. Example space layouts are provided to illustrate typical work space, offices and meeting rooms identified in program.

Description	Existing Qty	Existing NSF	Projected Qty	Unit Type	Projected Unit Area SF	Projected Net SF
Administration Offices & Workspaces						
City Administrator	1	297	1	office	300	300
Deputy City Administrator	0	0	1	office	180	180
Assistant City Administrator	1	178	0	office	0	0
Director of Community Services	0	0	1	office	180	180
Assistant to City Administrator	1	See Front Office below	1	cube	80	80
Information Technology Dir.	1		1	office	140	140
Community Relations Coordinator	1		1	office	140	140
Event Coordinator	0	0	1	office	128	128
Events storage/staging	0	0	1	area	128	128
Intern	0	0	2	cube	80	160
Mayor's Office Suite						
Mayor's Office	1	240	1	office	240	240
Executive Assistant	1	See Front Office Below	1	area	100	100
Administrative Services						
Director of Administrative Services	1	178	1	office	180	180
City Clerk						
City Clerk	1	185	1	office	180	180
Deputy City Clerk	1	See Front Office Below	1	cube	80	80
Front Office Area	1	840				
Administrative Assistant	2	See Front Office Below	2	cube	80	160
Receptionist / Admin. Assist (PT)	0.5		1	cube	80	80
Work counter / Layout space	0		1	area	160	160
Front Desk	NA			area	120	120
Intern	0	0	1	cube	80	80



Space Program Requirements

CITY HALL

Description	Existing Qty	Existing NSF	Projected Qty	Unit Type	Projected Unit Area SF	Projected Net SF
Finance						
Finance Director	1	152	1	office	180	180
Financial Analyst	0	0	1	office	128	128
Accountant	1	340	1	office	128	128
Accounting Clerk	0	0	0	cube	80	0
Finance Assistant	0	0	1	cube	80	80
Intern	0	0	1	cube	80	80
Human Resources						
Human Resources Director	1		1	office	180	180
Human Resources Generalist	1	140	1	office	140	140
HR Conference Room	0	0	1	room	128	128
PT (TBD)			0.5	cube	80	80
City Hall Common Space / Shared Space						
Lobby / Council Chamber Overflow	1	1,360	1	room	1,360	1,360
Council Chamber	1	2,060	1	room	2,060	2,060
Shared Council Office	0	0	1	office	180	180
Training Room (50 person capacity)	0	0	1	room	1,250	1,250
Conference Rooms						
Small Conf. (2-4 person)	0	0	6	room	128	768
Medium Conf. (10-14 person)	1	320	2	room	368	736
Community Committee Room (10-14 person)	0	0	1	room	368	368
Large Conf. Room (20-25 person)	1	360	1	room	700	700
Collaboration Space	0	0	1	area	320	320
Central File Storage	1	275	1	room	800	800
Administrative Work Area	1	320	1	area	500	500
Communications/IT Rooms	1	115	1	room	200	200
Break Room	1	340	1	room	600	600
Restrooms						
Public - Men's & Women's	1	327	1	room	327	327
Employee - Men's & Women's	1	220	1	room	220	220
Custodial	2	100	2	room	50	100

Total Net SF for City Administration

8,347

14,429

Net to Gross

3,223

5,050

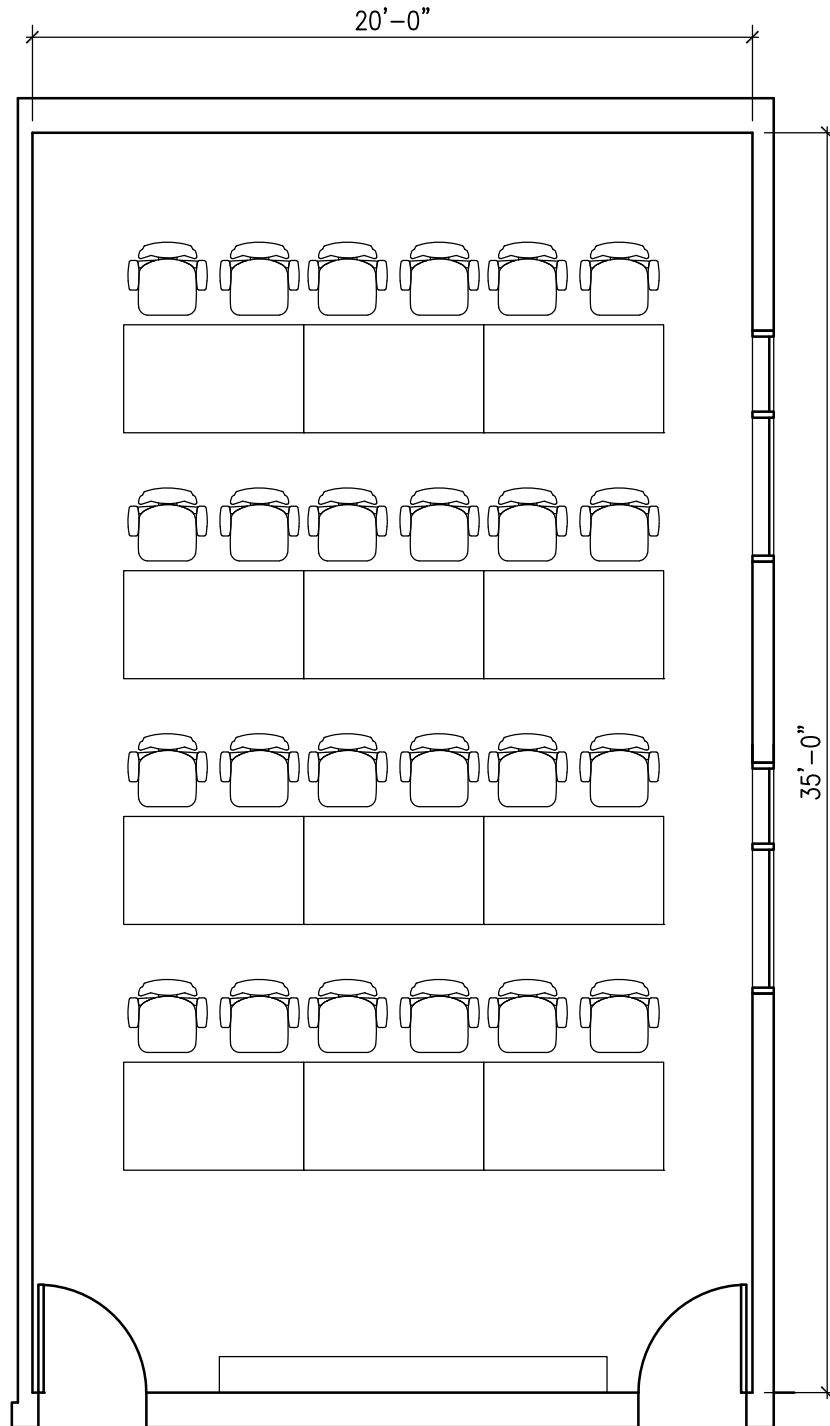
Total Gross SF for City Administration

11,570

19,479

Space Program Requirements

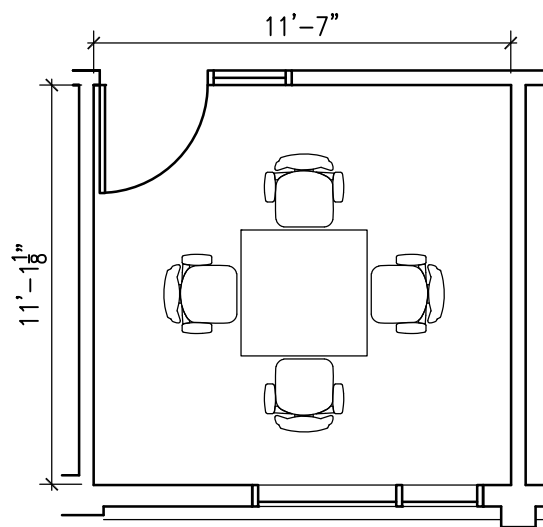
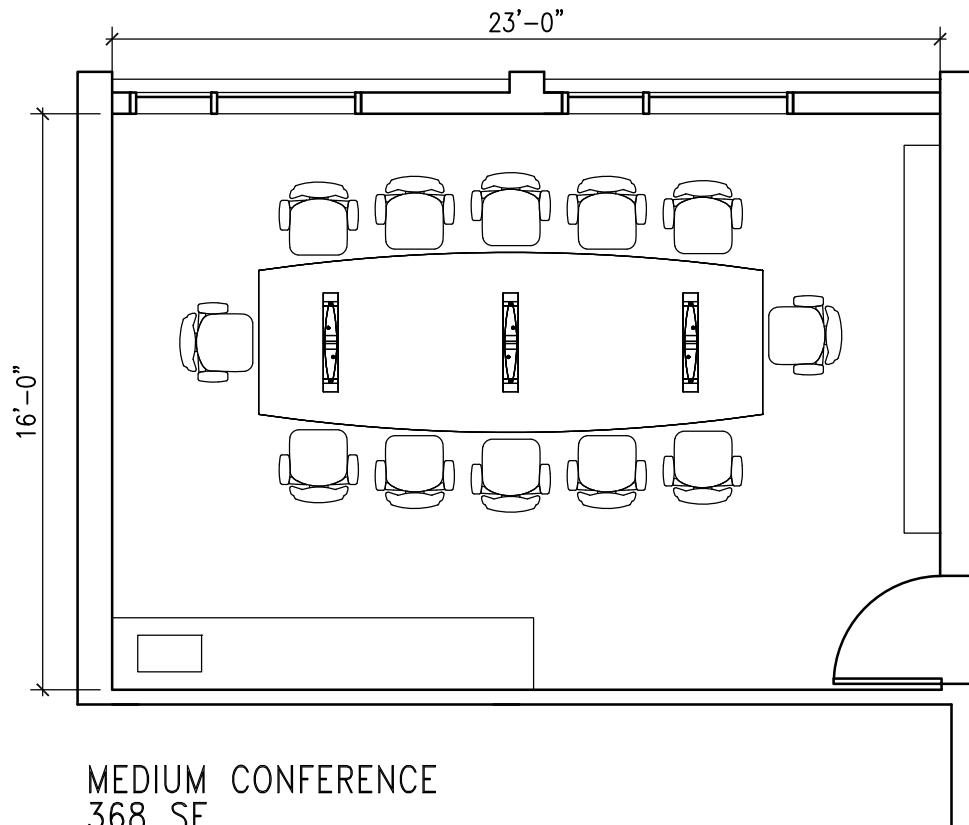
CONCEPTUAL SPACE LAYOUT



LARGE CONFERENCE
 700 SF
 SCALE: 3/16" = 1'-0"

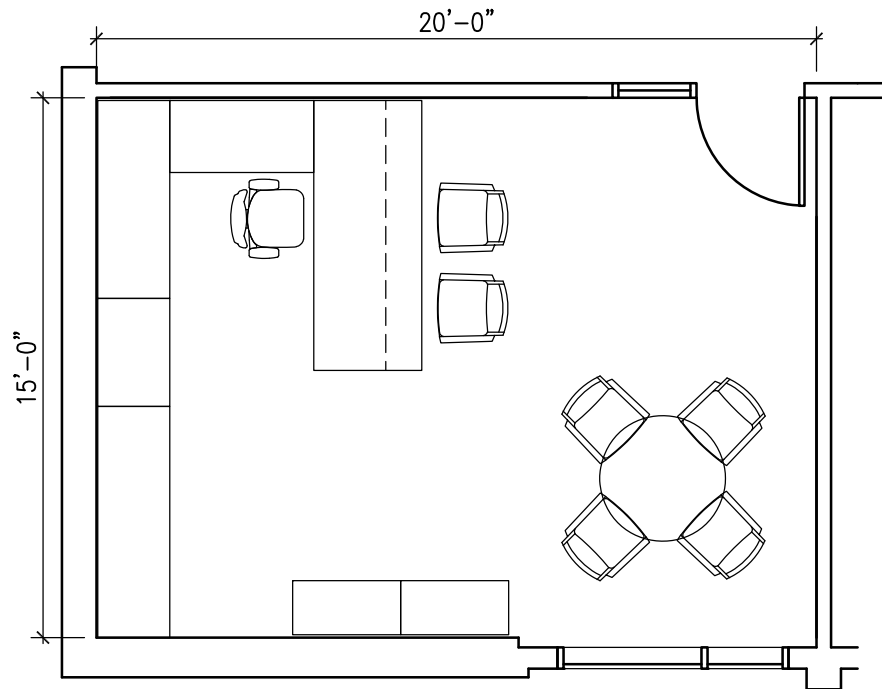
Space Program Requirements

CONCEPTUAL SPACE LAYOUT

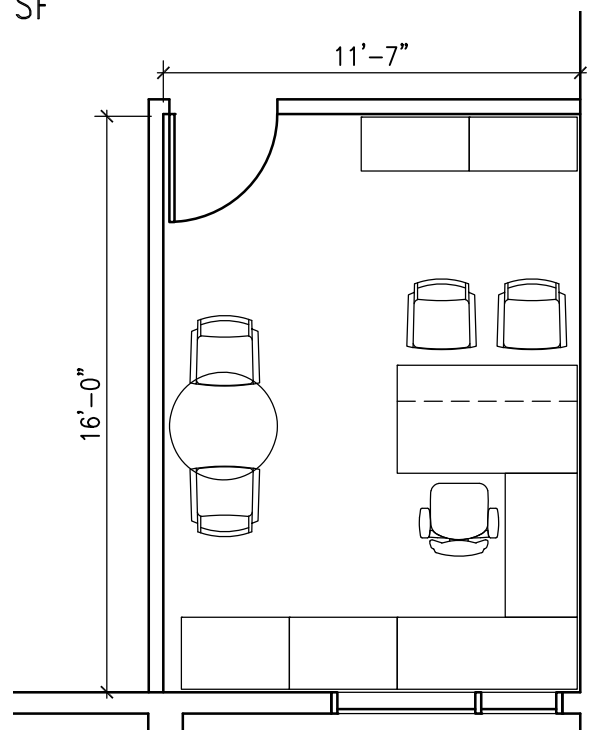


Space Program Requirements

CONCEPTUAL SPACE LAYOUT



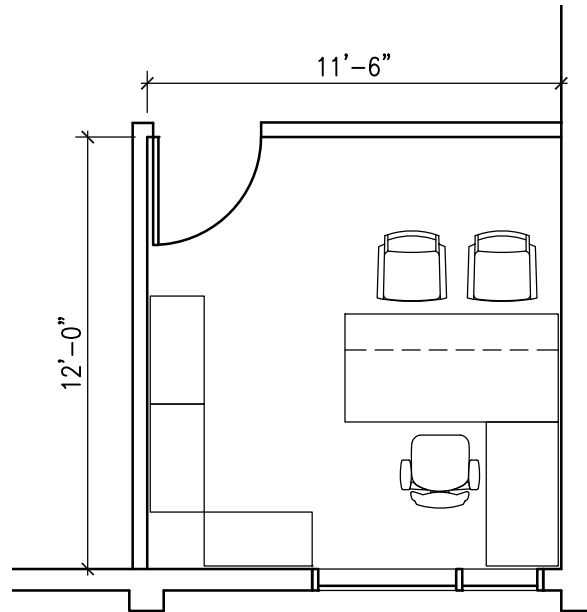
CITY ADMINISTRATOR'S OFFICE
300 SF



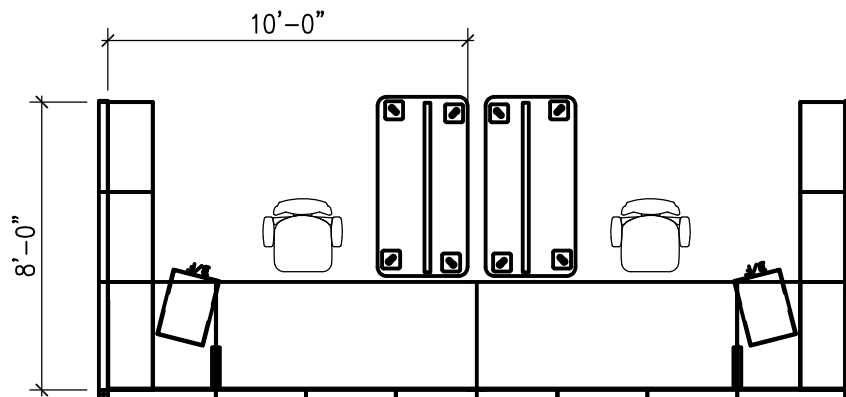
DEPARTMENT HEAD OFFICE
180 SF

Space Program Requirements

CONCEPTUAL SPACE LAYOUT



STAFF OFFICE
140 SF



OPEN OFFICE CUBE
80 SF



City Hall Space
Program Study

Plumbing Fixture Analysis

Plumbing Fixture Analysis

ORIGINAL/CURRENT PLAN

Based on 2012 International Plumbing Code

1. For Assembly Occupancy, assume 111 fixed seats in the Chamber space, and 1,360 sf / 7 sf per occupant = 195 occupants in the Lobby space (Chamber overflow).
Total Assembly = 111 + 195 = 306
2. For the Business Occupancy, assume conference/meeting/break rooms as follows:

320 sf / 15 sf per occupant = 22 occupants
360 sf / 15 sf per occupant = 24 occupants
340 sf / 15 sf per occupant = 23 occupants
Total 69 occupants
3. For the remainder of the space assume occupancy as follows:

11,570 sf – 2,060 sf (chamber space) – 1,360 sf (lobby) – 1,020 (conference/meeting/break rooms) =
7,130 sf / 100 sf per occupant = 72
72 + 69 = 141 Business Occupancy occupants.
4. Assembly Occupancy plumbing fixture requirements:

306 / 2 = 153 Females/65 = 2.35 or 3 water closets
153 Females/200 = 1 lavatory
153 Males/125 = 1.22 or 2 water closets
153 Males/200 = 1 lavatory
5. Business Occupancy plumbing fixture requirements:

141/2 = 71 Females – 3 water closets and 2 lavatories
141/2 = 70 Males – 3 water closets and 2 lavatories
6. Total fixture requirements for existing Assembly and Business occupancies

Females – 6 water closets and 3 lavatories
Males – 5 water closets and 3 lavatories

Existing Conditions

PROPOSED CITY HALL PROGRAM

Based on 2012 International Plumbing Code

1. For additional conference/meeting/break room space:

260 sf / 15 sf per occupant = 18 occupants
 500 sf / 15 sf per occupant = 34
 380 sf / 15 sf per occupant = 26
 265 sf / 15 sf per occupant = 18
 Total 96

2. For the remainder of the additional space assume occupancy as follows:

15,008 sf – 11,570 sf = 3,438 sf additional program space

3,438 sf additional program space – 1,405 sf (total of additional conference/meeting/break room space) =
 2,033 sf/100 sf per occupant = 21 + 96 = 117 total additional occupants

3. Total additional fixture requirements:

117 / 2 = 59 Females – 3 water closets and 2 lavatories
 117 / 2 = 58 Males – 3 water closets and 2 lavatories

Combining existing business and master plan business spaces, total fixture requirements:

1. 141 + 117 = 258 combined occupants
 258 / 2 = 129 Females – 4 water closets and 3 lavatories
 258 / 2 = 129 Males – 4 water closets and 3 lavatories