

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?

