

April 28, 2015

Steering Committee Project Kick-off

Attendees:

City of Twin Falls	Hummel
Travis Rothweiler – City Manager	Clint Sievers – Project Lead
Brian Pike – Deputy City Manager Public Safety	Scott Straubhar – Programming
Mitch Humble – Deputy City Manager City Hall	Mandy Boam – Programming, Space Planning, Interior Design
Lorie Race – Director of Finance	Tom Neiwirth – Programming, Construction Administration
Josh Palmer – Public Information Officer	Brian Coleman – Programming, Construction Documents, Consultant Coordination
Susan Harris – Administrator of Personnel	
Jackie Fields – City Engineer	

Attendees please bring to the meeting:

1. **Your calendar for the programming dates mentioned in the schedule.**
2. **Your overall vision, goals, and priorities for the project. This will be a work in progress.**

Introduction

1. Revisit the project scope
2. Roles of Steering Committee and Program Committee
3. Communication and Org Chart
 - a. TF City: Travis, Brian, Mitch
 - b. Hummel: Clint

Schedule

1. Vision – Set priorities and goals; make this project fun and successful
 - a. Examples – anchor for downtown, sustainable design, healthy and productive work environment
 - b. Peer Review – Identify locations
 - c. Community vision
2. Program – Schedule times and locations
 - a. What to expect:
 - i. Meeting 1 - Adjacency, number of users, space needs, space use priorities and goals
 - ii. Meeting 2 - Detailed discussion about each space, its needs, arrangement, and specific challenges
 - iii. Meeting 3 - Discuss plans and data sheets, finalize details, review schematic plans, proceed with final program document
 - b. Identify program areas and representatives for each:
 - i. Discuss Master Plan and what is involved
 - ii. Public Safety
 1. Police
 - a. Detectives
 - b. Patrol/Officers
 - c. Dispatch
 - d. Evidence/Crime Lab
 - e. Records
 2. Fire
 - a. Information Services
 - iii. City Hall
 1. Information Services



2. Human Resources
3. Utility Billing
4. Finance
5. Economic Development
6. Planning & Zoning
7. Building Inspections
8. Engineering
9. Administration

iv. Facilities/Maintenance Personnel

Communication with Community

1. Open Workshops
2. Online Surveys
3. Website
4. City Council

Master Budget Document

1. Format and update frequency

Project Existing Conditions

1. Needed
2. Status
3. Entitlements

Project Phasing

1. Police
2. Fire
3. City Hall

CM/GC RFQ

Questions?

