

TAB 5

OPTION 1

REUSE AND REORGANIZATION
OF CITY OWNED PROPERTIES

New program of spaces (5 year, 10 year and 20 year projections)

The Program of Spaces for each department takes future growth into consideration, with 5, 10, and 20 year projections shown for each department.

It is important to note that these Conceptual plans and diagrams do not represent architectural design solutions, which will be developed after more comprehensive programming workshops with each department. Rather, these drawings represent a Pre-Design activity that simply demonstrates the viability of each of the options, by showing through graphic representations that the required Program of Spaces will fit within the space allotted.

Immediate/critical needs:

1. Fire station #2 Public restroom Sherwood Park.
2. Police department expansion.
3. Security issues City Hall & all departments.
4. Relocate Finance to the Grove to allow remodels of City Hall. Remodel Grove for conference space.
5. Space vacated by Finance at City Hall provides additional meeting space for remaining departments.

Five Year Plan

1. Property acquisition for new Yard. Consider liquidation of Imperatrice properties
2. Expansion of Civic Center for IT & Council.
3. Elevator installation at City Hall
4. Classroom space North Mountain Park
5. Remodel

Ten Year Plan

1. New building downtown.
2. New buildings – Yard development.

Twenty Year Plan

Administration / Legal

Public Access

The existing City Hall building is currently served by 5 entrances. The public is directed to various departments by exterior signage. Each staff person adjacent to an entrance also serves as a receptionist and often directs visitors to the correct area within the building.

The ADA accessibility standards are met by an exterior elevator behind the building also serving Shakespeare.



Lack of Security

The entrance at the Utility counter is the only entrance that has some form of visitor control. Currently the public has free access through-out the building. The handicapped access to the upper level is located at the existing City Attorney assistants work station.



Lack of Meeting Space

City hall has only two areas that can be used for conferences, a small room able to accommodate 6 people and the law library. Offices are located off of the law library, meetings are disrupted and confidentiality is breached as staff access these offices.



Poor office configurations

The existing city hall is comprised of two adjacent buildings. This structural challenge limits the flexibility of office layouts. The access for several offices is through another office or work station.



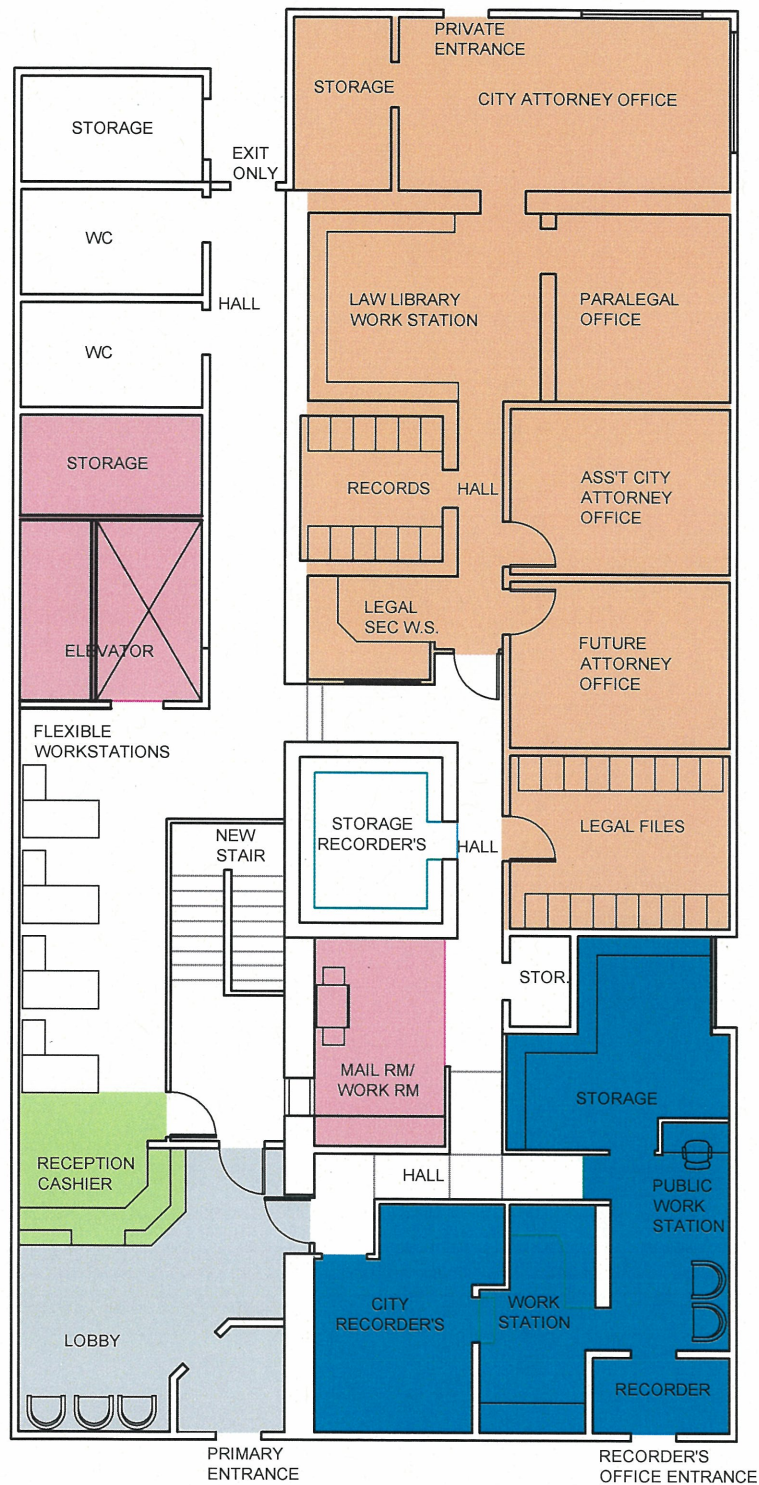
City of Ashland Program of Spaces

ADMINISTRATION & LEGAL

Option 1

PROGRAM AREAS

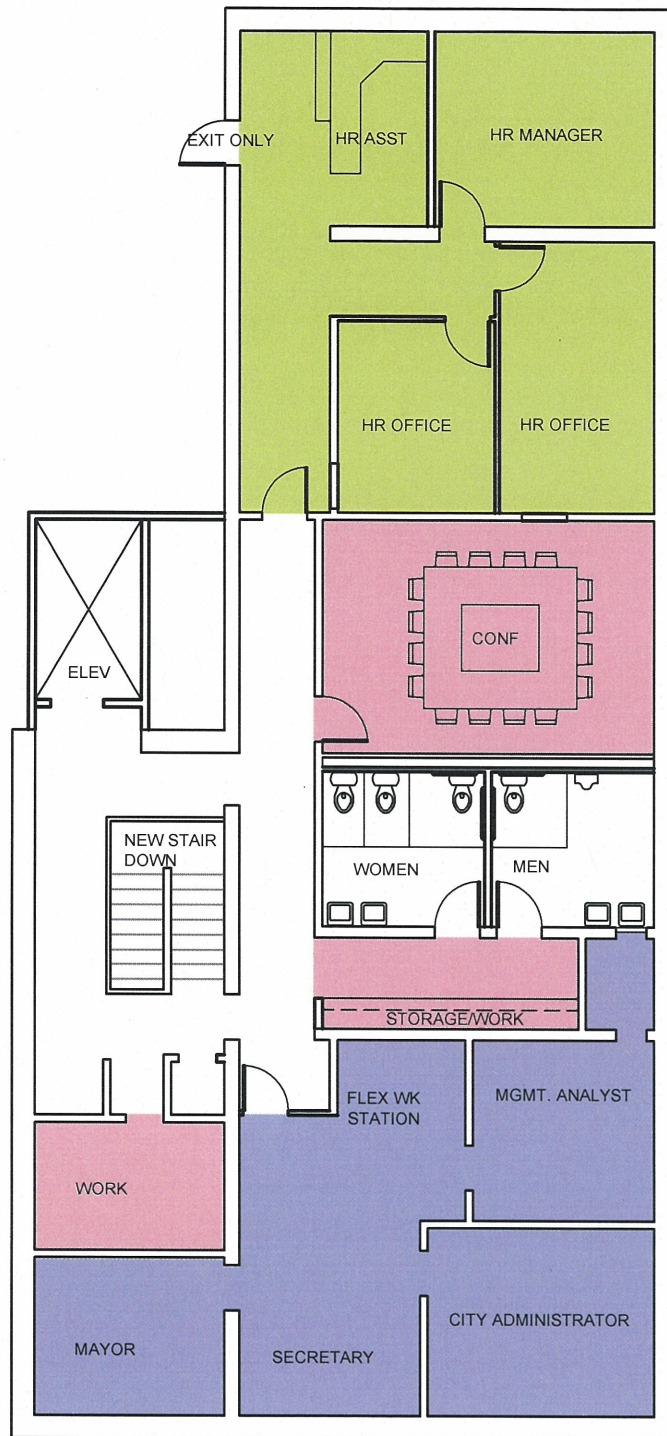
Space Data							
Qty	Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
	Administration						
1	Mayor's Office	12	x	18	216	156	60
1	City Administrator	15	x	18	270	188	82
1	Executive Secretary	10	x	12	120	150	-30
1	Management Analyst	12	x	12	144	144	0
1	HR Director	12	x	12	144	136	8
1	Administrative Assistant	8	x	10	80	120	-40
2	Flexible Workstations	8	x	10	160	0	160
1	Storage	8	x	12	96	0	96
1	Personnel Assistant	8	x	10	80	124	-44
	sub-total				1,310	1,018	292
	Legal						
1	City Attorney Office	12	x	18	216	120	96
1	Assistant City Attorney Office	12	x	12	144	136	8
1	Paralegal Office	12	x	12	144	135	9
1	Future Atty Office	12	x	12	144	0	144
1	Legal Secretary Workstation	10	x	12	120	120	0
1	Law Library	12	x	15	180	235	-55
1	File Storage area	4	x	20	80	45	35
	sub-total				1,028	791	237
	Shared Spaces						
1	Conference Room (seat 6-8)	10	x	12	120	114	6
1	Conference Room (seat 50-100)	25	x	40	1,000	0	1,000
1	Storage Areas	10	x	12	120	0	120
1	Breakroom	12	x	15	180	174	6
1	Women's restroom	10	x	15	150	45	105
1	Men's restroom	10	x	15	150	0	150
1	Custodial	6	x	8	48	13	35
1	Work/copy/storage room	10	x	15	150	106	44
	sub-total				1,918	452	1,466
	Circulation				936	497	439
	Elevator						
	Total Department Areas				5,192	2,758	2,434



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 110 SF
- RECORDER 624 SF
- ADMIN
- HR
- CITY ATTORNEY 1,490 SF
- CIRCULATION

**CITY HALL - 1ST FLOOR
(20 EAST MAIN STREET)
PROPOSED**



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
110 SF
- RECORDER
624 SF
- ADMIN
- HR
- CITY ATTORNEY
1,490 SF
- CIRCULATION

**CITY HALL - 2ND FLOOR
(20 EAST MAIN STREET)
PROPOSED**

Administration / Council

Public Access

Often during public meetings, the occupancy of the chambers exceeds the limit of the fire code. Additional area for the public is needed.



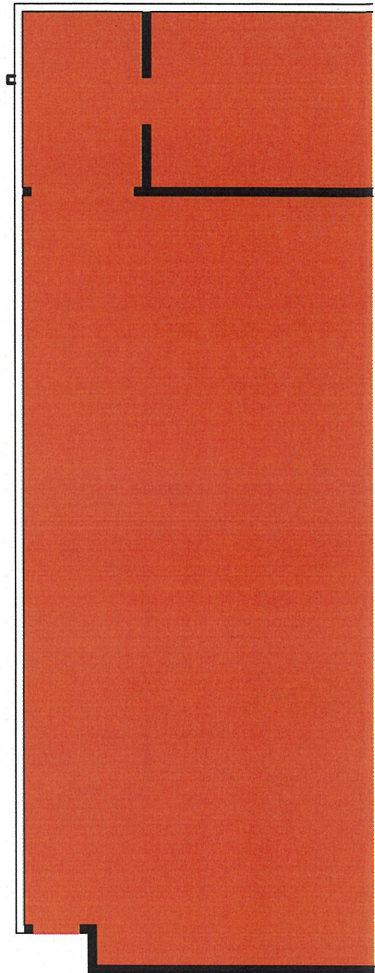
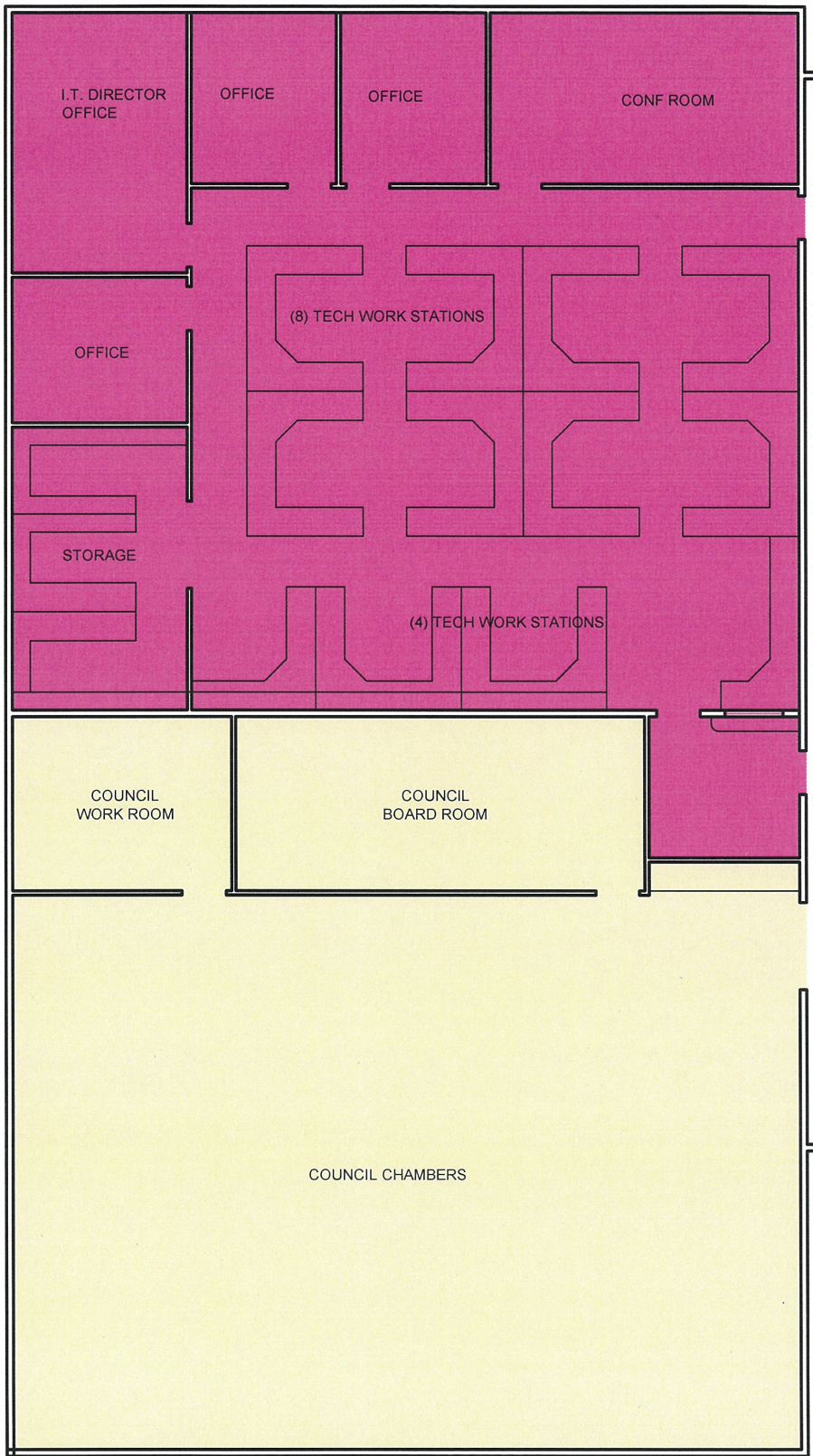
City of Ashland Program of Spaces
ADMINISTRATION - COUNCIL

PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
	Council Chambers						
1	Council Chambers	35	x	55	1925	1,324	601
1	Council Conference Rm	12	x	20	240	220	20
1	Control Room	10	x	15	150	83	67
	sub-total				2315	1,627	688
	Shared Spaces						
1	Public Lobby	20	x	30	600	570	30
1	Women's restroom	10	x	15	150	45	105
1	Men's restroom	10	x	15	150	0	150
1	Mechanical	10		15	150	100	50
1	Custodial	6	x	8	48	13	35
1	Work/copy/storage room	10	x	15	150	106	44
	sub-total				1248	834	414
	Remodel ex council chambers					1324	
	Circulation 22%				784	541	242
	Total Department Areas				4,347	3,002	1,344

* Currently shared with other departments





LEGEND

- COURTS
- COUNCIL
- SHARED
- PUBLIC
- I.T.
- CIRCULATION

INFORMATION TECHNOLOGY
(1175 EAST MAIN STREET)
PROPOSED

City Recorder

A small conference table is crowded into the existing city recorder's office. No space is available to accommodate a meeting with more than 3 or 4 people.



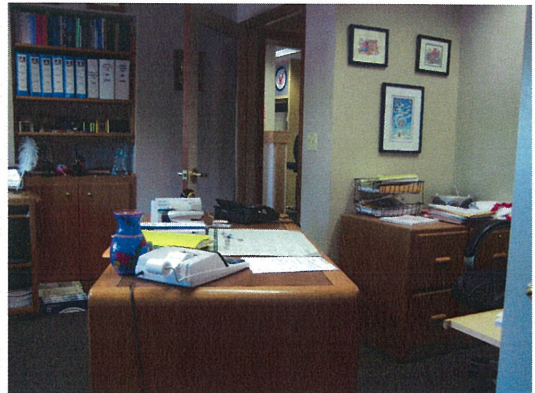
Existing public access to records is limited to a small work station.



It is critical public access to the City Recorder is maintained. Continued presence on the Plaza is a high priority. Like other city hall departments, the city recorder's office is challenged by the many entrances of city hall and the change of levels within the building.



Additional on site record storage is critical for the documents that must be stored indefinitely. Currently off-site storage is being leased.



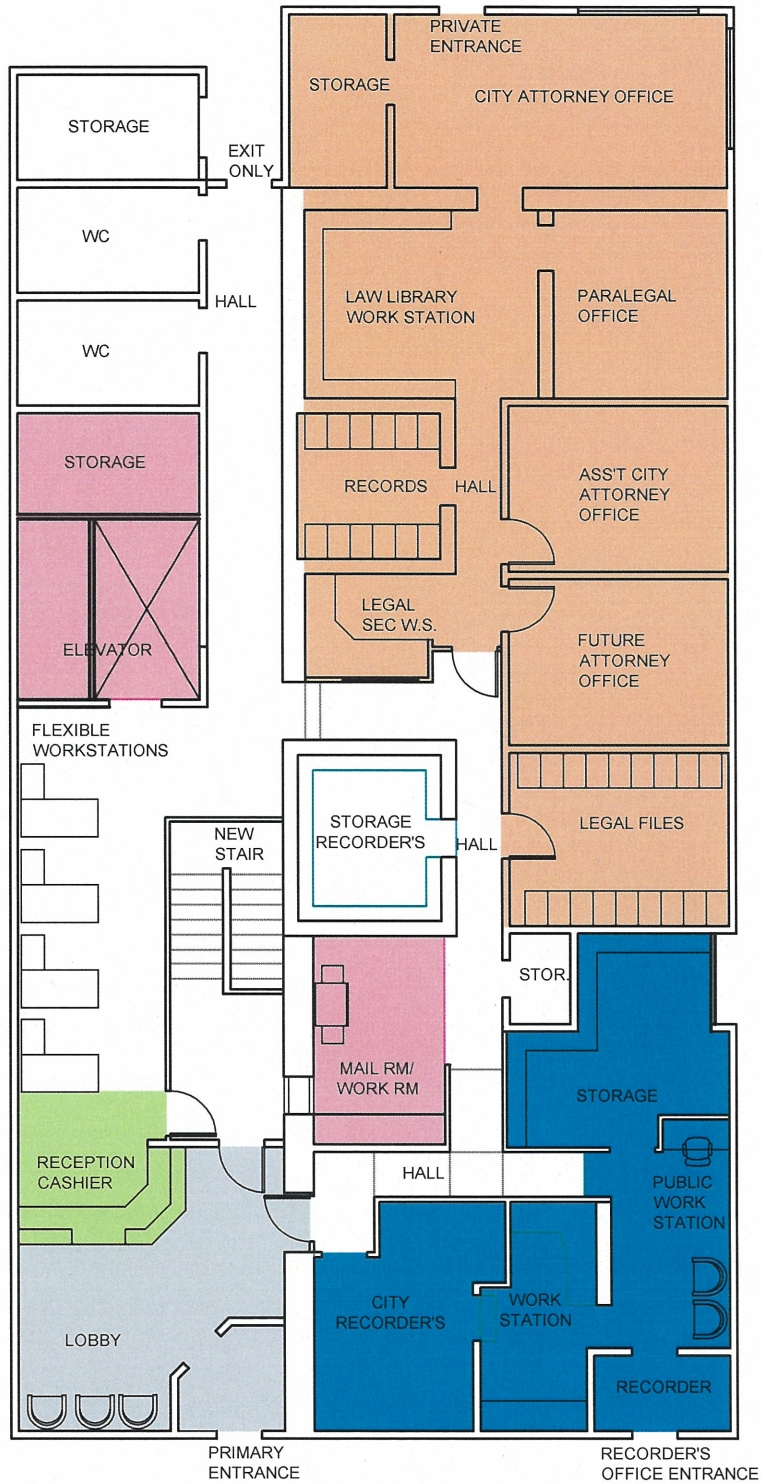
City of Ashland Program of Spaces

CITY RECORDER

PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference	
1	City Recorder Office	12	x	18	216	155	61
1	Admin Assistant Workstation	10	x	12	120	100	20
1	Public Work Station	8	x	10	80	20	60
1	Public Lobby	10	x	10	100	80	20
1	Secure Record Storage/Vault	12	x	15	180	150	30
1	General Storage	4	x	12	48	0	48
	sub-total				744	505	239
1	Offsite Record Storage	30	x	35	1050	700	350
	Shared Spaces						
1	Restroom	6	x	8	48		
1	Lunch/Break Room	10	x	10	100		
1	Work/Copy Room	10	x	12	120		
1	Conference Room	12	x	15	180		
	Circulation				149	25	
		20%					
	Total Building Area				893	530	589

* Currently shared with other departments



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 110 SF
- RECORDER 624 SF
- ADMIN
- HR
- CITY ATTORNEY 1,490 SF
- CIRCULATION

**CITY HALL - 1ST FLOOR
(20 EAST MAIN STREET)
PROPOSED**

Electric

Public Access

The Warehouse building at the yard has several entrances, none with a public lobby or control point. The building is served by a single corridor (shown to the right). The public has free access to the building without clear direction. Theft has been a problem in the past.

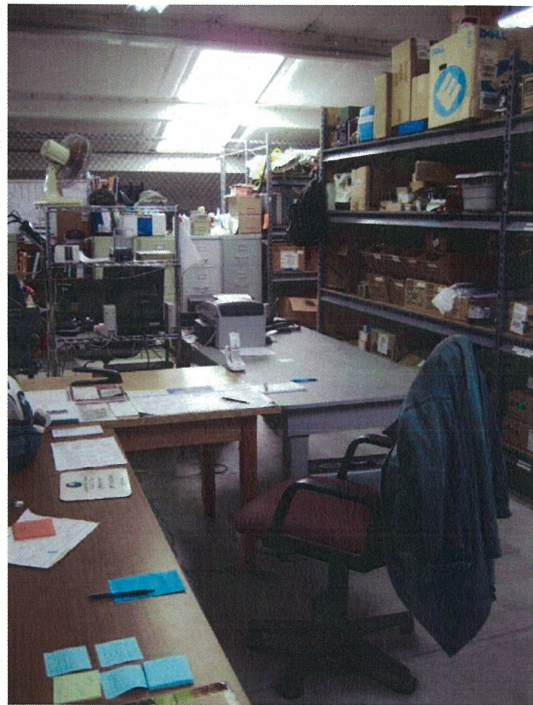


The information technologies department has been inserted within the electric department. The growth of I.T. has been at the expense of electric department work spaces. This has also caused the work spaces for both departments to become fragmented and disconnected. Many spaces are not working to the optimum efficiency due to lack of storage and technical work space beyond typical desk functions.



Poor Office Conditions

Several workstations have been forced to relocate to the upstairs mezzanine within the warehouse. This is an unconditioned area thus getting extremely hot in the summer time and cold in the winter time.



City of Ashland Program of Spaces

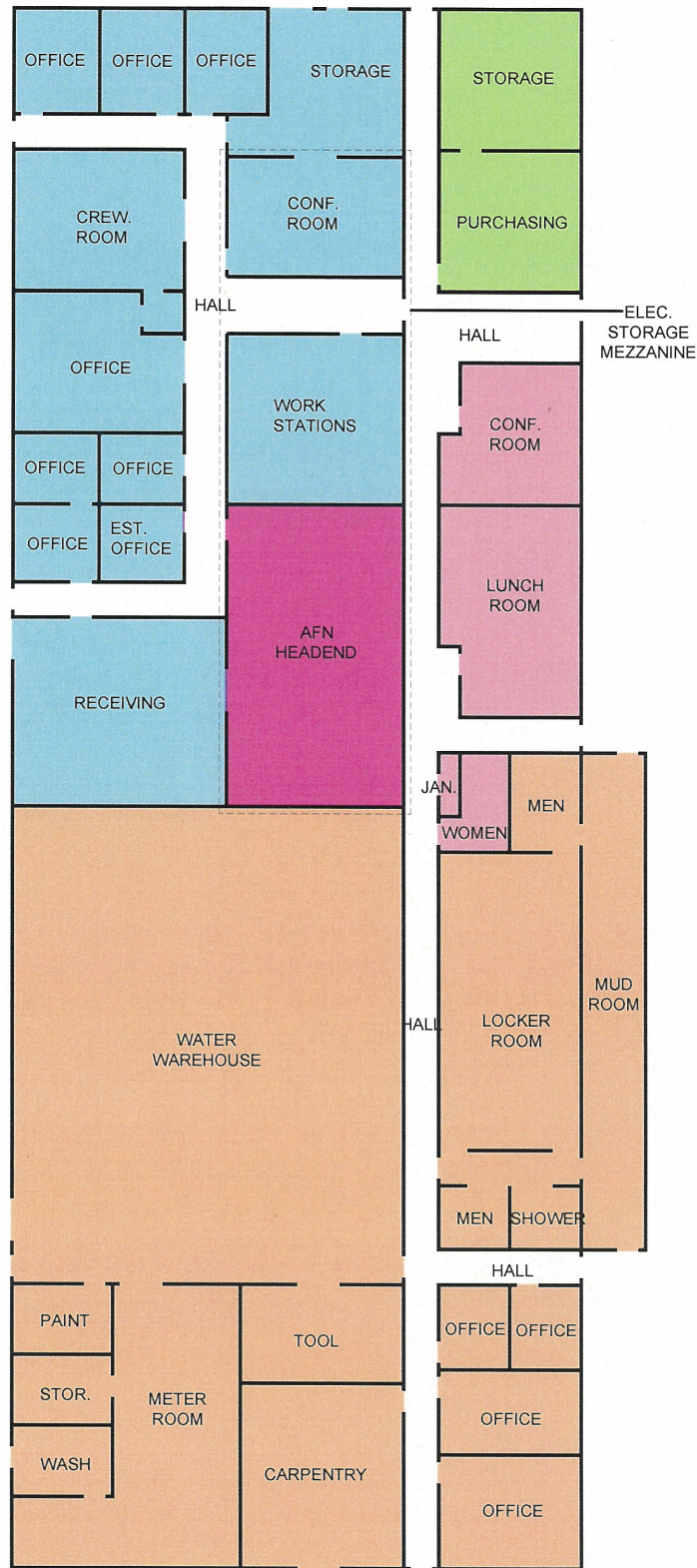
ELECTRIC DEPARTMENT

Assume (I.T. moves)

PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference	
1	Electric Director Office	12	x	18	216	480	-264
1	Administrative Secretary Office	10	x	12	120	132	-12
1	Warehouse Storekeeper Office	10	x	12	120	120	0
1	Electric Operations Super. Office	12	x	15	180	180	0
1	Estimator's Office	10	x	15	150	30	120
4	Transient Workstations**	5	x	6	120	40	80
3	Lead Working Line Installer**		x		0		0
1	Tree Trimmer**		x		0		0
2	Line Truck Operator**		x		0		0
1	Electric Meter Reader**		x		0		0
1	Connect/Disconnect**		x		0		0
3	Line Installer Work Stations	8	x	10	240	0	240
1	Meter Relay Technician Work Station	10	x	12	120	80	40
1	Electrician Office	10	x	12	120	132	-12
1	Crew Room (seat 25)	15	x	25	375	480	-105
1	SCADA Control Room	10	x	20	200	0	200
1	Loading Area	30	x	30	900	800	100
1	Warehouse Storage	30	x	75	2250	2,292	-42
	Sub-total				5111	4,766	192
	Shared Space						
1	Conference Room (seat 10)	10	x	15	150	0	150
1	Conference Room (seat 25)	15	x	25	375	370	5
1	Break/Lunch Room (seat 25)	15	x	25	375	570	-195
1	Conservation - Public Counter	6	x	12	72	0	72
1	Public Toilet	6	x	8	48	0	48
1	Employee Toilet Men	12	x	12	144	144	0
1	Employee Toilet Women	12	x	12	144	144	0
	Sub-total				1308	1,228	80
	Community Development bldg.						
4	Conservation Analyst	8	x	10	320	281	39
	Yard						
	Vehicles (covered)						
	Vehicles (uncovered)						
	Outdoor Storage					18,760	
	Overall Lot size						
	Circulation			22%	1,412		
	Total Building Area				7,831	6,275	311

* Currently shared with other departments



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION

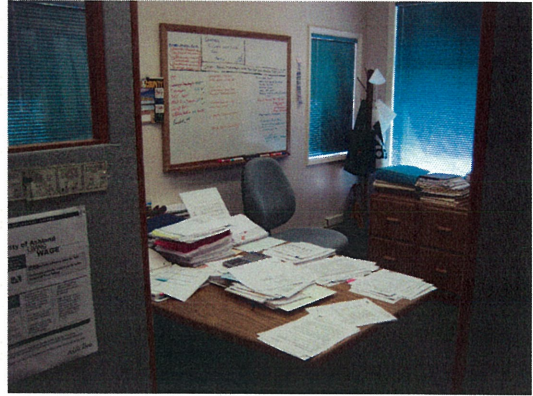
**SERVICE CENTER - WAREHOUSE
(90 N. MOUNTAIN AVENUE)
PROPOSED**

Finance

Location

Of all the departments currently located downtown, Finance is the only one interested or willing to relocate outside of the downtown core. The vacation of Finance from City Hall would free up the space required to accommodate the needs of the remaining departments.

Relocation to the Civic Center property would still provide easy public access and better parking for both the public and the employees. The plan would allow for a public cashier to remain at the city hall location. In addition, this location would provide a closer relationship with purchasing and the courts.



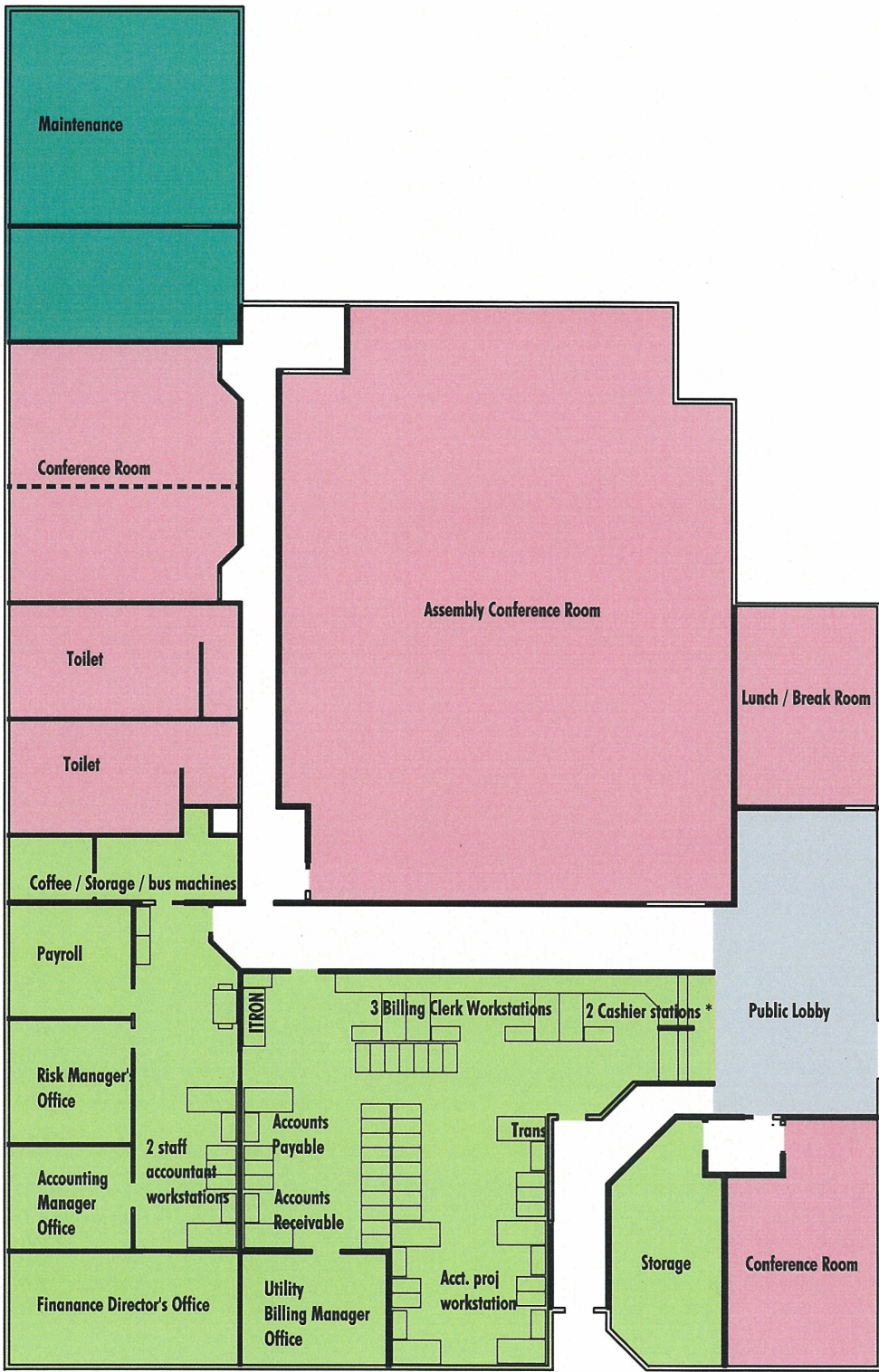
City of Ashland Program of Spaces

FINANCE

Assume relocation to the Grove

PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference	
1	Finance Director Office	12	x 18	216	253	-37	
1	Accounting Manager Office	12	x 12	144	160	-16	
1	Admin Projects Sec.	8	x 10	80	160	-80	
1	Risk Manager's Office	10	x 12	120	150	-30	
2	Staff Accountant Workstations	8	x 10	160	80	80	
1	Accounts Payable Workstation	8	x 10	80	80	0	
1	Accounts Receivable Workstation	8	x 10	80	80	0	
1	Payroll Workstation	8	x 10	80	80	0	
1	Accounting Projects Workstation	8	x 10	80	97	-17	
3	Cashier Stations at Public Counter	5	x 6	90	80	10	
1	ITRON Workstation	4	x 7	28	24	4	
1	Transient Cashier Workstation	8	x 10	80	24	56	
3	Billing Clerk Workstation	8	x 10	240	240	0	
1	Utility / Billing Manager Office	12	x 12	144	80	64	
2	Files Supplies	8	x 10	160		160	
1	Files Area	3	x 31	93		93	
1	Conference Room	12	x 20	240	0	240	
	Sub-total			2115	1,588	527	
	Shared Space						
1	Public Lobby	12	x 15	180	229	-49	
1	Lunch / Break Room	12	x 12	144	151	-7	
1	Work / Business Machines	12	x 15	180	87	93	
2	Employee's Toilet	8	x 8	128	168	-40	
1	Public Toilet	8	x 8	64	0	64	
1	Mechanical	10	x 12	120	84	36	
1	Janitor	4	x 6	24	75	-51	
	Sub-total			840	794	46	
	Purchasing (off site)						
1	Purchasing Office	10	x 12	120	400	-280	
1	Bulk Storage	20	x 30	600	400	200	
1	Receiving Area	15	x 20	300	800	-500	
	Sub-total			1020	1,600	-580	
	circulation		22%	875	0	0	
	Total Building Area			4,850	3,982	-7	



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
3,129 sf
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION
- MAINTENANCE

*1 Cashier work station remains downtown

FINANCE
(1195 EAST MAIN STREET)
PROPOSED

Finance / Courts

Public Access

The public counter is not designed to comply with ADA access regulations.



Lack of Security

The public counter does not provide a secure separation between the court staff work area and the public lobby.



Lack of Space

Working conditions are crowded by required records storage. Capacity for record storage has been exceeded.



Poor office configurations

Currently the department manager shares an office with the judge.



City of Ashland Program of Spaces

FINANCE - COURTS

PROGRAM AREAS

Space Data						
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	
	Courts					
1	Judge Office	12 x 15	180	165	15	
1	Court Supervisor Office	10 x 12	120	24	96	
3	Court Clerks Workstations	8 x 10	240	250	-10	
1	Bailiff	0 x 0	0	0	0	
1	Jury/Conf room	12 x 20	240	220	20	
1	Storage Room	10 x 12	120	120	0	
1	File Storage	8 x 15	120	120	0	
	sub-total		1020	899	121	
	Shared Spaces					
1	Public Lobby	10 x 20	200	see council		
1	Women's restroom	10 x 15	150	see council	150	
1	Men's restroom	10 x 15	150	see council	150	
1	Mechanical	10 x 12	120	see council	120	
1	Janitor	4 x 6	24	see council	24	
	Sub-total		644	0	444	
	Circulation	22%	366	198	124	
Total Building Area			2,030	1,097	689	

Fire Station # 2

Public Access

The public enters directly into the living area of the fire station. This single space currently serves as the kitchen, dining, day room and exercise area.

The location of the station within the city is perfect for the response times required. However the existing parcel of land has challenges for a larger facility.



Inadequate Vehicle Storage

Emergency vehicles are generally housed indoors to protect essential components from weather deterioration, vandalism, theft and to maintain temperatures. The existing station can only accommodate 2 of the 7 vehicles located at this facility inside.



Lack of Space

The existing fire station is approximately 2,600 square feet. Program requirements for the facility necessitate over 10,000 square feet. Many of the required functions can not currently be accommodated.

The dorm room and bathing facilities are currently being shared by both male and female firefighters due to lack of space.



Poor working conditions

Although the existing building has been maintained well, it has exceeded its' life expectancy. The masonry building is not seismically reinforced or insulated.

Interior elements such as casework and plumbing fixtures are deteriorating rapidly.

There is not an adequate separation between the apparatus bay and living areas. Vehicle exhaust constantly enters the living areas.



**City of Ashland Program of Spaces
FIRE & RESCUE DEPARTMENT**

Optimum Space: 12,000 sf (2 story bldg)

PROGRAM AREAS

Space Data						
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference
1	Fire Chief	x		0		0
1	Admin Secretary	x		0		0
1	Forest Resource Specialist	x		0		0
1	Division Chief-Fire & Life Safety	x		0		0
1	Division Chief-Fire Operations	x		0		0
1	Division Chief-Emergency Med Svc	x		0		0
1	Fire Inspector	x		0		0
1	CERT Program Coordinator	x		0		0
1	Captain A Shift	x		0		0
1	Captain B Shift	x		0		0
1	Captain C Shift	x		0		0
2	Engineers A Shift	x		0		0
2	Engineers B Shift	x		0		0
2	Engineers C Shift	x		0		0
6	Firefighter/Paramedics A Shift	x		0		0
6	Firefighter/Paramedics B Shift	x		0		0
6	Firefighter/Paramedics C Shift	x		0		0
	sub-total			0	0	0
	Fire Station #2					
1	Waiting Area (150 sf)	10	x 15	150		150
	FIRE APPARATUS & SUPPORT:					
8	Apparatus Bay	16	x 35	4480	1,173	3,307
1	Hose Storage	10	x 12	120	30	90
1	Shop	10	x 10	100	0	100
1	Oxygen Cascade & Ice Machine	10	x 10	100	0	100
1	Communications Room	10	x 10	100	0	100
1	EMS / Decontamination Room	10	x 10	100	0	100
1	Medical Supply	10	x 15	150	20	130
1	Electrical Room (MDP, Sub-panels)	8	x 12	96	0	96
1	Supply Room	10	x 12	120	50	70
1	Turnout Washer / Dryer Room	10	x 10	100	120	-20
1	Outdoor Storage	5	x 10	50	50	0
	sub-total			5666	1,443	4,073
	SUPPORT SPACES:					
1	Janitor's Closet	8	x 5	40	0	40
1	Toilet Rooms	9	x 10	90	0	90
	Circulation 25%			2866	70	2796
	sub-total			2996	70	2926

**City of Ashland Program of Spaces
FIRE & RESCUE DEPARTMENT**

Optimum Space: 12,000 sf (2 story bldg)

		FIRE ADMINISTRATION / LIVING					
1	Crew Room	15	x	20	300	290	10
5	Dormitories, Double	12	x	17	1020	490	530
1	Fitness Room	15	x	16	240	0	240
1	Men's Toilet Shower	27	x	10	270	106	164
1	Women's Toilet Shower	10	x	12	120	0	120
1	House Laundry	10	x	10	100	0	100
1	Station Office	10	x	12	120	50	70
1	CERT Office	12	x	14	168	0	168
1	Report Writing Office	12	x	14	168	0	168
1	Work	8	x	10	80	0	80
1	Kitchen	10	x	15	150	120	30
1	Dining Room	10	x	15	150	120	30
1	Training / Meeting Room	15	x	30	450	0	450
1	Storage	8	x	10	80	0	80
1	Entry	10	x	10	100	0	100
2	Public Restroom	8	x	6	96	0	96
1	Elevator Equipment	8	x	8	64	0	64
		sub-total			3676	1,176	2,500
		SUPPORT SPACES:					
1	Janitor's Closet	6	x	10	60	0	60
1	Outdoor Covered Patio (Include Patio cover in costs at 50%)	16	x	20	320		320
		sub-total			380	0	380
Total Building Area					12,868	2,689	10,029

NO FLOOR PLAN IS BEING DEVELOPED
FOR PROPOSED
FIRE STATION #2

(plan previously developed for bond
issue proves feasibility on site)

Information Technologies

Public Access/ Security

The Warehouse building at the yard has several entrances, none with a public lobby or control point. The building is served by a single corridor (shown to the right). The public has free access to the building without clear direction. Theft has been a problem in the past.



Department Fragmentation

The information technologies department has been inserted within the electric department. The growth of I.T. has been at the expense of electric department work spaces. This has also caused the work spaces for both departments to become fragmented and disconnected. Many spaces are not working to the optimum efficiency due to lack of storage and technical work space beyond typical desk functions.



Lack of Meeting Space

There is currently one meeting/conference room within the facility. Scheduling this space is often a challenge.



Head End constraint

The main server for AFN is located within the warehouse building. This facility would be extremely expensive to relocate. It is possible for the department to move away from this location but should remain close by.

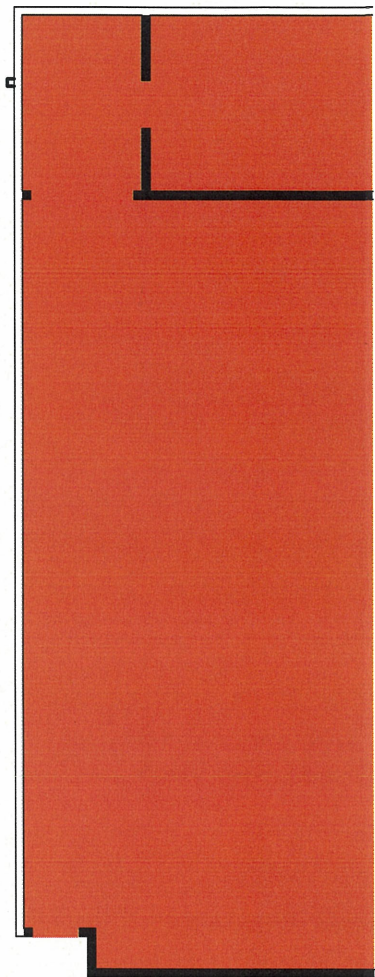
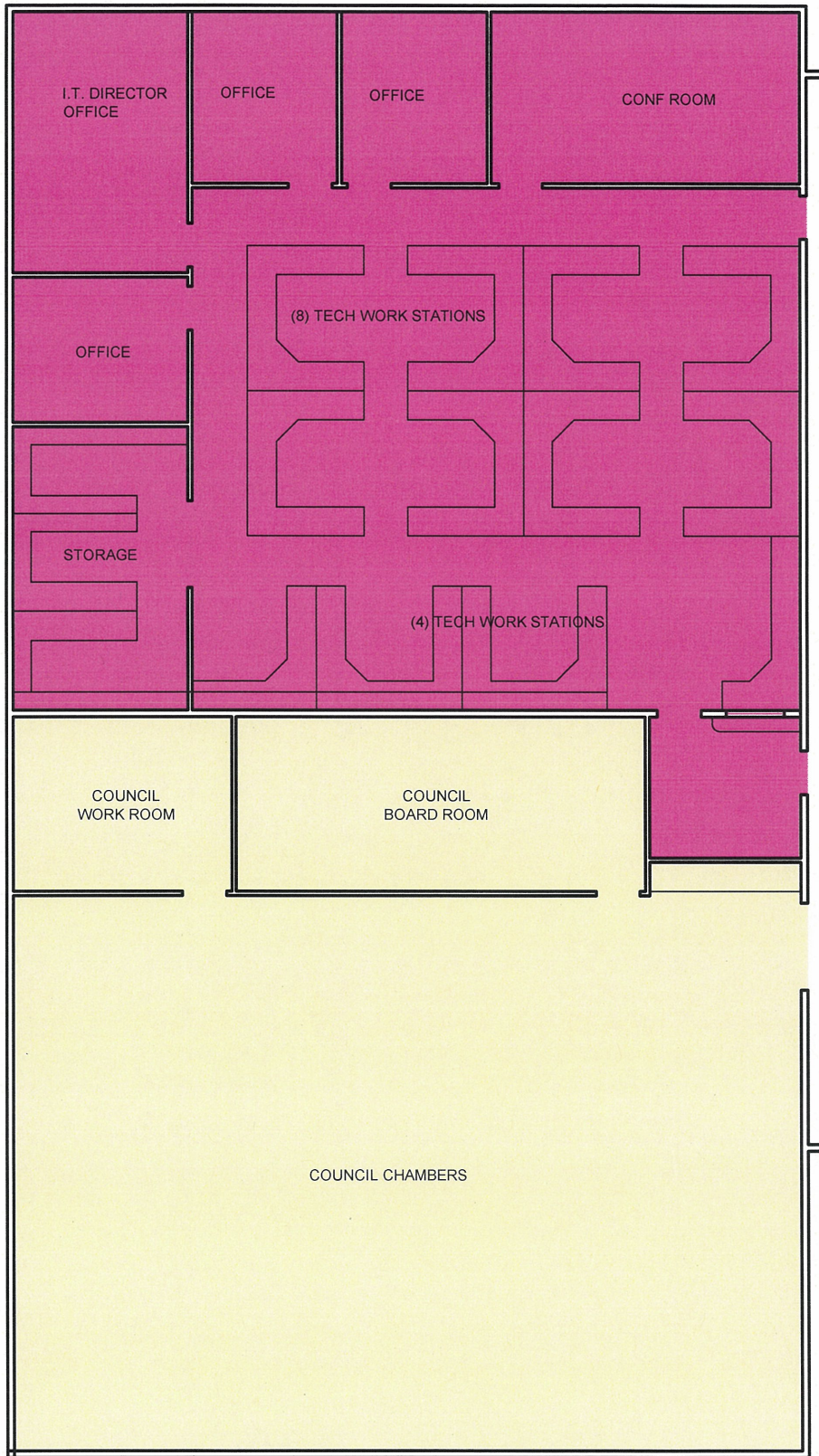


**City of Ashland Program of Spaces
INFORMATION TECHNOLOGY**

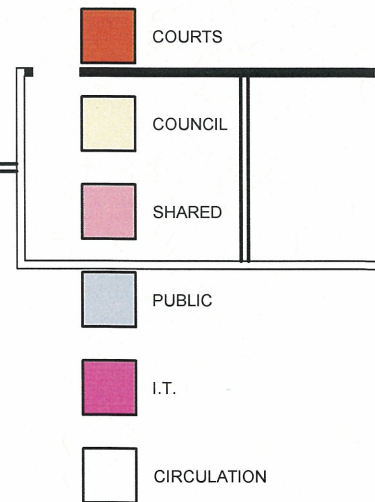
PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference	
1	I.T. Director Office	12	x	18	216	134	82
2	Administrative Secretary WS	10	x	12	240	132	108
1	Telecommunications Engineer Office	10	x	12	120		120
1	Operations Manager Office	10	x	12	120		120
2	Network Administrator WS	8	x	10	160		160
1	Account Representative WS	8	x	10	80		80
2	Database Administrator WS	10	x	12	240		240
3	Telecommunications Technician WS	10	x	15	450		450
1	Telecommunications/ Comp Tech WS	10	x	15	150		150
1	User Support Manager Office	10	x	12	120		120
2	Computer Technician WS	10	x	15	300		300
1	Conference Room	12		15	180		180
1	Head-end/Server Room (700 sf)	30	x	35	1050	1,067	-17
Sub-total					3426	1,333	2,093
Shared Spaces							
Utility/Restrooms/shared							
1	Waiting Area (Admin Secretary)	15	x	20	300	0	300
1	Conference Room (seat 30)*	15	x	30	450	370	80
1	Storage Area (200 sf)*	15	x	15	225	600	-375
1	Warehouse (1200 sf)*	27	x	45	1215	600	615
1	Loading Dock*	15	x	20	300	800	-500
Sub-total					2490	2,370	120
Circulation		22%			1,302	815	487
Total Building Area					7,218	4,518	2,700

* Currently shared with other departments



LEGEND



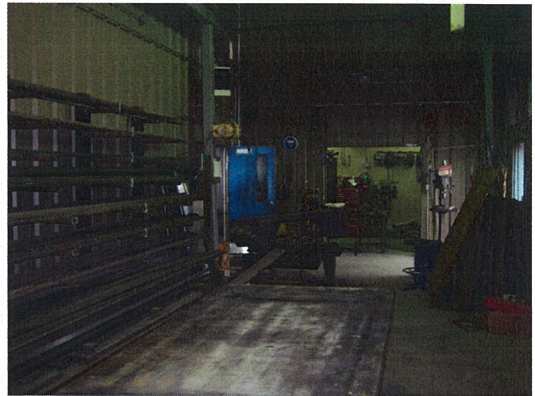
**INFORMATION TECHNOLOGY
(1175 EAST MAIN STREET)
PROPOSED**

Maintenance

The existing yard is currently challenged by limited storage space. Yards are fragmented and located throughout the city. Limited covered parking is available for the city vehicles. Many of these vehicles need to be parked under cover to help protect the equipment from over exposure to the weather.



The welding shop is challenged by limited space. About 50% more area is required for this department to function efficiently.



The sign shop is also challenged with space needs. Again about 50% more space is needed for this department to function efficiently.



Residential construction has developed around the yard properties. The activities of the yards now cause disruption for these neighbors.

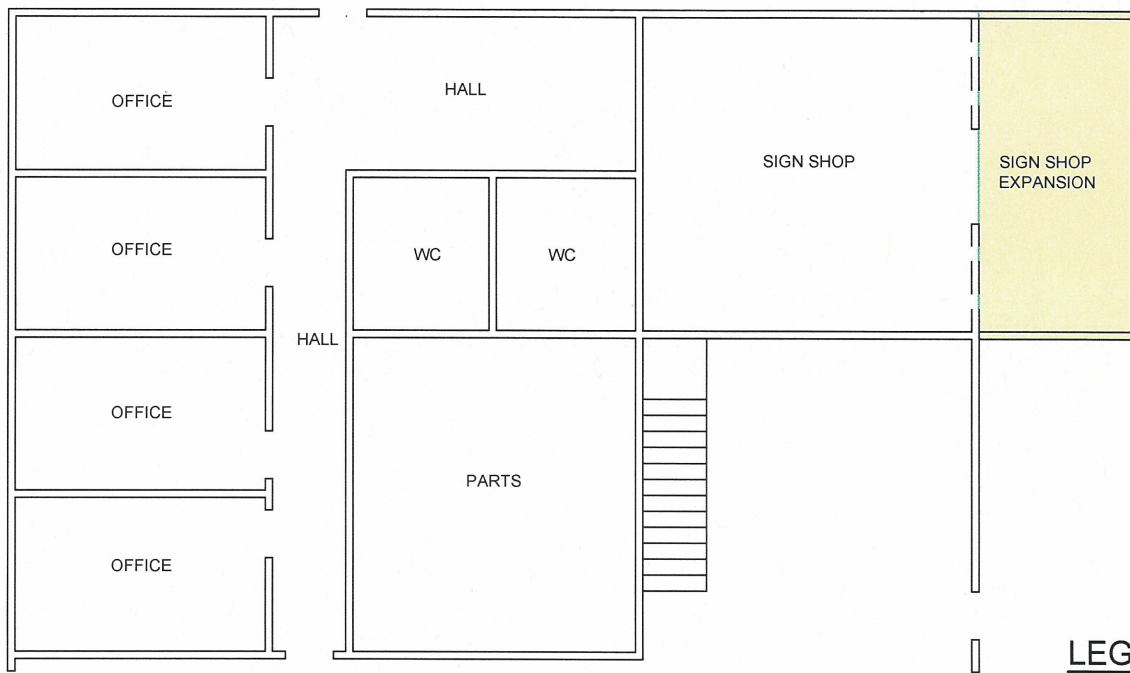


**City of Ashland Program of Spaces
Maintenance**

PROGRAM AREAS

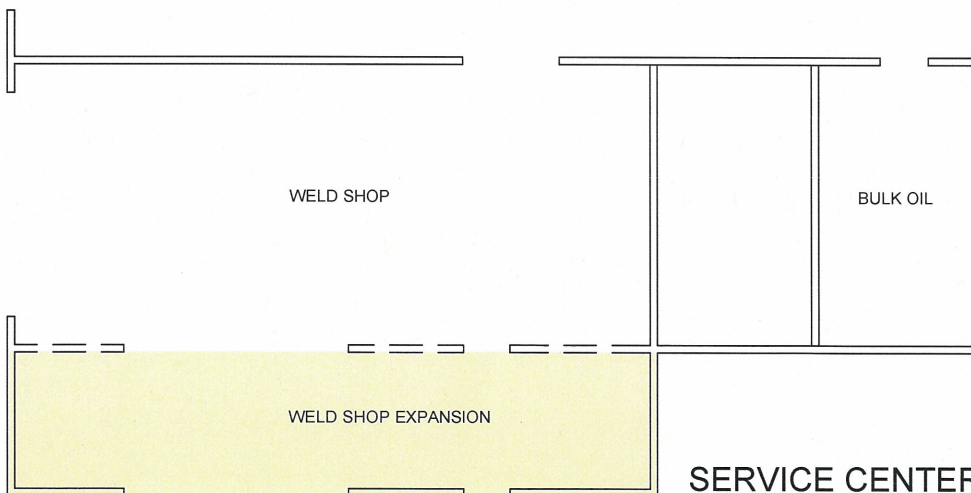
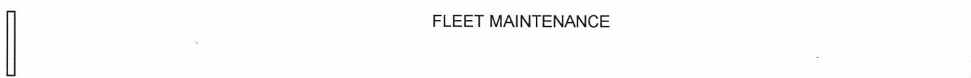
Space Data						
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	
1	Office	10 x 16	160	160	0	
1	Office	10 x 16	160	160	0	
1	Office	10 x 16	160	160	0	
1	Office	10 x 16	160	160	0	
1	Lobby	10 x 23	230	230	0	
1	Sign Shop	20 x 31	620	420	200	
1	Parts	20 x 18	360	360	0	
1	Fleet Maintenance Bays	36 x 60	2160	2,160	0	
1	Fleet Maintenance Shop	20 x 21	420	420	0	
1	Weld Shop	40 x 27	1080	720	360	
1	Storage	10 x 18	180	180	0	
1	Men's Toilet	10 x 9	90	90	0	
1	Unisex Toilet	10 x 9	90	90	0	
1	Bulk Oil Storage	10 x 18	180	180	0	
	Subtotal:		6050	5,490	560	
	Parking and site storage area to be calculated separately					
	Circulation	10%	1,210	150	1,060	
Total Building Area			7,260	5,640	1,620	

* Currently shared with other departments



LEGEND

- EXISTING BUILDING
- NEW CONSTRUCTION



SERVICE CENTER MAINTENANCE SHOP
(90 N. MOUNTAIN AVE.)
PROPOSED

Parks

Sherwood Park

The public restrooms have exceeded their expected lifespan and are a continual maintenance challenge.



These restrooms need to be replaced and updated to meet current accessibility codes.



North Mountain Park

The success of the programs at North Mountain park have created the need for additional staff or volunteer workspaces. An additional 5 workstations are needed at the nature center.

Programs are requiring additional classroom space.



The community center on Winburn Way is often used for weddings. There is currently is no space for the brides to get ready. A bride room is needed.

**City of Ashland Program of Spaces
PARKS & RECREATION**

PROGRAM AREAS

Space Data						
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference
	No Changes Requested in Park offices					
1	Parks & Recreation Director		x	0		0
1	Department Secretary		x	0		0
1	Receptionist		x	0		0
1	Parks Superintendent		x	0		0
1	Lead Custodian		x	0		0
2	Custodian		x	0		0
1	Greens Superintendent		x	0		0
18	Park Technicians		x	0		0
12	Parks Worker		x	0		0
1	Recreation Superintendent		x	0		0
2	Recreation Coordinator		x	0		0
4	Recreation Worker		x	0		0
1	Recreation Facilities Manager		x	0		0
2	Enviro. Education Coordinator		x	0		0
1	Receptionist		x	0		0
2	Senior Program		x	0		0
	Subtotal			0	0	0
1	Conference Room (25 people)		x	0		0
	Storage Areas		x	0		0
1	Break/Lunch Room (15 people)		x	0		0
15	Workstations		x	0		0
1	Waiting Area		x	0		0
1	Public Counter		x	0		0
1	Public Window		x	0		0
1	Interview Area		x	0		0
	Subtotal			0	0	0
	North Mtn Park Nature Center					
	Main Exhibit room		x	429	429	0
	Reception Lobby		x	258	258	0
	Reception Workstation		x	0	0	0
	Resource Room		x	143	143	0
	Lab		x	161	161	0
	Kitchen		x	59	59	0
	Restroom		x	58	58	0
1	Office	25	x	25	625	120
	Storage		x	70	70	0
	Subtotal			1803	1298	505
1	Outside Classroom	30	x	40	1200	0
2	Sherwood Park Restrooms	10	x	12	240	
1	Bridal Room/Community Center	10	x	15	150	
	Total Building Area			3,003	1,298	1,705

Community Development Building

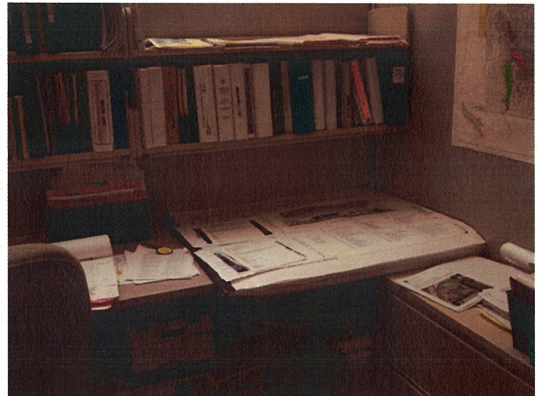
For the most part, the recently constructed community development building is functioning well. Recent security doors have been added to restrict public access from the lobby area into the internal department areas.

This building contains two conference rooms which are constantly being used by either the public or other departments.

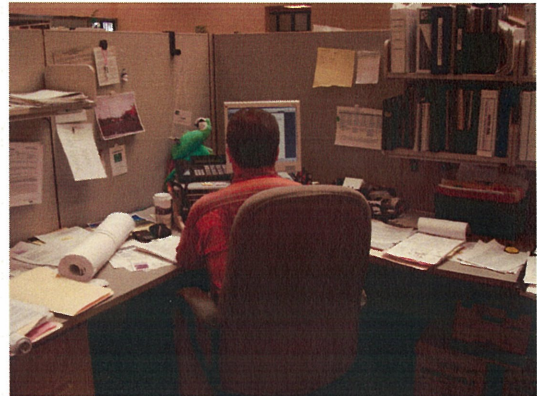


Work station size

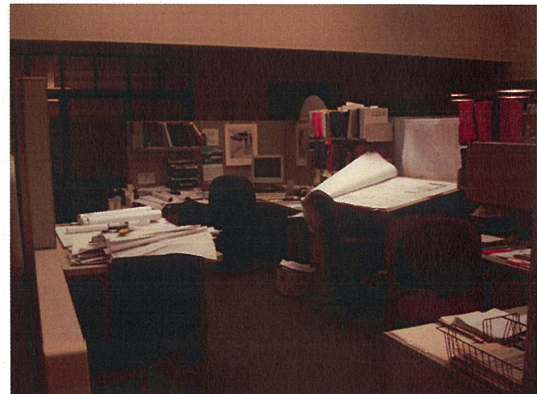
The planning work stations do not provide adequate work space to accommodate construction documents.



Several workstations throughout the facility are not contiguous with the department they are associated. Some minor reconfiguration could resolve this challenge.



Work stations are not configured to accommodate oversized sets of plans during the review process.



**City of Ashland Program of Spaces
PLANNING & BUILDING**

PROGRAM AREAS

Space Data						
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference
	Planning					
1	Com Dev Director Office	13.5	x 16	209	209	0
1	Executive Secretary Workstation	9	x 15	135	135	0
1	Senior Planner Office	9.75	x 14	132	132	0
1	Housing Program Specialist Office	10.5	x 11	110	110	0
1	Permit Center Man Office	9.5	x 13	124	124	0
1	Associate Planner Workstation	9	x 12	108	89	19
2	Assistant Planner Workstations	9	x 12	216	198	18
1	Flex work station	6.5	x 12	76	76	
1	Planning Archive		x	365	340	
1	Work/Storage area	10.5	x 15	158	158	0
	sub-total			1633	1,570	37
	Building Department					
1	Building Official Office	10.5	x 15	152	152	0
3	Building Inspector Workstations	9.5	x 11	314	314	0
1	Code Enf Specialist workstation	5	x 8	40	40	0
1	Flexible Workstation	6	x 9	54	54	0
1	Building Secretary Workstation	9.5	x 11	105	105	0
2	Account Clerk I Workstations	7	x 8	112	112	0
1	Building Archive		x	280	280	
1	Building Library	7.75	x 9.0	70	70	0
	sub-total			1126	1,126	0
	Shared Spaces*					
1	Public Lobby	17	x 26	442	442	0
2	Public Toilets (M/W)	5	x 8	80	80	0
1	Public Counter	5.5	x 15	83	83	0
1	Conference Room # 1	21	x 28.0	588	588	0
1	Conference Room # 2	14	x 17	238	238	0
1	Break Room	12	x 13	156	156	0
1	Employee Men's Restroom	12	x 13	156	156	0
1	Employee Women's Restroom	12	x 12	144	144	0
1	Copy/Work room	9	x 12	108	108	0
1	Janitor	5	x 8	38	38	0
	sub-total			2032	2,032	0
	Circulation/Utility		35%	1,677	2,280	0
	Total Building Area			6,467	7,008	37

* Currently shared with other departments



**COMMUNITY DEVELOPMENT AND PUBLIC
WORKS ADMINISTRATION (51 WINBURN WAY)
TOTAL 10,012 SF
PROPOSED**

Police

Public Circulation

The existing lobby is adjacent to the general work area. Computer monitors with sensitive information are visible to the public area. The public must travel past these monitors for interviews or fingerprinting services.

Poor office conditions

Currently work stations for the Detectives, Sergeants, Volunteers and report writing are being squeezed into small offices due to lack of space. Photo to the right shows the detectives office, 5 work stations in a 12 x 12 space.

Evidence Storage has already reached the maximum capacity. Evidence must be retained indefinitely. Currently storage containers are housing non sensitive material in the parking lot.



Lack of Meeting Space

The existing briefing room cannot accommodate the 30+ persons often needed and does not provide room for required training. It is difficult to schedule and costly to retain other spaces within the community on a regular basis. Often a space is needed for training that should be able to accommodate 50 to 100 people.

Temporary custody

The existing facilities are inadequate to retain and process persons in temporary custody.



**City of Ashland Program of Spaces
POLICE DEPARTMENT**

PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size		Proposed Area	Existing Area	Area Difference	
1	Police Chief Office	12	x	18	216	174	42
1	Deputy Chief Office	12	x	12	144	132	12
1	Lieutenant Office	12	x	12	144	141	3
1	Administrative Assistant Office	10	x	12	120	134	-14
1	Records Supervisor Office	10	x	10	100		100
4	Records Clerk Workstations	10	x	10	400	500	-100
1	Evidence Technician Office	10	x	12	120	173	-53
1	Property/Evidence Room (400 sf)	15	x	27	405	162	243
1	Background Investigator Workstation	10	x	12	120	144	-24
1	DEA Workstation	0	x	0	0	0	0
1	Volunteer Coordinator workstation	8	x	12	96	98	-2
3	Volunteer Desks	5	x	6	90	0	90
5	Sergeants Workstations	8	x	10	400	348	52
5	Detectives Workstations	8	x	10	400	186	214
5	Patrol Officers Workstations	8	x	10	400	336	64
1	Investigations Clerk Workstation	8	x	10	80		80
1	School Resource Officer Office	10	x	12	120	132	-12
1	Central Area Patrol	5	x	6	30		30
1	Park Patrol	10	x	12	120		120
1	Interogation room	8	x	10	80		80
1	Archives	12	x	20	240	180	60
1	Men's Locker Room/Toilet	15	x	20	300	272	28
1	Women's Locker Room/Toilet	15	x	20	300	210	90
1	Conference Room (seat 10-15)	12	x	18	216	184	32
1	Conference Room (seat 30-40)	15	x	40	600	0	600
1	Fingerprint Area	8	x	10	80	20	60
1	Break / Lunch Room	15	x	20	300	305	-5
1	Storage Area (200 sf)	10	x	20	200	81	119
1	Briefing/Training Area (30-40 people)	15	x	40	600	230	370
1	Employee Restroom	8	x	10	80	72	8
1	Breathilizer	8	x	10	80	91	-11
1	Booking	10	x	12	120	150	-30
1	Waiting Area	12	x	15	180	132	48
1	Public Counter / Window	4	x	6	24	60	-36
2	Interview Areas	9	x	10	180	120	60
1	Public Toilets	8	x	6	48	81	-33
1	Custodial	7	x	10	70	75	-5
Subtotal					7203	4923	2280
Actual Circulation (per plan)					250		
Circulation				22%	1,585	1,083	502
Total Building Area					8,788	6,006	2,782



ASHLAND POLICE STATION
(1155 EAST MAIN STREET)
PROPOSED

LEGEND

- HEAVY REMODEL
- NEW CONSTRUCTION

City of Ashland Program of Spaces

PUBLIC WORKS

(Community Development)

PROGRAM AREAS

Space Data							
Qty	Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
	Community Development						
1	Public Works Director' Office	13	x	17	221	221	0
2	Manager Assistant Workstation	10	x	10	200	200	0
1	Project Manager Office	11		14	149	149	0
1	Assoc Engineer Office	10		13	130	130	0
5	Engineering, Inspection, Traffic Safety Surveying	9	x	7	315	315	0
2	Public Works Operations	7	x	7	98	98	0
3	GIS Division Workstations	8	x	8	192	192	0
4	Storm Drain Section	6	x	7	168	168	0
2	Building	6	x	7	84	84	0
1	Archives	15.5	x	26	399	399	0
1	Library	10	x	21	210	210	0
	Subtotal				2166	2,166	0
	Shared spaces (see com dev)						
	Circulation 20%			22%	476		
	Total Building Area				2,642	2,166	0

* Currently shared with other departments

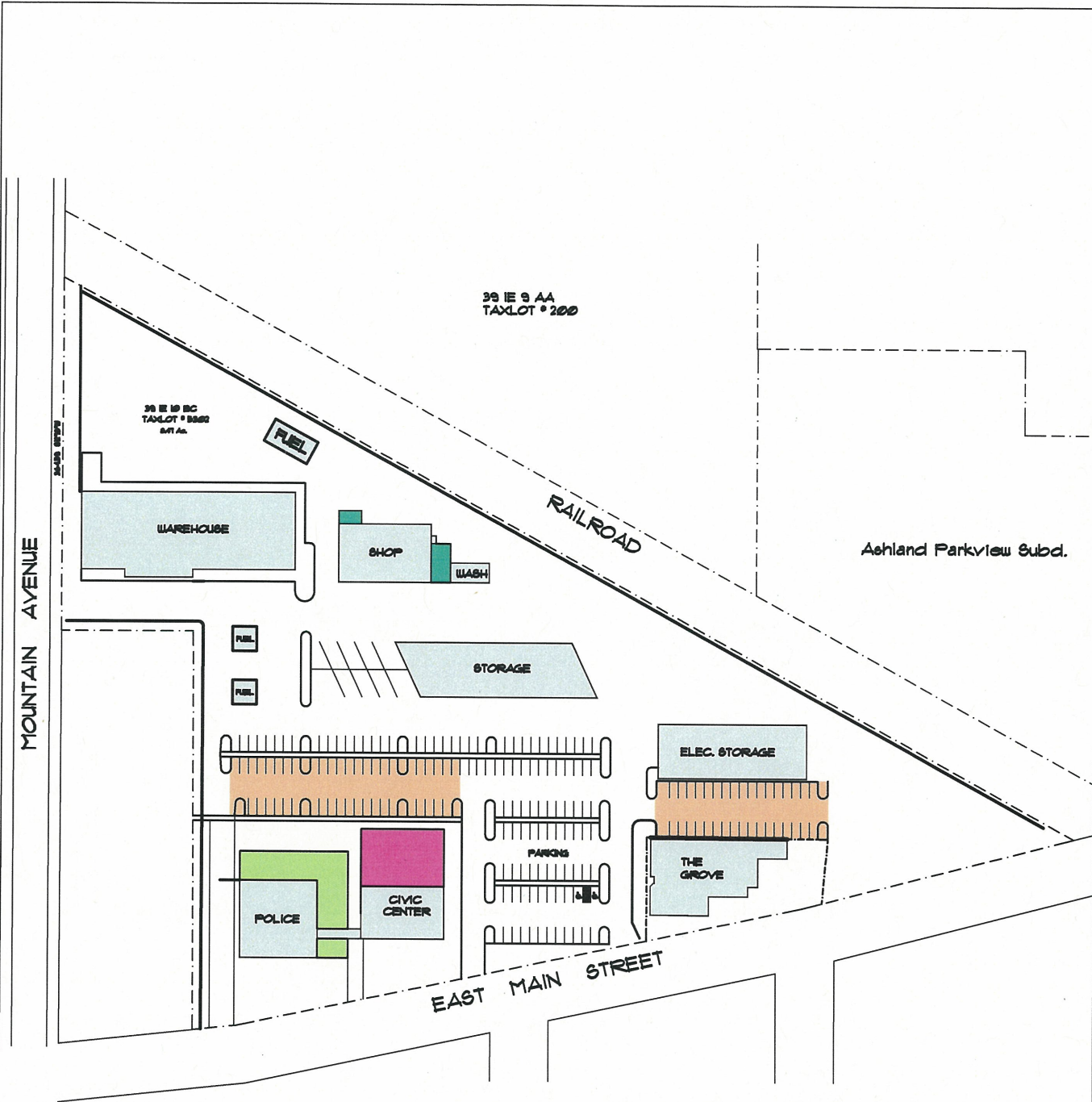
**City of Ashland Program of Spaces
PUBLIC WORKS**

Other Sites

PROGRAM AREAS

Space Data					
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference
	Waste Water Treatment				
4	Water Treatment Plant	x	0		0
12	Water Distribution Division	x	0		0
5	Wastewater Collection, Pump Station	x	0		0
1	Wastewater Treatment & Reuse	x	0		0
5	Wastewater Treatment	x	0		0
			0	0	0
	Warehouse				
1	Fleet & Building Maint Supervisor	x	0		0
3	Shop / Fleet	x	0		0
8	Street Operations Division	x	0		0
3	Administrative Staff (Locator/Warehousing)	x	0		0
			0	0	0
2	Cemetery	x	0		0
	Shared spaces (see com dev)				
	Circulation 20%	20%			
Total Building Area			0	0	0

* Currently shared with other departments



THE YARD
PROPOSED

LEGEND

- NEW PARKING
- MAINTENANCE EXPANSION
- I.T. COUNCIL EXPANSION
- POLICE EXPANSION

FIRE STATION #2

DETAILED NARRATIVE - SPECIAL PROPERTIES

FIRE STATION #2

The redevelopment of this property is the single most critical part of the Master Plan, due to the critical needs faced by the Fire Department at this station, and the size and condition of the current facility.

The existing building is over 40 years old, and has exceeded its useful life due to its condition and quality of construction. The structure is built of non-reinforced CMU, which is already showing signs of cracks and deterioration. Due to its construction, this building most likely would not withstand a seismic event. Current building codes require fire stations and other 'essential facilities' to be built to a higher standard, so that their critical functions can continue after an earthquake. Also, the building is not insulated, resulting in high utility bills and uncomfortable living conditions for the firefighters, who work 24-hour shifts.

At approximately 2600 square feet, the existing facility utterly lacks the space required for its current and future programmatic elements. This lack of space has resulted in severe compromises in the building's functionality, including shared dormitory spaces for men and women. Additionally, there is not an adequate separation between the apparatus bay and the living quarters, and dangerous exhaust fumes permeate the living quarters.

The single most critical need is the lack of space in the apparatus bay. The current apparatus bay houses two rigs, but seven vehicles are housed on site. The remaining five pieces of apparatus are stored outside or under temporary covers. This exposure to the elements, especially the damaging effects of ultraviolet rays, diminishes the life span of the equipment and results in more frequent replacement of parts like rubber hoses. Additionally, the ambulances must be kept in a secure and conditioned environment, to prevent vandalism and theft of drugs, and to maintain the medications that are stored onboard.

The anticipated size of a replacement facility for Fire Station #2 is approximately 10,000 square feet. The Facilities Master Plan Committee felt that phasing of this project would not be an effective method to control the project cost. Even if only a portion of the project is built, the overall space needs would not change. Rather, phasing of the project would only increase the overall project cost, due to the smaller size of the projects and the normal escalation of construction costs.

The Facilities Master Plan Committee investigated alternate sites for Fire Station #2, but it quickly became clear that no other suitable sites were available or would likely become available.

The committee felt that the use of eminent domain to acquire property was not a prudent choice. Therefore, the committee recommends the development of a new fire station on the same site. Same project as proposed in the bond, but with reduced costs by creating a simpler design and construction type, not a 'sister' station to FS 1.

**City of Ashland Facility Master Plan
 Trial Cost Estimate - DRAFT
 Fire Department # 2 (existing property)**

April 15, 2008

1. Site Work:		
Off-site improvements	\$	160,000
General site work	\$	252,018
Existing building Demolition	\$	24,570
2. Building Cost:		
10250 S.F. @ \$265/S.F.	\$	2,716,250
Based on ORW's Grants Pass Stations		
3 Construction Contingency Allowance (8%)	\$	217,300
Construction Cost Subtotal		\$3,370,138
4. Misc Equipment and Furnishings	\$	40,000
5. Miscellaneous Costs:		
a. Architect/engineers (10%)	\$	337,014
b. Landscape architect	\$	10,000
c. Civil engineer	\$	15,000
d. Special Consultant	\$	-
e. Interior designer	\$	8,000
f. Acoustical Engineer	\$	-
g. Surveyor	\$	8,000
h. Geotechnical engineer	\$	4,000
i. Cost estimator	\$	8,000
j. Materials testing	\$	6,000
k. Contract Documents printing	\$	6,000
l. Approval agency fees allowance (5% const cost)	\$	135,813
m. Reimbursable expenses	\$	6,000
n. Property Aquisition* (x Street)	\$	-
o. Department Relocation Costs		not included
Miscellaneous Costs Subtotal		583,826
Total Estimated Project Budget		\$3,953,964

Not including:

- * Allowance only, this is not an appraised value
- Inflation until construction start (start time is unknown at this point in time)

THE YARD

DETAILED NARRATIVE - MAINTENANCE YARD

Currently, the city's maintenance yards are located on numerous small sites throughout the city. This fragmentation makes it difficult for the Public Works, Electric, IT, and Maintenance Departments to function efficiently, and results in wasted staff time and fuel consumption, in addition to the under-utilization of the facilities themselves. Consolidation of these facilities is a key component of the Facilities Master Plan.

The main yard at East Main & Mountain Avenue is too small to house all the vehicles that need to be kept under cover, for maintenance and protection of the assets. It also is not big enough to store all the utility piping, meters, parts, and other supplies that need to be kept on hand. A lack of security at this site results in the theft and vandalism of the materials and equipment stored here.

The main yard is centrally located, which has proven disruptive to the neighborhood that has developed around this site in recent years, and the activities there generate numerous complaints about traffic, noise, dust, and other 'nuisances.' Since this issue cannot be resolved completely, the Facilities Master Plan Committee considered alternate locations for the yard. A traffic counter deployed at this site showed an average of 300 vehicle trips to the yard per day. Therefore, a very remote location for this function also would result in wasted staff time and fuel consumption.

The existing buildings at the main yard are pre-engineered structures, which could be dismantled and re-assembled at a new location, perhaps with new exterior panels. Site development still required at any new location, but re-use of the current buildings' structures would save substantially on project cost and material resources.

Several properties in the central portion of the city were evaluated (see appendix). These sites were rejected due to high land acquisition costs and concerns over noise and dust that are similar to the existing site. The Gun Club, Hardesty and Imperatrice properties were deemed undesirable due to zoning impediments and their remote location. The most viable options for a new consolidated maintenance yard were those in the vicinities of Washington Street and Mistletoe Road (see appendix).

**City of Ashland Facility Master Plan
 Trial Cost Estimate
 The Yard Relocation (Washington Street)**

June 5, 2008

1. Site Work:		
Off-site improvements	\$ 300,000	
General site work	\$ 2,178,000	
2. Building Cost:		
40,000 S.F. @ \$125/S.F.	\$ 5,000,000	
3 Construction Contingency Allowance (5%)	\$ 373,900	
Construction Cost Subtotal		\$ 7,851,900
4. Misc Equipment and Furnishings	\$ 62,751	
5. Miscellaneous Costs:		
a. Architect/engineers (8%)	\$ 628,152	
b. Landscape architect	\$ 25,000	
c. Civil engineer	\$ 75,000	
d. Special Consultant	\$ -	
e. Interior designer	\$ 8,000	
f. Acoustical Engineer	\$ -	
g. Surveyor	\$ 12,500	
h. Geotechnical engineer	\$ 11,500	
i. Cost estimator	\$ 6,000	
j. Materials testing	\$ 8,000	
k. Contract Documents printing	\$ 6,000	
l. Approval agency fees allowance (5% const cost)	\$ 400,000	
m. Reimbursable expenses	\$ 6,000	
n. Property Aquisition*	\$ 3,000,000	
o. Moving Costs	not included	
Miscellaneous Costs Subtotal	\$ 4,248,903	4,248,903
Total Estimated Project Budget		\$ 12,100,803

Not including:

- * Allowance only, this is not an appraised value
- Inflation until construction start (start time is unknown at this point in time)

AFFORDABLE HOUSING

DETAILED NARRATIVE - AFFORDABLE HOUSING DEVELOPMENT

Throughout the process of updating the Facilities Master Plan, the committee expressed a keen interest in incorporating opportunities for affordable housing into the Master Plan. The most appropriate sites are highlighted in yellow in the appendix. Specific properties include the B Street yard (2 acre parcel), which could accommodate 50-60 housing units. But the value of this property is listed at \$2.9 million, and its sale might be necessary for the acquisition of new property for a consolidated maintenance yard. Similar concerns exist at the city's other yards, which might be sold if and when a consolidated yard is created.

The Facilities Master Plan Committee recommends that, if a new municipal building is built in downtown Ashland to house those functions that must remain in the city core, then the building volume should be maximized. The departments that must remain downtown require only 9000 square feet, so the surplus space could be used either for other city departments, or for the development of affordable housing.

**City of Ashland Facilities Master Plan
Affordable Housing Opportunities**

B-Street Yard					25% increase	10% increase	10% increase	est. property
	Lot number	Acres	Zoning	Base density	affordable	open space	energy	value
	Lot 1900	1.68	R-3					
	Lot 2700	0.18	R-3					
	Lot 2500	0.22	R-3					
	Lot 2600	0.13	R-3					
	Lot 2100	0.18	R-3					
	Total Parcel size	2.39	R-3	48	12	4.8	7.2	2,950,00.00

units under 500 sq = .75 units

Liberty Property								
	Lot 200	0.99	R-5	2	0	0		\$ 425,000.00

City of Ashland														
Department Analysis		City Hall	Civic Center	Community Dev	Warehouse	Shop	The Grove	Fire # 2	North Mtn Park	Bldg 9	Offsite storage	Total req	Total ex	New area
DEPARTMENT SPACES														
Administration & Legal		2,338									0	2,338	1,809	529
Admin/Council			2,315									2,315	1,627	688
City Recorder		744									1,050	1,794	1,205	589
Electric				320	7,831							8,151	4,766	3,385
Finance		2,115			1,020							3,135	2,722	413
Finance - Courts			1,020									1,020	899	121
Fire								13,555				13,555	3,442	10,113
Information Technologies					7,218							7,218	4,518	2,700
Maintenance						7,260						7,260	5,640	1,620
Parks									1,705			1,705	-	1,705
Planning & Building				2,759								2,759	2,696	62
Police			7,203									7,203	6,006	1,197
Public Works (com dev)				2,166								2,166	2,166	0
Public Works Other Sites														
SUBTOTAL		5,197	10,538	5,244	16,069	7,260	0	13,555	1,705	0	1,050	60,617	37,496	23,122
SHARED SPACES, shared btwn														
Administration & Legal		1918												
Admin/Council			1,248											
City Recorder		included above												
Electric					2060									
Finance		included above												
Finance - Courts			included above											
Fire														
Information Technologies					included above									
Maintenance														
Parks														
Planning & Building				2032										
Police			none											
Public Works (com dev)				included above										
Public Works Other Sites					included above									
SUBTOTAL		1918	1248	2032	2060	0	0	0	0	0	0			
CIRCULATION	22%	1565	2593	2280	3988		0	2982	375	0	231			
Total area		8,680	14,379	9,556	22,117	7,260	-	16,536	2,080	-	1,281			
actual building area		7,012	11,104	10,012	17,375	5,640	10,075	2,689						