



AGENDA

Library Advisory Board Meeting

6:00 PM - Wednesday, October 6, 2021
Zoom

Page

1. MEETING FORMAT

Hi there,

You are invited to a Zoom webinar.
When: Oct 6, 2021 06:00 PM Pacific Time (US and Canada)
Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81269479265?pwd=amhuWkpPSDRoNHA0czd0d1hxOXFTZz09>

Passcode: SaHoLib

Or One tap mobile :

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Webinar ID: 812 6947 9265

Passcode: 8020315

International numbers available: <https://us06web.zoom.us/j/81269479265?pwd=amhuWkpPSDRoNHA0czd0d1hxOXFTZz09>

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Meeting Minutes

3 - 5

[Library Advisory Board - 04 Aug 2021 - Minutes - Pdf](#)

4. NEW BUSINESS

4.1. Strategic Plan

6 - 13

[StrategicPlan2017-2022](#)

4.2. Discuss Library Space Needs Assessment

14 - 75

[City of Sandy Facilities Assessment Final 200501](#)

4.3. Programming Discussion

5. OLD BUSINESS

5.1. LDAC Update

6. STAFF UPDATES

7. ADJOURN



MINUTES Library Advisory Board Meeting

**6:00 PM - Wednesday,
August 4, 2021**

City Hall- Council Chambers,
39250 Pioneer Blvd., Sandy,
Oregon 97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, August 4, 2021, at 6:00 PM, in the City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055, with the following members present:

PRESENT: Board Member Dale Scobert, Board Member Heather Michet , Board Member Kathleen Draine , and Board Member Bethany Shultz , Board Member Cheyenne Holliday, Ex Officio Member Dale Hauff

EXCUSED: Board Member Jeri McMahan and Board Member Lynne Pollard, City Council Liaison Kathleen Walker

**STAFF/LIAISON
PRESENT:** Library Director Sarah McIntyre

AUDIENCE MEMBERS:

1. ROLL CALL

1.1. Zoom meeting info for attendees:

Hi there,

You are invited to a Zoom webinar.

When: Aug 4, 2021 06:00 PM Pacific Time (US and Canada)

Topic: Library Advisory Board meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89720294525?pwd=RXBMVTJjUXVPdUx3WTIZWDRQNWxzZz09>

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Passcode: 91062013

International numbers available: <https://us06web.zoom.us/u/kbM1PFMXgu>

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

January 6th minutes approved with the following two changes:

- Section 4.2 - second bullet, second line. After "might merit discussion" add "with the County Administrator".
- Section 4.2 - third bullet. Delete "to Oak Lodge: and say instead "to Hoodland as compared to Oak Lodge and Happy Valley".

April 21st minutes approved with the following change:

- Section 2.1 - last line. change "that" to "at".

3. NEW BUSINESS

3.1. Introduction of new Board members

3.2. Library District 101

- The Library Director gave a presentation about how and why the Library District came to be, as well as how Library District funding is allocated.
- The indirect service costs that the City charged the Library in the past few biennia arose. Board members generally felt that the amount in excess of what should have been actual was worth pursuing with the City, but a formal vote was not taken.

4. OLD BUSINESS

4.1. Update on status of Task Force

- The Taskforce is currently not being pursued because of a lack of interest by City Managers.
- It may start again in 1.5 - 2 years.

4.2. Library District Advisory Committee (LDAC) update

- The next LDAC meeting will be on September 27.

- LDAC will review the annual reports from 2017 - 2018 and 2018 - 2019 .

5. STAFF UPDATES

5.1. ARPA Grant through State Library

- The Library did not receive the State Library grant for a bookmobile. The Library Director is pursuing other options.
- A general question about grant funding was asked. The Library Director talked about how most grants in libraries are for specific areas - and are almost always for new services.

6. ADJOURN

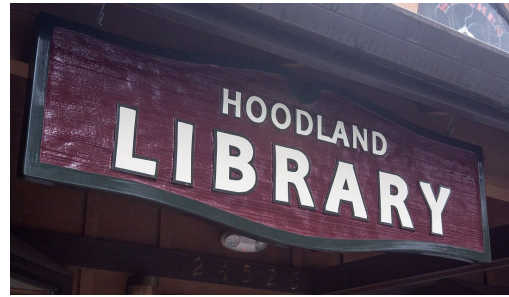
Draft



**The Sandy and Hoodland Public Libraries
5 year Strategic Plan
fiscal years 2018-2022**

Timeline of the Strategic Planning process:

August-September 2016	Recruit people for the Strategic Planning Committee
September 28 , 2016	First Strategic Planning Committee meeting
October 11, 2016	Second Strategic Planning Committee meeting
October 19, 2016	Library Advisory Board meeting - SWOT analysis of 7 Service Responses
November 1, 2016	Third Strategic Planning Committee meeting
November 10, 2016	Staff meeting - Write Draft Values Statement
November 15, 2016	Fourth Strategic Planning Committee meeting
November 16, 2016	Library Advisory Board meeting - Discussed Values Statement, Mission Statement, and Survey
December 8, 2016	Staff meeting - Write Draft Goals and Objectives
December 12-January 31	Strategic Planning Survey available for the community
January 18, 2017	Library Advisory Board Meeting - Reviewed Goals and Added Objectives
February 15, 2017	Draft Strategic Plan for review by Library Staff
February 15, 2017	Draft Strategic Plan for review by Strategic Planning Committee
March 1, 2017	Draft Strategic Plan for review by Library Advisory Board
March 20, 2017	Strategic Plan for City Council Approval
March-June 2017	Working on Organizational Competencies
July 1, 2017	Begin implementing the 5 year Strategic Plan



The Planning Process:

This planning process utilized a group of key individuals in the Sandy and Hoodland Libraries Library Service Area, the Library Advisory Board, and staff of the Sandy and Hoodland Libraries. It was organized and run by Library Director, Sarah McIntyre using the *Strategic Planning for Results* book by the Public Library Association.

Through a series of exercises with these groups, we identified our 7 Primary Service Responses to the community. These 7 Service Responses were included in the Strategic Planning Survey that went out to the community. As of February 27th, 199 people took this survey, and 79 took a simple in-house survey identifying our priorities among the 7 Service Responses as (in priority order):

1. Create Young Readers
2. Stimulate Imagination
3. Satisfy Curiosity
4. Understand how to Find, Evaluate, and Use Information
5. Learn to Read and Write
6. Be an Informed Citizen
7. Connect to the Online World

These 268 people represent 1.78% of our current library cardholders, and our current library cardholders represent 49.75% of our total service population.

Members of the Strategic Planning Committee:

Pam Ashland, Hoodland area representative, member of Hoodland Women's Club

Olga Gerberg, City Council Member, City of Sandy

George Hoyt, President of the Friends of Sandy Library

Khrys Jones, Director, Sandy Chamber of Commerce

Dawn Loomis, Director of Sandy Community Action Center, and Mt Hood Community College Training Director

Sarah McIntyre, Library Director, Sandy and Hoodland Public Libraries

David Snider, Economic Development Director, City of Sandy

Library Values:

The Library Values as crafted by the staff of the Sandy and Hoodland Public Libraries:

1. We defend the library user's freedom of speech and expression, and their right to the information, resources, and library materials they desire
2. We respect the dignity and diversity of all library users, and protect their right to privacy
3. We value education and encourage people in their exploration of new ideas and lifelong learning
4. We communicate clearly and effectively with kindness and compassion
5. We work together as a team on City, County, and Library goals towards a brighter future
6. We manage our time, resources, and funds to preserve our enduring priorities, as well as, build programs and services for our changing and evolving culture

Library Mission Statement:

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world.

Goals, Objectives, and Sample Activities:

1. Create Young Readers: Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Goal: Babies and Toddlers will know the 5 practices (talking, singing, reading, writing, and playing) and will be ready to read and learn when they enter school.

Objective: By December 31st, 2017 all storytime staff will know the 5 practices, and when their storytimes are visited, will exhibit at least 3 of these practices in each storytime.

Objective: By September 30th, 2018, we will have increased our circulation of board books by 50%.

Objective: By September 30th, 2019, 60% more parents when surveyed will know the 5 practices, and 50% of those surveyed will be using them at home.

Objective: By September 30th, 2019, 60% of parents surveyed will say that the 5 practices contributes to their child's learning abilities.

Objective: By June 30th, 2019, we will have visited every school in the Oregon Trail School District to do storytimes or booktalks, and hand out library cards.

Objective: By September 30th, 2021, we will have increased our storytime attendance by 50%.

Sample Activities:

Hold storytimes that promote the 5 practices.

Teach parents how to incorporate the 5 practices with their kids at home.

2. Stimulate Imagination: Reading, Viewing, and Listening For Pleasure

Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

Goal: Adults, teens, and kids will have print, media, and digital materials to keep their brains and imaginations active and allow them to explore ideas.

Objective: In each fiscal year ending June 30th, 75% of adults, teens, and kids surveyed will report that the collection of materials for them to read, listen, or view for pleasure is very good or excellent.

Objective: By December 31st, 2019, 70% of people surveyed will respond that items that they place on hold are received in a timely manner.

Objective: By December 31st, 2021, 85% of people surveyed will respond that the assistance they receive from staff is either very good or excellent.

Sample Activities:

Improve collections of print and media materials

Lower holds ratios by buying more copies of items

3. Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Goal: All ages will have creative hands-on educational and entertainment programming.

Objective: In each fiscal year ending June 30th, at least 10,000 people will attend programs. When surveyed 75% of people will say that the library does a good or excellent job at providing well rounded educational and entertainment programs.

Objective: By June 30th, 2019, 75% of people who attended programs when surveyed will report that they view the library as a resource for programming to enhance their leisure time.

Objective: By June 30th, 2019, 50% of people surveyed will say that they attended a new program within the last year, and would recommend a library program to a friend.

Objective: By June 30th, 2022, 750 people of Latino heritage will have attended programs at the library.

Sample Activities:

Hold a variety of programs for all ages.

4. Understand How to Find, Evaluate, and Use Information: Information Fluency

Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.

Goal: Adults will understand how to use the online catalog, reference books, databases, and the Internet.

Objective: By June 30th, 2020, 75 people will have attended classes, and 90% will report very good or excellent as their ability to know how to evaluate information.

Objective: By June 30th, 2022, there will be a 30% increase in adults that respond that they are pretty good or very good at using library resources.

Objective: By June 30th, 2022, the # of people using online databases will increase by 10%.

Goal: High School seniors will be information literate

Objective: By June 30th 2019, 75% of seniors will report when surveyed that they used a library to write a research paper, 75% of these seniors will report by end of the school year that they know how to evaluate information.

Objective: By June 30th, 2019, 5 successful high school students will volunteer to assist the library with our information literacy classes.

Objective: By June 30th 2021, the library will have offered at least 8 co-sponsored information literacy classes for teens.

Goal: Middle School students will use the library catalog and databases for homework resources.

Objective: By June 30th, 2019, at least 50 middle schoolers will take information literacy classes co-sponsored by the middle school and the library, and 80% of these kids will say when surveyed that they know how to find information in the library catalog and databases.

Objective: By June 30th, 2019, 5 successful middle school students will volunteer to assist the library with our information literacy classes.

Objective: By June 30th, 2022, 50% of students surveyed will report using library databases for homework purposes.

Sample Activities:

Hold information literacy classes for adults

Partner with the High School and Middle School Media Specialists to teach information literacy classes for high schoolers, and middle schoolers.

5. Learn to Read and Write: Adult, Teen, and Family Literacy

Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

Goal: Native English speakers and Non-English speakers will improve their English language skills, and will have strengthened bonds with the community at large.

Objective: By June 30th, 2018, we will recruit 5 more volunteer English teachers.

Objective: By June 30th, 2020, 50 non-English speakers will attend English classes. 90% of these people will report on a survey that their English has gotten better or much better.

Objective: By June 30th, 2020, 25% of people will indicate on a survey that they use the library to improve or maintain their literacy skills.

Objective: By June 30th, 2021, 200 Non-English speakers will have attended programs at the library, 50% of these people when surveyed will report feeling more a part of the community.

Goal: Kids and Teens will have improved reading and writing skills.

Objective: By June 30th, 2021, volunteers and staff will tutor school kids in reading and/or writing. 60% of these students will report that their grades in reading and/or writing have improved.

Objective: By June 30th, 2021, the library will recruit at least 10 literacy tutor volunteers.

Objective: By June 30th, 2022, circulation of fiction and non-fiction print materials for kids and teens will maintain at current levels.

Sample Activities:

Teach ESOL Classes weekly

Plan and present Dia de los Ninos, and Dia de los Muertos programs

Host writing clubs

Coordinate volunteer tutoring program in coordination with Antfarm

6. Be an Informed Citizen: Local, National, and World Affairs

Residents will have the information they need to support and promote democracy; fulfill their civic responsibilities at the local, state, and national levels; and fully participate in community decision-making.

Goal: Adults and teens will understand how local, state, and national government works and be or become informed voters.

Objective: By November 30th 2021, 50% of teens and adults surveyed will report having a better understanding of how government works.

Objective: By November 30th, 2022, 10% more of registered voters surveyed will say that they voted in the last election.

Objective: By November 30th, 2022, 10% of those surveyed will say that they attended a civics program within the past year.

Sample Activities:

Partner with the City Council to create a Youth City Council.

Partner with the High School Civics Class.

Hold meetings with local and state elected officials.

Have voter registration at all library civics programs.

7. Connect to the Online World: Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Goal: Senior Citizens will have email accounts, and feel more confident and less frustrated navigating information systems.

Objective: By June 30th, 2020, 75 seniors will have created new email accounts.

Objective: By June 30th, 2020, 5 successful seniors will volunteer to assist the library as peer supports in teaching other seniors.

Objective: By June 30th 2021, 50% of adults and seniors surveyed will report being comfortable or very comfortable navigating resources on the computer.

Sample Activities:

In partnership with the senior center, hold classes for seniors on beginning to use email.

In partnership with the senior center, hold classes for seniors on navigating websites.

Check out HotSpots to library patrons for Internet use at home.

Organizational Competencies:

External Partnerships

The Sandy and Hoodland Public Libraries will actively seek and maintain relationships with agencies, organizations, and institutions that will enable us to enhance service to our customers.

- By March 31st, 2017 staff of the library will have created a comprehensive list of formal and informal partners.
- By March 31st, 2017, staff of the library will establish simple criteria for assessing current or potential partners. This information will be disseminated to staff.

Marketing and Public Relations

The Sandy and Hoodland Public Libraries will use appropriate and effective venues for marketing our programs and services.

- By April 30th, 2017, staff of the library will have created a sustainable library newsletter for the Spanish speaking community.
- By April 30th, 2017, staff of the library will establish criteria to evaluate the effectiveness of our marketing efforts.

Measurement and Evaluation

The Sandy and Hoodland Public Libraries will use effective measurement for evaluation of our library programs.

- By May 31st, 2017, staff of the library will have created all of the surveys needed to measure the progress for our strategic plan.
- By May 31st, 2017, staff of the library will have created a regular method of reporting on library objectives to the Library Advisory Board, the staff of the library, and the City Council.

Training and Staff Development

The Sandy and Hoodland Libraries will will have a staff fully trained to meet the needs of the library patrons.

- By June 30th, 2017, a new employee orientation will be created that includes information about the library service priorities and the strategic plan.
- By June 30th, 2017, staff of the library will have a plan in place to train all staff necessary on their new roles as part of the strategic plan.



Soderstrom Architects

Facilities Assessment Report
City of Sandy Facilities
Sandy, Oregon



1200 NW Naito Parkway Suite Number 410 | Portland, OR 97209 | sdra.com

April 6, 2020

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EXECUTIVE SUMMARY

Introduction to City of Sandy Facilities

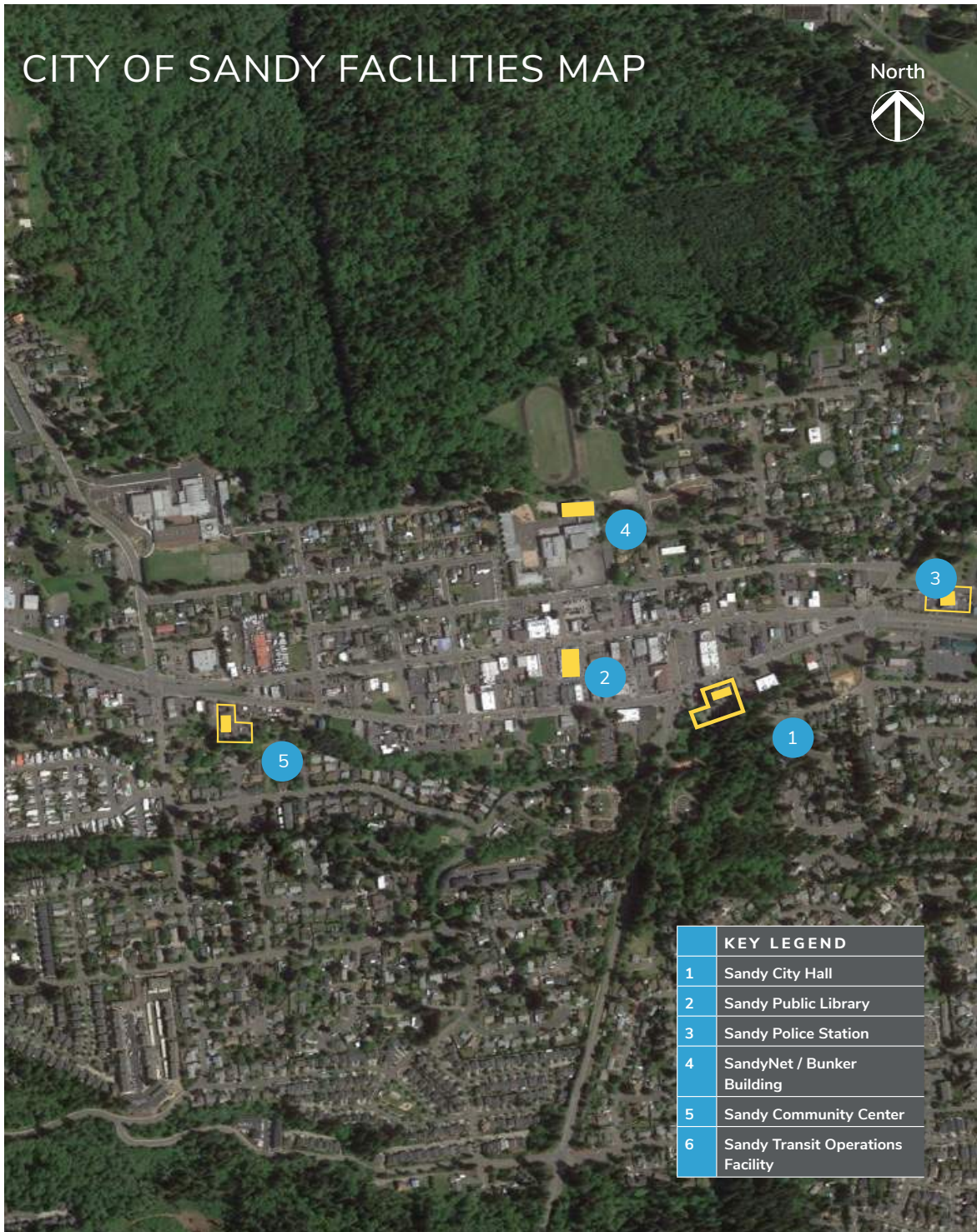
The City of Sandy has hired McKinstry in collaboration with Soderstrom Architects to provide an analysis of its existing building stock, including Sandy City Hall, Sandy Public Library, Sandy Community Center, Sandy Police Department, Sandy Transit Operations and Public Works Facilities, and “The Bunker Building” — also currently known as SandyNet headquarters.

The purpose of this study is to determine:

- The current condition of each building, its major architectural components, its major mechanical and operating systems, as well as a life-cycle replacement and maintenance schedule with cost analysis for each system.
- Major building deficiencies including areas of critical damage and non-code-compliant conditions.
- The anticipated growth and spatial planning needs of each department, and to identify areas of optimization and areas of opportunity between departments in order to meet their future growth needs.
- Current assignable square footage compared to anticipated future needs and to identify opportunities for accommodating current needs and future growth.



CITY OF SANDY FACILITIES MAP



KEY LEGEND	
1	Sandy City Hall
2	Sandy Public Library
3	Sandy Police Station
4	SandyNet / Bunker Building
5	Sandy Community Center
6	Sandy Transit Operations Facility

CITY OF SANDY FACILITIES MAP



KEY LEGEND	
1	Sandy City Hall
2	Sandy Public Library
3	Sandy Police Station
4	SandyNet / Bunker Building
5	Sandy Community Center
6	Sandy Transit Operations Facility



EXISTING FACILITIES OVERVIEW / ASSESSMENT



PIONEER BLVD

SANDY
CITY HALL

SANDY CITY HALL

39250 Pioneer Blvd, Sandy, OR 97055

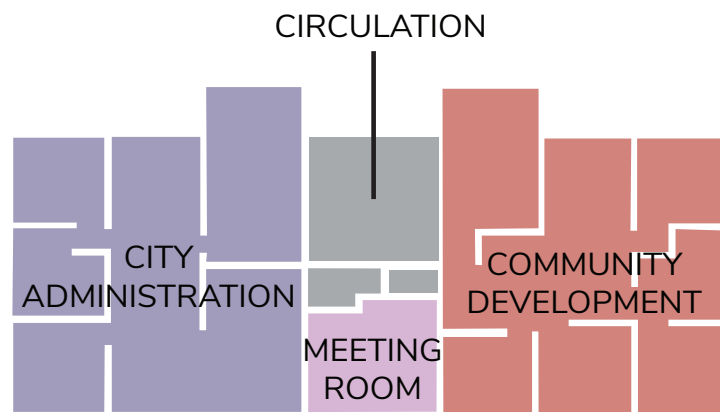
Year Built: 1969

Approximate Gross Area: 7,600 sf

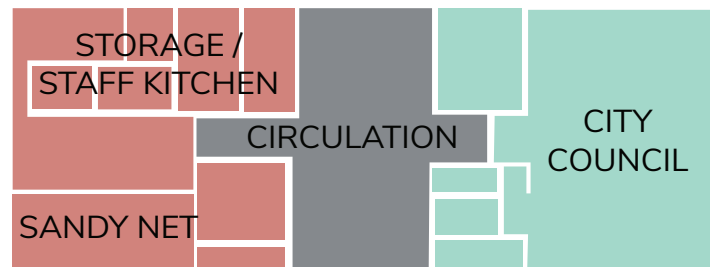
Approximate Footprint Area: 3,800 sf

Construction Type: Type VB (wood construction - non-fire-rated)

Sprinklers: Non-Sprinklered



UPPER FLOOR



LOWER FLOOR

EXISTING FACILITY OVERVIEW

SANDY CITY HALL

BUILDING SYSTEMS ASSESSMENTS

ROOF:

Low slope roof areas: Built-up bituminous roofing system with mineral cap sheet. Last re-roof date is unknown. The roof membrane is in fair to good condition; however, the low slope roofs over the entry vestibules have had significant leaking problems and need to be replaced. Sheet metal flashing is in good condition. Expected remaining service life of 5 to 8 years (replacement between 2025 and 2028). Required maintenance includes cleaning the roof and overflow drains routinely and removing organic deposits and other debris.

Mansards and other sloped roof areas: Standing seam metal roof. Last re-roof date is unknown. Roof system has recently been painted and is in good condition. Expected remaining service life is 20 years (replacement approximately 2040). Required maintenance includes possible repainting to prevent corrosion, as well as maintaining clean gutters and downspouts.

EXTERIOR SIDING:

The exterior cladding is a combination of wood shingle, wood lap siding, natural stone masonry, and poured-in-place concrete. Wood and concrete surfaces have recently been repainted. Siding on the south facade was replaced in 2019. Natural stone is clean and well maintained. No immediate issues were observed. All materials are in good condition.

All painted surfaces will need to be repainted on a periodic schedule of 10 years. Provided repairs are made when needed and paint integrity of wood surfaces maintained, the expected remaining service life is 20 to 30 years (replacement between 2040 and 2050).

Maintenance requirements include cleaning on a 5-year cycle, repainting on a 10-year cycle, and sealant replacement on a 10-year cycle.



Main entry on Pioneer Blvd.



Exterior siding on south facade



Low operable window in west facade is a potential safety hazard

SANDY CITY HALL

WINDOWS:

Windows are a combination of aluminum frames with single pane glass and vinyl frames with thermal glass units. All windows are in good condition overall. No water infiltration was noted or reported. Windows on the south side of the building have been recently replaced with new vinyl windows and are anticipated to be on the same life cycle as the original aluminum windows.

The life expectancy of both the new and the original windows is 25 to 30 years. Replacement of the new vinyl windows should be anticipated in 2050.

The original windows do not meet current energy code and should be scheduled for replacement as soon as budgets allow. In addition, there are instances of low to the floor operable windows that do not meet the fire / life / safety code and are a potential liability to the City of Sandy. There is also reasonable assumption that glazing in older doors, adjacent vision panels, openings within 18" of floor level and adjacent egress paths are not glazed with code-required safety glazing. This is also a liability to the City.

While the south facing windows are in good condition, their orientation presents the problem of an overabundance of light, glare, and heat gain during summer months. This is currently mitigated with blinds, which means visibility to the outdoors is reduced, energy efficiency is not achieved since light is still required via electrical lighting, and heat gain through windows is not reduced.

Options for thermal and light transmittance performance of south-facing glazing:

- Plant tall deciduous trees in front of the south facade to shade the windows in summer and allow light to filter through in winter.
- Add shading devices that would block direct solar radiation and potentially bounce light to the ceiling where it would light the space more evenly and further back into the building.
- Replace glass with a higher performance thermal unit or add window film to reduce visible light transmittance and solar heat gain.



South Facade



Main parking lot on south side of building.



Lower parking lot at west of building in disrepair.



SANDY CITY HALL

The aluminum storefront windows in the front of the building are in good condition and glazed with thermal glass units. The estimated service lifespan is 20 to 30 years if well maintained. Replacement is anticipated in 2040 to 2050.

Typical window maintenance includes washing yearly, and replacing or maintaining sealant every 10 years.

SITE:

In general the site is in good condition. Landscaping has been well maintained, and concrete in the entry area was replaced within the last few years. A new stairway at the west side of the building was also incorporated within the last several years. The main parking lot is in good condition with a few minor cracks. The lower parking lot to the west, however, is in poor condition and needs to be repaved if this area is needed or used for parking.

Handicap accessibility and security are the main issues with the site at City Hall. Currently the main entry and reception areas are accessed primarily from Pioneer Boulevard where accessible parking is not available. This means people with accessibility requirements need to use the back parking lot and enter through the back where there is no staffed control point or visual monitoring; therefore, if assistance was required, they are likely to be unattended.

SECURITY:

City Hall is currently lacking systems for security and access control. This is an issue particularly on the lower floor where there is no access control, monitoring or visual observation. This floor is open to the public with an on-grade entry to the back of the building. It is frequently used by the public for restrooms and water filling and is commonly occupied by visitors but not by staff. The potential for loss of or damage of property or risk to visitors in this area should be considered and could be mitigated through several different means.

Access control to the storage areas, staff areas, SandyNet and Council Chambers in the lower level will consolidate the public and the main circulation areas. Addition of a staffed reception desk at the lower entry would provide screening and oversight but comes at the expense of an additional full-time employee.



The wooden handrail is not in compliance with current code for handrail height, or width of the grip.



Restroom stalls in lower level do not meet ADA width requirements.



Potentially challenging ADA circulation in this area.

SANDY CITY HALL

Adding door access control with remote latch release, cameras with monitors in staffed areas, and an intercom system or audio alert provides another approach which allows monitoring from main level reception desks or other staffed areas.

The administrative offices and planning department offices have staffed entry points for visitor screening. Adding additional access control at main department entry doors would provide additional security by limiting access to staff and pre-screened or accompanied visitors.

The building currently has a legacy alarm system. Depending on the level of security desired, this could be replaced to prevent break-ins or provide alerts after hours or during times of minimal staffing.

ADA COMPLIANCE:

The building's entries and general circulation comply with ADA regulations. Door pull forces were not measured, but regular testing and adjustment should be part of a periodic maintenance program. If doors cannot be brought into compliance with push/pull force requirements, power assist mechanisms should be added to the three public entries

At the top of the wheelchair lift, a person in a wheelchair would most likely have to do a number of complicated maneuvers in order to gain entry to one of the lobbies, since the doors open inward on approach.



ADA ramp slope is too steep and does not conform to current code.



Single-height drinking fountain in lower hallway needs to be dual-height to meet ADA criteria.



Breakroom is also used for storage of files / documents.



Storage boxes piled up on floor of hallway. Loose folders on open shelving indicate better storage system / area is needed.

SANDY CITY HALL



Non-ADA compliant staff restroom.



Stacked boxes indicate the need for better storage area / system.

The current wooden handrail at the main stair does not meet code regulation for handrail height (needs to be 34" to 38" tall), and the rail itself is wider than allowed by the code. This stair also requires a 42" tall guardrail with maximum opening size of 4." In order to reduce potential liabilities, it is recommended that the guardrail and handrail be replaced to meet current building codes.

Lower level restrooms are not ADA compliant. Neither restroom provides a stall with adequate maneuvering area for a wheelchair. The drinking fountain in the lower hallway is also not in compliance with ADA. A dual-height fountain is needed to meet the requirements.

The ramp at the entry to the Council Chambers room appears to be too steep to meet current ADA code. It is recommended that the ramp be re-profiled or sign added indicating that it is not compliant.

The main level restroom is in conformance with ADA guidelines.

Any future building remodel will require spending a minimum of 25% of construction costs to bring the existing space into compliance with current ADA code, per Oregon Revised Statute 447.241

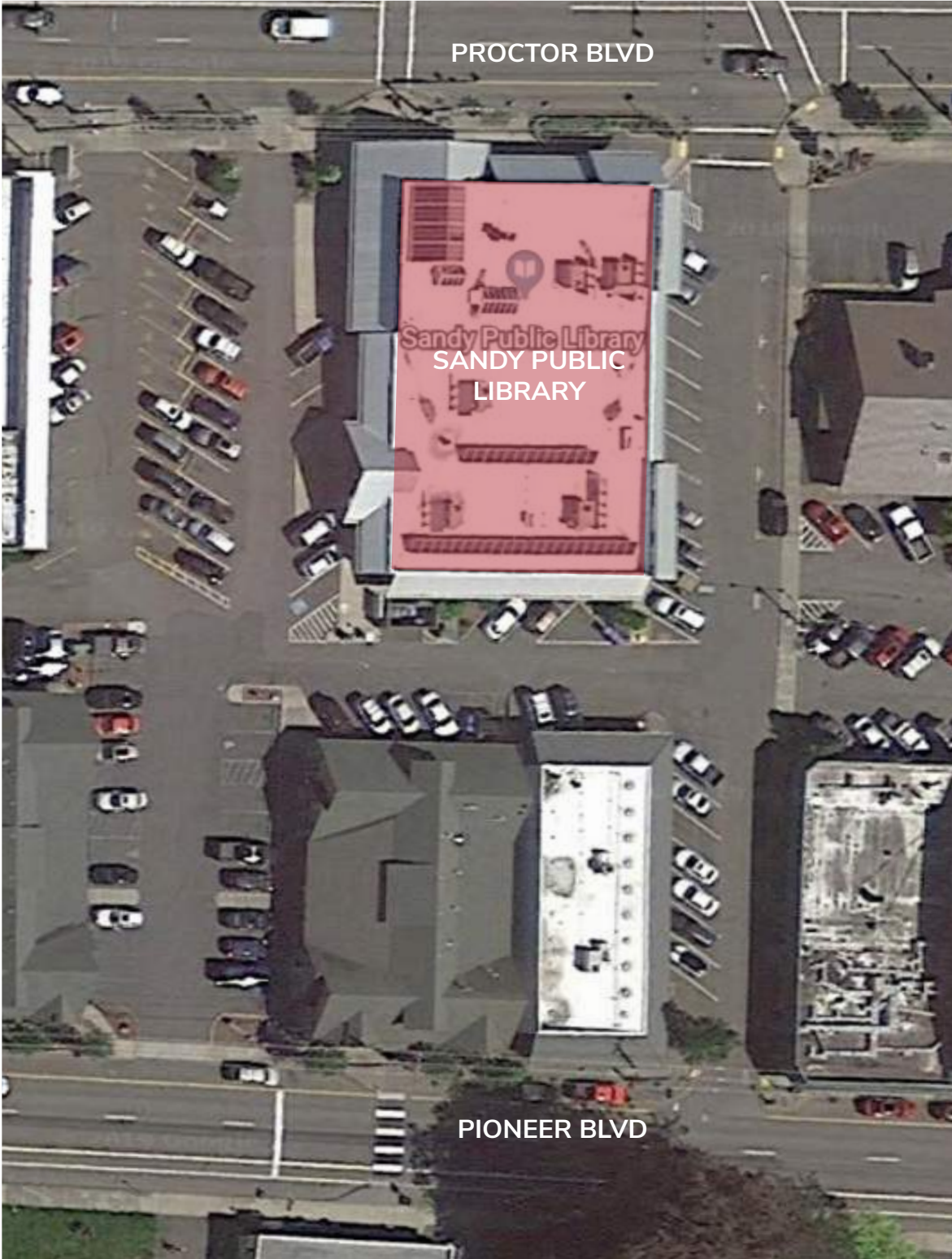
OTHER NOTED ISSUES:

In staff discussions, it was remarked that a shower would be desirable in the lower level restroom — currently located in the former holding cell area. The concrete holding cells can be removed; structural modifications would likely be required. This would create space for additional restrooms, staff amenities, and storage area, and an opportunity to consolidate space in the northwest corner of the lower level.

The former holding cells and the adjacent hallway are currently being used to store records from the planning department. These areas indicate the need for a better, more accessible and organized storage area. Removal of the holding cells would create an opportunity for consolidation of storage.

SEISMIC LOAD CAPACITY:

Evaluation of seismic and lateral load capacity was not part of this study. It is recommended that prior to any significant renovations or additions, this evaluation be performed to establish the extent of required work to bring the building's structure to current regulation requirements.



SANDY PUBLIC LIBRARY

38980 Proctor Blvd, Sandy, OR 97055

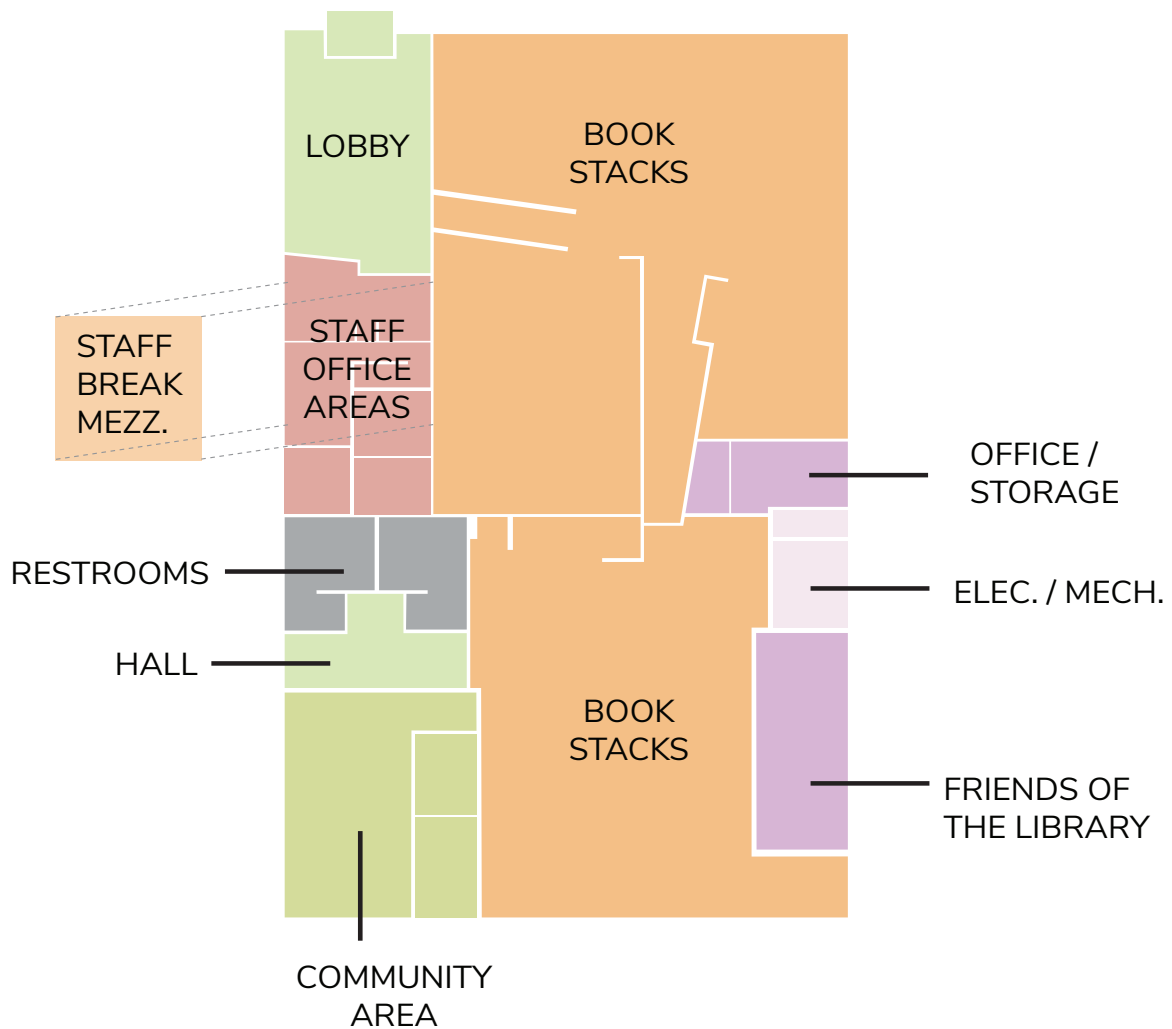
Year Built: 2012

Approximate Gross Area: 11,500 sf

Approximate Footprint Area: 11,050 sf

Construction Type: Type VB (wood construction - non-fire-rated)

Sprinklers: Non-Sprinkled



EXISTING FACILITY OVERVIEW

SANDY PUBLIC LIBRARY

BUILDING SYSTEMS ASSESSMENTS

ROOF:

The low slope roof areas have a single-ply roof system that appears to be TPO or PVC, which was installed during the new construction of the Library in 2012. It is in good condition, with no signs or reports of leakage. Its estimated lifespan is 20 years from the date of installment, giving it an approximate replacement date of 2032. No major issues were noted.

The mansards and sloped roof areas around the perimeter of the building are a standing seam metal roof system installed new during the 2012 construction. All standing seam roof areas are in excellent condition. The anticipated service life is 50 years under normal conditions, giving it an estimated replacement date of 2062.

Recommended maintenance would be yearly cleaning of roof drains and gutters, repair and replacement of any damaged or failing flashing, replacement of any exposed sealant joints every 10 years, and installation of walk pads at all locations noted to have regular foot travel for maintenance of roof drains and roof top equipment.

EXTERIOR SIDING:

The exterior siding is a combination of stone masonry at the base of the building with stucco siding above, and wood accent panels in a few select areas, such as the entry. These systems are in good condition. Both the masonry and stucco are anticipated to have a lifespan of around 40 years. Maintenance and repair over their lifespan will be required as the local climate freeze / thaw patterns are likely to promote some cracking over time. Overall these systems are not likely to require a high amount of maintenance if they have been properly detailed and constructed. Estimated replacement will be 35 to 40 years for stucco (2055 to 2060).



Wood elements at the Library entrance are likely to need refinishing and maintenance more often than other exterior elements.



Mezzanine Break Room area is inaccessible to disabled staff.

SANDY PUBLIC LIBRARY

The masonry should be cleaned at a minimum of every 10 years to remove any biological growth and surface contamination. It will likely need to be repointed at the time of stucco replacement.

Wood exterior siding, wood columns and structural elements on the exterior will also need regular maintenance. The wood accent siding and exposed wood structure should be resealed every 10 years. Some light checking on wood columns has already been observed.

Structural bolts and plates on the heavy timber elements will need to be examined and tightened over time, especially if they are directly exposed to the elements. Exposed metal plates and fasteners need to be monitored for corrosion. If corrosion occurs, they should be cleaned and repainted.

WINDOWS:

The windows are of various types, mainly aluminum-clad wood and aluminum storefront. They are all in good condition. They are glazed with thermal glass units and should have a lifespan of approximately 30 plus years. The wood storefront at the main entry will likely need refinishing at a maximum of every 10 years. Some light water staining has already been observed in this area.

SITE:

The Library is situated in a central area of the city, surrounded by parking and other commercial buildings. The parking lot is relatively small for the needs of the Library and sees heavy use. High traffic combined with weather cycles and stud tires, which are in use by many drivers during winter months, are likely to create a need for repaving on frequent cycles. The current paving is in fair condition, but the parking lot will probably need repaving within 10 years.

ADA COMPLIANCE:

Both interior and exterior circulation and all staff and public areas appear to be ADA compliant. The one exception is access to the mezzanine level staff lounge which is only accessible via stairs. There is not a "staff only" equivalent on the main level.



Parking at the Library is in high demand. Spaces are often used by neighboring commercial businesses.



Main lobby entrance of the Sandy Public Library.



BUNKER BUILDING / SANDY NET

38955 Pleasant St, Sandy, OR 97055

Year Built: Unknown

Approximate Gross Area: 25,500 sf

Approximate Footprint Area: 12,750 sf

Construction Type: Assumed to be Type I or II. Concrete columns, floors, roof deck, and walls. Floor and Roof structure were observed as poured in place one-way concrete slab and beams

Sprinklers: Not sprinklered

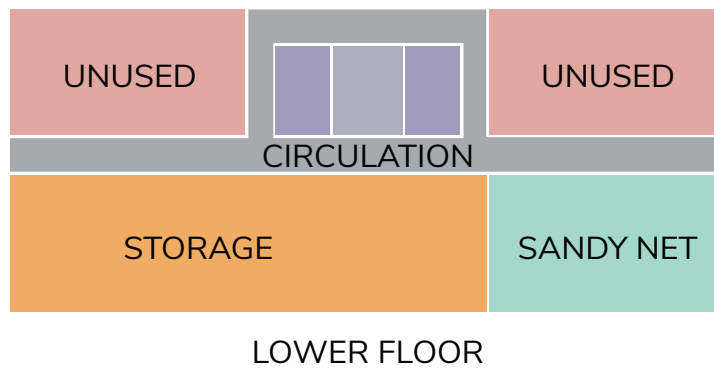
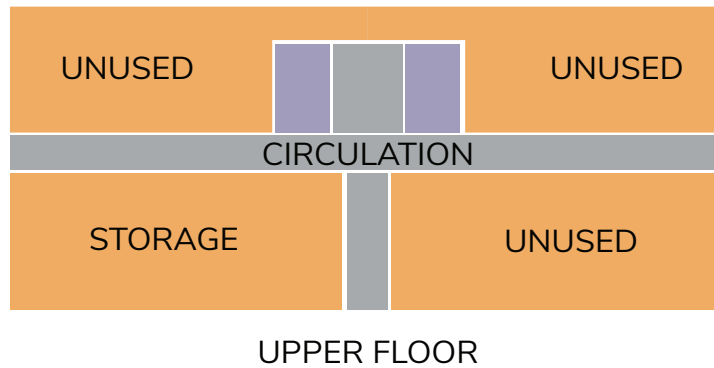
SandyNet: 1,950 sf

Storage / Other: 17,000 sf

Circulation: 5,000 sf

Restrooms: 1,250 sf

Parking spaces: 16 (approximate)



EXISTING FACILITY OVERVIEW

BUNKER BUILDING / SANDYNET

BUILDING SYSTEMS ASSESSMENTS

ROOF:

The roof of the Bunker Building is a built-up bituminous roof with mineral cap sheet. The exact date of last replacement is unknown. Roof is in good condition and properly drained. There is evidence of slight ponding in valleys and drain sumps currently need to be cleaned. The flashing at the parapet appears to be new relative to the building's age, implying a recent re-roof. Water leaks have been observed in the occupied area where SandyNet operates. The leaks, however, may be from other areas not directly related to the roof. Further assessment is needed in determining the source.

With proper maintenance, including leak repairs and yearly drain cleaning, it is reasonable to anticipate a minimum of 10 years remaining service life. It is recommended that the final function of the building and associated modifications are assessed prior to developing a maintenance and replacement schedule.

EXTERIOR WALLS:

The exterior wall at the Bunker Building is composed of 3-score split face concrete masonry units and exposed concrete structure. While the integrity of the product as an exterior siding material finish remains good, there is staining, efflorescence, minor areas of graffiti, and surface and corner damage which need repair. It is recommended that all surfaces be cleaned and sealed. In addition, there are likely areas which are allowing water to penetrate into the wall and would need to be repointed and sealed where needed.

Maintenance should include washing and sealing every 10 years. Mortar repointing may be required every 20 plus years.



WINDOWS AND DOORS:

All windows are aluminum frames with single pane glass with some indication of water infiltrations. Although still functional, they show signs of significant wear and are at the end of service life. It is recommended that all windows and doors be replaced with new systems meeting current energy code requirements. While they are still operational, many of their frames show significant wear and failing seals.

At the current building use level, window replacement is not a necessity and can be deferred until the building is remodeled, its future use is determined, and a plan for interior remodel and systems upgrades are also in place. Upgrading the building should be a whole-building approach, as opposed to upgrading various pieces at different times.



BUNKER BUILDING / SANDYNET

SITE:

The site of this building is perhaps its greatest asset. While the site is in need of maintenance, its size and proximity to the center of Sandy and to the park and outdoor areas make it a valuable property with high potential for development.

ADA COMPLIANCE:

The Bunker Building currently does not meet any ADA standards, and is largely inaccessible to people with limited mobility. The lower floor, for example, can only be accessed by stairs. It would need a ramp at the exterior of the building or lower level accessible parking, a functioning elevator, and ADA compliant restrooms inside the building in order to meet the basic accessibility standards. Further analysis is dependent upon the vision for the building's future use.

Installing an elevator at the location of an existing floor penetration or on the exterior of the building would be the most economical solutions. Creating a new penetration through the floor system may be possible but would require further evaluation.

Rest rooms would need to be reconfigured to meet accessibility requirements. Relocation of plumbing fixtures will require coring holes or sawcutting floors but is achievable.

OTHER CONSIDERATIONS:

The building itself, however, has good structure, and would be well suited to be repurposed for many different applications.

Its location and associated City-owned property make it a good opportunity to become part of larger city development and park network. This building and site could be utilized to consolidate a number of potential uses in one location.

Given the structural system type, modifications such as cutting holes in exterior walls for new windows and entries, and holes in floors for elevators, HVAC, and other purposes, is limited to less than 10% of the area. Steel strong backs, steel frames, shotcrete for wall reinforcement and other reinforcement may be required to maintain structural integrity and/or meet code requirements.

One aspect of the building's current condition that needs to be considered is that finishes and cavities have likely developed mold and mildew as a result of the non-occupied portions not being properly conditioned. Abatement and associated material replacement should be anticipated.

SEISMIC LOAD CAPACITY:

The building was not evaluated for seismic and lateral load capacity. It is recommended that prior to any significant renovations or additions, this evaluation be performed. The extent of required work to bring the building's structure to current regulation should be accounted for in design and budgeting.





SANDY COMMUNITY CENTER

38348 Pioneer Blvd, Sandy, OR 97055

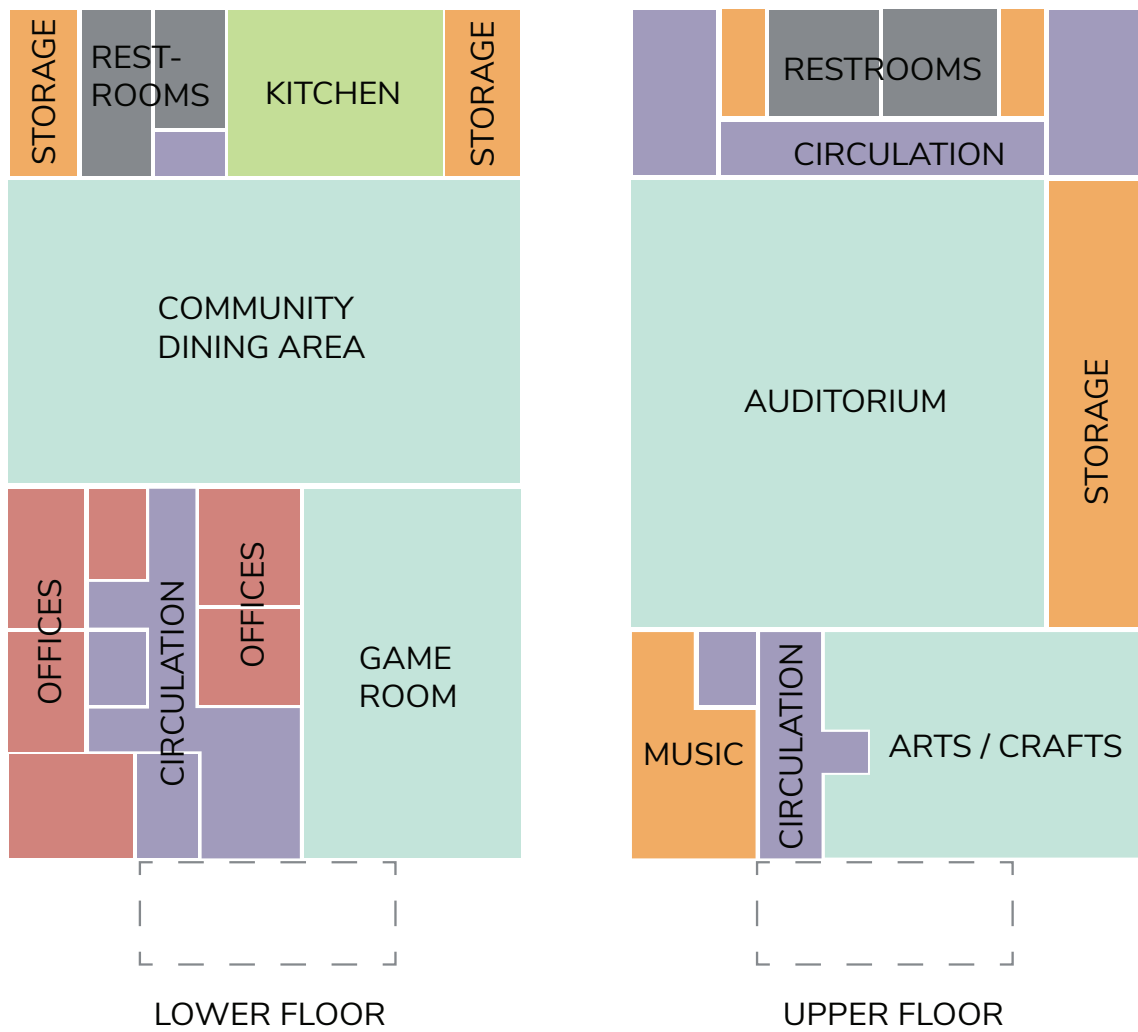
Year Built: Unknown (1950s + later addition)

Approximate Area: 9,000 sf

Approximate Footprint: 4,500 sf

Construction Type: Type VB (wood construction - non-fire-rated)

Sprinklers: Non-Sprinklered



EXISTING FACILITY OVERVIEW

SANDY COMMUNITY CENTER BUILDING SYSTEMS ASSESSMENT

ROOF:

The Community Center's roof is an asphalt shingle roof, and appears to be in mid-life and in good condition. Its estimated time span for replacement is 8 to 10 years. Replacement should be anticipated in 2028 to 2030.

Maintenance should include cleaning gutters and downspouts once a year and washing when biological life becomes visible.

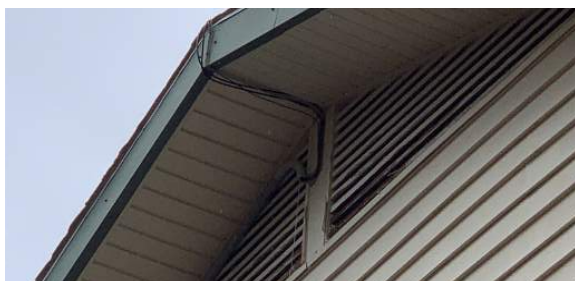
The outside structural columns supporting the roof over the drive-through dropoff area are in immediate need of repair or replacement due to rot at the base, and there is no redundancy in the structure.

EXTERIOR SIDING:

The exterior siding and exterior soffits are of vinyl lap siding. While the materials themselves can last a long time, they are not structural and can be impacted by UV deterioration, deflection, and unsupported spans. There are some small areas in disrepair due to sagging of the material, and there is damaged fastening, such as at the soffit in the front porch area.



Vinyl soffit in disrepair at front porch.



A vented area of the upper exterior wall appears damaged.



The main columns holding up the drive-through dropoff canopy are deteriorating and should be replaced or removed in the near future.

An upper portion of the south exterior wall under the rake appears to be an original wooden vent, parts of which seem to be rotting or damaged. It would be advisable to have the inside attic area checked for water damage and mold as it appears to be open to air infiltration and birds. Any associated interior damage needs to be repaired and the louver replaced with a new screened louver.

WINDOWS:

The windows are original aluminum frames glazed with single pane glass. Minor damage was noted on several windows, including some water damage and some impact damage to areas of trim, but overall no major damage was noted.



This operable window adjacent to a seating area in the Auditorium, 2 floors above grade, presents some safety concern amongst staff.

SANDY COMMUNITY CENTER

The window in the stair landing is required to be tempered safety glass in order to be code compliant and presents a falling hazard as people descend the stair. We could not confirm if this window is glazed with safety glass.

One of the windows in the Auditorium was noted as a potential hazard as it is fully operable, sits along a benchtop, and could be dangerous for children sitting or playing near it as it is open to the driveway one floor below.

SITE:

The building site features a large landscaped setback area in the front of the building and a 35 space parking lot (5 ADA spots) in the back. The paving in the parking area is relatively new, with a few large cracks, and some damaged curb areas. Repaving for this lot would be anticipated in about 5 to 10 years (2025 to 2030).

Other noted site issues were a non-code compliant handrail at the ADA parking directly in front of the drive-through awning, and a non-compliant ADA slope at the west portion of the drive-through ramp.

ADA COMPLIANCE:

As noted above, the parking area has a few ADA compliance issues with respect to the handrail, and drive-through ramp slope.

On the interior, there are a number of non-compliance issues. The drinking fountain in the dining hall needs to be a dual-height fountain instead of the existing single-height fountain. One of the designated fire exits in this space leads to a stairway without wheelchair access or area of rescue.

None of the restrooms meet ADA requirements. Stall dimensions and maneuvering spaces within the room and at fixtures were not sufficient. Without expanding the size of the rooms, fixtures will need to be removed to create required space.

The recessed doorway to the men's restroom in the dining area does not provide the required 18" clearance adjacent to the pull side of the door, or the required 12" clearance adjacent to the push side of the door. The upstairs restroom entrance doors reside in a hall with a less than 48" width, and toilet stalls do not accommodate wheelchair access.



The main stairway at the Community Center does not provide a code compliant guardrail, and the window at the landing needs to be tempered safety glass in order to meet code as well.



The drive-through dropoff entry is in need of structural repair or removal.



The handrail at the drive-through area is too low and not in compliance with code.

SANDY COMMUNITY CENTER

SECURITY:

While there were no major security issues in the facility itself, it was noted that service vehicles for community services do not have a secure parking area, and as such have been stored off-site at the Public Works and Transit Operations Facility, creating a heavier burden there. These topics are addressed further in the future planning assessment portion of this report. Additionally, the facility does not currently have a security alarm system, although a few of the entry doors have magnetic lock systems.

FIRE PROTECTION:

The building is non-sprinklered in the current state. While this is not necessary per the original construction of the building, this may not be the case if evaluated against modern building codes. Providing a sprinkler system can give additional benefits to insurance as well.

The facility does have an electronic fire alarm/detection system in place. However, staff does not know how to use the system, and there is no record of the last time it was serviced. The current annual fire maintenance contract for the building only addresses extinguishers and not the alarm system. It is recommended that the alarm system be evaluated and staff trained at minimum, with replacement if necessary. A modern system could be integrated with a building security package.



Equipment and flooring in the Community Center kitchen are in need of an upgrade.



Linoleum flooring in the kitchen is beyond its life cycle and should be replaced.



SANDY POLICE DEPARTMENT

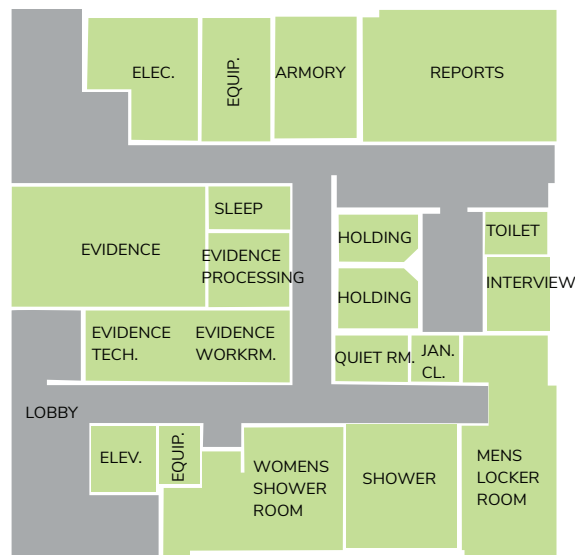
39850 Pleasant St, Sandy, OR 97055

Year Built: 2012

Approximate Area: 8,180 sf

Construction Type: Type VB (wood construction - non-fire-rated)

Sprinklers: Fully Sprinklered



EXISTING FACILITY OVERVIEW

SANDY POLICE DEPARTMENT

BUILDING SYSTEMS ASSESSMENT

ROOF:

The low slope roof area at the Police Station is a built-up bituminous roof system with a mineral cap sheet. It is in good condition. It is estimated to need replacement in 20 years from present time (re-roof in 2040). No leaks or damage were observed. Maintenance should include cleaning roof drains once a year, repair flashing as needed, replacing exposed sealant every 10 years, and provide walk pad in areas of significant foot travel.

Mansards and sloped roof areas are standing seam roofing and flashing. The roofing in these areas are in good condition with an anticipated remaining service life of 50 years, with replacement in 2070. Maintenance should include cleaning gutters once a year, repairing damaged flashing as it occurs, and cleaning every 5 to 10 years to remove biological growth and surface contaminants.

EXTERIOR SIDING:

The exterior siding at Sandy Police Department is fiber cement lap siding and is likely to last 40 to 50 years if maintained and painted every 10 to 15 years. Based on observation, repainting should be scheduled in the next year in order to extend the life of the siding.



Damaged concrete driveway at secure parking entry area.



Built-up roof at Sandy Police Department.

The expected replacement is between 2060 and 2070. Maintenance should include replacement of any chipped boards and trim when damage occurs and repainting every 10 to 15 years.

The stone base is in excellent condition with an anticipated service life of over 50 years. Maintenance should include cleaning and sealing every 10 years.

WINDOWS:

Windows are aluminum clad wood glazed with thermal units. They are in excellent condition and likely to have a remaining service life of 30 plus years with replacement in 2050. Maintenance should include washing once a year to remove surface contaminants and replacing any exposed sealant every 10 years.

SITE:

Only minor areas of damage were noticed around the building. The keypad at the secured parking entry has some damage at the concrete base.

SANDY POLICE DEPARTMENT

ADA COMPLIANCE:

The building as a whole meets current ADA standards. The one exception is areas under stairs on both levels. The stairs should be provided with a cane detection guardrail or barrier surrounding any of the areas under the stairs less than 80" high and greater than 27" above finish floor. Currently these areas are blocked with temporary furnishings and bicycles.

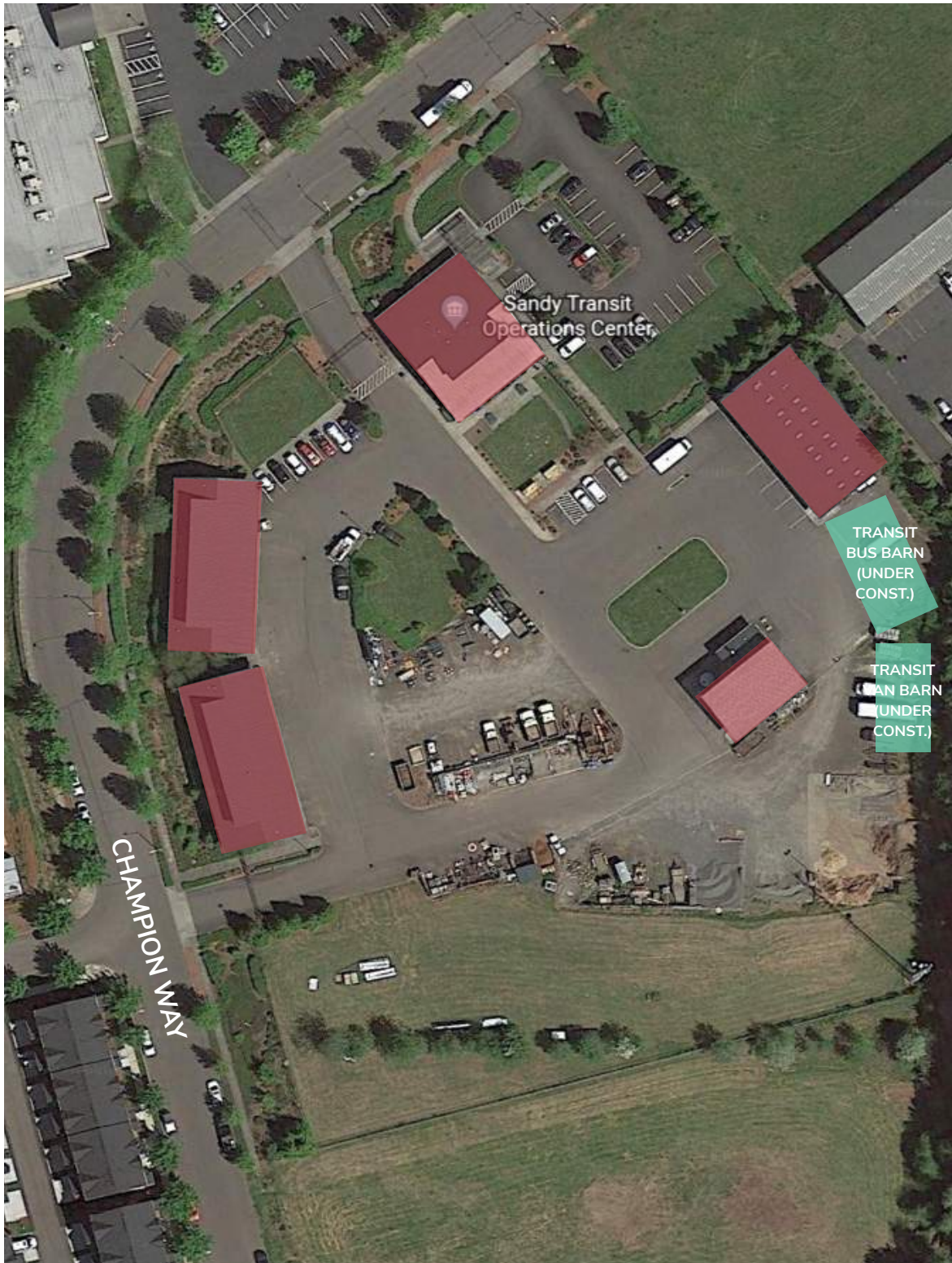
SECURITY:

No security issues were observed or reported.



Cane detection rail should be added at under-stair locations for ADA compliance.





CITY OF SANDY PUBLIC WORKS AND TRANSIT OPERATIONS FACILITY

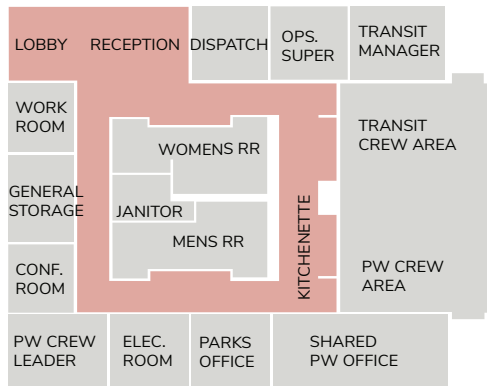
16610 Champion Way, Sandy, OR 97055

Year Built: 2007 (Additional structures under construction 2020)

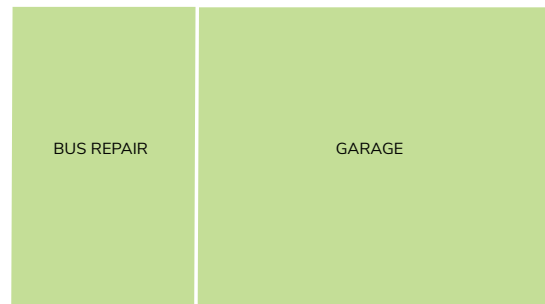
Approximate Total Building Area: 19,196 sf (additional 5,983 sf under construction)

Construction Type: Type IIB (non combustible construction - non-fire-rated)

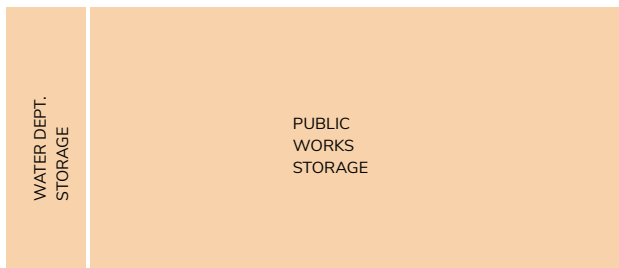
Sprinklers: Not Sprinklered



TRANSIT OPERATIONS



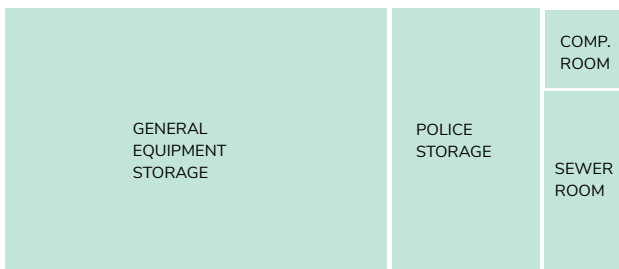
TRANSIT BUILDING #1



PW BUILDING #2



WASH STATION



PW BUILDING #3

EXISTING FACILITY OVERVIEW

CITY OF SANDY PUBLIC WORKS AND TRANSIT OPERATIONS FACILITY

BUILDING SYSTEMS ASSESSMENT

ROOF:

The roofs at the Public Works and Transit Operations Facilities are all standing seam metal roofing. The roofing material appears to be in good condition; however, a number of gutters are leaking and in need of repair. The rake and fascia flashing around the roof are attached with exposed metal fasteners, which is less than ideal for the longevity of these systems. Areas of damaged gutter should be replaced or repaired within the next few years if possible.

EXTERIOR SIDING:

The exterior siding is primarily fiber cement lap siding, or fiber cement panels with battens and exposed concrete walls at the base. All exterior siding appears to be in good condition overall but needs to be repainted as soon as possible in order to maintain the integrity of the materials. The building has not been repainted since its original build date. If maintained and painted regularly, the siding should last another 40 to 50 years.

WINDOWS:

With the exception of two clerestory windows which have failed, windows are in excellent condition and likely to last 30 years or more before replacement will need to be considered. The windows in question should be replaced as soon as possible.

SITE:

The site has a number of issues that will need to be addressed in the coming years. The public parking lot in front of the building was originally paved with a pervious pavement product which has since become clogged and impervious, leading to an area of the lot which is regularly flooded and not sloped to a drain.

The trellis in front of the entry to the main reception area is covered in moss or lichen and does not appear to be easily maintainable. Likely it will need to be removed or replaced within the next 10 years. Other noted issues around the site were minor areas of curb damage around the bus wash station.



Several areas of gutter, such as this one, are in need of repair. Mechanical fasteners should not be used.



Wooden trellis is becoming covered in moss / lichen. It will likely need replacement / removal within the next 10 years.

CITY OF SANDY PUBLIC WORKS AND TRANSIT OPERATIONS FACILITY

ADA COMPLIANCE:

No issues were observed with regard to ADA compliance.

SECURITY:

There are several notable security issues at the Transit Operations Facility. The hardware at the pedestrian gate near the public parking lot is non-operable, causing the gate to be chained closed for security. Once the hardware is replaced or repaired, a wire mesh would need to be welded to an area around the hardware in order to prevent people from reaching through to open the gate.

It was noted at both the Police Department and the Transit Operations Facility that the remote receiver for the secured vehicle gate has had some issues with reception, and therefore the receiving antenna has had to be moved to an unconventional location closer to the keypad.

Another issue discussed was that since the parking lot is used for Park and Ride services, there are members of the public who use the restrooms in the Admin building. This presents potential security risk as there is no separation between the restrooms and the private / staff areas of the Admin building. The men's room in particular is located out of sightline from the front reception area, making it more difficult to monitor.

OTHER NOTED ISSUES:

Most of the buildings are in good condition, and are only in need of regular maintenance such as painting and cleaning, curb repairs, and gutter repairs. An area of an overhead door jamb at Public Works Building #3 appeared damaged from vehicle impact; however, because the damage is non-structural, it is not critical to the normal functioning of the building.

Two new structures, a 3,850 sf Bus Barn and a 2,133 sf Van Barn, are currently under construction on the Public Works/Transit property. These buildings use similar materials as are in-use elsewhere on the site.



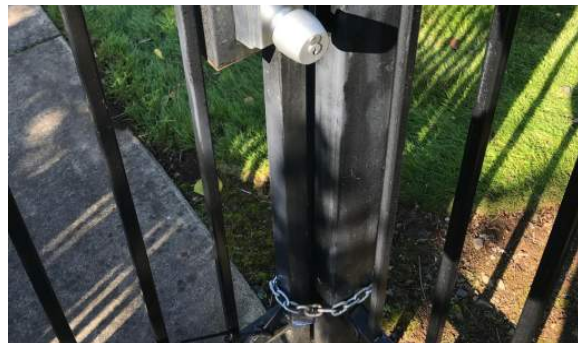
Damaged jamb at Public Works Building #3.



Damaged curbs around the bus wash station.



The formerly pervious paving in the front parking area now collects water and is not drained, creating flooded areas.



Gate entrance is chained due to people being able to reach through gate and open from inside.



PROGRAMMING
ASSESSMENT AND
SPACE PLANNING

PROGRAMMING ASSESSMENT & SPACE PLANNING

PROGRAM ASSESSMENT METHOD

The program at each existing building has been divided up in order to show how the building is currently programmed (Current Program), how it would be programmed to meet current needs (With Current Needs), and how the program is anticipated to change in a 10-year period.

The City of Sandy has adopted a projected annual growth rate of approximately 2.8%. If this rate is then projected over a 10-year period, the projected increase in population would be close to 28%. Using this as the basis for growth rate, we have estimated areas of the current program and increased those areas accordingly. Some areas of the program would not see an increase, as their functions would remain similar despite growth in other areas of the program.

Office and workstation areas are compared to industry standard office and workstation layouts using the following assumptions based on industry standards:

Typical Office Area: 120 sf

Typical Workstation Area - 36 sf (6'x6') (Minimum)

Typical Workstation Area (including circulation and supporting spaces) - 125sf - 175sf per person

Typical sf per FTE - 102sf - 211sf per person

*** Based on usable square footage (Net Area)**

In addition to a total net area given for each program, a grossing factor for each building program is given. The grossing factor includes all wall areas and circulation areas. In the "Current Program" column, the grossing factor is based on the actual building. This can be compared to the "Industrial Standard" grossing factor, which is a standard for typical office buildings. While it may appear that the grossing factor for some buildings, such as City Hall, is large compared to the industrial standard, it must also be taken into account that the civic nature of the building warrants large public circulation areas which would not be present in a typical office building.

The "With Current Needs" and "10-year Projection" show a grossing factor of 20% for comparison.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL

BUILDING AREA:

Existing Total Area: 7,600 sf gross
 Estimated Circulation Area (includes lobby areas):
 2,046 sf
 Percentage of circulation to total: 28%

CURRENT STAFFING:

Development Services staff FTE: 7.33
 City Administration staff FTE: 6
 Public Works staff FTE: 2

Development Services work areas: 4 offices, 6 workstations
 City Administration work areas: 4 offices, 3 workstations

ANTICIPATED GROWTH:

Current need

Development Services staff: +1 FTE (8.33 total)
 City Management staff: +2 FTE (8 total)
 Public Works staff: +0 FTE (2 total)

10-Year Projection

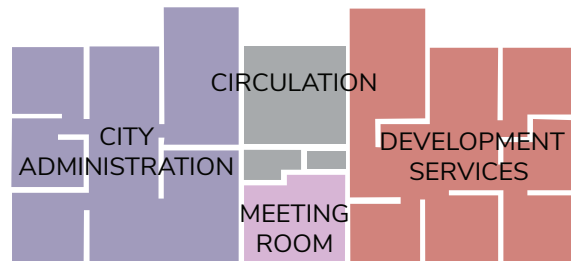
Development Services staff: 11 FTE total
 City Management staff: 10 FTE total
 Public Works staff: 3 FTE total

NEEDS ASSESSMENT

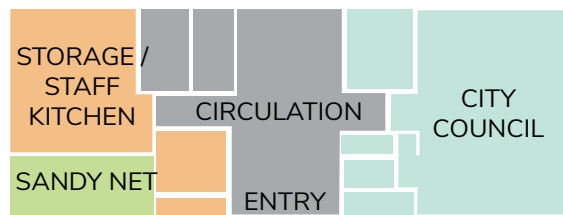
Sandy City Hall currently houses the City's Administrative, Planning and Development departments, SandyNet's fiber optics hub, and City Council Room. The building has been remodeled several times since its original construction and is struggling to meet the needs of the current occupants.

Of primary concern is insufficient storage space, the need for additional workstation areas, a lack of well-defined staff amenity areas, a need for more conference / meeting spaces, and better security.

In addition, the building has a number of non-code-compliant areas including the two lower restrooms, stair handrails / guardrails, and the slope of the ramp from the circulation area into the courtroom.



UPPER FLOOR



LOWER FLOOR

MAJOR DEFICIENCIES

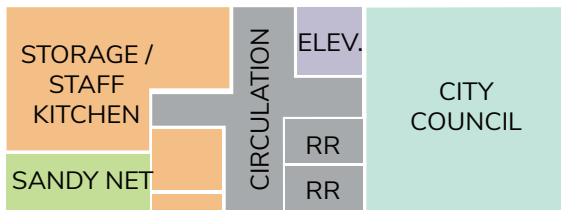
- Insufficient area for storage.
- Multiple large Lobby / Reception areas.
- Limited access control to private areas needed for security.
- Poorly defined circulation paths.
- Lack of well-defined staff amenity areas such as breakrooms or areas, and breakout or private rooms.
- Insufficient area for required number of workstations and work areas.
- SandyNet Systems located in SW corner of building limits better utilization of space.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL

DESIGN STRATEGIES / OPTIONS

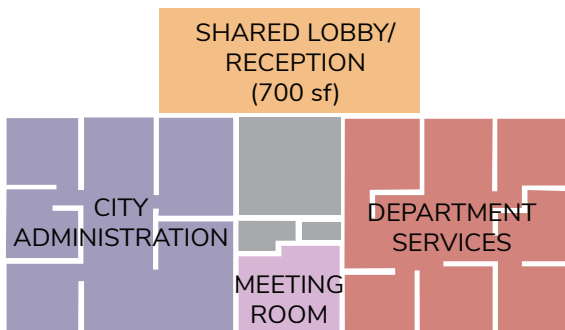
1) Modify Existing Circulation

Recapturing some of the area on the lower floor would be one of the simplest ways to restructure City Hall. The storage areas between the courtroom and the circulation area could be remodeled to enlarge the courtroom and re-configure the circulation area with a new elevator, new ADA compliant restrooms, and a new ADA compliant stairway. Probable cost: Structural Remodel - \$300/sf to \$500/sf (based on 3,000 sf renovation, \$900,000 to \$1,500,000).



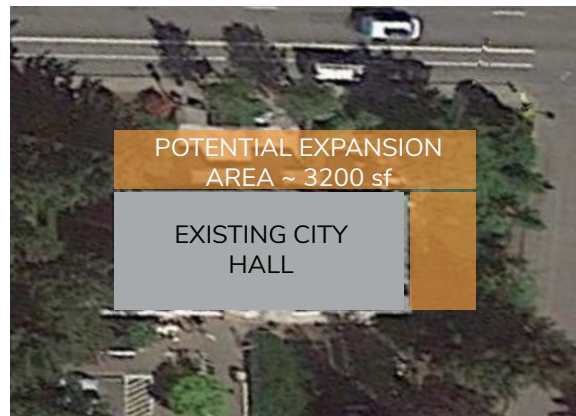
2) Modify Building Entrances

The building currently has two lobbies. An option would be to reconfigure these areas into one combined lobby and reception area, freeing up the existing lobbies to be used for new office area. Probable cost: \$400/sf to \$500/sf (\$300,000 to \$400,000).



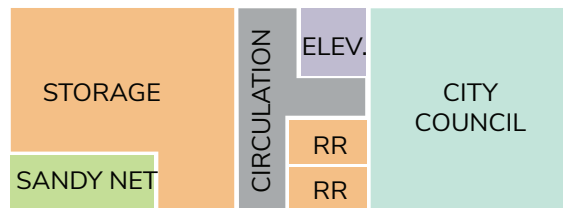
3) Building Addition Opportunities

The current site presents the potential for expansion towards the east portion of the site and north towards the street. A sample plan is provided in the following pages in Remodel Option B (1,838 sf added). The site could potentially support up to 3,200 sf of addition to the current building. Probable cost: Addition \$400/sf - \$600/sf (\$800,000 to \$1,100,000 for Option B. Total cost range dependent on size of addition).



4) Reconfiguration of Existing Layout

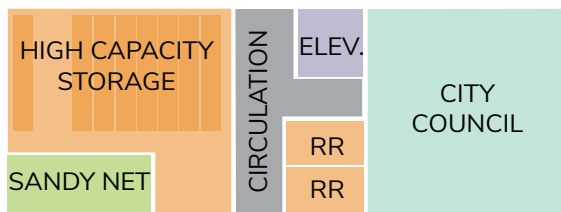
Another option would be to keep the current footprint while reconfiguring the plan. This option would most likely require structural changes with removal of the holding cells, lower floor restrooms, and central circulation elements, but would allow the lower floor to be consolidated into a more efficient storage area for city records, freeing up space for other functions on the upper floor. A sample plan is provided below (Remodel Option A). Probable cost: Remodel - \$300/sf to \$500/sf (\$960,000 to \$1,600,000).



PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL

5) High Capacity Storage System

Similar to the option given above, another option that should be considered would be the use of a high capacity storage system within a consolidated basement area as shown in the previous design option. This could relieve some of the pressure on storage needs in upper floor areas and maximize the storage capability within the building (additional \$20,000 to \$100,000).



6) Relocation Opportunities

Given the scope of work required to modify the existing City Hall building, relocating City Hall to the Bunker Building site is an option that potentially solves many problems at the same time. The existing City Hall could remain in place and house SandyNet's consolidated operations with its fiber optics network.

Because the Bunker Building is already in need of major work, and because of its location and size, moving City Hall to this site would allow the city to create a new City Hall either in the existing Bunker Building or in a new building on the same site. This option would allow the most flexibility since the current site is limited in its capacity for expansion, and because the existing building presents a number of challenges in reconfiguring, and limitations in opportunities for new space to grow over time.

Probable cost: Relocation \$400/sf to \$500/sf.

Location: Sandy City Hall				Department: City Administration					
		Current Program		With Current Needs			10-Year Projection (28% Growth)		
		Current FTE		Current FTE Needs			Projected FTE		
		6		8			10		
Room / Space	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)
Lobby	292	1	292	290	1	290	290	1	290
Reception	109	1	109	110	1	110	137	1	137
Offices	varies	3	450	150	3	450	150	4	600
Copy / Print	140	1	140	140	1	140	175	1	175
Workstations	92.5	2	185	64	5	320	64	6	384
Break Out	0	0	0	80	1	80	100	1	100
Conference (1)	251	1	251	200	1	200	250	1	250
Total Net Area		1,427		Total Net Area		1,590	Total Net Area		1,936
Grossing Factor		16.6 %		Grossing Factor		20 %	Grossing Factor		20 %
Department Area		1,710		Department Area		1,908	Department Area		2,324
Industrial Standard		20 %							

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL

Location: Sandy City Hall				Department: Development Services							
Current Program			With Current Needs			10-Year Projection (28% Growth)					
Current FTE			7.33	Current FTE Needs			9.83	Projected FTE		12.5	
Room / Space	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)		
Lobby	256	1	256	256	1	256	256	1	256		
Reception	155	1	155	185	1	185	232	1	232		
Offices	146	4	584	120	5	600	120	7	840		
Workstations	50	2	100	64	5	320	64	8	512		
Open Office / Multi Use	315	1	315	315	1	315	394	1	394		
Total Net Area			1,410	Total Net Area			1,676	Total Net Area			2,234
Grossing Factor			2.8 %	Grossing Factor			20 %	Grossing Factor			20 %
Department Area			1,449	Department Area			2,012	Department Area			2,681
Industrial Standard			20 %								
Location: Sandy City Hall				Department: SandyNet							
Server Room	232	1	232	232	1	232	290	1	290		
Location: Sandy City Hall				Department: Storage / Staff Amenities							
Storage closet	113	1	113	113	1	113	113	1	113		
Staff Break / Storage	221	1	221	221	1	221	221	1	221		
Holding Cells / Open Storage	311	1	311	311	1	311	311	1	311		
Mechanical	47	1	47	47	1	47	47	1	47		
Total Net Area			692	Total Net Area			692	Total Net Area			692
Department Area (1.2 Grossing Factor)			795	Department Area (1.2 Grossing Factor)			795	Department Area (1.2 Grossing Factor)			795
Location: Sandy City Hall				Department: City Council							
Council Chambers	842	1	842	1,342	1	1,342	1,678	1	1,678		
Storage Closet	varies	2	276	varies	1	276	276	1	276		
Mechanical	48	1	48	48	1	48	48	1	48		
Total Net Area			1,166	Total Net Area			1,666	Total Net Area			2,002
Department Area (5% Grossing Factor)			1,221	Department Area (5% Grossing Factor)			1,221	Department Area (5% Grossing Factor)			2,102

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL

Location: Sandy City Hall				Department: Circulation/Restrooms/Mech.					
Lower Restrooms	106	2	212	125	2	250	125	3	375
Public Circulation	1,074	-	1,074	1,074	1	1,074	1,074	1	1,074
Upper Restroom	53	1	53	53	1	53	53	1	53
Mechanical	17	1	17	17	1	17	25	1	25
	Total Net Area		1,356	Total Net Area		1,394	Total Net Area		1,527
	Department Area (5% Grossing Factor)		1,429	Department Area (5% Grossing Factor)		1,429	Department Area (5% Grossing Factor)		1,603

Building Summary - Sandy City Hall						
	Current Program		With Current Needs		10-Year Projection (28% Growth)	
	Current FTE: 16		Current FTE Needs: 20		Projected FTE: 26	
City Administration	1,427 sf		1,590 sf		1,936 sf	
Development Services	1,410 sf		1,676 sf		2,234 sf	
City Council	1,166 sf		1,666 sf		2,002 sf	
SandyNet	232 sf		232 sf		290 sf	
Storage and Staff Amenities	692 sf		692 sf		692 sf	
Restrooms / Mechanical*	282 sf		320 sf		453 sf	
	Total Net Area	5,162	Total Net Area	6,129	Total Net Area	7,560
	Grossing Factor	32%	Grossing Factor	20%	Grossing Factor	20%
	Building Area	7,600	Building Area	7,355	Building Area	9,072

*circulation included in final grossing factor

BUILDING SUMMARY

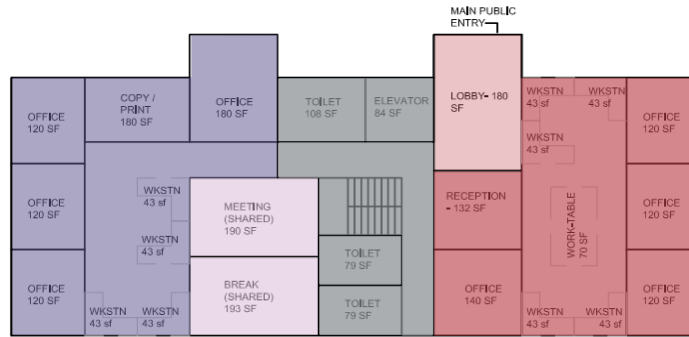
In the building summary above, the circulation area has been removed from the listed areas as it is included in the grossing factor for the total building area in order to give an accurate representation of total grossing factor for the building as a whole.

The current building area for the City Administration department is approximately 1,427 net square feet. An additional 100 sf is the amount of area needed to fulfill the current space needs for this department. The 10-year projected need for the City Administration would require an additional 445 square feet.

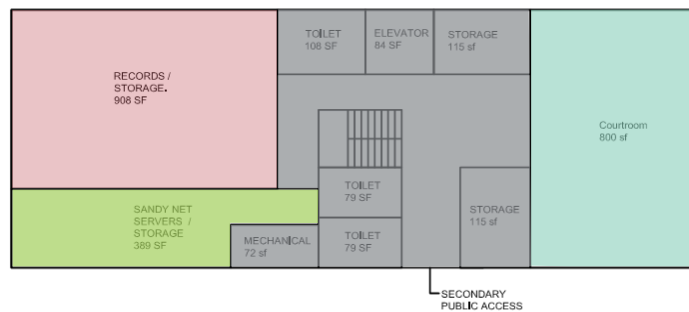
The Community Development department area is approximately 1,410 sf. It currently needs an additional 266 sf to meet the need for additional workstation area. The projected need in 10 years would add 445 sf to the current area.

If all the departments, storage and staff amenities space needs grow proportionally with the community, the building area as a whole will be deficient in area by 1,318 sf.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL



SANDY CITY HALL OPTION A - UPPER LEVEL



SANDY CITY HALL OPTION A - LOWER LEVEL

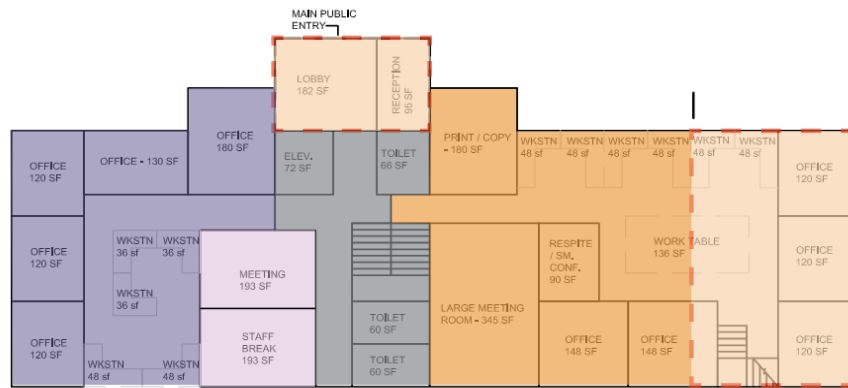
SANDY CITY HALL REMODEL OPTION A (REMODEL IN EXISTING FOOTPRINT)

In this scenario, Sandy City Hall would stay in its current building and keep the same footprint and exterior walls, while making some significant changes to the interior circulation and restructuring parts of the building. The former holding cells, main stair and lower floor restrooms would be removed to allow for a larger unified storage / records area and new ADA compliant stairs and restrooms. An elevator would also be installed for easier access for ADA users, and for moving records and equipment between floors. The overall circulation would be reduced significantly, and the two separate lobby areas would be combined into one, allowing room to add an office and breakroom.

In this case, the Courtroom would maintain its current footprint. Alternative options could be to create a breakroom area in the storage area near the Courtroom while doubling the capacity of the upstairs meeting / conference area.

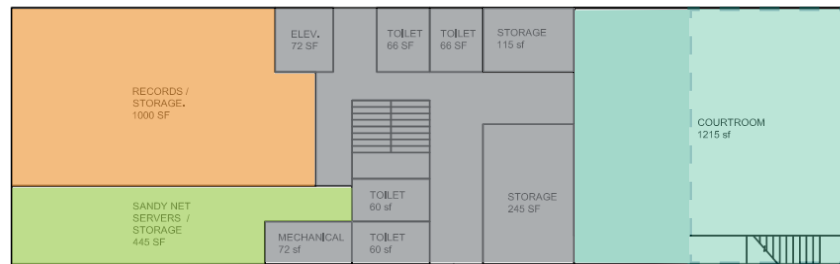
This plan would require major structural upgrades, but could accomplish the basic spatial / organizational objectives of City Admin and Planning staff needs while bringing the building up to current code compliance.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY CITY HALL



**SANDY CITY HALL OPTION B
UPPER LEVEL**

Upper Level
Area Increase - 1,058 sf



**SANDY CITY HALL OPTION B
LOWER LEVEL**

Lower Level
Area Increase - 780 sf

SANDY CITY HALL REMODEL OPTION B (REMODEL + EXPANSION)

In this scenario, Sandy City Hall would expand to capture areas of the existing site in the front and to the east side of the building. Similar to option A, this plan would involve significant structural and infrastructure changes to the lower level in order to remove the former holding cells, and non-ADA compliant restrooms and stairs. This would allow for one large open storage area for records, and allow for the recapturing of circulation space.

The main advantages of this option are additional storage space, significant enlargement of the Courtroom, a breakroom, and multiple meeting / conference areas, as well as additional office and workroom space for future growth. As in the previous example, the two separate lobby areas would be combined into one lobby / reception area, and the expansion would add an elevator and a number of new ADA compliant toilets. One room could also be used for small one-on-one meetings or as a respite room.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY PUBLIC LIBRARY

BUILDING AREA:

Existing Total Area: 11,500 sf gross
 Estimated Circulation Area: ~1800 sf
 Percentage of Circulation to Total: ~16%

CURRENT STAFFING / STATISTICS:

Library Dept. staff FTE: 13
 Library Volunteers & PTE: 10 +
 Annual Visitors: 165,000
 Service Area: 26,000 people
 Work areas: 3 offices, 6 workstations

ANTICIPATED GROWTH:

Current need
 Staff: +2 FTE

10-Year Projection
 Staff: 16 FTE

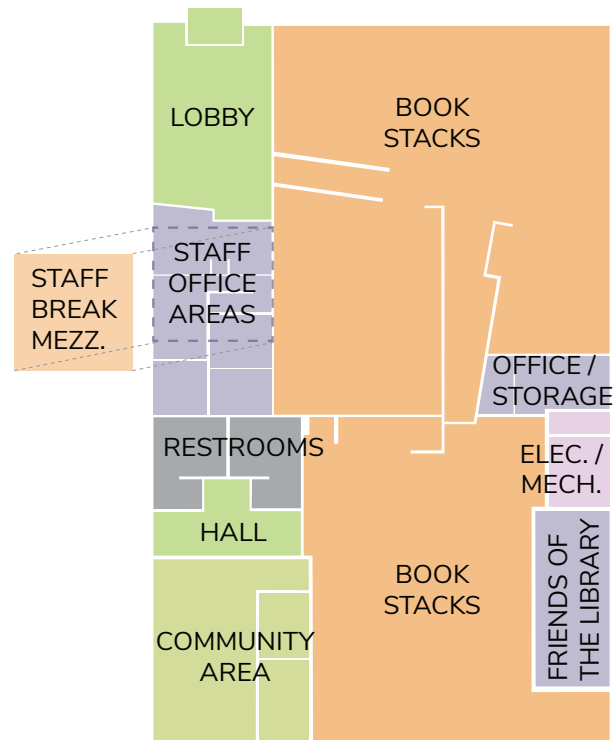
NEEDS ASSESSMENT

The Sandy Public Library is a well-utilized community resource that is both a full-service library and a host for community activities and programs. The building was recently renovated for the current program but does not fulfill the operational needs of the staff. Staff workstations and work areas are inadequate for the current number of FTE, and the community space is insufficient in size for some of the programs and events hosted at the facility.

The building is located in a dense commercial development area in the heart of downtown Sandy. Its parking lot is limited in size and shares site circulation through the parking area and around the building with adjacent buildings. Limited parking and vehicular congestion create issues for visitors and staff.

BUILDING DEFICIENCIES / NEEDS

- Not enough workstation area / office space -- 2 additional offices needed.
- Needs larger capacity meeting / event areas that can accommodate 300 people.
- Need more storage for community programs, arts/crafts. Much of the library storage is currently at the Bunker Building. Anticipated need is 5,000 sf.



- Circulation not wide enough in some areas.
- Off-street parking is not adequate. Location creates conflict / competition with neighboring commercial facilities (currently about 40 spaces).

PROGRAM ANALYSIS

The Sandy Public Library has a demonstrable shortfall in several key areas of its program, namely office space, workstation areas, and community event space. The anticipated need for growth in these areas, in addition to the fact that much of the library's current storage is provided off-site at the Bunker Building, make it clear that the Library has a significant need for expansion and will most likely need to almost double its area within 10 years. Due to the location and limitations of the current site, the options for meeting these needs would require either a major vertical addition, replacement in-place, or relocation to a larger facility in order to meet the 10-year projected program.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY PUBLIC LIBRARY

SANDY PUBLIC LIBRARY									
	Current Program			With Current Needs			10-Year Projection (28% Growth)		
	Current FTE		13	Current FTE Needs		15	Projected FTE		16
Room / Space	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)
Lobby / Checkout	970	1	970	970	1	970	970	1	970
Staff Offices / Workstations	varies	2	415	120	7	840	120	9	1,080
Processing	178	1	178	178	1	178	225	1	225
Private Study	100	1	100	100	1	100	100	2	200
Restrooms	240	2	480	240	2	480	240	3	720
Data / Comm	62	1	62	62	1	62	80	1	80
Dedicated Storage	125	1	125	varies	varies	2,500	3,125	1	3,125
Book Stacks	5,700	1	5,700	5,700	1	5,700	7,125	1	7,125
Mechanical	140	1	140	140	1	140	175	1	175
Electrical	45	1	45	45	1	45	56	1	56
Friends of the Library	455	1	455	455	1	455	570	1	570
Staff Break / Kitchen	365	1	365	365	1 (W/ ADA)	365	400	1	400
Community Kitchen	125	1	125	125	1	125	250	1	250
Community Event Space	750	1	750	2,000	1	2,000	2,500	1	2,500
Conference / Meeting	-	0	0	240	2	480	240	2.5	600
	Total Net Area		9,910	Total Net Area		14,440	Total Net Area		18,076
	Grossing Factor		16%	Grossing Factor		20%	Grossing Factor		20%
	Total Area		11,500	Department Area		17,328	Department Area		21,692
Parking	33 (stalls)			+20 (needed)		53 stalls			67 stalls

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY PUBLIC LIBRARY

DESIGN STRATEGIES / OPTIONS

1) Vertical Expansion

The site does not have available area for horizontal expansion without significant impact to parking and site circulation. A second floor could be added to a portion or all of the building footprint. This would require major modifications and partial replacement of the building structure. The renovation could be phased or limited to a portion of the existing building in order to maintain partial operation during renovation, or services could be temporarily relocated off site. The extent of the disruption would depend on the size of the addition.

An alternate to a full second floor addition would be the addition of a mezzanine within the existing building envelope. The floor to roof deck height does not fully support such an addition, limiting the mezzanine area, mechanical services and the practical use of the space.

Both vertical options would require new stairs and elevator and would be best utilized for expansion or relocation of administrative support space. Relocation of these functions would free up approximately 590 sf of ground floor space for expansion of the Library or public event program.

Probable cost: Probable cost of these options varies greatly depending on approach and scope. It should be anticipated that a likely cost range would be \$400/sf to \$550/sf (\$2,40,000 to \$3,200,00).

2) Relocation

Due to location and building type, the property could be sold or leased for commercial activities. It could also be repurposed for other city functions such as community development, city management, city council and courts services. The new location could be a new building or repurposing of an existing building or portion of an existing building such as the Bunker Building.

Probable cost: Relocation - \$150/sf to \$250/sf (\$3,300,000 to \$5,500,000), depending on scope of program and modifications required for interior improvements. New Building - \$375/sf to \$500/sf (\$8,200,000 to \$10,900,000) excluding new property acquisition.

3) Replacement in place

Exiting services could be suspended or temporarily relocated for a full in place replacement of the building. The replacement could have up to 3 floors with additional parking added below the building, either on grade and/or below grade.

Probable cost: \$400/sf to \$500/sf (\$8,700,000 to \$10,900,000).



An option to build a vertical addition could allow a portion of the Library to remain operational during construction.



A full replacement of the Library in place would allow the Library to meet its 10-year program while maintaining the current location.

PROGRAMMING ASSESSMENT & SPACE PLANNING - BUNKER BUILDING / SANDYNET

BUILDING AREA

SandyNet: 1,950 sf
 Storage / Other: 17,000 sf
 Circulation: 5,000 sf
 Restrooms: 1,250 sf
 Parking spaces: 16 (approximate)

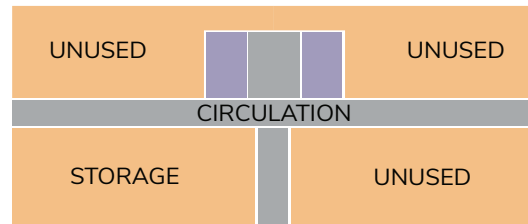
Existing Total Area: 25,500 sf gross
 Estimated Circulation Area: 5,000 sf
 Percentage of circulation to total: 20%

NEEDS ASSESSMENT

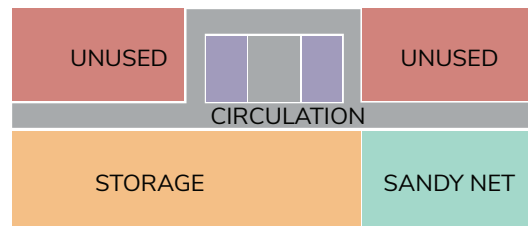
The Bunker Building and associated property was acquired by the City of Sandy from the Sandy School District. It is a predominantly concrete building that can be upgraded to meet current structural and accessibility requirements. With thoughtful modifications, the building could be repurposed into a warm and welcoming public asset that can house multiple public functions (such as library, community recreation, events and services), administrative services (such as community development and management), and multiple other functions.

The building is currently underutilized with over 50% of the floor area vacant, and the remainder used for SandyNet operations and City-related storage. Renovation and modifications will be required to repurpose the building for public access. These modifications would require some seismic upgrades; modification to site circulation and parking; reconfiguration of vertical circulation and restrooms in order to meet current codes and accessibility requirements; finish upgrades; and abatement of asbestos and potentially mold.

The building and associated property are located near downtown Sandy and have many amenities, such as ample room for new buildings and parking, athletic fields, connections to local trail system, and adjacency to city aquatic center and new high school.



UPPER FLOOR



LOWER FLOOR

BUILDING DEFICIENCIES / NEEDS

- The building is mostly unconditioned and in a state of deterioration. All windows, interior finishes, plumbing, electrical, and HVAC components are anticipated to need replacement in the event of future occupation.
- The exterior envelope needs cleaning and some repair, but is in good condition overall and should last another 50 to 100 years if maintained.
- The building's one-way concrete structure and its simple organization and layout make it a very flexible building for adaptive reuse.
- The building is not ADA compliant and would require installation of an elevator for any future occupancy in addition to ADA upgrades throughout.
- This building may have asbestos components and should be inspected before any future demolition is conducted.
- The main assets of this building, aside from it being a heavy concrete structure, are its site and location relative to downtown Sandy, making it an ideal location for a number of potential uses, such as a new City Hall, Community Center, or a combination of different uses on one site.

PROGRAMMING ASSESSMENT & SPACE PLANNING - BUNKER BUILDING / SANDYNET

DESIGN STRATEGIES / OPTIONS

1) Continued repurposing and utilization of the building for non-public city functions such as storage and SandyNet operations (\$200/sf to \$460/sf, \$5,100,000 to \$10,200,000).

2) Sell property or portions of it to generate revenue for other city functions or property development. Property trade or swap mechanisms may be available for trading property with other private or public entities in order to acquire property better suited for City needs.

3) Replace building with new building, designed to accommodate selected program fitted for other city functions. The building could also be demolished and the existing property redeveloped for outdoor park/recreation uses and associated parking requirements.

Probable cost: \$375 to \$500/sf. Cost is dependent on many related factors and extent of site development (\$11,000,000 to \$15,000,000 based on 30,000 sf building)

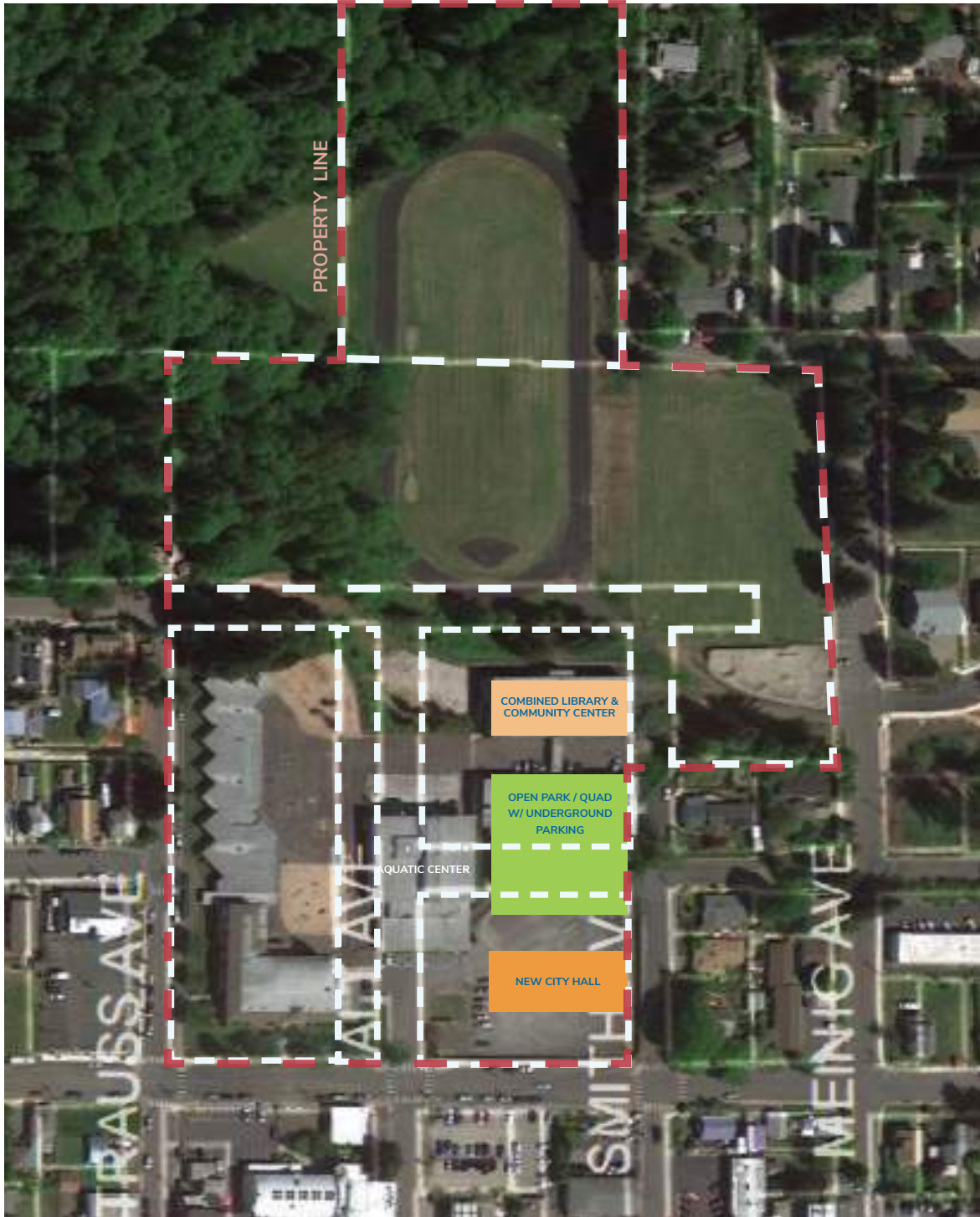
4) Renovate building and site to accommodate existing and new city functions. Recommended programs would include Parks and Recreation, Community Center, Library, and large meeting needs such and Municipal Court and Council.

Probable cost: \$200 to \$400/sf. Cost is dependent on many factors including program and extent of site improvements (\$5,100,000 to \$10,200,000).

5) As an expansion of option 4, further development of site could include functions such as new City Hall; expanded parking and Park and Ride capacity for mountain and outlying community transit service; and expansion of parks, outdoor sports facilities, and other community outdoor amenities. Development can be phased to accommodate need and revenue constraints.

Probable cost: Dependent on extent and scope of development (\$10,000,000+).

COMBINED FACILITIES EXAMPLE:
CITY HALL, COMMUNITY CENTER & LIBRARY



PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY COMMUNITY CENTER

BUILDING AREA:

Existing Total Area: 9,000 sf gross
 Estimated Circulation Area: 1,000 sf
 Percentage of circulation to total: 11%

CURRENT STAFFING:

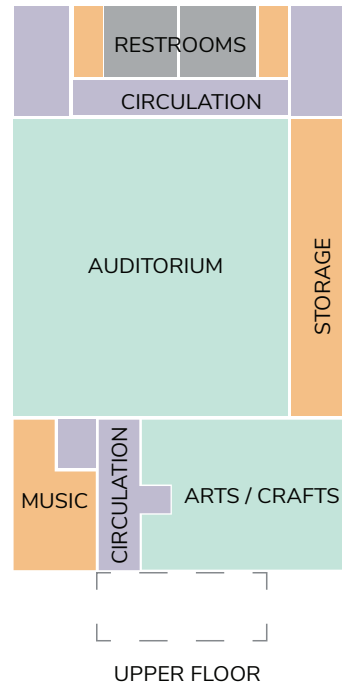
Community Center staff FTE: 5
 Community Center Part Time staff: 8
 Volunteer Staff: Varies

NEEDS ASSESSMENT

The Community Center has multiple accessibility issues and is not adequately sized for the programs and population served. Because of the construction type, it is possible to renovate and reconfigure to address some of these issues, but without building footprint expansion, the building will be limited in its ability to serve its current administrative and program requirements and will not be able to serve future needs as the community grows.

BUILDING DEFICIENCIES / NEEDS

- Additional office space needed.
- No private staff areas away from public areas. Offices are immediately adjacent to public areas causing frequent interruption and lack of privacy.
- Need conference / meeting rooms.
- No on-site outdoor recreation areas.
- Event space is only able to be used when staff are present. (Cannot currently be rented out without staff supervision due to security issues).
- No breakroom for staff.
- Bathrooms and stairs not in compliance with current code / ADA guidelines.
- No secure parking.
- Inadequate storage space.
- Low visibility to street.
- Many areas of the interior are in need of repairs and upgrades, such as the community kitchen.



PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY COMMUNITY CENTER

PROGRAM ANALYSIS

The current Community Center has a gross net area of approximately 8,750 sf. The required floor area with all program differences accounted for is approximately 12,150 sf, which is an additional 3,400 sf of floor area required to meet current needs. The 10-year growth projection based on adjusted program floor area is approximately 15,000 sf which is an additional 6,350 sf more than the current building size.

Sandy Community Center									
	Current Program			With Current Needs			10-Year Projection (28% Growth)		
	Current FTE		5	Current FTE Needs		8	Projected FTE		10
Room / Space	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)
Auditorium	1935	1	1,935	1935	1	1,935	2,420	1	2,420
Restrooms	117.5	4	470	150	4	600	150	5	750
Dedicated Storage	900	varies (1)	900	1900	varies (1)	1,900	2,375	varies (1)	2,375
Game Room	860	1	860	860	1	860	1,075	1	1075
Community Dining Area	1660	1	1,660	1660	1	1,660	2,075	1	2,075
Community Kitchen	385	1	385	585	1	585	700	1	700
Offices / Shared Workspace	118.5	4	475	120	8	960	120	10	1,200
Reception	100	1	100	120	1	120	120	1	120
Music	200	1	200	200	1	200	250	1	250
Arts / Crafts	745	1	745	745	1	745	900	1	900
Staff Break	-	0	0	200	1	200	250	1	250
Conference	-	0	0	180	2	360	varies	3	450
	Total Net Area		7,730	Total Net Area		10,125	Total Net Area		12,565
	Grossing Factor		11.45%	Grossing Factor		20 %	Grossing Factor		20%
	Department Area		8,615	Department Area		12,150	Department Area		15,078
	Industrial Standard		20 %						

* Secure Parking Area for Community Center buses / vans should also be factored into future building program needs.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY COMMUNITY CENTER

DESIGN STRATEGIES / OPTIONS

1) Renovate existing building to address current accessibility and accessibility issues.

Probable cost range: Cost range will vary greatly depending on extent of renovation. It is worth noting that renovations can be phased to spread economic and political impacts over a period time.

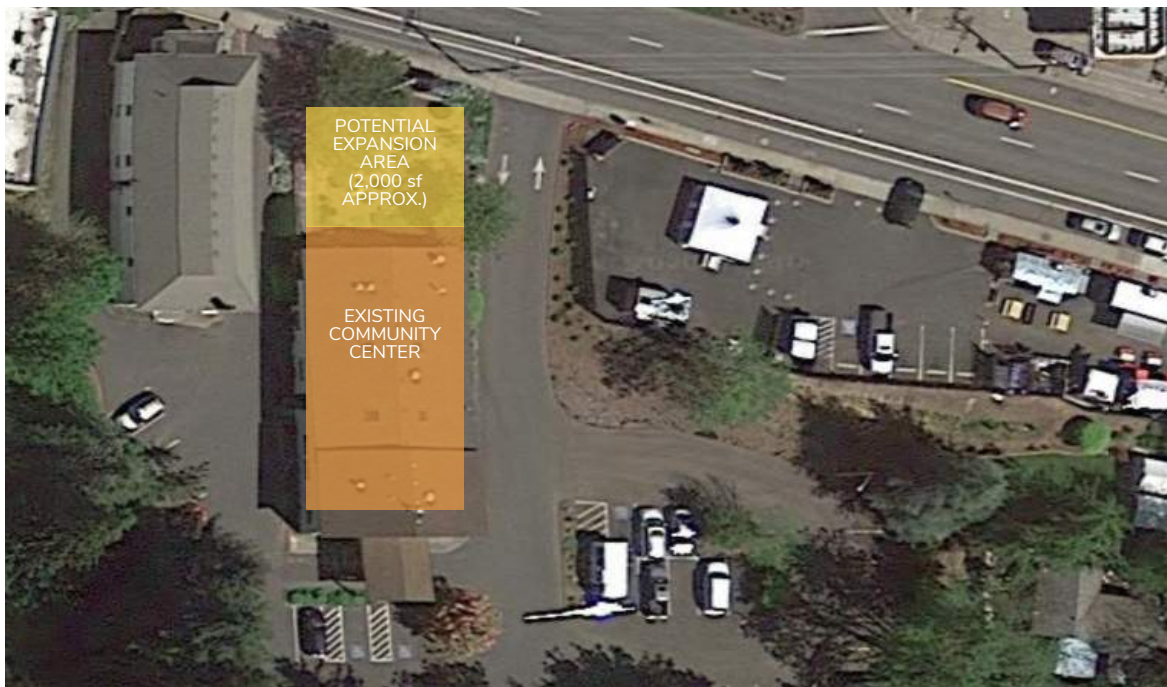
Probable Project Cost: A comprehensive project cost might vary from \$50/sf to as high as \$250/sf, depending on scope of modifications.

2) Relocate the Community Center staff and programs to another location better suited and sized for the program provided and repurpose the building for another City function, or sell the property for private commercial use or development. Options for alternate city functions would be: Community Development Departments (Economic, Planning and Building Departments) or SandyNet administration.

Probable cost range for moving to an existing building could range from \$50 to over \$150 per sf depending on modification requirements of new locations. This would not include new property purchase costs, lease costs, or moving costs.

3) The site is large enough to allow for a moderate expansion or a possible multi-story replacement to be constructed. Both options could allow the current program to remain in operation with proper planning. The viability of expansion or replacement is impacted by reduction in parking and limitations with site circulation due to steep site topography.

Probable Project Cost:
Addition and new construction: \$375/sf to \$450/sf



An example of Option 3, the Community Center could create a new expansion to the North, creating greater visibility from the street.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY POLICE DEPARTMENT

BUILDING AREA:

Existing Total Area: 8,180 sf gross
 Estimated Circulation Area: 2,075 sf
 Percentage of circulation to total: 25%

CURRENT STAFFING:

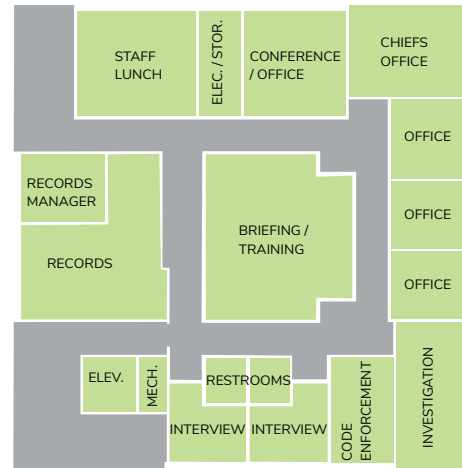
Police Dept. staff FTE: Not Determined
 Anticipated growth in 5 years: +4 FTE

NEEDS ASSESSMENT

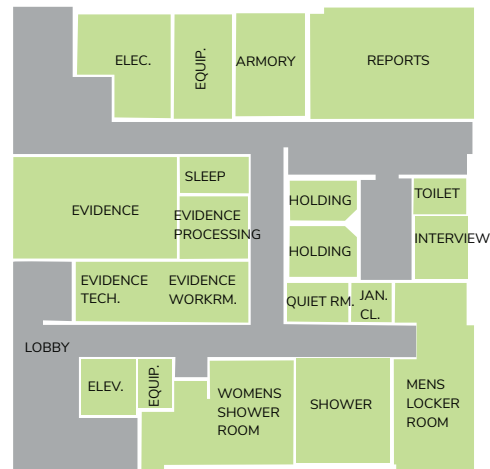
The Police Station was constructed in 2012 and per interviews is meeting the requirements of the department. As the community grows and law enforcement needs and requirements change, there may be a need for expansion of services resulting in increased FTE and program space. The City and Police Department have been viewing the adjacent property, currently occupied by a dental office, as a potential option for expansion.

BUILDING DEFICIENCIES / NEEDS

- Secure storage area is off-site at Transportation and Public Works.
- Briefing and training area is considered at capacity and in need of enlargement.
- Secured parking is limited and needs additional area.
- Reports area is at capacity.
- Police Department hopes to acquire land adjacent to premises as available in future for additional parking, storage and expansion.



UPPER FLOOR



LOWER FLOOR

Sandy Police Department

Sandy Police Department									
	Current Program			With Current Needs			10-Year Projection (28% Growth)		
Room / Space	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)
Public Lobby	628	1	628	628	1	628	628	1	628
Staff Lunch	245	1	245	245	1	245	300	1	300
Storage (on-site)	167	1	167	167	1	167	150	1	150
Offices	varies	5	763	varies	5	763	120	8	960
Investigation	240	1	240	240	1	240	290	1	290
Code Enforcement	148	1	148	148	1	148	185	1	185
Interview	247	1	247	247	1	247	250	1	250
Restrooms	varies	4	157	varies	4	157	40	5	200
Elevator	110	1	110	110	1	110	110	1	110
Elevator Mech	32	1	32	32	1	32	32	1	32
Electrical	160	1	160	160	1	160	200	1	200
Records	266	1	266	266	1	266	325	1	325
Records Manager	108	1	108	108	1	108	120	1	120
Records Files	72	1	72	72	1	72	85	1	85
Briefing / Training	414	1	414	914	1	914	1,142	1	1,142
Armory	137	1	137	137	1	137	172	1	172
Equipment Storage	118	1	118	118	1	118	150	1	150
Reports	358	1	358	478	1	478	600	1	600
Evidence	304	1	304	304	1	304	380	1	380
Evidence Processing	85	1	85	85	1	85	105	1	105
Evidence Tech	84	1	84	84	1	84	105	1	105
Evidence Workroom	118	1	118	118	1	118	140	1	140
Womens Lockers	254	1	254	254	1	254	302	1	302
Mens Lockers	485	1	485	485	1	485	600	1	600
Janitor Closet	32	1	32	32	1	32	40	1	40
Holding Cells	60	2	120	60	2	120	60	3	180
Quiet Room	48	1	48	48	1	48	50	1	50
Storage Lockers	195	1	195	195	1	195	250	1	250
Shop	-	-	0	500	1	500	500	1	500
	Total Net Area		6,095	Total Net Area		7,095	Total Net Area		8,281
	Grossing Factor		34%	Grossing Factor		30 %	Grossing Factor		30%
	Department Area		8,180	Department Area		9,224	Department Area		10,765
	Industrial Standard		30 %						

* Secure Offsite Storage - see Transit Operations and Public Works space planning / programming assessment

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY POLICE DEPARTMENT

PROGRAM ANALYSIS

The current Police Station has a gross net area of approximately 8,200 sf. Per interviews, the building is currently serving the needs of the department, with some noted exceptions. The Police Department anticipates the need for additional area in their training / briefing room to accommodate larger groups. The "Reports" area is also in need of more area. Additionally, the Police Department would like to acquire area for a shop. These items have been added to the current needs area of the program.

One area of the Police Department's program that is not represented in the current program is the off-site storage area which is now at the Transit and Public Works site in one of the Public Works Buildings. This area is currently reducing part of the storage capacity for other Public Works storage needs.

As part of the Public Works and Transit Operations master plan, the Police Department off-site storage area was scheduled to have its own separate building in the future. This building would likely reduce the pressure on Public Works' storage, and provide an opportunity to create a shop area (although not on-site) for the Police Department. More information on this building is given in the Public Works and Transit Operations Programming Assessment in this report.

DESIGN STRATEGIES / OPTIONS

1) Purchase nearby property to expand parking, and construct an annex building serving the existing Police Station or repurpose the existing building to the north for police use.

Probable Project Cost: New Building \$350/sf to \$450/sf (\$626,850 - \$805,950) depending on program requirements, building size and

number of stories. If repurposing the existing building, probable cost would be \$50/sf to \$150/sf (\$89,550 to \$268,650) depending on required modifications. These probable costs do not include property acquisition.

2) Build an addition in the location of the existing secure parking yard. This addition would include secure ground floor parking and exterior storage to the equivalent of the current parking yard.

Probable Project Cost: \$400/sf to \$450/sf (\$716,400 - \$805,950) - Based on Area Deficiencies (\$ 3,988,400 - \$4,486,950) - Based on 10-year Total Program

3) Build a satellite station strategically located to better serve remote locations of the community and jurisdiction. Location would depend on future growth patterns and service requirements.

Probable cost: \$350/sf to \$450/sf depending on program requirements, building size, number of stories, and site development requirements. These probable cost do not include property acquisition.



An example of design Option 2, the existing building is expanded to the east with covered parking on the ground floor.

PROGRAMMING ASSESSMENT & SPACE PLANNING - SANDY PUBLIC WORKS & TRANSIT

BUILDING AREA:

Existing Total Building Area: 19,196 sf gross

CURRENT STAFFING:

Current Public Works: FTE: 10.2, +2 seasonal temp.

Current Transit Ops FTE: 22.8 + 3 PTE

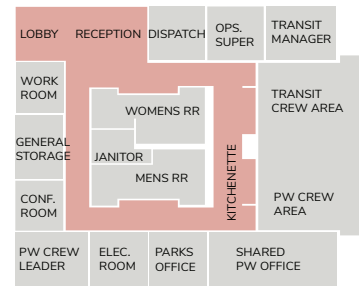
ANTICIPATED GROWTH:

Anticipated Public Works growth in 5 years: +2 FTE

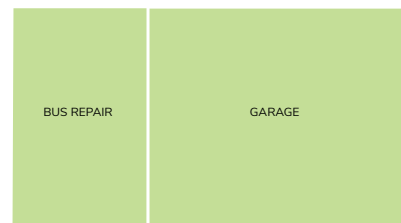
Anticipated Transit Ops growth in 5 years + 4 FTE

BUILDING DEFICIENCIES / NEEDS

- Former conference / meeting room has been repurposed as an office for Transit. Meeting space reduced.
- Additional public and private restrooms needed to accommodate heavy peak-time occupancy during morning check-in, and for public Park and Ride accommodation for Mt. Hood service. Public restroom areas need separation from private / secure areas. Alternatively, Park and Ride Service for Mt. Hood Buses could be relocated to an area downtown to reduce parking and restroom demand.
- 1 additional office needed for Transit Operations.
- 1 additional office needed for Public Works.
- Large classroom / training / conference area needed for up to 40 people.
- Covered area for wet spoils — estimated need of 2500 sf.
- Additional 6 bays of covered bus storage.
- Additional covered equipment storage areas.
- Separate breakroom areas needed for both Public Works and Transit Operations.
- Public Works needs a separate mudroom area with washer, dryer, lockers, and changing room.
- Public Works needs a work area with several workstation areas for field staff.



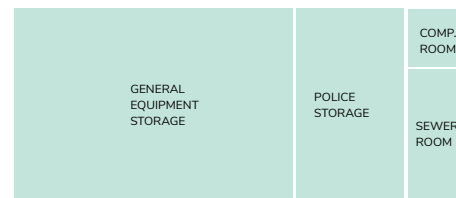
ADMIN. / OPERATIONS BUILDING



TRANSIT BUILDING #1



PW BUILDING #2



PW BUILDING #3



WASH STATION

SANDY PUBLIC WORKS AND TRANSIT OPERATIONS FACILITY - ADMIN BUILDING

Room / Space	Current Program			With Current Needs			10-Year Projection (25% Growth)		
	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)	Area (sf)	Quantity	Total Area (sf)
Lobby	162	1	162	162	1	162	162	1	162
Reception	122	1	122	122	1	122	122	1	122
Transit Offices	varies	4	528	varies	6	828	120	8	960
Transit Crew Area	412	1	412	412	1	412	515	1	515
PW Crew Area	412	1	412	412	1	412	515	1	515
Public Works Office	288	1	288	288	1	288	360	1	360
Parks Office	130	1	130	130	1	130	130	1	130
Electrical	130	1	130	130	1	130	162	1	162
PW Crew Leader	160	1	160	160	1	160	160	1	160
Kitchenette	75	1	75	75	1	75	-	-	-
Conference	135	1	135	135	1	135	169	1	169
Work Room	104	1	104	150	1	150	188	1	188
Janitor	72	1	72	72	1	72	72	1	72
Womens RR	225	1	225	475	1	475	590	1	590
Mens RR	214	1	214	464	1	464	580	1	580
Storage	67	1	67	67	1	67	85	1	85
Lockers	32	1	32	32	1	32	50	1	50
Transit Ops Break RM	-	-	-	240	1	240	300	1	300
Public Works Break RM	-	-	-	240	1	240	300	1	300
Public Works Mudroom / Lockers	-	-	-	500	1	500	625	1	625
Multipurpose Classroom	-	-	-	1200	1	1,200	1500	1	1500
Training / Classroom Office	-	-	-	120	1	120	150	1	150
Public Works W/D + Drying Room	-	-	-	300	1	300	375	1	375
	Total Net Area		3,268	Total Net Area		6,714	Total Net Area		8,070
	Grossing Factor		24.4 %	Grossing Factor		20 %	Grossing Factor		20 %
	Department Area		4,065	Department Area		8,057	Department Area		9,684
	Industrial Standard		20 %						

**SANDY PUBLIC WORKS AND TRANSIT
OPERATIONS FACILITY
TRANSIT BUILDING #1**

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Bus Maintenance / Repair	1,380 sf		1,380 sf
Covered Bus Parking	2,740 sf		2,740 sf
Addition to Transit #1 (Bus Barn)	3,845 sf		3,845 sf
Addition to Transit #1 (Van Barn)	2,133 sf		2,133 sf
Future Bus Storage	0		3,845 sf
Future Bus Maintenance Bays (1) w/ mech. pit (1) standard	0		2,760 sf
Total sf:	10,098 sf (net)		16,703 sf (net)

PUBLIC WORKS BUILDING #2

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Water Dept. Storage	550 sf		550 sf
Public Works Storage	3,610 sf		3,610 sf
Total sf:	4,160 sf (net)		4,160 sf (net)

PUBLIC WORKS BUILDING #3

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Grader	570 sf		570 sf
Gen. Equipment Storage	1,015 sf		1,015 sf
Parks Storage	1,015 sf		1,015 sf
Police Storage	1,000 sf		1,000 sf
Sewer Room	335 sf		335 sf
Toilet	40 sf		40 sf
Compressor Room	160 sf		160 sf
Total sf:	4,135 sf (net)		4,135 sf (net)

TRANSIT WASH

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Transit Wash Station	1,386 sf		1,386 sf
Total sf:			1,386 sf

(UNDER CONSTRUCTION) VEHICLE STORAGE

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Bus Storage	0 sf		3,850 sf
Van Storage	0 sf		2,133 sf
Total sf:	0 sf		5,983 sf

(FUTURE) PUBLIC WORKS BUILDING #1

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Equipment Storage	0 sf		2,816 sf
Total sf:	0 sf		2,816 sf

(FUTURE) PUBLIC WORKS BUILDING #4

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Equipment Storage	0 sf		4,320 sf
Total sf:	0 sf		4,320 sf

(FUTURE) COVERED WET SPOILS AREA

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Covered Wet Spoils Area	0 sf		2,500 sf
Total sf:	0 sf		2,500 sf

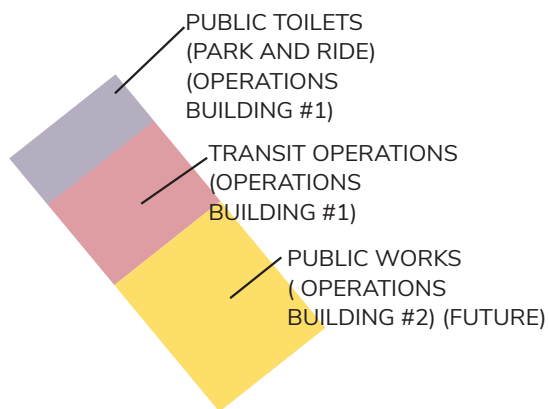
(FUTURE) MISC. STORAGE, SIGNS, POLICE STORAGE, AND FUEL STATION AREA

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Misc storage	0 sf		6,240 sf
Fueling Station	0 sf		1,320 sf
Total sf:	0 sf		7,560 sf

(FUTURE) VEHICLE MAINTENANCE / BUS STORAGE

FUNCTION	CURRENT PROGRAM	CURRENT NEED	10-YEAR PROGRAM
Future Bus Storage	0 sf		3,845 sf
Future Bus Maintenance (1) mech. pit bay (1) standard bay	0 sf		2,760 sf
Total sf:	0 sf		6,605 sf

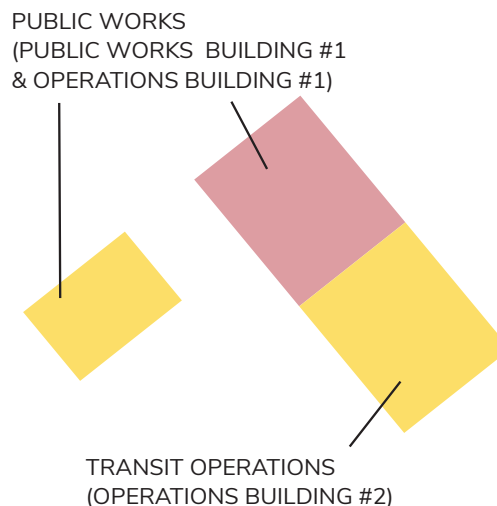




FUTURE TRANSIT / PUBLIC WORKS ORGANIZATION OPTION A

Option A Scenario:

With the construction of a new facility (Operations Building #2), Public Works would move into the new building and Transit Operations would expand its program into the existing building with some remodeling to the existing facilities to accommodate the new program. Changes to the existing building would include additional public restrooms near the front entry of the building to accommodate Park and Ride visitors, and to separate public functions from secure areas. Showers in existing restrooms could be converted to additional toilets to accommodate the high volume during morning and evening check-in / check-out times. The program for the new Public Works building (Operations Building #2), would house a large classroom / training space which would be shared by both departments as needed, whereas the other functions of the building would be primarily for Public Works, including office areas, mudroom, showers, lockers, toilets, laundry room, breakroom, and workspace areas.



FUTURE TRANSIT / PUBLIC WORKS ORGANIZATION OPTION B

Option B Scenario:

Park and Ride services for Transit would be relocated to an area in or near downtown which would relieve the pressure on parking and public restroom use in the Transit Operations and Public Works facility. As parking is currently already seeing full capacity regularly with Park and Ride, this option would help alleviate the need for more parking for current and future staff.

A new building (Operations Building #2), would house Transit Operations' current program with expanded offices, breakroom, toilets, and a shared classroom / training area.

This would allow Public Works Admin to expand in the existing Operations #1 building with little remodeling. Public Works building #1 (future) would provide space to accommodate a mudroom, with laundry facilities for the field staff.