

April 28, 2015

Program 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	

Programming Representatives

Public Safety	City Hall

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

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
 - 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. Public Safety
 1. Police
 - a. Detectives
 - b. Patrol/Officers
 - c. Dispatch



- d. Evidence
 - e. Records
 - f. Crime Lab
 - 2. Fire
 - a. Information Services
 - ii. 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
 - iii. Facilities/Maintenance Personnel
- c. What to come prepared with:
 - i. Existing staff and growth projections for the foreseeable future.
 - ii. Goals and priorities related to operation of agencies.

Project Phasing

- 1. Police
- 2. Fire
- 3. City Hall

Questions?

