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## EXECUTIVE SUMMARY

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In 2024, the City of Watertown decided to look to the future and determine how they might better utilize their existing facilities. A space needs analysis was done to gain a working knowledge of the existing spaces and identify current and future needs.

The following buildings are included in this study:

- City Hall – 106 Jones St.
  - City Hall is adjacent to the Rock River and houses several municipal government departments: Finance/City Clerk; City Attorney; Media Production; Administration; Building, Safety & Zoning; Engineering; Police; Municipal Court and City Council Chambers.
- Senior & Community Center – 514 S First St.
  - The Senior and Community Center, also located along the Rock River, provides a central hub for the community and contains the Park, Recreation, and Forestry offices.
- Parks, Recreation & Forestry – 404 Bonner St.
  - This facility houses the Parks, Recreation and Forestry equipment and some park/forestry staff.
- Heath Department – 515 S First St.
  - This 1926 building houses the Health Department offices and clinics.
- Public Works: Street & Solid Waste Division – 811 S First St.
  - As noted, this facility houses the Street and Solid Waste Division.

This study also evaluated the condition of the existing facilities, identified deficiencies related to the Americans with Disabilities Act (ADA), looked for efficiencies and sought ways to bundle items that need to be addressed at each of the current sites. The resulting recommendations take these various improvements into consideration in the final options presented herein.

## BACKGROUND INFORMATION

The City of Watertown is located midway between Milwaukee and Madison, surrounded by lush forests and beautiful farmland. It has big city services but retains a small-town feel. It makes continued strides towards the stated goal of improved services and modernization. The catalyst for this evaluation was the construction of a new fire station which began in April of 2024. The fire department is moving out of the existing City Hall in Spring of 2025. This will create available space for the city to evaluate.

## STAFF ENGAGEMENT

Prior to the SPARK session, each Department Head was interviewed to discuss their current and future needs. Staff were then invited to provide their input and evaluate potential options at the SPARK session. They confirmed the recommended space needs, established decision making criteria, and evaluated options. Some of the priorities included:

- The public entrance should be welcoming.
- Make the building easy to navigate so that the public can access the services they need.
- Provide better security for non-public areas.
- Increase the amount and quality of conference/meeting space.
- Expand the council chambers to accommodate crowd sizes.
- Minimize complicated department relocations.
- Provide barrier-free access for everyone including accessible routes, parking, doors, stairs, ramps and restrooms.

The design workshop studied 5 plan options for City Hall and alternatives for the Health Department, and Parks, Recreation, & Forestry and Public Works: Streets & Solid Waste. Staff provided feedback throughout the day and online. At the end of the workshop, staff evaluated and voted for their favorite options and provided pros-and-cons for each.



## GOALS FOR SUCCESS

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- ❖ Meet current and future needs of the community.
- ❖ Provide the most efficient use of space.
- ❖ Create a welcoming entrance.
- ❖ Provide clear wayfinding for public
- ❖ Provided parking for Police vehicles in fire apparatus bay.
- ❖ ADA compliance.
- ❖ Meet needs for dual language population.
- ❖ Meet needs for additional storage.
- ❖ Meet needs for more and larger meeting spaces.
- ❖ Improve efficiency of service to community at all city facilities

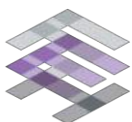


## SPACE NEEDS PROGRAM

Interviews were conducted with each City Department to assess their current and future needs, including office, meeting and storage spaces. A standard percentage was added to these totals to address circulation, restrooms and mechanical needs. This is the total New Square Feet required.

Existing square footage was obtained using the existing floor plans. Assigning space to each department and adding in the ancillary spaces, hallways, restrooms and mechanical closets, to create a final total.

| CITY OF WATERTOWN                                 |             |             |
|---|-------------|-------------|
| Building/Department                               | Existing    | New         |
|   | Square Feet | Square Feet |
| City Hall 106 Jones St                            |             |             |
| Administration Department                         |             |             |
| Mayor & Strategic Initiatives Total Area          | 959         | 1,550       |
| HR Total Area                                     | 338         | 1,199       |
| IT Total Area (Includes IT Storage)               | 938         | 1,311       |
| Total Net Square Footage                          | 2,235       | 4,060       |
| City Attorney                                     |             |             |
| Total Area  | 824         | 1,150       |
| Finance Dept & City Clerk                         |             |             |
| Total Area  | 2,967       | 4,160       |
| Media Production Department                       |             |             |
| Total Area  | 3,080       | 3,215       |
| Municipal Court (Judge, Clerk & Council Chambers) |             |             |
| Total Area  | 2,278       | 3,356       |
| Police Department                                 |             |             |
| Total Area  | 14,243      | 19,465      |
| Building Safety and Zoning Division               |             |             |
| Total Area  | 1,659       | 2,064       |
| Engineering Division                              |             |             |
| Total Area  | 2,994       | 3,334       |
| Custodian Spaces                                  |             |             |
| Total Area  | 939         | 1,611       |
| Shared Spaces (Break Rooms & Conference Rooms)    |             |             |
| Total Area  | 4,734       | 5,084       |



| Building/Department  | Existing    | New         |
|--|-------------|-------------|
|  | Square Feet | Square Feet |
| City Hall General Rooms (Vestibules, Corridors, Restrooms, Stairs, & Unassigned) |             |             |
| Total Area   | 25,548      | 26,536      |
|  |             |             |
| Fire Department  |             |             |
| Total Area   | 17,268      | 0           |
|  |             |             |
|  |             |             |
| Total Net Square Footage   | 74,035      | 74,035      |

|                                  |       |       |
|----------------------------------|-------|-------|
| Health Department 515 S First St |       |       |
| Total Net Square Footage         | 6,883 | 9,628 |

|   |        |        |
|---|--------|--------|
| Parks, Recreation and Forestry Department 514 S First St. |        |        |
| Total Area  | 3,723  | 4,165  |
|   |        |        |
| Parks, Recreation and Forestry Department 404 Bonner St   |        |        |
| Total Area  | 10,818 | 14,414 |
| Total Net Square Footage                                  | 14,541 | 18,579 |

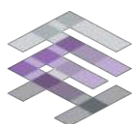
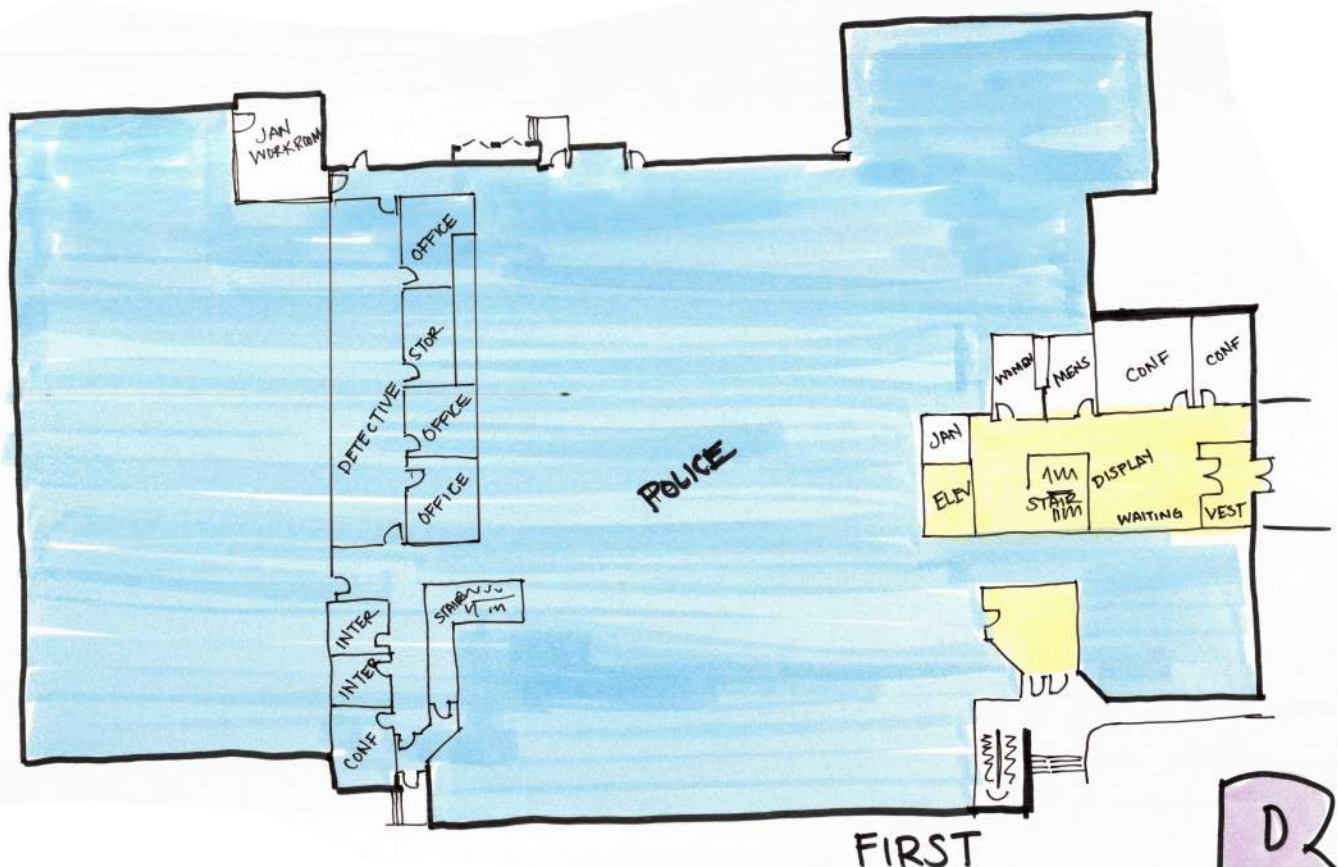
|   |        |        |
|---|--------|--------|
| Public Works: Streets & Solid Waste Division 811 S First St |        |        |
| Total Net Square Footage                                    | 70,191 | 90,100 |

# PREFERRED CONCEPTS

## CITY HALL – OPTION B:

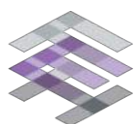
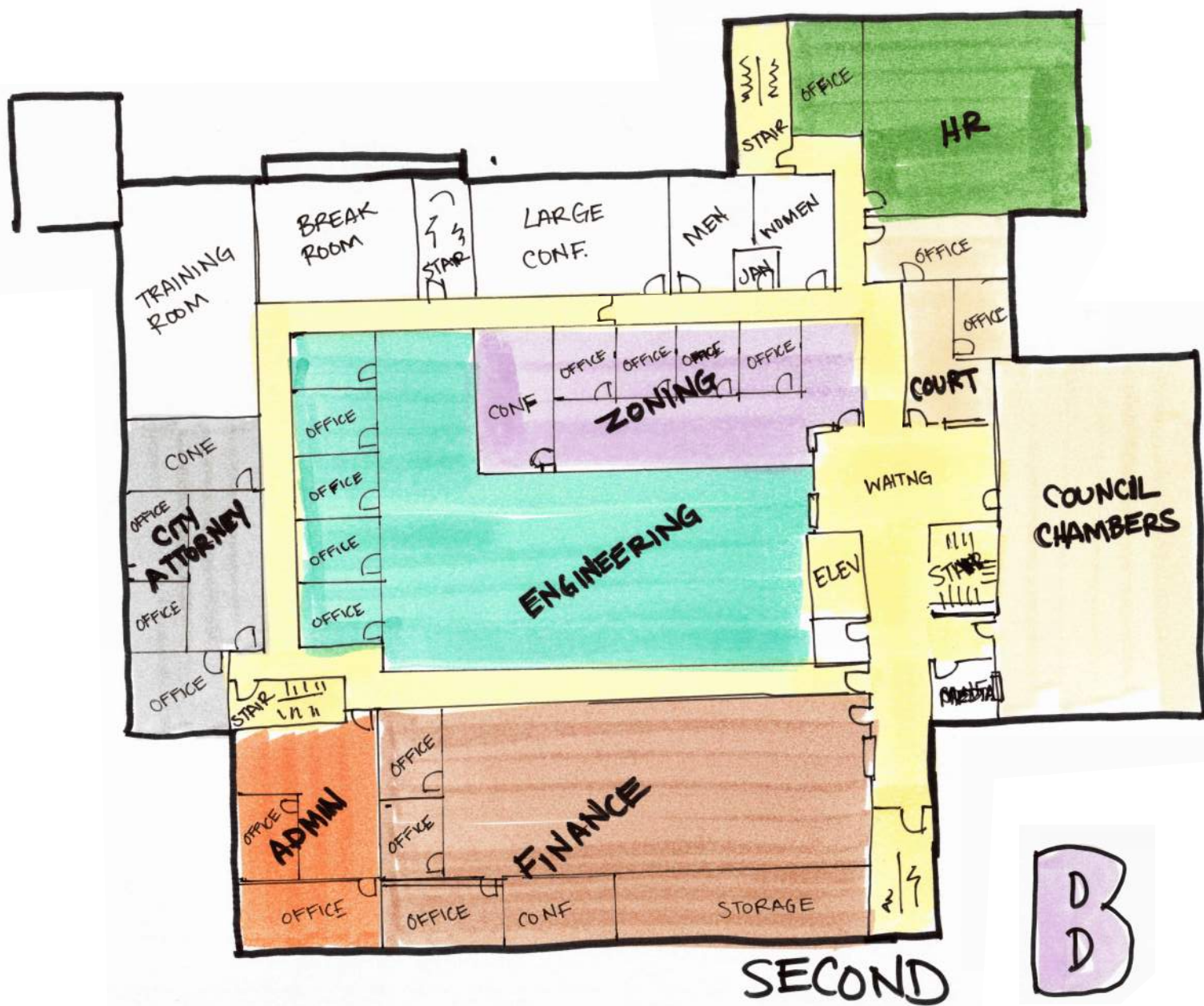
This design concept was developed to bring related spaces together, make it easier for the public to navigate the building to find the services they need, and create a more secure overall building environment. The specific changes are as follows:

- Consolidating all portions of the Police Department on the First Floor
- Utilizing the former Fire Department apparatus bay as parking for the Police Department squad cars
- Moving other city departments currently on the First Floor to the Second Floor
- Maintaining the public entrance facing Jones Street as the Police Department entrance
- Creating a new public entrance facing N 2<sup>nd</sup> Street for the remainder of the building
- Incorporating a central staircase at this new public entrance that is more open to aid in wayfinding
- Placing all city departments routinely visited by the public on the Second Floor around a large, open waiting area at the top of the new central staircase including the City Council Chambers; Municipal Court; Building, Safety & Zoning; Engineering and Finance/Clerk.
- Constructing new fully ADA compliant restrooms on both First and Second Floors accessible from the public waiting areas



**FEH DESIGN**

ARCHITECTURE / ENGINEERING / INTERIORS



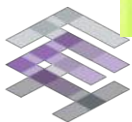
**FEH DESIGN**

ARCHITECTURE / ENGINEERING / INTERIORS





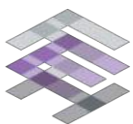
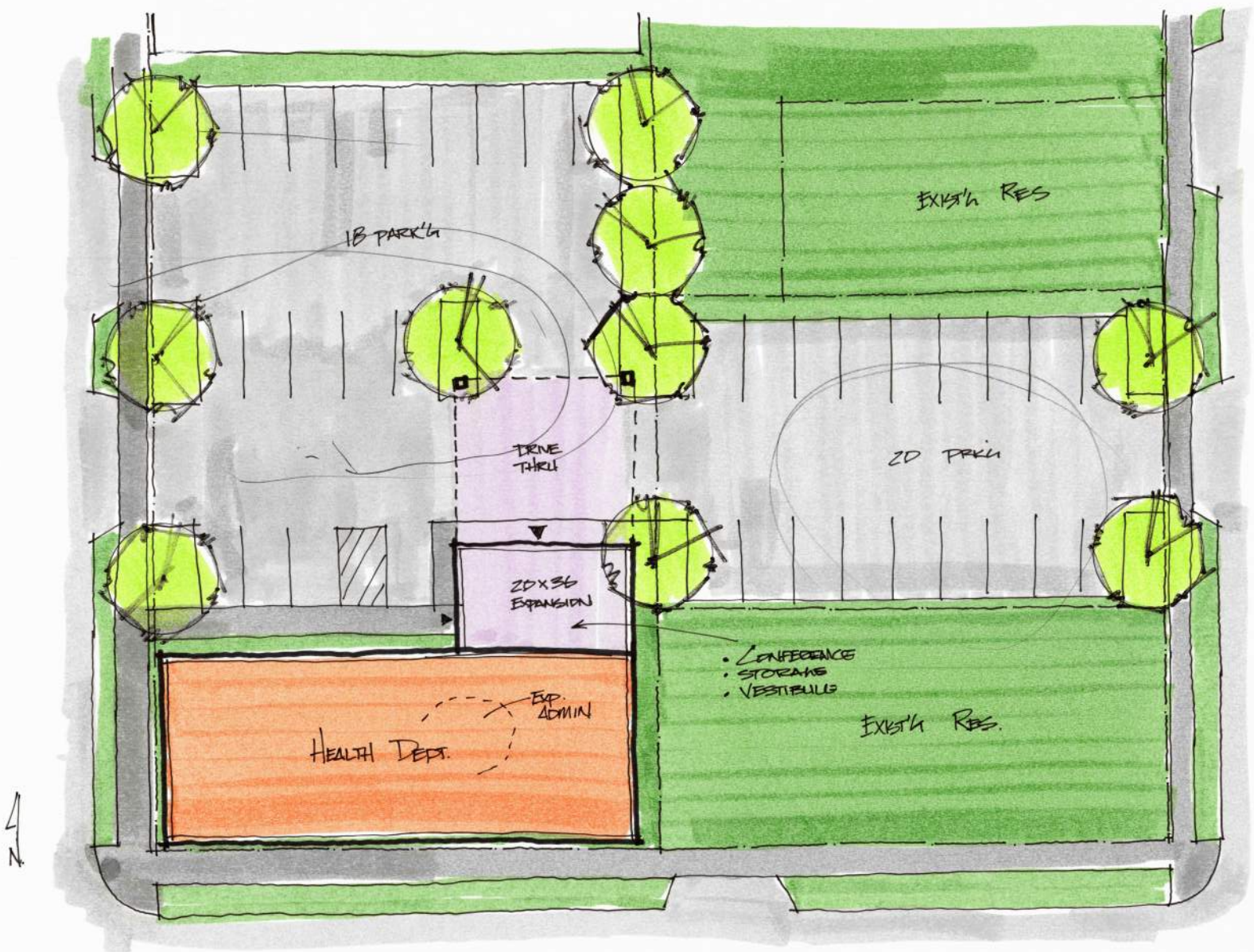
This concept site plan shows how the parking lot on the north side of City Hall could be modified to provide additional staff parking as a result of the Police Department squad cars moving into the former Fire Department apparatus bay. In addition to gaining some much-needed parking, this reconfiguration creates a dedicated driveway for the squad cars to access E Cady Street to the north. The current lot contains 32 parking spaces. Of those, 27 are utilized for Police and Fire vehicles with only the 5 remaining parking spaces available for other City Hall staff. With this proposed reconfiguration, all 40 parking spaces would be available for other City Hall staff.





## HEALTH DEPARTMENT – OPTION 1 – ADDITION AND DRIVE-THRU CANOPY

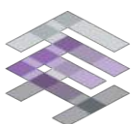
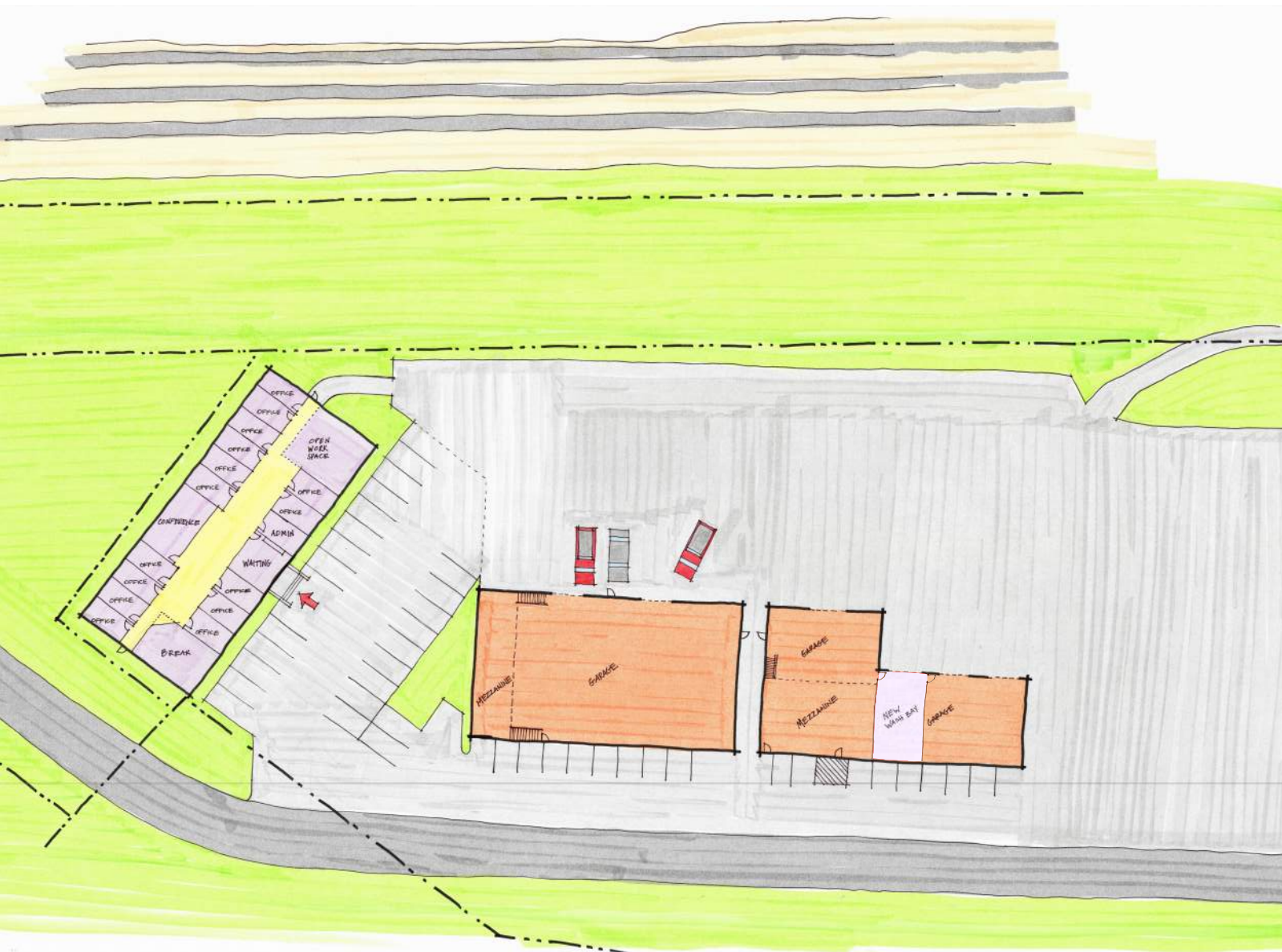
This design concept adds the needed space to the Health Department by adding a conference room and office to the northeast corner and includes a drive-through canopy to the north of the addition. If the lot to the east of the building is purchased, the drive-through can be a pass through. If that land is not acquired the drive-through would turn the corner using the existing parking lot. The second option included later in this section shows how this addition could be achieved in phases. Initially, the drive-through canopy and roof for the addition could be constructed (with or without implementing parking lot improvements) and then the addition under that roof could be constructed as part of a future phase. The concept budget for this option includes improvements to the existing parking lot but does not include the parking lot to the east which would need to be added to the budget if pursued.





## PARKS, RECREATION & FORESTRY – OPTION 1 – BONNER STREET SEPARATE BUILDING

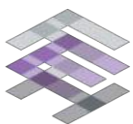
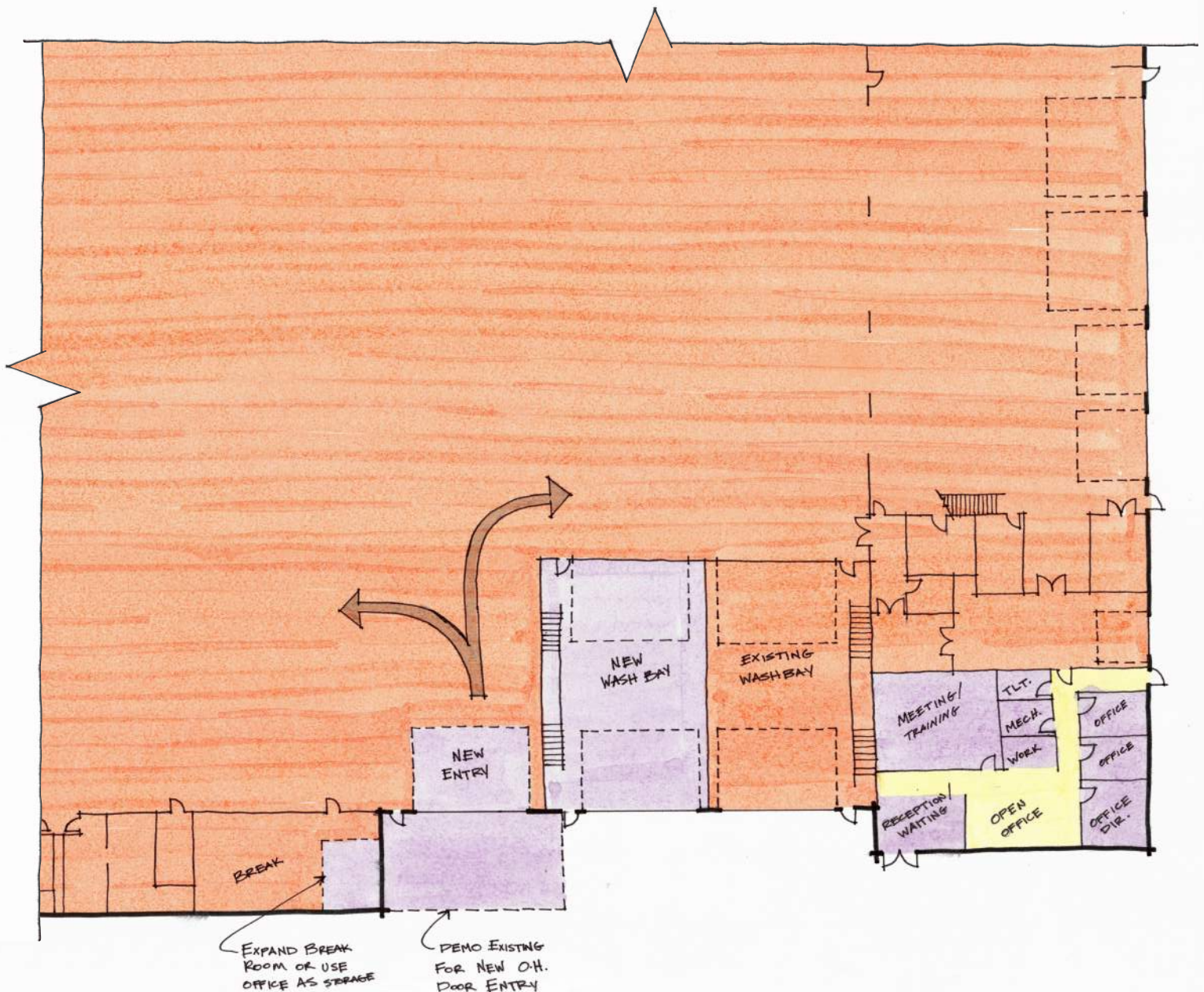
This design concept shows a new, separate building on the lot at 404 Bonner Street to accommodate nearly all the Parks, Recreation and Forestry needs. Additional staff space, equipment storage and maintenance needs including a wash bay within the existing buildings are a part of this design. This concept would still allow for the department to have satellite offices at other locations (including 2 staff members at the Senior Center) but would give them one centralized location for their primary needs.





## PUBLIC WORKS: STREET & SOLID WASTE DIVISION:

To maximize the site and utility efficiency this concept removes a portion of the existing office suite to make way for a new vehicle entry to the garage. The existing vehicle entry will be reconstructed to add a new wash bay adjacent to the existing wash bay. The office suite addition will provide a large meeting/training room with new staff toilet, mechanical room and a mixture of private and open office to accommodate the immediate space needs and that of the projected growth.

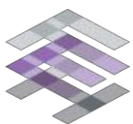




## OTHER OPTIONS WITH CONCEPT BUDGETS

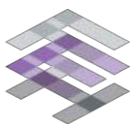
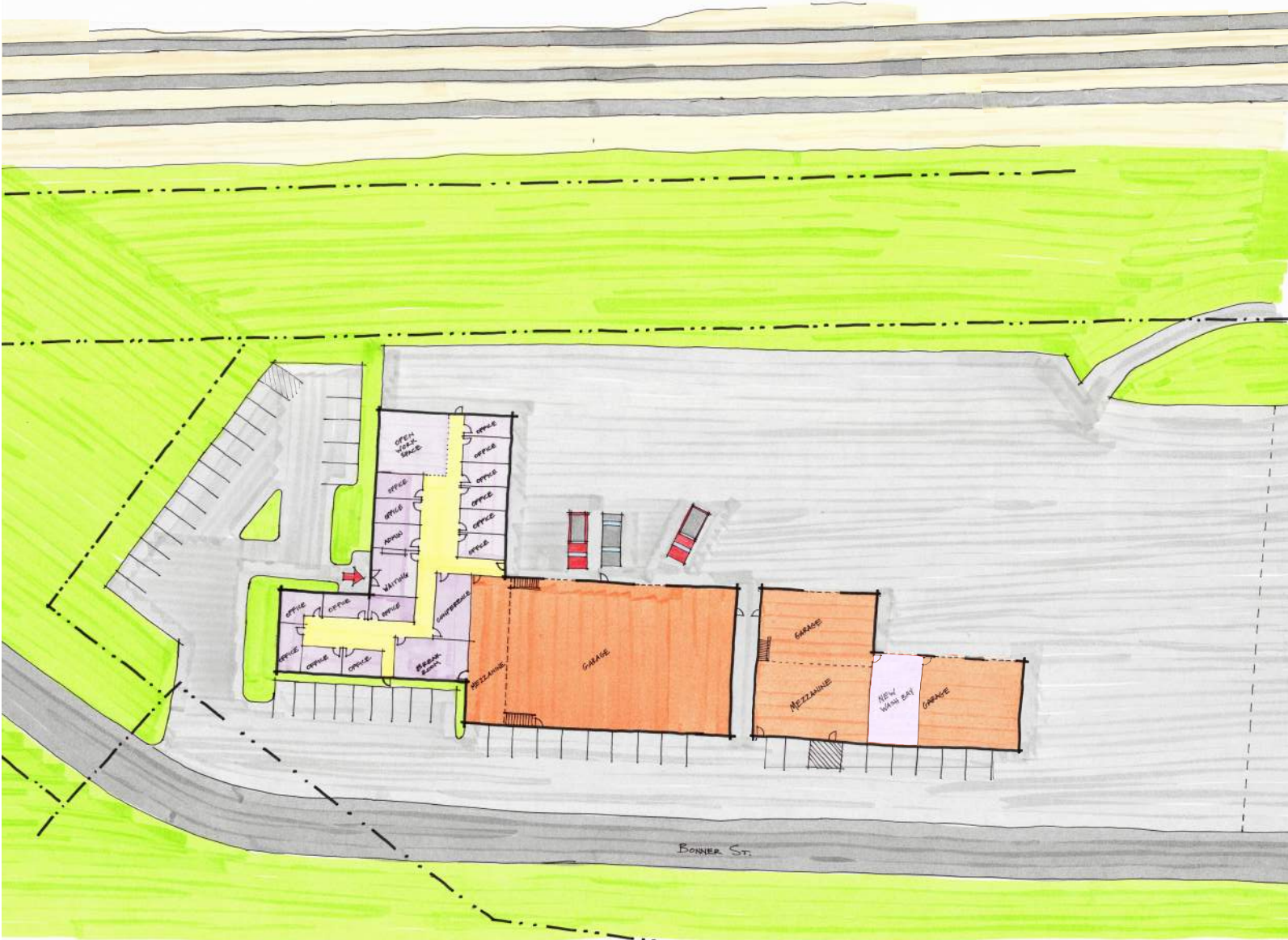
### HEALTH DEPARTMENT – OPTION 2 – DRIVE-THRU CANOPY ONLY

This second option shows how this addition could be achieved in phases. Initially, the drive-through canopy and roof for the addition could be constructed (with or without implementing parking lot improvements) and then the addition under that roof could be constructed as part of a future phase. The concept budget for this option does not include any improvements to the existing parking lot or the property to the east.



## PARKS, RECREATION & FORESTRY – OPTION 2 – BONNER STREET ADDITION

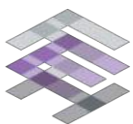
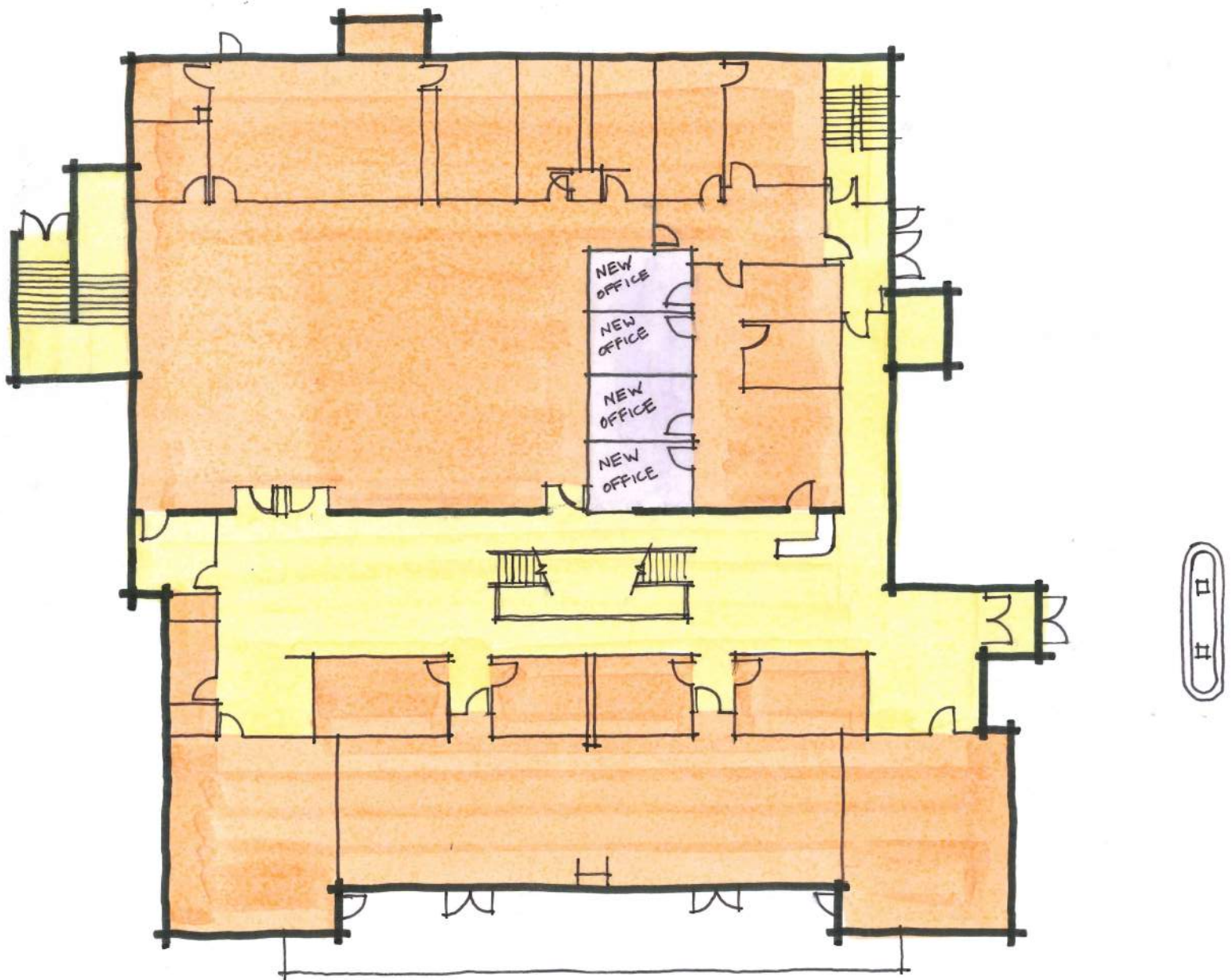
This design concept shows what would be needed at the 404 Bonner Street site to accommodate nearly all of the Parks, Recreation & Forestry staff, equipment and storage in one location. This design accomplishes this through an addition to the existing building. Like Option 1, this option would still allow for the department to have satellite offices at other locations but the placement of the addition would require removal of new parking lot paving.





## PARKS, RECREATION & FORESTRY – OPTION 3 – SENIOR & COMMUNITY CENTER

This design concept shows the creation of 4 new offices for the Parks, Recreation & Forestry Department within the existing Senior & Community Center. This option could be implemented if the costs of constructing either the proposed new building under Option 1 or the addition under Option 2 at the Bonner Street location do not fit within the final budget. This removes approximately 514 square feet from Conley Hall. Creating offices for an Aquatics Manager, Events Coordinator and a few part-time positions to assist during the busy seasons.



# PROJECT BUDGET

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## BUILDING SYSTEMS NARRATIVES

### CITY HALL – OPTION B

A complete assessment of existing mechanical, electrical, and plumbing systems is needed. Final project scope will include replacing the existing boiler system and providing new plumbing fixtures in the two main public restrooms on first and second floors. Project will include new electrical outlets and data ports in those areas that are reconfigured and new lighting throughout the Second Floor, about half of the First Floor and about a quarter of the Basement. Electrical service is anticipated to be sufficient but new subpanels may be required in certain areas. New parking lot lighting on the north side of the building is also anticipated.

### HEALTH DEPARTMENT – OPTION 1 – ADDITION AND DRIVE-THRU CANOPY

A complete assessment of existing mechanical, electrical, and plumbing systems is needed. Final project scope will include new mechanical unit to handle the 720 square foot addition. Electrical will include new outlets, data ports and lighting in the new and remodeled spaces. Electrical will also include lighting in the drive-thru canopy and new parking lot lighting.

### HEALTH DEPARTMENT – OPTION 2 – DRIVE-THRU CANOPY ONLY

This option would only require some electrical system upgrades to include lighting under the new canopy and additional parking lot lighting to eliminate dark areas around the canopy.

### PARKS, RECREATION & FORESTRY – OPTION 1 – BONNER STREET SEPARATE BUILDING

New mechanical, electrical, and plumbing systems are needed for the separate building. Project scope will also include new mechanical and plumbing systems in the shop building where existing offices will be removed and a new vehicle wash bay will be added.

### PARKS, RECREATION & FORESTRY – OPTION 2 – BONNER STREET ADDITION

New mechanical, electrical, and plumbing systems are needed for the addition. Project scope will also include new mechanical and plumbing systems in the shop building where any existing offices are reconfigured and/or a new vehicle wash bay will be added.

### PARKS, RECREATION & FORESTRY – OPTION 3 – SENIOR & COMMUNITY CENTER

Project scope will be limited to modifying the mechanical, electrical and lighting systems in the existing building where the new offices are being constructed.

### PUBLIC WORKS: STREET & SOLID WASTE DIVISION

New mechanical, electrical, and plumbing systems are needed for the addition. Project scope will also include modifications to the mechanical, electrical and plumbing systems in the existing building where offices will be removed and a wash bay is added.

## BUDGETS

Cost summaries were created after the Spark Session. These are high level, all-encompassing budgets to aid in decision making. These include construction costs, sitework costs, and "soft costs" related to the project but not directly included in the hard construction bids. Soft costs cover such things as design fees, testing, site acquisition, abatement, permit costs, etc. Two budgets are included to provide options related to the improvements for Parks, Recreation & Forestry. These budgets are based on estimated 2025 market pricing. Any delay in implementing all or part of any project will result in increased material and labor costs which cannot be predicted at this time.

| Concept Budgets   | 2025 bid total<br>project budget |
|---|----------------------------------|
| City Hall - Option B  | \$13,403,504.66                  |
| City Hall - North Parking Lot   | \$255,231.53                     |
| Health Department - Option 1 - Addition and Drive-up Canopy                   | \$709,072.44                     |
| Health Department - Option 2 - Drive-up Canopy Only                           | \$187,577.00                     |
| Health Department - East Parking Lot  | \$155,955.94                     |
| Parks, Recreation & Forestry - Option 1 - Bonner Street Separate Building     | \$4,120,385.00                   |
| Parks, Recreation & Forestry - Option 2 - Bonner Street Addition              | \$4,257,535.40                   |
| Parks, Recreation & Forestry - Option 3 - Additional Offices in Senior Center | \$119,503.84                     |
| Public Works: Streets and Solid Waste Division                                | \$1,986,399.50                   |
| <b>Preferred Concepts Package</b>   |                                  |
| City Hall - Option B  | \$13,403,504.66                  |
| City Hall - North Parking Lot   | \$255,231.53                     |
| Health Department - Option 1 - Addition and Drive-up Canopy                   | \$709,072.44                     |
| Health Department - East Parking Lot  | \$155,955.94                     |
| Parks, Recreation & Forestry - Option 1 - Bonner Street Separate Building     | \$4,120,385.00                   |
| Public Works: Streets and Solid Waste Division                                | \$1,986,399.50                   |
| <b>Preferred Concepts Package Total</b>                                       | <b>\$20,630,549.07</b>           |

## PROJECT PHASING

In the event that funding cannot be secured to implement each element of the recommended improvements, the City of Watertown may need to accomplish the various construction projects in a phased approach. This phasing could include prioritizing certain buildings over others but could also include only doing portions of the City Hall remodel as part of an initial phase. Regardless of funding, the City Hall remodel will likely require a phased construction approach since entire departments cannot be shuttered for extended periods of time.

Until a better understanding of funding availability is known, our ability to establish a phasing plan for the various projects is limited. For City Hall, FEH offers the following phasing plan for consideration:

### City Hall – Phase 1

- ❖ Convert existing fire apparatus bay into Police Department squad car parking, North parking lot redevelopment, and remodel remainder of former fire department area on First Floor into offices for detectives / investigators.
- ❖ Remodel portion of former Fire Department area near SW corner of Second Floor for City Attorney and Administration.
- ❖ Relocate Media Productions to former daycare area in NE corner of Basement
- ❖ Create training room and break room in NW corner of former Fire Department area on Second Floor
- ❖ Construct Building, Safety & Zoning Department in area of current Council Chambers and adjacent conference rooms (this would require holding council meetings and municipal court proceedings in another large room like the training room in the SE corner of the Basement or another building in the city temporarily)

### City Hall – Phase 2

- ❖ Convert break room in Basement into IT offices
- ❖ Construct storage rooms in former Media Productions in Basement
- ❖ Build Council Chambers / Municipal Court spaces in former Building, Safety & Zoning area on Second Floor
- ❖ Remodel former Engineering and Police Department spaces on Second Floor for Finance/Clerk, Administration and Engineering
- ❖ Create new primary restrooms on Second Floor

### City Hall – Phase 3

- ❖ Create new public entrance and waiting area on First Floor including site improvements
- ❖ Install central staircase and elevator
- ❖ Expand Police Department into portion of former Finance/Clerk area
- ❖ Create new public waiting area on Second Floor
- ❖ RIBBON CUTTING AND GRAND OPENING!

## BUDGETS

| Phased Budget       | 2025 bid total<br>project budget |
|---------------------|----------------------------------|
| City Hall - Phase 1 | \$4,720,192                      |
| City Hall - Phase 2 | \$5,471,245                      |
| City Hall - Phase 3 | \$3,467,299                      |

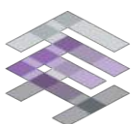


## RECOMMENDATIONS & NEXT STEPS

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After completing this space needs analysis, FEH Design has developed the following recommendations and next steps for the City of Watertown:

- ❖ With the imminent departure of the Fire Department, inefficient use of existing space and currently underutilized areas, City Hall has sufficient space to accommodate the current departments (including anticipated growth projections) located therein. Our recommendation is to further develop City Hall – Option B to ensure all required spaces fit as expected and then refine the budget estimate accordingly.
- ❖ If the City Hall project is accomplished in a phased manner to align with funding support, it will be important to decide the proper sequence of construction activities to ensure that departments can remain functional and disruptions to on-going operations are avoided. Our recommendation is to prioritize those departments with the most immediate and critical space needs and develop the final phasing plan (should phasing be required) based on that prioritization.
- ❖ Certain Police Department spaces within City Hall are more difficult and costly to relocate so the consolidation of that department requires careful consideration. Utilizing the former fire apparatus bay for squad car parking and the remainder of the former Fire Department area for Police Department functions currently located on Second Floor is the best use of that vacated section of the First Floor. Our recommendation is to focus on confirming the layout of the Police Department as a first step to determining the final First Floor plan.
- ❖ The Health Department has the benefit of being on a site with space to accommodate a small addition and drive-thru canopy but this would leave this facility (which is already lacking in sufficient parking) in a greater parking deficit. Our recommendation is to proceed with this addition but enter into negotiations to acquire the vacant property to the east for additional parking, either for today or in the future.
- ❖ While Parks, Recreation & Forestry could relocate to City Hall, this would create additional physical division for that department, increasing the number of locations they have throughout the city. By either implementing Option 1 or 2, this department would experience improved efficiency and therefore reduce unnecessary costs. Our recommendation is to seek the funding necessary to implement Option 1. If building a new facility at Bonner St. is not financially achievable, modifying the Senior Center could be a short-term solution while funding is being secured.
- ❖ The addition and remodel of Public Works: Street & Solid Waste Division provides much needed additional office space and the extra wash bay they could use today. Our recommendation is to attempt to construct the addition as shown but a fallback position could be to institute a portion of the plan and possibly find spaces within the existing building to house some of the other required or desired spaces.



## CLOSING STATEMENT

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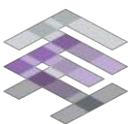
We want to thank the City of Watertown for allowing FEH to assist in the creation of this study. Special thank you to the city department heads who answered our questions during the interviews, city staff who provided input during the Spark Session, and everyone else who shared their thoughts with us throughout the process.

Everyone's input was invaluable. We look forward to continuing to work with the City of Watertown as you look to further develop and hopefully implement some or all of these improvements.

On behalf of FEH Design:

Mark Taylor  
Gregg Baum  
Chris Wand  
Sarah Jansen  
Brady Ludvik

# APPENDICES



# APPENDIX A: FEH DESIGN SPARK SESSION

## DESIGN PROCESS



### OUR DESIGNERS COME TO YOU

A unique service offered by FEH Design is our well-refined Spark Session. FEH sets the standard for collaborative design with this intense and interactive design session. We engage large numbers of participants, listen to their ideas, study and evaluate options in a way that builds ownership by all those involved. The result is consensus building and clear design direction to move your project forward.

We tailor the timeline to leverage other community events, issues and gatherings to maximize participation. The FEH team facilitates and participates in a way that is most appropriate to the specific need or event. In today's digital world, we also can adapt this process online through virtual meetings, live website updates, and online surveys.

We customize the Spark process to best meets your project goals.

### A FAST-PACED, ENGAGING, HIGHLY -FOCUSED DESIGN SESSION

#### FAST-PACED

In a 1 - 2 day Spark session we create concept drawings based on your ideas. These concepts are then presented back to the participating group to build consensus and gather feedback. Participants are able to come and go throughout the sessions.

#### ENGAGING

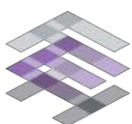
Input is gathered from your selected committee or from the collective thoughts of your entire community or business. Having a broad base of support reflects the needs and desires of the community, school or business, and develops ownership in the project.

#### HIGHLY-FOCUSED

Our team of designers set up shop in your space with their design toolkits. There, we focus our attention on listening and responding to your suggestions. We bring our tools and our creativity but no preconceived notions as we work with you.

#### DESIGN

During the Spark Session, multiple design concepts are created. We continuously step back, reflect and refine the designs. The best concepts move forward and then continues toward more refined design.



## WHAT DOES A SPARK SESSION LOOK LIKE?

### OUR TEAM STARTS AHEAD OF THE SPARK SESSION BY...

- Evaluating needs and priorities
- Defining the scope of the project
- Developing a building program that charts the specifics of the project
- Developing space requirements
- Conducting site visit(s)

### THEN, WE PACK UP OUR DESIGN BAGS AND MOVE INTO YOUR SPACE!



#### STEP ONE

- Site Identification and Analyses
- Circulation Issues
- Square Footage Requirements
- Site Development Concepts
- Formal Review



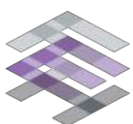
#### STEP TWO

- Bubble Diagrams
- Block Planning
- Floor Plan/Site Plan Relationships
- Formal Review



#### FORMAL REVIEW...

Periodically, everyone steps back, takes a deep breath, and reviews all drawings and progress to ensure it's headed in the right direction.

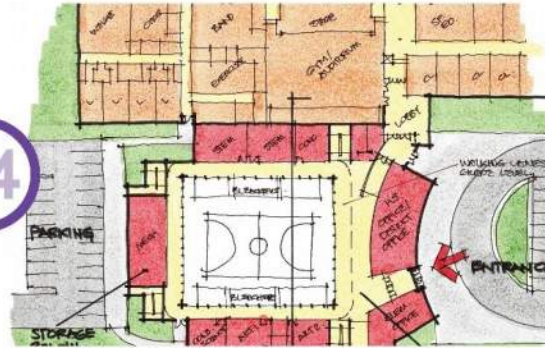




03



04



#### STEP THREE

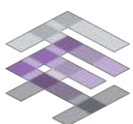
- Conceptual Floor Plans
- Site Plan Refinements
- Site Amenities
- Building Massing Studies
- Exterior Elevation Sketches
- Capital Cost Comparisons
- Formal Review

#### STEP FOUR

- Floor Plans
- Site Plans
- Elevations
- Feature Sketches
- Operating Cost Comparisons
- Formal Review

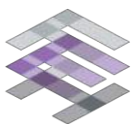


#### SPARK FINALES



# SITE AERIALS

## CITY OF WATERTOWN – DOWNTOWN OVERALL

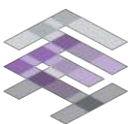
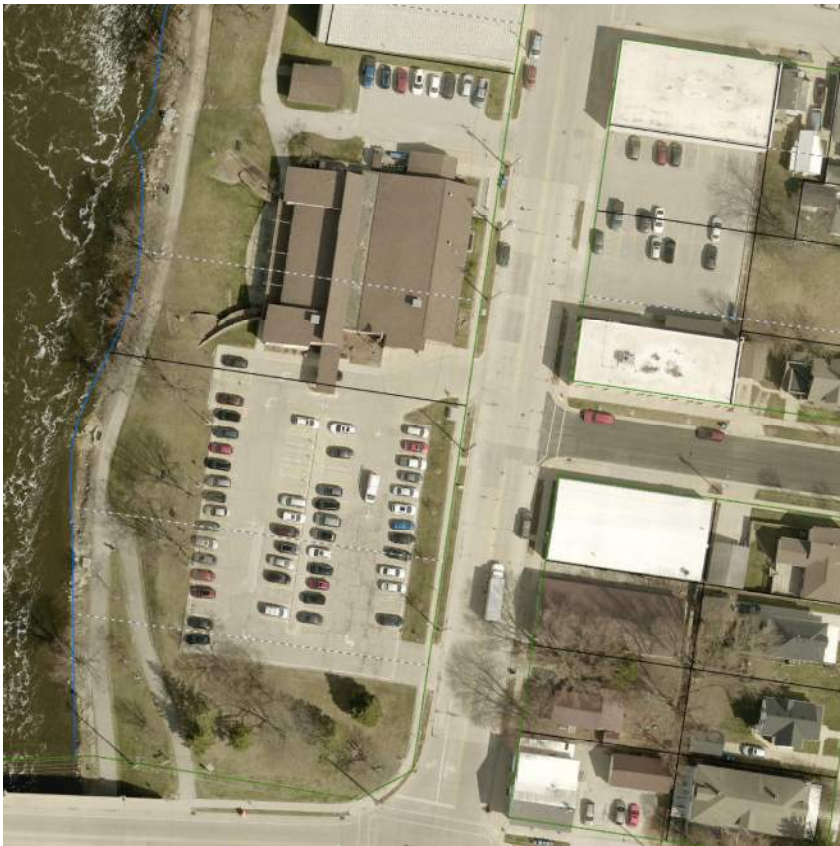




## CITY HALL – 106 JONES STREET

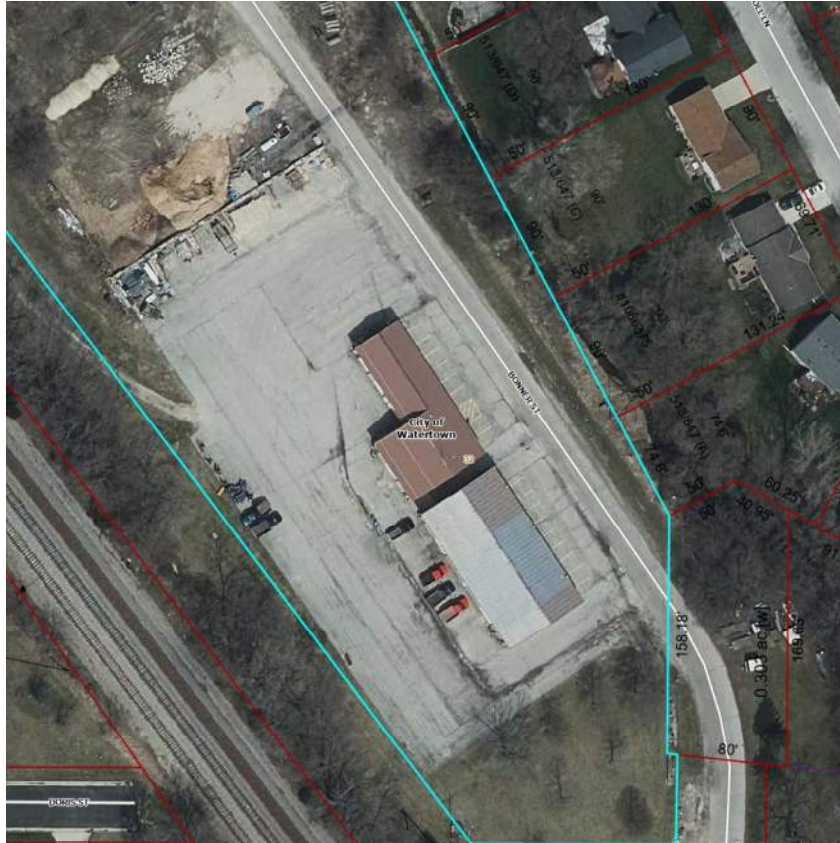


## SENIOR & COMMUNITY CENTER – 514 S FIRST STREET

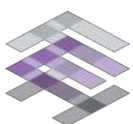
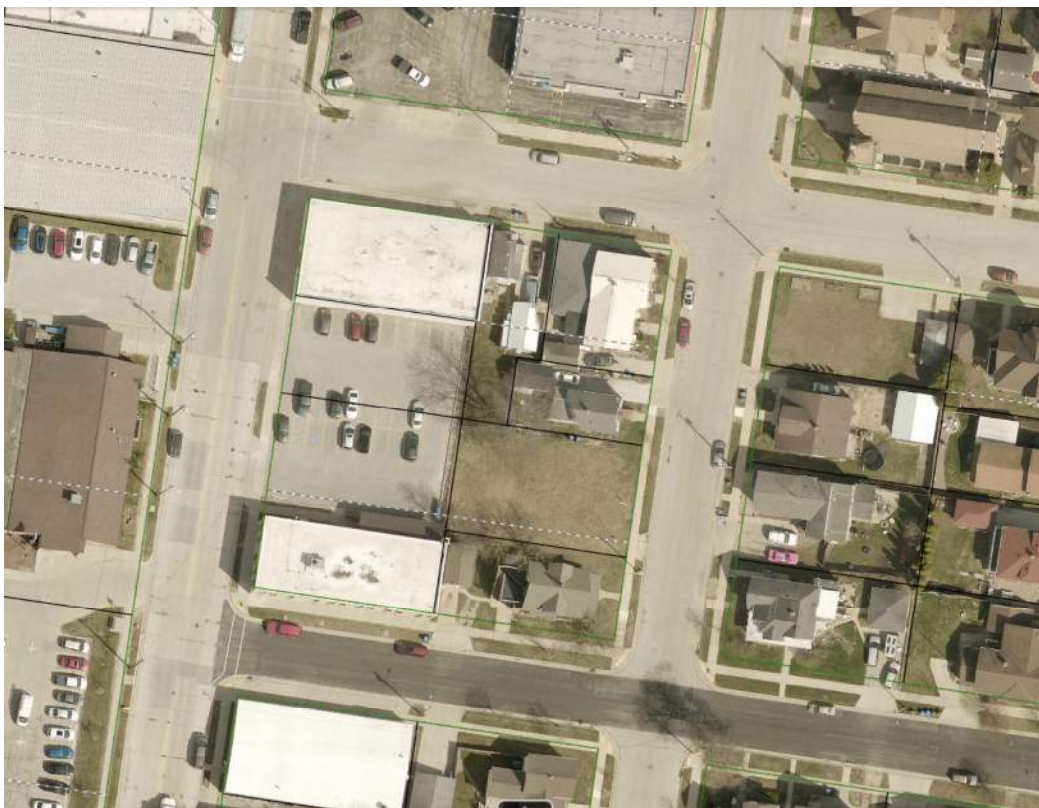




## PARKS, RECREATION & FORESTRY – 404 BONNER STREET

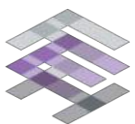


## HEALTH DEPARTMENT – 515 S FIRST STREET





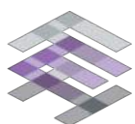
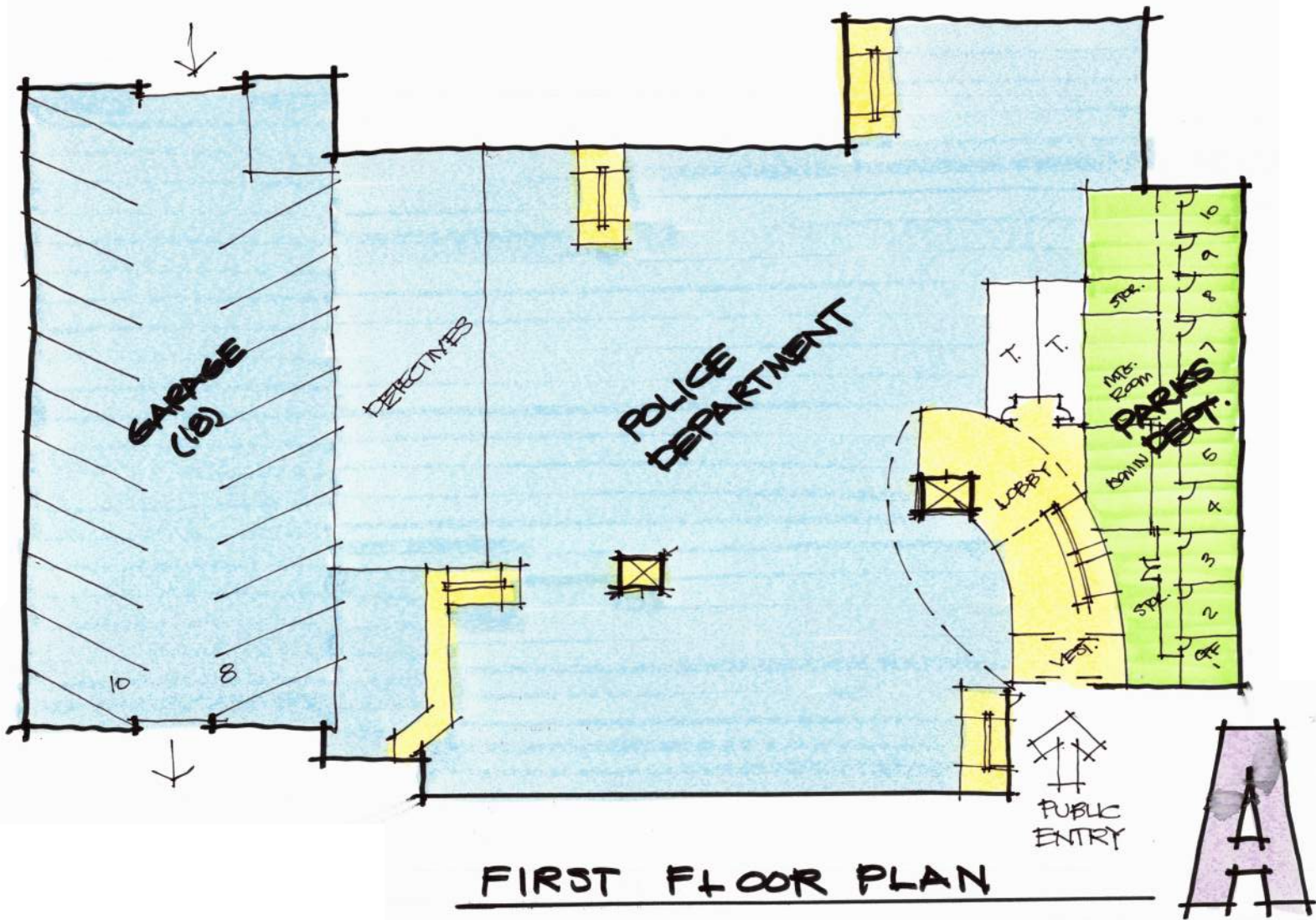
## PUBLIC WORKS: STREET AND SOLID WASTE – 811 S FIRST STREET

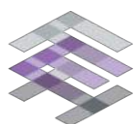
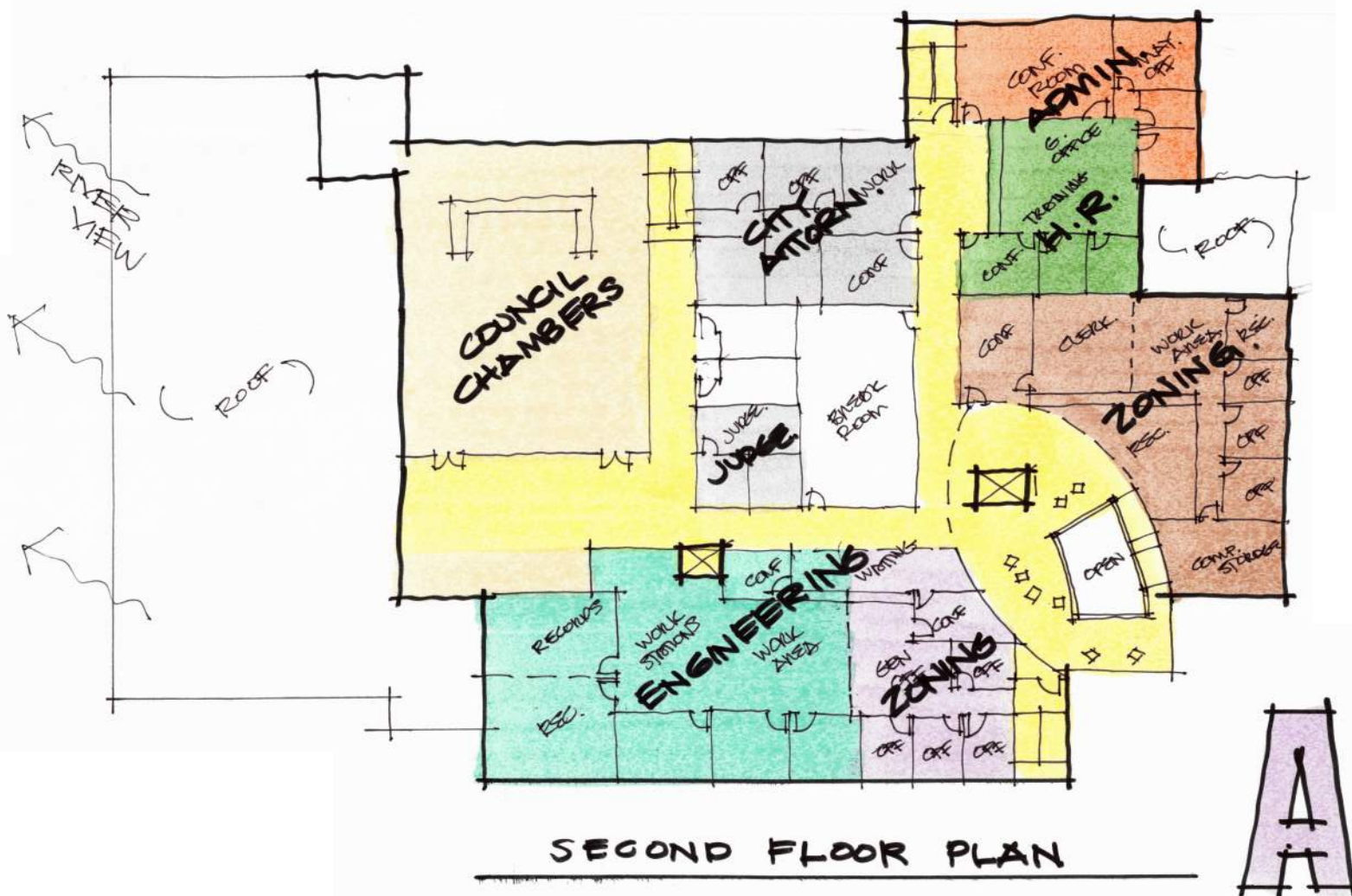




# PLAN SKETCHES

## CITY HALL – OPTION A

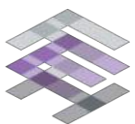
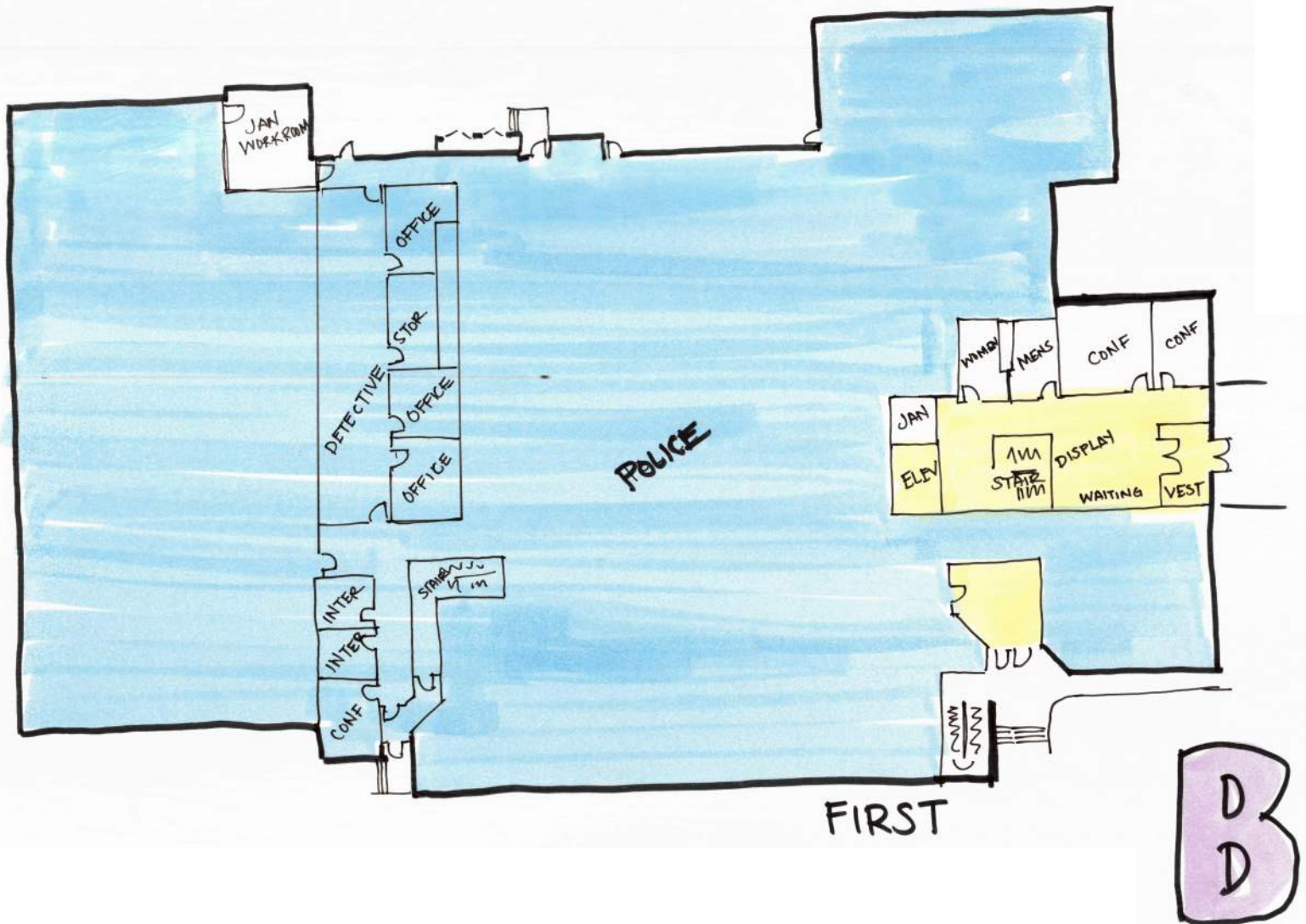








## CITY HALL – OPTION B

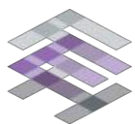






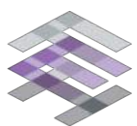
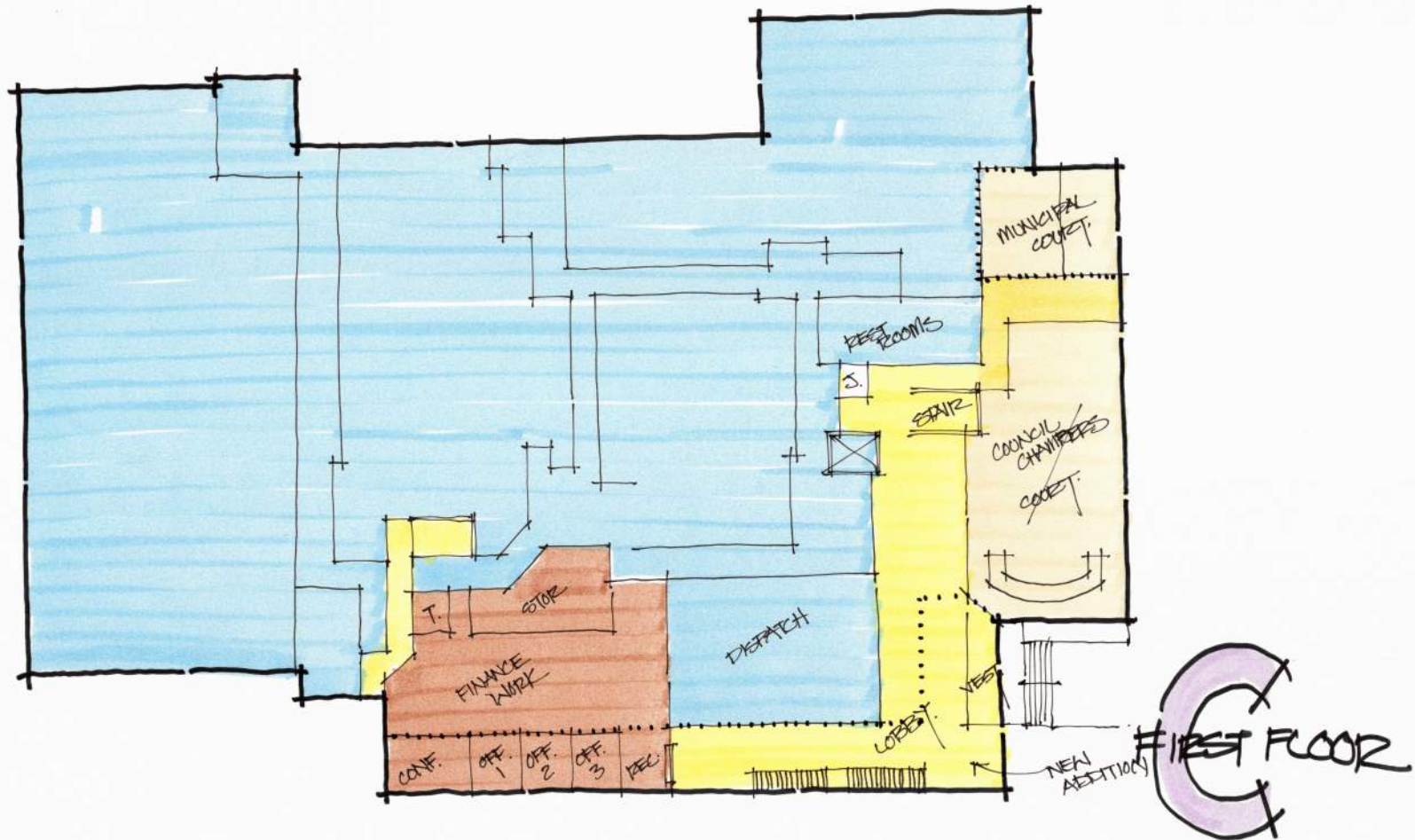


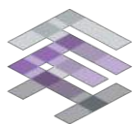
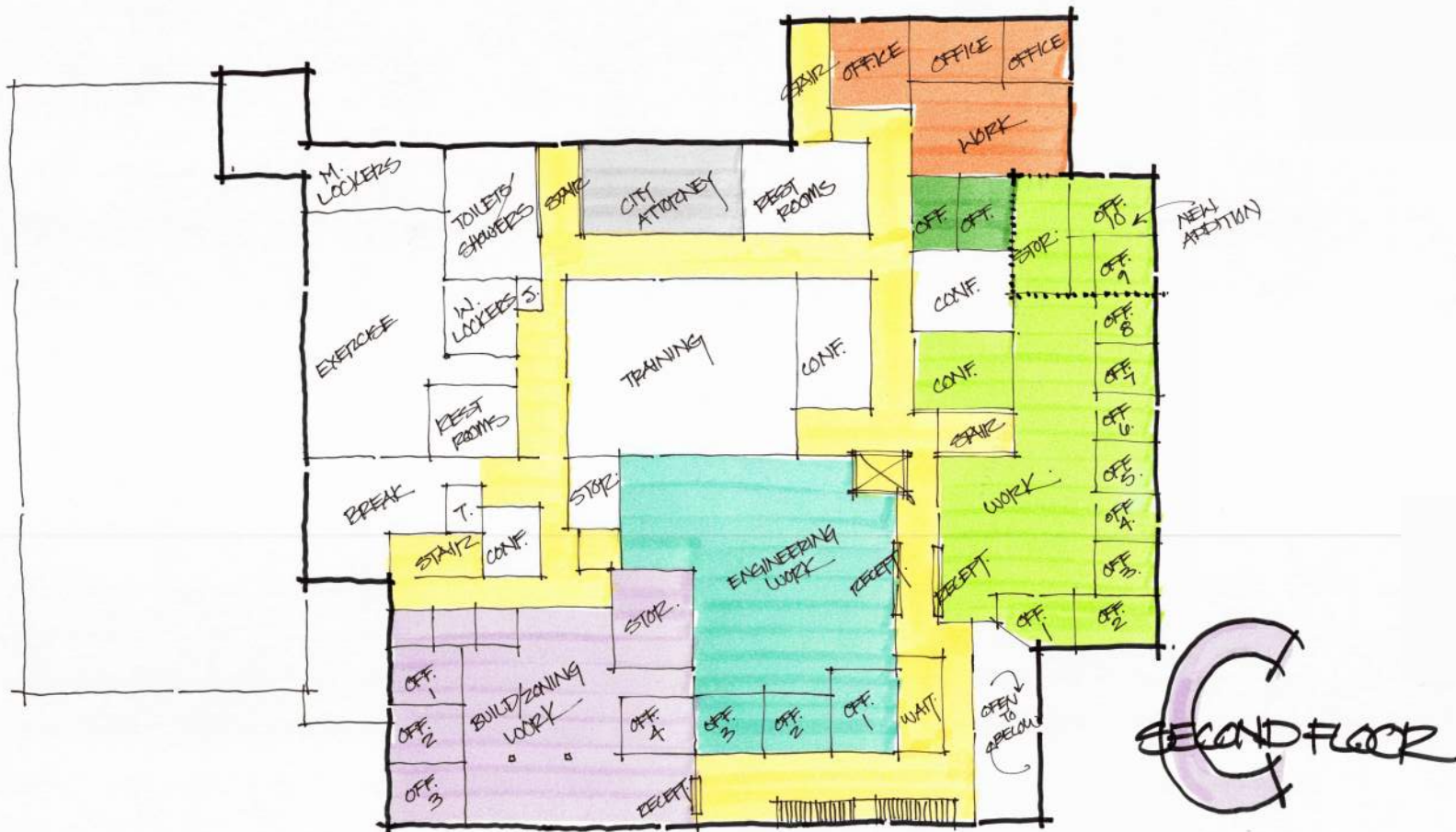
B  
D

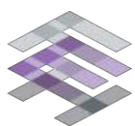




## CITY HALL – OPTION C

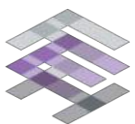
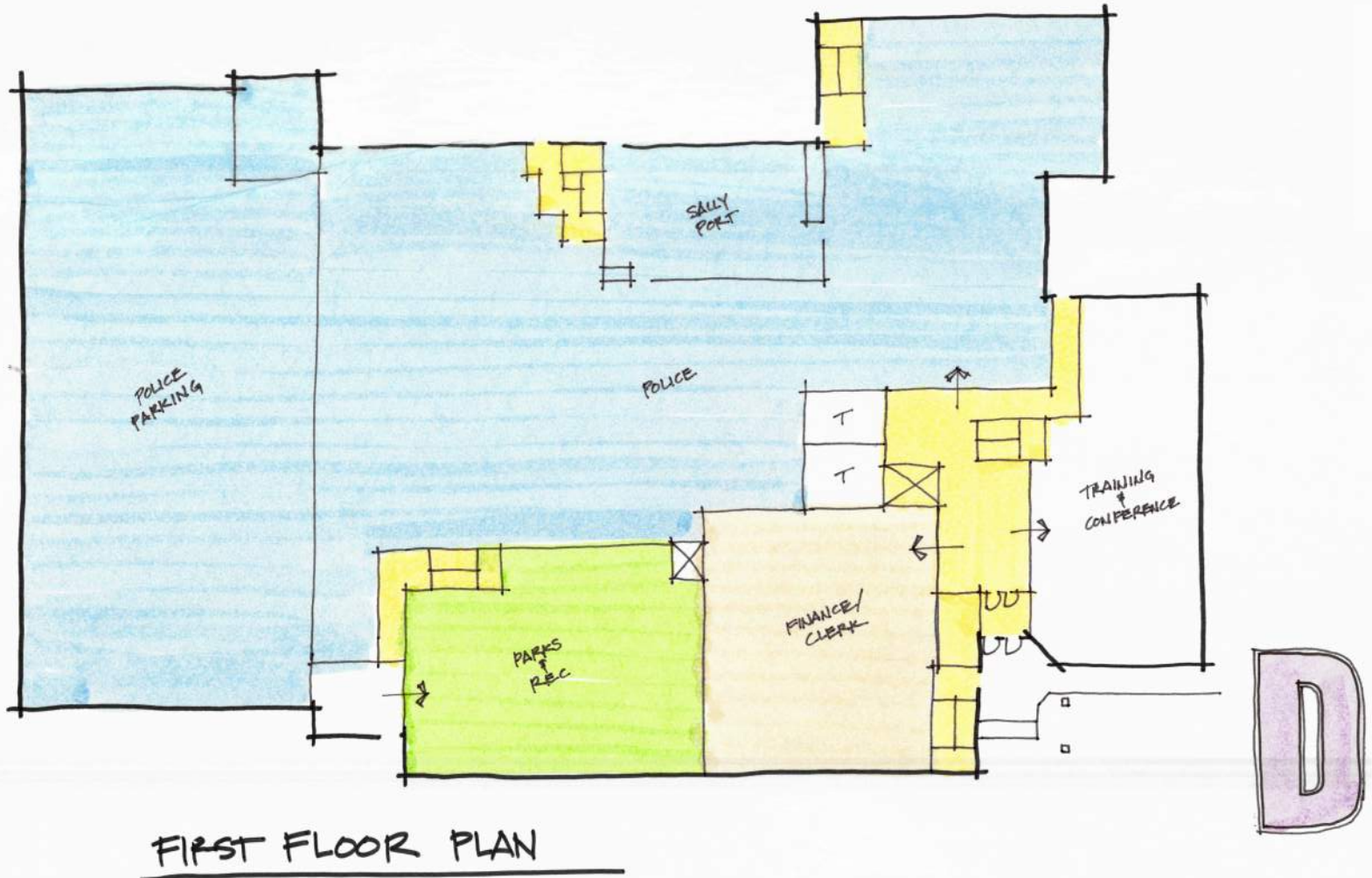


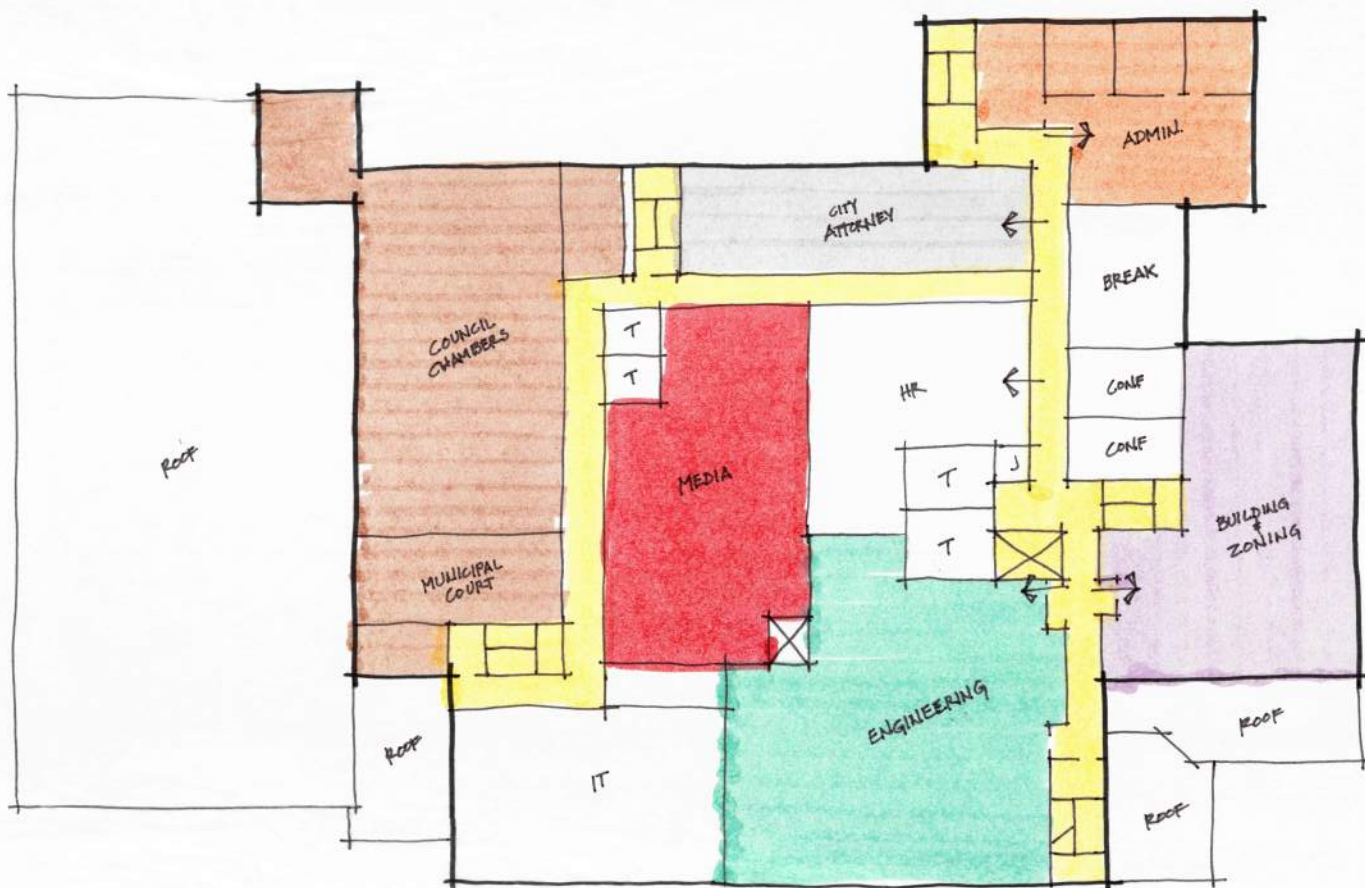




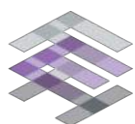


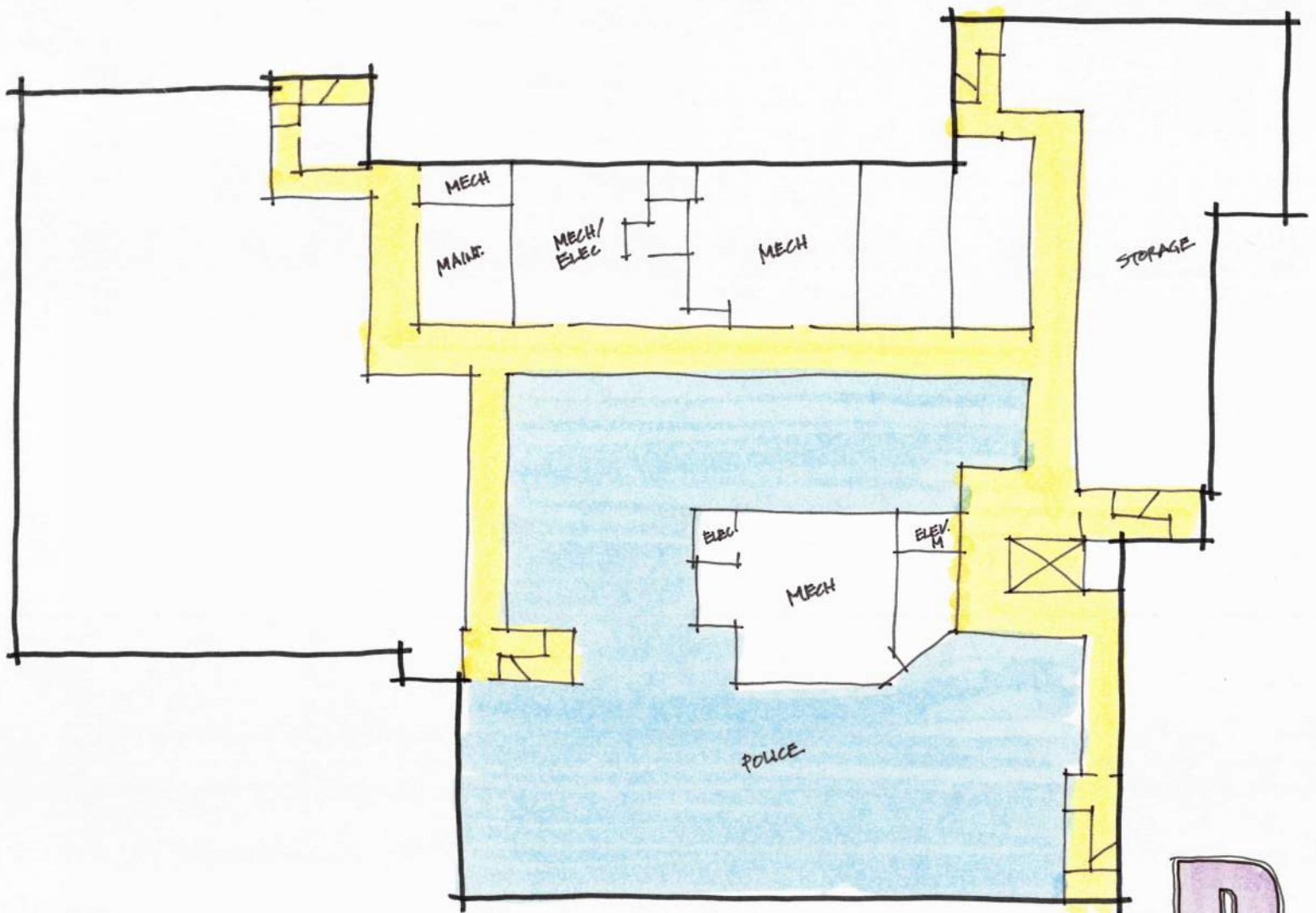
## CITY HALL – OPTION D





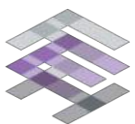
**SECOND FLOOR PLAN**





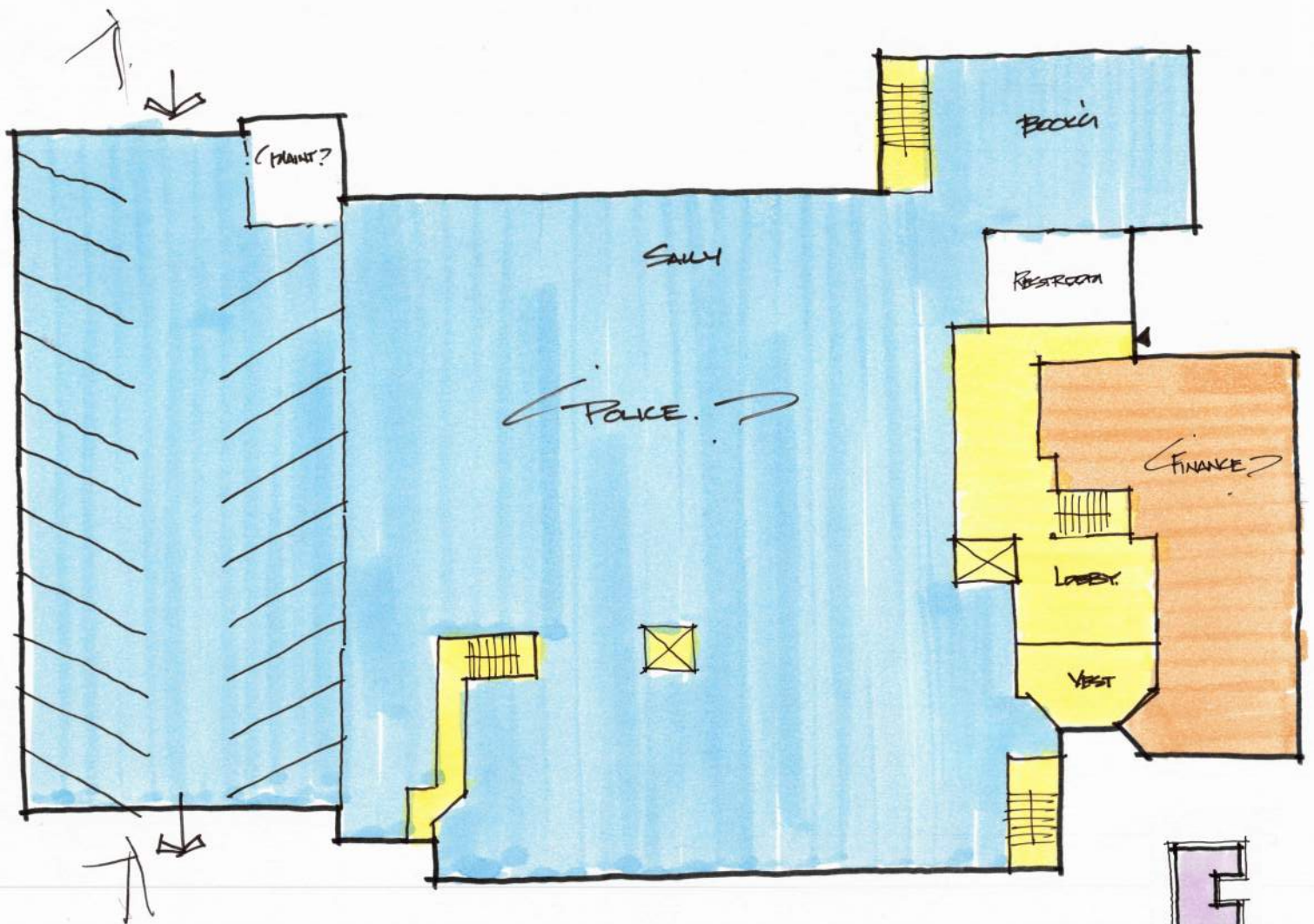
LOWER FLOOR PLAN

D

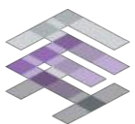


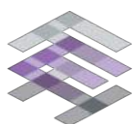
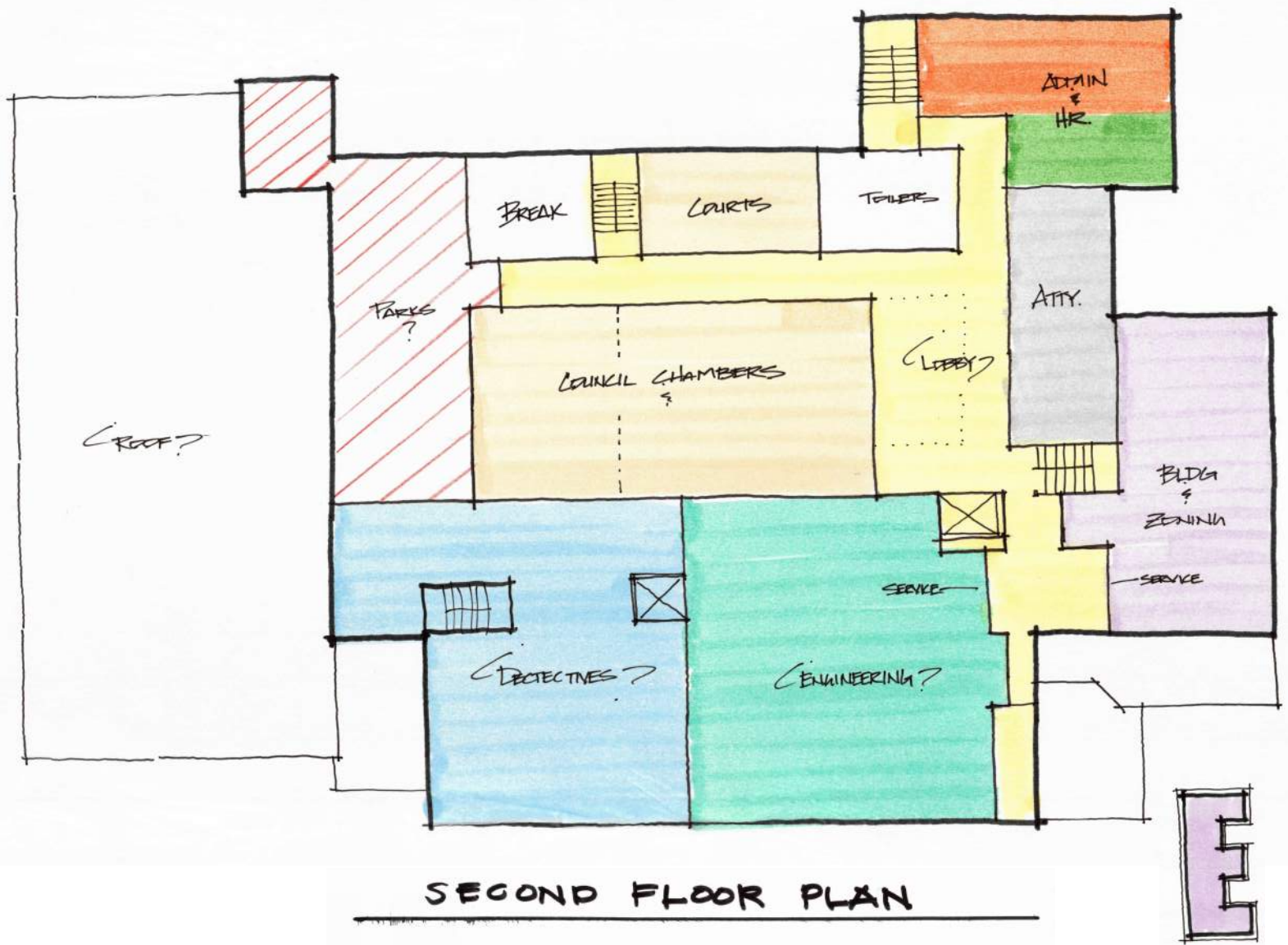


## CITY HALL – OPTION E



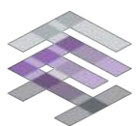
FIRST FLOOR PLAN







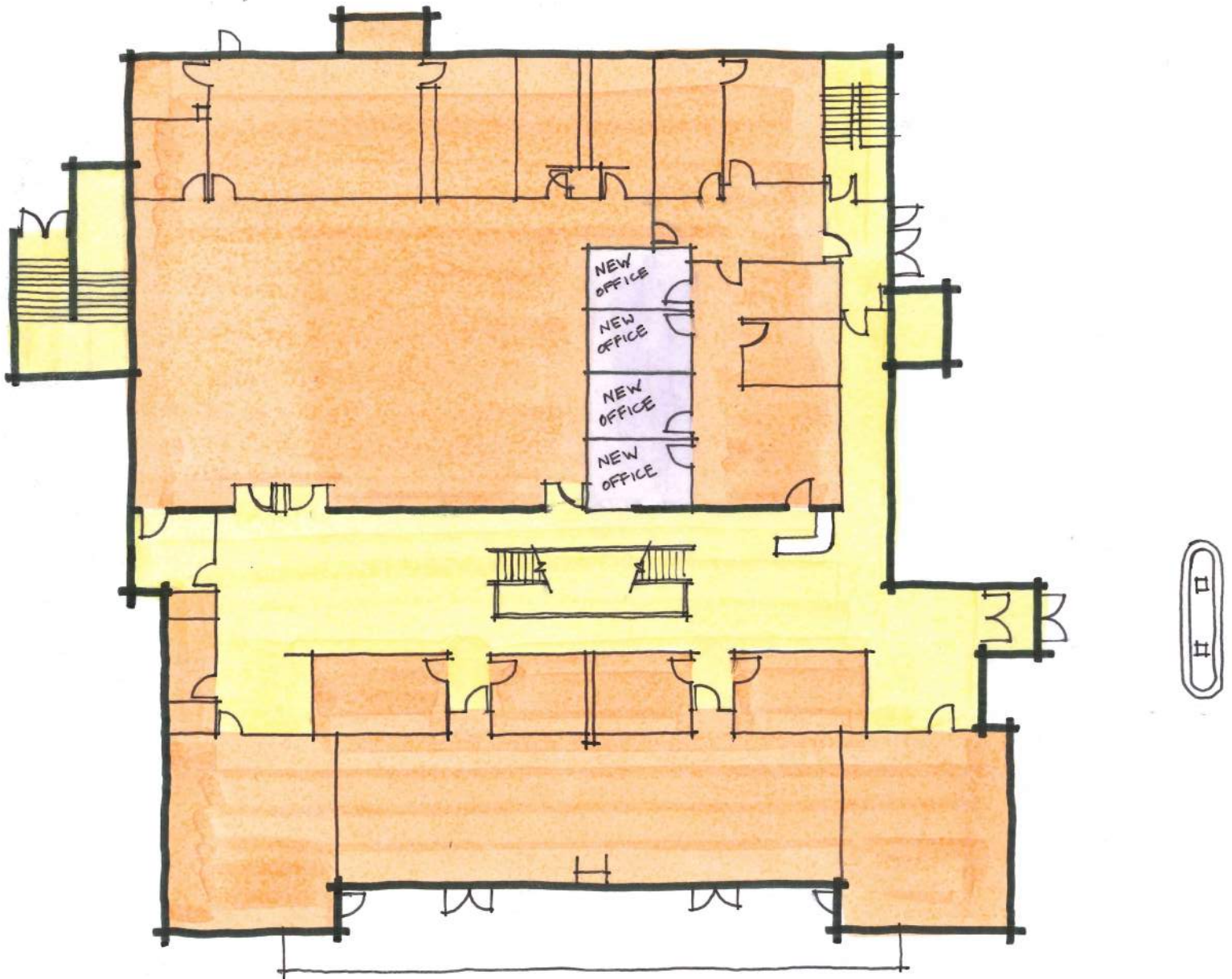
## HEALTH DEPARTMENT



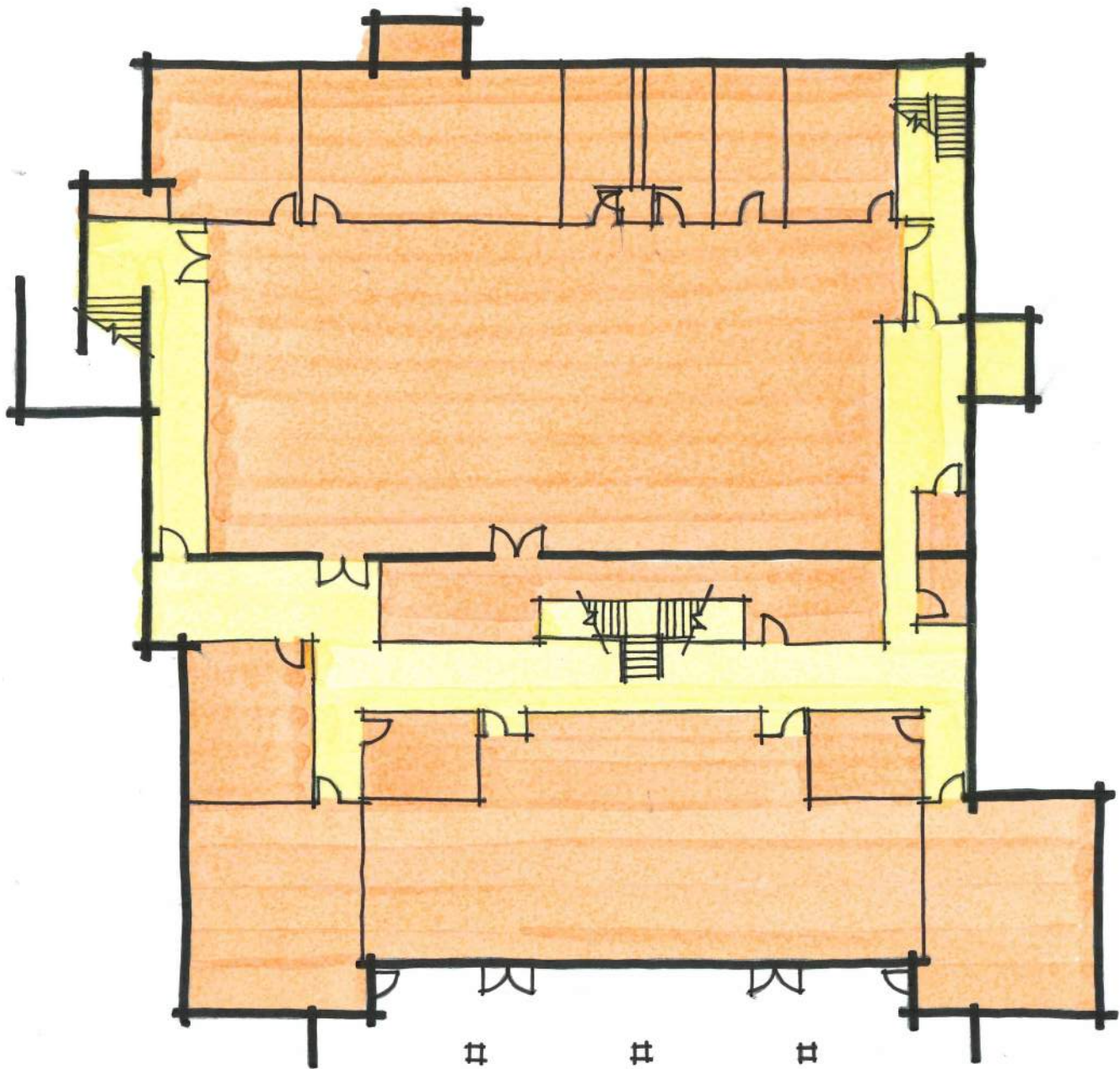




## SENIOR & COMMUNITY CENTER

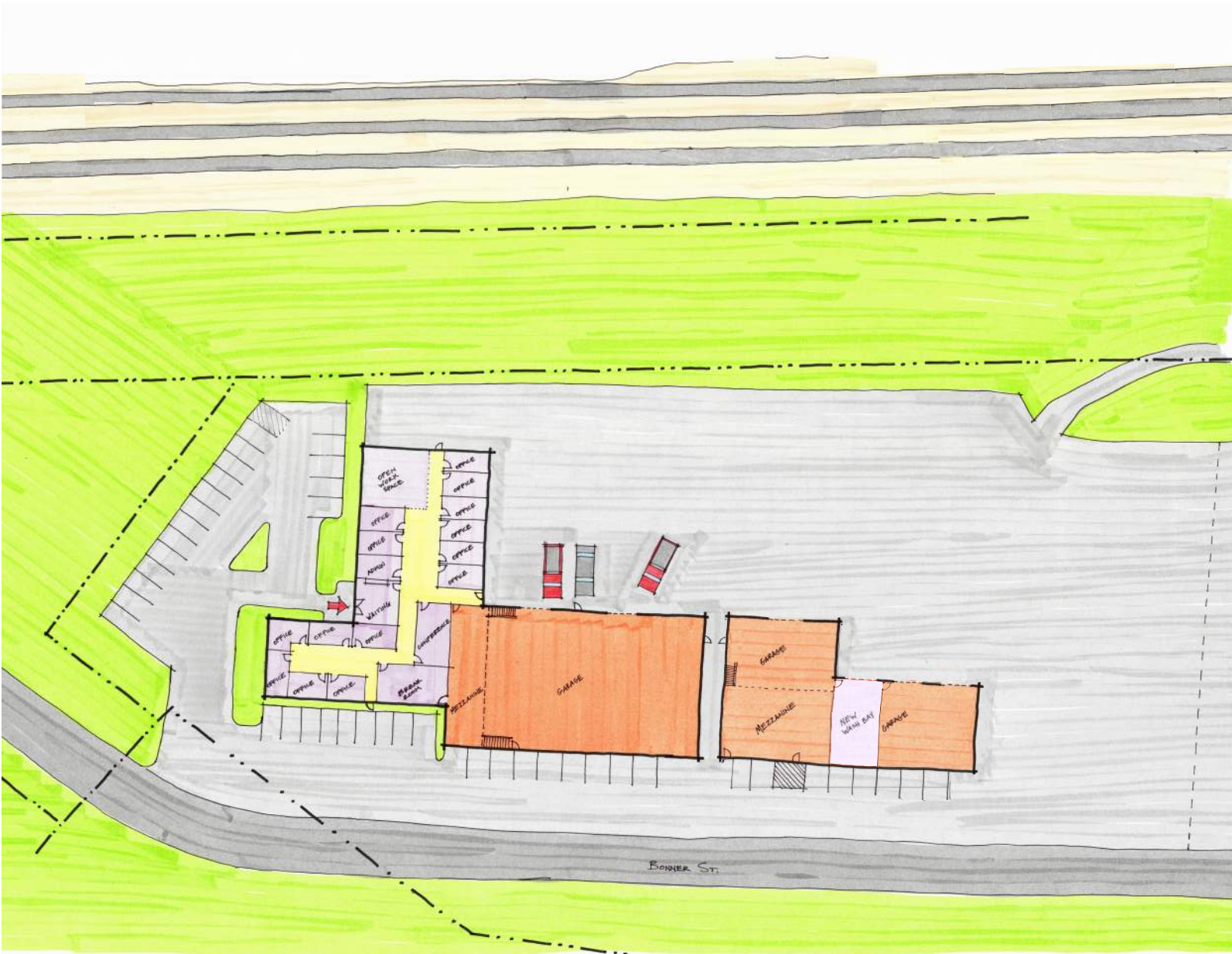


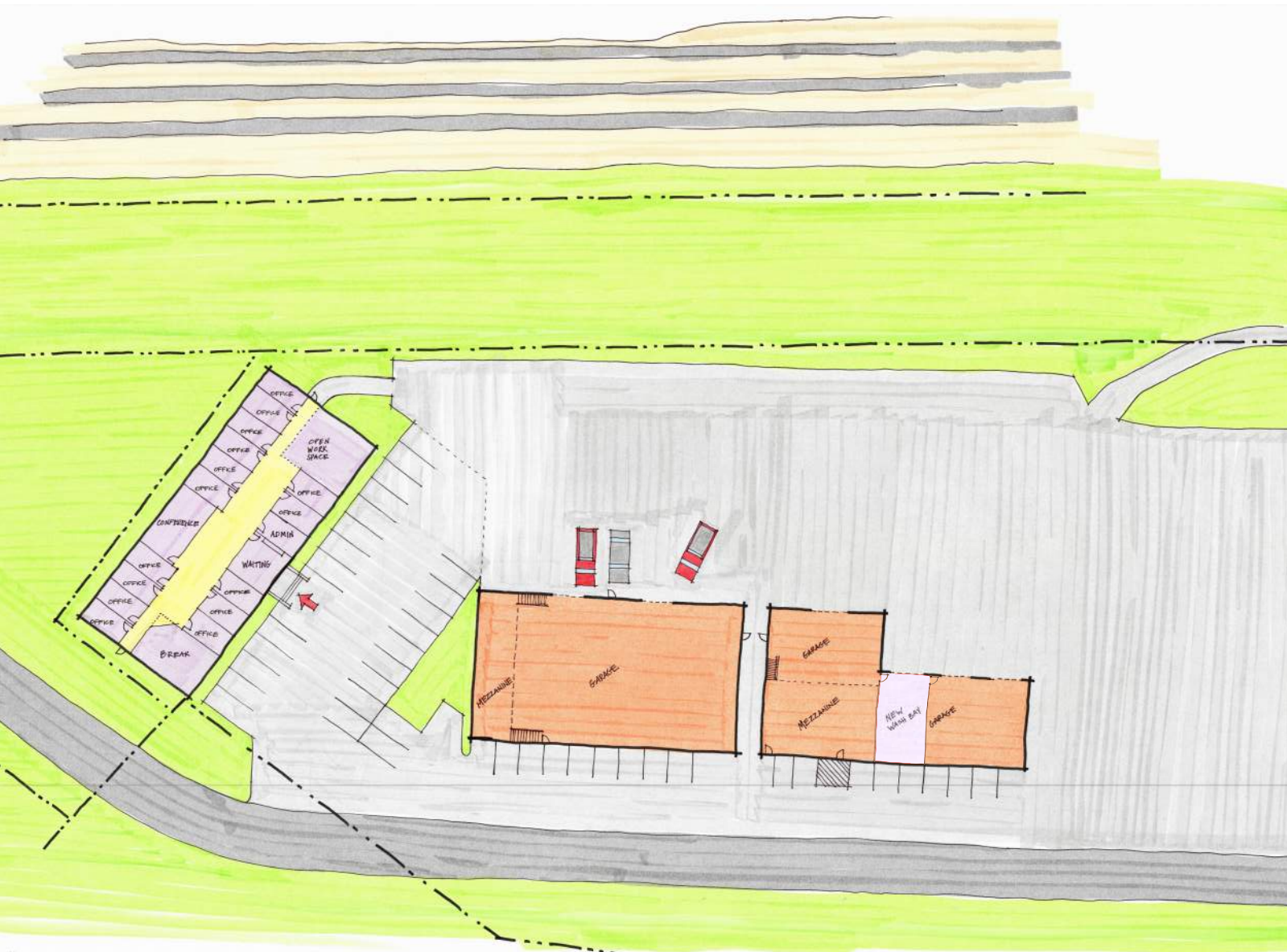






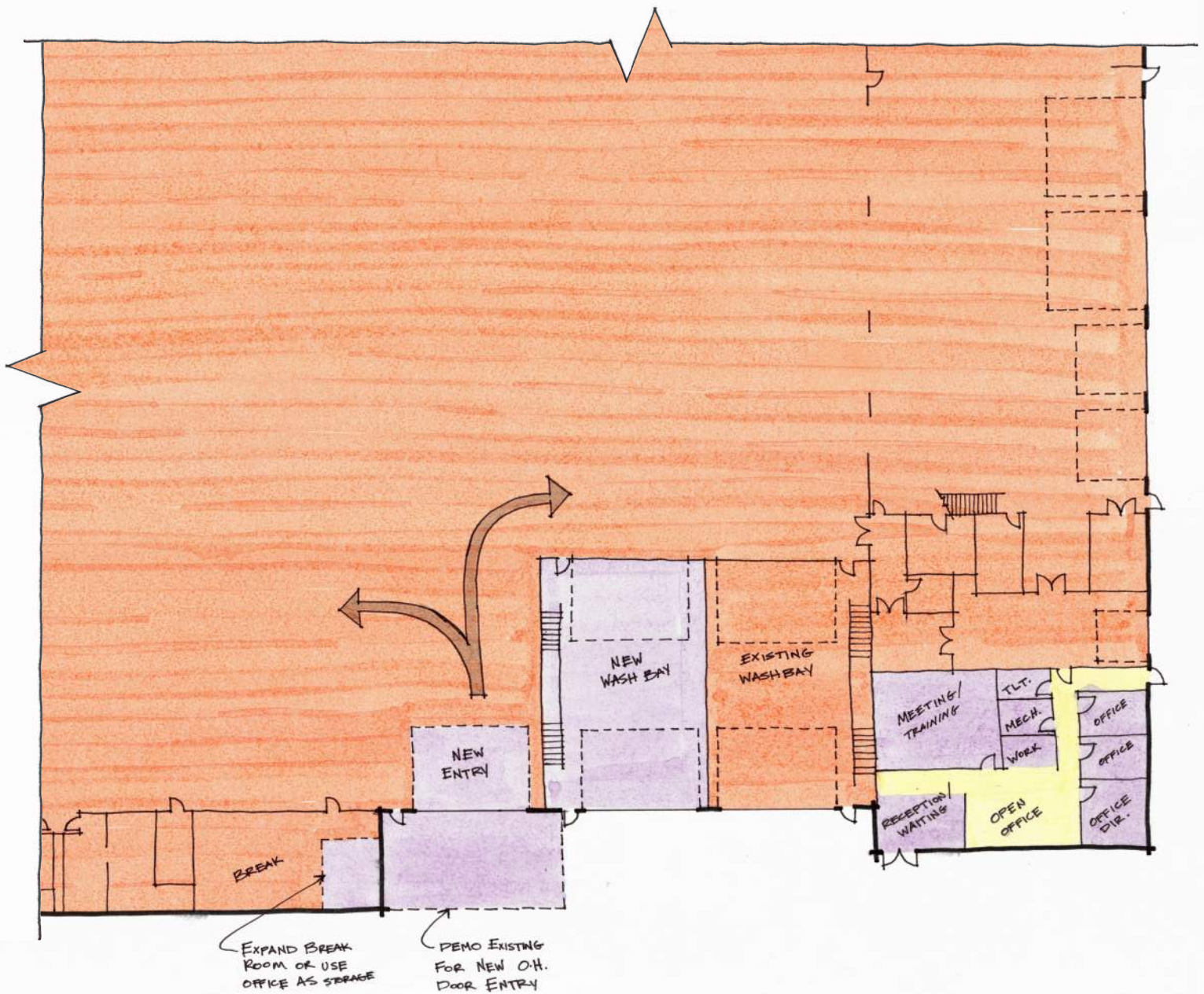
## PARKS, RECREATION & FORESTRY – 404 BONNER STREET







## PUBLIC WORKS: STREET AND SOLID WASTE





# SIGN-IN SHEETS



**FEH DESIGN**  
ARCHITECTURE / ENGINEERING / INTERIORS

1135 S 70<sup>TH</sup> STREET  
SUITE 301  
MILWAUKEE, WI 53214  
414 200 9660

## ATTENDANCE SHEET

### MEETING INFORMATION

|                    |                     |                  |                          |
|--------------------|---------------------|------------------|--------------------------|
| MEETING DATE       | July 29, 2024       | MEETING TIME     | 8:30 AM                  |
| MEETING NAME       | Spark Session       | MEETING LOCATION | Watertown Public Library |
| PROJECT NAME       | City of Watertown   |                  |                          |
| FEH PROJECT NUMBER | 2024403             |                  |                          |
| PROJECT ADDRESS    | 106 Jones St        |                  |                          |
|                    | Watertown Wisconsin |                  |                          |

| NAME | COMPANY | PHONE #<br>EMAIL |
|------|---------|------------------|
|------|---------|------------------|

Carol Quest Public Health

Sheri Rohr Finance

Abbey Kuehn Public Health

Nikki Zimmerman BS+Z

Brian Zirber BS+Z

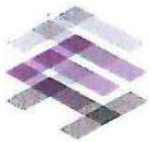
Tim Hayden Water Systems

MARK Sweet

Lisa Famularo Media -



**FEH DESIGN**  
ARCHITECTURE / ENGINEERING / INTERIORS



NAME

COMPANY

PHONE #

EMAIL

Lisa Schwartz

HR

Andres Deyer

Public Works

Alfred Nelson

Debbie Schmitt

Court

DAVE BROWER

POLICE

Andrea Draeger

P+R

Stefan Juhl

P+R

Stefan Mazzoni

Mason Becker

Admin

Mark Stevens

Finance



# IN-PERSON VOTING RESULTS AND COMMENTS

1



FEH DESIGN

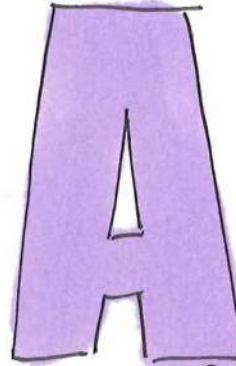
1135 S 70<sup>TH</sup> STREET  
SUITE 301  
MILWAUKEE, WI 53214  
414 200 9660

2

City of Watertown

SPARK

Pros and Cons Sheet



3

Pros/Likes

Cons/Dislikes

2

Revised 1st + 2nd Floor

- Cohesion of Depts.

Intro/Entrance is aesthetically pleasing...

2

Better entrance

like the entrance x2

2

2

1

2

3

3

Parks/Rec 3rd location... Second x3

P+R storage options

for Rec +  
Aquatic  
Equip.  
(Climate  
Controlled)

ARCHITECTURE / ENGINEERING / INTERIORS



FEH DESIGN

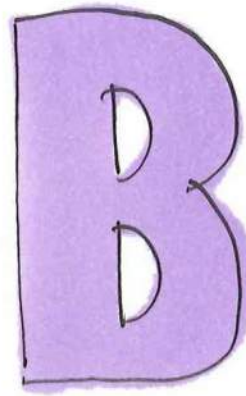
ARCHITECTURE / ENGINEERING / INTERIORS



2



FEH DESIGN



1135 S 70<sup>TH</sup> STREET  
SUITE 301  
MILWAUKEE, WI 53214  
414 200 9660

3

## City of Watertown

SPARK

Pros and Cons Sheet

1

Pros/Likes

Cons/Dislikes

1

Like option of P+R  
only w/ 2 locations

↑  
agree X2X3

2

3

3

2

1

1

2

1

ARCHITECTURE / ENGINEERING / INTERIORS



FEH DESIGN

ARCHITECTURE / ENGINEERING / INTERIORS

3

1

2

3

1

3

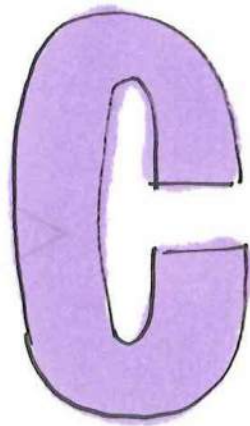
1

3

3



FEH DESIGN



1135 S 70<sup>TH</sup> STREET  
SUITE 301  
MILWAUKEE, WI 53214  
414 200 9660

## City of Watertown

### SPARK

#### Pros and Cons Sheet

##### Pros/Likes

##### Cons/Dislikes

New facade/aesthetic

Expansion / Jones St.  
re-design

finance/council 1st floor  
exp of offices

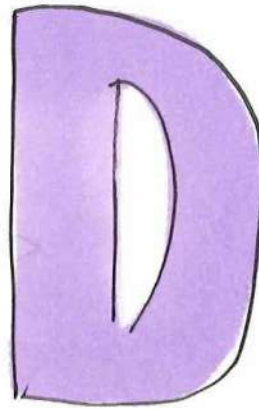
Engineering & zoning should be flipped

ARCHITECTURE / ENGINEERING / INTERIORS



FEH DESIGN

ARCHITECTURE / ENGINEERING / INTERIORS



**City of Watertown**  
**SPARK**  
**Pros and Cons Sheet**

Pros/Likes

Cons/Dislikes

No comments were made.

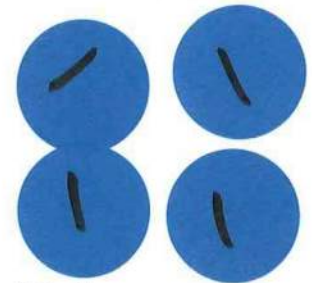
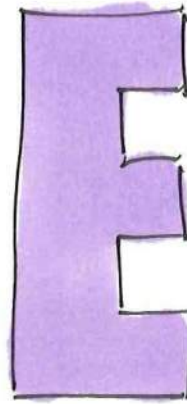






FEH DESIGN

1135 S 70TH STREET  
SUITE 301  
MILWAUKEE, WI 53214  
414 200 9660



## City of Watertown

### SPARK

#### Pros and Cons Sheet

#### Pros/Likes

#### Cons/Dislikes

Finance or man  
Parks + Rec together / similar  
Areas - second X3  
Love P+R wash bay - 2<sup>nd</sup>  
Like additional offices  
+ better facilities

LEAST EXPENSE, BEST MOVE

Separate HIC/admin  
Storage x2 w/ P+R  
Location of Park shop not  
ideal for residents  
Storage for P+R

ARCHITECTURE / ENGINEERING / INTERIORS



FEH DESIGN

ARCHITECTURE / ENGINEERING / INTERIORS

## City of Watertown

### SPARK

#### General Comments

*Park + Rec Storage -> Weatherized/Climate Controlled area -> Storage for diff Sections in same location as head*

Council Chambers & meeting rooms - Windows are not consistent with meeting spaces – sunlight interferes with screens and displays.

Why would we destroy the space that was designed and built exclusively for Engineering and recreate it 50 ft away in the current Council Chambers?

Can't Finance's new space go in the Council Chambers?

Why does HR have such a large space for 1.5 employees?

City Hall was built with cinder block internal walls – very expensive to move.

Why would we put the Council Chambers, break rooms, and meeting rooms (rooms with intermittent and sporadic use) along the exterior of the building where the windows are and then have people who work in City offices all day be placed in a central windowless office space?

I noticed there is no storage for Media & Comms - we do need some! Currently we have a 6x8 closet and a very small (3x5?) closet in the hallway, plus part of our studio (which is larger now than it will be in the proposed) serves as storage.

# ONLINE COMMENTS

## Watertown Spark Session

Q1 Please write any comments, positive and negative, ideas and or suggestions about Option A. The more feedback the Design Team gets, the better!

Answered: 3   Skipped: 0

| # | RESPONSES   | DATE             |
|---|---|------------------|
| 1 | I like the park depts layout. However, it doesn't go into detail about our storage needs or where they happen to be at city hall (if at another area within city hall) and our dept has a TON of storage needs with sports equipment, Town Square equipment, etc.. Does this space include that or just admin offices? If it DOES include storage space in the admin office area, that would be ENTIRE area without the admin offices even having a chance of having office space there! If that is the only area we get with storage, we are better off in the location we are in right now! | 8/5/2024 3:58 PM |
| 2 | This is the best of the options and has the most vision. It places the people that work in the building along the outside perimeter where there is natural light. No one should have to work in a windowless office. The Council Chambers is activated for more use possibilities.  | 8/2/2024 3:20 PM |
| 3 | From the Police Chief - the detective's area is a relatively simple move to the first floor in this plan. One of these plans, I can't recall which and the diagrams don't say it, involves moving the evidence room, which would require thousands of man-hours of labor to move tens of thousands of pieces of evidence. Absolutely not doable. If that is not the case with this plan, then this one is doable.   | 8/2/2024 3:18 PM |



## Watertown Spark Session

**Q2 Please write any comments, positive and negative, ideas and or suggestions about Option B. The more feedback the Design Team gets, the better!**

Answered: 3   Skipped: 0

| # | RESPONSES  | DATE             |
|---|--|------------------|
| 1 | Morning & Afternoon B, doesn't even have Parks lists and I am ok with that! As none of the other diagrams say anything on sizing or what. Would be nice to have a better idea as to if just office or office and storage.  | 8/5/2024 3:58 PM |
| 2 | Seems disjointed. Admin, HR, and City Attorney should be clustered.  | 8/2/2024 3:20 PM |
| 3 | From the Police Chief - the detective's area is a relatively simple move to the first floor. One of these plans, I can't recall which and the diagrams don't say it, involves moving the evidence room, which would require thousands of man-hours of labor to move tens of thousands of pieces of evidence. Absolutely not doable. If that is not the case with this plan, then this one is doable. | 8/2/2024 3:18 PM |

## Watertown Spark Session

**Q3 Please write any comments, positive and negative, ideas and or suggestions about Option C. The more feedback the Design Team gets, the better!**

Answered: 3   Skipped: 0

| # | RESPONSES   | DATE             |
|---|---|------------------|
| 1 | If this is park dept space is admin offices only, it maybe could be doable depending on the size of the total area. How would the offices be marked, that would be nice to know to know if ideally it could work for our all of our admin team to have offices or if we would be smooshed together. Where is the storage for our location? We would be a need to have storage on site. We have a TON of items that need plenty of space for storage needs! If that is the only area we get with storage, we are better off in the location we are in right now! Otherwise, it will feel like a sardine can and I would rather stay where I am now!  | 8/5/2024 3:58 PM |
| 2 | Way to expensive to add on to the front of the building to implement this option.   | 8/2/2024 3:20 PM |
| 3 | From the Police Chief - it looks like, from the diagram, that the Police Dept will lose significant space on the first floor, all of its space on the second floor, and only obtain the fire department's old space on the first floor. I do not believe what we gain would be equivalent to what we lose. If I'm wrong, if we keep the same footage, then this is a doable plan, as it is relatively easy to move the administrative offices and the detective's space. It also looks like we would lose space in dispatch - we absolutely cannot downsize that particular space. One of these plans, I can't recall which and the diagrams don't say it, involves moving the evidence room, which would require thousands of man-hours of labor to move tens of thousands of pieces of evidence. That would be absolutely not doable. | 8/2/2024 3:18 PM |

## Watertown Spark Session

**Q4 Please write any comments, positive and negative, ideas and or suggestions about Option D. The more feedback the Design Team gets, the better!**

Answered: 3   Skipped: 0

| # | RESPONSES  | DATE             |
|---|--|------------------|
| 1 | If this is park dept space is admin offices only, it could be doable. However, there would be a need to have storage on site. Where is this space located. We have a TON of items that need plenty of space for storage needs! If that is the only area we get with storage, we are better off in the location we are in right now!  | 8/5/2024 3:58 PM |
| 2 | Opens up interesting possibilities by moving dispatch.   | 8/2/2024 3:20 PM |
| 3 | From the Police Chief - in this plan, we lose dispatch and administrative offices on the first floor, we lose detective's space on the second floor, and we only gain the old fire department space on the first floor, and we have to move dispatch to the basement. This is not doable. We would end up with less space, when we are already maxed out for space. Moving dispatch would mean we would lose the ability during off-peak hours to provide our citizens with human interaction in the lobby. They would be picking up a phone to talk to a bodiless voice 128 hours out of the week - during only 40 hours would a person be able to speak face to face with a human in the Police Department lobby. I do not want to lose that service to our citizens. Too many police agencies are like that - why even come to the Police Department when you can only talk to a phone there anyway? One of these plans, I can't recall which and the diagrams don't say it, involves moving the evidence room, which would require thousands of man-hours of labor to move tens of thousands of pieces of evidence. That would be absolutely not doable. | 8/2/2024 3:18 PM |



Watertown Spark Session

Q5 Please write any comments, positive and negative, ideas and or suggestions about Option E. The more feedback the Design Team gets, the better!

Answered: 3   Skipped: 0

| # | RESPONSES  | DATE             |
|---|--|------------------|
| 1 | Afternoon E has nothing listed for parks, I'm ok with that! Morning E, same questions as all the A-D above with comments. Need more info, please!!!  | 8/5/2024 3:58 PM |
| 2 | Too much of the current layout preserved.  | 8/2/2024 3:20 PM |
| 3 | From the Police Chief - from the drawn plan, it looks like the change to the detective's space on the second floor reduces our size, which would not be workable, we are at capacity for space. I was assured that was not the case, it would remain the same size. If so, this seems to me to be the most doable of the plans, both in ease of movement, and expense. | 8/2/2024 3:18 PM |



# APPENDIX B: MEETING MINUTES



1135 SOUTH 70TH STREET, SUITE 301  
MILWAUKEE, WISCONSIN 53214  
414.200.9660

## MEETING MINUTES

|                           |  |                         |                     |
|---------------------------|--|-------------------------|---------------------|
| <b>MEETING NAME</b>       | Kickoff Meeting                        | <b>MEETING LOCATION</b> | Watertown City Hall |
| <b>MEETING DATE</b>       | 26 June 2024                           | <b>MEETING TIME</b>     | 2:00 pm             |
| <b>PROJECT NAME</b>       | City of Watertown Space Needs Analysis |                         |                     |
| <b>FEH PROJECT NUMBER</b> | 2024403                                |                         |                     |

| ATTENDEE NAME   | ORGANIZATION                              | PHONE             | EMAIL                            |
|---|---|-------------------|----------------------------------|
| <input checked="" type="checkbox"/> Mayor Emily McFarland | Administration – Mayors Office            | 920.262.4000      | emcfarland@watertownwi.gov       |
| <input checked="" type="checkbox"/> Mason Becker          | Administration – Economic Dev.            | 920.206.4266      | mbecker@watertownwi.gov          |
| <input checked="" type="checkbox"/> Steven Chesebro       | City Attorney                             | 920.262.4033      | schesebro@watertownwi.gov        |
| <input checked="" type="checkbox"/> Chief Dave Brower     | Police Department                         | 920.206.4205      | dbrower@watertownwi.gov          |
| <input checked="" type="checkbox"/> Mark Stevens          | Finance Director                          | 920.262.4007      | mstevens@watertownwi.gov         |
| <input checked="" type="checkbox"/> Andrew Beyer          | Public Works/Engineering Director         | 920.262.4050      | abeyer@watertownwi.gov           |
| <input checked="" type="checkbox"/> Carol Quest           | Health Department Director                | 920.262.8090      | cquest@watertownwi.gov           |
| <input checked="" type="checkbox"/> Kristine Butteris     | Parks, Rec, & Forestry Director           | 920.262.8080      | kbutteris@watertownwi.gov        |
| <input checked="" type="checkbox"/> Nikki Zimmerman       | Building, Safety & Zoning - Administrator | 920.262.4060      | nzimmerman@waterownwi.gov        |
| <input checked="" type="checkbox"/> Andrew Day            | Administration - IT                       | 920.206.4265      | aday@watertownwi.gov             |
| <input checked="" type="checkbox"/> Brad Biddick          | Design Engineers                          | 608.424.8815 x163 | brad.biddick@designengineers.com |
| <input checked="" type="checkbox"/> Cole Henson           | FEH Design                                | 414-231-4725      | coleh@fehdesign.com              |
| <input checked="" type="checkbox"/> Mark Taylor           | FEH Design                                | 414-231-4726      | markt@fehdesign.com              |
| <input checked="" type="checkbox"/> Cory Sharp            | FEH Design                                | 414-231-4721      | corys@fehdesign.com              |

### DISCUSSION

#### Old Business

1. None

#### New Business

1. Team Introductions: All listed attendees present. Zimmerman, Biddick and Sharp appeared via Zoom.
2. Open Discussion: What makes Watertown Great?
  - o It makes continued strides towards the stated goal of service improvements and modernization.
  - o Watertown has big city services but retains a small-town feel.
  - o There is continued growth in community amenities.
  - o It is an idyllic community.
  - o Watertown is large enough to accommodate ALL yet small enough to appreciate YOU.
  - o Watertown is a very safe community with crime not exceeding that of a community of this size.



- The community continues interest in preserving the historical aspect of the community
- 3. Finalization of B101 Contract
  - Draft Copy to be sent by FEH to Attorney Chesebro and Becker for review.
- 4. Facilities:
  - Discussed availability of existing building plans and assessment studies
    - Includes: City Hall, Community Center, Health Department, Public Works, and Parks/Rec/Forestry building on Hiawatha St.
  - Health Department Facilities & Comments (515 S First St.)
    - Fully Occupied Space and occasionally uses space at community center for clinics.
    - Building is over 100 years old, but has new windows, roof and continued general maintenance
    - Significant ADA upgrades are required that impact space needs.
    - Better separation of public and private spaces is needed.
    - The basement is largely used for storage and does have some water intrusion.
    - There is adequate parking
    - It is preferred NOT to have the Health Department connected physically to City Hall to better help serve the community by keeping the building more approachable to the general public.
    - Quest mentioned adjacent vacant lot as a possible location for drive-through shed for clinics/inspections/and storage.
  - Public Works – Streets Facilities & Comments (811 S First St.)
    - Office & Meeting Space is lacking and is a major need.
    - Office space is also needed at City Hall
    - There is a need for Brine Storage on site as the city transitions to its use in lieu of salt. This storage could possibly occur on 2<sup>nd</sup> Street.
    - The current yard space adequately serves the community.
    - Special Note: The yard was contaminated and is capped per DNR regulations.
  - Senior & Community Center Facility & Comments (811 S First St.)
    - Office Space is the largest need.
    - Storage space inadequate
    - The lower level is underutilized largely due to condition.
    - ADA upgrades needed and will impact space needs.
    - Staff Parking is maxed out.
    - Community entrance needs additional space for better access and security.
  - Park/Rec/Forestry Shop (Hiawatha St.)
    - Inadequate Office Space
  - City Hall: Police Department
    - Is 5 years from being constricted in with our space.
    - In 10 years, the space will become unworkable to serve community well.
    - Significant space allocation improvements needed for IT, demarcation points, and general storage.
    - Staff will be increasing in both administration and PD staff.







- Existing Fire Apparatus Bay will be used for indoor use of Squad Vehicles.
- EOC is part of the new Fire Station.
- Evidence processing space meets desired needs.
- Evidence storage is adequate; however, large off-site evidence storage is not up to modern standards.
- Most training is held off site.
- The basement serves as community store shelter.
- City Hall: Finance
  - A lot of foot traffic comes into the finance office just to get redirected. Entrance lobby does not adequately serve the community.
  - Additional space is required to achieve sound & visual separation.
  - More staff is likely needed for the future.
  - City Hall IT closet should not be in this department.
  - No need for dedicated conference space.
- City Hall: Media & IT
  - There is an opportunity for greater use of the space
  - Several rooms in the lower level are unused/repeating.
  - There are currently three different hubs that should be consolidated and analog service needs to be relocated.
- City Hall: BSZ
  - Space is adequate but the future is uncertain.
  - All archives/records are kept in the basement.
- City Hall: Administration
  - Space is maxed out and has no room for needed growth.
  - Not all divisions need to be working closely together.
  - There will be needs for additional HR, IT and Administration Support.
  - HR needs to evaluate how seasonal work impacts the space needs.
- City Hall: General
  - There is a great need for more culturally appropriate spaces.
  - Council Chambers are outdated, in a difficult location, and can't handle public overflow.
  - Overall, there is a significant need for storage throughout the facility.
  - Most people come to the building for Finance.
  - The Municipal Court Clerk is hard to find and needs additional space to accommodate security controls.
  - Staff Break Room is too small, and a small meeting space included in the room is needed.
  - Most existing furniture is large/heavy from the 1960s making space optimization goals difficult.
- 5. Project Scope/Schedule
  - Brief discussion was held about various sites surrounding the City Hall as potential locations to meet space needs if required.
  - FF&E options will be considered generically as part of the space analysis process.
  - Upcoming Department Interviews will address staffing needs.



- To accommodate Department Head schedules and City Budget due dates, the Project Timeline was adjusted. See attached Project Timeline.
6. Goals for Success:
- General Discussion. Will review and develop further with Departmental Interviews.
7. Potential Project Outcomes:
- Tabled for further discussion with Departmental Interviews.
8. Prepare For Departmental Interviews:
- Reviewed availability with Department Heads and updated Project Timeline reflects necessary changes.
  - FEH will develop Departmental Questionnaire.

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## ACTION ITEMS

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1. FEH: Coordinate and complete review of B101 Contract with Chesebro.
2. FEH: Provide Updated Timeline (attached hereto)
3. FEH: Provide Departmental Questionnaire (attached hereto)
4. Becker: Provide available existing building plans to FEH.
5. Becker: Provide FEH with a copy of the last facility condition assessment report.
6. Department Heads: Complete Departmental Questionnaire in preparation for Departmental Interviews.

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For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

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|                     |  |
|---------------------|--|
| <b>WRITTEN BY</b>   | MT   |
| <b>NEXT MEETING</b> | See Timeline Exhibit                           |
| <b>ATTACHMENTS</b>  | Timeline Exhibit<br>Departmental Questionnaire |

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## City of Watertown Municipal Space Needs Timeline

### 06/26/2024 Wednesday

- Project Kick-off Meeting - COMPLETE

### 07/08/2024 (Week of)

- Departmental Interviews Questionnaire
- Conduct Facility Space Needs Analysis
- Develop Goals for Success

### 07/29/2024 Monday (9am-8pm)

- Spark Session (Design Workshop with Staff)
  - Develop Conceptual Site & Floor Plan Options

### 08/15/2024 Thursday

- Present Draft Report
  - Interview Feedback & Goals, Space Program, Conceptual Design Options, Systems Description, Opinion of Probable Costs, Pros & Cons Analysis & Recommendations

### 09/03/2024 Tuesday

- Present to Watertown Common Council
  - Final Report, Implementation Schedule

| June '24 |    |    |    |    |    |    | July '24 |    |    |    |    |    |    | August '24 |    |    |    |    |    |    | September '24 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  | 1        | 2  | 3  | 4  | 5  | 6  |    | 1          | 2  | 3  | 1  | 2  | 3  | 4  | 5             | 6  | 7  |    |    |    |    |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 4          | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 11         | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 18         | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 | 28       | 29 | 30 | 31 |    |    |    | 25         | 26 | 27 | 28 | 29 | 30 | 31 | 29            | 30 |    |    |    |    |    |

| Project Schedule           |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
|----------------------------|--|--------|------|------|-----|--------|------|------|------|--------|------|------|------|--------|-----|------|--|
|                            |  | Jun-24 |      |      |     | Jul-24 |      |      |      | Aug-24 |      |      |      | Sep-24 |     |      |  |
|                            |  | 6/10   | 6/17 | 6/24 | 7/1 | 7/8    | 7/15 | 7/22 | 7/29 | 8/5    | 8/12 | 8/19 | 8/26 | 9/2    | 9/9 | 9/16 |  |
| SPACE NEEDS ANALYSIS       |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| PROJECT KICKOFF            |  |        | ✓    |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| PROGRAMMING                |  |        |      |      |     | ✓      |      |      |      |        |      |      |      |        |     |      |  |
| STAFF CONSULTATION & GOALS |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| SPACE NEEDS ANALYSIS       |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| SPARK SESSION              |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| DESIGN WORKSHOP WITH STAFF |  |        |      |      |     |        |      |      | ✓    |        |      |      |      |        |     |      |  |
| DRAFT REPORT               |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| SPACE PROGRAM & SYSTEMS    |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| DESIGN OPTIONS & COSTS     |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |
| PRESENTATION TO COUNCIL    |  |        |      |      |     |        |      |      |      |        |      |      |      |        |     |      |  |



# APPENDIX C: DEPARTMENT INTERVIEW RESPONSES



## City of Watertown – Departmental Interview Questions

### **DEPT. NAME & FACILITY LOCATION**

What is the name of your department and what facility/facilities do you operate out of?

### **FACILITY & SPACE USE**

Using the Existing Floor Plan Diagram, highlight which spaces your department currently uses.

- Are each of these spaces **dedicated (D)** to your dept only or **shared (S)** with other depts?
- Should the **shared (S)** spaces remain shared?

### **OFFICE TYPES OF STAFF**

Using the Program Analysis Chart, indicate the office space type each staff member requires.

- PO-1: Private office with meeting table (190sf-225sf)
- PO-2: Private office (120sf-160sf)
- WS-1: Workstation/cubicle (36sf-96sf)
- WS-2: Shared workstation/cubicle (36-96sf)
- NO-1: No office space required

### **STAFF GROWTH**

- What is the anticipated growth (number of staff and roles) of the Dept (if known)?
  - Current (2-5 year):
  - Future (10 year):
  - Long-Term (20+ year):

### **MEETING/SUPPORT SPACES**

- What support spaces do you require? How many of each? Can these be shared with other departments?

| Type                                | Number? | Shared? |
|-------------------------------------|---------|---------|
| ○ Conference Rooms                  |         |         |
| ○ Multi-purpose rooms               |         |         |
| ○ Training Rms / Classrooms         |         |         |
| ○ "Phone booths" for personal calls |         |         |

### **WORK AREAS**

What work areas do you require? Can these areas be shared with other departments?

- Printer/copier area
- Mail area
- Other

### **STORAGE**

What are your storage requirements? Can these areas be shared with other departments?

- Storage Rooms
- Supply Closets
- Shared Filing/Records
- Employee Lockers
- Coat Closets

### **AMENITIES**

What amenities do you require? Can these areas be shared with other departments?

- Breakroom/Kitchenette
- Coffee Areas
- Kitchenette

### **ADJACENCIES**

Using the Program Adjacency Matrix, indicate what staff members or groups should be located adjacent to or apart from each other.

### **IT / AV / SECURITY**

What are your IT and AV needs? What security levels are required for your department?

### **PARKING**

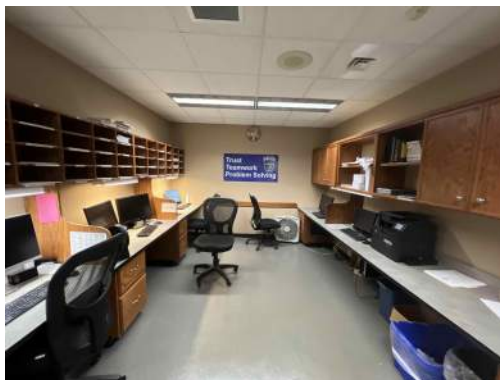
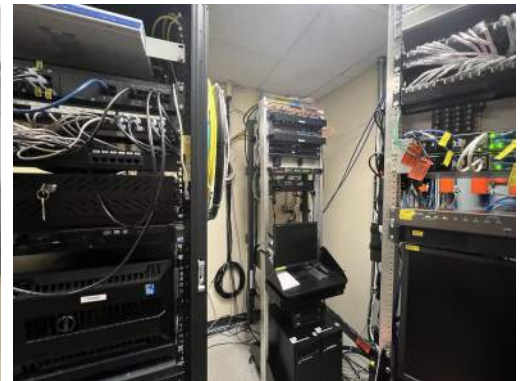
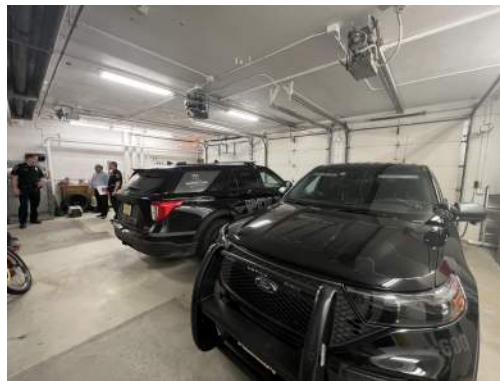
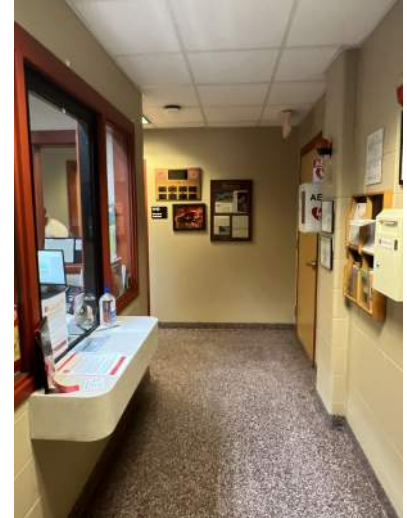
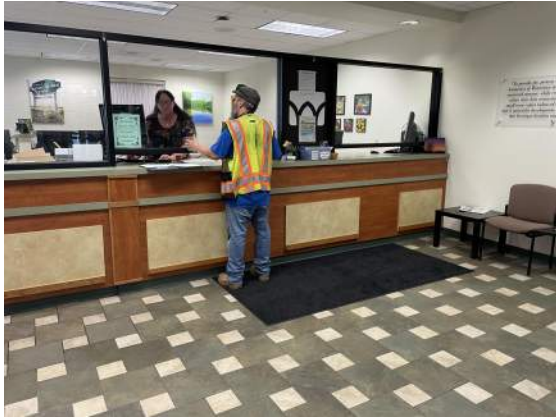
What are your parking needs?

### **OTHER**

List any other comments or requirements unique to your department's space needs.

# APPENDIX D: EXISTING PHOTOS

## CITY HALL – FIRST FLOOR





## CITY HALL – SECOND FLOOR



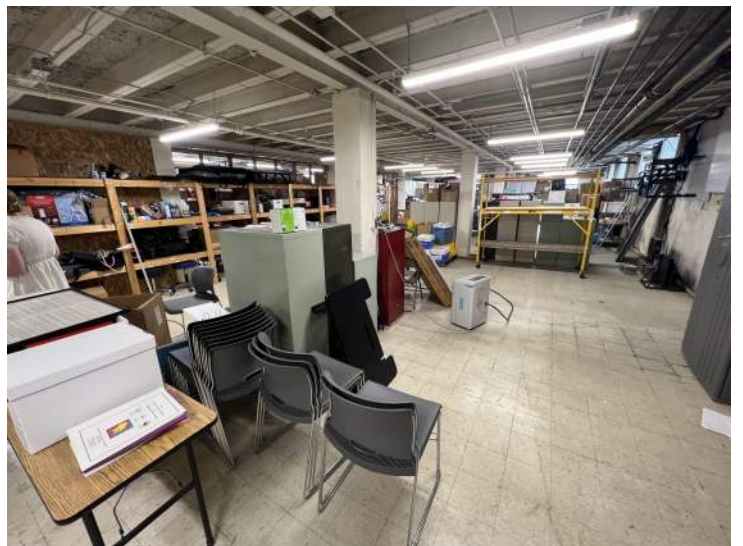


## CITY HALL – BASEMENT



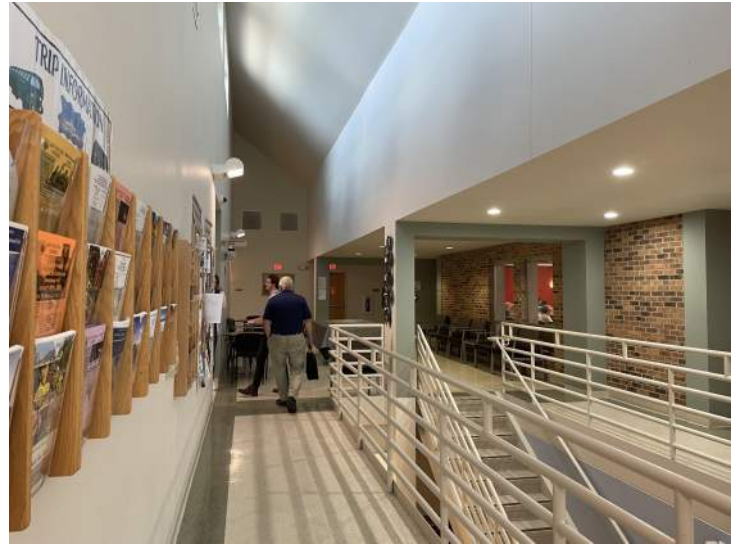


## HEALTH DEPARTMENT





## SENIOR & COMMUNITY CENTER





## PARKS, RECREATION & FORESTRY – 404 BONNER STREET





## PUBLIC WORKS: STREET AND SOLID WASTE



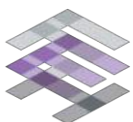
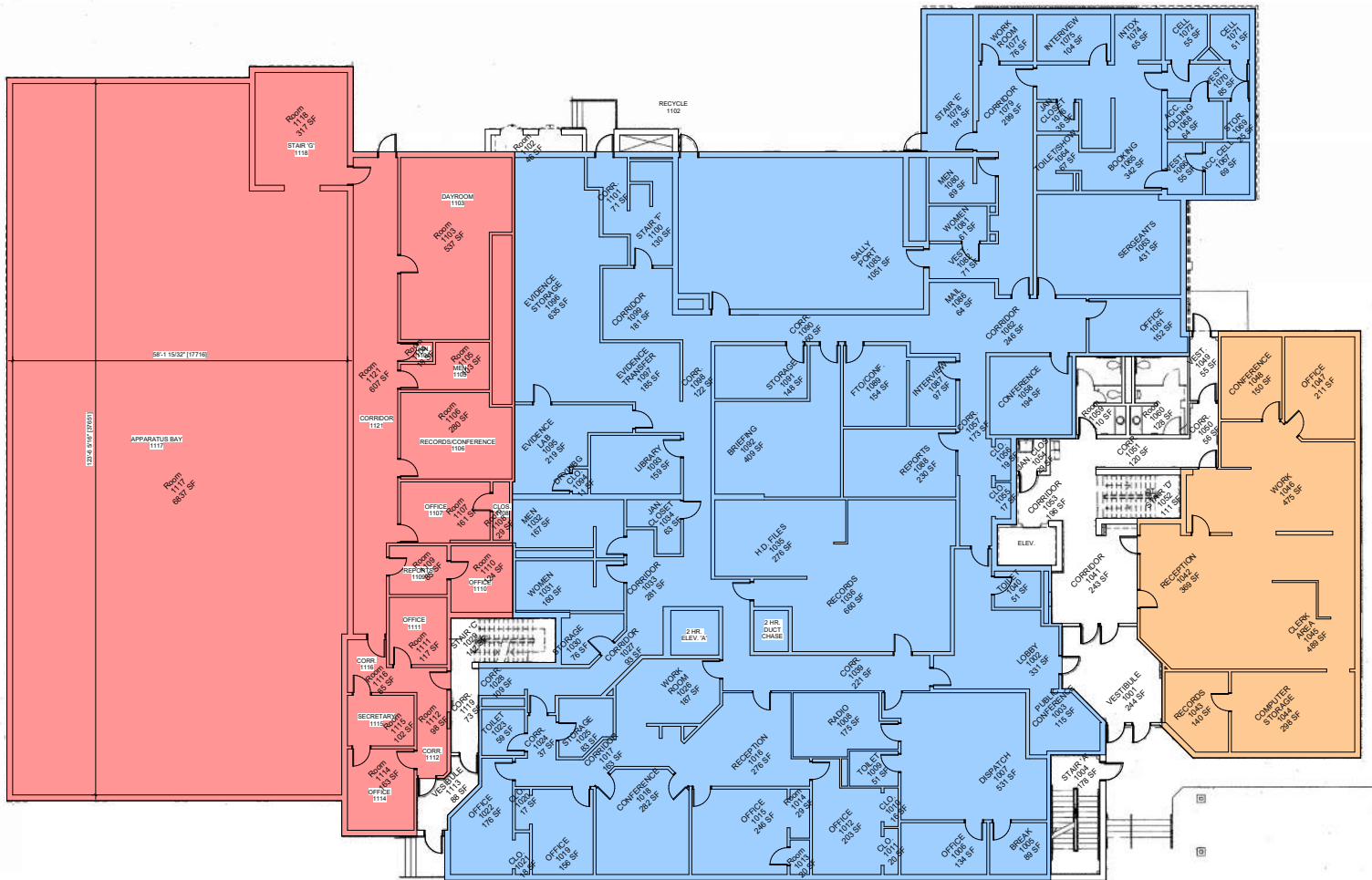


# APPENDIX E: EXISTING BUILDING PLANS

## CITY HALL – FIRST FLOOR














### DEPARTMENT LEGEND

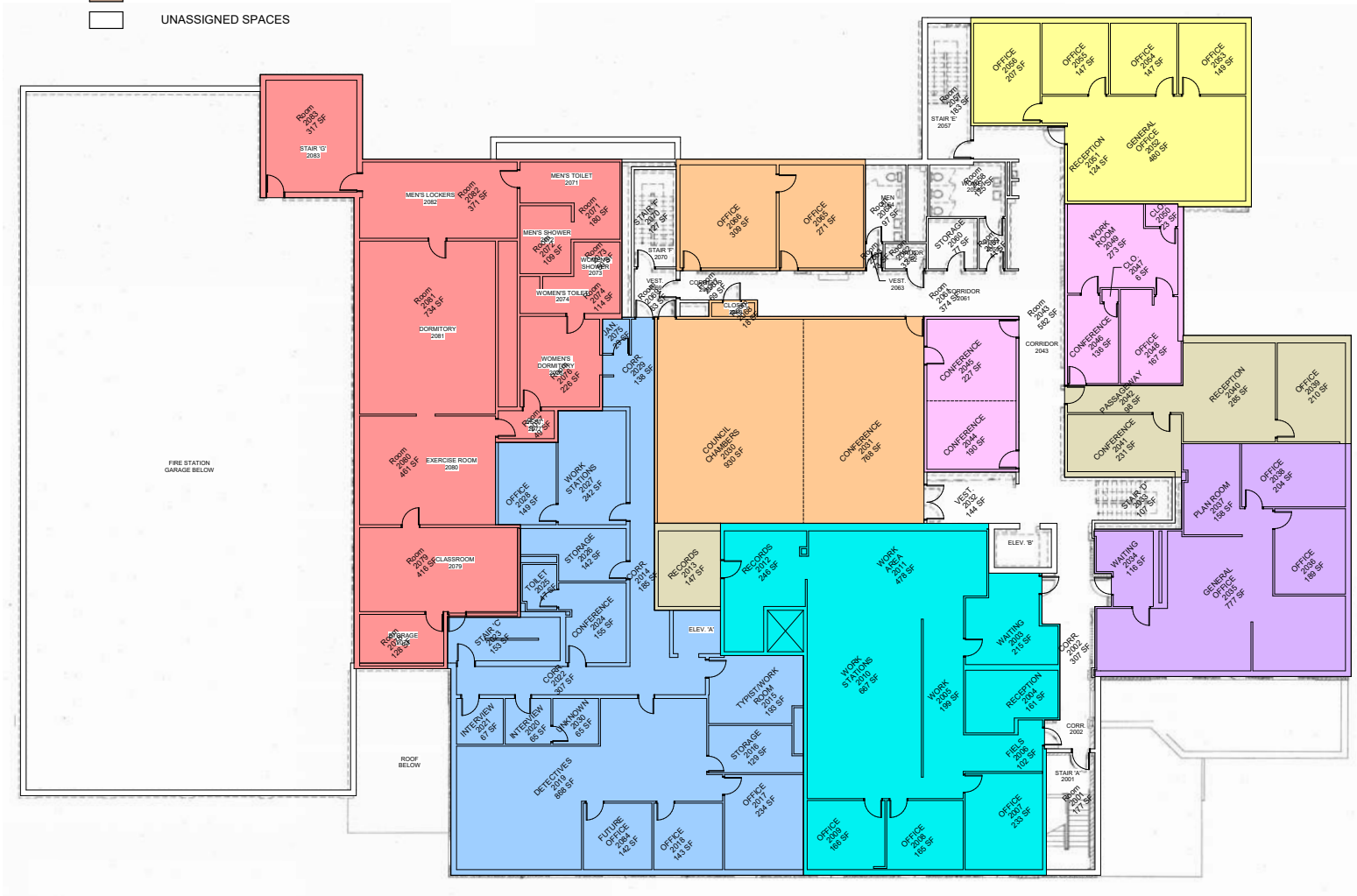
- FIRE DEPT.
- POLICE DEPT.
- CLERK AND FINANCE DEPT.



## CITY HALL – SECOND FLOOR

## DEPARTMENT LEGEND

- |   |                                |
|---|--------------------------------|
|  | FIRE DEPT.                     |
|  | POLICE DEPT.                   |
|  | ENGINEERING DEPT.              |
|  | MEDIA DEPT.                    |
|  | BUILDING SAFETY & ZONING DEPT. |
|  | CITY ATTORNEY                  |
|  | I.T. DEPT.                     |
|  | ADMIN                          |
|  | H.R. DEPT.                     |
|  | FINANCE RECORDS                |
|  | JUDGE / COURT CLERK            |
|  | CUSTODIAN SPACES               |
|  | UNASSIGNED SPACES              |

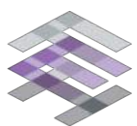
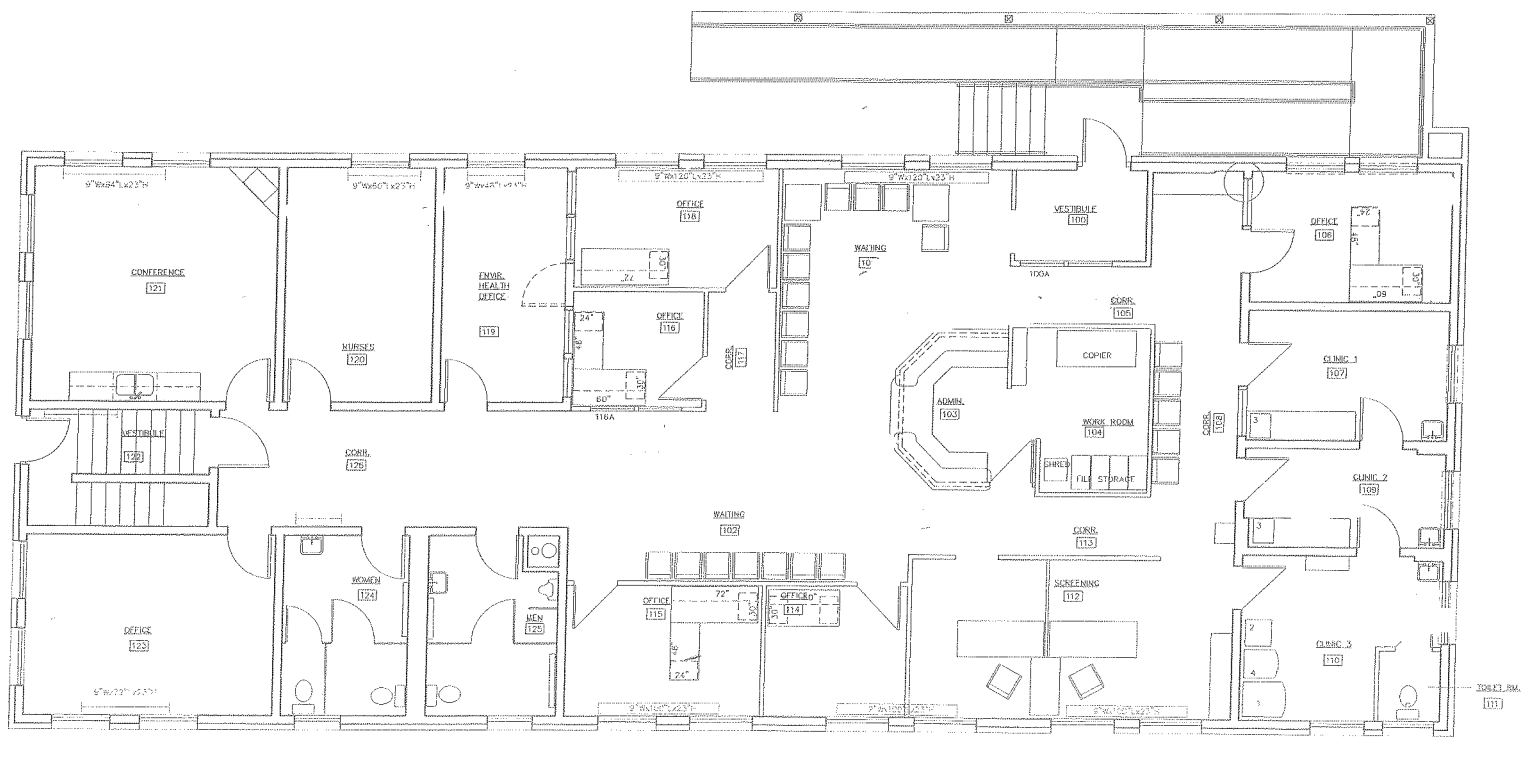


## DEPARTMENT LEGEND

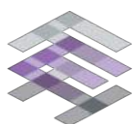
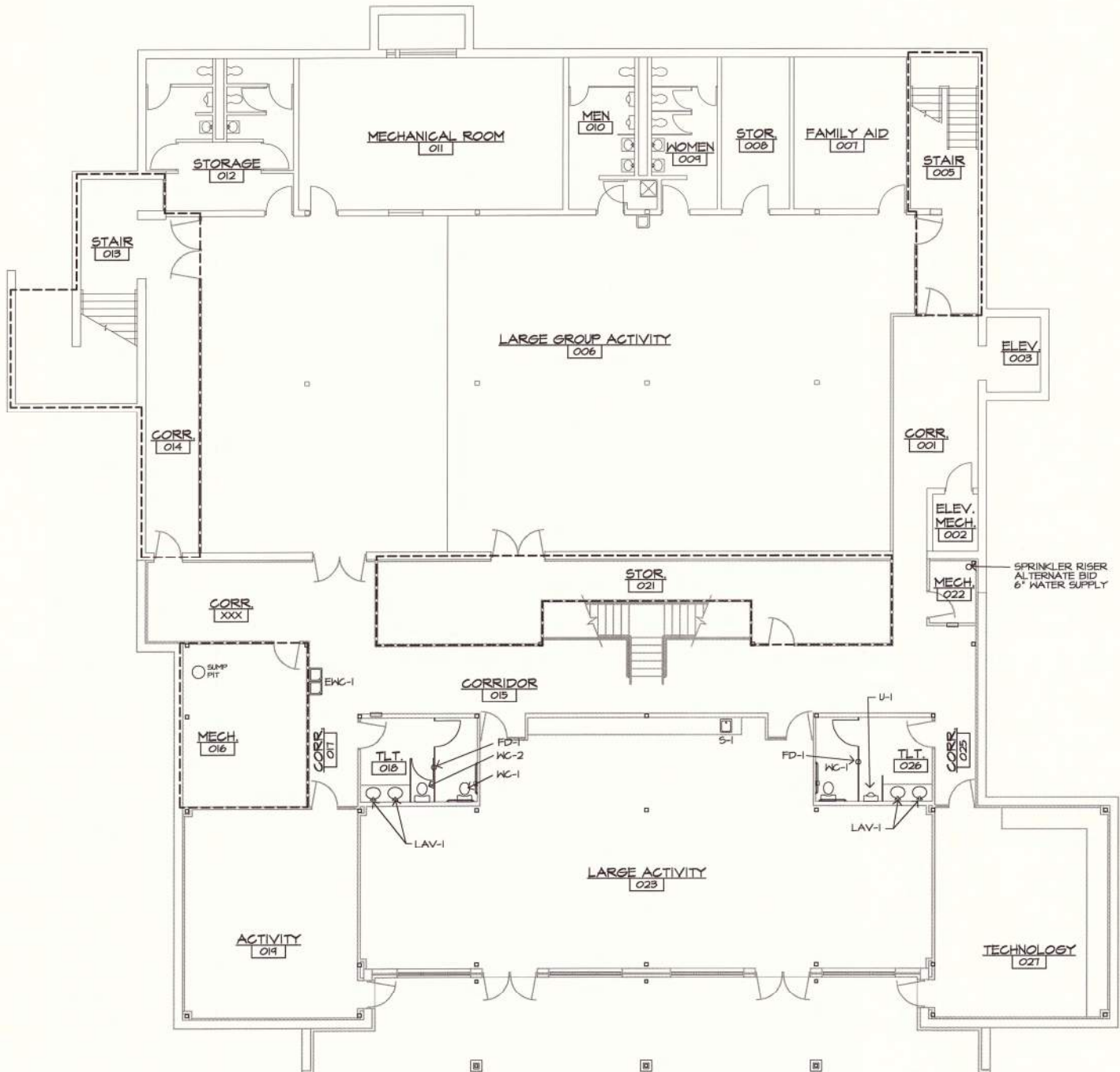
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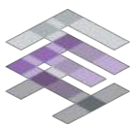
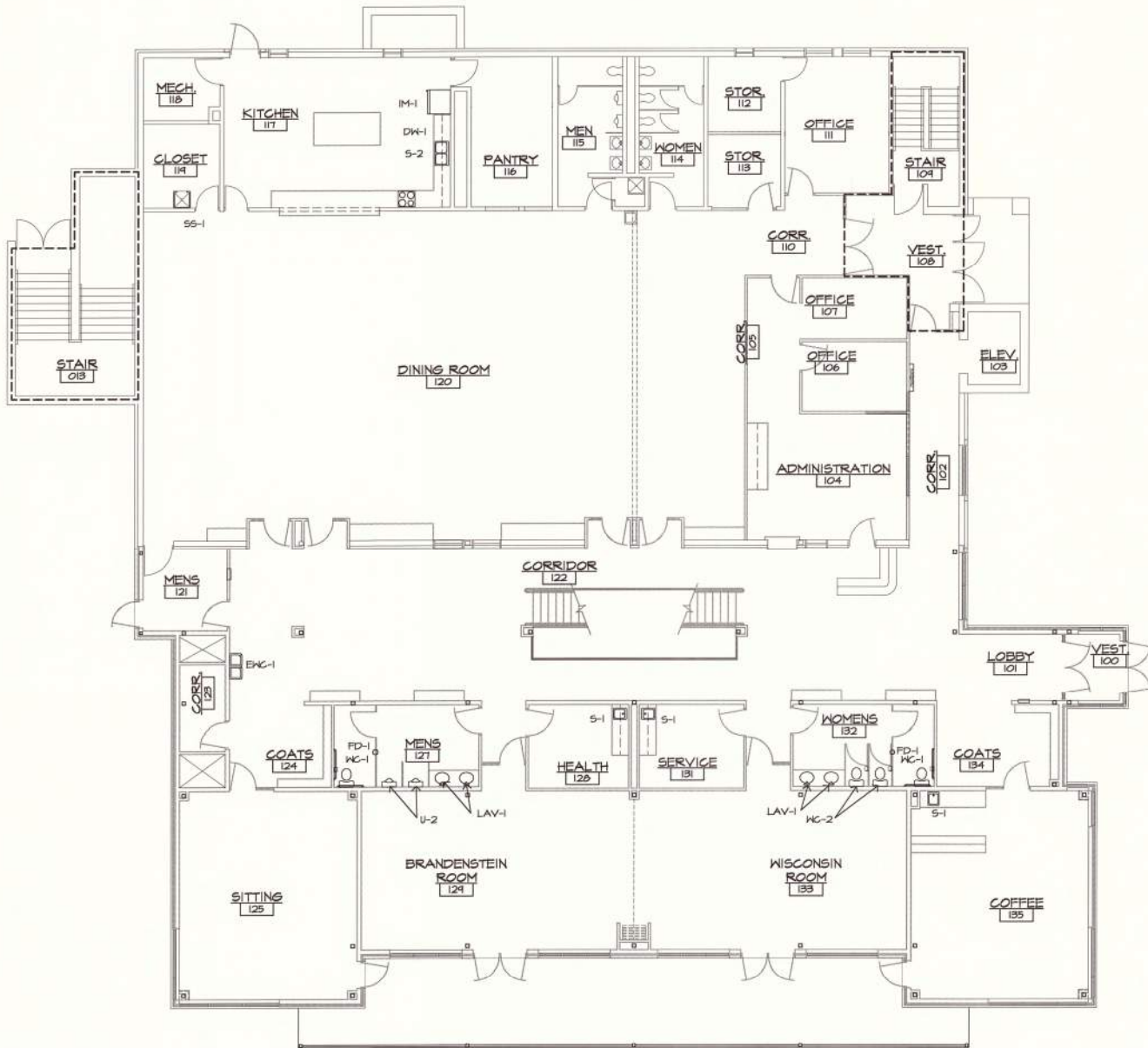
## HEALTH DEPARTMENT



## SENIOR & COMMUNITY CENTER – LOWER LEVEL



## SENIOR & COMMUNITY CENTER – UPPER LEVEL





## PUBLIC WORKS: STREET AND SOLID WASTE

