

**STUDY SESSION  
VIA VIDEOCONFERENCE**  
Administrative Offices and Solid Waste  
Space Needs Study  
**July 13, 2020 - 5:30 p.m.**

**AGENDA**

Requested by the City Manager

**1. MEETING CALLED TO ORDER**

At the Study Session of the City Council of University City held via videoconference, on Monday, July 13, 2020, Mayor Terry Crow called the meeting to order at 5:30 p.m.

In addition to the Mayor, the following members of Council were present:

Councilmember Stacy Clay  
Councilmember Aleta Klein  
Councilmember Steven McMahon  
Councilmember Jeffrey Hales  
Councilmember Tim Cusick  
Councilmember Bwayne Smotherson

Also, in attendance were City Manager, Gregory Rose; City Attorney, John F. Mulligan, Jr.; Director of Public Works, Sinan Alpaslan; Amanda Truemper of Trivers, and Bob Schwartz of HOK.

**2. Space Needs Study – Concept Design Options – Administrative Offices and Solid Waste**

Mr. Rose stated tonight's goal is to conclude the presentations related to the Space Needs Study.

Director of Public Works, Sinan Alpaslan stated Amanda Truemper will provide Council with an overview of the Space Needs Study for the City's administrative offices and Solid Waste Department.

Ms. Truemper stated this has been a comprehensive study of approximately 110,000 square feet of program space for the remaining City departments.

Options 1 and 2 are focused on testing for ideal workplace and department locations across all facilities, as well as what the best distribution would be for moving as few departments as possible.

**Option 1**

- Test for ideal workplace and department locations across available facilities
- Police + Municipal Court programs remain together in the Annex (per the previous study)
- Recommend areas for improvements/upgrades including for accessibility
- Revitalization of the historically significant building(s)

**Option 2**

- Test for ideal workplace and departmental distribution moving as few departments as possible
- Separate Police + Municipal Court programs (per Ferguson Commission Report recommendation)
- Recommend areas for improvements/upgrades including for accessibility
- Revitalization of the historically significant building(s)

## **Available Buildings Total = 110,510 Square Feet**

Available building square footage includes City Hall and Heman Park.

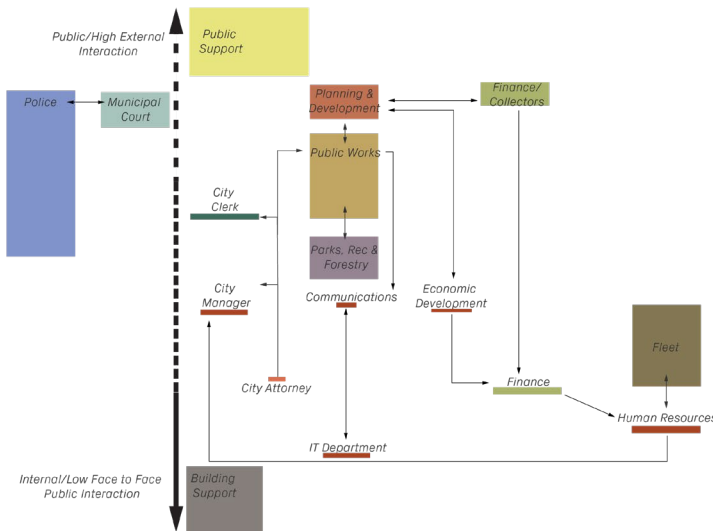
- Existing departments total approximately 90,000 square feet, where about 10 percent growth is anticipated.
- Approximately 45,000 square feet encompasses Police and Courts.

## **University City Department Adjacencies**

This scheme looks at all of the departments in an attempt to make each facility more accessible to public interaction.

Departments with low public interaction vs. high external-facing departments like:

- Council chambers
- Planning & Development - 4th floor
- Finance & Collections - 1st floor
- Public Works
- Parks, Recreation & Forestry



## **Summary - City Hall Campus**

Option 1 provides for the ideal placement of departments.

The Trinity Building with only two-stories is a great location for high external-facing departments because it would be easier to make accessibility upgrades here vs. City Hall.

Option 2 provides fewer changes with all departments remaining in City Hall.

Accessibility upgrades are limited due to the vertical dynamic within City Hall. Therefore, all departments will remain, with the addition of a consolidated one-stop-shop on the ground floor where the public can access all external-facing departments.

- Moving the Courts out of the Annex allows room to consolidate these departments on the ground floor with a New City Hall entrance.

## **Summary - Heman Park**

Trivers determined there was no need for an abundance of additional space to house departments and make improvements to the facility.

This scheme looks at accessibility upgrades, building improvements, maintenance, the consolidation of offices into shared zones to create more efficiency, better places for collaboration, and meeting spaces.

- Removing the Courts allows Heman Park to be used purely for community functions and additional programming.

### **Option 1 Overview (looks at both campuses)**

#### **Option 1 - City Hall Campus - Level 00**

Currently, Level 00 contains a lot of storage space which has been resized to provide storage for various departments, as well as a server room for IT that can support the entire campus, the Annex, and the Trinity Building.

The Trinity Building provides a great opportunity to create a lobby, an elevator, and easily accessible programs on the first and second floors.

- In this scheme, the Finance Department has been moved to the first floor and the Planning & Development Department has been moved to the second floor, along with reading and conference rooms.

#### **Option 1 - City Hall Campus - Level 01**

Once the Finance Department has been relocated the Mail/Print Room will be moved to Level 01. This level also includes a staff break room, a ground floor conference room; (*City Management Conference Room*), that can be shared with all departments, and a legal suite for the City Attorney and Prosecutor.

#### **Option 1 - City Hall Campus - Level 02**

The only change on this floor is an expansion of the restroom footprint which is accomplished by reducing the size of the conference room.

#### **Option 1 - City Hall Campus - Levels 03-05**

This scheme depicts the current floor plan. The shaded areas represent sections where reconfiguration will take place to create growth options for Public Works, Parks & Recreation, and IT, along with a shared reception area.

- The 4th floor will be reconfigured to allow for shared conference rooms or additional public meeting/overflow spaces for Council's Chambers.
- Council's Chambers will be configured to allow for a secure entrance on the 5th floor.

#### **Option 1 - Heman Park**

Updates are proposed for restrooms and a new central entrance that is more accessible to the parking lot.

- The update for Centennial Commons includes relocating the custodial office for Parks & Recreation to create a shared office space that can be utilized by the Director and his team.

#### **Option 1 - Public Works Yard**

Trivers determined that the main thing lacking in this yard was a meeting space where employees could discuss the day's activities. Consolidation of the Central Garage could provide this needed meeting space, as well as an additional break room.

- Updates are proposed for all existing break areas.
- Currently, the Transfer Station has a remote office that could be moved to create a shared Public Works area.
- There is also some potential for additional space to allow for a dedicated overhead door to separate salt storage from the sign shop; two conflicting activities. And based on the City's desire, a separate outbuilding could be constructed to house the salt operation.

## **Option 2 - Overview**

The accessibility needs remain the same across all options, resulting in expanded and upgraded restrooms in City Hall and Heman Park.

## **Option 2 - City Hall Campus - Level 00**

The new main lobby area with a security checkpoint, a one-stop-shop for interaction with representatives from high public-facing departments, shared break rooms, and meeting spaces are proposed for the one-story connector building between City Hall and the Annex.

## **Option 2 - City Hall Campus - Level 01**

- Sections of the Finance Department will be consolidated.
- City Council Chambers is relocated from the 5th floor to the Trinity Reading Room.
- An abundance of footage and several anterooms in the Trinity Building allows this space to be shared with the Courts, Heman Park community meetings, and the upgrade of restrooms to meet ADA accessibility standards.

## **Option 2 - City Hall Campus - Level 02**

Minimal upgrades and cosmetic improvements.

- The executive conference room is vacated to expand and upgrade restrooms.

## **Option 2 - City Hall Campus - Levels 03-05**

- Configuration changes that add efficiencies for Public Works, Parks & Recreation, and IT departments.
- Density configurations to the 4th floor to accommodate the Planning & Development Department with a plan room to manage multiple phases of a construction project. *(No need to move this department to the Trinity Building as depicted in Option 1.)*
- The 5th floor can be used as an event or open space that showcases the historic beauty of this building.

## **Option 2 - Heman Park**

Minimal upgrades and cosmetic improvements.

- Plumbing upgrades for better accessibility to showers.
- Although it is not depicted in this scheme, Trivers recommends creating a new entrance for this facility.
- Question: Should the Municipal Courts remain at Heman Park?

## **Option 2 - Public Works Yard**

Minimal upgrades and cosmetic changes.

Councilmember Clay stated he was intrigued by the idea of utilizing the 5th floor as a venue to hold events and questioned whether the City already had the capability to execute this concept? Mr. Rose stated although the 5th floor is not currently designed to encompass a broad range of events, staff would certainly like to pursue this idea. And this study intends to structure the floor in a way that would be more conducive to making that happen. Councilmember Clay stated the 5th floor really is a beautiful space and he would like staff and Council to pursue this idea. He stated the creative thinking associated with that idea is applicable throughout these discussions about space. So there might be ways to leverage other parts of the building for that same purpose because the opportunity to generate revenue is one he thinks should be looked at seriously.

Councilmember Smotherson stated today, many of the City's Boards and Commissions meet in the Community Center, but no mention has been made about incorporating them into any of these facilities. He stated his belief is that they are an extension of the work many of these departments perform and therefore should be a part of this plan.

U City lost Aging Ahead because of the inconveniences created by the meetings and events being held at the Center and their relocation would allow the Community Center to expand its programming. Mr. Rose stated while a specific area to conduct Board and Commission meetings was not identified, both of the designs being proposed offer additional office space that can be utilized for these meetings. And since some of these committees meet on the same night, Trinity has also been identified as a facility with the capacity to conduct multiple events. However, the focus of this study was simply on how to expand office space.

Councilmember Hales stated his experience with the Traffic and Urban Forestry Commissions is that it is exceedingly rare to have a group of more than twenty people. So looking at these plans there appears to be ample meeting and conference rooms that can serve the City's Boards and Commissions.

Councilmember Hales stated he has always thought the 5th floor was a stunning area that could be re-imagined into a venue that a lot of people would use to hold special events. And even though he may be putting the horse before the cart, he is curious to know whether staff has given any consideration to the type of amenities needed to make this area more conducive to this concept, and what the revenue potential for a space that size would be? Mr. Rose stated he would have to provide Council with information about potential revenues at a later date since staff has not made any projections at this point. But the type of improvements will be premised on the kinds of events the City decides it would like to be in the market of promoting.

Mayor Crow stated although there is no plumbing on the 5th floor, and the elevator is less than desirable, his assumption is that these upgrades have been included in the plans? Mr. Rose stated while there is an elevator being proposed for Trinity, he is not sure if there are any changes of that nature being proposed for the 5th floor.

Ms. Truemper stated since the historic core of this building makes it somewhat prohibitive to enlarge elevators; their proposal includes making upgrades inside the existing shaft.

Mayor Crow stated every person who has ever used this elevator has had their moment of trepidation. So, upgrades would have to be made before any consideration can be given to any substantial use by the public.

Mr. Rose stated this certainly presents the City with an opportunity to make some improvements to ensure that no one is crossing their fingers when they step inside.

Mr. Rose stated in an effort to move this item forward, he intends to present Council with a proposed layout based on the following guiding principles that:

- Limits the movement of each department;
- Advances towards a one-stop-shop for public-facing departments;
- Reduces costs;
- Ensures the City's compliance with ADA guidelines, and
- Enhances the efficiency of all operations

Mr. Rose stated if Council is generally in agreement with these principles and layout, the next phase will be to present Council with steps outlining how the plan will be phased into existence.

Councilmember Smotherson asked if the outline would be presented to Council in a Study Session or as an Agenda Item? Mr. Rose stated based on the understanding that the Mayor and Council will make the final decisions concerning every phase of this project or even whether new construction is needed, he thinks it would be better to present his outline during a Study Session. Councilmember Smotherson stated he would like the opportunity to discuss other options because he does not think the Police belong in the Annex or Civic Plaza. Therefore, would he would like to suggest that the meeting commence at five o'clock to provide ample time for discussion?

Mr. Rose stated while he certainly has no problem with Councilmember Smotherson's request, his proposals will be consistent with the findings rendered by Trivers and will not include new construction.

Councilmember Clay stated at one point Council received some information on costs associated with the construction of a new station. So perhaps, that work could be resurrected and presented at the session as well? Because his concern is that there will be lots of information on one set of options and nothing on the other.

Mr. Rose stated while he can certainly pull that study, he would remind Council that the premise of that study was that the Annex had a number of structural issues that prevented the Police from being housed there.

Councilmember Clay stated he thought the initial study was conducted prior to his appointment, and that Trivers had been asked to do some work on this topic that provided the City with a cost estimate; albeit not an in-depth proposal.

Mr. Rose stated Trivers was asked to revisit the initial study, wherein they rendered a different option than the original firm. But he does not recall them providing a cost analysis for new construction. Nevertheless, he will provide Council with all of the documentation they have to date.

Mayor Crow stated Councilmember Clay brought up a valid point that seems to parallel with Councilmember Smotherson's request. So he agrees that additional time should be allocated to allow for a broad-ranging discussion.

Mayor Crow stated he failed to ask if there were any changes to tonight's City Council Agenda and would do so at this time.

### **3. ADJOURNMENT**

Hearing no amendments, Mayor Crow thanked Bob and Amanda for tonight's presentation and adjourned the Study Session at 6:14 p.m.

LaRette Reese  
City Clerk