

INTRODUCTION

The following report includes the evaluation of current space constraints for departments currently located within Meridian City Hall. The report applies space planning standards to potential near term and long term tenant improvements recommendations.

1. DESIGN STANDARDS

The design standards used throughout this study are based on the State of Idaho Facility Use Standards, as issued by the Division of Public Works (DPW). Following a review of the existing City Hall facilities, it was recommended that these standards be adopted to guide future planning and development efforts. The DPW standards provide a clear and functional approach to space planning that reflects the work activities and operational needs of state employees.

These standards are functionally driven and tailored to support the daily tasks performed by users. Depending on the nature of a user's role and responsibilities, the standards help determine whether a private office or open office environment is more appropriate, as well as the corresponding space allocation.

As outlined in the DPW standards:

"The standards are organized by workspace type and size, rather than by staff position, and the quantity of types and size has been reduced."

This approach promotes efficient space use by reducing the individual workspace footprint where feasible. Within the planning study, two primary workspace types were considered:

- Open Office Workstations: Allocated at 64 NSF per user. These are designed for employees whose tasks do not require frequent confidential interactions and can be accommodated in a collaborative, shared environment.
- Private Offices: Allocated at 115 NSF per user. These are intended for staff who require privacy due to the sensitive or confidential nature of their work, or for supervisory roles that necessitate a more enclosed setting.

These planning standards ensure consistent, equitable space distribution and promote flexibility, while also reflecting expectations for functional, cost-effective workplace design. Office space should be allocated according to best practice that aligns with job functions and workspace needs rather than job titles alone.

2. Current Plan (Existing Conditions)

The Mayor's Office currently occupies approximately 5,228 square feet dispersed throughout the building, including 543 square feet in the basement, 685 square feet on the first floor (southeast), and 4,000 square feet on the third floor (northeast), where the primary suite is located. The main office area contains six private offices and two conference rooms, including a large, frequently used meeting space. Due to spatial limitations in the primary location, three mayoral staff members are stationed within the Community Development Department, which compromises team cohesion and workflow efficiency. Most staff, including non-supervisors, are located on the third floor in hard-walled offices, and the dispersed layout creates communication challenges.

The Human Resources Department occupies 3,784 square feet, with 185 square feet in the basement and the remainder on the third floor (northwest). The department primarily utilizes hard-walled offices to support confidential work, but space inefficiencies exist. Some offices are used primarily for storage, and one of the department's conference room has been converted into office space, reflecting a need for reorganization. The current layout does not fully support operational efficiency or future flexibility, particularly in terms of private workspace distribution.

The Legal Department uses 2,149 square feet of space, consisting of 184 square feet in the basement and 1,965 square feet on the third floor (southeast). All attorneys are housed in private offices due to confidentiality requirements. The department has a conference room and a storage room.

The Information Technology (IT) Department occupies 3,848 square feet, including 368 square feet in the basement and 3,480 square feet on the third floor (southwest). Supervisors currently work in cubicles, and staff regularly utilize a shared conference room located across the hall. The department includes a large equipment staging area adjacent to the elevator. Previous tenant improvement plans by L/C addressed some spatial challenges, but current operations indicate ongoing needs related to privacy for supervisors.

The City Council occupies 1,615 square feet, with 900 square feet on the first floor (southwest) and 715 square feet on the third floor. The council chambers and a well-used conference room are located on the first floor, featuring a kitchenette, snack area, and restroom. On the third floor, council members currently share a single open office space, which lacks privacy and individual work zones. There is a desire to relocate all council functions to the first floor to centralize operations and provide private offices for elected officials.

The Fire Department occupies 5,587 square feet, with 567 square feet in the basement and 5,050 square feet on the second floor (northeast). Several supervisors are housed in cubicles, though private offices are needed for supervisory functions. The department receives and processes around \$500,000 in equipment annually but lacks a dedicated logistics area, requiring items to be processed throughout the general workspace. A large

open front lobby has been repurposed, and basement storage remains insufficient for the department's needs.

The Public Works Department utilizes 13,357 square feet throughout the building: 368 square feet in the basement, 6,620 square feet on the second floor (southeast), and 2,865 square feet on the second floor (southwest). The department operates two main office areas and supports a number of field staff who are in the office part-time. Many offices are oversized, and several non-supervisory staff occupy private offices simply because they are available. Shared resources include a heavily used large conference room and a plotter area accessed by multiple departments.

The Parks Department occupies 4,215 square feet, including 935 square feet in the basement and 3,280 square feet on the second floor (northwest). The current office setup includes three private offices, and three supervisors located in cubicles. One cubicle is shared on a seasonal basis by the pool coordinator and summer coordinator. The break room and internal conference room are heavily used, and additional meeting spaces in the building are frequently borrowed. Paper files are being phased out as digital systems are adopted.

The Community Development Department occupies 6,833 square feet across three separate areas due to overall space limitations. The largest portion, approximately 5,185 square feet, is on the first floor (south), with additional space on the first floor (west, 373 square feet) and the second floor (southwest, 1,275 square feet). This fragmentation causes operational inefficiencies for the department's 51 employees. Both internal conference rooms are in high demand, and the large meeting room near the main entrance is frequently used for full-staff gatherings. Additionally, three mayoral staff members are located within the department's footprint. The team is currently using an open cubicle for client consultations, though it lacks appropriate privacy.

The Finance and Clerks Department occupies 10,649 square feet, with 2,849 square feet used for storage in the basement and 7,800 square feet on the first floor. The department has high public interaction, particularly for services such as payroll and passport processing. A large file room supports ongoing operations but is expected to be digitized in the near future. While most staff workspaces are appropriately assigned, the payroll non-supervisor is housed in a private office due to the sensitive nature of the work. Conference and break areas are heavily used, and public access to the passport meeting room requires walking behind the service counter, which poses privacy and security challenges.

3. Immediate Plan (Phase 1- Short-term Upgrades)

The recommended immediate phase of improvements, to be considered, involves targeted renovations aimed at enhancing workspace efficiency, privacy, and flexibility. These suggestions are intended to minimize disruption to departmental operations while addressing the most pressing spatial and functional needs.

In the basement, no changes are planned currently. Existing layouts and functions will be maintained, and no construction or reorganization is anticipated in this phase.

On the first floor, most departments remain unchanged in the immediate term. Both the Community Development and Finance and Clerks departments retain their current configurations, as their spatial needs are either being met or are tied to longer-term strategic plans.

However, the City Council area is suggested to undergo selective renovation. There are several strategic reasons to relocate the City Council from their existing location on the 3rd floor. The first being the ability to give Council members three shared offices and provide much-needed confidentiality for constituent meetings and administrative tasks. The second is that by relocating the City Council, it frees up the existing space to serve as a location to temporarily house the departments that will be impacted by construction activities in their areas. In the immediate term the 1st floor Council meeting room could be temporarily reconfigured at a relatively low cost. The existing snack room could be converted into an enclosed office and additional cubicles could be added to the Council meeting room (cubicles from the Fire TI could be repurposed). The Council meeting room would also be removed from the general reservation pool, giving Council exclusive access to this area. Once renovations are completed throughout the rest of the building, there are several options that could be considered for the long-term location of the City Council. These options should be evaluated once all immediate-term renovations are completed (near the end of FY27). The Council options vary in complexity and cost.

- Option 1: Remain in Council meeting room area. This could also include the construction of two additional offices in this space. In the future, up to 4 additional offices could be added to the adjacent area.
- Option 2: Relocate Council back to the existing 3rd floor area. This option could also entail the construction of several offices and/or cubicles and a small meeting room.
- Option 3: Move to 2nd Floor Comm Dev Area. In the future, after the Comm Dev 1st floor expansion is completed (not currently planned in the 10 year capital plan), the existing area on the 2nd floor will be vacated. This area will already include 2 offices, a meeting room, and several cubicles. Additional construction in this area could occur to add offices.

It is estimated that the near-term renovations (Fire, IT, Mayor, Comm Dev 2nd Floor) will take two years (FY27 and FY28). If Council is unable to move from the 3rd floor area to the 1st floor area for the upcoming 2 years and would instead prefer to stay in their existing area, there is an alternative option. The city could choose to use the large PW conference room as the location to stage the departments displaced by construction activities. While this room is currently utilized daily for meetings, those meetings could be shifted to the 1st floor in Conference Rooms A&B.

On the second floor, most departments will not see immediate changes. The Public Works, Parks, and Community Development departments will remain as-is, with no planned upgrades in this phase with the exception of the consideration of flipping two Public Works Offices in order to add supervisory offices to the Community Development Plan Review area. The Fire Department, however, could proceed with an interior renovation based on previously developed plans by L/C Architects. This project includes the addition of six

hardwalled offices to accommodate supervisory staff and improve privacy, as well as the creation of a dedicated storage room to support logistics and equipment management.

The third floor will see several key upgrades. The Art Gallery and Legal Department remain in their current configurations for the time being. The Information Technology Department may initiate improvements based on L/C Architects' prior plans, which include the removal of the existing training room to make way for three new private offices and four cubicle workstations. This allows for greater staff accommodation and better space utilization.

The Human Resources Department could undergo a series of interior reorganizations which would not involve significant costs. Existing office spaces are reconfigured to better align with operational needs: one office converted into a conference room, a storage area repurposed into an office, and another office redesigned as a respite room for staff. These changes aim to increase functional variety within the suite while maximizing the use of available square footage. Additionally, card readers are installed on two doors to ensure privacy and restricted access, enhancing the security of the department.

The Mayor's Office may also receive immediate upgrades to improve workspace distribution and staff adjacent. Two existing hard-walled offices have been removed to create an open area for six new cubicles, accommodating displaced staff and enabling greater collaboration. In addition, one new private office would be constructed to support supervisory needs. These upgrades allow more of the mayoral staff to return to the department's primary footprint, reducing reliance on borrowed space in other departments.

With these spaces being discussed for the project recommendations sequence to be completed, this sequence is being recommend is based on need, cost, and the option that would cause the least disruption to Staff. The City Council could begin first by converting the supply room into a shared office, while also building out two additional shared office spaces within the City Council area on the first floor of the building. The next space to be addressed could be the Fire Department. L/C has previously completed tenant improvement (T.I.) plans for this space. This phase includes adding six new private offices to the department. During the construction, displaced staff could utilize the area next to the Mayor's office that previously housed the Council desk area on the 3rd floor. This area could be utilized to house displaced staff for each subsequent renovation.

After the Fire Department is completed, the I.T. department could be the next phase. This involves adding two new offices. Tenant improvement plans for I.T. have also previously been completed by L/C. The Mayor's department could follow. The space could be reconfigured so that all of the Mayor's staff can work on the same floor. Next could be the Community Development Department. This renovation would be minimal, involving changing the door location to a different wall to allow access to two new private offices. Finally, the Human Resources department could be reorganized, focusing on rearranging furniture and existing spaces.

Overall, Phase 1 prioritizes low-disruption and high-impact changes. All departments will remain operational during renovations, with construction phasing and scheduling coordinated to minimize disruption to public services and internal workflows.

A proposed project summary along with a possible estimated timeline and costs of initial renovations by area/project are included below; however, this schedule could be modified/adjusted based on which renovations are selected, available budget, and actual construction and design timeframes. Estimated costs do not reflect the yearly market rate price increase escalation.

Immediate Plan by Project

Project	Estimated Design Time	Estimated Design Cost	Estimated Construction Time (includes move, permit & bid time)	Estimated Construction Cost
Council Offices-1st Floor	3 months	\$10,000	6 months	\$93,000
HR Reconfiguration & Access Card Readers	N/A	N/A	2 months	\$6,000
Mayor's Office	3 months	\$16,000	7 months	\$161,000
PW/Comm Dev Plan Review Office Flip	1 month	\$2,000	5 months	\$20,000
Fire Tenant Improvement	Completed	N/A	8 months	\$360,000
IT Tenant Improvement	Completed	N/A	7 months	\$160,000

Possible Timeline by Project

This timeline is contingent on and utilizes the current Council Space (3rd Floor) for Departmental Relocations (Staging Area)

	Summary of Proposed Work						Current Available Funding	Estimated Expenditures	Additional Budget Needed (Estimate)
<u>Project</u>	<u>HR</u>	<u>Council</u>	<u>Fire</u>	<u>IT</u>	<u>Mayor's</u>	<u>Comm Dev</u>			
Remainder FY25	Install Card Readers (Aug)		Bid (Sept-Oct)				\$64K-Design \$306K-Const.	\$6K-HR	
FY26		Relocate Council (Nov)	Relocate Fire (Nov) Complete Construction (Dec-May)	Bid (April-May) Relocate IT (June) Begin Construction (July-Nov)	Design	Design	\$64K-Design \$300K-Const.	\$16K-Mayor \$2K-Comm \$360K-Fire \$160K-IT	\$220K *via budget amendments after bidding
FY27				Complete Construction (Nov)	Bid (Oct-Nov) Relocate Mayors (Dec) Complete Construction (Jan-May)	Bid (April-May) Relocate Comm Dev/PW (June) Complete Construction (July-Sept)	\$46K-Design	\$161K-Mayors \$20K-Comm	\$181K *add to FY27 budget
FY28		Design: 3 months Bid: 2 months Construction: 5-6 months					\$46K-Design	\$10K-Council	Unknown- depending on option selected Remaining design money (36K) could be transferred to construction costs.

4. Future Build Out Concepts (Phase 2- Medium-Term Adaptation)

Future concepts focus on accommodating departmental growth, consolidating fragmented workgroups, and rebalancing underused or oversized spaces. This phase recommends significant reconfiguration and expansion across all floors of the building, with emphasis on improved workflow, co-location of related teams, and enhanced functionality.

In the basement the Community Development Department could establish a new inspector work area in the basement, creating a dedicated area for field staff to return, collaborate, and access resources. This includes the addition of 20 workstations in an open cubicle configuration, three private offices, and a shared conference room, significantly increasing their operational capacity and staff cohesion.

On the First Floor the Community Development could expand into the area currently occupied by the Historical Center, consolidating more of its staff into a single footprint. This renovation includes the creation of a small consult room for client meetings, a large divisible conference space, and a combined office and cubicle area to house the plan review team alongside the rest of the department.

City Council may make further improvements to support privacy and accessibility. The existing mail room was reduced in size to make room for a new dedicated hallway for deliveries, and the current inspector area repurposed to add four private offices for council members and staff.

With these recommendations, the Finance and Clerks Department could undergo a major internal reorganization. A new workroom was created behind the public service counter, and existing cubicles relocated to better centralize staff workflow. The oversized corner office is converted into a shared conference room, and a portion of the storage room becomes a phone room for private calls. Additionally, the large conference room subdivided itself to create a smaller passport service room and a new office. The passport room is reoriented with a new public-facing door for improved privacy and access. Additional offices and cubicles added as staffing needs evolve.

On the Second Floor the Public Works optimizes its oversized and underutilized layout by reconfiguring work zones. Seventeen new cubicles added with reconfiguration of large training conference room, aligning space usage more closely with current staffing and field-based work patterns. A phone room added to the portion of the plotter area. The medium conference to remain.

The Fire Department could enhance its front-of-house functionality by reducing the size of its lobby to create space for four additional cubicles, better supporting staff operations and public engagement. A phone room was added near the break area to support confidential calls and hybrid meetings.

The Parks Department could make interim improvements by adding two cubicles and two new offices to accommodate current staffing needs.

On the Third Floor the Legal Department could expand its footprint to add three private offices and one cubicle, and its lobby reoriented to share space with the Mayor's Office, increasing efficiency and improving visitor access. A phone room was added near the lobby area.

IT Department could continue to develop their space with an added phone room.

The Mayor's Office could make further interior adjustments, including two additional cubicles and a resized workroom with a new respite room.

Human Resources could relocate its respite room for improved accessibility and add a new door connecting directly to the main hallway, enhancing both privacy and circulation. Four new offices and two cubicles were added to the department to support team growth. Storage room replaced with a phone room.

5. Maximum Build-Out Plan (Phase 3 – Long-Term Vision)

The potential long-term vision for the building anticipates a flexible and forward-looking configuration that can accommodate evolving departmental needs, new service models, and technological advancements.

One major component of the maximum build-out strategy includes the designation of four new department zones—one per floor—utilized either to house new divisions or to expand existing ones. It also contemplates changes such as consuming the art gallery space for offices and cubicles; and either relocating the gallery to another location in city hall or another structure. These recommendations/options could vary widely based on departmental needs in the future. This approach provides a sustainable, scalable path forward that can accommodate both known and emergent needs in a timeline that is flexible to meet city needs.

6. City Hall Workspace Count Summary

	Current	Immediate	Full Buildout	Full Buildout (minus Basement)	Full Buildout (minus Mtg Rm A&B)	Full Buildout (minus Art Gallery)	Full Buildout (minus Mtg Rm A&B & Art Gallery)	Full Buildout (minus Basement, Mtg Rm A&B & Art Gallery)
Office	59	69	99	93	98	99	98	93
Cubicles	129	126	212	185	208	204	200	176
Reception	27	27	22	21	20	21	20	20
Totals:	215	222	333	299	326	324	318	289
Net Change:		7	111	-33	-6	-8	-14	-43

MERIDIAN CITY HALL

IMMEDIATE PLANS

33 E. BROADWAY - MERIDIAN, IDAHO



APRIL 22, 2025

SHEET INDEX

- 000 COVER SHEET
- A1.01 IMMEDIATE BASEMENT FLOOR PLAN
- A1.02 IMMEDIATE FIRST FLOOR PLAN
- A1.03 IMMEDIATE SECOND FLOOR PLAN
- A1.04 IMMEDIATE THIRD FLOOR PLAN

LOMBARD
CONRAD
ARCHITECTS

ARCHITECTS OF RECORD
CITY OF MERIDIAN, IDAHO
1000 N. BROADWAY, SUITE 200
MERIDIAN, IDAHO 83452-2000
PHONE: 208.333.1111 FAX: 208.333.1112
WWW.LCARCHITECTS.COM

0.00

CITY HALL -
MASTER PLAN

CITY OF MERIDIAN

CONTRACT NOTES

DESCRIPTION

DATE

JOB NO.: 240225-01
PROJECT: CITY HALL
DRAWN BY: JACOB LOMBARD
CHECKED BY: JACOB LOMBARD
DATE: 04/22/25
PHASE: PRELIMINARY

COVER SHEET

SHEET NO.

0.00

VICINITY MAP

PROJECT SITE

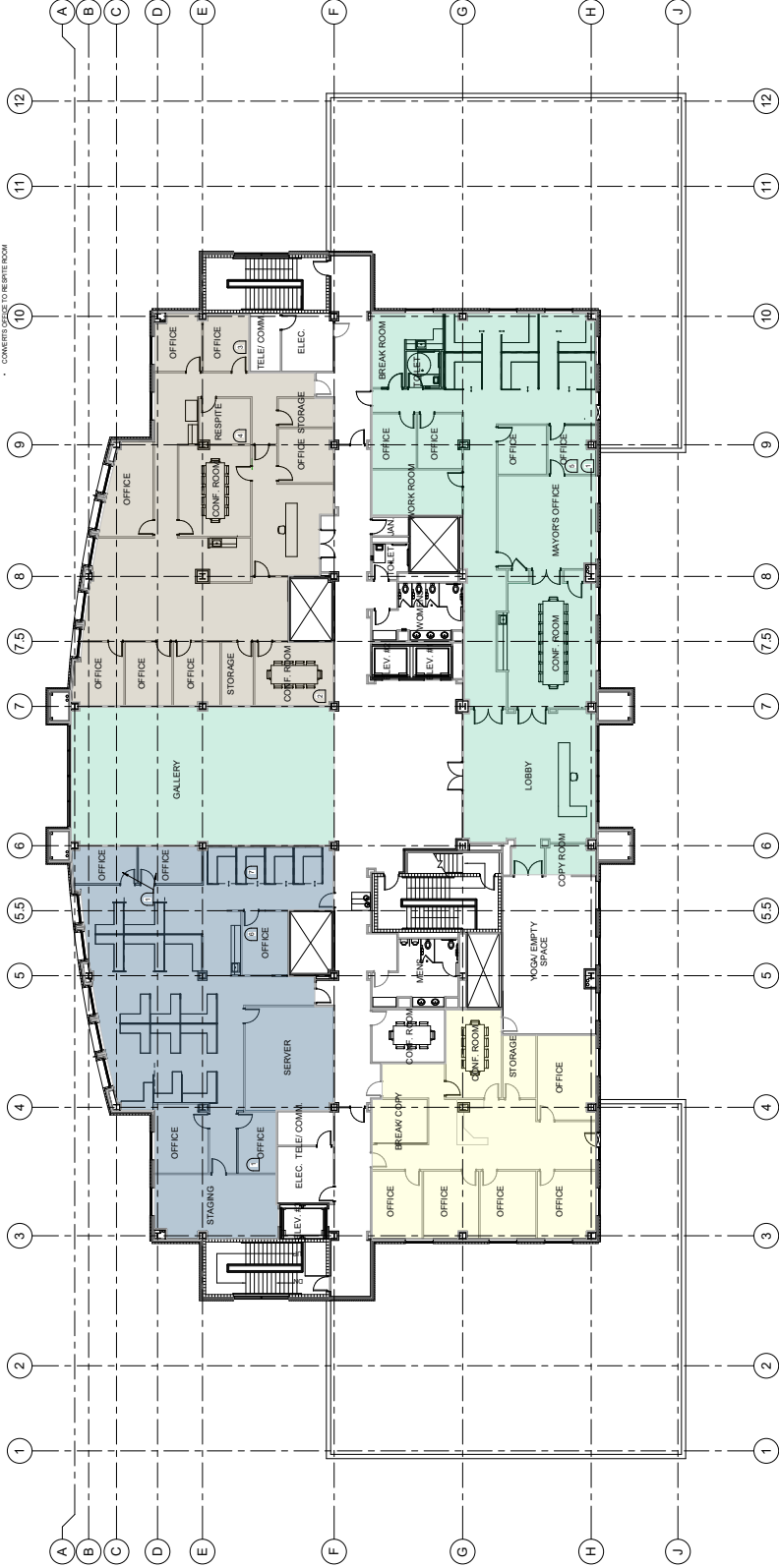


MERIDIAN, IDAHO



[illegible]

IMMEDIATE SUMMARY

[illegible][illegible]

MERIDIAN CITY HALL

FUTURE PLANS

33 E. BROADWAY - MERIDIAN, IDAHO



JULY 15, 2025

SHEET INDEX

- GENERAL
- COVER SHEET
- ARCHITECTURAL
- A1.01 FUTURE BASEMENT FLOOR PLAN
- A1.02 FUTURE FIRST FLOOR PLAN
- A1.03 FUTURE SECOND FLOOR PLAN
- A1.04 FUTURE THIRD FLOOR PLAN
- A1.05 MAX BULDOZ

CITY HALL-
MASTERPLAN

CITY OF MERIDIAN

CONSULTING

VICINITY MAP

PROJECT SITE



MERIDIAN, IDAHO

JOB NO.: 2403014
DRAWN BY: J. L. LAMBERT
CHECKED BY: J. L. LAMBERT
DATE: 04/22/2024
SCALE: 1/8" = 1'-0"

COVER SHEET

0.00

100



2

FUTURE SUMMARY		PUBLIC WORKS	
	CURRENT	AMEND	
CURBLES	14	38	
SPICES	14	13	
CONCRETE	4	5	
RECEPTION SEATING	5	5	

