

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 |
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**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?

