



New City Building

KZF DESIGN

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Participants in the development of this study included:

City of Dayton:

Virgil Boruske, Mayor

Michael Giffen, City Administrator

David Halfhill, Chief of Police

Donna Ledger, Clerk/Treasurer

Robert Yoder, Economic Development Director

Committee At Large

Jeff Haas, Councilman

Jeff Volter, Councilman

Denny Lyon, Councilman

DJ Scully, Campbell County

Cindy Minter, Campbell County

Tom Dilts, Citizen

Lynn Adam, Citizen

Michael Anderson, Citizen

KZF Design:

David Ross, Director of Design

Mark Shoemaker, Director of Public Facilities

EXECUTIVE SUMMARY

Dayton KY - New City Building

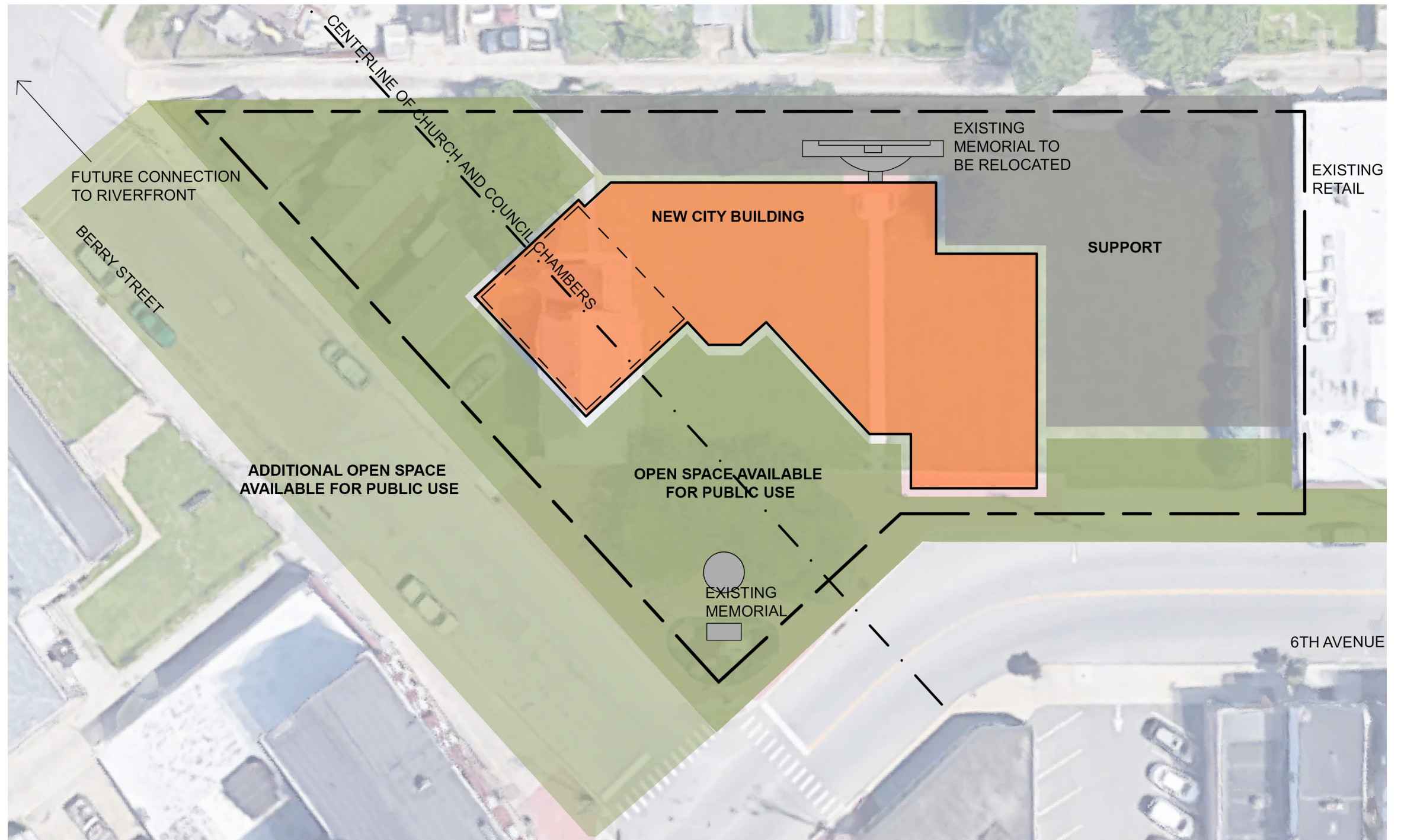
The City of Dayton secured the services of KZF Design, Inc. to complete a Needs Assessment and Feasibility Study for its Administration and Police Departments. The purpose of the study is to evaluate options to address current and future space needs and delivery of city and police services for the citizens of Dayton. Ultimately, the goal of the study is to present the City of Dayton with viable options to consider for future implementation.

The objectives of the study can be summarized as follows:

- Improve the Police Department administrative and operations spaces, in accordance with law enforcement standards.
- Improve the City Administration spaces to better accommodate staff, storage, and public interaction.
- Provide a multi-purpose meeting space to host City Council meetings as well as other public meetings as needed to better serve the citizens of Dayton.
- In general, to provide a facility that will enhance the delivery of city services while providing a safe, efficient workplace for city staff.

The study was completed incorporating questionnaires completed by staff, interviews with department heads and a series of meetings to confirm short-term and long-term needs as well as review and evaluate various options to meet those needs. Existing spaces were toured to observe current operations and deficiencies. Tours of two recently constructed city buildings (Independence and Highland Heights) were conducted including discussions with staff. Both facilities are similar in that they include both city administration, police and council chambers.

Several scenarios were explored and evaluated through a series of meetings with City staff. A meeting was held with the extended design team to review and discuss the merits of each of three options. Based on a strong consensus of the at-large committee, two options were chosen for further development including conceptual floor plans, site plans and budgetary information. Ultimately one concept was selected for recommendation. This option is presented in this report. Earlier options that were explored, but determined not to meet the needs of the City, are included for reference in an appendix at the end of this report.



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Site Diagram

SITE DIAGRAM

Dayton KY - New City Building

The concept proposed for the development of the City Building site is based on several important considerations identified in discussions with the design committee members, including:

- Maintain existing veterans' memorials
- Provide open space for use as active/passive park space
- Provide off-street parking for staff and police cruisers
- Reinforce the historic main street scale and character of 6th Avenue and Berry Street.

The proposed site concept maintains the historic location of the 1919 Veterans Memorial at its current location at the intersection of 6th Avenue and Berry Street. It was the consensus of the committee and design team that this important landmark be preserved as a focal point for the overall site design. It is used to reinforce the main public entrance to the City Building, with the main entrance placed on an axis with the monument. The more recent Veterans Memorial will be relocated, with several potential locations having been discussed: the corner of 6th Avenue and Berry Street as a companion to the original memorial; in a separate location at the intersection of Berry Street and the alley; or in a small pocket park located east of the proposed building along 6th Avenue.

A plaza is proposed as a public gathering space between the memorial and the building entrance. This plaza has the potential of being expanded to the west for special events by temporarily closing the portion of Berry Street between 6th Avenue and the alley.

In recognition of proposed future development efforts to reconnect Dayton with the riverfront, with Berry Street as an important connector street, the proposed design includes a landscaped pedestrian walkway on the west side of the site, aligned with the street and the west edge of the proposed building. This includes the redevelopment of the east side of Berry Street to include diagonal parking spaces to address the needs for public parking.

To address the needs for staff parking, police cruiser parking and secure police access to the operations areas of the proposed building, the alley along the north side of the property is proposed to be widened and the one-way traffic flow reversed. This altered alley provides better access for city vehicles. Police cruiser parking is provided in this area, with direct, secure access for police personnel to the operations portions of the building. Additional parking for city administrative staff is also provided via diagonal parking along the south side of the widened alley.

The proposed building layout is a direct response to the desire to reinforce the character of the historic main street, as well as respond to important local landmarks. The relationship of the entrance to the memorial has already been discussed. Another important influence is the prominent St. Bernard Church located one block north of the site. The proposed landscaped pedestrian path along Berry Street is in response to a stated desire to reinforce the views to the church from 6th Avenue. The proposed location and orientation of the new City Council chamber is also influenced by this important landmark, with the Council chamber aligned with the church steeple.

The eastern portion of the building plan is brought forward to 6th Avenue in an effort to reestablish the main street edge along that portion of the site. Bringing this portion of the building to the street edge also helps to open the rear of the site for police operations and parking. The remaining gap between the building and the adjacent retail store to the east is filled with a small landscaped pocket park, with appropriate landscaping and walls to screen the operations area from 6th Avenue.

PROGRAM

Dayton KY - New City Building

The program developed for the building was refined over the course of several meetings to determine the spatial needs for the building. These refinements included validation of the appropriate sizes of each space based on user needs. Emphasis was placed on considering spaces that could be used for multiple purposes. Examples of such spaces include a conference room that can be used for Council executive sessions as well as staff meetings, and a police squad room that includes a kitchenette rather than a separate break room.

The program for the proposed concept meets the minimum requirements of the city administrative and police department. Certain spaces that were desired have been omitted from this program, notably police sally ports, a fitness room and a large storage space for miscellaneous general storage. Archive storage spaces are included, increasing the current available space for both police and administration. Several offices that were considered for future expansion are not included.

Public Spaces

RM. NO.	ROOM NAME	PROPOSED				TOTAL AREA
		QTY	AREA			
	Vestibule	1	80	SF/EA	NET	80
	Lobby - First Floor	1	500	SF/EA	NET	500
	Lobby - Council Chamber, Second Floor	1	500	SF/EA	NET	500
	Council Chamber	1	1,600	SF/EA	NET	1,600
	A/V Room	1	50	SF/EA	NET	50
	Storage	1	100	SF/EA	NET	100
	Public Restrooms - Council Chamber	2	150	SF/EA	NET	300
Subtotal Administration						3,130 NSF

Mayor & Council Support Spaces

RM. NO.	ROOM NAME	PROPOSED				TOTAL AREA
		QTY	AREA			
	Mayor's Office	1	250	SF/EA	NET	250
	Council Conference Room - 10-15 occupants - with kitchenette	1	275	SF/EA	NET	275
Subtotal Mayor & Council Spaces						525 NSF

City Administration

	Reception / Waiting Area	1	200	SF/EA	NET	200
	City Administrator	1	250	SF/EA	NET	250
	City Clerk/Treasurer	1	150	SF/EA	NET	150
	Assistant Clerk/Treasurer (workstation)	1	70	SF/EA	NET	70
	Payment Workstations (2 shared, at transaction window)	2	40	SF/EA	NET	80
	Community Development / Economic Dev. Director	1	190	SF/EA	NET	190
	Code Enforcement Director	1	200	SF/EA	NET	200
	Code Inspector (future workstation in Dir. Office)	1	0	SF/EA	NET	0
	File Storage - Active	1	150	SF/EA	NET	150
	File Storage - Archive	1	300	SF/EA	NET	300
Subtotal Administration						1,590 NSF

Admin Staff Support Spaces

RM. NO.	ROOM NAME	PROPOSED				TOTAL AREA
		QTY	AREA			
	Break Room - seating for 2-4	1	120	SF/EA	NET	120
	Staff Toilet Rooms	2	65	SF/EA	NET	130
	Copier / Work Room	1	80	SF/EA	NET	80
	Cleaning Supplies	1	50	SF/EA	NET	50
Subtotal Support Spaces						380 NSF



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Program

Police Administration

Police Clerk	1	160	SF/EA	NET	160
Reception/Waiting Area	1	150	SF/EA	NET	150
Police Chief	1	250	SF/EA	NET	250
Lieutenant	1	190	SF/EA	NET	190
Records	1	150	SF/EA	NET	150
Small Conference Room (future office)	1	160	SF/EA	NET	160
Work Room - Office equipment, copier	1	100	SF/EA	NET	100
Office Supplies	1	30	SF/EA	NET	30
Archived Document Storage	1	200	SF/EA	NET	200
Staff Toilets	1	65	SF/EA	NET	65
Subtotal Living Areas					1,455 NSF

Police Operations

Squad Room - 5 workstations - with kitchenette & conf. table	1	450	SF/EA	NET	450
Sergeants (3 workstations)	1	260	SF/EA	NET	260
Detective	1	160	SF/EA	NET	160
Soft Interview Room w/ AV Surveillance	1	80	SF/EA	NET	80
AV Equipment Closet	1	50	SF/EA	NET	50
Male Toilet/Shower/Locker Room (10-15)	1	625	SF/EA	NET	625
Female Toilet/Shower/Locker Room (3)	1	250	SF/EA	NET	250
Evidence Processing	1	225	SF/EA	NET	225
Evidence Storage	1	300	SF/EA	NET	300
Booking	1	110	SF/EA	NET	110
Armory	1	150	SF/EA	NET	150
Police Patrol Storage	1	100	SF/EA	NET	100
Subtotal Operations					2,760 NSF

Building Support Spaces

RM. NO.	ROOM NAME	PROPOSED			TOTAL AREA	
		QTY	AREA			
	Stairs	4	200	SF/EA	NET	800
	Elevator	2	50	SF/EA	NET	100
	IT Server Room	1	80	SF/EA	NET	80
	Janitor Closet	2	30	SF/EA	NET	60
	Mechanical	1	500	SF/EA	NET	500
	Electrical	1	200	SF/EA	NET	200
Subtotal Support Spaces					1,740 NSF	

Summary

Public	3,130
Mayor & Council Support	525
City Administration	1,590
Admin Staff Support Spaces	380
Police Administration	1,455
Police Operations	2,760
Building Support Spaces	1,740
Subtotal	11,580 NSF
Circulation at 15%	1,737
Infrastructure @ 20%	2,316
TOTAL	15,633 GSF

BUILDING PLANS

Dayton KY - New City Building

It was determined in early discussions that the proposed new City Building would be a multi-story building in order to maximize the potential for public open space and on-site parking and operations areas. The concept presented here is based on a program that provides the minimum spaces required to meet the operations of the administrative staff and police department.

One of the challenges for the design team was to determine which functions would be located on each floor. The following are some of the important considerations expressed by the design committee:

- Direct public access to both the city administrative offices as well as the police department were equally important
- A second floor location was perceived as remote and inaccessible to the public
- The administrative staff desires close proximity to one another, maintaining the interactive relationship among staff that is present in the current city offices.
- Police department operations desire direct access to grade level parking

After considerable discussion, it was concluded that the city administration offices (including Council chambers) be located on the second floor, with the police department located on the first floor. It was agreed that a two-story public lobby concept be developed that provides a direct visual connection between the main public entrance and the second floor city administration and council chamber.

The overall building is organized around the central two-story lobby. Public restrooms are provided immediately off the public lobby. These are provided not only for visitors to the building but may be made available to attendees of public events in the plaza.

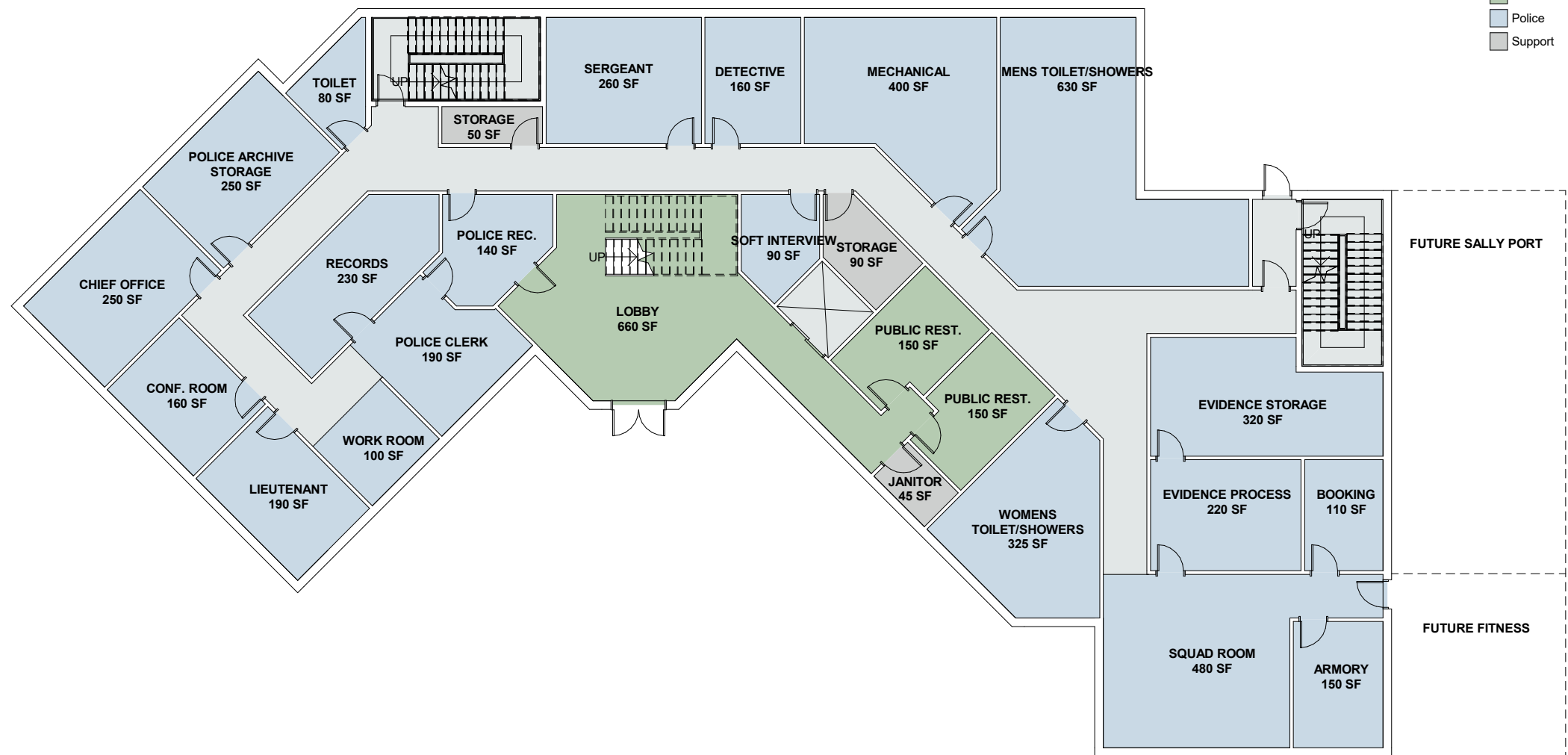
The police department program requirements resulted in the largest percentage of the total building program. In this concept, the full police program is included on the first floor. A secure police entrance provides direct access to the evidence processing, prisoner processing and squad room.

Police administrative offices, including the police public reception area, are located in the western portion of the building with direct access off the public lobby. Internal circulation connects the administrative areas to the operations spaces in the eastern portion of the building, adjacent to the exterior cruiser parking.

Continued on next page.

Department Legend

- Circulation
- Public
- Police
- Support



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First Floor Plan

BUILDING PLANS

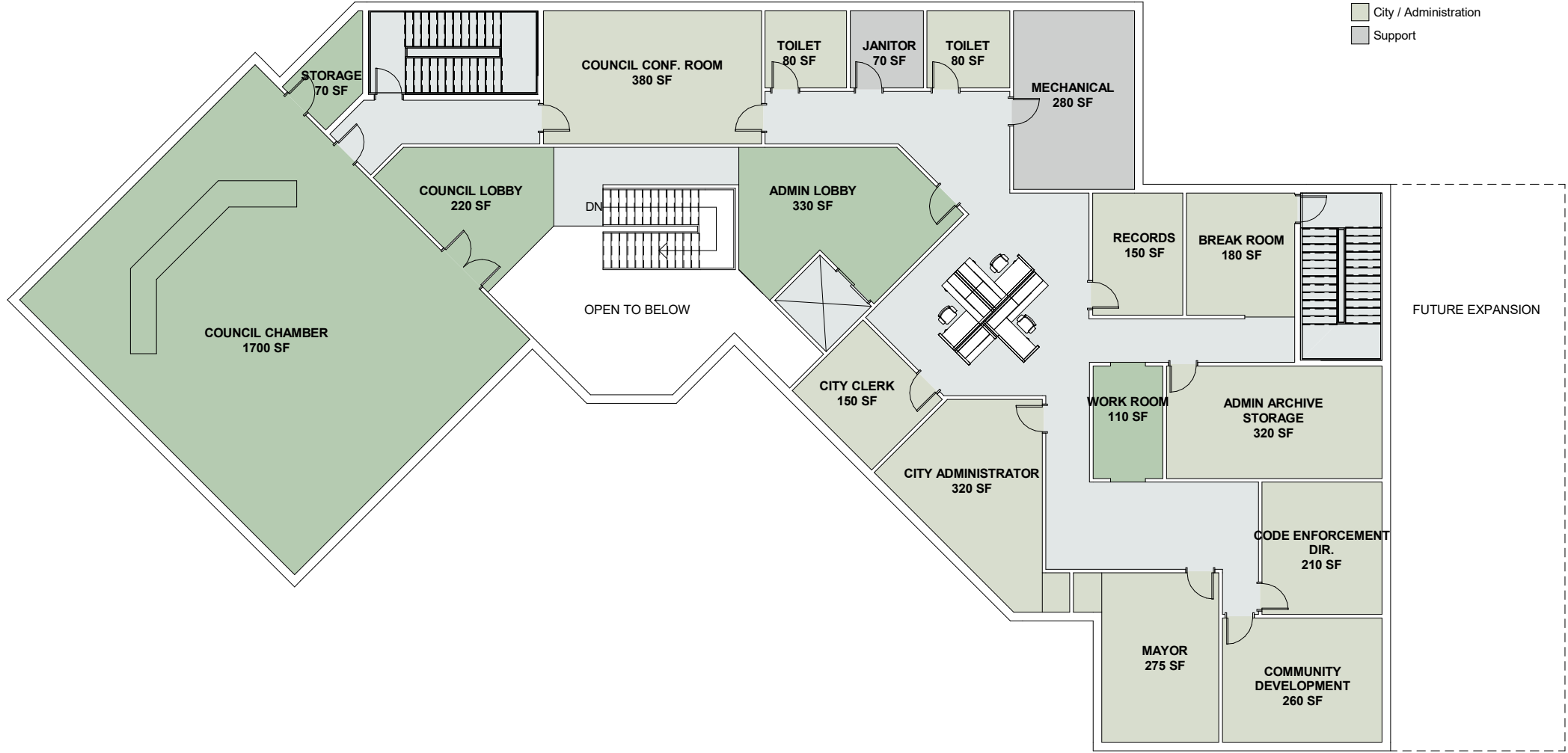
Dayton KY - New City Building

The City Council chamber is located in the western portion of the second floor, with access via an open stair and elevator from the open lobby below. The city administrative offices are located in the eastern portion of the second floor, accessed through a reception lobby via the open stair and elevator from the lobby below. The city administrative offices are organized around an open clerical area, with all staff offices in close proximity to one another to foster the desired interaction among staff that is enjoyed today.

The proposed concept was developed considering the potential for future expansion, potentially adding a sally port, fitness room, storage and/or additional offices.

Department Legend

- Circulation
- Public
- City / Administration
- Support





COST SUMMARY
Dayton KY - New City Building

PROJECT COST
Dayton KY - New City Building

The Project Cost is a combination of the cost for construction (hard costs) and administrative costs (soft costs). Hard costs are those directly related to construction and can be summarized as those costs received on bid day. Soft costs are those costs borne directly by the Owner that include (but are not necessarily limited to) design costs, financing, legal fees, applications fees, site surveying, geotechnical exploration, furniture and fixtures not included in the construction cost, and other administrative costs associated with procuring the project.

One of the tasks included in this study is to provide a preliminary opinion of probable cost for the purposes of establishing a budget for the proposed New City Building. This opinion is based on historical square-foot cost data and is appropriate to the level of development of the conceptual drawings included as part of this report. We have separated building costs and site development costs, with an allowance for site costs based on assumptions specific to the proposed site development.

We have included a 10% contingency given the very preliminary nature of the plans developed for this study. This is to cover any unknown issues that may arise or changes that may be initiated by the Owner as the project evolves. The costs are indicated as a range, again due to the preliminary nature of this study. We have also included a 25% factor to cover anticipated soft costs; soft costs can range between 20% and 30% for projects of this type.

Our opinion of probable cost is based on historical costs adjusted to first quarter 2019. For future purposes it is our recommendation that an escalation factor of 0.5% per month (6% per year) be included for cost projections.

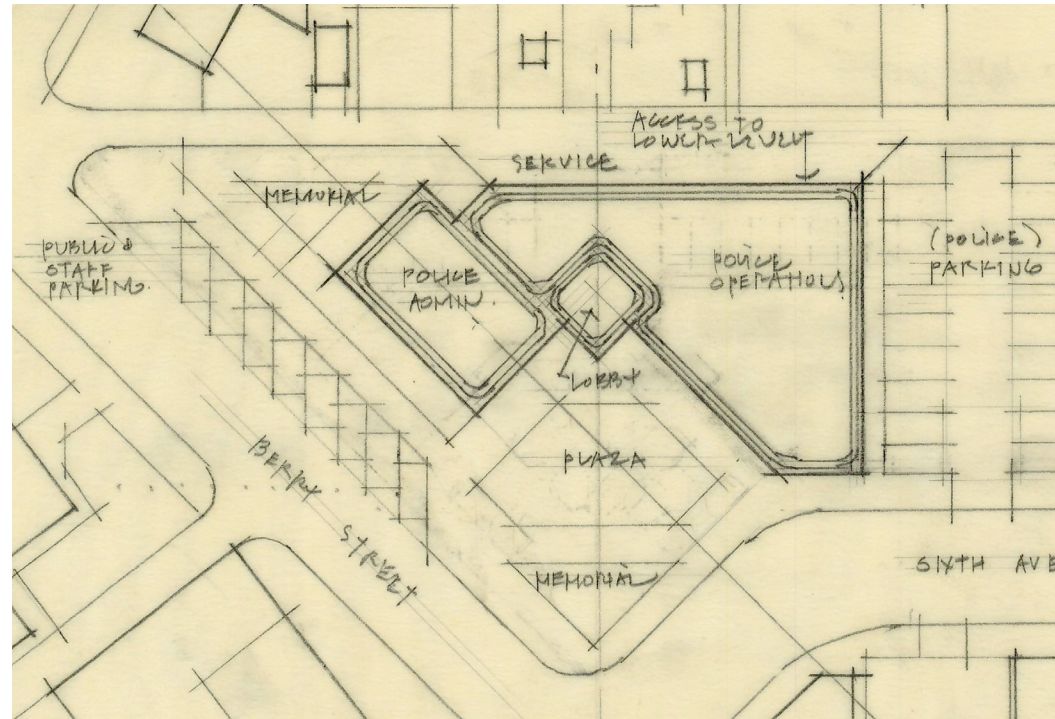
	Quantity	Unit	Unit Cost (Range)	Projected Cost (Range)	
Construction Cost					
Site Development	0.9 acres		\$250,000 - \$400,000	\$225,000	- \$360,000
Building Construction	16,000 SF		\$235 - \$285	\$3,760,000	- \$4,560,000
Subtotal - Construction Cost				\$3,985,000	- \$4,920,000
Soft Costs (includes the following):					
	25 %			\$996,250	- \$1,230,000
Design Fees					
Loose Furniture, Fixtures & Equipment					
Technology					
Security					
Audio-visual					
Communications					
Specialty Equipment					
Testing					
Surveying					
Inspections					
Permits/Fees					
Bidding/Advertising					
Moving					
Subtotal				\$4,981,250	- \$6,150,000
Contingency	10 %			\$498,125	- \$615,000
TOTAL PROJECT BUDGET				\$5,479,375	- \$6,765,000

APPENDIX

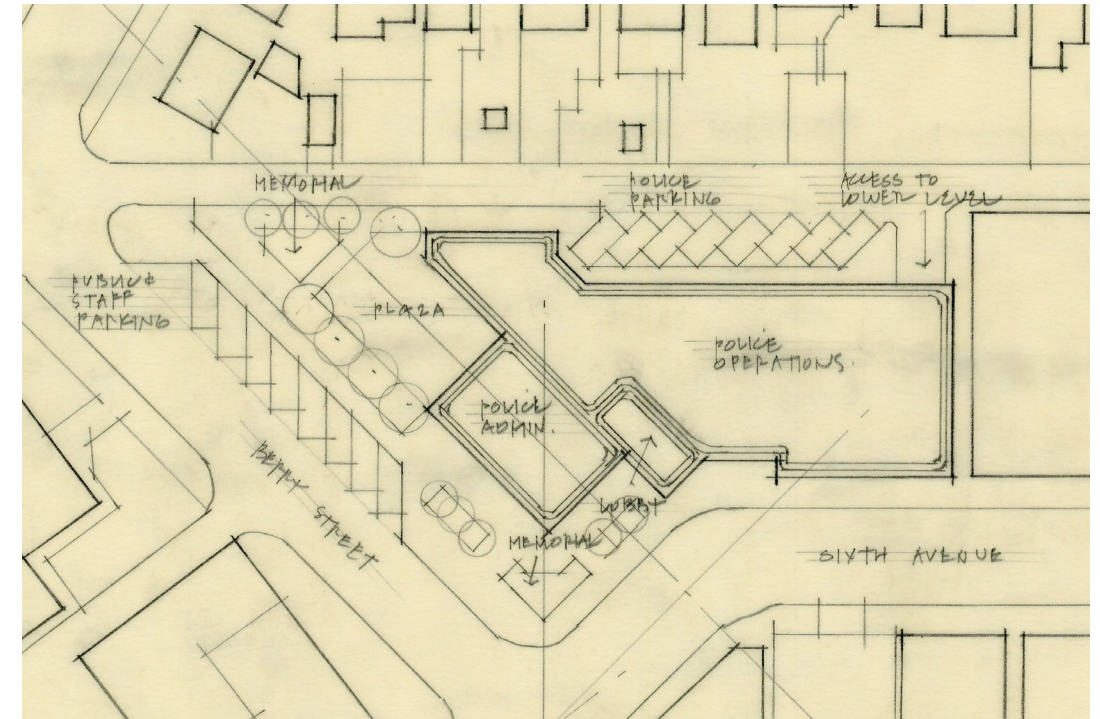
Dayton KY - New City Building

The following pages include various initial concept sketches – both site plans and floor plans – that were developed for consideration as we studied alternatives to meet the objectives of this study.

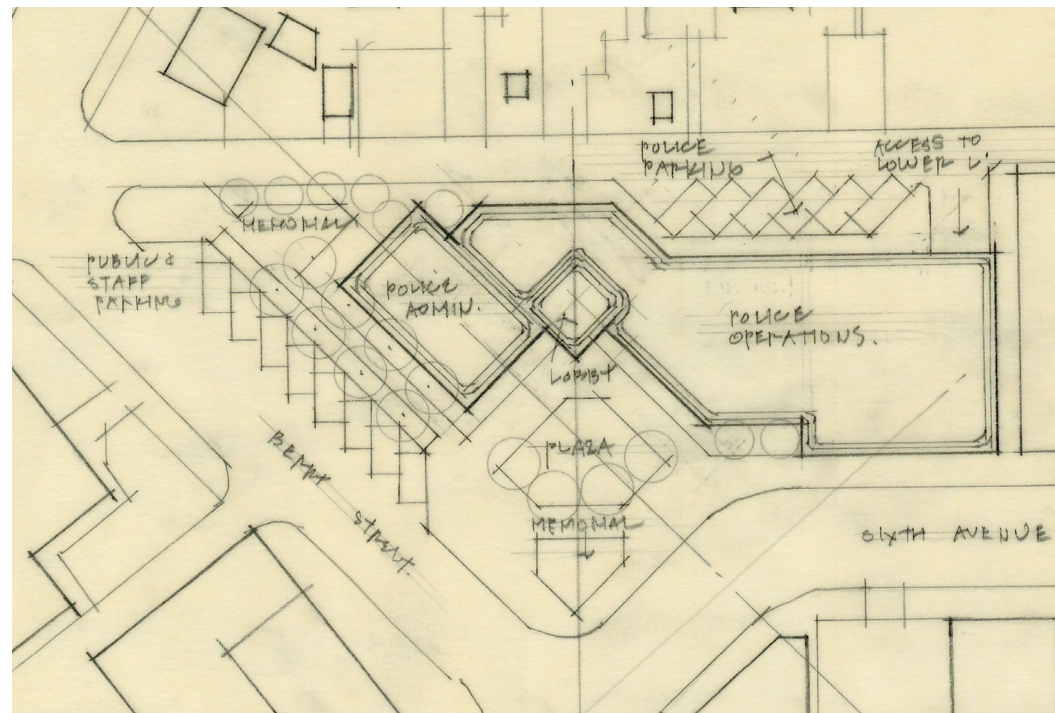
The various concepts were presented to the core design committee as well as the at-large committee for review and consideration of aspects of each, particularly relative to the site design approach.



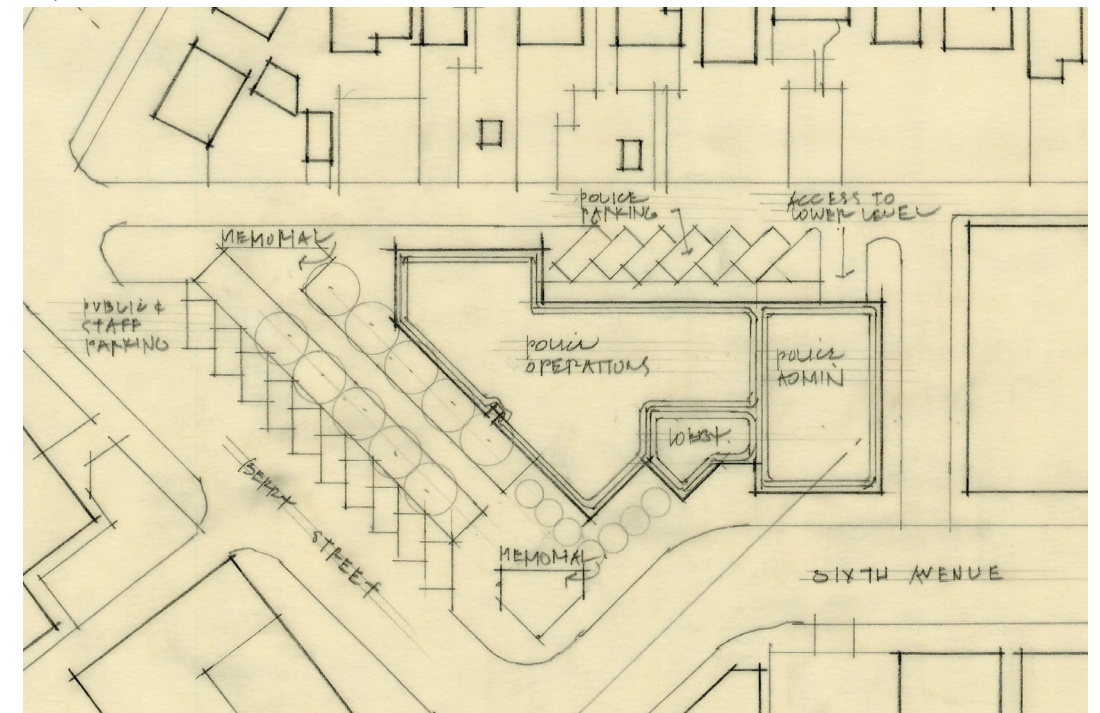
Option A



Option C



Option B



Option D

Concept Sketches reviewed at July 27, 2018 meeting.
Option B selected for further study.



