

# MENIFEE CITY HALL NEEDS ASSESSMENT REPORT

PREPARED BY: FERGUSON PAPE BALDWIN ARCHITECTS

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## 1.1 PROJECT BACKGROUND

The Needs Assessment goal is to gather and evaluate the City of Menifee's facilities requirements by thoroughly interviewing, researching, and identifying optimum department requirements and strategic planning opportunities. The planned location of the new Menifee City Hall will be in the Menifee Town Center. With the rapidly growing population of Menifee, estimated to grow to 150,000 persons in the next 24 years, the current interim City Hall is undersized to house the staff required. The future City Hall will include, but not limited to the following: current City Hall departments, Community Services, Building Department for permitting, file storage, traffic monitoring, City Council Chambers with broadcasting capabilities, secure area for City vehicle parking, and a public Café operated by a 3rd party.

This report contains a conceptual site analysis including building orientation, connection to Central Park and future pedestrian bridge, and a parking analysis. Also included are building programming data with projected departmental growth over the next 24 years, detailed information to support planning recommendations, and departmental adjacencies/stacking plans.

## 1.2 PROJECT GOALS

The primary goals for the Menifee City Hall are as follows:

1. Determine current building size requirements and plan for the growth needed to support the City over the next 24 years.
2. Provide conceptual site layout to validate the functionality of the deeded site in Menifee Town Center.
3. Provide strategic planning for leasing opportunities of Café space.
4. Determine space required for general parking and secured parking of City vehicles.
5. Determine parking strategy - on grade or structured parking.
6. Plan optimum department adjacencies for all building floors.
7. Sustainable design for the New City Hall with LEED certification.

## 1.3 SITE DESCRIPTION

The site for the Menifee City Hall is located in the Menifee Town Center, ¼" mile west of I-215, PM 36299-1 parcel 20, under the Town Center specific plan. The site is 5.27 acres surrounded to the north by a hotel development, to the east is the Paloma Wash Trail and drainage channel, to the southeast is the Central Park location, to the south a recreation center development and west is the Town Center Drive with further commercial and residential developments.

## 1.4 SPACE PROGRAM SUMMARY

The space program for the Menifee City Hall was developed through a series of interviews with the following department leaders:

Armando G. Villa, City Manager  
Rochelle Clayton, Assistant City Manager  
Phil Southard, Public Information and Legislative Affairs Officer  
Gina Gonzalez, Economic Development Director  
Cheryl Kitzerow, AICP, Community Development Director  
Stephanie Roseen, Acting City Clerk  
Jonathan Nicks, Community Services Director  
Nicolas Fidler, Public Works Director  
Regina Funderburk, Chief Financial Officer  
Ron Puccinelli, Chief Information Officer  
Robert Cardenas, Deputy Human Resources Director  
Lonny Olson, Fire Chief  
Sonya Bu, Fire Marshal

The interview sessions were organized to explore the current staff counts in each department and identify the needs at a 24-year look ahead.

## 1.5 CONCEPT SUMMARY

Based on an occupancy data analysis derived from the departmental interviews, we recommend a 66,000 Square Foot (SF), two-story building for the new Menifee City Hall (6,000 SF more than the allotted 60,000 SF noted in the land grant deed and 660 SF more than the allotted 65,340 SF noted in the Menifee Town Center Specific Plan Environmental Impact Report). This allows for future growth due to the rapidly growing City population. The building size fits comfortably on the 5.27 acre site deeded to the City in the Town Center development.

Surface parking at a 3/1000 SF ratio is provided on site with a secured area for City vehicles. The 66,000 SF building allows for a leasing opportunity, a 1,700 SF Café operated by a 3rd party that's open to the public and is located strategically for easy access from the City Courthouse and adjacent residential development.





## 2 | SITE

### 2.1 SITE ANALYSIS

The site for the Menifee City Hall is located in the Menifee Town Center, ¼ mile west of I-215, PM 36299-1 parcel 20, under Town Center Specific Plan. The site is 5.27 acres surrounded by a hotel development to the north, the Paloma Wash Trail and a drainage channel to the east, Central Park and a recreation center development to the south and Town Center Drive to the west. The Menifee Town Center development will include commercial retail, an entertainment center with a movie theater, bowling alley and restaurant, a hotel, a medical office building, Riverside Superior Court House, Central Park, a private recreation center and multiple residential developments.

City Hall's centralized site allows for prominent visibility within the development and connection to Central Park and the future pedestrian bridge.

## 2.2 SITE PLANNING CONSIDERATIONS

Once the building size was determined the primary site related goals for the City of Menifee are to determine how the building interacts with the site and how parking will be achieved. The following site concept explores the building to street relationship, building scale, building access, and parking.

### 2.2.1 BUILDING PLACEMENT AND MASSING

The building is set prominently on the southwest corner of the site with the larger section of the building strategically placed on an east-west axis taking advantage of passive design strategies to control heat gain and loss. The building shape allows for a strong street presence at the main intersection of Town Center Drive and City Hall Dr., while allowing for a large open entry plaza leading to the building entrance. The building structure is located on the south side of the parcel, away from the north property line to provide vehicle access and maximize parking opportunities. The City Council Chambers is set back from the street and is located on the east side of the building to provide easy access from the parking lot.

The Town Center development contains buildings of varying size and height. A two-story structure is consistent with the adjacent recreation and residential developments providing consistency of scale and is our recommended option based on the overall building size and programmed adjacencies.

### 2.2.2 PARKING

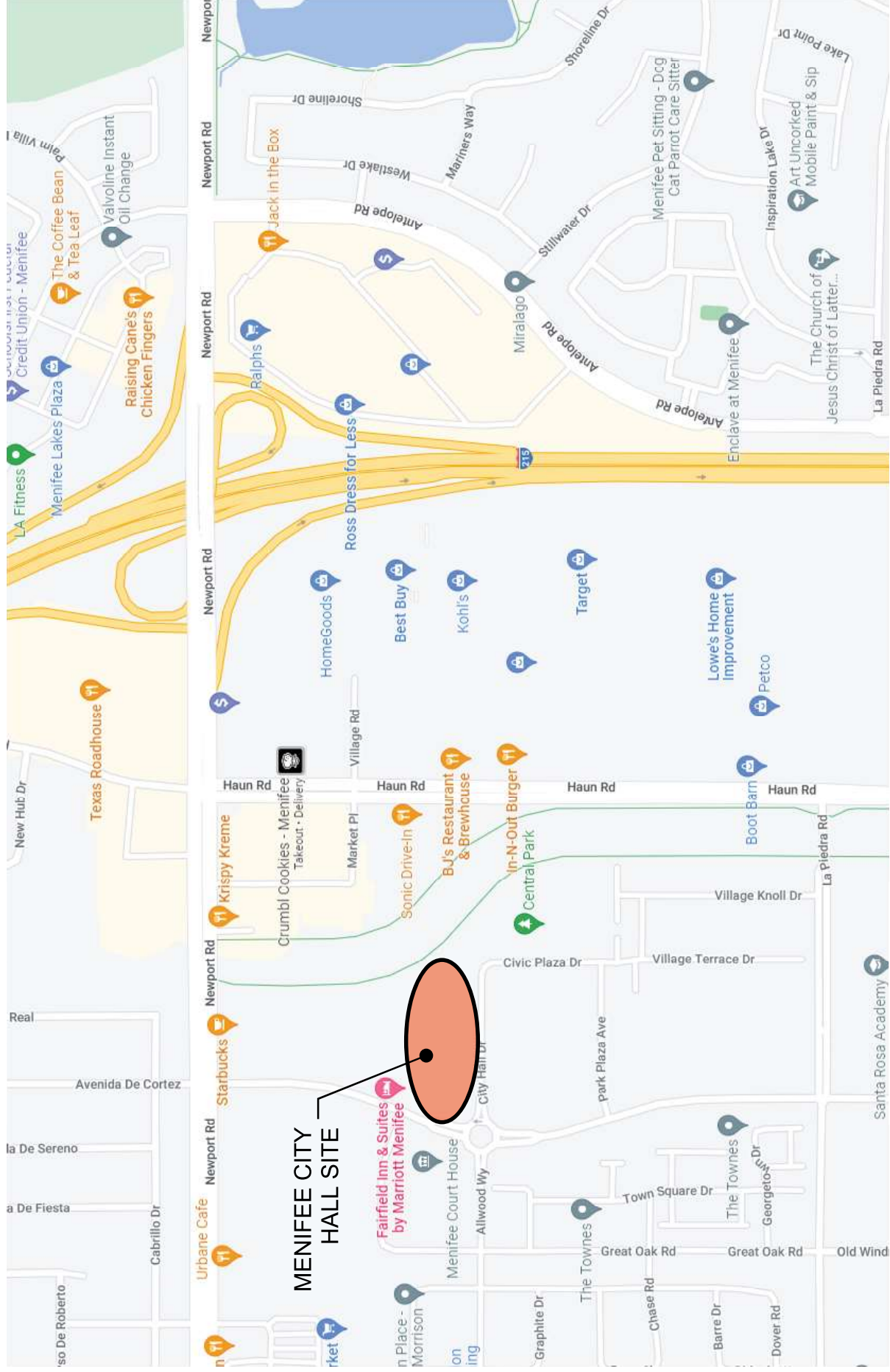
Parking counts were determined by providing 3/1000 SF of building area, (52) event parking spaces and (51) spaces for secured City vehicle parking. These numbers were determined by standard parking requirements for office buildings, additional parking for the Council Chambers should not be necessary due to the typical Council Meeting times occurring after business hours. Additional parking for the special events and City vehicle storage is based on data collected during department interviews.

Due to the high cost of parking structures, the first approach was to determine if the site area allowed for surface parking in lieu of providing a parking structure. As shown in the Site Concept exhibit, this method is successful and maximizes the entire site area. To achieve this, general parking is provided on the east side of the site for easy connection to the park and pedestrian bridge, and on the south side of the site directly off City Hall Drive. Four points of access to the parking lot are provided for clear traffic flow and easy access to the secured City vehicle parking on the north side of the site. This location provides easy access for City Staff to enter and exit the facility. Two site options for the entrance off Town Center Drive are provided in this report. Site Option 1 provides access to the City Hall site fully within the existing property lines. In order to achieve this, the driveway would be offset from the existing intersection. Site Option 2 centers the driveway within the existing intersection, but would require a Reciprocal Easement Agreement between the City Hall site and the adjacent Hotel. Both concepts assume that City vehicle refueling is offsite and that the building area will not be larger than a two-story 66,000 SF building.

Vehicle charging stations shall be provided for both general and secured parking and optional photovoltaic structures are placed optimally throughout the parking lot for solar energy generation to assist in achieving sustainability goals and provide shaded parking.



## 2.3 SITE MAP



2.4 SITE CONCEPT DRAWINGS

CITY HALL  
SITE OPTION 1

CITY HALL: 65,948 GSF

PARKING REQUIRED:

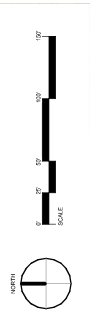
CITY HALL: 3/1000 SF @ 350 SF STALL: 198 STALLS (per municipal code)

PUBLIC PARKING: 198 STALLS  
SECURE CITY VEHICLES: 53 STALLS

TOTAL PARKING REQ.: 251 STALLS REQUIRED

ACTUAL PARKING PROVIDED:

SECURE VEHICLES PARKING: 51 STALLS  
PUBLIC PARKING: 235 STALLS  
EVENT PARKING LOT: 52 STALLS  
TOTAL PARKING: 338 STALLS  
(Sufficient parking provided)



SITE



2.4 SITE CONCEPT DRAWINGS

CITY HALL

SITE OPTION 2 (SHARED DRIVE WITH HOTEL)

CITY HALL: 65,948 GSF

PARKING REQUIRED:

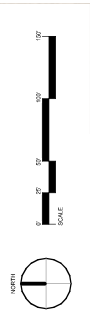
CITY HALL: 3/1000 SF @ 350 SF STALL: 198 STALLS (per municipal code)

PUBLIC PARKING: 198 STALLS  
SECURE CITY VEHICLES: 53 STALLS

TOTAL PARKING REQ.: 251 STALLS REQUIRED

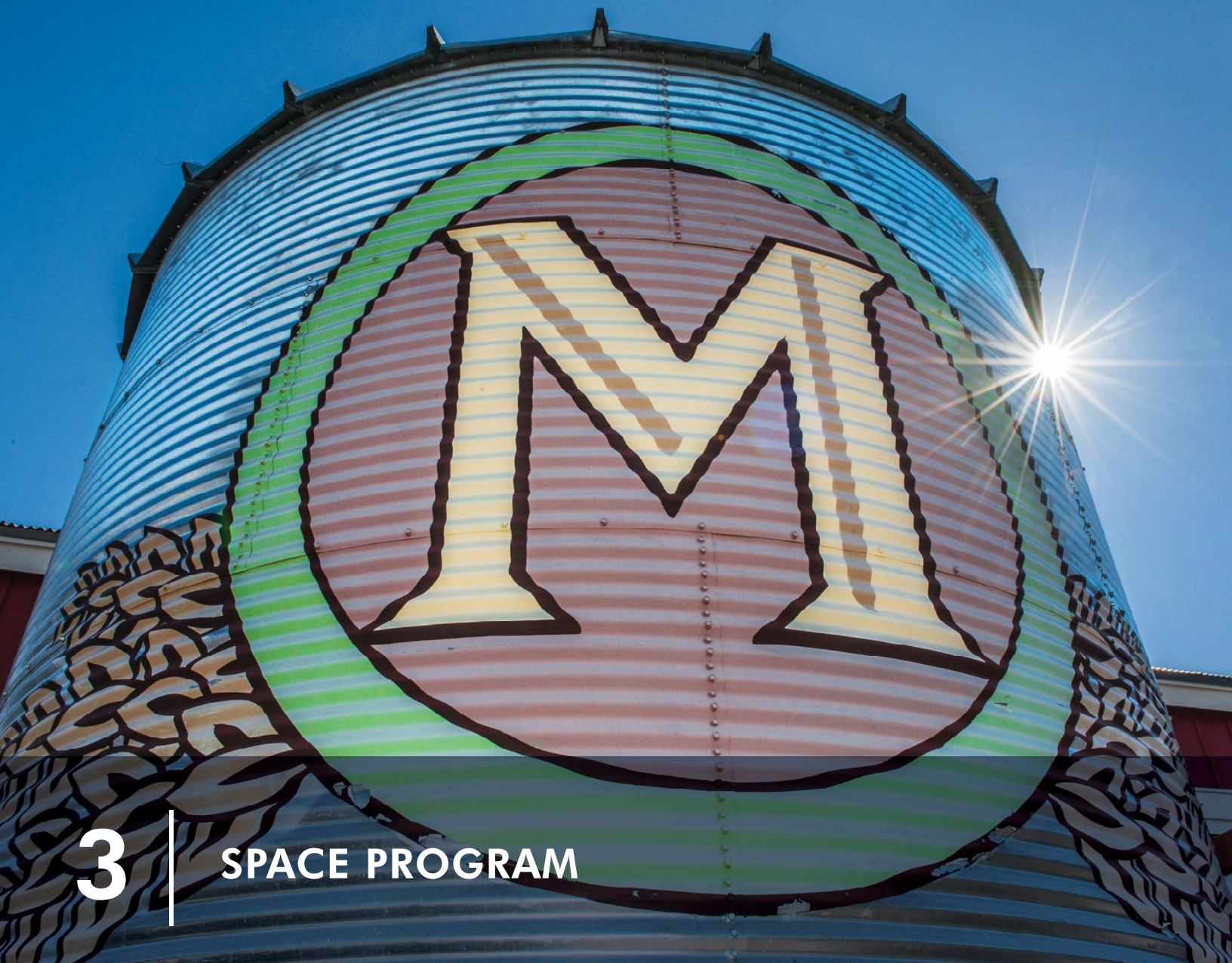
ACTUAL PARKING PROVIDED:

SECURE VEHICLES PARKING: 51 STALLS  
PUBLIC PARKING: 235 STALLS  
EVENT PARKING LOT: 52 STALLS  
TOTAL PARKING: 338 STALLS  
(Sufficient parking provided)



CITY OF MENIFEE - CITY HALL | SITE CONCEPT OPTION 2

CITY OF MENIFEE CITY HALL TEST FIT



# 3

## SPACE PROGRAM

### 3.1 INTRODUCTION

The space program for the Menifee City Hall was developed through a series of interviews with Department Leaders. The Departments providing input included Community Development, Public Works, Fire, City Clerk, City Executives, Community Services, Economic Development, Information Technology, Human Resources and Finance. The interview sessions were organized by Department to explore the full range of space and functional needs for City Hall at a 24 year projection. Once the interviews were completed the data was analyzed and the Area/Headcount Summary document was revised from the previous version, issued September 13, 2017. This information was reviewed multiple times by the same Department Leaders for accuracy, updated as necessary and serves as the basis for the Space Program included in this report. The 24-year occupancy projection is 65,948 SF . The following pages detail all department requirements.



### 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT	FULL BUILDING OCCUPANCY	
	Staff Count	Total Total SF.
PUBLIC WORKS ENGINEERING TOTAL:	3	1,237.6
PUBLIC WORKS TRAFFIC TOTAL:	4	761.8
PUBLIC WORKS LAND DEVELOPMENT TOTAL:	23	2,864.7
PUBLIC WORKS CAPITAL IMPROVEMENT IMPROVEMENT PROGRAM (CIP) TOTAL:	8	1,136.2
COMMUNITY DEVELOPMENT - BUILDING & SAFETY DIVISION TOTAL:	19	2,305.8
COMMUNITY DEVELOPMENT - PLANNING & ADMIN DIVISION TOTAL:	20	3,285.9
FIRE TOTAL:	14	2,149.2
COMMUNITY SERVICES TOTAL:	9	1,300.0
CITY CLERK TOTAL:	10	1,825.2
INFORMATION TECHNOLOGY (IT) TOTAL:	23	4,482.8
HUMAN RESOURCES (HR) DEPARTMENT TOTAL:	10	2,643.3
FINANCE DEPARTMENT TOTAL:	24	3,630.2
ECONOMIC DEVELOPMENT TOTAL:	9	1,571.7
CITY EXECUTIVES TOTAL:	9	2,454.4
COMMUNICATIONS	9	1,640.6
CITY COUNCIL, MAYOR AND CITY ATTORNEY OFFICES TOTAL:	8	1,393.6
CITY COUNCIL CHAMBERS TOTAL:		8,244.0
BUILDING SUPPORT TOTAL:		12,030.0
<b>BUILDING SUB-TOTAL:</b>	<b>202</b>	<b>54,957.0</b>
BUILDING WALLS AND CIRCULATION 20%		10,991.4
<b>BUILDING GROSS TOTAL:</b>	<b>202</b>	<b>65,948.3</b>

#### **EXTERIOR**

COVERED EXTERIOR SPACES SUB-TOTAL:	600.0
WALLED EXTERIOR SPACES SUB-TOTAL:	850.0
SITE AREA SUB-TOTAL:	11,450.0
<b>EXTERIOR AREA TOTAL:</b>	<b>12,900.0</b>

#### **PARKING**

3/1000 SF @ 350 SF PER STALL	198	69,300.0
CITY VEHICLES	53	18,550.0
<b>*PARKING TOTAL:</b>	<b>251</b>	<b>87,850.0</b>

\* Parking quantities differ between the quantity shown here (required) and site plan layouts in section 2.4 (site maximum). The site plan layouts show more parking than required.

## 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Future Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>PUBLIC WORKS ENGINEERING</b>								
Public Counter (staff count included below)				2			100	200
Director of PW and Engineering	1	1	OF2		180			180
Financial Analyst	1	1	OF5		100			100
Intern	1	1	W3			72		72
Collaboration Area				1			200	200
Plan Storage				1			100	100
Temporary Storage Area				1			100	100
<b>PUBLIC WORKS ENGINEERING SUB-TOTALS:</b>	<b>3</b>	<b>3</b>						<b>952</b>
OFFICE CIRCULATION 30%								285.6
<b>PUBLIC WORKS ENGINEERING TOTAL:</b>								<b>1237.6</b>
<b>PUBLIC WORKS TRAFFIC</b>								
Principal Engineer		1	OF4		120			120
Senior Engineer	1	1	W3			72		72
Associate Engineer		1	W3			72		72
Engineering Technician I	1	1	W3			72		72
Traffic Room				1			250	250
<b>PUBLIC WORKS TRAFFIC SUB-TOTALS:</b>	<b>2</b>	<b>4</b>						<b>586</b>
OFFICE CIRCULATION 30%								175.8
<b>PUBLIC WORKS TRAFFIC TOTAL:</b>								<b>761.8</b>
<b>PUBLIC WORKS LAND DEVELOPMENT</b>								
Deputy Director of Public Works/City Engineer	1	1	OF3		150			150
Assistant City Engineer	1	1	OF4		120			120
Principal Engineer	1	1	OF4		120			120
Senior Engineer	1	2	OF4		120			240
Construction Manager	1	1	OF4		120			120
Associate Engineer	3	4	W3			72		288
Senior Public Works Inspector	1	2	W2			55		110
Assistant Engineer	2	2	W3			72		144
Public Works Inspector II	1	2	W2			55		110
Public Works Inspector I	2	2	W2			55		110
Engineering Technician I	1	3	W3			72		216
Administrative Assistant	2	2	W3			72		144
Plan Storage				1			250	250
<b>PUBLIC WORKS LAND DEVELOPMENT SUB-TOTALS:</b>	<b>17</b>	<b>23</b>						<b>2,122</b>
OFFICE CIRCULATION 35%								742.7
<b>PUBLIC WORKS LAND DEVELOPMENT TOTAL:</b>								<b>2,864.7</b>
<b>PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM (CIP)</b>								
CIP Principal Engineer	1	1	OF4		120			120
Senior Engineer	1	1	W3			72		72
Associate Engineer	2	2	W3			72		144
Management Analyst I	1	1	W3			72		72
Engineering Technician I		2	W3			72		144
Part Time Senior Engineer - Retired Annuitant	1	1	W3			72		72
Plan Storage				1			150	150
Plotter Area				1			100	100
<b>PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM (CIP) SUB-TOTALS:</b>	<b>6</b>	<b>8</b>						<b>874</b>
OFFICE CIRCULATION 30%								262.2
<b>PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM (CIP) TOTAL:</b>								<b>1,136.2</b>



## 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Future Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>COMMUNITY DEVELOPMENT-BUILDING &amp; SAFETY DIVISION</b>								
Public Counter (staff count included below)				2			100	200
Supply and Copy				1			120	120
Assistant Director and Building	1	1	OF3		150			150
Building and Safety Supervisor	1	1	OF4		120			120
Building and Safety Manager		1	OF4		120			225
Senior Plan Checker		1	OF4		120			120
Plan Checker	2	2	W3			72		144
Counter Coord (Supervisor level for counter)	1	1	OF4		120			120
Building Technician/Permit Technician	3	2	W2			55		110
Senior Building Technician		1	W3			72		72
Office Specialist	1	1	W2			55		55
Management Analyst	1	1	W3			72		72
Senior Building Inspector	1	2	W2			55		110
Building Inspector	4	5	W1			18		90
<b>COMMUNITY DEVELOPMENT-BUILDING &amp; SAFETY DIV. SUBTOTAL:</b>	<b>15</b>	<b>19</b>						<b>1,708</b>
OFFICE CIRCULATION 35%								597.8
<b>COMMUNITY DEVELOPMENT-BUILDING &amp; SAFETY DIV. TOTAL:</b>								<b>2,305.8</b>
<b>COMMUNITY DEVELOPMENT -PLANNING &amp; ADMIN. DIVISION</b>								
Public Counter (staff count included below)				3			100	300
Director of Community Development	1	1	OF2		180			180
Building Official/Deputy Director	0	1	OF3		150			150
Planning Manager	1	1	OF4		120			120
Senior Planner	3	3	OF4		120			360
Principal Planner	1	1	OF4		120			120
Associate Planner	3	3	W3			72		216
Assistant Planner	2	3	W3			72		216
Administrative Support	1	1	W2			55		55
Senior Analyst	1	1	OF5		100			100
Analyst	1	1	W3			72		72
Planning Technician	1	2	W2			55		110
Intern	1	1	W2			55		55
Management Aide	1	1	W2			55		55
Copy/Supply Storage/Workroom				1			200	200
Collaboration Area (shared)				1			125	125
<b>COMMUNITY DEVELOPMENT -PLANNING &amp; ADMIN. DIV. SUBTOTAL:</b>	<b>17</b>	<b>20</b>						<b>2,434</b>
OFFICE CIRCULATION 35%								851.9
<b>COMMUNITY DEVELOPMENT -PLANNING &amp; ADMIN. DIV. TOTAL:</b>								<b>3,285.9</b>
<b>FIRE</b>								
Public Counter (staff count included below)				1			100	100
Fire Chief	1	1	OF2		180			180
Fire Marshal	1	1	OF3		150			150
Deputy Fire Marshal		1	OF4		120			120
Management Analyst		1	W3			72		72
Fire Inspectors	3	4	W2			55		220
Office Specialist	1	1	W2			55		55
Fire Plan Checkers	2	2	W4			100		200
Senior Permit Technician	1	1	W3			72		72
Emergency Medical Services (EMS) Specialist		1	W2			55		55
Intern/student		1	W1			18		18
File/Plan Storage				1			250	250
Copy/Supply Storage/Workroom				1			100	100
<b>FIRE SUB-TOTALS:</b>	<b>9</b>	<b>14</b>						<b>1,592</b>
OFFICE CIRCULATION 35%								557.2
<b>FIRE TOTAL:</b>								<b>2,149.2</b>

### 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Future Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>COMMUNITY SERVICES</b>								
Director of Community Services	1	1	OF2		180			180
Senior Analyst	1	1	OF5		100			100
Management Analyst	1	1	W3			72		72
CS Managers	0	2	OF4		120			240
Management Aide	1	1	W3			72		72
Office Specialist at Public Counter	1	1	W4		100			100
Touchdown Station	0	2	W1			18		36
Storage Room				1			100	100
Copy/Supply Storage/Workroom				1			100	100
Server for Video Surveillance (included in building IT Room)								
<b>COMMUNITY SERVICES SUB-TOTALS:</b>	<b>5</b>	<b>9</b>						<b>1,000</b>
OFFICE CIRCULATION 30%								300.0
<b>COMMUNITY SERVICES TOTAL:</b>								<b>1,300.0</b>
<b>CITY CLERK</b>								
Public Counter (staff count included below)				1			100	100
City Clerk	1	1	OF2		180			180
Assistant City Clerk	1	1	OF3		150			150
Administrative Support	1	1	W3			72		72
Management Analyst 1	1	1	W3			72		72
Records Coordinator	0	1	W3			72		72
Records Clerk	1	2	W3			72		144
Receptionist- Secured (First Floor)	1	2	W3			72		144
Temporary staff	0	1	W1			18		18
Copy/Supply Storage/Workroom				1			150	150
Records Storage Room w/secure desk				1			250	250
<b>CITY CLERK SUB-TOTALS:</b>	<b>6</b>	<b>10</b>						<b>1,352</b>
OFFICE CIRCULATION 35%								473.2
<b>CITY CLERK TOTAL:</b>								<b>1,825.2</b>
<b>INFORMATION TECHNOLOGY (IT)</b>								
IT Director - Secured Area	1	1	OF2		180			180
IT Technicians - Secured Area	3	4	W2			55		220
IT Manager - Secured Area	1	1	OF4		120			120
IT Analyst - Secured Area	4	5	W2			55		275
Project Coordinator - Secured Area	0	1	W2			55		55
IT Systems Administrator - Secured Area	0	1	W3			72		72
Server Room - 7 Server Cages - Secured Area				1			280	280
IT Workroom/Storage Room - Secured Area				1			400	400
GIS Coordinator	1	1	OF4		120			120
GIS Technician	1	2	W2			55		110
GIS Analyst	1	2	W3			72		144
Management Analyst II	1	1	W3			72		72
Audio Visual (AV)/Media Coordinator	1	1	OF4		120			120
Interns	0	3	W1			18		54
Media/Editing Room				1			280	280
IT Training Room - 8-10 + instructor w/ fixed computers				1			300	300
Plotter Area				1			100	100
IT Operations Center/Network Operations Center/Security Operations Center - Secured Area				1			300	300
<b>INFORMATION TECHNOLOGY (IT) SUB-TOTALS:</b>	<b>14</b>	<b>23</b>						<b>3,202</b>
OFFICE CIRCULATION 40%								1,280.8
<b>INFORMATION TECHNOLOGY (IT) TOTAL:</b>								<b>4,482.8</b>



## 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Future Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>HUMAN RESOURCES (HR) DEPARTMENT</b>								
HR Director	1	1	OF2		180			180
HR Manager	1	1	OF4		120			120
HR Analyst	3	3	OF5		100			300
Senior Analyst	1	1	OF5		100			100
HR Technician	2	3	W3			72		216
Office Specialist	1	1	W3			72		72
Storage Room				1			260	260
Confidential File Room				1			130	130
Copy/Supply Storage/Workroom				1			100	100
Lobby				1			200	200
Conference Room - 4 persons				1			120	120
Training Room - 2 stations				1			100	100
Materials For Training/Recruitment				1			60	60
<b>HUMAN RESOURCES (HR) DEPARTMENT SUB-TOTALS:</b>	<b>9</b>	<b>10</b>						<b>1,958</b>
OFFICE CIRCULATION 35%								685.3
<b>HUMAN RESOURCES (HR) DEPARTMENT TOTAL:</b>								<b>2,643.3</b>
<b>FINANCE DEPARTMENT</b>								
Public Counter (staff count included below)				2			100	200
Cashier Secured (First Floor Counter)	1	1	W2			55		55
Business License Technician Secured - (Counter)	1	1	W2			55		55
Shared Secured Space Adjacent Counter			W2	2		55		110
Chief Financial Officer	1	1	OF2		180			180
Deputy Finance Director	1	1	OF3		150			150
Finance Manager	2	2	OF4		120			240
Principal Accountant	0	1	OF4		120			120
Senior Accountant	0	1	OF5		100			100
Accountant Tr/I	0	1	W3			72		72
Financial Analyst	1	1	OF5		100			100
Budget Analyst	0	1	OF5		100			100
Senior Accountant Technician	2	2	W3			72		144
Management Aide	1	1	W3			72		72
Accounts Payable	2	4	W3			72		288
Contracts & Purchasing Specialist	1	1	W3			72		72
Contracts & Purchasing Technician	2	2	W3			72		144
Accounting Assistants	1	1	W3			72		72
Administrative Assistant	0	1	W3			72		72
Part-Time/Auditor	0	1	W1			18		18
File Storage				1			225	225
Copy/Supply Storage/Workroom				1			100	100
<b>FINANCE DEPARTMENT SUB-TOTALS:</b>	<b>16</b>	<b>24</b>						<b>2,689</b>
OFFICE CIRCULATION 35%								941.2
<b>FINANCE DEPARTMENT TOTAL:</b>								<b>3,630.2</b>
<b>ECONOMIC DEVELOPMENT</b>								
Economic Development Director	1	1	OF2		180			180
Economic Development Manager	0	1	OF4		120			120
Senior Analyst	1	0	OF5		100			-
Analyst - 2 Person Shared Office	0	2	OF3		150			150
Marketing Assistant - (Mgmt. Aide)	2	1	W3			72		72
Private Office Unassigned (First Floor)	0	1	OF4		120			120
Contract Support Service Shared Office	0	1	OF4		120			120
Intern	1	1	W2			55		55
Office Specialist	0	1	W3			72		72
Storage Room				1			200	200
Copy/Supply Storage/Workroom				1			120	120
<b>ECONOMIC DEVELOPMENT SUB-TOTALS:</b>	<b>5</b>	<b>9</b>						<b>1,209</b>
OFFICE CIRCULATION 30%								362.7
<b>ECONOMIC DEVELOPMENT TOTAL:</b>								<b>1,571.7</b>

### 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Future Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>CITY EXECUTIVE OFFICES</b>								
City Manager	1	1	OF1		280			280
Assistant City Manager	1	1	OF2		180			180
Senior Staff Office	0	1	OF3		150			150
Senior Analyst	1	2	OF5		100			200
Management Analyst	1	2	W3			72		144
Administrative Support	1	2	W3			72		144
Conference Room - Large (16-18 persons)				1			400	400
Coffee Nook				1			100	100
Waiting Area				1			150	150
Copy/Supply Storage/Workroom				1			100	100
Storage Room				1			40	40
<b>CITY EXECUTIVES SUB-TOTALS:</b>	<b>5</b>	<b>9</b>						<b>1,888</b>
OFFICE CIRCULATION 30%								566.4
<b>CITY EXECUTIVES TOTAL:</b>								<b>2,454.4</b>
<b>COMMUNICATIONS (Near IT/Secured)</b>								
Director	0	1	OF2		180			180
Public Information Officer	1	1	OF3		150			150
Media Production Coord & Video Editing	1	1	OF4		120			120
Media Specialist	1	1	W3			72		72
Public Information Specialist	1	1	W3			72		72
Administrative Support	0	1	W3			72		72
PEG Staff	0	3	W3			72		216
Storage Room				1			100	100
Studio Space				1			280	280
<b>COMMUNICATIONS SUB-TOTALS:</b>	<b>4</b>	<b>9</b>						<b>1,262</b>
OFFICE CIRCULATION 30%								378.6
<b>COMMUNICATIONS TOTAL:</b>								<b>1,640.6</b>
<b>CITY COUNCIL OFFICES, MAYOR &amp; CITY ATTORNEY OFFICES</b>								
City Attorney	0	1	OF2		180			180
Paralegal	0	1	OF4		120			120
Administrative Support	0	1	W3			72		72
Mayor's Office	1	1	OF4		120			120
Council Member Office	4	4	OF4		120			480
Lobby				1			100	100
<b>CITY COUNCIL OFFICES, MAYOR &amp; CITY ATTORNEY OFFICES SUB-TOTAL</b>	<b>5</b>	<b>8</b>						<b>1,072</b>
OFFICE CIRCULATION 30%								321.6
<b>CITY COUNCIL OFFICES, MAYOR &amp; CITY ATTORNEY OFFICES TOTAL:</b>								<b>1,393.6</b>
<b>DEPARTMENT GROSS TOTALS:</b>	<b>138</b>	<b>202</b>						<b>34,683.0</b>
<b>CITY COUNCIL CHAMBERS</b>								
Council Chambers - (100 seats)				1			3400	3,400
Broadcasting Room Includes (2) A/V Technicians				1			450	450
Closed Session Conference Room (20 persons)				1			450	450
Overflow Conference Room/Multi-purpose Room - (100 persons)				1			1500	1,500
Council Chamber Restrooms (2 unisex)				1			120	120
Serving Room				1			150	150
Storage Room - Large				1			300	300
Public Entry/Gallery Space				1			500	500
<b>CITY COUNCIL CHAMBERS SUB-TOTAL:</b>								<b>6,870</b>
CIRCULATION 20%								1,374.0
<b>CITY COUNCIL CHAMBERS TOTAL:</b>								<b>8,244.0</b>



### 3.2 HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Future Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>BUILDING SUPPORT</b>								
Public Entry				1			500	500
Public Restrooms				1			450	450
Staff Restrooms (M & W Restrooms combined SF)				4			650	2600
Janitors Closet (1 per floor)				2			75	150
Facilities Maintenance Storage (First Floor)				1			150	150
Electrical Room (1 per floor)				2			100	200
Tel/Data (1 per floor)				3			100	300
Mother's Room (1 per floor)				2			80	160
Quiet Room (1 per floor)				2			80	160
Conference Room Large (12-14 persons) 1 per floor				2			300	600
Conference Room Medium (8-10 Persons) 1 per floor				2			195	390
Conference Room Small (4-6 person) 1 per floor				2			150	300
Café with indoor/outdoor seating for 40				1			1700	1700
Elevator				2			80	160
Elevator Equipment Room				1			60	60
Stairs (2 per floor)				4			200	800
Break Room - per floor				2			400	800
Mail Room/Receiving (First Floor)				1			200	200
Secured Storage (First Floor)				1			150	150
Fitness Center				1			1800	1800
Coffee Nook (2 per floor)				4			100	400
<b>BUILDING SUPPORT TOTAL:</b>								<b>12,030</b>
<b>BUILDING SUB-TOTAL</b>								<b>54,957.0</b>
<b>BUILDING WALLS AND CIRCULATION 20%</b>								<b>10,991.4</b>
<b>BUILDING GROSS TOTALS</b>								<b>65,948.3</b>

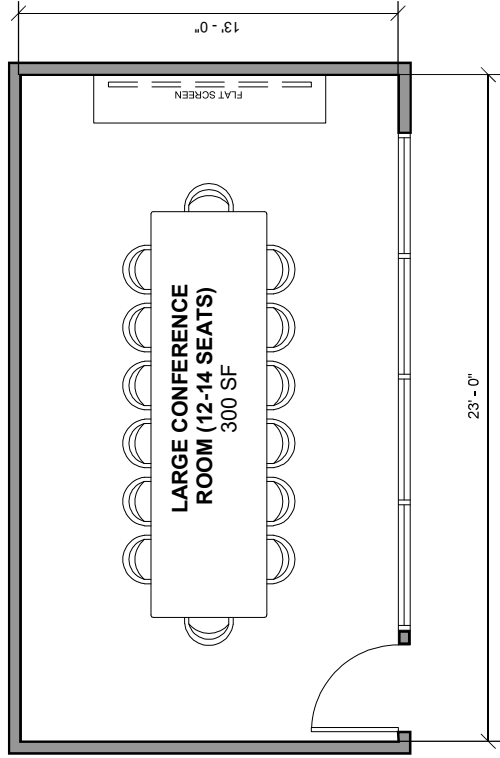
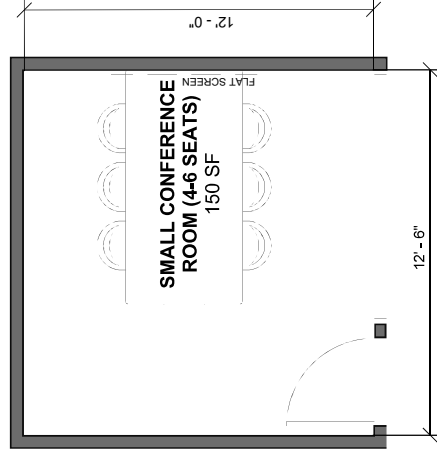
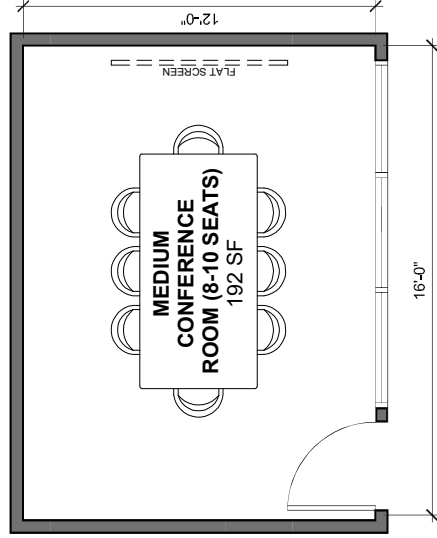
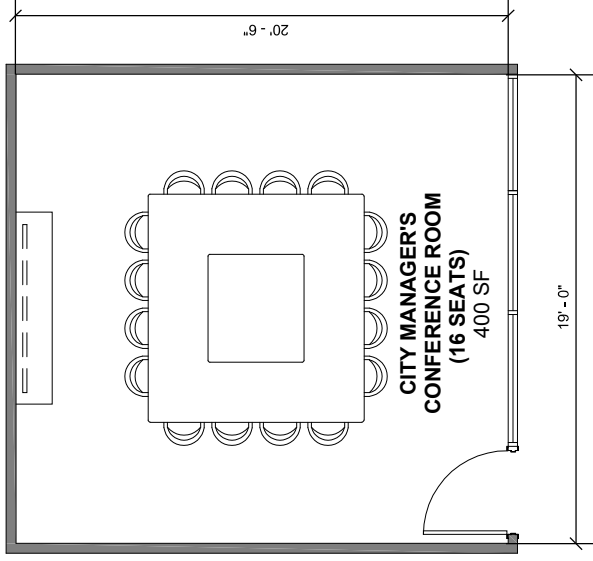
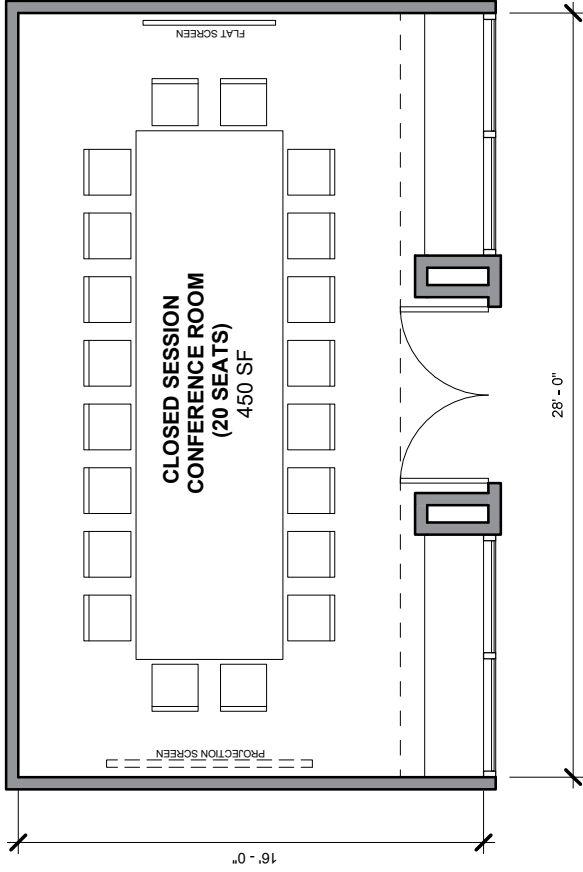
#### EXTERIOR

<b>COVERED EXTERIOR SPACES</b>								
Lunch Patio/Overflow				1			600	600
<b>COVERED EXTERIOR SPACES SUB-TOTALS</b>								<b>600</b>
<b>WALLED EXTERIOR SPACES</b>								
Trash/Recycle Enclosure				1			450	450
Emergency Generator				1			400	400
<b>WALLED EXTERIOR SPACES SUB-TOTALS</b>								<b>850</b>
<b>SITE AREA</b>								
Storm Water Detention/Bioswales				1			11450	11450
<b>SITE AREA SUB-TOTALS</b>								<b>11,450</b>
<b>EXTERIOR AREA TOTALS</b>								<b>12,900</b>

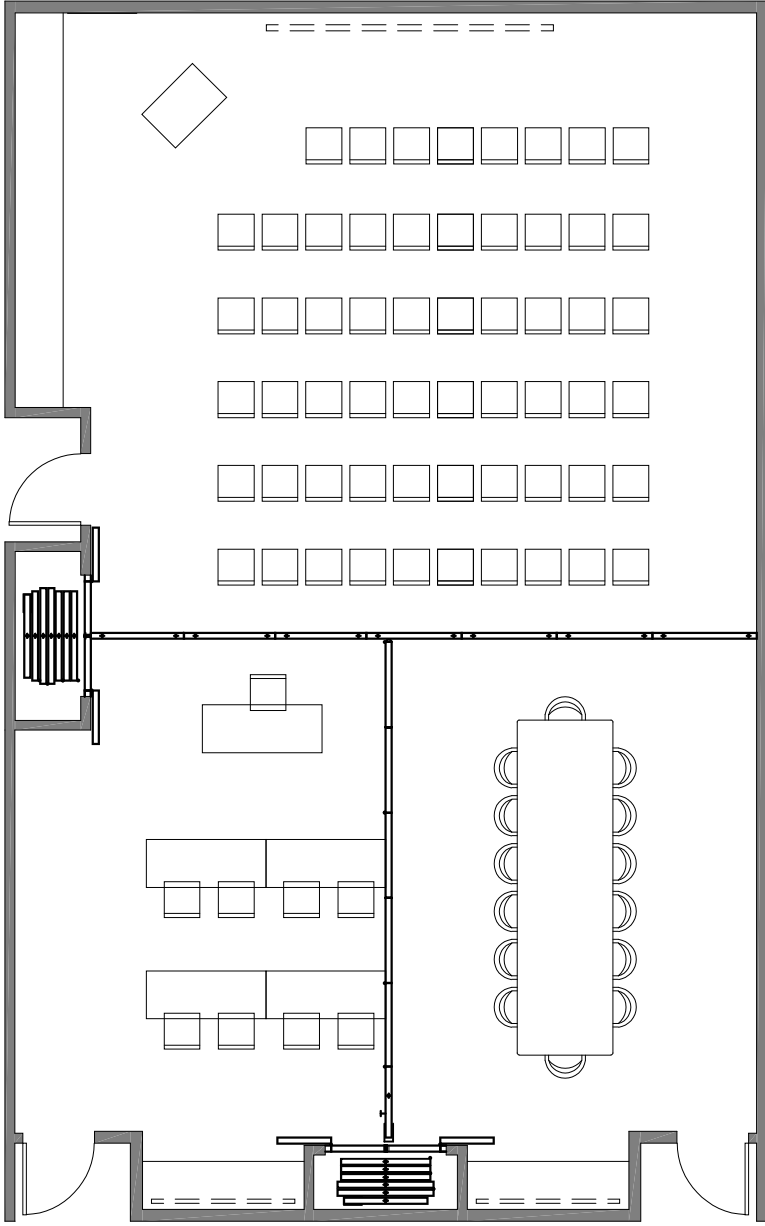
#### PARKING

<b>PARKING LOT ESTIMATE</b>								
<b>Employee Parking</b>								
*3/1000 SF @ 350 SF per stall				198			350	69,300
*City Vehicles (Ideally all are secured)				53			350	18,550
Engineering: 8 cars								
Building & Safety: 10 cars								
Code Enforcement: 12 cars								
Fire: 11 cars - Secure								
Community Services: 2 cars								
Community Development: 1 car								
Economic Development: 2 cars								
IT: 3 car - Secure								
Communications: 2 cars - Secure								
City Manager: 1 car								
Finance: 1 car								
<b>PARKING TOTALS</b>				<b>253</b>				<b>87,850</b>

### 3.3 TYPICAL OFFICE AND CONFERENCE ROOM CONFIGURATIONS



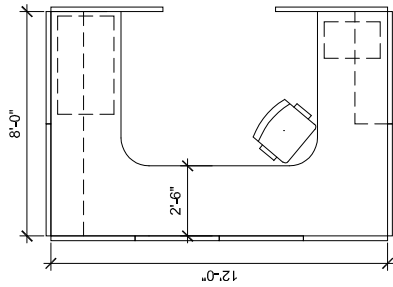
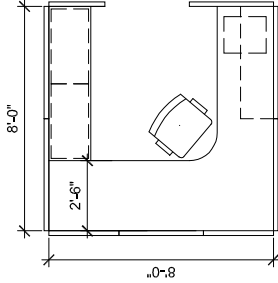
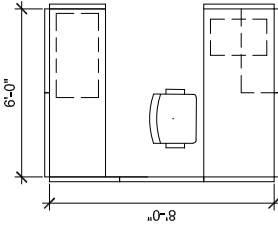
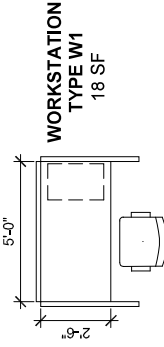
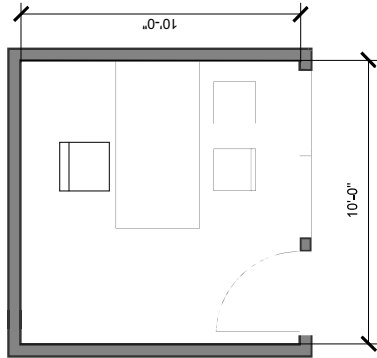
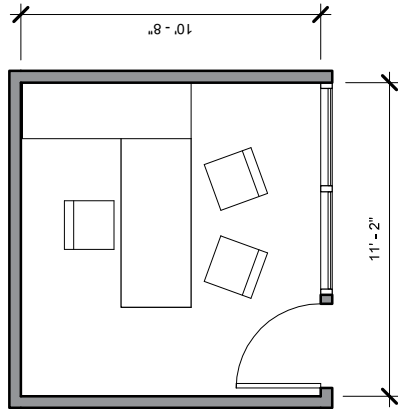
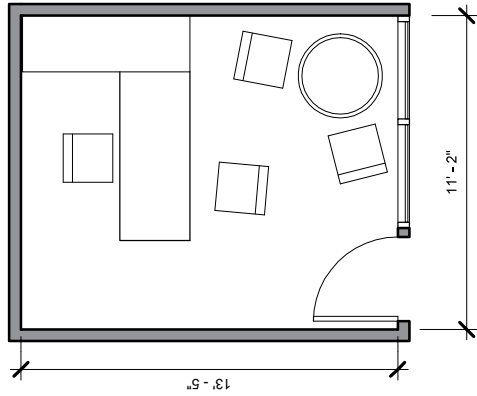
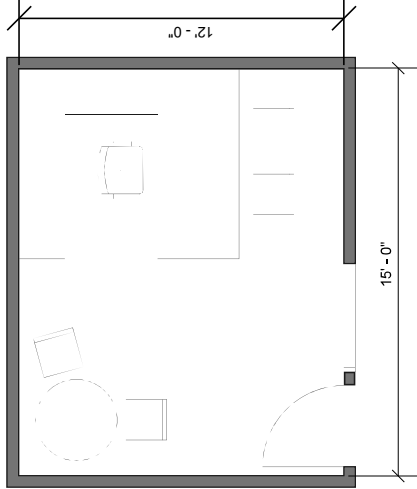
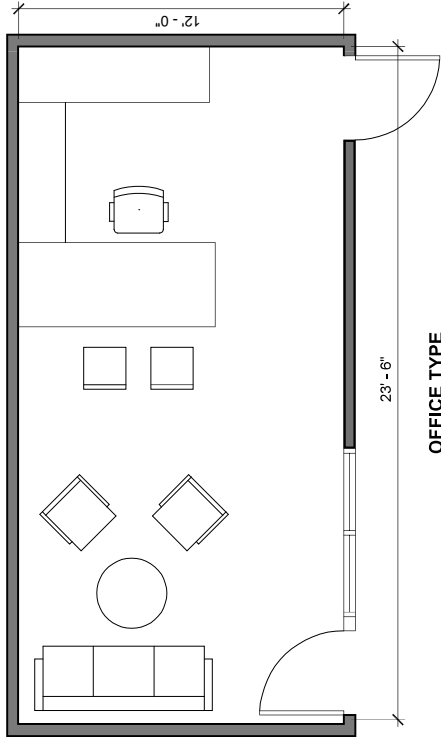
### 3.3 TYPICAL OFFICE AND CONFERENCE ROOM CONFIGURATIONS



MULTI-PURPOSE  
CONFERENCE ROOM  
(100 SEATS WHEN FULLY OPEN)  
1500 SF



### 3.3 TYPICAL OFFICE AND CONFERENCE ROOM CONFIGURATIONS



## 3.4 STRATEGIC PLANNING

To determine the ideal site and building layout the following strategic planning concepts were explored.

### 3.4.1 BUILDING LEVELS

A two-story building concept is optimal in order to maintain the requested departmental adjacencies. Numerous advantages, such as, lower building and operating costs, creating a centralized permitting area and limiting public access to administrative departments are a direct result of the two-story configuration.

### 3.4.2 COUNCIL CHAMBERS

The placement of Council Chambers on the east side of the City Hall building was strategic to give persons easy access from the parking lot, provide direct access to the exterior, create opportunities for a two-story volume and isolate the Council Chambers from the main building.

On the interior, both modular and fixed seating were investigated. Ultimately fixed, raked seating was determined to be the best approach due to the infeasibility of moving the dais. Multifunctional conference rooms are provided throughout the building to allow the council chambers to be designed ideally for its intended purpose while still providing the needed conferencing space for the City's use. The main gallery seats 100 persons with overflow spaces for an additional 100. To maximize flexibility and utilization of the space, the overflow conference room would be dividable into multiple, smaller conference rooms when not in use. Spaces for broadcasting, press, and public restrooms are provided, as well as, a sound-proof, secured closed session conference room for 20 persons and a single occupancy restroom accessed by City Council Members only. Within the Council Chambers, a tiered 9-person dais would be located at the front of the space, flanked by a movable table on each side with microphone to accommodate the ten department directors.

Providing infrastructure for the safety of the City Council Members and staff cannot be overlooked. In addition to a physical barrier between the public and City staff controlling public traffic, ballistic materials shall be used in the construction of the dais and a secondary exit shall be provided behind the dais allowing staff to exit quickly in an emergency.

To modernize, digital kiosks should be explored in the lobby allowing the public to sign-up for meetings and access meeting schedules and other public information. The public lobby also contains a gallery space to showcase the evolution and growth of the City of Menifee. A secured reception area for two persons is located within this space as well, which provides secured access to the permitting area.

## 3.4 STRATEGIC PLANNING *continued*

### 3.4.3 PERMITTING AREA

The permitting area was discussed thoroughly with each department. Once patrons enter the secured area, they would be greeted by public counters separated by department, offering accessible, and both formal and informal plan review areas. This area would include members from the following departments: Public Works, Community Development, Fire, City Clerk, and Finance. In addition to the permitting review areas, there will also be secured areas for City staff to provide business license and passport services. To limit public access to administrative departments, this area would be located on the first floor with centralized public counters surrounded by secure staff areas.

In addition, the installation of user-friendly public computers allowing the public to access permitting information on the City of Menifee's website should be investigated. These computers could limit staff resources and expedite the permitting process.

### 3.4.4 CAFÉ

An additional leasing opportunity was created by including a 1,700 SF café to be operated by a 3rd party in the Space Program. We investigated multiple ways of offering staff lunch services such as, a traditional cafeteria, food delivery services, a food kiosk-based system and a standard break room without food services and determined that offering a 3rd party café would be ideal. The café not only provides a source of revenue and an additional amenity for the surrounding developments, but also acts as a 3rd meeting place that offers a relaxed and less formal setting. The café is located on the southeast corner of the building for easier access from the adjacent areas and is surrounded by a large area of shaded exterior seating. Space for 40 seats is provided between the indoor space and outdoor patio.

## 3.5 FULL OCCUPANCY STACKING PLAN

The followings stacking plan represents the departmental adjacencies achieved in a two-story, 65,948 SF building at full occupancy.

### FIRST FLOOR

The 1st floor consists of the following departments/areas:

- **Council Chambers**
- **Public Works**
- **Community Development**
- **Fire**

These departments are supported by a public café to be operated by a 3rd party, vertical circulation elements, a public lobby, public and private restroom facilities, storage, conference rooms, a fitness center, mailroom, and utility spaces. Public Works, Community Development, and Fire form the permitting area with a centralized public counter surrounded by secure staff areas.



### 3.5 FULL OCCUPANCY STACKING PLAN *continued*

#### SECOND FLOOR

The second floor consists of the following administrative departments needing limited access to the public:

- **City Clerk (associated public counter space located on the 1st floor)**
- **City Executives (secured)**
- **City Council, Mayor and City Attorney Offices**
- **Community Services**
- **Communications**
- **Economic Development**
- **Finance (associated public counter space located on the 1st floor)**
- **Human Resources (secured)**
- **Information Technology (secured)**

These departments are supported by vertical circulation elements, private restroom facilities, shared conference rooms, storage, and utility spaces. Secured access to these departments is provided to control public access. Both Information Technology, Human Resources and the City Executives require additional security to the individual spaces.

#### ADVANTAGES

- City Clerk and City Executives adjacency maintained.
- IT and Communications adjacency maintained
- Public Works adjacency to Community Development and Fire maintained.
- All counters for building permitting located on the 1st floor.
- All administrative departments needing limited access to the public are located on the 2nd floor.

#### CONSIDERATIONS

- Common/Support spaces to be located throughout both floors.
- The Council Chambers overflow space shall be dividable into multiple smaller conference rooms to accommodate large internal staff meetings.
- Shared large, medium and small conference rooms between departments are located on each floor.
- Over the allotted 60,000 SF in the land grant deed and the allotted 65,340 SF noted in the Menifee Town Center Specific Plan Environmental Impact Report.
- Consider Council Chambers and multi-use room as a secondary/ backup Emergency Operations Center. This would require this section of the building be built to emergency services standards.





# 4

## SUSTAINABILITY

### 4.1 SUSTAINABLE DESIGN CRITERIA

Leadership in Energy and Environmental Design (LEED) is a green building certification program used worldwide that was developed by the United States Green Building Council (USGBC). It provides a framework for green building design, construction, operations and performance by reducing waste and negative environmental impacts, resources and cost. To achieve LEED certification performance a comprehensive, environmentally responsive approach with regional focus is integral throughout the design and construction of the project. By investigating the specific material, energy, and waste flows of the site and building, the dependence on natural, non-renewable resources is minimized along with the negative impacts on the environment from the waste streams that leave the site. Intangible features such as access to natural light, thermal comfort and optimal indoor air quality are equally as important as the tangible components and have immeasurable health benefits for building occupants.

The following strategies are integral to achieving LEED certification performance and should be investigated in the design phase:

- **Building Orientation.** An east-west axis lends itself to maximizing indirect daylight to the north and indirect, controlled daylight to the south, minimizing exposure to the east and west that pose a challenge to overheating. With little concern of heat loss and in efforts to reduce electrical lighting loads, north windows could be maximized to allow indirect daylight to flood the space. South window screening and deep overhangs should be provided at the lobby and Council Chambers to prevent direct sunlight.
- **Shading Devices.** Vertical screening, building massing, and deep roof overhangs help shade the south, west, and east facades with direct sunlight potential, delivering filtered, diffused light.
- **Envelope Performance.** Optimize the R-value of wall and roof assemblies to minimize thermal heat gain and maximize best value return with significant impact to energy reduction. White TPO roofing boasts a high solar reflectance index to minimize heat islands. High-performance, insulated glazing reduces solar heat gain and allows daylight to penetrate deep into the building, offsetting the need for artificial lighting, with higher-performing glazing on south, east and west facades with direct daylight potential.



### 5.1 PROJECT SUMMARY

A 66,000 SF, two-story building for the new Menifee City Hall (6,000 SF more than the allotted 60,000 SF noted in the land grant deed and 660 SF more than the allotted 65,340 SF noted in the Menifee Town Center Specific Plan Environmental Impact Report) is recommended based on the occupancy data analysis. The building size fits comfortably on the 5.27 acre site deeded to the City in the Town Center development.

Surface parking at a 3/1000 SF ratio is provided with a secured area for 51 City vehicles and 52 parking spaces for special events. The 66,000 SF building allows for a leasing opportunity on the 1st floor with a 1,700 SF Café operated by a 3rd party that's open to the public.

