



**WORK SESSION MEETING  
AGENDA  
CITY OF CREVE COEUR  
CITY COUNCIL  
300 NORTH NEW BALLAS RD  
DECEMBER 12, 2022  
6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**DISCUSSION ITEMS**

- 1. Approval of November 28, 2022 City Council Joint Work Session Minutes**
- 2. CIP Project Updates**  
**Summary:** City Staff will review the status of various capital projects including the renovation of Millennium Park. Staff will also review the Building Needs Assessment Report for the Government Center.

**ADJOURNMENT**

**Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.**

Posted by: \_\_\_\_\_  
Date/Time posted: \_\_\_\_\_

***If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.***



**JOINT WORK SESSION MEETING  
MINUTES  
CITY OF CREVE COEUR  
CITY COUNCIL AND  
ECONOMIC DEVELOPMENT  
COMMITTEE  
300 NORTH NEW BALLAS RD  
NOVEMBER 28, 2022  
6:00 PM**

**CALL TO ORDER**

A Joint Work Session of the City Council of the City of Creve Coeur and the Economic Development Committee was called to order by Mayor Robert Hoffman at the City Council Chamber, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Monday, November 28, 2022 at 6:00 PM.

**ROLL CALL**

Mayor Robert Hoffman  
Council Member, Ward 1 Mark Manlin  
Council Member, Ward 2 Tim Carney  
Council Member, Ward 2 Nicole Greer via Zoom  
Council Member, Ward 3 Sari Neudorf  
Council Member, Ward 3 David Hoffman  
Council Member, Ward 4 Joseph Martinich  
Council Member, Ward 4 Dan Tierney

Council Member, Ward 1 Heather Silverman was absent.

Staff Present: City Administrator Mark Perkins, City Attorney Carl Lumley, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Director of Public Works Jim Heines, Director of Recreation Jason Valvero, Assistant City Administrator Sharon Stott, Chief of Police Jeff Hartman, and City Clerk Kellie Henke.

Economic Development Committee Members Present: Chair Ned Maniscalco and Jonathan Sher.

Others Present: Emily Lohse-Busch and Karla Roeber of the Danforth Plant Science Center.

**DISCUSSION ITEMS**

**1. Approval of November 14, 2022 City Council Joint Work Session Minutes**

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <b>RESULT: APPROVE (UNANIMOUS)</b><br><b>MOVER: Daniel Tierney, Council Member, Ward 4</b> |
|--------------------------------------------------------------------------------------------|



**JOINT WORK SESSION MEETING  
MINUTES  
CITY OF CREVE COEUR  
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300 NORTH NEW BALLAS RD  
NOVEMBER 28, 2022  
6:00 PM**

|                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>SECONDER:</b> Joseph Martinich, Council Member, Ward 4<br><b>AYES:</b> Carney, Greer, Martinich, Hoffman, Manlin, Neudorf, Tierney |
|---------------------------------------------------------------------------------------------------------------------------------------|

The vote on the motion being 7 ayes and 0 nays, motion carried.

## **2. 39 North Governance Project**

Emily Lohse-Busch and Karla Roeber of the Danforth Plant Science Center provided an overview of the 39 North Governance Project. Ms. Roeber stated the 39 North Innovation District is a 600-acre area of mixed-use activity and development focused on agtech and innovation. The 39 North Master Plan includes defining the area as a district, attracting and developing talent, and providing a physical framework and strategies for growth. Mr. Roeber stated that since 2017, infrastructure investments total \$64,229,250, which includes a grant from the U.S. Department of Commerce and Economic Development Agency, the Olive/Lindbergh intersection by Federal Highways, City of Creve Coeur, and St. Louis County and Old Olive Great Streets Plan by St. Louis County Transportation.

Council Member Martinich asked if there would be a future residential area within the district, to which City Administrator Mark Perkins stated there has been interest in additional multi-family development.

Ms. Lohse-Busch provided an overview of the Governance and Structure Planning Process which included 1-on-1 interviews with key stakeholders, focus groups, external landscape analysis, and SWOT Analysis. Ms. Lohse-Busch stated this process has resulted in the following key findings that make innovation districts successful: purpose, anchors, and land control/influence. Ms. Lohse-Busch stated with these findings the recommended structure and governance includes 39 North becoming its own entity, 501(c)3 Nonprofit/Philanthropy, and an Investment Fund. These separate entities will both work to incentivize Market-Rate Development within the district. Mr. Perkins stated this type of governing structure will allow for collaboration that will help in further development.

Ned Maniscalco asked if the Nonprofit and Investment Fund would run parallel to each other, to which Ms. Lohse-Busch stated that typically a Nonprofit is established first and an Investment Fund would usually start as a subsidiary of the Nonprofit and then separate into its own entity.



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Ms. Lohse- Busch stated finalizing a draft budget for years one and two, confirming anchors, working with an attorney to form a nonprofit entity, and developing a structure for an Investment Fund are part of the next steps of the Governance and Structure Planning Process.

Jonathan Sher asked for clarification of how extensive the development will be in the district, to which Mr. Perkins stated there will be a mixture of reusing and renovating existing buildings, and some tear downs.

**ADJOURNMENT**

**RESULT: APPROVE (UNANIMOUS)**

**MOVER:** Tierney, Council Member, Ward 4

**SECONDER:** Hoffman, Council Member, Ward 3

**AYES:** Carney, Greer, Martinich, Hoffman, Manlin, Neudorf, Tierney

The meeting adjourned at 6:59 pm.

Submitted by:

\_\_\_\_\_  
Kellie Henke  
City Clerk

\_\_\_\_\_  
Dr. Rober Hoffman  
Mayor





## DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

**DATE:** December 7, 2022

**TO:** Mark Perkins, City Administrator

**FROM:** Jim Heines, Director of Public Works

**SUBJECT:** FY 2023 CIP Project Updates

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### **Park Projects**

#### Millennium Park

- We have substantial completion of the detention area outflow pipe replacement. Final path repaving will be constructed in the spring of 2023.
- Design of Phase 1 of the Millennium Park Improvements is almost completed. The project includes, demo of existing playground and spray ground, construction of a playground, spray ground, band stand, entry plaza, site grading with bioretention and partial reconstruction of the walking path. Staff plans to bid the project in the spring of 2023 with construction starting in the fall of 2023.
- Construction costs have increased substantially for the planned Phase 1 improvements and will be a point of discussion at the Work Session on Monday, December 12, 2022.
- After bidding the Phase 1 project, staff plans to begin the design of Phase 2 which includes a bridge connection to the Ridgemoor Forest subdivision and trails through the woods and bridges over the creek on the south side of the park.
- Grading improvements and the construction of a concrete pad to be used for outdoor events at the Tappmeyer house are planned as part of the Millennium Park Phase 2 Improvements.

#### Venable Park

- Staff has cleared overgrown vegetation from along the creek area.
- Bids are out to replace the playground safety surface when the weather warms up in the spring of 2023.
- The Venable Park task Force is working on a memorial plan for the park.
- Working on designs to convert restrooms to year-round use. Construction planned for FY2024.

#### Conway Park

- The Conway Park Path Improvements have been completed.
- The repair of the water main is currently underway.

- The tennis courts have been resurfaced and one was converted to two pickle ball courts.
- Working on designs to convert restrooms to year-round use. Construction planned for FY2024.

#### Lake School Park

- Working with our consultant to develop a scope of services for the design of a park plan which would determine the location of future playgrounds, additional pickleball courts, drainage improvements, and other park features.
- Staff is preparing to work with a structural engineer to evaluate the Lake School building. Once a report is completed, we will prepare a bid document for structural and cosmetic wood replacement as well as repainting to school house.
- Working on designs to convert restrooms to year-round use. Construction planned for FY2025.

#### Malcolm Terrace Park

- Completed constructing drainage solutions to protect newly constructed trails.
- Installed trail head signs and trail markers.
- Repaved Parking lot.
- Removed areas of overgrown honeysuckle and volunteer vegetation throughout the park.
- Working on designs to convert restrooms to year-round use. Construction planned for FY2025.

#### Laverne Collins Park

- Recently installed pad and lighting for sculpture.
- Removal of some of the ash trees and replanting.
- Design and construction of a sidewalk along Old Olive to connect to the sidewalk on Olive are planned for FY 2024.

### **GC Renovation/New Construction**

#### Summary of Investigation Process

A contract with ArchImages approved by Council on February 28, 2022 for consulting services related to the future of the existing Government Center. Elements included in the contract included:

- Evaluate the condition of the existing Government Center.
- Review previous studies.
- Review original space needs for city operations.
- Develop three conceptual plans with life cycle analysis and associated construction cost estimates for each plan.

The study revealed that the existing 60,000 SF building is in aging condition and will not efficiently serve the city in its current condition. The Space Needs Assessment revealed that the city requires approximately 30,000-35,000 to efficiently operate and provide services to the residents.

Three conceptual plans were developed as defined in scope of services in the contract. The results of each option are listed below:

| <u>Improvement Level</u>   | <u>Life Cycle</u> | <u>Cost</u> |
|----------------------------|-------------------|-------------|
| 1. Limited                 | 5-8 yrs.          | \$7-8M      |
| 2. Partial Demo/Renovation | 20-25 yrs.        | \$15-17M    |
| 3. New Construction        | 50+ yrs.          | \$20-24M    |

#### Next Steps

ArchImages and staff presented a summary of the results of the Space Needs Evaluation, conceptual plans and associated construction costs with Council at the Work Session on July 25, 2022. Council did not appear in support of the limited Improvement or Partial Demo/Renovation options which leaves new construction as the remaining choice.

If the Council would like to continue with the design of a new Government Center, the recommended next step would be to Contract with ArchImages and Navigate to develop a Schematic Design. The cost to develop schematic designs would be in the range of \$250,000 - \$275,000.

#### Recommendations for Repairs

Taking into account that it will take time (5-7 years) to raise the funds for a major rehabilitation of the building or construction of a new building we should plan to make repairs to the existing Government Center building so it can service the employees and the public until a more robust plan can be implemented. Some of the improvements include:

- Place a TPO membrane on the roof as a temporary waterproofing measure.
- Paint the interior of the building.
- Clean/Replace carpeting and tile floors as necessary.
- Remodel a few of the restrooms in the building
- Repair lighting through the building.
- Contract plumbing repairs throughout the building.
- Re-landscape the front of the building.
- Be prepared to replace sections of the glycol loop and heat pumps as failures arise.
- Be prepared to replace the cooling tower in the event of a failure.
- Be prepared to replace the generator in the event of a failure.

#### Road Projects

##### Annual programs

- Asphalt paving, Micro-Surface application and road stripping were completed in late summer/early fall.
- The Concrete Replacement program was bid in June 2022 and we received only one bid which was well over the budgeted amount. Staff plans to rebid in January

2023 in hope of attracting more bidders. We plan to combine the FY2023 and FY2024 program budgets and street lists in hopes of obtaining better pricing.

- The Street Reconstruction program which includes the rehabilitation of West Ladue Estates will also be bid in January.

#### Grant Projects

- Mosley Rd. Improvement project received substantial completion in mid-November. Some grading and sod replacement are remaining.
- North New Ballas Rd. Improvements is currently in the ROW phase. And construction is anticipated for the summer of 2023.
- Old Olive/Lindbergh Intersection is under ROW review with MoDOT and will proceed to ROW acquisition over the winter. Construction is anticipated to begin in the fall 2023.
- Craig Road Improvement Project is preparing to be in design phase. Staff is developing the scope of work with the recommended consultant.
- Fernview Sidewalk grant application is still under review by East West Gateway. We anticipate the release of the recommended project list by the end of December 2022.

### **Storm Water**

#### Improvement Projects

- The design of four stormwater projects are currently underway and the construction is planned for FY2023 & FY2024. The project sites include:
  1. Hibler Rd. Drainage Improvements
  2. New Ballas/Tarrytown Culvert & Creek Improvements
  3. Alden Lane Drainage Improvements
  4. Dielmann Recreation Center Drainage Project

#### Evaluations & Conceptual Plans

- A list of seven stormwater complaints identified by the Storm Water Committee for evaluation and conceptual plan development will be addressed as a priority at the beginning of the Storm Water Management Plan. Some of these concept plan projects may be recommended by the SW Committee for further design and construction. The project sites include:
  1. Magna Carta – Curb Inlet and Drain Modifications
  2. Conway Park Lake - Dredging
  3. Malcolm Terrace Park – Deer Creek Bank Erosion
  4. Cuisseaux Ct. - Subdivision Drainage
  5. Beaver Dr. – Aging Road Culvert Pipe
  6. Broadview Farm Subdivision – Road Drainage (various locations)
  7. Project site to be identified by the SW Committee.

## Stormwater Management Plan

- The recommendation for approval to contract with a consultant to perform the evaluations and create our Stormwater Management Plan is on the Council agenda Monday Dec. 12, 2022.

Attachments:           Government Center Facilities Final Report

**EXISTING BUILDING ASSESSMENT  
AND DEFICIENCY REPORT FOR:**



CITY OF  
**CREVE COEUR**  
**MISSOURI**

September 1, 2022



PREPARED BY:

Archimages  
architecture | interiors & planning

CEDC  
CIVIL ENGINEERING  
DESIGN CONSULTANTS

kpff

HORNER  SHIFRIN







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### CITY OF CREVE COEUR GOVERNMENT CENTER

300 N. New Ballas Road, Creve Coeur, MO 63141

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CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT

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## 1. INTRODUCTION

This study was prepared, at the request of the City of Creve Coeur, Missouri, by Archimages and their consultants for the city to assess their existing Government Center facility located at 300 N. New Ballas Road in Creve Coeur, MO. Site observations by the design team occurred on March 22, 2022. This report identifies deficiencies, non-compliance issues, safety, and health concerns. This report also investigates operational efficiencies resulting from the configuration of the facility compared to current standards of operation for Government Centers. Archimages has incorporated in this summary, findings in the fields of architecture, structural, mechanical, electrical, and plumbing engineering as well as fire protection systems and civil engineering.

The Creve Coeur Government Center building includes workspace for administrative personnel and departmental staff. The property is bounded by *New Ballas Road* to the West, *Magna Carta Drive* to the north and *Residential Homes* to the south and east. The City's new Police Station and parking lots are located directly adjacent the Government Center to the north and is to be considered on the government center campus. In addition, there is a stormwater creek that traverses the site on the east edge of the property.



*Aerial Photo from Google Earth displaying boundary of existing properties that comprise Government Center Property.*



## CITY OF CREVE COEUR MISSOURI

### BUILDING ASSESSMENT REPORT

According to the City of Creve Coeur's Website, *The Government Center building was originally constructed as Weber Elementary School in 1951, and the building has received a total of eight additions since it was originally constructed. The classroom wings have been adapted to accommodate departmental functions spread out over two floors. A sally port and firing range were added to the rear of the facility. The gym, multipurpose room and two meeting rooms on the lower-level function as the Community Center. A portion of the upper level was modified to serve as the council chambers and courtroom. The building has been modified several times over the years on a small-scale approach and continues to function as the Government Center today.*

Recent renovations pertain only to minor cosmetic repairs, regular maintenance, or equipment additions. Staff has indicated that a new roofing system is one of the top priorities due to the ongoing maintenance required to keep it from leaking in multiple areas.

This report is based on visual observations, staff interviews and evaluation of available documents. Given that the existing facility is currently occupied and servicing the public, there has been no additional demolition performed with the purpose of investigation. Therefore, there is no claim, either stated or implied, that all conditions have been observed, square footage verified, or testing performed.



*View of Existing Main Entrance Lobby / Public Gathering Space*



*View of Existing Main Entrance Lobby / Skylights along South side of Lobby*

## 2. EXECUTIVE SUMMARY

The investigation process started with the review of available documents and a tour of the facility. The investigation team observed interior environments, structural components, the exterior envelope as well as the building's electrical, mechanical, and plumbing systems. The process continued by interviewing staff members and department heads to determine the current conditions and workspace needs. After careful study of the existing building, we concluded the facility is deficient in many critical areas.

The primary deficiencies of this facility are a result of the **CURRENT CONDITION and AGE OF THE FACILITY**. Staff members are working in a facility that has been designed as a school building back in the 1950's and has been added on and remodeled at various times throughout the years. The facility has many areas that require repair or **REPLACEMENT** such as main piping systems and components that are life safety related.

There are a number of **SAFETY / SECURITY** concerns in comparison to current government center design standards. Concerns relating to the number of entrances to the building, public/staff interaction, and **PUBLIC ACCESS** throughout the main corridor and vertical circulation systems are a few of the main problems.

**ACCESSIBILITY** throughout the building is one of many code violations that need to be addressed with any type of renovations or additions. Access to the dais within the council chambers is an example of ADA violations and should be addressed in any redesign of the facility. The building also falls short and does not meet today's standards / code requirements for energy conservation due to the construction type of the building. With this condition the building is very **INEFFICIENT** in the use of the city's resources pertaining to **ENERGY CONSUMPTION**.

Due to the facility's **ANTIQUATED** exterior construction and **EXCESSIVE SIZE** the continuous maintenance, conditioning of spaces not utilized, and upkeep of the government center to maintain operations/repairs is an additional strain on the city's limited resources. The building is currently double the space required based on current programming needs and there are several areas that are vacant or utilized for storage of archival files and equipment.

The relationship and adjacencies of existing departments within the facility are inefficient and affects daily **OPERATIONS**. The current facility lends itself to an inconsistent placement of personnel, inhibiting proper interaction, and adding to the inefficient use of the staff's time. Productivity is reduced by the separation between employees and the location of the support and storage areas they use on a regular basis.

The building's ability to provide **SERVICE TO CITIZENS** is also confusing and inefficient. The public areas of the facility are not appropriately located for visiting community members and staff personnel should a citizen require a meeting with the government center's staff members. Citizens may have to transverse throughout the building and utilize the vertical circulation components of the building to get from one department to the other.

Buildings of this age also have the potential of containing materials known today as potentially hazardous, such as lead paint, mold, or asbestos. Based on visual observations, it appears that the building still contains areas that may contain hazardous materials. The city's staff has indicated that the city did have an environmental study of the old school completed in 1987-1988 by Professional Environmental Engineers. This was the basis for the environmental work done on the building to remove the asbestos in the finished parts of the building. An updated report will need to be conducted depending on the direction the city will proceed.

CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT

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Our team also investigated the existing building's mechanical, electrical and plumbing systems. The systems have reached or exceeded their **LIFE EXPECTANCY** and are inefficient compared to current standards. Employees reported many issues with lack of comfort and the inability to control temperatures. Several of the systems are original to the building and require extensive replacement of piping, valves and other components. As stated, the existing building will need extensive renovations to comply with current energy codes and standards. If not updated, as the city adopts and enforces new Building Codes in the future, it would be difficult to justify their non-compliance.

Remodeling the existing building could improve a limited number of the minor deficiency issues but not the major items for the long-term use. These would require an extensive amount of work and the results will be costly. In addition, the **INEFFICIENCIES** of the building would require extensive demolition and renovations in order to provide the adequate environment of current government centers.

Given these and other issues outlined in the balance of the report, it is our professional opinion that the existing facility is inadequate and does not meet the current needs of the Government Centers for the City of Creve Coeur, Missouri. It is our suggestion that further programming and planning of a new facility on the existing site should be conducted to provide the City of Creve Coeur with proper facilities that fit current and future needs of both employees and citizens for the foreseeable future.



### 3. SITE ANALYSIS

#### A. EXISTING CONDITIONS

##### SITE DESCRIPTION

The subject property is located at 300 N. New Ballas Road in Creve Coeur, MO. The property is bounded by New Ballas Road to the West, Magna Carta Drive to the north. The existing building is a two-story building with multiple entrances.

The existing Government Center's property has two entrances off New Ballas Road. The southern entrance is a right-in / right-out type of entrance due to the landscaped median along New Ballas Road at this location. The northern entrance is full access and is utilized as the main entrance to both the city hall and the police station. The Government Center's Main Public Entrance to the building is located on the west side and enters the upper floor the building.



*Enlarged Aerial Photo from Google Earth displaying feature elements at the Government Center Property.*



CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



*View of Existing Main Entrance Lobby / Skylights along South side of Lobby*

The main entrance is accessed from a drive isle that runs north and south connecting the two site entrances. This drive has parallel parking on both sides of the drive and is typically used for visitors and Handicapped parking to the building's main entrance. A small pocket of visitor/staff parking is located in the southwest corner of the property directly adjacent to the southern entrance.

The property supports nearly 125 parking stalls located along the western drive lane, the northern side of the building and the eastern half of the property. Much of the parking is located on this east side and is adjacent to the lower-level rear entrance to the building. The remaining property is paved for vehicular movements and green space for vegetation and turf areas.



*View from New Ballas South Bound Lanes*

The topographic relief across the site is considerable and slopes from the southwest to the northeast. The grades along the southern property line start at 640' and drop to 610' in the northeastern corner of the parking lot. The main entrance is located at 633.9' and the lower-level entrances are located at 619.3 which give a 14'-6" floor to floor height. The grades along the eastern property line continue to drop off substantially from 610' to 590' in a relatively short distance. This area is densely vegetated with old growth trees and underbrush providing a landscape buffer between the Government Center and the neighboring residential property.

In addition to the Government Center, the Creve Coeur Police Station is located on the property. A large percentage of the property is paved except for a regional retention area to the north along Magna Carta Drive. The construction of the police station has incorporated current design standards and meets site planning requirements including storm water management and water quality control required by MSD. The Police Station project also meets the city's requirements for green space, landscape design and parking requirements. The Government Center on the other hand does not meet current standards and has excess paved parking areas for the building it currently supports. It does not meet requirements for storm water management and water quality control and will need to be addressed during redevelopment of this site.



*View from the Southwest Entrance*

## B. SITE CHARACTERISTICS

### Government Center Site Characteristics

Current Municipal Center site design is based on the safety, security, maneuverability and WAYFINDING of the visitors and staff. Visitors to the Government Center should be able to identify the public entrance of the building as soon as they enter the site and see adequate parking within a short walking distance to the building's main entrance. There should be appropriate handicapped parking stalls, well-marked and convenient for both van accessible and standard automobiles, as well as ample parking for groups utilizing the facility.

Parking for staff should be separated from the public if possible and separate entrances to the building should be utilized for public and staff. Overflow parking should be in close proximity to the main entrance for special occasions such as monthly public board meetings and other civic gatherings.

The location of the existing Government Center's main entrance is difficult to understand for the first-time visitor especially if the northwestern site entrance is used by the patron. There are a number of entries to the building on the north side that could be mistaken as the main entrance. The parking availability at the main entrance is limited and is parallel parking in nature. There are two handicapped parking spaces marked at the main entrance that do not appear to meet ADA requirements.

### Zoning

- **Zoning District**  
Per the Existing Land Use map of City of Creve Coeur, the property is in the "Other Institutional" land use and is Zoned Municipal according to the St. Louis County property maps.
- **Parking Requirements**  
The parking amounts located on the site appear to be excessive for the number of staff and visitors to the government center, although, the location of the parking stalls is not in the appropriate locations as previously discussed. The rear parking lot is currently being utilized to store various trailers and city vehicles on a temporary basis due to the excessiveness of paved surfaces available.

### Storm water

Storm: There are several public storm sewers throughout the site and are in various conditions. These pipes will need to be analyzed for their capacity and current condition as part of any new development. Currently, the roof drain system gets overloaded in heavy rains and backs up into the building through the surface grated drain near the NW corner of the building. The water comes in through the double glass doors on the Multi-Purpose Room. The drainpipe system needs to be excavated and replaced with a larger pipe to handle the volume if the existing building were to be utilized moving forward.

### Sanitary Sewer

Sanitary: The sanitary sewer line is located east of the eastern property line on the neighboring property. It is a 6-inch diameter clay sewer main connecting to the building in two locations with a depth class of 0 to 6 ft and generally flows west to east.



**CITY OF CREVE COEUR MISSOURI**  
**BUILDING ASSESSMENT REPORT**

### **Water Service**

Water: Water main is brought in from New Ballas Road on the west side of the property. There appears to be two main water vaults. One at the south entrance where it appears the domestic water is being brought into the building and a vault at the north entrance where it appears the 8" fire line is being brought into the building. This fire main entrance was redesigned and reconstructed recently when the police station was completed. Flow and pressure information was obtained at that time and can be utilized for a redesign of the government center if needed. Fire flow requirements are based on size and type of buildings, which are unknown, therefore it cannot be determined, at this time, if they have the capacity for the future development.

### **Electrical Service**

Electric: Electric service is brought to the building from the south property line and connects to a transformer adjacent to the south entrance. The Service is then brought into the lower level near the center of the building. It would appear that the electrical service for a renovation or new facility will be attainable and adequate. The electrical demand of any new development will need to be calculated to determine if any upgrades to the system are required, which is an unknown at this time.

### **A.D.A.**

There are two parking spaces designated as ADA parking located at the main entrance parallel to the curb/sidewalk. These spaces do not appear to be in compliance with current standards of design and cross slopes. This area will require a current survey to be conducted for verification. There are three additional parking spaces designated as ADA parking located near the entrance to the lower-level community room. These parking spaces are designed as head-in parking stalls but do not appear to have the correct



*Handicap parking stalls at City Hall Main Entrance*

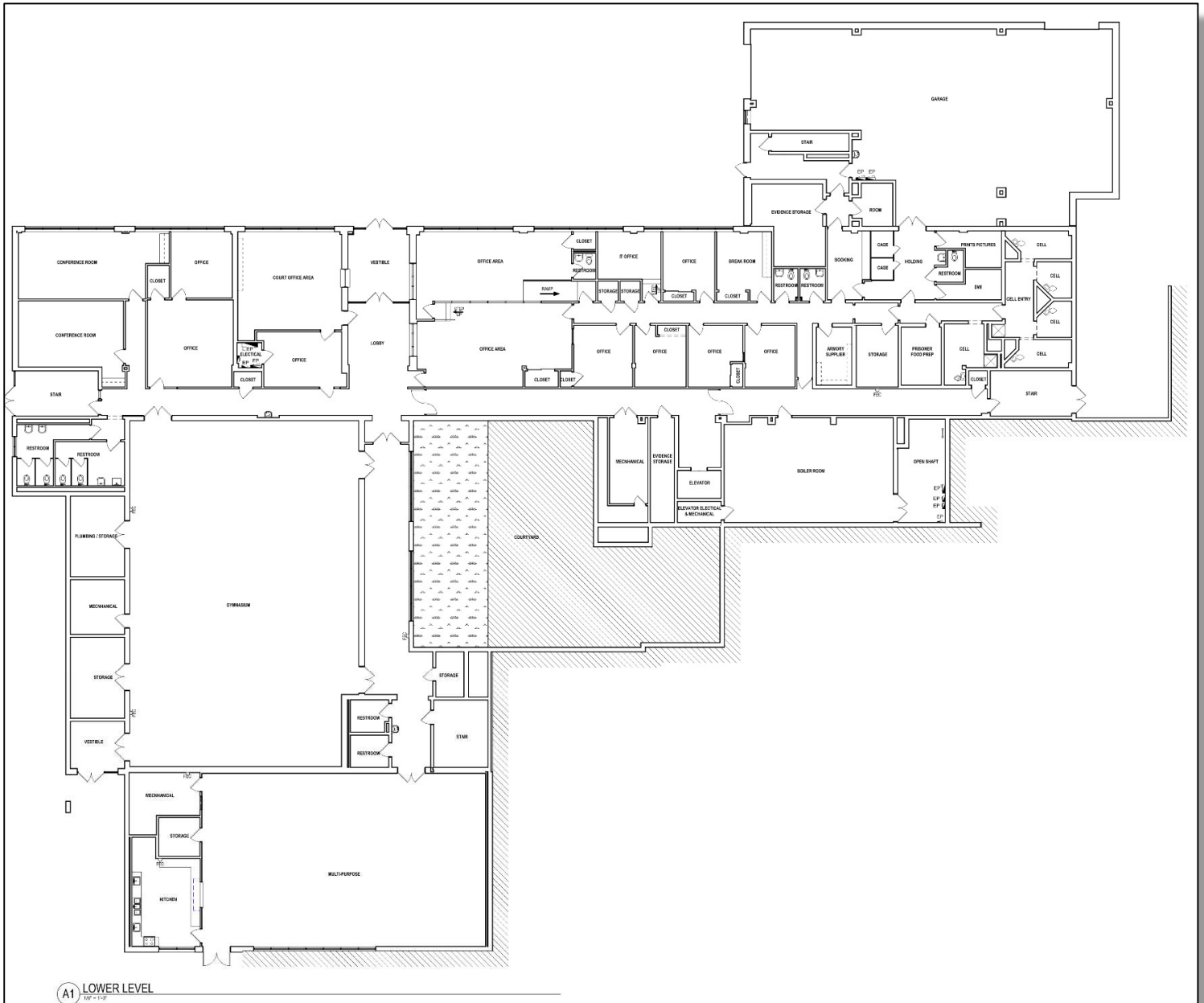
size, striping and signage requirements. These should be redesigned when new striping occurs. There are also two additional parking spaces designated as ADA parking located at the rear entrance to the building. These will also need to be verified for correct cross slopes and striping conformance.

The pavement slopes at the ADA spaces would need to be designed so that the pavement and approach to the building would not be any steeper than the maximum allowed of 2%.



*Handicap parking stalls at City Hall Rear Entrance*

CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



Lower-Level Existing Conditions Floor Plan

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Upper-Level Existing Conditions Floor Plan



## 4. ARCHITECTURAL ASSESSMENT

### A. BUILDING CODE AND ADA COMPLIANCE

#### CURRENT BUILDING CODES

- The City of Creve Coeur currently enforces the following codes for Commercial Facilities.
  - 2015 International Building Code - Enforced by the Creve Coeur Building Division
  - 2015 International Energy Conservation Code - Enforced by the Creve Coeur Building Division
  - 2015 International Property Maintenance Code - Enforced by the Creve Coeur Building Division
  - 2015 International Mechanical Code - Enforced by the St. Louis County Department of Public Works
  - 2014 National Electrical Code - Enforced by the St. Louis County Department of Public Works
  - 2015 Uniform Plumbing Code - Enforced by the St. Louis County Department of Public Works
- The city has adopted revised versions of the 2015 International Building Code, 2015 International Energy Conservation Code, and the 2015 International Property Maintenance Code, copyrighted material owned by the International Code Council, Inc., Washington DC. The administrative chapters, as amended, are published in full in the City Code of Ordinances, with permission. City amendments to other portions of the codes are also in the City Code of Ordinances.

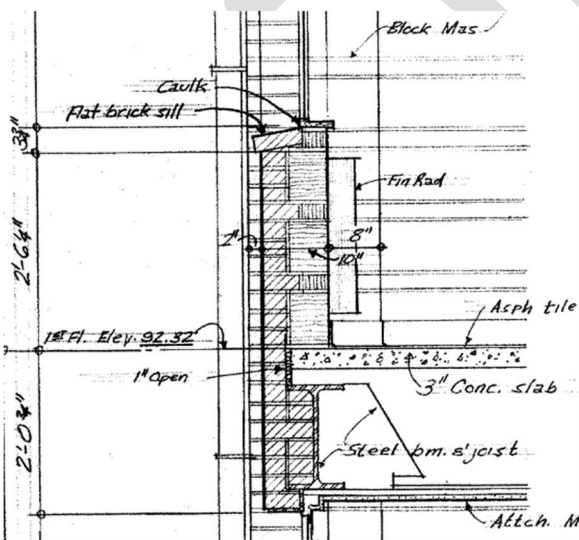
#### BUILDING CODE DEFICIENCIES

- There are a number of current building code infractions that occur in the existing facility that would not be allowed in a new facility. These include infractions against the codes listed above and the Americans with Disabilities Act (ADA). Most of the ADA are items occurred at entrances and exits of existing doorways along with heights of thresholds and other clearances around fixtures and doors.

- Several of the doors throughout the facility do not meet the required minimum width for ADA clearances and at several existing doors, the hardware is non-compliant based on the orbital latch sets. Current codes require lever style handles.

- Various restroom facilities are in violation of code and ADA requirements. Turning clearances, heights and fixture designs do not meet the requirements in addition to the lack of grab bars. There are several restrooms that have been retrofitted with grab bars but do not provide the clearances required to meet code.

- The existing exterior envelope of the building has several energy code deficiencies compared to today standards and requirements. The exterior walls generally are comprised of an integral block and face brick exterior wall system. This type of wall is a solid wall system and lacks any type of continuous insulation or air space cavity utilized in current wall systems. The



*Drawing showing masonry wall construction – No thermal break or continuous insulation*

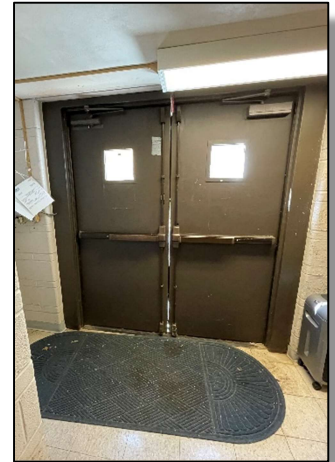
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*View of horizontal guardrails and shortened rail extensions.*

mass wall system does not allow for any thermal break between the outside and inside environments and therefore would not meet current envelope energy requirements including the requirement for continuous insulation.

- The windows within the building appears to have been replaced at some time with thermal insulated windows and appear to be in satisfactory condition. There are a few situations where the inner or outer pane of glass has been broken/cracked and should be replaced to maintain the thermal properties of the windows.
- A few the exterior doors also fall short of the energy code due to poor seals and weatherstripping. There are several that daylight can be seen from the inside of the building and therefore allow for the conditioned air to escape continuously. Conversely this allows for windblown rain to enter the building at those locations.
- The existing stairwells are in violation of the current codes with respects to the hand/guard rails. They incorporate horizontal guard rail tubing which creates a ladder effect in lieu of the standard vertical pickets spaced no more than 4" o.c. to meet current codes. The handrails are also short and do not extend the correct distance past the top and bottom treads as required by current codes.

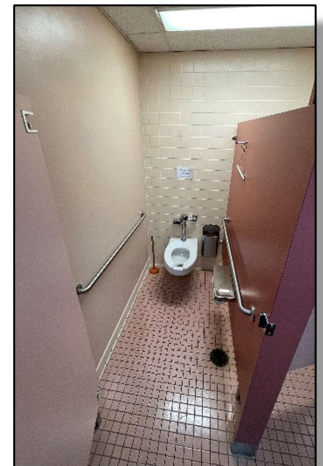


*Photo showing large air gap between doors to allow air/weather infiltration*

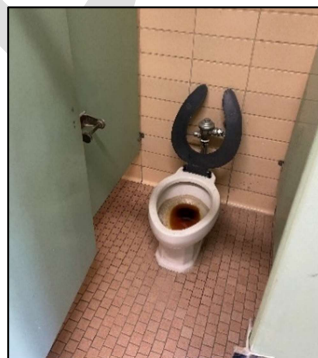
- The plumbing fixtures are also lacking proper drainpipe coverings under exposed lavatories and have toilet accessories that do not meet current code and ADA requirements throughout some of the restroom locations.
- Clearances and turning radii are limited in some of the areas such as restrooms, approaches to doorways and some of the corridor widths. Although the city has utilized the existing facilities and may have made accommodations as needed over the years with current staff, they are still at risk of violating some of the ADA laws.
- The existing building has a several areas that are not being occupied and are deteriorating and causing issues with continuous maintenance. Staff has reported that some of the areas have been shut off due to broken water valves and broken toilets, sinks and faucets.



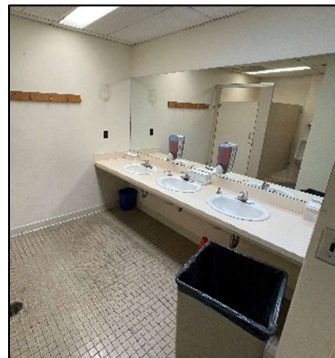
*Existing Restroom with narrow passage and antiquated plumbing fixtures*



*Modified Handicap toilet stall (non-compliant)*



*View of broken and abandoned toilet/restroom*



*View of exposed drainpipes under sinks*

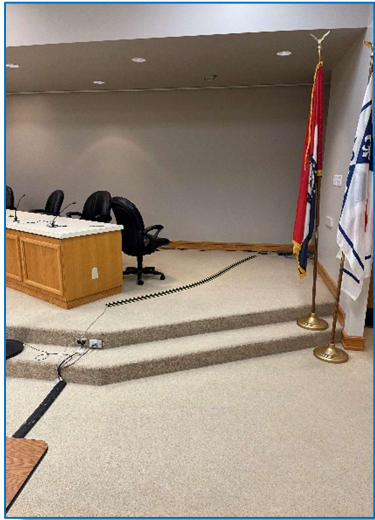


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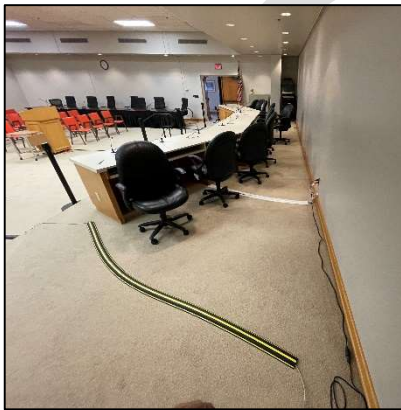
### BUILDING ASSESSMENT REPORT



*View of Council Chambers with non-accessible raised dais*



*View of Council Chambers showing wire and cables running on surface of floor.*



*View of Council Chambers showing wire and cables running on surface of floor sometimes protected with tape on carpet.*

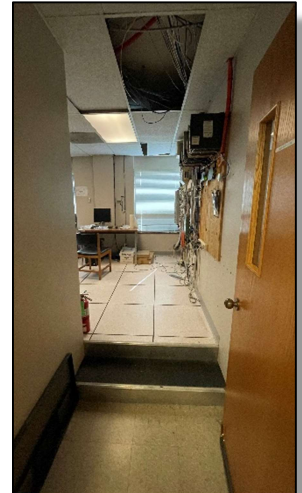
- There are other accessible violations within the building including access to the council chamber's dais. In order to access the dais, the council person will need to ascend two steps one either side of the dais as well as any other citizen wanting to approach the front of the dais. This makes it impossible for disabled persons to utilize the council chambers and be participants with the council members during any of the meetings utilizing the dais.

- Within the dais area, there are several electrical and AV chords/cables that transverse through the walking paths of the patrons. This is a tripping hazard to participants and the attending citizens utilizing the facility for functions within the room. The city has utilized tapered rubber surface covers and, in some cases, tape on to the carpet to limit and control the tripping hazard but has not eliminated it from the area.



*View of Council Chambers and wire raceways with wire and cables running on surface of floor being protected by tapered rubber covers.*

- There are also several other areas within the building with inaccessible spaces. The lower level's phone / IT room requires the user to ascend two steps to gain access to the room and work on the infrastructure within this room. The steps are a result of the raised communications floor required from the previous police station that occupied the space. The flooring system can be removed should the space be utilized for different functions.
- Should an emergency dispatch center be included within this facility, the current building is deficient in the lack of structural integrity of the building. The current International Building Code (IBC) classifies Fire, Rescue, Ambulance, Police Stations, and Emergency Call Centers Risk Category IV Structures. These buildings are seen as Essential Service Facilities that would need to remain operational in the event of a disaster, such as earthquakes, floods, heavy snow falls or significant windstorms.
- This Category IV Structures requirement would only become a factor should the city share the building's excess space with the regional 911 Emergency Dispatch Center. Significant structural modifications to a portion of the existing building would be required should this type of use be located within the existing facility. The electrical and communication systems would also need to be renovated significantly should this use be incorporated into the existing building.



*Photo showing 2 steps into Phone/IT Room*





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**B. EXISTING BUILDING CONDITION & MAINTENANCE ISSUES**



*Example view of existing roof condition overlooking lower hallway and Gym.*

- The building's envelope is currently inefficient and is showing signs of major deterioration in certain areas. While the structure of the building does not show signs of major structural failure as discussed in the structural section further in the report, the building is experiencing areas of settlement and shifting of the exterior skin.

- The building is currently in need of major exterior improvements to the roof and several areas where the floor has settled and caused the exterior skin to shift and crack the masonry wall system.

- The roofing system has been patched and coated several times over the past number of years. The current condition of the roof is at the end of its life cycle and needs to be replaced. Staff has commented that they are continuously repairing leaks after major rain events throughout the year.



*Existing roof condition were patched due to leaking.*

- The condition of the existing roof would not warrant adding an additional coating. An entire tear out and re-roof is recommended should the city wish to continue to utilize the building for the long term. This will allow for increased insulation to meet today's thermal standards and allow for waterproof conditions.

- Continuous leaking also leads to further deterioration of the roof deck and possible damage to the wall cavities. There are many ceiling areas where roof leaks appear to have occurred. Depending on the areas that are affected, the introduction of the moisture into the building materials can lead to the development of mold in the building, affecting the interior work environment and cause unhealthy conditions for the staff.

- With respect to the building's exterior skin, there are several areas that show signs of floor settling and exterior brick veneer movement. A few of the areas of concern are on the west side of the building near the entrance to the community room. The building maintenance staff has caulked these areas and appears to be a temporary fix. Staff has indicated that the southwest corner of the community room has dropped over the years and is showing a gap between the floor and the wall.

- The other area staff indicated movement in the floor is on the upper-level break room. That floor has dropped over time and is showing a gap between the floor and wall of about an inch. The exterior condition shows that some of the existing grade has eroded to the extent that additional foundation support was required to be installed to maintain the current condition of the floor. Staff has reported that the added structure to the outside of the building has appeared to have stopped the settling. The existing grade in the courtyard appears to continue to settle over time.



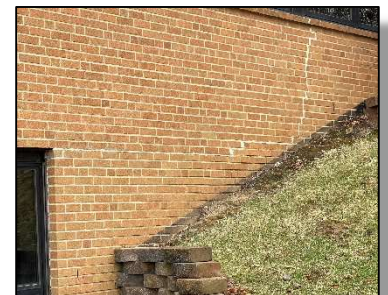
*Views of water leaks above the ceiling*



*View of cracks in Brick Veneer*



*Photo showing foundation support of breakroom floor*



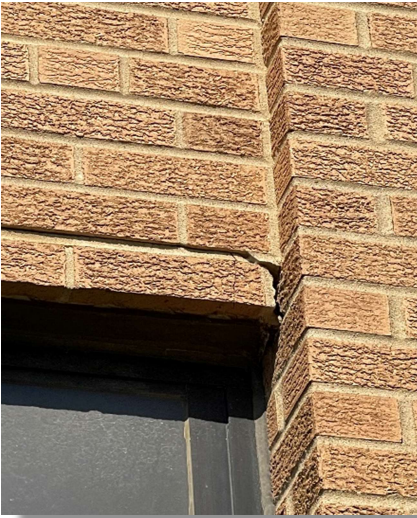
*View of cracks in Brick Veneer*



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Other areas around the building that show signs of movement are on the east side of the building in multiple areas. The photos below are an example of these conditions. It would be recommended that these areas be addressed and should be caulked at a minimum to keep moisture from penetrating the wall system.

- Should the city decide to renovate this facility, further investigation of existing soil conditions, settling or movement should be monitored and determined the cause of the excessive cracking.



Other areas of concern regarding the exterior envelope are documented in the photos below and should be addressed to maintain weather proofing of the building.



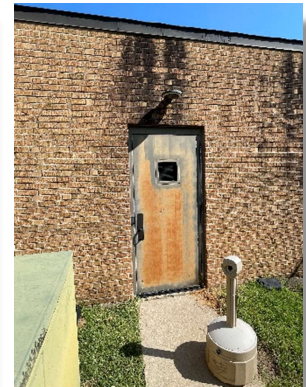
*Peeling paint and deteriorating wood fascia on canopy*



*Plywood filler is falling out of window at air conditioner*



*Condensation Drain out of window panel. No caulk around pipe / water & insect infiltration*



*Southern employee entrance - Rusting Door and water damage to Masonry Veneer.*

The facilities antiquated building envelope causes higher operational costs as maintenance and repairs are frequent. These energy inefficiencies create poor working conditions, lower productivity, and increase energy consumption. As time continues, the overall health, safety and maintenance of this facility is compromised. More time and money are spent to just maintain the basic functions.



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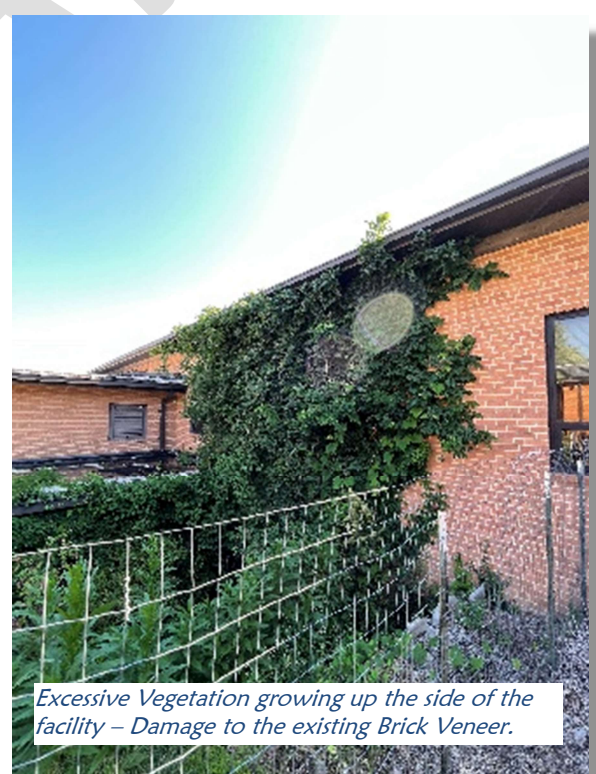
*Water Damage to Canopy at City Hall Main Entrance*



*Entrance Canopy seam repaired with black duct tape at center of canopy over Main Entry Doors.*



*Excessive Vegetation in area well at courtyard and lower level corridor prohibits maintenance of building components.*



*Excessive Vegetation growing up the side of the facility – Damage to the existing Brick Veneer.*



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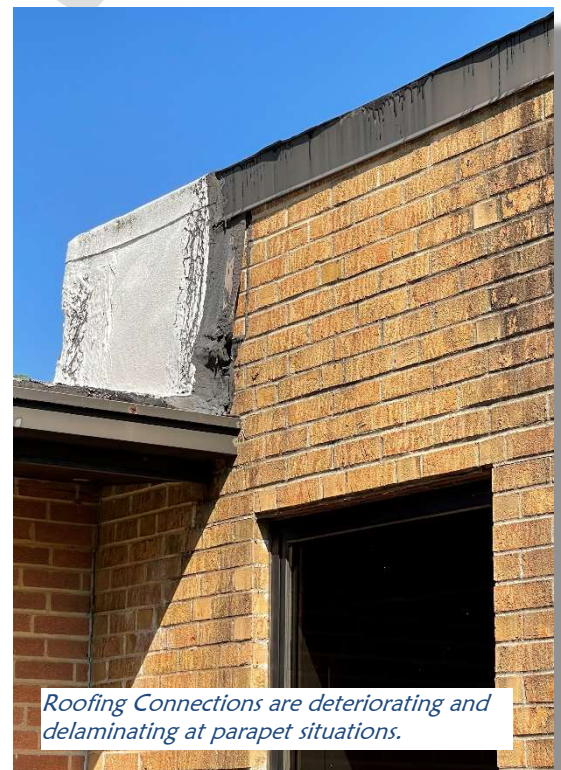
*Existing Entry into Community Room – Despite drain at top of step and area drain at landing, entry doors are subject to flooding should area drain gets clogged or covered.*



*Many of the guard rails / handrails are rusting through and are not properly anchored*



*Base Plate Condition of Community Room Entrance Canopy – Rusted base plate / bolts and deteriorating Concrete support*



*Roofing Connections are deteriorating and delaminating at parapet situations.*



## C. GOVERNMENT CENTER OPERATIONS

### SPACE AND OPERATIONAL DEFICIENCIES

#### Public Access



*Main Public Entrance Lobby with service windows on either side and access to council chambers*

- Public access to the facility is difficult and confusing to visitors that have not experienced the facility. Although the Main Public Entrance to the facility is located on the west side along North New Ballas Road, there is limited parking and little directional signage that indicates the main public entrance. There are also additional building entrances that could be viewed as a public entrance to the building that are in fact restricted entrances.

- Once in the main lobby, it is difficult to understand where to go for services. There are three large “reception windows” that could be approach, each of them appears to be equally important. Visitors approach the window of choice asking for information in which staff may have to redirect them to a different window for the appropriate service. The service counters have folding tables in front of the windows with chairs for personal service and for separation control as has been recommended by the CDC for disease control. The glass and surrounding areas do not provide any type of ballistic security.

- The main lobby contains several informational areas including wall display cases, standalone pamphlet/brochure displays, directional signage and additional bench seating for visitors. One of the main features of the lobby is the skylights that allow sunlight to fill the space. This asset is positive with respects to the day light, but the staff has reported several leaks over the years that will need to be addressed.

- The building has several additional areas that have public access on limited basis. The first one is the community room on the lower level at the northwest corner of the building. This room is utilized for public and group meetings. It is accessed from the lower parking area to the north by way of a ramp or stairs to the lower entrance. Despite a trench drain at the top of the steps and an area-drain at the landing, this area and entry doors are subject to flooding should the drain get surcharged, clogged or covered.

- Although not labeled as such, the entrance into another public space is located just north of the community room and is the entrance to the gymnasium on the north side of the building. The Gym can also be accessed from the northern entrance near the exit stairwell. This entrance



*Entrance to Community Room at Northwest Corner of Building*



*Entrance to Gymnasium on Northwest corner of Building.*



*North Entrance to building adjacent to Gymnasium*





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has a sign indicating entrance to the community center. It also gives access to a number of conference rooms and access to the main corridor system of the building.



*Exterior of East Entrance*

- The final Public Access entrance is located on the eastern side of the building and was previously the entrance to the police station. Since the police station is now located in a separate building, this entrance is being used for the courts department as well as a staff entrance due to the abundance of parking on this side of the building. This entrance does not have any directional signage, therefore, confusing to the community visiting the building. The Eastern entrance has what appears to be, acceptable handicapped parking spaces and entrance walk to the building.
- Public Access to the government building is spread out and has multiple unsecured entrances. This is in contradiction to current design standards for secured environments for governmental staff and public control. The public can enter any one of these entrances and if unescorted, can have access to most of the main corridor system throughout the building. There are controlled access points into the administration and community development/public works departments as well as the old police station and current courts department, but the public has full access to both floors' corridor and vertical circulation systems without being escorted.
- Current Government Center Design Trends limit the public interaction to a main lobby area and escorted interaction to staff throughout the rest of the building. Should the need to have multiple public entrances, they are limited to lobby spaces only without connecting to the main corridor/circulation system.

#### Departmental Adjacencies

- Upon analysis of the building's layout and interviews with departmental staff, it appears that the departments are located within the building based on space availability within certain areas of the building not necessarily departmental relationships. Should an extensive remodel or new building be proposed, a relocation of departments should be reviewed to allow for better adjacencies.



*Lower-Level East Entrance Lobby*

- Currently the courts department is located in the lower level of the building and is utilizing the community room for their proceedings. This department is separated from the others and is located within the old police department records area. This department and functions would be better served if they were adjacent to the council chambers and finance department.
- The administration department is currently located near the council chambers and is one of the departments that can operate without adjacency to the chambers or other departments. Therefore, further conversation about the location of the administrative and the courts department in proximity to the council chambers should occur resulting in the appropriate location for each.
- Building Entrances and departments that interact with the public on a regular basis should be considered when designing a new facility. The

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finance and courts departments interact with the public through transaction windows into the lobby. These interactions are short exchanges of information and rarely do they require lengthy conversations.

- The community development and public works departments also interact with the public through transaction windows for the majority of their communications. These departments also have a need to meet with the public for a longer period of time and need direct access to a conference room for more in-depth meetings. In the remodel or new facility there should be a medium-size conference room adjacent to the lobby and this department for efficient operations of the staff and public.

#### Efficiency / Utilization of Existing Facility



- The existing building is a two-story building with approximately 62,000 square feet of space. Upon review of the current operations and staff requirements, the programmed space required is approximately 32,000 - 34,000 square feet of space. Therefore, this building has approximately 30,000 square feet of excess space that is not being utilized for the current needs of the city. This excess of space is being utilized for archival storage, building plan storage, court documents, and unused furniture/equipment.

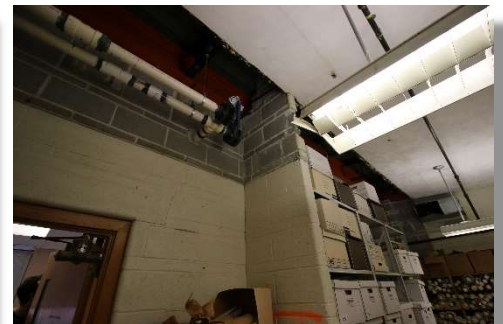
- The excess space must be maintained; therefore, resources are being utilized for routine maintenance and repairs even though the space is unoccupied. There are many rooms that have been converted into plan storage, computer equipment storage and workshop space.



- These spaces were older classrooms that have never been utilized as office or public space and currently have the old floor and ceiling tiles as well as the old fluorescent lighting. They still have the existing chalkboards/tackboards on the walls from the day the city took over occupancy of the building.

- These spaces have been adapted with sprinkler piping and makeshift heating and cooling. This adaptation of space over the years has resulted in exposed conduits, open ductwork, and other non-conventional methods of construction. Many of the systems need to be replaced and have reached their life expectancy. There are areas that have been modified to incorporate newer equipment and other utilities and have not been repaired back to existing conditions. There are missing ceilings and exposed piping in some of the storage rooms that would need to be repaired should the space become occupied space.

*Many of the extra rooms have been utilized as archival storage space for the city's planning / public works departments*



*Excess space within the building has been utilized as storage space*

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*Old restroom was converted into file storage room. Existing infrastructure was left in place.*



*Electrical closet has been utilized as storage and now electrical panels cannot be accessed resulting in code violations.*



*Electrical panels and switch gear is being blocked by storage items resulting in code violations.*

- There are several areas that have been utilized for storage that were never intended to be used for this purpose. A couple of the existing restrooms have been converted into storage but the existing infrastructure (shut off valves, toilet flanges, etc) has been left in place and never removed. This has the potential for further maintenance issues should someone bump something into a valve without seeing it, water could damage the archive files, furniture, and equipment within that space.
- There are mechanical/electrical closets that have been converted into storage areas and are now resulting in code violations within the building. Electrical panels require access to them as well as proper clearances surrounding them for safety.
- Although the city staff has utilized this excessive space for storage needs and the ability to have facilities maintenance office within the building, this vacant space and the area that was once utilized by the police department has created an overabundance of occupiable square footage, again, resulting in increased utility costs, inefficient systems and ongoing maintenance on space that is not needed or required for current operations. This causes the city's resources to be spent on areas not being utilized.



## 5. STRUCTURAL ASSESSMENT

### A. PURPOSE AND SCOPE

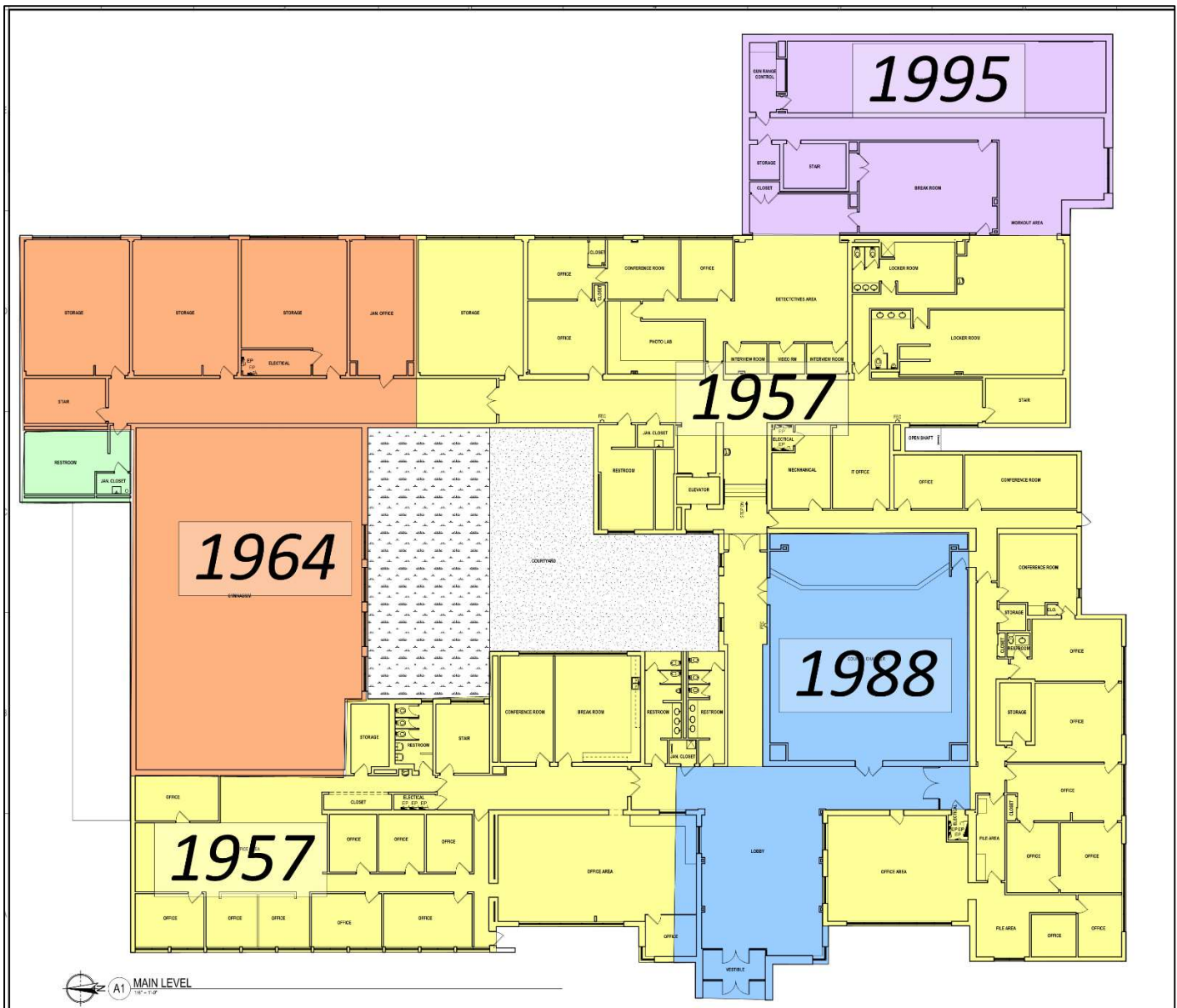
- The purpose of the structural condition assessment is to complete a visual evaluation and initial Code review of the existing facility to support renovation planning and budgeting efforts for proposed alterations and improvements. The goal is to identify potential structural issues and/or limitations of the existing facility for consideration in the renovation and reuse of the facility serving as City Government Building and 911 Dispatch Center.
- The condition assessment is limited to visual observation of the existing structure readily accessible to view, review of available existing drawings, review of the Existing Building Code triggers, and experience with similar construction. No testing or selective demolition of any kind was warranted or completed during this phase of evaluation.

### B. EXISTING FACILITY DESCRIPTION (Ref Overall Plan)

- Original 1957 Weber School Building  
Original drawings were not available; however, construction is assumed to be similar to the 1964 expansion detailed below.
- 1964 Gymnasium and Classroom Expansion  
The building expansion consists of a two-story stand-alone building. The roof framing is pitched to drain at 1 ½ inch/foot slope and includes 1 ½ inch wide rib metal roof deck over bar joists spaced at 4 feet on center. Roof joists are supported on a combination of load bearing masonry walls and steel beam and column framing. The floor construction includes a 3-inch normal weight concrete slab supported on corrugated form-deck and 18-inch-deep steel bars joists spaced at 2 feet on center. The floor framing is typically supported on either load bearing masonry walls or steel beam and column framing. The building is founded on a system of interconnected grade beams and belled drilled piers. The lower-level slab construction is not noted on the existing drawings, however, most likely consists of a 4-inch thick lightly reinforced normal weight concrete slab on grade.
- 1988 Reception and Public Entry  
The addition is a one-story steel framed building with a partial mechanical mezzanine housing air handling units to serve the clerestory. The addition is integrated into the original 1957 school building and no expansion joints were provided. The roof construction consists of wide rib metal roof deck over 26-inch-deep steel bar joists spaced at 6 feet on center. Roof joists are supported on a combination of existing masonry walls and new steel beam and column framing. The mezzanine has a 3-inch-thick normal weight concrete slab on 10-inch-deep steel bar joists at 24-inches on center spacing. The addition is supported on straight shaft drilled piers bearing on rock.
- 1995 Sallyport and Firing Range  
The addition consists of a two-story building at the southeast corner of the facility. A hybrid structural system was used to accommodate the firing range enclosure. The roof structure consists of sloping steel bar joists spaced at 7'-6" on center and supported by a load bearing concrete wall on the east end and steel girders and column on the west end. The typical floor

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framing consists of a normal weight concrete slab over form-deck and 18-inch-deep steel bar joists spaced at 24-inches on center. The floor joists are supported on a system of steel girders and columns. The elevated firing range construction consists of an 8-inch-thick enclosure of normal weight reinforced concrete floor, ceiling and walls supported on steel girders and columns. The building foundation consists of shallow spread footings bearing on soil. The lower-level slab construction is a 6-inch slab on grade reinforced with welded wire reinforcing.



OVERALL FACILITY PLAN

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**C. EXISTING CONDITIONS AND OBSERVATIONS**



- Overall, the building structures that make up the facility appear to be in good condition and well maintained. No overt signs of global structural issues related to distress, deflection, settlement, and/or deferred maintenance were noted. Some localized areas of distress and settlement were noted and discussed in more detail below.

- The facility is founded on a sloping site with the high point at the southwest corner of the site sloping down to a low point along the north and east elevations. The sloping site drops one full story across the width of the building and provides walk-out egress from the Lower Level along north and east elevations. Based on observations and discussions with staff, groundwater infiltration has been an ongoing issue and in our opinion this issue is aggravated by the sloping nature of the site and interior courtyard condition.



- The roof appears to be well maintained and relatively well draining. Some signs of rainwater ponding were noted. Staff noted that roof leaks are an ongoing maintenance issue, and it is our understanding plans for the renovation include a re-roof.

- Settlement of the slab on grade was noted in two areas of the building including the northeast corner of the Lower-Level which appears to have settled a few inches sloping down from west to east with the low point at the far northeast corner of the building, and within the breakroom/kitchen on the Main Floor. Although the slab on grade settlement is undesirable, based on our observations, it appears to be associated with poorly compacted subgrade soils and not a global foundation issue for the building structure. Cracks observed in the exterior wall near the northeast and northwest corners of the building will be discussed in more detail below but are believed to be unrelated to the observed slab on grade settlement.



- The existing facility is founded on a system of drilled piers and grade beams. Although an original soils report was not available for review, the type of foundation system used for the existing facility is a good indicator that the site is underlain by soft or poorly consolidated soils. It would be difficult to complete a soils investigation with the existing building in place, but it is very likely any future additions would also require drilled pier foundations and should be considered in planning for construction access to the site and budgeting.

- Cracks were noted in the exterior wall portion of the building and near the northeast corner. The cracks are generally vertical and linear cracks characteristic of normal masonry movement due to moisture related expansion and shrinkage, as well as seasonal changes. It is further noted that very few control joints were observed in the existing exterior masonry walls. In our opinion the observed cracks are not a structural or foundation settlement issue.

- The Lower-Level entry into the community room at the northwest corner of the facility appeared to be poorly drained and was noted to collect surface runoff which saturates the soils in and around this area as well as potential to infiltrate into the building.





## D. STRUCTURAL LIMITATION AND CONSIDERATIONS

- Construction Access

- i. The planned addition will like require re-work in the area of the interior courtyard to construct a new retaining wall along the north perimeter of the courtyard. This area may be difficult to access during construction and construction of a new retaining wall will require significant excavation and backfill. New building construction supported behind the new retaining wall is at risk of settlement and must be carefully coordinated and the backfill compaction inspected and documented during construction.

- Existing Floor Structure in Older Buildings (pre-1988 Expansion)

- i. The existing structural floor system was originally designed for classroom occupancy (ie. 60 psf floor live load) and would be appropriate for use as paper office; however, public lobbies, and/or assembly areas require a minimum floor live load of 100 psf. Spaces requiring floor live loads exceeding 60 psf would most likely require strengthening. Strengthening of an existing bar joist floor system can be difficult and expensive. Ideally planning of the re-configured space would limit or avoid public spaces or heavy storage within the areas of elevated floor structure.
- ii. With the closely spaced steel bar joist framing it can be difficult to accommodate floor penetrations for new plumbing or mechanical shafts. Consideration should be given in early planning to allow some flexibility in the final layout and configuration of plumbing fixtures and mechanical shafts to coordinate with the existing joist framing.
- iii. Bar joist floor system may produce annoying floor vibrations for office space near heavily trafficked areas. This may be a serviceability issue for future occupied space and may be considered in layout and planning.
- iv. Light framed bar joist floor systems will not readily accommodate heavy cmu partitions, or moveable partitions, and if these are desired as part of the renovation an allowance for localized strengthening should be included in the construction budget.

- Existing Lateral Bracing System and Seismic Vulnerability

- i. The existing lateral bracing system for the original building(s) consists of an unreinforced masonry (URM) shear wall system common for this time period. This system is vulnerable to significant seismic damage and when building renovation/reroofing is planned the International Existing Building Code (IEBC) mandates minimum seismic retrofit provisions consisting of out of plane anchorage of the exterior walls and lateral bracing of parapets. The existing building has minimal parapets and likely not a major issue; however, out of plane anchorage of the perimeter wall into the existing roof deck will require a significant effort and an appropriate allowance budgeted.
- ii. The existing URM lateral system provides the sole lateral bracing for the original construction and the Building Code restricts the scope of alterations to the existing walls including new or enlarged wall openings, etc. Significant alterations to the existing walls would very likely trigger a more comprehensive seismic upgrade of the building and should be carefully considered and/or budgeted accordingly in the planned renovations.

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- Existing Roof Structure

- i. Roof mounted equipment and/or screen walls may be accommodated; however, will require localized strengthening of the steel joist structural system and should be budgeted accordingly. Furthermore, duct penetrations would ideally be coordinated to fit between existing joist to avoid supplemental framing and headers that would be required for larger duct penetrations.
- ii. Support of new MEP/FP infrastructure should take into consideration the existing bar joists and ideally coordinate hangers with joist panel points to avoid localized strengthening of the joist chord and web. Hanger loads under 300 lbs. may typically be accommodated without strengthening.

- Building Addition Configuration

- i. The roof height of any proposed additions adjacent to the existing building would ideally not exceed the height of the existing adjacent building to avoid accumulation of drifting snow and potential for strengthening the existing roof to support the increased snow load.
- ii. Expansion joints within the existing facility should be maintained and any MEP/FP systems bridging the expansion joints between buildings should be provided with flexible connections capable of allowing some differential movement.

- Change of Occupancy and Risk Category

- i. Incorporation of a 911 Dispatch center into the existing facility will trigger a change of occupancy and increased risk category. In accordance with the IBC the change in occupancy will require a comprehensive structural analysis and evaluation of the existing building serving the dispatch center for current IBC lateral load provisions, as well as ICC 500 storm shelter requirements. Based on initial discussions the current renovation plans will strategically locate the 911 Dispatch center completely within the 1995 Building which is expected to minimize the impact on the construction cost and extent of retrofit and strengthening, if any, compared to other areas within the facility.

## **E. STRUCTURAL CONCLUSIONS AND RECOMMENDATIONS**

The existing facility appears to be structurally sound and suitable for the proposed renovation and improvements. As noted above structural alterations, as well as increased loading demands can be challenging to accommodate for buildings of this type of construction and reasonable budget allowances and contingencies to address these challenges should be considered in the planning process. Modifying the existing building could prove costly and final result may not accomplish valued results.





## 6. BUILDING SYSTEMS ASSESSMENT

### A. General

- This report documents the engineering review requested to assess the existing Mechanical, Electrical, and Plumbing systems at the Creve Coeur Government Center in Creve Coeur, MO. The scope of the evaluation included a site visit to observe the condition of the existing building and system in preparation of this report. The site review was conducted on March 22, 2022. No destructive investigation or below floor evaluations were made. Minimal above ceiling inspections were made.



### B. Existing Building - General

- The Creve Coeur Government Center was constructed in the 1950s with several building additions throughout the years. A gun range and sally port were added in 1990s to the southeast corner of the building. Building systems have been added, renovated, and upgraded over the years and current conditions will be discussed below.

### C. Observed Conditions & Evaluation - Mechanical

- The building is zoned and served by water cooled heat pumps units located throughout the building. The multipurpose room, gymnasium, main lobby and council chambers are served by large vertical heat pumps located in mechanical closets throughout the building. All other zones are served by horizontal heat pumps located above the ceiling. The heat pumps are controlled by space mounted temperature sensors. The condition of the heat pumps varies in capacity and condition, with some of the observed units dating back as far as 1988. The life expectancy for a heat pump ranges between 20-25 years with most of the units exceeding their useful life. The older heat pumps utilize R-22 refrigerant which is no longer manufactured and is starting to become expensive should additional refrigerant be needed.
- Two 100% ventilation air units with DX cooling and hot water heating are located in a central mechanical closet in the lower level and ducted to serve fresh air throughout the building and to the heat pumps. The associated condensing units are located in the adjacent courtyard. The age of the system is unknown and appears to be nearing the end of useful life. The unit utilizes R-22 refrigerant which is no longer manufactured and is starting to become expensive should additional refrigerant be needed.
- Condenser water is generated by a single fluid cooler, located in the south equipment yard, and is rated for 95 tons of nominal capacity. The unit is 13 years old and appears to be in fair condition and well maintained. The unit's

CITY OF CREVE COEUR MISSOURI  
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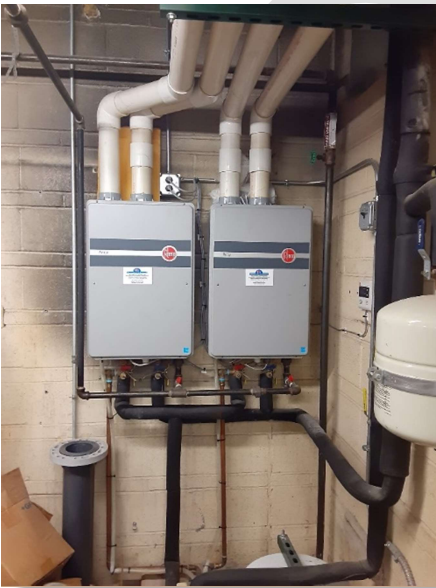
life expectancy is approximately 20 years with an estimated 7 years of life remaining. A shell and tube heat exchanger is located on the supply side of the condenser water system which uses the heating hot water system on the shell side to vary the condenser water temperature by modulating a three-way control valve. Two 30-hp, base-mounted, condenser water pumps circulate condenser water throughout the building. Both pumps appear to be in fair working condition but are nearing the end of their useful life. The system's associated air separator and expansion tank appeared to be in poor condition and at the end of useful life. The condenser water is a propylene glycol mixture and is distributed throughout the building to serve the heat pumps. The piping is uninsulated Schedule 40 PVC pipe. The age of the piping varies throughout the building with several instances of piping leaks. The piping is mostly in poor condition and should be replaced throughout the entire building. A filtration system was added to the condenser water system in 2020.

- Heating hot water is generated by two, gas-fired, condensing water boilers each sized for 1300 MBH capacity. The boilers were manufactured in 2012 and are in good condition and well maintained. Two, 20 hp, base mounted pumps circulate heating hot water throughout the building to serve the two ventilation air units, cabinet unit heater and unit heaters. The pumps are in good working condition. The age of the piping varies throughout the building with most of the piping original to the installation date. Piping near the boiler was replaced with the boilers and is in good condition. The heating hot water system, in general, is in good condition and will be reused to accommodate the proposed renovation. The capacity of the existing system will need to be evaluated to determine if additional capacity is required for new building loads.
- The existing system control panel is furnished by Johnson Controls and is now obsolete, requiring replacement to provide adequate system controllability. The panel is located in the boiler room and currently monitors the heating hot water and condenser water pumps, boiler, fluid cooler and heat exchanger 3-way control valve.
- There are several general exhaust fans located on the roof and above the ceiling and zoned to restrooms, cells, locker rooms, and storage rooms throughout the building. The age of the fans vary throughout the building. Most exhaust fans appear to be near the end of useful life.
- The two-story Sally Port/Firing Range addition was constructed in 1995 to the southeast corner of the building. The Sally Port is heated with two gas-fired unit heaters that were recently replaced and ventilated with a 5,000 CFM propeller exhaust fan interlocked to an intake louver. The garage has a carbon monoxide (CO) gas detection system that enables the ventilation system upon a detection of CO. The systems in the Sally Port are in good condition. A compressed air system with a 60-gallon receiver is distributed along the perimeter of the sally port with 4 quick-connect ports. The firing range is served by a gas-fired make-up air unit located above the ceiling and exhausted with an inline, centrifugal exhaust fan.
- The existing ductwork is a mixture of lined ductwork, externally wrapped ductwork and flexible ductwork. The ductwork appears to be original to installation and dirty in areas constructed more than 20 years ago. It is unlikely the duct can be cleaned sufficiently to remove any mold spores that might have accumulated in the ductwork.
- The air devices are mostly extremely old, possibly original air devices, most of which are dirty and with deteriorated finishes



## D. Observed Conditions & Evaluation - Plumbing

- The existing underground plumbing systems were not evaluated. Based on the age of the building and condition of much of the visible piping above grade, it is assumed that the existing below grade piping is primarily of cast-iron construction and is likely approaching the end of its projected operational lifespan. It is recommended that the existing sanitary sewers be camera'd to assess their condition.
- The oil interceptor in the existing garage was not visible but is in functioning condition based on facility personnel reports. The facility personnel did not report clogging or flow issues at the garage drainage locations or interceptor.
- A majority of the roofs are drained via gutters and downspouts. The areas with a piped storm drainage system do not appear to have an overflow system. Based on roof conditions, it is likely that rainwater is backing up onto the roof and pooling during moderate rain events. Facility personnel reported additional backflowing of storm system piping at lower levels of the building. This backflow/flooding was occurring at a cleanout location at the northwest corner. It is recommended that this existing storm sewer below grade be camera'd to assess the size and condition of the existing piping.
- The incoming water service is provided via a service tunnel that terminates at the lower-level main mechanical room. This service piping was replaced in recent years and is in good condition. At the incoming location in the mechanical room this piping routes above and inside the clearance space of multiple electrical panels which is a potentially hazardous assembly. This incoming piping ties into existing piping prior to making connections into water heaters, domestic cold-water distribution, and backflows for water supplies to mechanical systems and equipment. These various assemblies were in generally good condition with some smaller branches and connection piping needing replacement.
- The facility did not report that water pressure is an issue in the building although some fixtures produced limited flow, likely due to calcified branch piping and failing fixture internals.
- Hot water is supplied to the existing building via two instantaneous water heaters and a small storage type heater located in the main mechanical room. These water heaters are in like-new condition and appeared to be operating at time of visit.
- The building is served by a hot water return system and pump located within the lower-level mechanical room. The pump has been replaced at some time during the life span of the building and appears to be in good working condition. Based on existing drawings the return loop is serving the majority



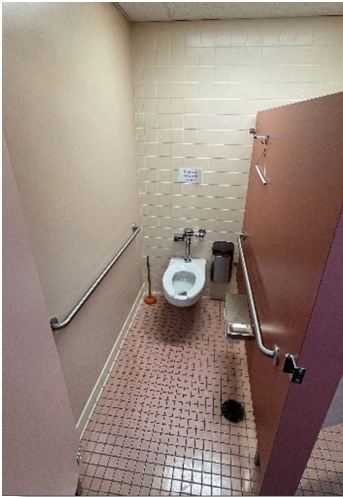


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**BUILDING ASSESSMENT REPORT**



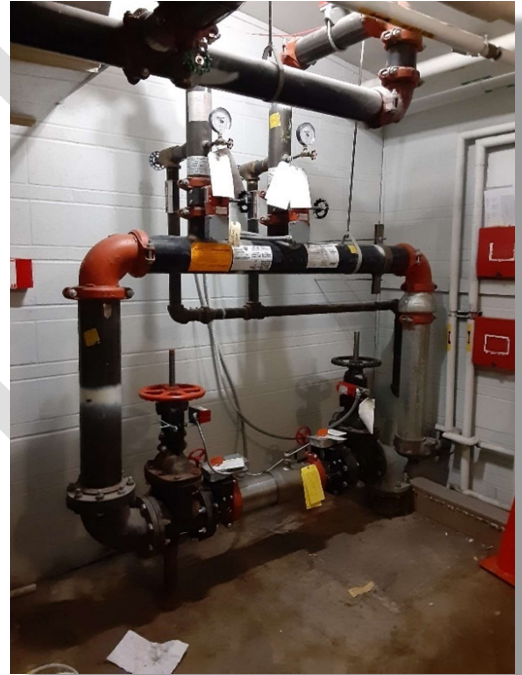
of hot water producing fixtures in the building. Some fixtures appear to be too far from the loop to deliver hot water in adequate time or they are not served by the loop at all. Some expansion of the loop would be required to comply with current code-established standards.

- Existing fixtures at bathrooms appear to be original fixtures in many locations. These fixtures are likely not compliant with local and national codes regarding sill heights, accessibility, and flow rates. Some existing toilets had damaged seat hinges and arms, discoloration on bowls, and signs of wear on fixture bodies. Some existing lavatories had damaged or non-functioning aerators and wobbly handles.



- The Fire Service and Sprinkler room is located adjacent to the Gymnasium. The incoming service piping is in good working condition and the backflow assembly has been replaced in the last few years. The valves and piping mains visible within this room are all in good working condition.

- Sprinkler heads observed throughout the building appeared to be of varying ages. In most cases, the sprinkler heads appeared to be the originally installed heads. These sprinkler heads are at the half-way point of their effective lifespan and will need replacement in the coming years. It is likely that future fire inspections will generate notices for replacement of individual heads that have been painted or degenerated past the point of operation. The condition of branch mains and arm-over piping above ceiling is unknown. Based on ceiling construction and sprinkler head ages the piping is likely the original installed in many cases. This piping may need repair or replacement in some cases, but is likely in good condition generally. No dry system piping or equipment was observed on site.



- The gas meter and incoming gas service piping was in good condition and operating at time of visit. Facility personnel did not discuss issues with the gas piping on site. Where visible, gas piping appeared to be in good condition. No major code violations or installation problems were observed at time of visit.



### E. Observed Conditions & Evaluation - Electrical Systems



- Normal Electrical power service for the facility is supplied from a pad mounted 3-phase 120/208 volt utility transformer located on the south side of the building. This pad mount transformer is fed underground from the utility pole mounted overhead conductors running east-west about 75 feet south of the building.
- Electric service into the building is fed from the pad mounted transformer to a pad mounted NEMA 3R Main 1200-amp service entrance rated disconnect switch through a 1200 amp pad mounted NE-MA 3R automatic transfer switch then into a new distribution panel in the basement. The new distribution panel was just installed in 2021. Most other distribution panels are circa 1988 when the building was renovated.
- Most branch circuit wiring in the facility was installed before 2008. Prior to 2008 branch circuit power conductors were allowed to share neutrals. We believe most branch circuits are installed with common neutrals.
- We did not take apart any receptacles to see if a separate ground wire was installed in the branch circuit wiring however on the electrical gear replacement project there were not grounds installed in the conduit of the feeders to panels and ground conductors were added in some of the feeders between the exterior gear and the interior gear.
- The complete building is on emergency power. Emergency power is provided by a 350 KW diesel generator with subbase fuel tank located outside the main electric room on the south side of the building. Subbase diesel fuel tank has a capacity of about 24 hours at full load. Existing generator is a Katolight generator about 30 years old.
- As noted in service entrance description there is a 1200-amp ATS on the exterior after the main electric disconnect. There is also a 100-amp automatic transfer switch on the lower level. We have not found any drawings that show how this is connected however believe this to be the original transfer switch for the building for life safety loads.
- Lighting in the building has had some upgrades however mostly has been done with fluorescent fixtures and metal halide fixtures. Lighting controls are with on/off toggle switches and some time clock controls.
- Fire alarm panel is a Simplex 4100 system with cellular digital communicator. Fire alarm panel is expandable if necessary for new devices.
- There is a data closet in the central part of the building. A fiber optic cable is installed to the building from the south side of the property.





#### **D. Mechanical / Electrical / Plumbing Recommendations**

- Based on the site inspection, Horner & Shifrin has reached the following opinions with a reasonable degree of engineering certainty. Conclusions reached and opinions offered are based upon the information available to Horner & Shifrin at the time of this report and may be subject to revision after the date of publication as additional information becomes available.
- The following actions are recommended to repair the observed conditions of the facility.

##### **Mechanical -**

- The heat pumps vary in age and condition and should be replaced as need to accommodate the proposed renovation. All associated ductwork, controls and piping will be included in replacement. Any heat pumps in or serving area of renovation will be replaced.
- Ventilation units are in poor condition and utilizing refrigerant that is obsolete. These units should be replaced with any renovation. The capacities should be evaluated to accommodate adequate capacity for proposed renovation.
- Existing fluid cooler is reportedly in good condition with 7 years of useful life remaining. Existing fluid cooler may be reused in renovation however the system will require evaluation to ensure the existing capacity is adequate. The system's associated heat exchanger, air separator, expansion tanks and pumps are in fair to poor condition. With the use of propylene glycol mixture, these components are subject to further corrosion and deterioration internally. These components should be replaced.
- The condenser water distribution piping is in poor condition and failing. The piping should be replaced in its entirety.
- The existing heating hot water system is in good condition and can be reused to accommodate the proposed renovation. The capacity of the existing system will require evaluation to ensure existing capacity is adequate. Minor modifications to the existing piping will be required to accommodate equipment changes that are served by this system.
- The existing building control panel is obsolete. The system should be replaced with all new building automation system to provide the user with full building control. All major equipment should be integrated onto the building automation system.
- Systems serving the Sally Port and Gun Range do not need be modified or replaced unless reported non-operational by facilities.
- All exhaust fans and associated ductwork located in the area of renovation should be replaced.
- All ductwork and air devices located in the area of renovation should be replaced.

##### **Plumbing**

- A large number of the plumbing systems have code or operational deficiencies that should be addressed.
- The domestic hot water loop should be extended to cover all fixtures and reduce delivery times enough to be code compliant.



- Plumbing fixtures, in most cases should be replaced with new ADA compliant (where necessary) fixtures with proper sill heights, sanitary surface treatments, and flow requirements to achieve current standards.
- Domestic branch piping and insulation should be evaluated and repaired/replaced as needed. It is likely, based on what was observed, that much of the branch piping will require replacement.
- Secondary roof drains or overflow scuppers should be installed. Currently, if a roof drain were to be clogged, water would potentially build up enough to cause structural damage or failure to the roof.
- At a minimum, the first 10 feet of roof drain piping should be insulated from each roof drain.
- The existing underfloor piping should be evaluated and repaired/replaced as needed.
- Vent piping should be extended to a minimum of 12" above the finished roof surface in all cases to prevent snow build up from blocking them.
- A roof hydrant should be provided on the roof to allow for cleaning of the rooftop mechanical systems.
- The existing grease interceptor in the serving kitchen should be replaced.
- The existing oil interceptor in the garage should be evaluated for repair/replacement.

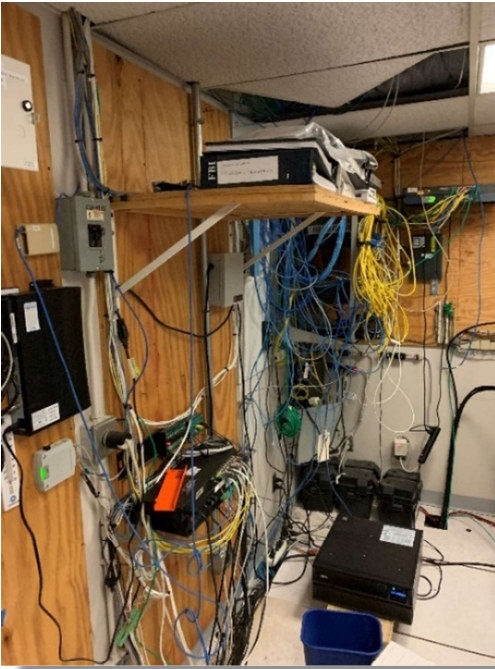
#### **Fire Protection**

- Many of the existing sprinkler heads, notably in original building areas where no subsequent renovation has taken place, should be evaluated for proper operation. This system will begin to require service and replacement in the coming years.
- The branch piping serving existing heads should be evaluated for replacement where possible.

#### **Electrical Systems**

- Existing electric service in the basement may be able to be used depending on new loads. Circuit breakers could be added/deleted based on new equipment and loads.
- Branch circuit panelboards are original to 1988 renovation and operation is uncertain. Based on new layout of departments these will likely be replaced to allow more efficient layout of spaces and safety.
- Lighting is recommended to be replaced with LED fixtures with renovations to meet current energy standards.
- Lighting controls shall be upgraded to meet current Energy Code
- Closed Circuit television to observe the exterior parking areas, and people entering building are a standard at most Government Centers we design and are recommended.
- Access control is existing at existing building but is not compatible with existing system at the police station. A new system on the same platform as the police station would be considered in any new renovation.

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- Existing emergency generator is reportedly in good condition but past its normal life expectancy. Existing generator may be reused in renovation however emergency power distribution needs to separate any life safety system power from optional standby power loads. Generator was installed when a police facility and complete building was needed on emergency power. in new layout the complete building is not required on emergency power and a smaller generator may be sized based on load required to be on emergency power. If the existing generator is kept and the complete building is put on emergency power then when the generator will need to be replaced by purchasing the larger unit (this assumes new renovation loads are less than existing service).

## 7. BUILDING NEEDS PROGRAM - NEW GOVERNMENT CENTER

The following BUILDING NEEDS PROGRAM was generated based on several programming sessions with the city's steering committee and responses from several departmental staff personnel.

The program is broken up into several columns for clarity. The first few columns indicate the *Master Department/Sub-Department/Title* of the room or person and the *Employee's Name* at the time of the programming process. The third and fourth columns indicates the Number of *Occupants Utilizing the Space* and if the space requires an *Office or Workstation*. The fifth column indicates preferred *floor location* given the main entrance on the first floor. The sixth and seventh columns indicate approximate square footage of the *existing space* in the current building and the approximate square footage of *industry standard sizes* of space allocated for the room type.

The Program then indicates the quantities required for each departmental section and the total area required for each use. The Program Requirements column are notes based on comments made during programming sessions.

It then summarizes area allocations for the Public Spaces, Building Core Areas, Community Development / Public Works, Administration, Finance, and Courts. The program also includes a potential tenant (WCDC) that may occupy space within the building. The last section of the program totals the net areas and includes a circulation factor and building gross square footage factor to provide a gross square footage area for the building.

Program Highlights presented to City Council and Task Force:

- 32-34,000 square footage needs
- 3,300 square feet of tenant space included
- No Gym Space in new program
- Reuse of existing Gun Range/Sally Port portion of the building.







# Creve Coeur Municipal Complex Program of Space

4/21/2022

| Department                                      | Position/Title | Employee Name                                    | Occupants Utilizing Space | Office /<br>Wkstation  | 1st Floor /<br>2nd Floor (1 or 2) | EXISTING (APPROX)<br>Net Floor Area (s.f.) | Net Floor Area (s.f.) | Department Totals<br>(Square Footage) | B<br>u<br>i<br>l<br>d<br>i<br>n<br>g<br>C<br>o<br>r<br>e<br>A<br>r<br>e<br>a<br>s | Program Requirements/Adjacencies/Public Access-Direct, indirect                                                                              |
|-------------------------------------------------|----------------|--------------------------------------------------|---------------------------|------------------------|-----------------------------------|--------------------------------------------|-----------------------|---------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| SHARED SPACES                                   | Public Spaces  | Main Floor Men's Public Restroom                 | 3T-2U-3L                  | -                      | 1                                 | 204                                        | 350                   |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Main Floor Women's Public Restroom               | 4T-3L                     | -                      | 1                                 | 204                                        | 350                   |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Secondary Floor Men's Public Restroom-Unisex     | 1T-1L                     | -                      | 2                                 | 228                                        | 64                    |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Secondary Floor Women's Public Restroom-Unisex   | 1T-1L                     | -                      | 2                                 | 228                                        | 64                    |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Main Floor Vestibule / Lobby                     |                           | -                      | 1                                 | 1,213                                      | 1,200                 |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Secondary Floor Vestibule / Lobby                |                           | -                      | 2                                 | 120                                        | 200                   |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Council Chambers-City Council / Municipal Courts | 10 + 10<br>(60-100)       | -                      | 1                                 | 2,244                                      | 2,000                 |                                       |                                                                                   | Existing Max Occupancy 154; Includes room for Planning & Zoning 8 + people                                                                   |
|                                                 |                | Community Room                                   | 4 + 100                   | -                      | 1                                 | 2,394                                      | 2,000                 |                                       |                                                                                   | Checkpoint area for security with a metal detector; courtroom for 75 people; maximum size for 100 people at round tables (8 to 10 per table) |
|                                                 |                | Council - chair/table storage / AV room          |                           | -                      | 1                                 | 162                                        | 135                   |                                       |                                                                                   | Utilize existing in place                                                                                                                    |
|                                                 |                | Gun Range                                        |                           | -                      | 2                                 | 1,280                                      | 1,280                 |                                       |                                                                                   | Not required for new build                                                                                                                   |
|                                                 |                | Gym                                              | 150                       | -                      | -                                 | 3,876                                      | -                     |                                       |                                                                                   | For Chamber and Community Room                                                                                                               |
|                                                 |                | Kitchenette                                      |                           | -                      | 1                                 | 310                                        | 300                   |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Storage                                          |                           | -                      | 1                                 | 135                                        | 135                   |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                | Council Anti-Room/ Large Conference              |                           | -                      | 1                                 | 400                                        | 400                   |                                       | 8,478                                                                             |                                                                                                                                              |
|                                                 |                | Building Core Areas                              | Public Spaces             | Medium Conference Room | 325 s.f.                          | -                                          |                       | 772                                   |                                                                                   |                                                                                                                                              |
| Small Conference Room                           | 200 s.f.       |                                                  |                           | -                      |                                   |                                            |                       |                                       |                                                                                   |                                                                                                                                              |
| Break Room/ Kitchenette                         |                |                                                  |                           | -                      | 1                                 | 447                                        | 450                   |                                       |                                                                                   | Outdoor Access?                                                                                                                              |
| Fitness / Conditioning                          |                |                                                  |                           | -                      | 2                                 | 864                                        | 864                   |                                       |                                                                                   | existing near gun range; keep as amenity; may need to reconfigure and confine it to existing portion of building kept                        |
| Staff Restrooms - Upper Level                   | 46 s.f.        |                                                  |                           | -                      | 2                                 | 401                                        | 92                    |                                       |                                                                                   | New-unisex restrooms overall in/near departments                                                                                             |
| Staff Restrooms - Lower Level                   | 46 s.f.        |                                                  |                           | -                      | 1                                 | 401                                        | 184                   |                                       |                                                                                   | New-unisex restrooms overall in/near departments                                                                                             |
| Quiet Room/Mother's/Wellness/Lactation Room     |                |                                                  |                           | -                      | 1                                 |                                            | 80                    |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                |                                                  |                           |                        |                                   |                                            |                       |                                       |                                                                                   |                                                                                                                                              |
| File Server Room/ Security Cameras / Phone Room |                |                                                  |                           | -                      | 2                                 | 247                                        | 192                   |                                       | 1,670                                                                             |                                                                                                                                              |
| Mechanical                                      |                |                                                  |                           | -                      | 1                                 | 1,374                                      | 1,000                 |                                       |                                                                                   |                                                                                                                                              |
| Electrical Room                                 |                |                                                  |                           | -                      | 1                                 | 260                                        | 200                   |                                       |                                                                                   |                                                                                                                                              |
| Janitors - By Main Toilet Areas                 | 64 s.f.        |                                                  |                           | -                      | 1 & 2                             | 90                                         | 128                   |                                       |                                                                                   | one per floor                                                                                                                                |
| Garage Storage (Old Sally Port)                 |                |                                                  |                           | -                      |                                   | 3,231                                      | -                     |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                |                                                  |                           |                        |                                   |                                            |                       |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                |                                                  |                           |                        |                                   |                                            |                       |                                       | 1,520                                                                             |                                                                                                                                              |
|                                                 |                |                                                  |                           |                        |                                   |                                            |                       |                                       |                                                                                   |                                                                                                                                              |
|                                                 |                |                                                  |                           |                        |                                   |                                            |                       |                                       |                                                                                   |                                                                                                                                              |
| Sub-Total - Shared Areas                        |                |                                                  |                           |                        |                                   |                                            |                       |                                       |                                                                                   | 11,668                                                                                                                                       |



# Creve Coeur Municipal Complex Program of Space

Archimages  
architecture | interiors & planning

4/21/2022

## CITY OF CREVE COEUR MISSOURI BUILDING ASSESSMENT REPORT

| Department                        | Position/Title                                   | Employee Name | Occupants Utilizing Space | Office /<br>Workstation | 1st Floor /<br>2nd Floor (1 or 2) | EXISTING (APPROX)<br>Net Floor Area (s.f.) | Net Floor Area (s.f.) | Department Totals<br>(Square Footage) | REMARKS                                                                                                                                                                                                                                 |
|-----------------------------------|--------------------------------------------------|---------------|---------------------------|-------------------------|-----------------------------------|--------------------------------------------|-----------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Development             | 1 Director of Community Development              | Jason J.      | 1+2G                      | Office                  | 1                                 | 186                                        | 200                   |                                       |                                                                                                                                                                                                                                         |
|                                   | 2 City Planner                                   | Bethany M.    | 1+2G                      | Office                  | 1                                 | 130                                        | 150                   |                                       | Drafting Board                                                                                                                                                                                                                          |
|                                   | 3 Administrative Support Associate Supervisor    | Megan W.      | 1+2G                      | Office                  | 1                                 | 104                                        | 125                   |                                       | Office needs to have large amount of glass looking into Admin Support area and be able to see front counter; could be workstation but would need adjacent small conference room for private conversation and meeting minutes processing |
|                                   | 4 Administrative Support                         | Diana M.      | 1                         | Wkstr                   | 1                                 | 127                                        | 81                    |                                       | Support office staff with public works, community development, and building division these staff members often cover for each other so they need to stay together and stay adjacent for the two departments (CD and PW)                 |
|                                   | 5 Administrative Support                         | Jayne P.      | 1                         | Wkstr                   | 1                                 | 127                                        | 81                    |                                       |                                                                                                                                                                                                                                         |
|                                   | 6 Administrative Support                         | Vacant        | 1                         | Wkstr                   | 1                                 | 127                                        | 81                    |                                       |                                                                                                                                                                                                                                         |
| F1                                | Future Hire-CD                                   |               | 1                         | Wkstr                   | 1                                 | 0                                          | 81                    | 799                                   |                                                                                                                                                                                                                                         |
| Building Department               | 1 Chief Building Official                        | Greg T.       | 1+2G                      | Office                  | 1                                 | 186                                        | 175                   |                                       | Drafting Board                                                                                                                                                                                                                          |
|                                   | 2 Senior Plans Examiner                          | Brad H.       | 1                         | Wkstr                   | 1                                 | 185                                        | 150                   |                                       | Drafting Board                                                                                                                                                                                                                          |
|                                   | 3 Plans Examiner                                 | John Y.       | 1                         | Wkstr                   | 1                                 | 132                                        | 150                   |                                       | Drafting Board                                                                                                                                                                                                                          |
|                                   | 4 Inspector                                      | Scott B.      | 1                         | Wkstr                   | 1                                 | 72                                         | 64                    |                                       |                                                                                                                                                                                                                                         |
|                                   | 5 Inspector                                      | Dave M.       | 1                         | Wkstr                   | 1                                 | 72                                         | 64                    |                                       |                                                                                                                                                                                                                                         |
|                                   | 6 Inspector                                      | Richard Z.    | 1                         | Wkstr                   | 1                                 | 72                                         | 64                    |                                       |                                                                                                                                                                                                                                         |
|                                   | 7 Inspector                                      | Patrick B.    | 1                         | Wkstr                   | 1                                 | 64                                         | 64                    |                                       | Inspectors can be located in a larger combined area that consist of touch down spaces with shared collaboration/work table in middle                                                                                                    |
|                                   | 8 Inspector                                      | Adam B.       | 1                         | Wkstr                   | 1                                 | 64                                         | 64                    |                                       | Small counter with personal 38" cabinet and computer.                                                                                                                                                                                   |
| F1                                | Future Hire-BD                                   |               | 1                         | Wkstr                   | 1                                 | 0                                          | 64                    | 859                                   |                                                                                                                                                                                                                                         |
| Public Works                      | 1 Director of Public Works                       | Jim H.        | 1+2G                      | Office                  |                                   | 240                                        | 200                   |                                       |                                                                                                                                                                                                                                         |
|                                   | 2 Assistant PW Director/City Engineer            | Vacant        | 1+2G                      | Office                  |                                   | 130                                        | 175                   |                                       |                                                                                                                                                                                                                                         |
|                                   | 3 Project Manager                                | Tom D.        | 1                         | Wkstr                   |                                   | 130                                        | 81                    |                                       |                                                                                                                                                                                                                                         |
|                                   | 4 Civil Engineer                                 | Kevin M.      | 1                         | Wkstr                   |                                   | 132                                        | 81                    |                                       |                                                                                                                                                                                                                                         |
|                                   | 5 Project Manager                                | Jim V.        | 1                         | Wkstr                   |                                   | 64                                         | 81                    |                                       |                                                                                                                                                                                                                                         |
|                                   | Future Hire-PW1 - Civil Engineer                 |               | 1                         | Wkstr                   |                                   | 0                                          | 81                    |                                       |                                                                                                                                                                                                                                         |
|                                   | Future Hire-PW2 - Project Manager                |               | 1                         | Wkstr                   |                                   | 0                                          | 81                    |                                       |                                                                                                                                                                                                                                         |
|                                   | Future Maintenance Worker II                     | Jeff S.       | 1                         | Wkstr                   |                                   | 250                                        | 420                   |                                       | This would be one larger room with a workstation for Jeff's within the room. Room to contain all tool / work bench and building supplies/storage                                                                                        |
|                                   | - Work Bench / Tool Room / Building Supplies     |               |                           |                         |                                   | 564                                        |                       | 1,200                                 |                                                                                                                                                                                                                                         |
|                                   | Public Counter                                   |               |                           |                         |                                   | 127                                        | 150                   |                                       | Needs to have two (2) transaction windows for public access.                                                                                                                                                                            |
| Support Space                     | Work / Copy                                      |               |                           |                         |                                   | 105                                        | 100                   |                                       |                                                                                                                                                                                                                                         |
|                                   | High Density File System                         |               |                           |                         |                                   | 315                                        | 325                   |                                       | Almost at capacity with rolling file shelving - might need additional units (starting to convert files to electronic format)                                                                                                            |
|                                   | Plotter / Scanner                                |               |                           |                         |                                   | 60                                         | 50                    |                                       |                                                                                                                                                                                                                                         |
|                                   | Building Dept. Plan Storage Room                 |               |                           |                         |                                   | 380                                        | 500                   |                                       |                                                                                                                                                                                                                                         |
|                                   | Large/Medium Conference Room - Internal to suite |               | 12 to 15                  |                         |                                   | 282                                        | 325                   |                                       | This is not to be shared with others                                                                                                                                                                                                    |
|                                   | Small Conference Room - Public Access            |               |                           |                         |                                   | 0                                          | 175                   |                                       | Needs to be adjacent to department AND main lobby (public access)                                                                                                                                                                       |
|                                   | Archive Storage (PW & CD)                        |               |                           |                         |                                   | 481                                        | 300                   | 1,925                                 |                                                                                                                                                                                                                                         |
|                                   |                                                  |               |                           |                         |                                   | 2,356                                      |                       |                                       |                                                                                                                                                                                                                                         |
| Sub-Total - Community Development |                                                  |               |                           |                         |                                   |                                            |                       |                                       | 4,783                                                                                                                                                                                                                                   |





# Creve Coeur Municipal Complex Program of Space

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## CITY OF CREVE COEUR MISSOURI BUILDING ASSESSMENT REPORT

| Department                 | Position/Title                                               | Employee Name     | Occupants Utilizing Space | Office /<br>Workstation | 1st Floor /<br>2nd Floor (1 or 2) | EXISTING (APPROX)<br>Net Floor Area (s.f.) | Net Floor Area (s.f.) | Department Totals<br>(Square Footage) | Program Requirements/Adjacencies/Public Access-Direct, indirect                                                                                                        |
|----------------------------|--------------------------------------------------------------|-------------------|---------------------------|-------------------------|-----------------------------------|--------------------------------------------|-----------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administration             | 1 Mayor's Office                                             | Dr. R. Hoffman    | 1+2G                      | Office                  | 2                                 | 357                                        | 200                   |                                       |                                                                                                                                                                        |
|                            | Mayor's Conference Room                                      |                   | 15 to 20                  |                         | 2                                 | 305                                        | 400                   |                                       | Large Conference Room in Administration Suite (Dual Use) - if large enough                                                                                             |
|                            | Mayor's Restroom                                             |                   |                           |                         | 2                                 | 25                                         | 0                     |                                       | Do not need this in new building. Could leave in place in renovation.                                                                                                  |
|                            | 2 City Administrator                                         | Mark P.           | 1+2G                      | Office                  | 2                                 | 209                                        | 250                   |                                       | Need extra room for City Files; semi-private workstation                                                                                                               |
|                            | 3 Assistant City Administrator                               | Sharon S.         | 1+2G                      | Office                  | 2                                 | 178                                        | 175                   |                                       | Need room for Personnel Records; semi-private workstation                                                                                                              |
|                            | 4 HR Generalist                                              | Janet R.          | 1+2G                      | Wkstr                   | 2                                 | 313                                        | 130                   |                                       | 4 person conf room adjacent to HR's space to have private discussions for benefits, etc. (others can share conf rm)                                                    |
|                            | Small Conference Room                                        |                   |                           |                         | 2                                 | In office                                  | 120                   |                                       | Close to but does not need to be adjacent to admin dept. (needs some quiet) not readily accessible to the public.                                                      |
|                            | 5 Public Information Officer                                 | Melissa B.        | 1+2G                      | Office                  | 2                                 | 180                                        | 150                   |                                       | Need file storage                                                                                                                                                      |
|                            | 6 City Clerk                                                 | Kellie H.         | 1+2G                      | Office                  | 2                                 | 342                                        | 175                   |                                       | 1 - FTE (Part-Time, Intern, or Temp Workstation Flex Space)                                                                                                            |
|                            | Future Hire-AD                                               |                   |                           |                         | 2                                 | 0                                          | 64                    |                                       | 4-8 people                                                                                                                                                             |
|                            | Administration Conference Room                               |                   |                           |                         | 2                                 | 300                                        | 200                   |                                       | Confidential files to be copied                                                                                                                                        |
| IT / MDF                   | Work / Copy                                                  |                   |                           |                         | 2                                 | 114                                        | 100                   |                                       | permanent documents ordinances, exec session minutes, resolutions... could microfilm                                                                                   |
|                            | Vault - City Clerk - Fire Rated Room for Document protection |                   |                           |                         | 2                                 | 91                                         | 200                   |                                       |                                                                                                                                                                        |
|                            | HR and Administrative Files - Fire Rated Room                |                   |                           |                         | 2                                 | In office                                  | 200                   |                                       | Administration Suite - Accessibility to public but NO public window needed. Does not need to be adjacent to any particular department but on the same floor as Finance |
|                            | City Clerk Archive Files                                     |                   |                           |                         | 2                                 | 75                                         | 100                   |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
| Finance                    | 1 IT Information System Coordinator                          | Chris T.          | 1                         |                         | 2                                 | 119                                        | 100                   |                                       | IT Department can be in one room with combined space total of 200 s.f. space                                                                                           |
|                            | 2 IS Support Staff (Part Time)                               |                   | 1                         |                         | 2                                 | 119                                        | 100                   |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
| Sub-Total - Administration |                                                              |                   |                           |                         |                                   |                                            |                       |                                       | 2,684                                                                                                                                                                  |
| Finance                    | 1 Director of Finance                                        | Lori O.           | 1+2G                      | Office                  | 1                                 | 140                                        | 200                   |                                       |                                                                                                                                                                        |
|                            | 2 Sr. Accounting Associate                                   | Tracy B.          | 1+2G                      | Office                  | 1                                 | 95                                         | 150                   |                                       |                                                                                                                                                                        |
|                            | 3 Accounting Associate                                       | Krista A.         | 1                         | Wkstr                   | 1                                 | 182                                        | 81                    |                                       | 2nd Back up window                                                                                                                                                     |
|                            | 4 Accounting Clerk                                           | Jayne/Jessie (pr) | 1                         | Wkstr                   | 1                                 | 182                                        | 81                    |                                       | Receptionist for finance window / Part Time                                                                                                                            |
|                            | 5 Payroll Associate                                          | Vacant            | 1                         | Wkstr                   | 1                                 | 182                                        | 81                    |                                       | 3rd Back up window; Semi-private workstation - Conversations with personnel                                                                                            |
|                            | Future Hire-Finance                                          |                   | 1                         | Wkstr                   | 1                                 | 0                                          | 81                    |                                       |                                                                                                                                                                        |
|                            | Conference Room                                              |                   | 6 to 10                   |                         | 1                                 | 182                                        | 200                   |                                       | Auditor will set up and work from here                                                                                                                                 |
|                            | Work / Copy Area / Mail                                      |                   |                           |                         | 1                                 | 182                                        | 100                   |                                       |                                                                                                                                                                        |
|                            | Secured File Area-Active                                     | In office         |                           |                         | 1                                 | 120                                        | 150                   |                                       |                                                                                                                                                                        |
|                            | Archive File Storage                                         |                   |                           |                         | 1                                 | 481                                        | 300                   |                                       | 150 'banker boxes' currently for archive storage                                                                                                                       |
|                            |                                                              |                   |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                        |
| Sub-Total - Finance        |                                                              |                   |                           |                         |                                   |                                            |                       |                                       | 1,424                                                                                                                                                                  |



# Creve Coeur Municipal Complex Program of Space

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## CITY OF CREVE COEUR MISSOURI BUILDING ASSESSMENT REPORT

| Department:        | Position/Title                                                                                                                                                                                                           | Employee Name | Occupants Utilizing Space | Office /<br>Workstation | 1st Floor /<br>2nd Floor (1 or 2) | EXISTING (APPROX)<br>Net Floor Area (s.f.) | Net Floor Area (s.f.) | Department Totals<br>(Square Footage) | Program Requirements/Adjacencies/Public Access-Direct, Indirect                                                                                                                                                                   |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------|-------------------------|-----------------------------------|--------------------------------------------|-----------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Courts             | 1 Court Administrator                                                                                                                                                                                                    | Jody C        | 1+2G                      | Office                  | 1                                 | 173                                        | 173                   |                                       |                                                                                                                                                                                                                                   |
|                    | 2 Court Clerk                                                                                                                                                                                                            | Tina H.       | 1                         | Westr.                  | 1                                 | 100                                        | 100                   |                                       | separation to openly converse without hindering other clerks                                                                                                                                                                      |
|                    | 3 Court Clerk                                                                                                                                                                                                            | Kirsten B.    | 1                         | Westr.                  | 1                                 | 182                                        | 100                   |                                       | separation to openly converse without hindering other clerks                                                                                                                                                                      |
|                    | 4 Judge / Conference Room / Training                                                                                                                                                                                     |               | 6                         | Office                  | 1                                 | 168                                        | 173                   |                                       | private office for virtual court and flex space during the day. Could be used as training area or break room for courts                                                                                                           |
|                    | 5 Prosecuting Attorney / Conference Room                                                                                                                                                                                 |               | 1+2G                      | Office                  | 1                                 | 204                                        | 173                   |                                       | Currently has space in Police Station (Need to re-confirm if space is also needed in City Hall as well or if this is just a small conf room adjacent to lobby for attorneys to consult with Prosecutor prior to in-person court.) |
|                    | F1 Future Hire-court clerk                                                                                                                                                                                               |               | 1                         | Westr.                  | 1                                 | 0                                          | 81                    |                                       | separation to openly converse without hindering other clerks                                                                                                                                                                      |
|                    | F2 Future Hire-court clerk                                                                                                                                                                                               |               | 1                         | Westr.                  | 1                                 | 0                                          | 81                    |                                       | separation to openly converse without hindering other clerks                                                                                                                                                                      |
|                    | F3 Future Hire-court clerk                                                                                                                                                                                               |               | 1                         | Westr.                  | 1                                 | 0                                          | 81                    |                                       | separation to openly converse without hindering other clerks                                                                                                                                                                      |
|                    | Customer assistance window area                                                                                                                                                                                          |               | 2                         |                         | 1                                 | 100                                        | 100                   |                                       | Preferably option for 2 windows for future consolidation with other courts;<br>Additional area for electronic terminal for public to use to lock up cases and make electronic payments via web portal                             |
|                    | Work / Copy Area                                                                                                                                                                                                         |               |                           |                         | 1                                 | 100                                        | 100                   |                                       |                                                                                                                                                                                                                                   |
|                    | Secured File Area / Archive Files                                                                                                                                                                                        |               |                           |                         | 1                                 | 208                                        | 250                   |                                       | 14 vertical filing cabinets-current use court cases and warrant files                                                                                                                                                             |
|                    | Small Conference Room                                                                                                                                                                                                    |               | 4                         |                         | 1                                 |                                            | 120                   |                                       | Adjacent to Lobby near courts room - waiting space for visiting attorneys or outside prosecuting attorney's office                                                                                                                |
|                    | Police Storage Room for Court Night                                                                                                                                                                                      |               |                           |                         | 1                                 |                                            | 64                    |                                       | Comply with CALEA; lock guns in secure area; metal detectors; tables; signs; other equipment                                                                                                                                      |
|                    | Private Restroom                                                                                                                                                                                                         |               |                           |                         | 1                                 |                                            | 70                    |                                       | Judicial Staff - due to security concerns                                                                                                                                                                                         |
|                    |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            | 1,228                 |                                       |                                                                                                                                                                                                                                   |
|                    | Does not have to be but might be beneficial next to Finance Department<br>Start rec doing courts during the daytime hours and is concerned with congestion of city hall functions - possibility have a separate entrance |               |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
| Sub-Total - Courts |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            |                       | 1,672                                 |                                                                                                                                                                                                                                   |
| WCDC               | General Manager                                                                                                                                                                                                          | Crystal       | 1+2G                      | Office                  | 2                                 |                                            | 173                   |                                       | doesn't need to be immediately adjacent to dispatch floor                                                                                                                                                                         |
|                    | Supervisor                                                                                                                                                                                                               | Ryan          | 1+2G                      | Office                  | 2                                 |                                            | 150                   |                                       | immediately adjacent to dispatch floor with window overlooking dispatch floor                                                                                                                                                     |
|                    | Dispatch Console Room                                                                                                                                                                                                    |               | 4                         | Westr.                  | 2                                 |                                            | 500                   |                                       | 10 monitors per station                                                                                                                                                                                                           |
|                    | Dispatch Console Growth                                                                                                                                                                                                  |               | 2                         | Westr.                  | 2                                 |                                            | 250                   |                                       |                                                                                                                                                                                                                                   |
|                    | Walking Tread Mill Area (on dispatch floor)                                                                                                                                                                              |               |                           |                         | 2                                 |                                            | 80                    |                                       |                                                                                                                                                                                                                                   |
|                    | Conference Room                                                                                                                                                                                                          |               | 8 to 10                   | Private Rm              | 2                                 |                                            | 250                   |                                       |                                                                                                                                                                                                                                   |
|                    | Break Room                                                                                                                                                                                                               |               |                           |                         | 2                                 |                                            | 168                   |                                       | Microwave; toaster oven; full-size refrigerator; counter space for food deliveries; Table and 4 chairs                                                                                                                            |
|                    | IT Room                                                                                                                                                                                                                  |               |                           |                         | 2                                 |                                            | 150                   |                                       | 2 Standard 4 post racks                                                                                                                                                                                                           |
|                    | Locker Room                                                                                                                                                                                                              |               | 20                        |                         | 2                                 |                                            | 480                   |                                       | Unisex space with Changing Room; do not need restroom/shower in this area                                                                                                                                                         |
|                    | Storage                                                                                                                                                                                                                  |               |                           |                         | 2                                 |                                            | 80                    |                                       | Extra PCs, paper, office supplies, servers, etc 8x10 should be sufficient                                                                                                                                                         |
|                    | Restrooms                                                                                                                                                                                                                |               |                           |                         | 2                                 |                                            | 128                   |                                       | Could access building's restroom if close proximity                                                                                                                                                                               |
|                    |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
|                    |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
|                    |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
|                    | Access to City Conference Rooms for Board Meetings                                                                                                                                                                       |               | 14                        |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
|                    |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
|                    | Have specific power supply requirements for St. Louis County Radio; Have specific requirements for County CAD requirements; need antenna mount location                                                                  |               |                           |                         |                                   |                                            |                       |                                       |                                                                                                                                                                                                                                   |
| Sub-Total - WCDC   |                                                                                                                                                                                                                          |               |                           |                         |                                   |                                            |                       | 2,411                                 |                                                                                                                                                                                                                                   |



# Creve Coeur Municipal Complex Program of Space

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| Department                             | Position/Title                  | Employee Name | Occupants Utilizing Space | Office /<br>Workstation | 1st Floor /<br>2nd Floor (1 or 2) | EXISTING (APPROX)<br>Net Floor Area (s.f.) | Net Floor Area (s.f.) | Department Totals<br>(Square Footage) | Program Requirements/Adjacencies/Public Access-Direct, Indirect |
|----------------------------------------|---------------------------------|---------------|---------------------------|-------------------------|-----------------------------------|--------------------------------------------|-----------------------|---------------------------------------|-----------------------------------------------------------------|
| Totals: 1 STORY                        | TOTALS OF ALL SPACES (NET)      |               |                           |                         |                                   | 31,776                                     |                       | 24,642                                |                                                                 |
|                                        | Net Area Square Foot            |               |                           |                         |                                   |                                            |                       | 24,642                                |                                                                 |
|                                        | Circulation factor (20%)        |               |                           |                         |                                   |                                            |                       | 4,928                                 |                                                                 |
|                                        | Sub-total                       |               |                           |                         |                                   |                                            |                       | 29,570                                |                                                                 |
|                                        | Building Gross SF Factor (10%)  |               |                           |                         |                                   |                                            |                       | 2,957                                 |                                                                 |
|                                        | Building Total Gross SF 1 Story |               |                           |                         |                                   |                                            |                       | 32,527                                |                                                                 |
|                                        | Stair #1                        |               |                           |                         |                                   |                                            |                       | 190                                   |                                                                 |
|                                        | Stair #2                        |               |                           |                         |                                   |                                            |                       | 190                                   |                                                                 |
|                                        | Elevator                        |               |                           |                         |                                   |                                            |                       | 70                                    |                                                                 |
|                                        | Elevator Equipment              |               |                           |                         |                                   |                                            |                       | 70                                    |                                                                 |
|                                        | Sub-Total Vertical Circulation  |               |                           |                         |                                   |                                            |                       | 520                                   |                                                                 |
|                                        | Building Gross SF 2 story       |               |                           |                         |                                   |                                            |                       | 33,047                                |                                                                 |
| Existing Building total square footage |                                 |               |                           |                         |                                   |                                            | 61,426                |                                       |                                                                 |





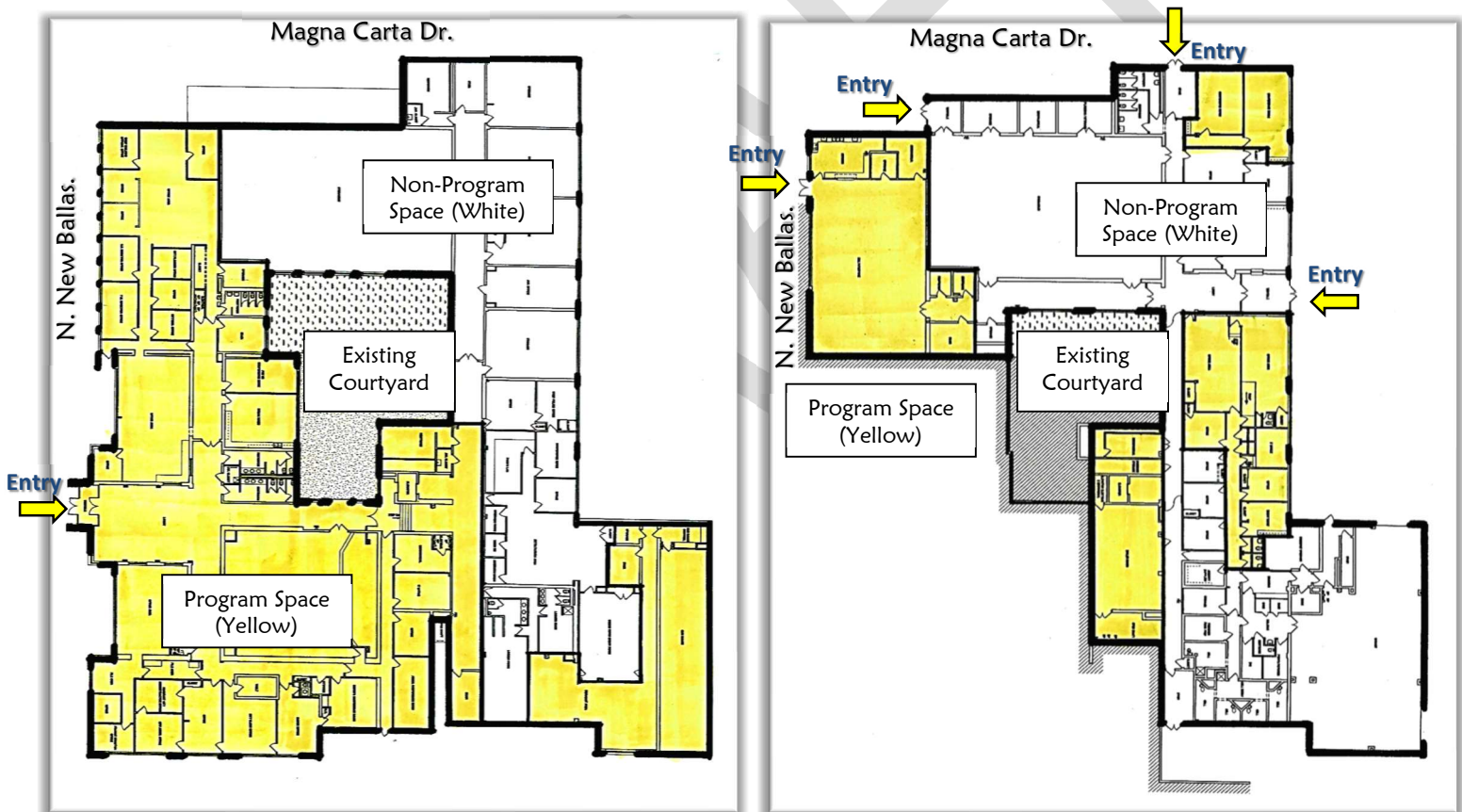
## 8. SITE / BUILDING DESIGN CONCEPTS

The following BUILDING DESIGN CONCEPTS were generated based on several programming sessions with the city's steering committee, the task force and responses from a number of departmental staff personnel. It was also designed utilizing the building needs program previously discussed.

The objective of the building plans were to review 3 different conceptual concepts.

- The first set of plans utilized an *"Adaptive Reuse"* approach of the existing building. Indicating the space required and extra space within the existing facility without any demolition or additions.
- The second set of plans utilized a *"Partial Demo / Renovation"* approach to the design of a renovated building. The plans indicated the areas to be demolished and other areas of the existing structure to be utilized through renovations or additions
- The third set of plans utilized a *"New Construction"* approach. This concept removes all the existing structure and builds a new facility with new site design concepts.

There are additional notable items depicted on the following concept floor plan.



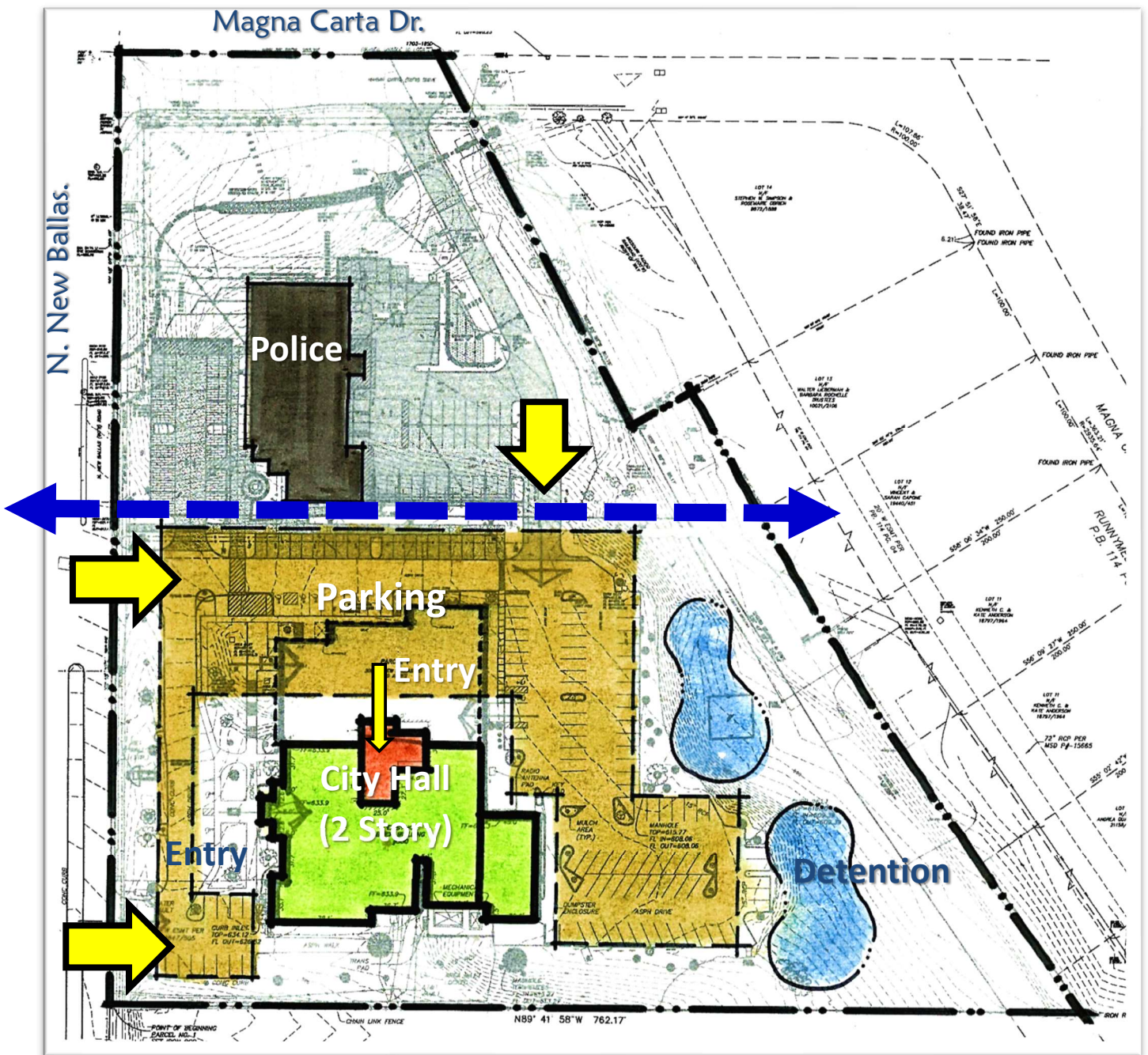
Floor Plans of *"Adaptive Reuse"* approach of the existing building. Indicating the space required and extra space within the existing facility without any demolition or additions.

Option #1





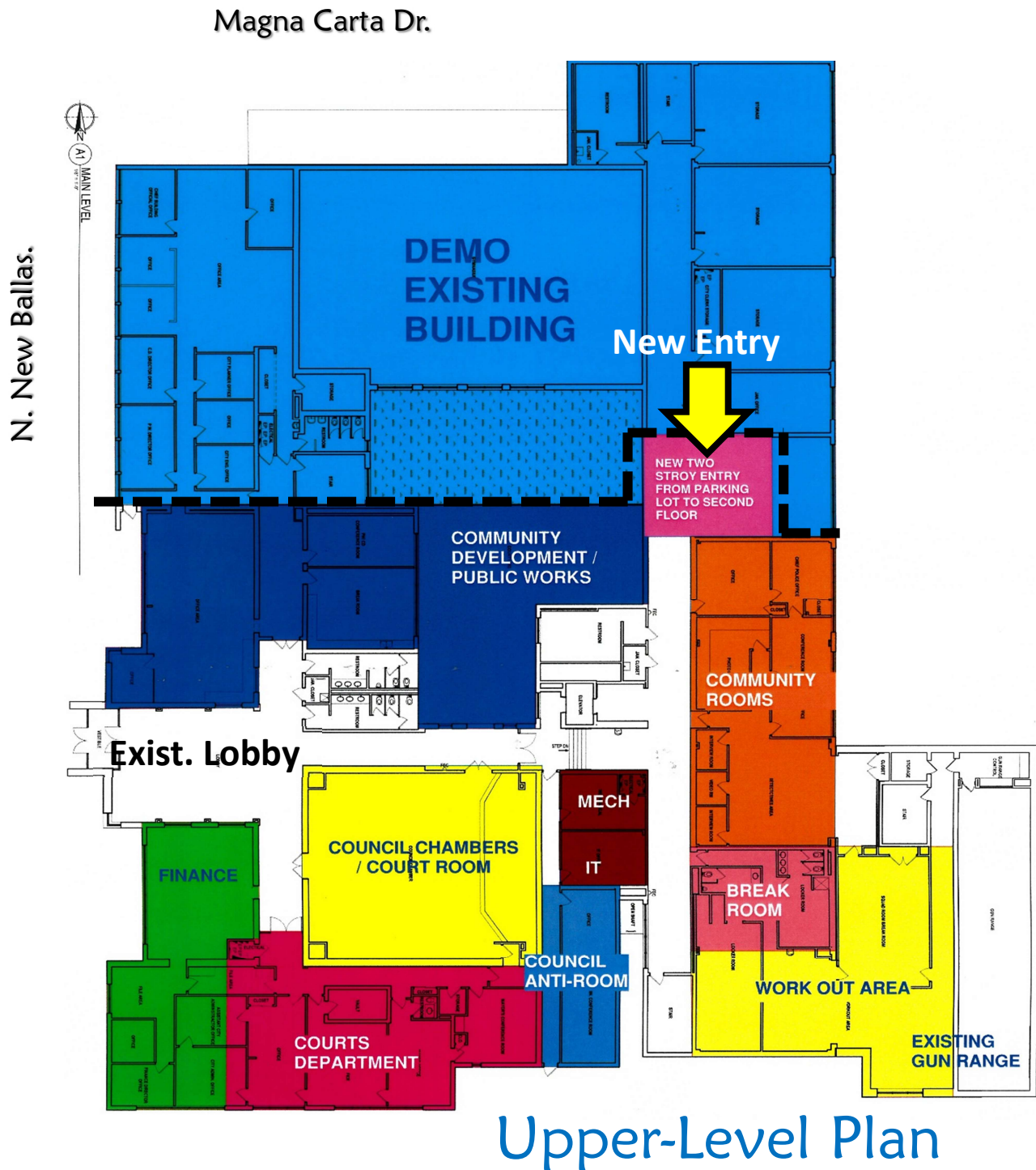
CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



Site Plan for "Partial Demo / Renovation" approach.

Option #2

CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



Floor Plans of "Partial Demo / Renovation" approach to the design of a renovated building. The plans indicated the areas to be demolished and other areas of the existing structure to be utilized through renovations or additions.

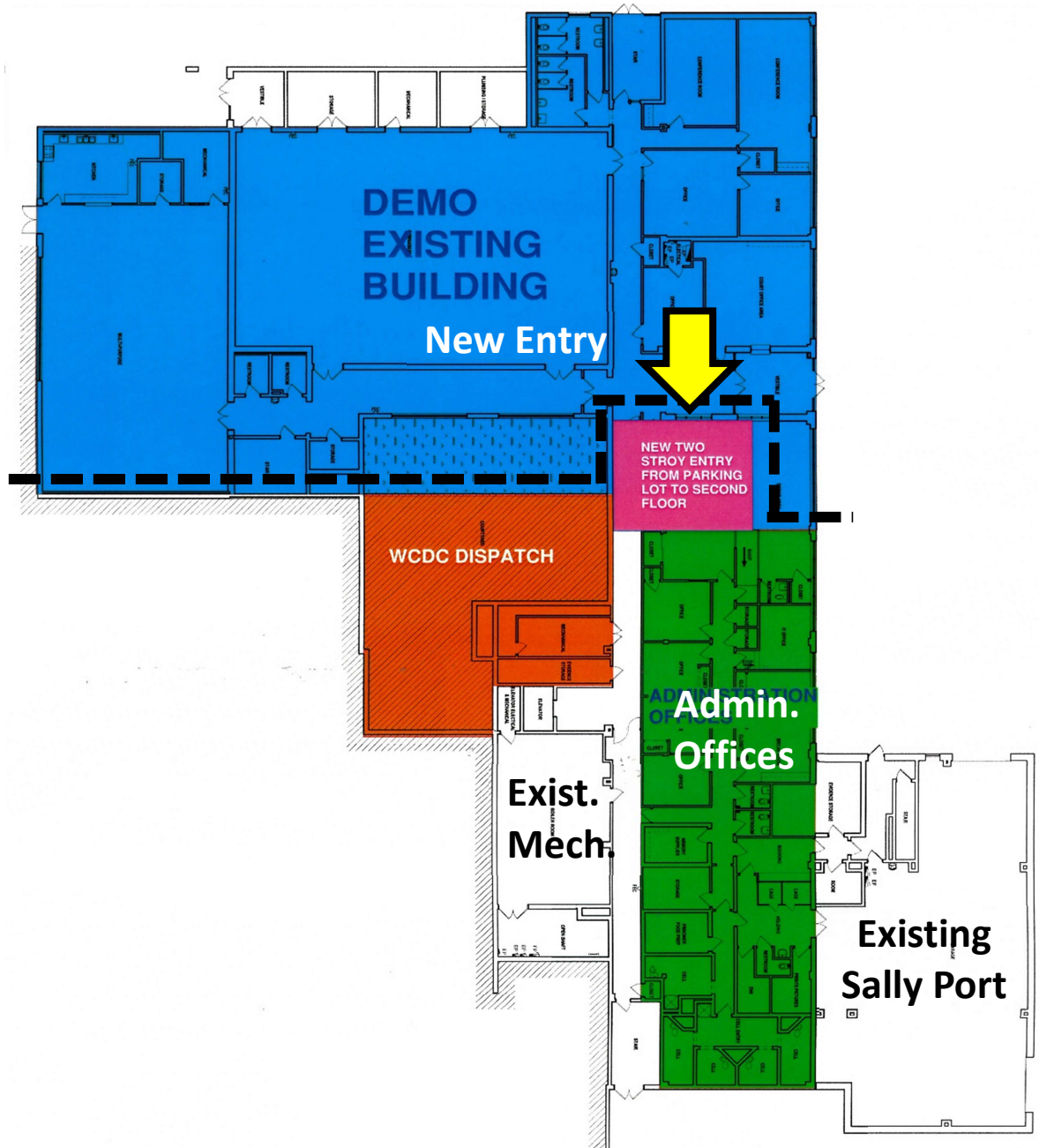
Option #2



CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT

Magna Carta Dr.

N. New Ballas.



## Lower-Level Plan

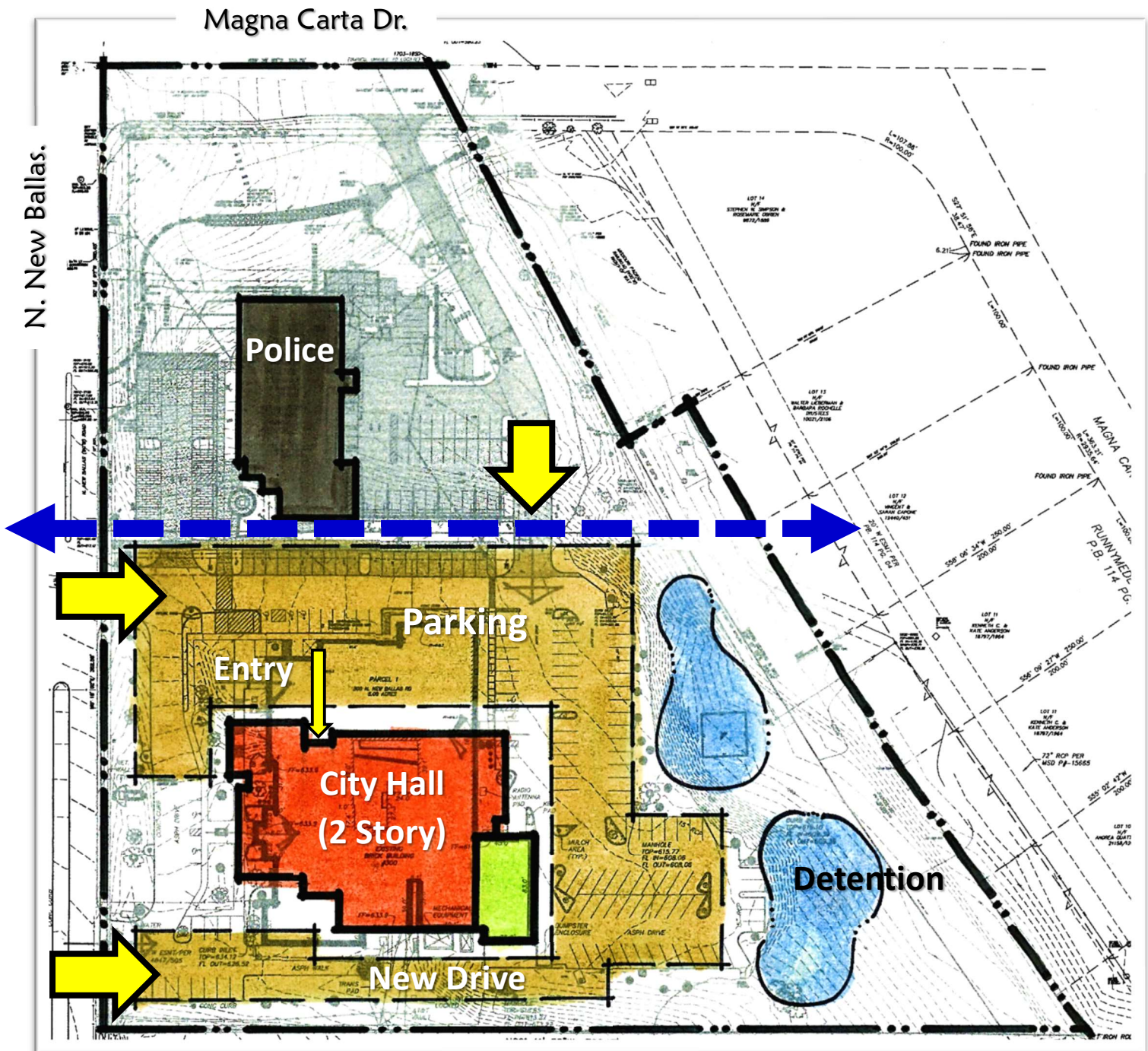
*Floor Plans of "Partial Demo / Renovation" approach to the design of a renovated building. The plans indicated the areas to be demolished and other areas of the existing structure to be utilized through renovations or additions.*

Option #2





CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



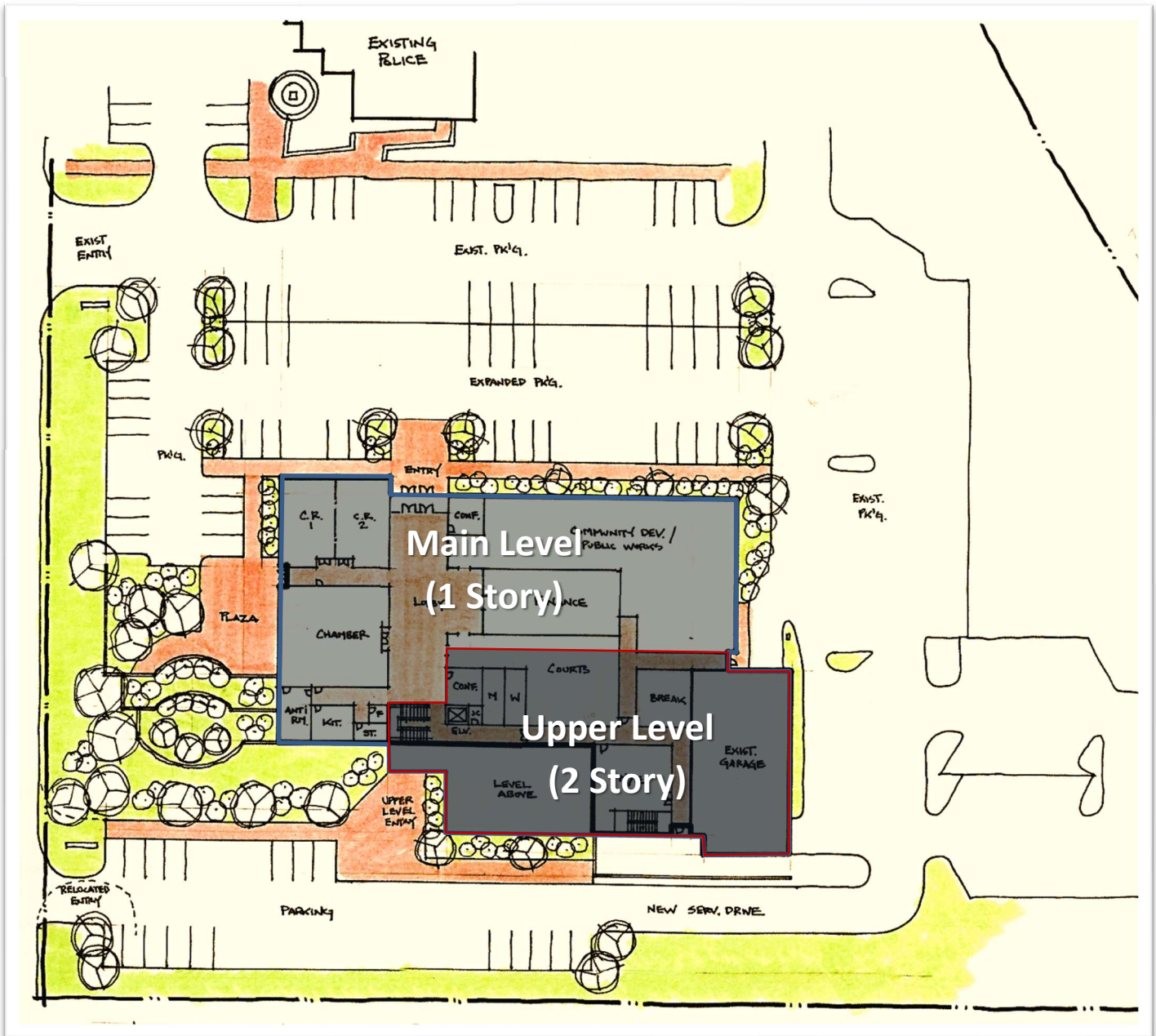
Site Plan (2-Story Version) for "New Construction" approach. This concept removes all the existing structure and builds a new facility with new site design concepts.

Option #3a

CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT

Magna Carta Dr.

N. New Ballas.

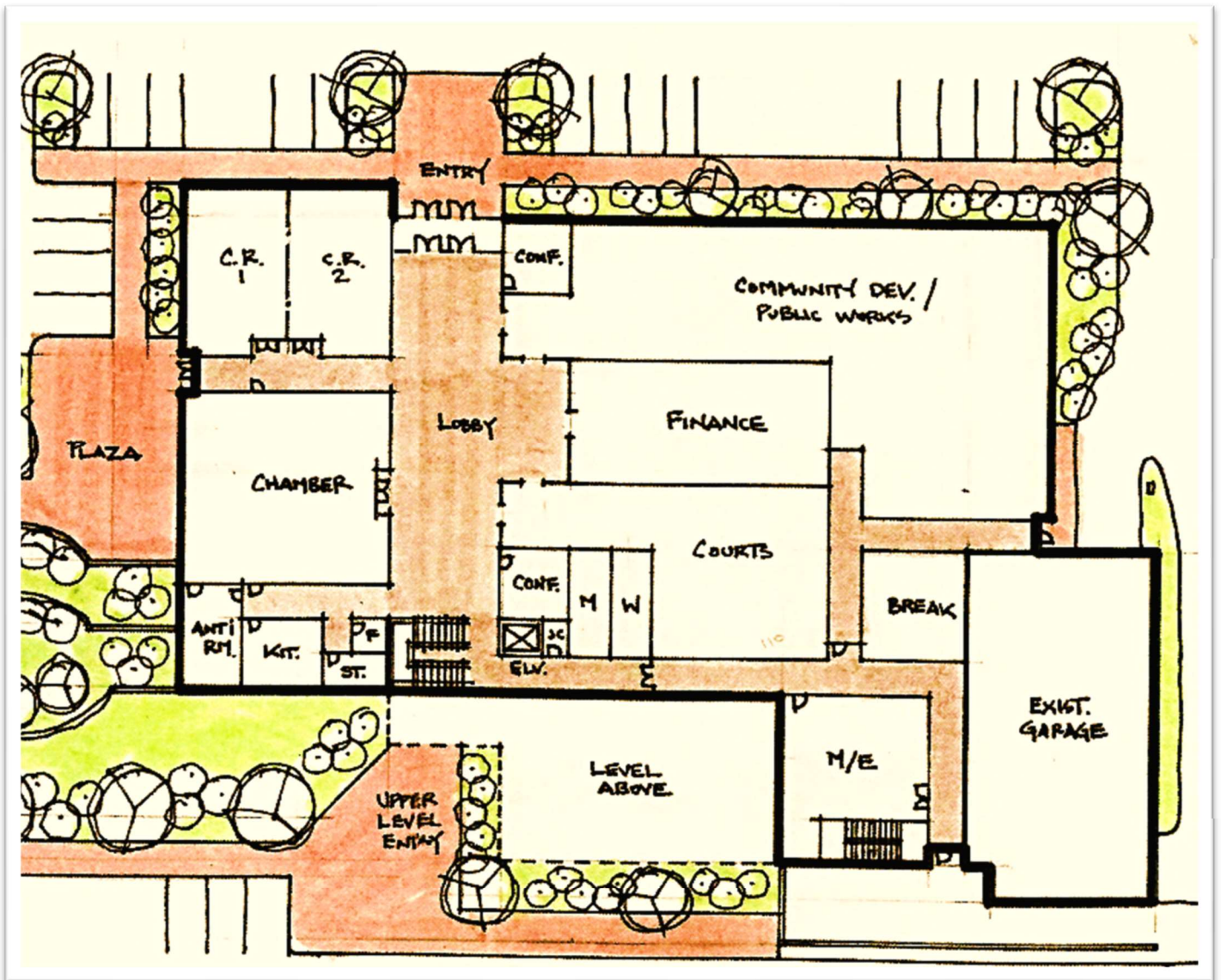


Site Plan (2-Story Version) for “New Construction” approach. This concept removes all the existing structure and builds a new facility with new site design concepts.

Option #3a

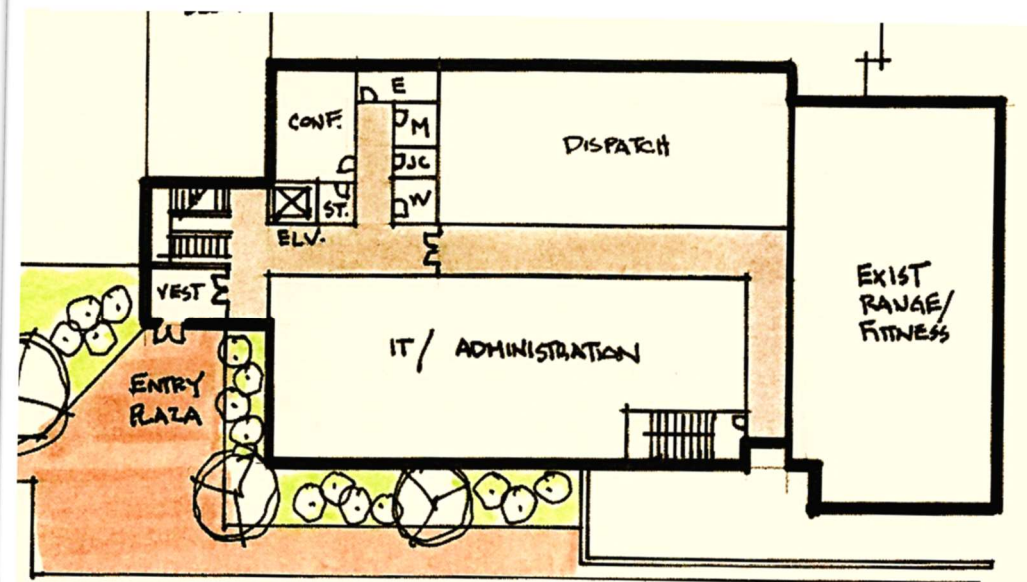


CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



Main Level - (1 Story)

Floor Plans (2-Story Version) for "New Construction" approach. This concept removes all the existing structure and builds a new facility with new site design concepts.



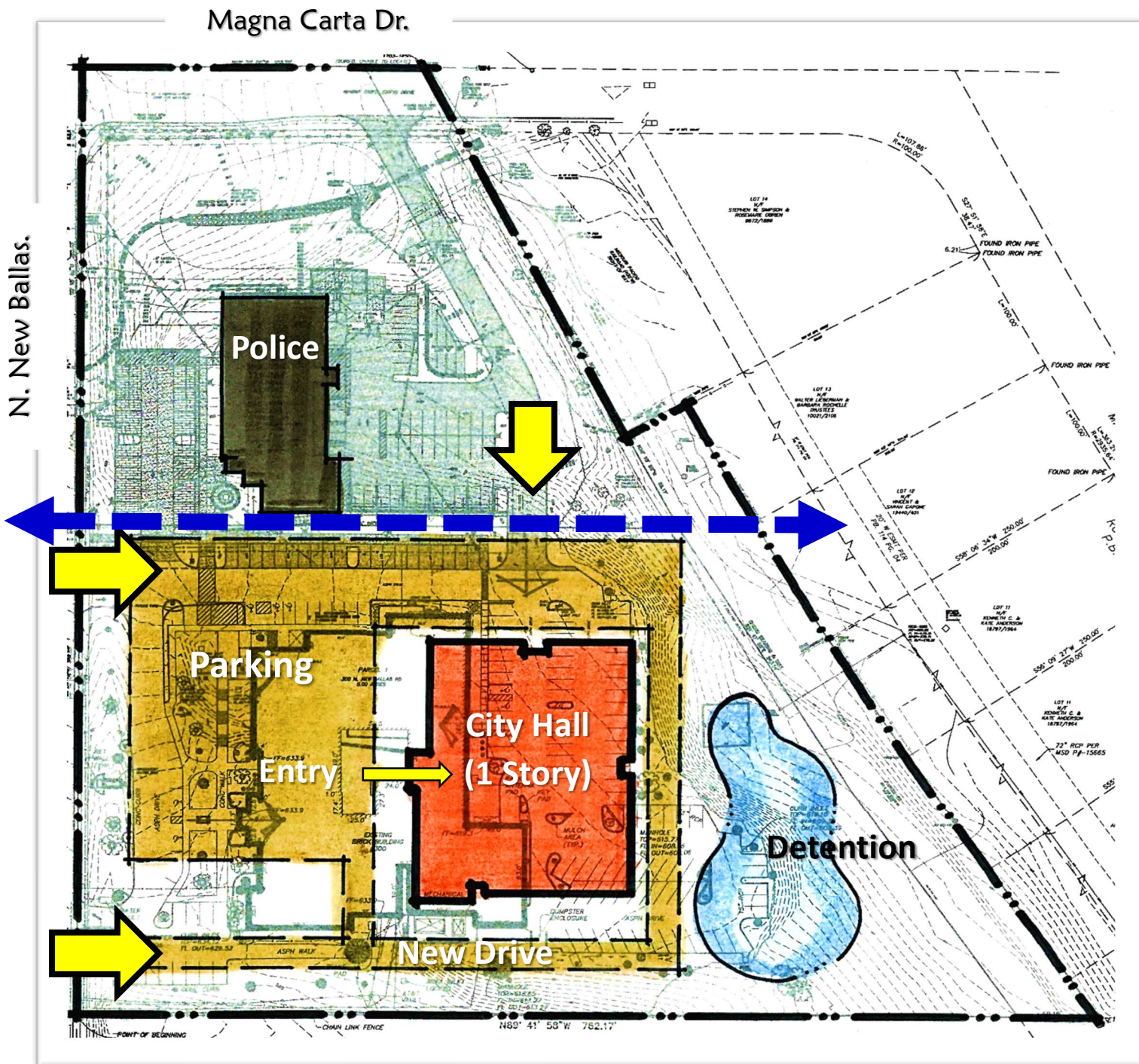
Upper Level - (2 Story)

Option #3a





CITY OF CREVE COEUR MISSOURI  
BUILDING ASSESSMENT REPORT



Site Plan (1-Story Version) for "New Construction" approach. This concept removes all the existing structure and builds a new facility with new site design concepts.

Option #3b



## 9. CONSTRUCTION COST OPINION

### BUILDING AND SITE

The following CONSTRUCTION COST OPINION was generated based historical data that has been collected by NAVIGATE Building Solutions, Inc. and averaged from several current Government Center and municipal type projects. This cost opinion is strictly an opinion presented based on this historical data. These opinions are not considered guarantees of potential market bid values at time of acquiring market bids.

The cost below does reflect typical owner soft costs/budgets or furniture, fixtures, and equipment. Cost for escalation and contingencies are also included in this opinion and should be discussed to finalize project costs. These cost opinions are subject to change with additional information and over time.

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