



INVENTORY AND NEEDS ASSESSMENT STUDY FOR LACKAWANNA COUNTY FACILITIES

OCTOBER 2008

DRAFT

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- Building Information
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I. Purpose of Report

The purpose of this Facilities Inventory and Needs Assessment report is to identify and account for all Lackawanna County departments, offices, personnel, and space currently used for County operations. The basis of the study was to survey existing conditions as compared to a projected five year growth in each departmental office and/or function. The report generated through the inventory and assessment study is intended to be used as a tool for County Commissioners and Administrators to identify square foot deficiencies and/or opportunities to consolidate County resources. The goal of this study and report is to provide a basis for the most efficient assignment of office space and minimization of costs associated with leased facilities.

This comprehensive accounting of existing facilities and future needs included the physical survey and measuring of twenty seven buildings to determine the square feet occupied by each county department. An interview schedule of sixty one (61) department Directors, Supervisors, and/or Deputy Directors was completed to determine current and future needs (5 year projection).

In an effort to avoid duplication of services provided by recent facility studies or current projects, the newly renovated Courthouse functions were included in the resource inventory but excluded from the interview process. Similarly, County Authorities were also excluded from the study because their operation and/or function are largely independent from the various county departmental operations.

II. Summary of Findings

Current Space/Building Usage

- Currently, the County occupies 281,288 existing net square feet.
 - 135,882 Square Feet County Owned
 - Currently own nine (9) facilities
 - 145,406 Square Feet County Leased
 - Currently lease eighteen (18) facilities
- There are in total 27 County leased/owned properties.
- There are 64 departments.

Additionally, there are 67,830 square feet of County owned properties identified, however they are not included in this summary. They include Lackawanna County Courthouse, Authorities, or Family Court functions.

Owned vs. Leased

Owned Properties

- Total Buildings Owned - 135,882 square feet
 - 131,270 square feet is office space
 - 4,612 square feet is storage

Leased Properties

- 145,406 Total Buildings Leased, annual rent \$1,534,029 *
 - 103,276 square feet office space, annual rental costs \$1,348,419
 - 42,130 square feet storage , annual rental costs \$185,610
- *In most cases above totals do not include utility cost.

County Employee Breakdown

- 952 Current County Employees
- 2013 Projected Growth – Additional 206 Employees
 - 52% of this growth is attributed to 4 county departments.
 - They are: Juvenile Probation, Juvenile Detention, Work Release, and Adult Probation/Treatment court.
 - Projected growth was determined by department Directors/Deputy's.

Space Utilization Assessment

- Based on our interviews and discussions with department heads, It is apparent that the majority of the departments occupy more space than would be necessary in a more efficient layout for that specific department's needs. Further the existing physical conditions also preclude efficient layouts.
- Majority of department directors noted that productivity could be significantly increased with better adjacencies or co-location of related departments.

Parking

- Of the 27 facilities in the study, 17, or 63% do not have adequate adjacent parking. These are predominately located in the downtown area with the exception of the Children & Youth Services Visitation House (Building J)
- Of the 17 that do not have adequate parking, all, or 100% are within 3 blocks of a public parking garage.

Additional

- In reviewing the data provided in this report a discrepancy between leased square footage and measured square feet is evident. This discrepancy may be due to the method measuring which did not include common areas or circulation space in owned or leased buildings. The square feet represented in this report is department specific. Based on our observations the main problem that challenges the county is the fact that office space is spread out among various buildings that do not accommodate efficient departmental adjacencies.
- The second phase of this county wide assessment is the evaluation of available sites and comparative analysis of different buildings based on location, size, building facilities, parking availability. This building and site assessment will break down each proposed building/sites existing condition, lease provisions, flexibility for change, renovation costs and budget.

County Wide Location Map






FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
A	345 Wyoming Ave.	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
9		3 available	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus (COLTS)		2 ½ blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			
Site is in good condition. 3 parking stalls rented monthly, cost is covered by the State.			



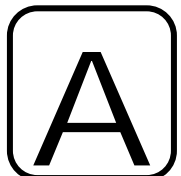


Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES L.L.C.

ARCHITECTURE ENGINEERING INTERIOR DESIGN

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Back view of building from side, showing main entrance and parking area



View of front of building taken from across Wyoming Ave.



FACILITIES INVENTORY AND NEEDS ASSESSMENT

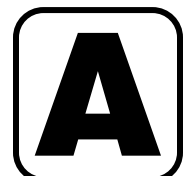
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Child Care Information Services	345 Wyoming Avenue	345 Wyoming Ave Scranton PA	2
ADMINISTRATIVE CONTACT:			PHONE:	
Phil Sallavanti-Director (interviewed)			570.963.6644	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Provide safe, affordable child care for families, assist families who need help paying for their child care costs, provide information about available child care providers, assist parents in locating a provider who meets their needs, connect families with services and programs in their community.			08.28.08 11:30 a.m. KW/NH	
STAFF/EXEC POSITION			Check One:	
TITLE	QTY	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X
Caseworker II	4		X	
Administration Assistant	1		X	
Fiscal Operation Manager	1			X
Fiscal Technician	1		X	
Supervisors	2			X
Social Services Aid	1			X
Clerk Typist	1		X	
Relative-Neighbor Caseworker	1			X
Totals	13		7	6






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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
√				ACCESS TO PUBLIC: Yes
√		192		FILE ROOM: Yes
√		120		BREAK ROOM: Shared
√				STORAGE ROOM: (3) 84"x 18" x 4' cabinets
√		120		COPY ROOM:
√				CONFERENCE ROOM: No
√				WAITING AREA: Yes
√				RECEPTION COUNTER: Yes
				PUBLIC WORK AREA: Yes
√				TOILET ROOMS (MEN/WOMEN) Shared
				SERVER ROOM (IT CLOSET) No
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Play area for children in waiting area

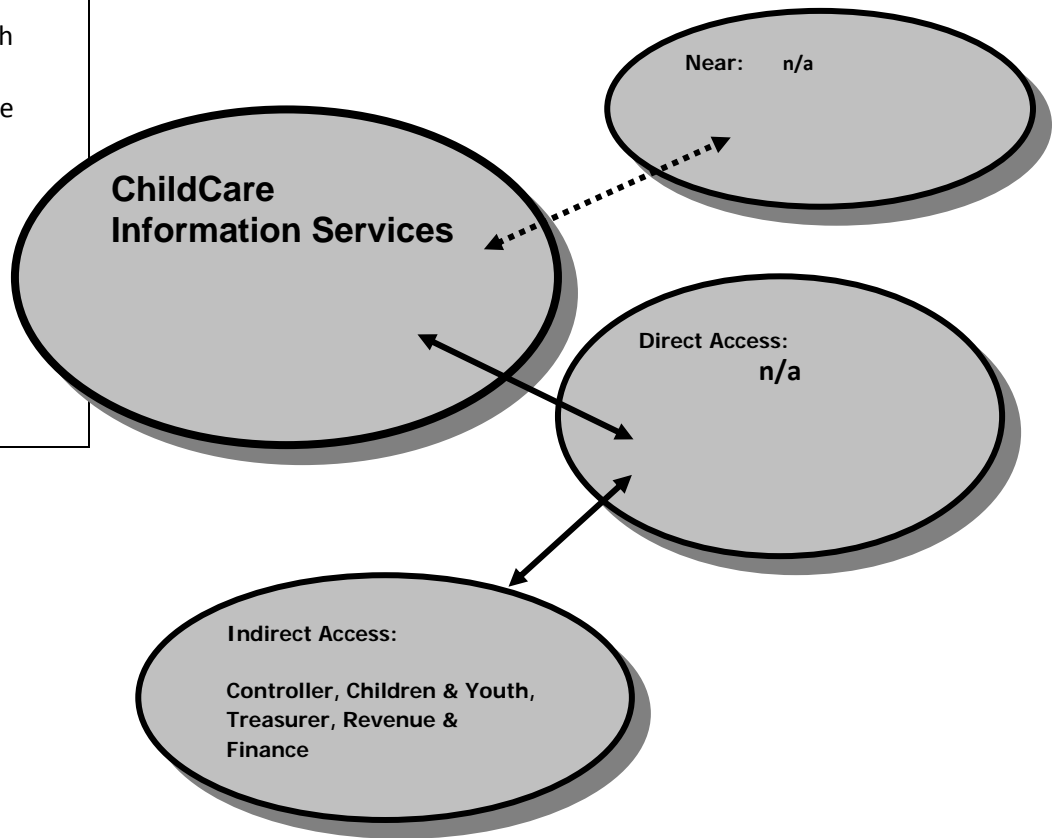


ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

INDIRECT ACCESS

1. Controller
2. Children and Youth
3. Treasurer
4. Revenue & Finance



GENERAL NOTES AND OBSERVATIONS:

- They would really like to have a 12-14 person conference room for staff meetings.
- Existing Waiting room needs to be larger and a play area shall be incorporated.
- An area shall be provided for the clients to have space to fill out forms.
- Department has sensitive clientele. They should be

FIVE YEAR PROJECTIONS:

- They would like to hire (2) new employees. One clerk typist intern and One caseworker.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
B	415 North Washington Ave	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
5		0	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS			
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Note, site condition, etc.			



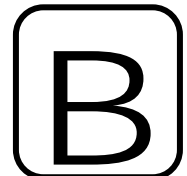


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View of front of building from North Washington Ave.

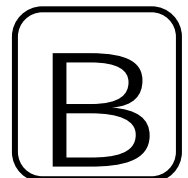


View of parking adjacent to building.

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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes. Security
√	1			FILE ROOM: all located in locker room -5 year storage
				BREAK ROOM: conference room is used
√	1			STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
√	1			RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN) On floor.
√				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET) *Curr. located in hallway

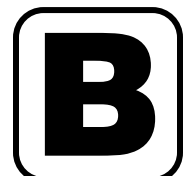
SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			See 5 year projection



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ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

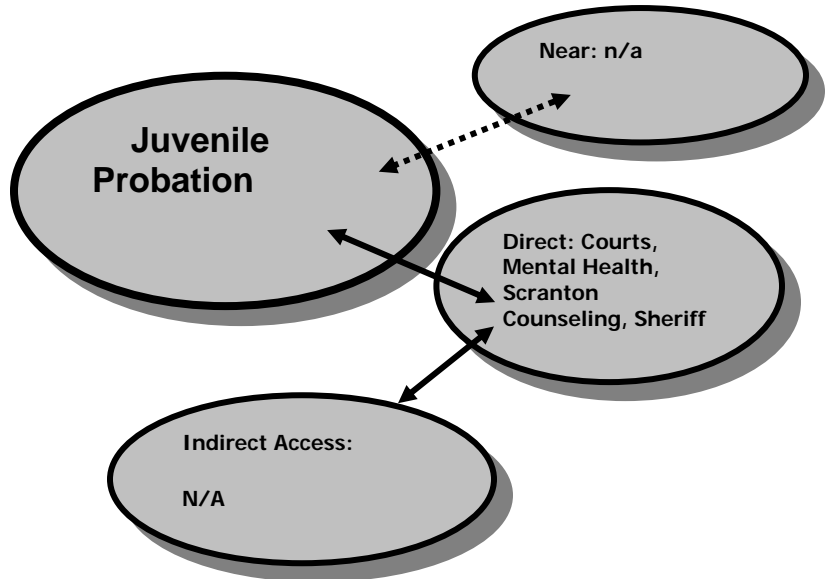
DIRECT ACCESS

1. Mental Health

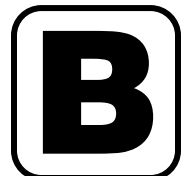
2. Scranton Counseling

3. Courts

4. Sheriffs



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GENERAL NOTES AND OBSERVATIONS:

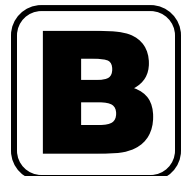
- Currently Palumbo Group has a schematic design of the facility which is 32,000 square feet.

FIVE YEAR PROJECTIONS:

- They will have a total of 28 people as of 2013. This number will include and Assistant Director and the rest will be detention officers.
- They would like a conference room that can sit 4-6.
- A visitation area is needed. This should accommodate 8-10 booths.
- They would like to have holding for 24 inmates.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
C	441 Wyoming Ave	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
4		0	0
ADA Accessibility to Building, Notes			Northing, Easting
Yes			
Public Transportation			Distance (Location)
Bus, COLTS			3 blocks (100 Wyoming Ave)
Utility Services (Provider)			Monthly Bill, or included as part of lease
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site condition, etc.			
Site is in good condition.			
Approximately 22 employees park on the street or pay for public parking.			

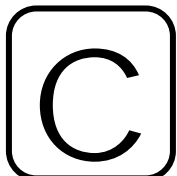


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View of front of building from intersection of Wyoming Ave. and Vine St.



View of front of building from Wyoming Ave.

ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes, secure
√	1			FILE ROOM: adequate
√	1			BREAK ROOM: needs renovation
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
√	1			COPY ROOM: hallway
√	1			CONFERENCE ROOM:
√	1			WAITING AREA:
√	1			RECEPTION COUNTER: 4 bays
√	1			PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
√	1			JANITOR'S CLOSET:
√	1			SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			Drive Thru

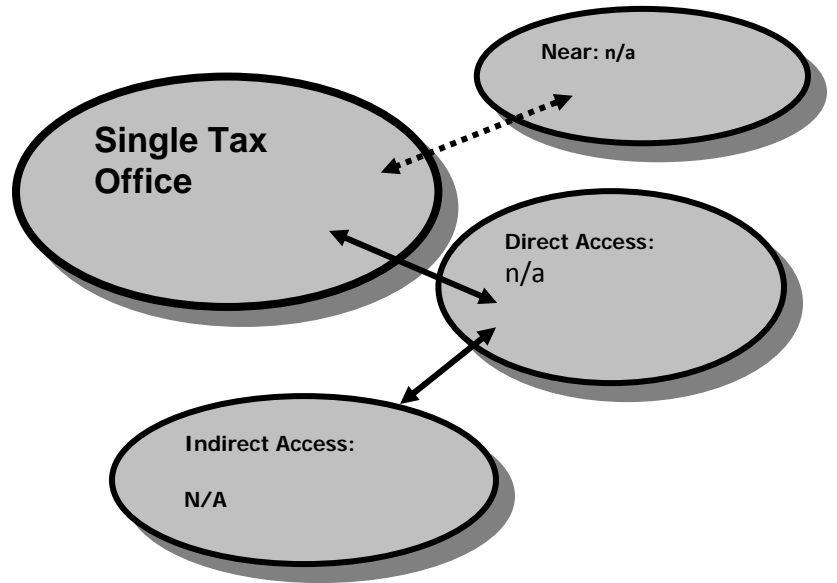


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

- 1. Assessors Office



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GENERAL NOTES AND OBSERVATIONS:

- They would like a drive thru to alleviate parking problems and heavy flow volume during tax season.
- All cashiers shall be behind a wall system for security purposes.
- They would like to become part of County IT system although their financial system is based in Baltimore, MD.
-

FIVE YEAR PROJECTIONS:

- 2013 they will remain stable. No new employees needed.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
D	531 Wyoming Ave	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		4 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



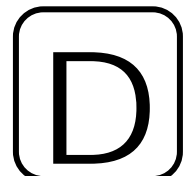


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View of front of building from Wyoming Ave.

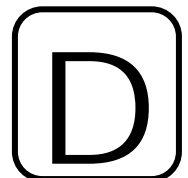


View of front of building from Wyoming Ave.

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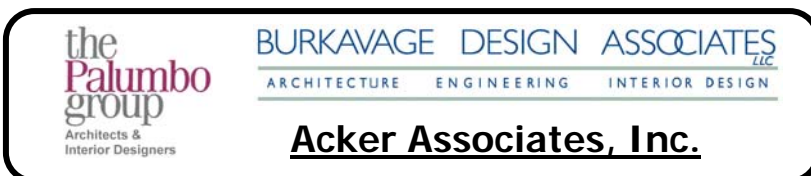




FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Commission on Drug and Alcohol Abuse	Jefferson Annex & Wyoming Ave.	135 Jefferson Avenue 531 Wyoming Avenue Scranton, PA	2 2
ADMINISTRATIVE CONTACT:			PHONE:	
Ann Marie Santarsiero-Executive Director (Interview)			570.963.6820 ext. 1501	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Single County Authority (SCA) for substance abuse within the County. Prevention, intervention and treatment.			08.01.08 SH/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Admin. Asst./Office Mgr.	1		X	
Chief Fiscal Officer	1			X
Clerk Typist II	1		X	
Deputy Director	1			X
Executive Director	1		X	
Fiscal Technician	1		X	
Prevention Director	1			X
Prevention Specialist (PS)	6		X	
PS-Office does not need to be closed.	1			X
PS and State Trainer-Needs closed	1		X	
Special Project’s Manager a.k.a., Prevention Supervisor	1			X
Case Management Supervisor	1*	*Located at 531 Wyoming Avenue Site		X
Clerk	1*		X	
Case Management Specialist	5*		X	
Totals	23	-	12	11



ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC: Always.
√	1	60		FILE ROOM 6' X 10'
√	1	168		BREAK ROOM: 14' x 12'
√	2	192		STORAGE ROOM: 2 @ 8' X 12'
√	1	96		SUPPLY ROOM:
√	2	140		COPY ROOM:
√	1	250		CONFERENCE ROOM: Fits 10 people.
√	1	150		WAITING AREA: With table.
√	1	100		RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared	Common Shared	TOILET ROOMS (MEN/WOMEN) On floor.
√	1			JANITOR'S CLOSET:
	0			SERVER ROOM (IT CLOSET) None. In open area. *Curr. located in hallway

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			CONFERENCE ROOM: This space is projected. Currently does not exist. Need to hold 25/30 people. Currently do not have large conference area for staff meetings.



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

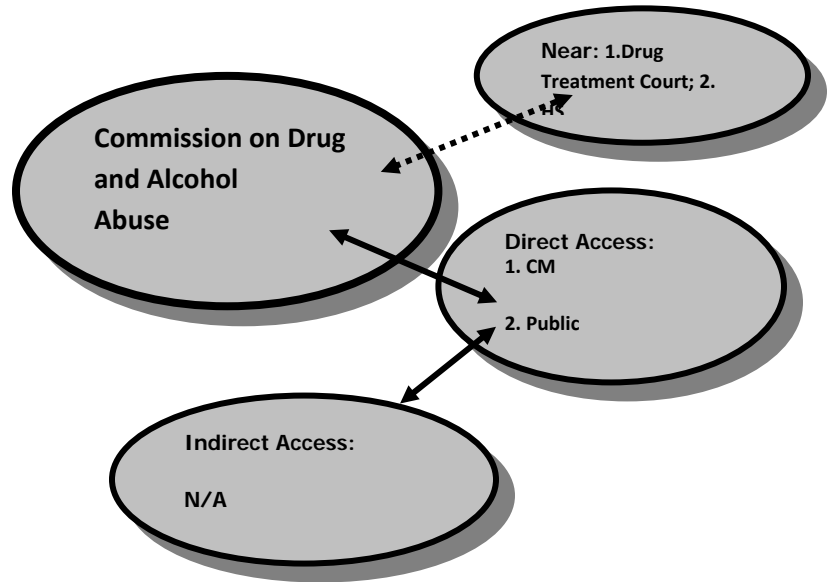
1. Case Management (CM)

2. Public Access

NEAR

1. Drug Treatment Court-In Brixx Building

2. Human Services (HS)- Currently upstairs.



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GENERAL NOTES AND OBSERVATIONS:

Jefferson Ave Location

- The executive director feels Case Management must be relocated in the same area as the Commission on Drug and Alcohol Abuse (CDAA). Case Management is currently located at 531 Wyoming Avenue. Jeff Zerechak 570.558.7100) is the on site Case Management supervisor, and reports to the executive director of the Commission on Drug and Alcohol Abuse. Case Management moved several years ago to the Wyoming Avenue location when they outgrew the space in the Jefferson Annex. Ideally, CDAA and case management would be in the same location with a central, shared area. Departments would be separate with one main reception desk.
- A large conference room, with internet access, is needed to accommodate 25 to 30 people for on site training, i.e., high school students.
- Two 8' x 12' storage rooms hold literature and prevention materials. Prevention material is also stored in the conference room.
- File room is adequate. Files must be held for six years and can be disposed of after six years.
- The executive director feels if clients were expected to go through a metal detector, it may intimidate them and discourage them from entering. She feels a separate, private entrance is needed.

FIVE YEAR PROJECTIONS:

- Three case management specialists would be "ideal" in the next five years. NOTE: THIS IS FOR THE CASE MANAGEMENT DEPARTMENT—NOT CDAA
- The chief fiscal officer could use another accountant.
- File/storage is adequate at the CDAA, Jefferson Annex location.

TOTAL EMPLOYEE PROJECTIONS FOR CDAA: 1

TOTAL EMPLOYEE PROJECTIONS FOR CASE MANAGEMENT (**WYOMING AVE**) : 3





FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

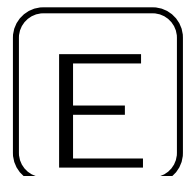
Reference	Name / Address	Municipality	On-Site Parking
E	541 Wyoming Ave	Scranton	1, 20-25 pay for parking
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
0		0	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		4 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site conditions, etc.			



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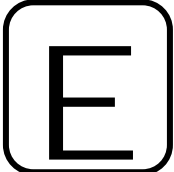


View of front of building from Wyoming Ave.

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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
F	614 Mulberry Street	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
			1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		4 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Utility Services (Provider)			





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View of side of building from Mulberry St.

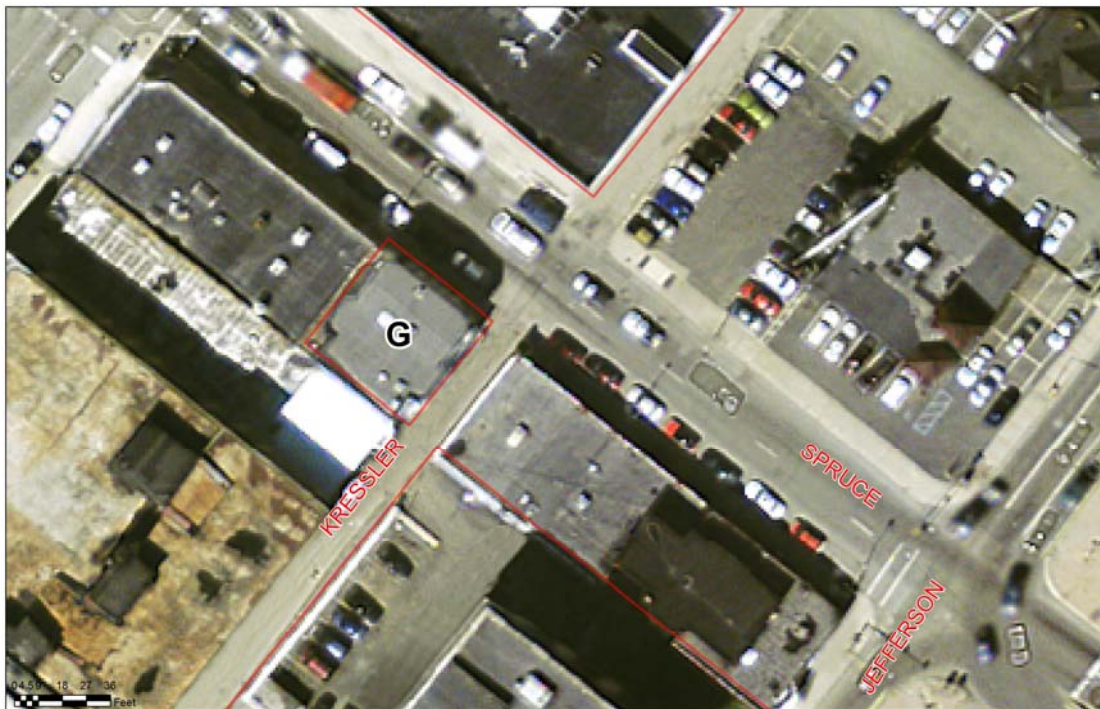



View of back of building from Kressler (alley)



FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
G	614 Spruce St	Scranton	No
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		5 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			





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View of front of building from Spruce St.



View of front of building from Spruce St.

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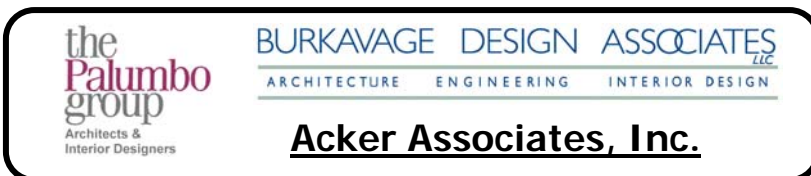
BURKAVAGE DESIGN ASSOCIATES LLC
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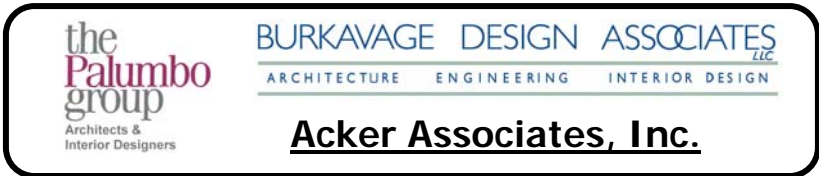


ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				ACCESS TO PUBLIC: yes
				FILE ROOM
				BREAK ROOM:
				STORAGE ROOM:
√	1			SUPPLY ROOM: 84”H x 4’w shelving – work release clothing
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared	Common Shared	TOILET ROOMS (MEN/WOMEN)
				JANITOR’S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			<p>CONFERENCE ROOM: This space is projected. Currently does not exist.</p> <p>Need to hold 25/30 people. Currently do not have large conference area for staff meetings.</p>



ANCILLARY SUPPORT SPACES – Spruce Street Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes
				FILE ROOM
				BREAK ROOM:
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
				TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:

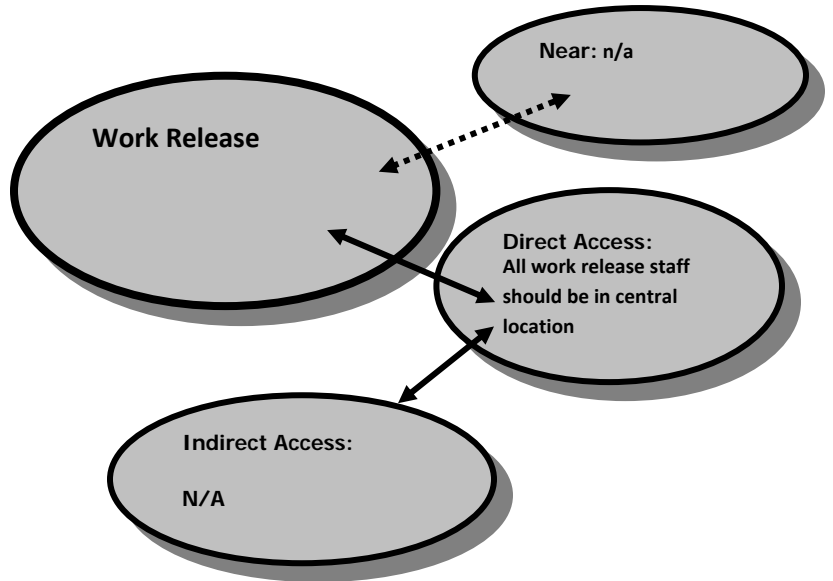


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1. Work Release Administration should be next to Work Release Center



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GENERAL NOTES AND OBSERVATIONS:

Jefferson Ave Location

- **This whole administration department should be located with house arrest and work release**

Spruce Street Location

- **Reception/check in counter needs to be larger and enclosed for security.**

FIVE YEAR PROJECTIONS:

- They would like to see the integration of a women's work release /community service become part of the central work release and not part of the jail. This would entail an entire department that would be dedicated for this, would require new staff
- Complete estimate of people for this dept would be (45) within 5 years.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
H	800 North South Rd	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
50 +		2 +	1 +
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS			
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site conditions, etc.			
Bus parking, washing and maintenance located on site. New office addition completed in 2007.			





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Front view of building from taken from parking lot.



View of garage and repair bays.

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Transportation	Coordinated Transportation	Lackawanna County Transportation	800 North South Road Scranton, PA	1
ADMINISTRATIVE CONTACT:			PHONE:	
John Tomcho- Manager (Interviewed)			570.963.6795	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Transportation- Elderly, Medical Assistance, Disabled			09.16.08 11:30 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Dispatcher	1		X	
In-Take Coordinator	1		X	
Data Clerk	1		X	
Scheduler	1		X	
Medical Assistant	2		X	
Superintendent	1			X
Operating Manager	1			X
Deputy Director*	1			X
Manager	1			X
Drivers (Do NOT Need an Office)	24		-	-
Mechanic (Does NOT Need an Office)	1		-	-
TOTALS	35		6	4

* Vacant and not looking to fill.



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ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
				ACCESS TO PUBLIC?	Not Really.
				FILE ROOM	Yes. Not enough space. Going to paperless, but need both.
				BREAK ROOM	Yes.
				STORAGE ROOM	No. Wants area for storing records.
				COPY ROOM	Copier. No room.
				CONFERENCE ROOM	Access to Colts. Do not need one themselves.
				WAITING AREA	Not Necessary.
				RECEPTION COUNTER	Not Necessary.
				PUBLIC WORK AREA	Not Necessary.
				TOILET ROOMS (MEN/WOMEN)	Private & Shared w/ Colts.
				SERVER ROOM (IT CLOSET)	Have room- Phone system: T-1 Line.

SPECIAL REQUIREMENTS					
(Please specify spaces)					
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA	
				Auditors come bi-yearly.	Use conference room.
				Maintenance for vehicles.*	Room for 18 vehicles. Has 26 total.

* Shares maintenance garage with Colts; Has 1 bay and 1 mechanic, but does not have a lift; Needs a lift so vehicles don't have to be sent out.

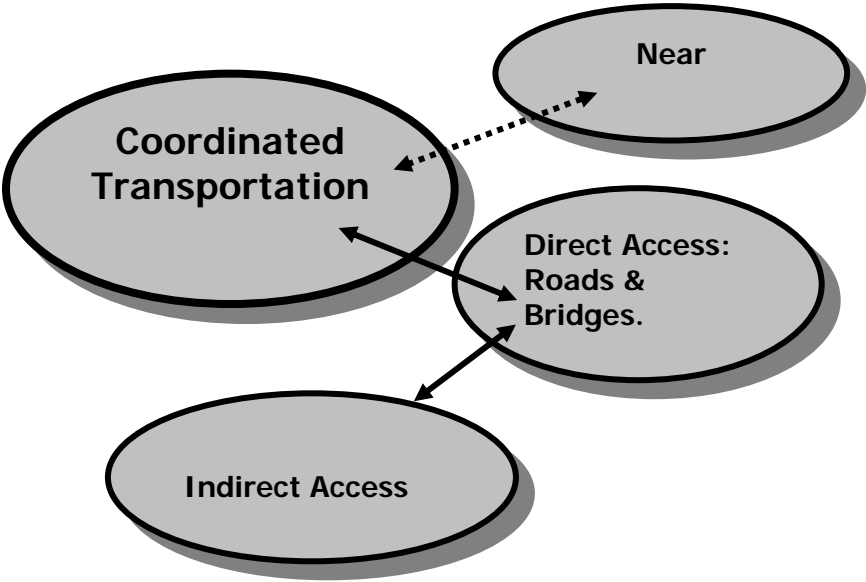


ACCESS / ADJACENCY REQUIREMENTS
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Roads & Bridges.*
2.
3.
4.

INDIRECT
1.
2.
3.
4.

NEAR
1.
2.
3.



- * Uses same lifts; needs coordination with 2 different departments.
- Used to be in Human Services and had more contact.
- Prefer to be centrally located within the county.
- Dickson City or Olyphant would be better location.
- Used to be in Roads and Bridges Building.
- Provides transportation to Colts, but does not physically need to be near.

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GENERAL NOTES AND OBSERVATIONS:

- Grants from PennDOT, area agency on aging; Have contract with Colts
- Medical Assistance is 100% funded through Medical Assistance Transportation Program

FIVE YEAR PROJECTIONS:

- If any growth, would be in Medical Assistance.
- 1 Total; Not sure of open or closed office, but probably closed.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
I	901 Enterprise Dr	Dickson City	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
23 +		2	1 +
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS			
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site conditions, etc.			
Only part of this building is leased to the County. Site is in good condition.			



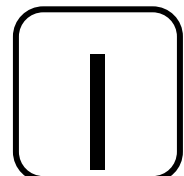


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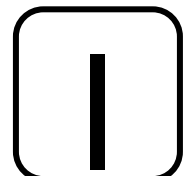




View of front of building from entrance driveway





View of rear of building showing loading areas and garage door access

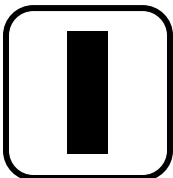


ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC:
				FILE ROOM:
				BREAK ROOM:
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

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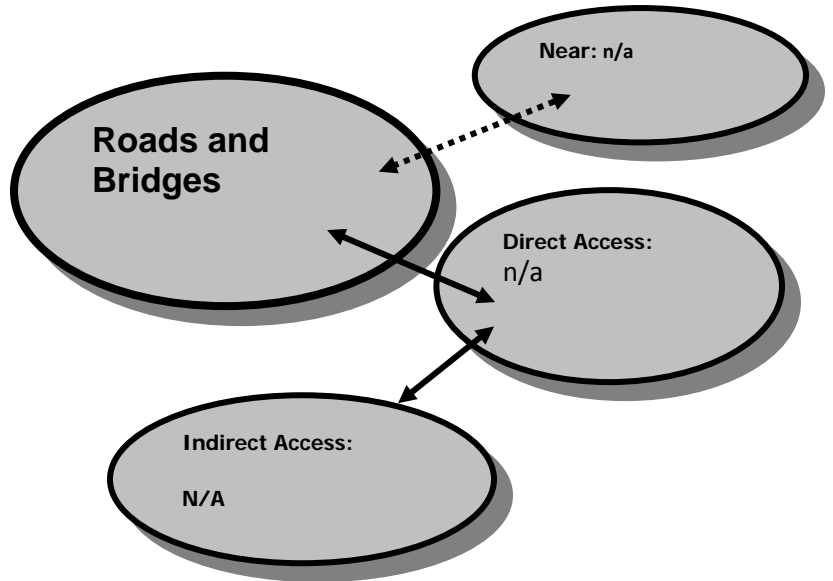


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

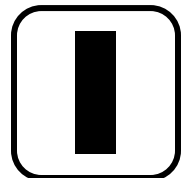
1. They just need direct access to Vendors for parts, etc.



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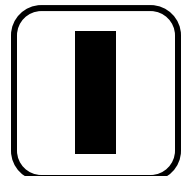


GENERAL NOTES AND OBSERVATIONS:

- Dickson City is a good location for this garage because most of the county bridges are located east of Dickson city.
- Currently all paperwork, filing, etc all happen in one existing 8x6 office space.
- See Building "I" for existing building information.

FIVE YEAR PROJECTIONS:

- 2013 they will need two (2) more employees. They will need a mechanic and a driver laborer due to inspection service.
- They need approximately 15000 square foot building for service and storage. (6) bays for parking and (3) for maintenance. Note: The recycling truck will be parked in this garage also.
- They would like to have (2) vehicle lifts for mechanical bays in garage.
- They need an open storage area for salt, plows, and truck parking. This area shall be fenced for security/theft purposes.





FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
J	1346 Wyoming Ave	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
?		?	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site conditions, etc.			
Building is in middle of extensive remodeling at time of visit – see pictures below. It appears will have parking and ADA Accessibility once work is completed			



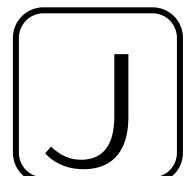


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View of building from Wyoming Avenue looking SW

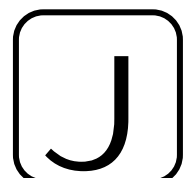


View of building from Wyoming Avenue looking NE

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR	
Human Services	Children and Youth Services (CYS)	Administration	200 Adams Avenue Scranton, PA	4 th & 5th	
ADMINISTRATIVE CONTACT:			PHONE:		
Bill Browning-Director Present: Kerry Holmes			570.963.6781 ext. 1113		
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE:		
Foster home program, work with Family Court for mediation and court intervention, and OCYF & PCYA			07.22.08		
STAFF/EXEC POSITION				Check One:	
TITLE	QT Y	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Accountant I	1	4-Confirm		?	?
Administrative Assistant II	1	4			X
Assistant Administrator	1	4			X
Administrator Officer (Fiscal QA)	1	4-Shared			X
Caseworker II	66	4-Confirm		X	
Caseworker II	2	5		X	
Caseworker Manager	2	4			X
Caseworker Supervisor	10	4-Confirm			X
Caseworker Supervisor-D. Marichak	1	5			X
Clerk Stenographer III	1	4		X	
Clerk Typist II	7	4-Confirm			
Clerk Typist III	2	4-Confirm		X	
Clerk Typist III	1	5		X	
CYS Administrator II	1	4			X
Director of Courts	1	4			X + Table
Fiscal Assistant	1	4		X	
Fiscal Officer II	1	4			X

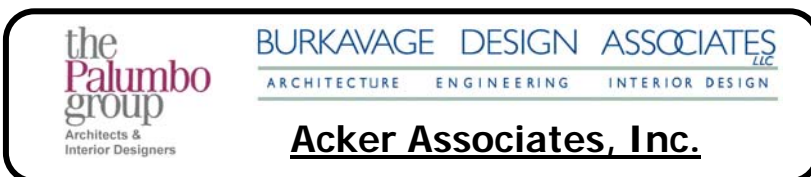
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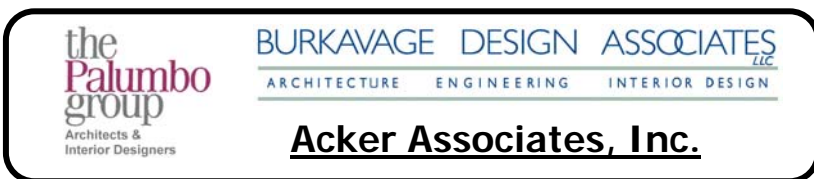
STAFF/EXEC POSITION				Check One:	
TITLE	QTY	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Fiscal Tech	3	4			
Homemaker	4	4		X	
Program Specialist (Civil Asst.)	1	4-Shared			X
Social Service Aide	10	4			
Social Service Aide	1	5			
Solicitor	1	4			X
120	= TOTAL # OF EMPLOYEES		* = TOTAL # OPEN	* = TOTAL # CLOSED	

*Will confirm quantities with Debbie Marichak, Caseworker Supervisor, 5th floor CYS, since additional information was obtained at the end of the meeting with Bill Browning and Kerry Holmes. Debbie Marichak requested an interview.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
				ACCESS TO PUBLIC: Constant/Daily
				FILE ROOM: See Notes below.
				BREAK ROOM:
				STORAGE ROOM:
				COPY ROOM: Central
				CONFERENCE ROOM: 50-90 people ?/Month
				WAITING AREA 10 people
				RECEPTION COUNTER: Secure and locked.
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

DIRECT ACCESS

1. **Family Court**-Judge Harhut, Corbet, Munley
Currently on 2nd floor
Administration Building.
Proximity is adequate.

2. **Drug Treatment Court**-
Currently in Brixx Building, 2 employees. Would prefer it closer.

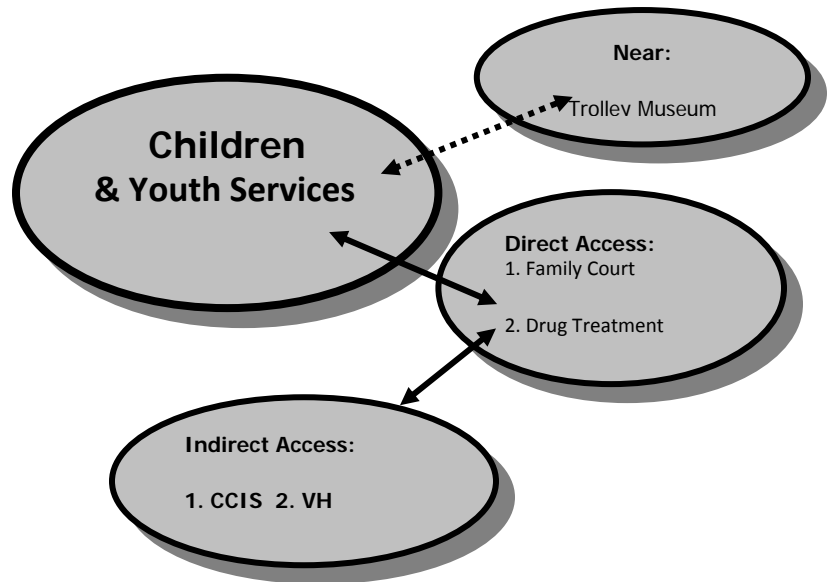
INDIRECT

1. **Child Care Information Services (CCIS)**

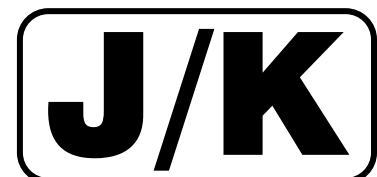
2. **Visitation House (VH)**

NEAR

1. **Trolley Museum**-Art and Education Caseworkers



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GENERAL NOTES AND OBSERVATIONS:

- The majority of CYS is on the fourth floor with limited CYS employees on the fifth floor. They are on both floors due to space limitations.
- The Visitation House, 1346 Wyoming Avenue, Scranton, PA, part of the CYS department, is under construction and will be completed on _____.
- A total of five (5) Caseworkers from CYS will be relocating to the Visitation House.
- The Department wanted the Visitation House to replicate a home environment with a backyard since studies indicate a healthy atmosphere is conducive to a healthy family.
- Files: Files are “bursting at the seams.” The following is a summary of the mandatory length of time files must be kept for the various cases:
 1. Neglect Cases-Five (5) years.
 2. Abuse Cases-Until the youngest is 23 years old.
 3. Adoption Cases-50 years and files must be fireproof.
- Bill Browning had concerns about the structural integrity of the building due to the filing requirements and had it investigated. It is currently considered safe.
- CYS is allowed to use microfilm according to the law; however, the limitations of the law do not allow them to use compact disks, which is preferred.
- Homemaker positions are mostly on the road.
- Clerk Typist III has more responsibility than a Clerk Typist II.
- One Caseworker, included in the 120, will be moving to Child Care Information Services (CCIS), 541 Wyoming Avenue, under the direction of Phil Sallavanti. CCIS is part of CYS but they do not need to be adjacent or near each other.
- CYS previously rented a large conference room when they were not located in the Administration Building, 200 Adams Avenue, Scranton, PA. They need to accommodate 50 to 90 people _____ times per month for conferences.



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FIVE YEAR PROJECTIONS:

- Two Caseworkers will be hired and located in the Trolley Museum before the end of 2008. No additional employees are expected in the next five years.
- CYS is focusing on “preventative” intervention and as a result will require a minimal increase of employees.
- Would like wireless in the entire building.
- Need internet access in the large conference room.
- The State has indicated they would like internet access in the large conference room, as well.

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J/K



FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
K	Administration Bldg / 200 Adams Ave	Scranton	No, public parking garages or street parking
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
0		0	1, used for parking
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		2 ½ blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network			
Notes, site conditions, etc.			
Commissioners park in the loading dock.			



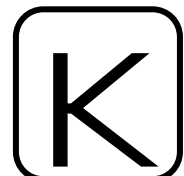


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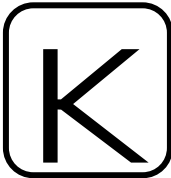


View of building from intersection of Spruce and Adams Ave.

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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: NO
				FILE ROOM:
√	1			BREAK ROOM:
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM: hallway
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

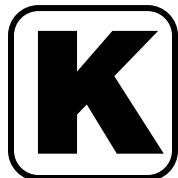


Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES L.L.C.

ARCHITECTURE ENGINEERING INTERIOR DESIGN

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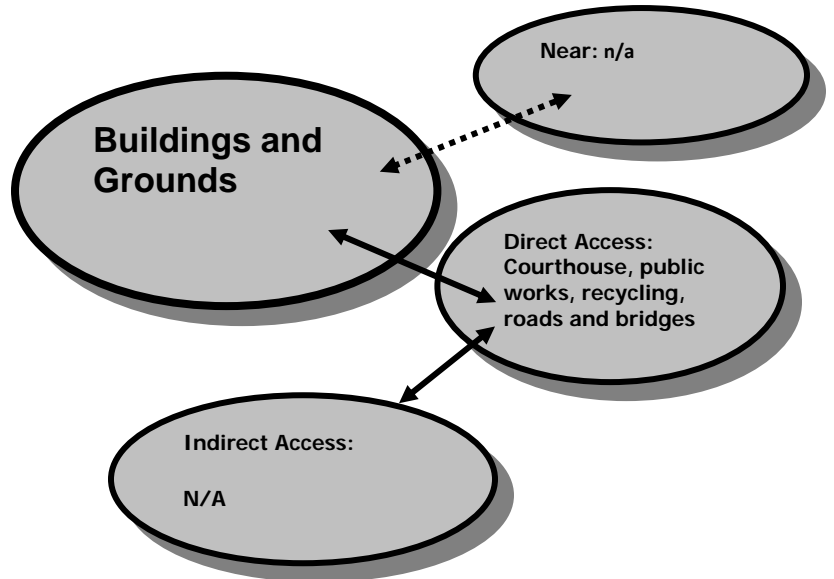




ACCESS / ADJACENCY REQUIREMENTS

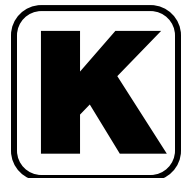
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

- 1. Courthouse
- 2. Public Works
- 3. Recycling
- 4. Roads and Bridges



 <p>Architects & Interior Designers</p>	 <p>ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>
<p><u>Acker Associates, Inc.</u></p>	



GENERAL NOTES AND OBSERVATIONS:

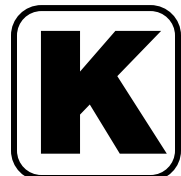
- They currently have storage in 614 Mulberry street. They have all lawnmowers, golf carts, small snow plows etc. These should really be closer to courthouse square.
- See building "F" for existing storage information.

FIVE YEAR PROJECTIONS:

- 2013 they will need (4) new people. 1 landscaper/1 administrative assistant/2 Nightshift maintenance.



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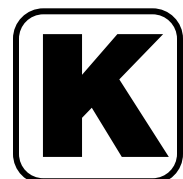


FACILITIES INVENTORY AND NEEDS ASSESSMENT

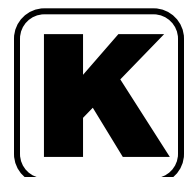
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Education and the Arts	Penn State Cooperative Extension.	Administration	Scranton, PA	LL
ADMINISTRATIVE CONTACT:			PHONE:	
Terry Schettini-Director (Interviewed)			570.963.6842 ext. 1380	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Non-formal outreach of educational opportunities to individuals, families, businesses, and communities throughout PA. Two Counties: Lackawanna & Susquehanna. Helps individuals and families.			09.04.08 11:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY	SQ. FT.	OPEN OFFICE (cubicle)	CLOSED OFFICE
County Extension Director	1	175		X
Educators	4	600: 150 per unit		X
Nutrition Education Advisors	3	450: 150 per unit		X
Intern/ Seasonal Staff	2	150: 75 per unit	X	
Prosper Coordinator	1	150		X
Master Gardener Coordinator	1	150		X
Master Gardeners	2	150: 75 per unit	X	
Plant/ Pest Diagnostics	1	100		X
Office Manager	1	150		X
Secretary/ Receptionist	2	200: 100 per unit	X	
TOTALS	18	2275	6	12

NOTE: Wants all people in one space.



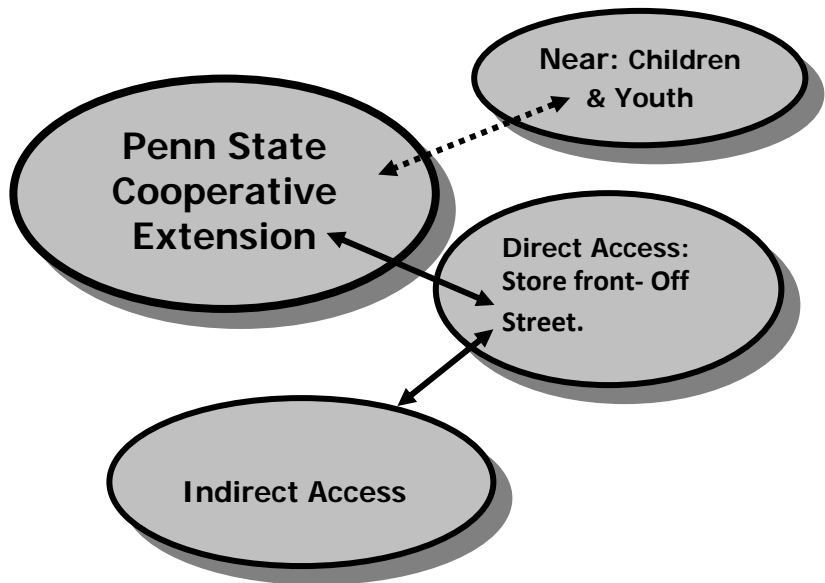
ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
√				ACCESS TO PUBLIC?	Yes.
				FILE ROOM	
				BREAK ROOM	
√	2 Rooms	600 sq. ft.	300 sq. ft.	STORAGE ROOM	Yes. Publications, equipment, office supplies. Don't have adequate space for learning materials.
√		200 sq. ft.		COPY ROOM	Sufficient space. 3 printers, copier, fax, folder, postal, binding, work table- 2.5' x 10'.
√		600 sq. ft.		CONFERENCE ROOM	Yes. /Kitchen Classroom. 25 seats.
√		1000 sq. ft.		CLASSROOM MEETING SPACE	70 seats. Satellite, Video-teleconference unit, ceiling projector.
√		100 sq. ft.		PLANT/ PEST DIAGNOSTICS	Refrigerator, sink, microscope, sample table.
√				WAITING AREA	Yes. 2-3 spaces are sufficient.
√		150 sq. ft.		RECEPTION COUNTER	Yes. With publications display for public.
				PUBLIC WORK AREA	
				TOILET ROOMS (MEN/WOMEN)	
√		100 sq. ft.		SERVER ROOM (IT CLOSET)	Yes. With climate control.



SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Satellite on roof-owned by PSU
				Evening and weekend access with badges. Guards until 12:00am
				Kitchen.
				Classrooms with satellite capability and internet conference capabilities.
				Parking and bus stop for program participants.
				Off-street spot for staff to load vehicles.

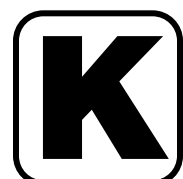
ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Store Front- Off-street
2.
INDIRECT
1.
2.
NEAR
1. Children and Youth
2.



- Is official E.O.C. and has backup 911 system

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GENERAL NOTES AND OBSERVATIONS:

- Out of office a lot; Staff has 24/7 access.
- Goes to farmer's market with soil test kit.
- Talked about moving, stay in city- easier access; loading and unloading.
- Extend University to community- practical information for community.

Youth Educators: Coping Skills & Programs

(1.) Nutrition Staff for low-income families. (5.) Preventative Science.

How to buy and cook healthy food. (6.) Farm Educators.

(2.) Youth Education. (7.) Agriculture.

(3.) Life skills.

(4.) Family Resiliency Work.

- Evidence-based programs; reality-based programs.
- Prosper program- links researchers at PSU to county employees.

Funding:

- Federal, State, and County funded. • Penn State is Land Grant U (LGU).
- PSU is present in every county. Teaching, research, extension.

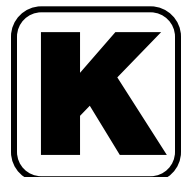
County Provides:

- (1.) Space, equipment, supplies, copiers, computers on an allocation basis.
- (2.) Secretaries paid for by county; All others are PSU employees.
- (3.) Funds for program staff.

- Some counties provide money and provide space.



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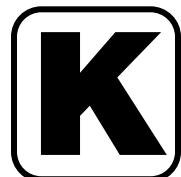
FIVE YEAR PROJECTIONS:

- 1 Future Educator (Economic and Community Development) with 150 sq. ft. of space.
- 1 Future Bookkeeper with 100 sq. ft. of space.
- 300 sq. ft. more of storage space.

the
Palumbo
group
Architects &
Interior Designers

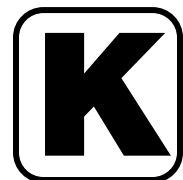
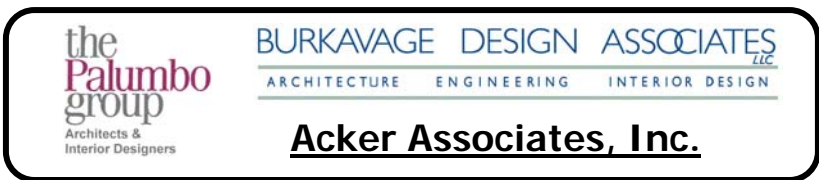
BURKAVAGE DESIGN ASSOCIATES L.L.C.
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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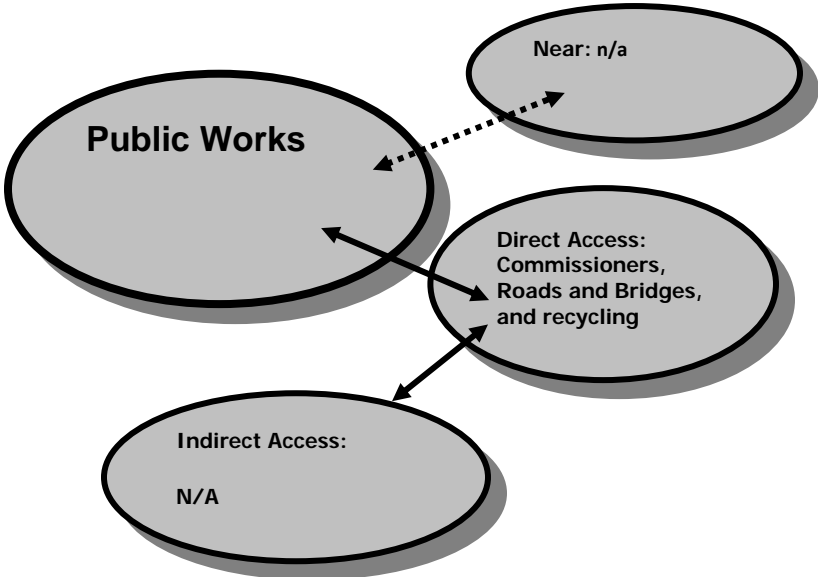
ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: NO
				FILE ROOM:
√	1			BREAK ROOM: shared with roads and bridges
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM: hallway
				CONFERENCE ROOM: Within Public works office
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)


SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

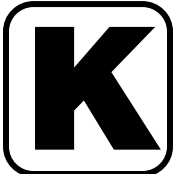


ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Roads and Bridges
2. Commissioners
3. Recycling



 <p>Architects & Interior Designers</p>	<p>BURKAVAGE DESIGN ASSOCIATES <small>LIC</small></p> <p>ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>
<p><u>Acker Associates, Inc.</u></p>	



GENERAL NOTES AND OBSERVATIONS:

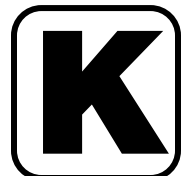
- This department requires a conference room/drawing layout space for meetings. This space can be shared.
- They currently need more storage for drawings sets and a possible plotter.

FIVE YEAR PROJECTIONS:

- 2013 this department will remain stable.

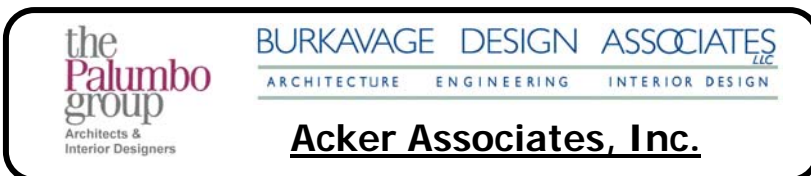


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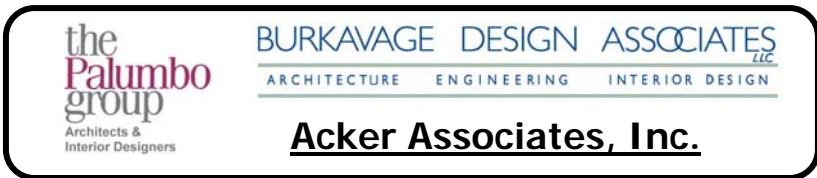


ANCILLARY SUPPORT SPACES – Administration Building Adams Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes security issue
√	1			FILE ROOM: high density
				BREAK ROOM:n/a
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM: hallways
√	2			CONFERENCE ROOM:
				WAITING AREA: n/a
√	1			RECEPTION COUNTER:
√	1			PUBLIC WORK AREA: computer access
	Common Shared	Common Shared	Common Shared	TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:n/a
√	1			SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ANCILLARY SUPPORT SPACES – Brooks Building Spruce Street Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes
√	1			FILE ROOM: high density
				BREAK ROOM: n/a
				STORAGE ROOM: n/a
				SUPPLY ROOM: n/a
				COPY ROOM: n/a
				CONFERENCE ROOM: n/a
				WAITING AREA: n/a
√	1			RECEPTION COUNTER:
√	1			PUBLIC WORK AREA:
	Shared	Shared	Shared	TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET: n/a



ACCESS / ADJACENCY REQUIREMENTS

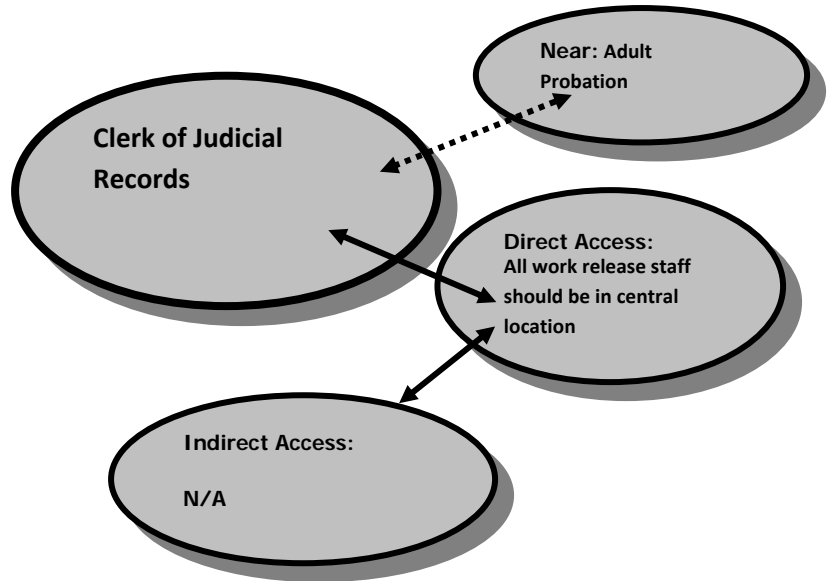
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1. Courts & Judiciary
2. Sheriff
3. Court Collections

NEAR

1. Adult Probation



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GENERAL NOTES AND OBSERVATIONS:

Administration Building Adams Ave Location

- This is a new space as of 2008. They currently have enough space and filing space is enough to support them for the next 5 years.

Spruce Street Location

- Security is an issue.
- The clerk has storage in building "E".
- They have to have enough space to keep criminal and civil records for 12 years. These files have to be kept on site.
- They would ultimately prefer to be in the courthouse. It would cause a lot less running to courthouse with files daily.
- Court Collections should be more accessible. There is a high volume of cash going through this office. Security is an issue.

FIVE YEAR PROJECTIONS:

- They will be adding (5) five new open cubical spaces for clerks. These clerks will be only used for the criminal and civil division.
- Court Collections will be adding (2) new people.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT

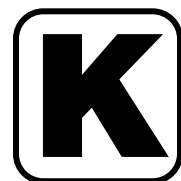
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Area Agency on Aging	Administration	200 Adams Avenue	3
ADMINISTRATIVE CONTACT:			PHONE:	
Teresa Osborne- Director Present: Mary Gaffney and Joe Liberty			570.963.6740 x 1401	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Care/help of aging citizens.			07.22.08 KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Receptionist	1		x	
Supervisor	8			x
Intake Agent Manager	7		(5) x	(2) x
Agency Care Manager	20		x	
Community R.N.	2		x	
It Consultant	1		x	
Clerical	3		x	
Fiscal Assistant	1			x
Director of Clinical Services	1			x
Director of seniors	1			x
Financial Officer	1			x
Administration Officer	1		x	
Executive Director	1			x
Protective Service Investigator	3			x
Accountant	1			x
Administrative Assistant	2			x
Totals		54	33	21

BURKAVAGE DESIGN ASSOCIATES LIC

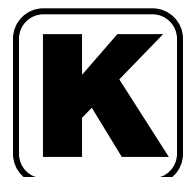
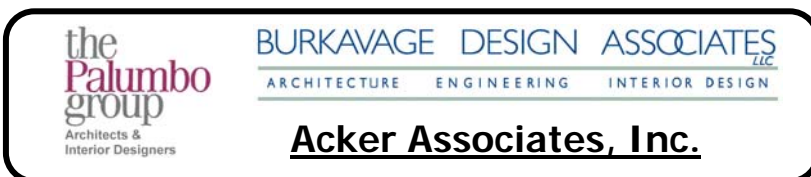
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				ACCESS TO PUBLIC: Yes. Daily
√	1			FILE ROOM: dispersed throughout office
				BREAK ROOM: conference room is used
√	1	96		STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM:
√	1	200		CONFERENCE ROOM: 8 person
√	1			WAITING AREA:
√	1			RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN) On floor.
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET) *Curr. located in hallway

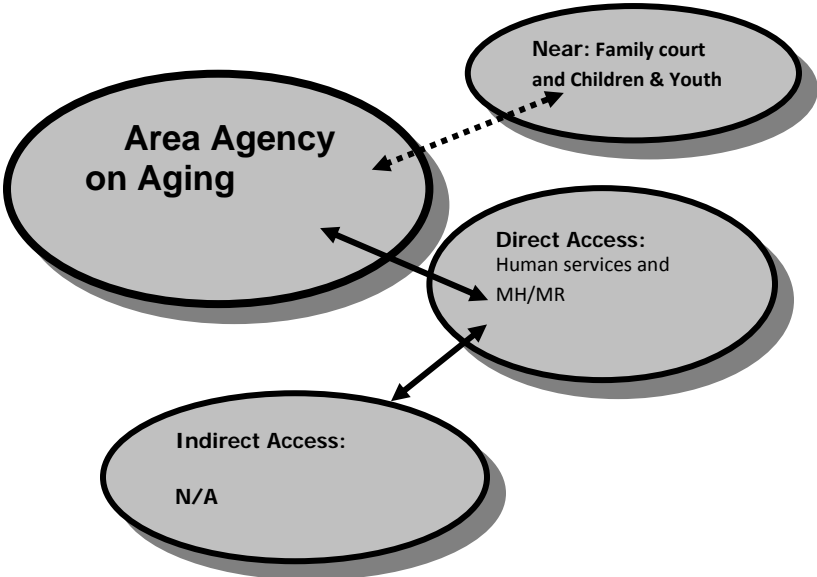
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



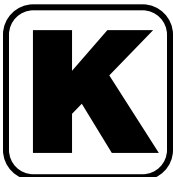
ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Human Services
2. MH/MR

NEAR
1. Family Court
2. Children in Youth



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GENERAL NOTES AND OBSERVATIONS:

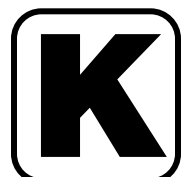
- Accountant and Fiscal Assistant offices shall be in a secure closed office due to confidential information and storage requirements
- It consultant workspace can be smaller due to the limited time spent within this office.
- Intake care managers need to have closed office with guest chairs since they are interviewing clients about confidential matters.
- File room is growing due to records being held by state law for 7 years.
- Copiers, fax machines etc are scattered throughout office, a central location would be more functional for this department.
- Protective service workers are currently in open office configuration. They should be in closed offices with guest chairs because of the confidential conversations etc.
- Training room that could be shared although would need sufficient space for 65 people for staff meetings.
- It would be ideal to have all of Human Services in one building.

FIVE YEAR PROJECTIONS:

- Mary Gaffney predicted that they would need five more Agent Care Managers (open offices) and one supervisor (closed office).



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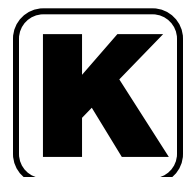
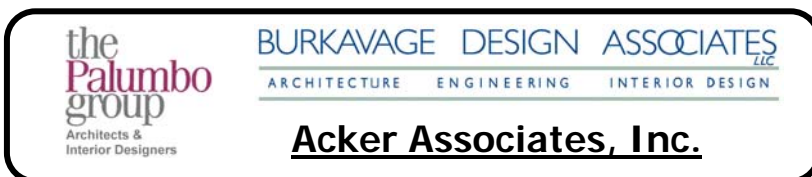


FACILITIES INVENTORY AND NEEDS ASSESSMENT The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Information Technology	Administration	Adams Avenue Scranton, PA	3
ADMINISTRATIVE CONTACT:			PHONE:	
David W. Lloyd-Director (Interviewed)			570.963.6743	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
IT provides technical oversight in the procurement, development, and maintenance process for software and hardware systems for the majority of County Departments.			08.21.08 9:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Senior Specialist	6		X	
Program Manager	1			X
Deputy	1			X
Director	1			X
Systems Administrator	1		X	
Programmer	3		X	
Jr. IT Specialist	1**			X**
Network Wiring Specialist	2*			X*
Secretary	1		X	
CRT Operator	1		X	
Computer Clerk	1		X	
Operations Manager	1			X
Hardware Specialist	1**			X**
Senior Systems Analyst	1			X
TOTALS	22		12	8

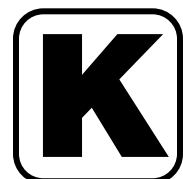
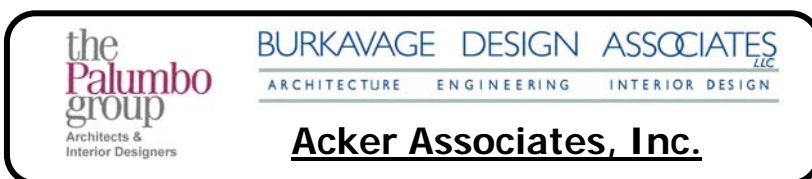
* Shares closed office, but could be open.

** Shares open office (Jr. IT Specialist & Hardware Specialist), could be closed.



ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
				ACCESS TO PUBLIC?	No. Not generally.
				FILE ROOM	No. 2 Cabinets. Scanned electronics.
				BREAK ROOM	No. Would like one
	2			STORAGE ROOM	Not Temperature Controlled.
				COPY ROOM	
		20'x20'		CONFERENCE ROOM	Project meeting room. 1 PC.
				WAITING AREA	Yes.
				RECEPTION COUNTER	Yes.
				PUBLIC WORK AREA	No. Vendors meet in Conference Rm.
				TOILET ROOMS (MEN/WOMEN)	Halls.
				SERVER ROOM (IT CLOSET)	Yes.

SPECIAL REQUIREMENTS					
(Please specify spaces)					
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA	
			20'x20'	STAGING ROOM	Needed for broken computers.
				TRAINING ROOM	Used to have one.



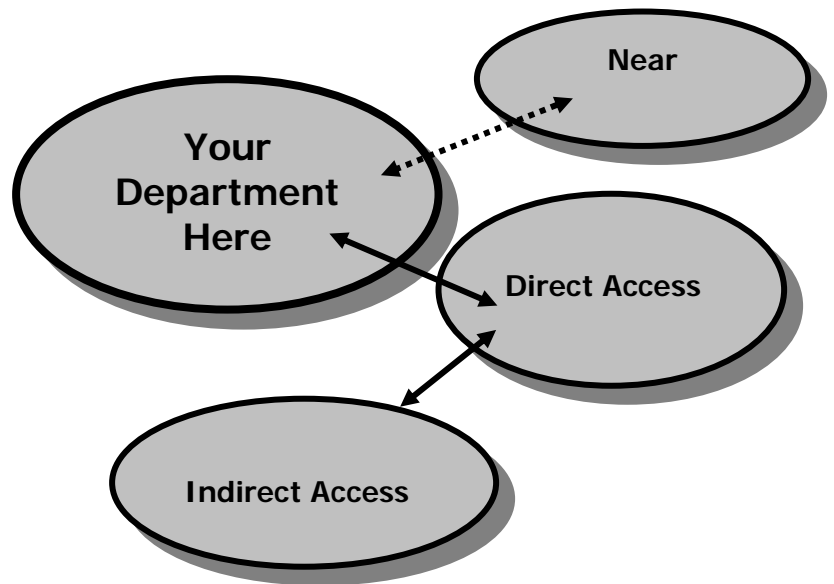
				STORAGE ROOM	Need to have ample storage for equipment & wiring.
--	--	--	--	--------------	--

ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1.
2.
3.

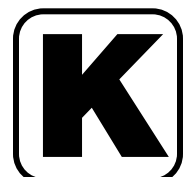
INDIRECT
1.
2.
3.

NEAR
1.
2.



- Go to Servers 1/2 times per day.
- Can access from Remote Access.
- Communications- comes into basement of building.
- Everything for Court House hooked up on dish
- PBXs: Magistrates are not on it.
- Send message to blackberry.

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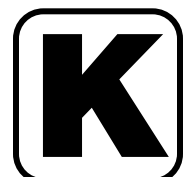


GENERAL NOTES AND OBSERVATIONS:

- Used to have Training Room; Currently utilizing 911 Call Center (20 PCs from the department in the 911 Center); Training is not that often.
- There s bulk wire at an unknown remote location (in a warehouse- Ask Eastman).
- HUB- Private Fiber to all buildings (H15, Brooks, Brixx)
- 18 T-1 circuits to all different locations to Dickson City.
- Voter machine with 3 on network.
- Phone systems to Stadium/Visitor Center/Authority in Scranton Electric.
- \$300/month for T-1 for Heritage Valley Authority.
- Health Care Center in Peckville on phone system.
- T-I for phone and computers.

FIVE YEAR PROJECTIONS:

- 5 IT people in the next 5 years.
- All open offices.



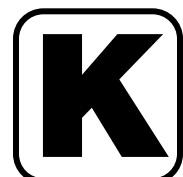
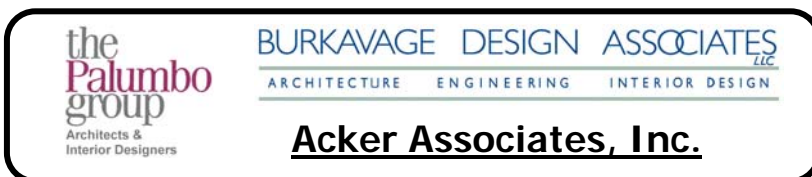


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

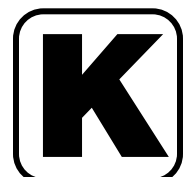
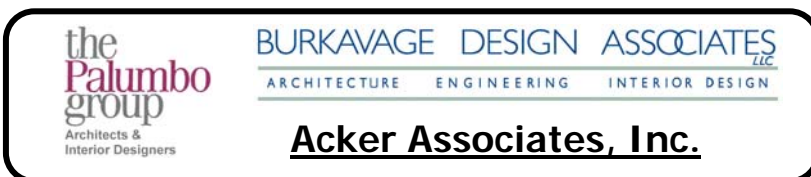
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Offices Services Group	Administration	Adams Avenue Scranton, PA	3
ADMINISTRATIVE CONTACT:			PHONE:	
David W. Lloyd-Director (Interviewed)			570.963.6743 ext. 1450	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Offices Services group provides County Departments with high speed copying and mail services.			08.21.08 9:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X
Manager*	1			X
Supervisor	1		X	
O.S. Clerk	1		X	
O.F. Service Clerk	1		X	
Intern	1		X	
TOTALS	6		4	1

* When retires, position will not be replaced, will transfer to IT.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Yes. They charge \$0.50/ copy
				FILE ROOM
				BREAK ROOM
				STORAGE ROOM In basement.
				COPY ROOM
				CONFERENCE ROOM No. Not Needed.
				WAITING AREA No. Could use one
				RECEPTION COUNTER No. Could use one
				PUBLIC WORK AREA Possible.
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

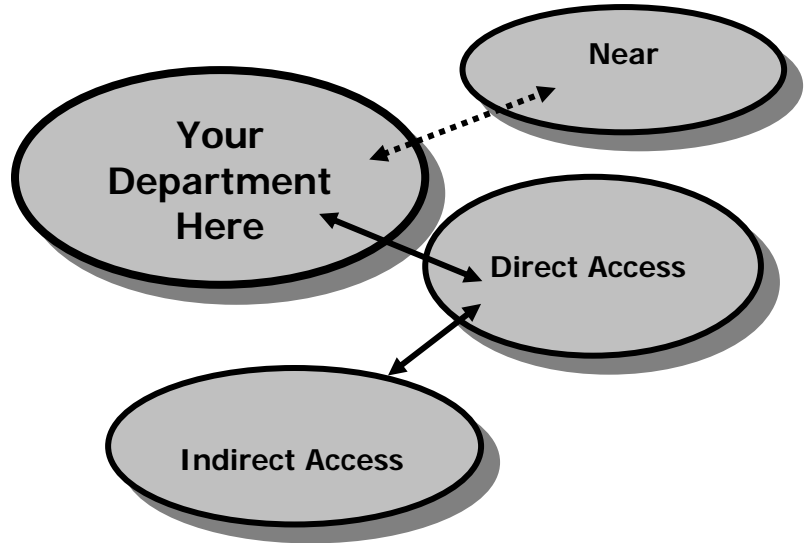
1. Voter Registration.
2. Magistrate- Not County.
3. Recorder of Deeds.
- 4.

INDIRECT

- 1.
- 2.
- 3.

NEAR

- 1.
- 2.
- 3.

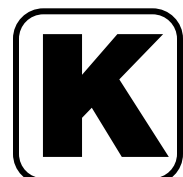


- Paper for all magistrates.

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

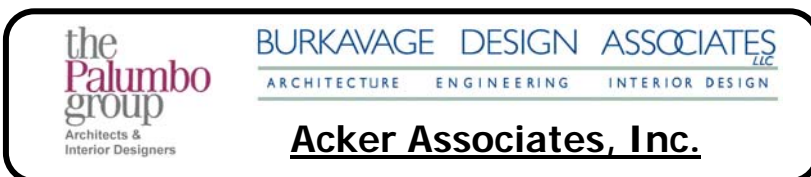
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR	
Human Services	Children and Youth Services (CYS)	Administration	200 Adams Avenue Scranton, PA	4 th & 5th	
ADMINISTRATIVE CONTACT:			PHONE:		
Bill Browning-Director Present: Kerry Holmes			570.963.6781 ext. 1113		
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE:		
Foster home program, work with Family Court for mediation and court intervention, and OCYF & PCYA			07.22.08		
STAFF/EXEC POSITION				Check One:	
TITLE	QT Y	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Accountant I	1	4-Confirm		?	?
Administrative Assistant II	1	4			X
Assistant Administrator	1	4			X
Administrator Officer (Fiscal QA)	1	4-Shared			X
Caseworker II	66	4-Confirm		X	
Caseworker II	2	5		X	
Caseworker Manager	2	4			X
Caseworker Supervisor	10	4-Confirm			X
Caseworker Supervisor-D. Marichak	1	5			X
Clerk Stenographer III	1	4		X	
Clerk Typist II	7	4-Confirm			
Clerk Typist III	2	4-Confirm		X	
Clerk Typist III	1	5		X	
CYS Administrator II	1	4			X
Director of Courts	1	4			X + Table
Fiscal Assistant	1	4		X	
Fiscal Officer II	1	4			X



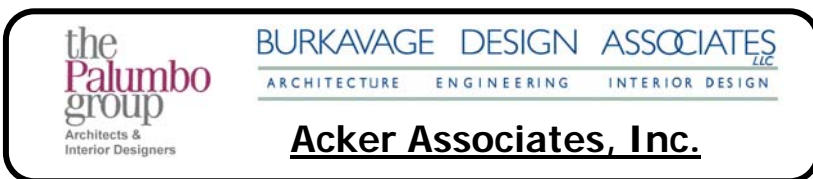
STAFF/EXEC POSITION				Check One:	
TITLE	QTY	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Fiscal Tech	3	4			
Homemaker	4	4		X	
Program Specialist (Civil Asst.)	1	4-Shared			X
Social Service Aide	10	4			
Social Service Aide	1	5			
Solicitor	1	4			X
120	= TOTAL # OF EMPLOYEES		* = TOTAL # OPEN	* = TOTAL # CLOSED	

*Will confirm quantities with Debbie Marichak, Caseworker Supervisor, 5th floor CYS, since additional information was obtained at the end of the meeting with Bill Browning and Kerry Holmes. Debbie Marichak requested an interview.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
				ACCESS TO PUBLIC: Constant/Daily
				FILE ROOM: See Notes below.
				BREAK ROOM:
				STORAGE ROOM:
				COPY ROOM: Central
				CONFERENCE ROOM: 50-90 people ?/Month
				WAITING AREA 10 people
				RECEPTION COUNTER: Secure and locked.
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

DIRECT ACCESS

1. **Family Court**-Judge Harhut, Corbet, Munley
Currently on 2nd floor
Administration Building.
Proximity is adequate.

2. **Drug Treatment Court**-
Currently in Brixx Building, 2 employees. Would prefer it closer.

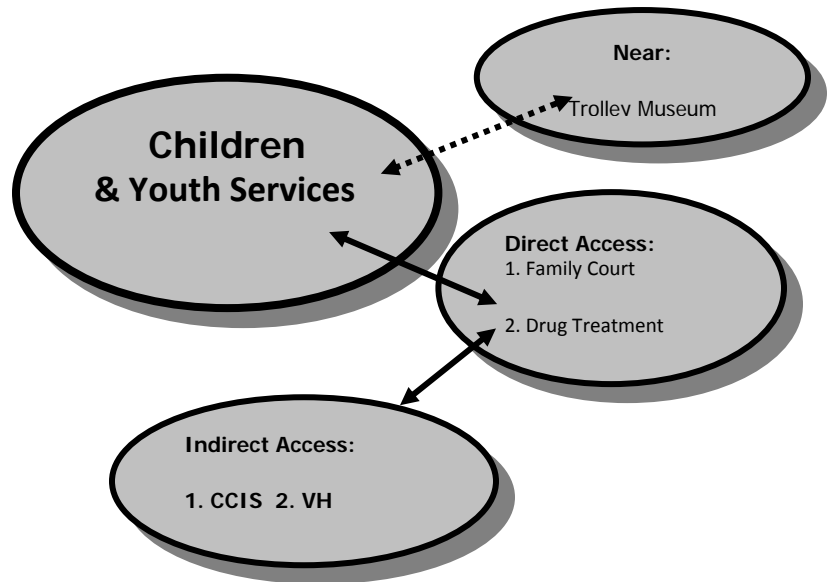
INDIRECT

1. **Child Care Information Services (CCIS)**

2. **Visitation House (VH)**

NEAR

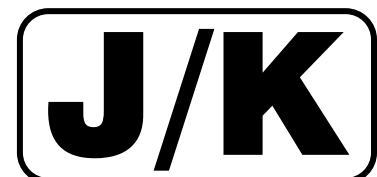
1. **Trolley Museum**-Art and Education Caseworkers



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GENERAL NOTES AND OBSERVATIONS:

- The majority of CYS is on the fourth floor with limited CYS employees on the fifth floor. They are on both floors due to space limitations.
- The Visitation House, 1346 Wyoming Avenue, Scranton, PA, part of the CYS department, is under construction and will be completed on _____.
- A total of five (5) Caseworkers from CYS will be relocating to the Visitation House.
- The Department wanted the Visitation House to replicate a home environment with a backyard since studies indicate a healthy atmosphere is conducive to a healthy family.
- Files: Files are “bursting at the seams.” The following is a summary of the mandatory length of time files must be kept for the various cases:
 1. Neglect Cases-Five (5) years.
 2. Abuse Cases-Until the youngest is 23 years old.
 3. Adoption Cases-50 years and files must be fireproof.
- Bill Browning had concerns about the structural integrity of the building due to the filing requirements and had it investigated. It is currently considered safe.
- CYS is allowed to use microfilm according to the law; however, the limitations of the law do not allow them to use compact disks, which is preferred.
- Homemaker positions are mostly on the road.
- Clerk Typist III has more responsibility than a Clerk Typist II.
- One Caseworker, included in the 120, will be moving to Child Care Information Services (CCIS), 541 Wyoming Avenue, under the direction of Phil Sallavanti. CCIS is part of CYS but they do not need to be adjacent or near each other.
- CYS previously rented a large conference room when they were not located in the Administration Building, 200 Adams Avenue, Scranton, PA. They need to accommodate 50 to 90 people _____ times per month for conferences.



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FIVE YEAR PROJECTIONS:

- Two Caseworkers will be hired and located in the Trolley Museum before the end of 2008. No additional employees are expected in the next five years.
- CYS is focusing on “preventative” intervention and as a result will require a minimal increase of employees.
- Would like wireless in the entire building.
- Need internet access in the large conference room.
- The State has indicated they would like internet access in the large conference room, as well.

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J/K

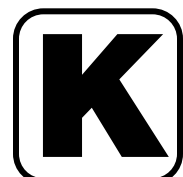


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.


DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Authority	Health & Welfare Performing Arts Industrial Dev.	Administration Building	Adams Avenue Scranton, PA	5
ADMINISTRATIVE CONTACT:			PHONE:	
Mary Ellen Clarke-(Interviewed)			570.342.2353	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
-Conduit for Tax-Free Financing for universities and hospitals. - Get financing.			08.20.08 2:30 p.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Administrator			X*	
TOTAL	1		1	

* With conference table and waiting area.



ANCILLARY SUPPORT SPACES				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? No.
				FILE ROOM No.
				BREAK ROOM No.
				STORAGE ROOM/OFFICE Would prefer separate storage.
				COPY ROOM
				CONFERENCE ROOM Yes. 16 people.
				WAITING AREA
				RECEPTION COUNTER
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN) Public.
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

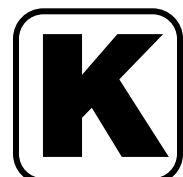


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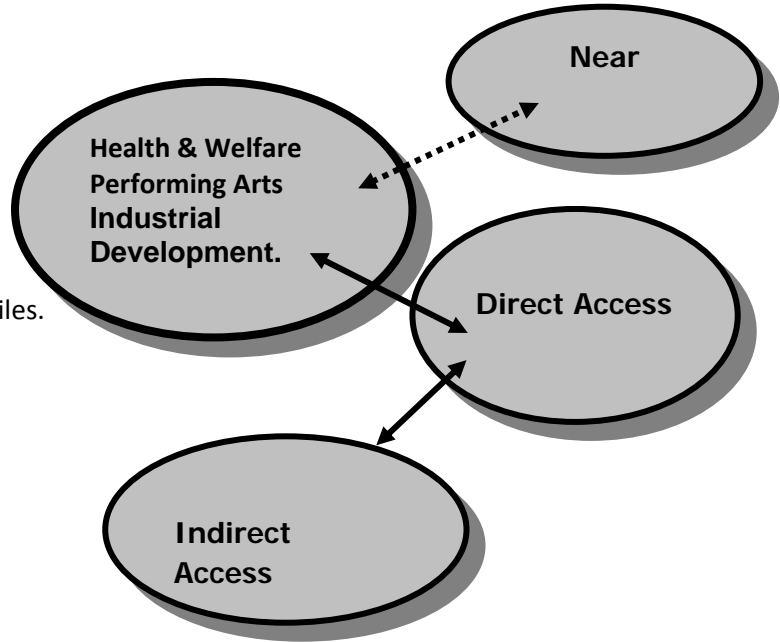


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

- 1. Industrial Development*
- 2. Performing Arts.*
- 3.
- 4.

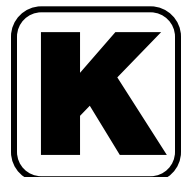


* Needs to have access; must be near files.

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GENERAL NOTES AND OBSERVATIONS:

Health & Welfare

- Municipal. City / County Authority.
- Only one person since 1960's. - Space rented from county. - No growth.
- Board: 7 Members- County appointed- Not paid.

5 Members- City appointed- Not paid.

- Authority reimbursed county for benefits.

12 Board Members; 1 Administrator; 2 Solicitors; 1 Administrative Assistant: **16-Total**

Lackawanna County Industrial Development Authority

- Basically inactive. (Did do a project for Prep recently).
- 1 Solicitor: Jim Howlin. - Files in private attorney offices.
- 9 Member Board: County appointed.
- No employees. - Meet 2 times per year.
- Tax- free financing.
- 5 years: No growth. - 1 "deal" every other year.

Performing Arts

- 5 Members: Appointed by Commissioner's
- Meet once a month and takes minutes.
- M.E. has done it for 8 years.
- Filing Cabinets- Over maximum. - Does not know how many years to keep files.

General Observations

- Running out of space



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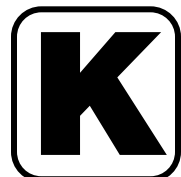
- Possible scanning on microfilm
- May reduce filing
- tight budget
- Ideally have separate cubby for Performing Arts.

FIVE YEAR PROJECTIONS:

-No growth in five years.



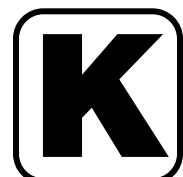
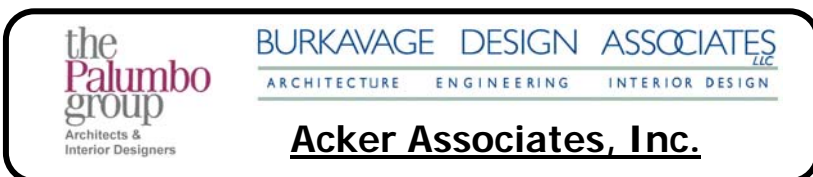
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√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes. Always.
√	1	144		FILE ROOM:
				BREAK ROOM:
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
√	1	225		WAITING AREA:
√	1			RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN) On floor.
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	
	1			Training Room

ACCESS / ADJACENCY REQUIREMENTS

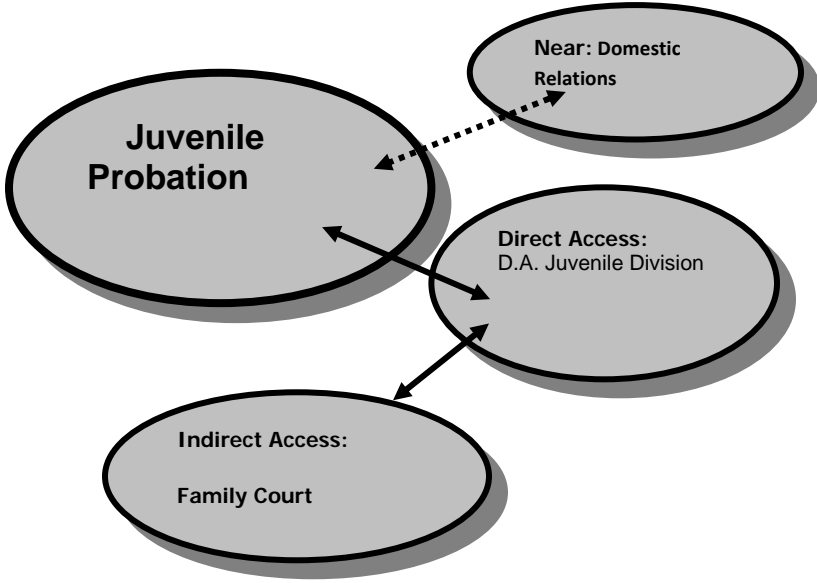


(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1.D.A. Juvenile Division (Frank Castellano)
2.
3.
4.

Indirect
1. Family Court

NEAR
1. Domestic Relations



GENERAL NOTES AND OBSERVATIONS:

- Probation officer/Intake should be in a closed office which has room for guests. This intake office will need seating for client, lawyer, and parents.
- Admin Assistant and Records clerk offices shall be closed and secure due to continental file storage.
- Probation officer open office areas should have at least one quest chair.
- Current File and Storage rooms are growing.

FIVE YEAR PROJECTIONS:

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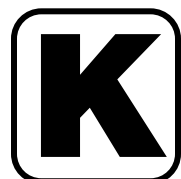
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- Director predicted that with growing minority (poverty) within Scranton that they could potentially use 5-10 more probation officers with the next 5 years. These would be all open office positions.
- They could use a training facility. This room should support 50 people. These training courses could be held in a shared space due to the limited times (6-7) per year these occur.
-



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FACILITIES INVENTORY AND NEEDS ASSESSMENT

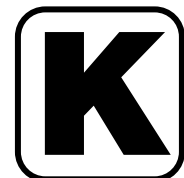
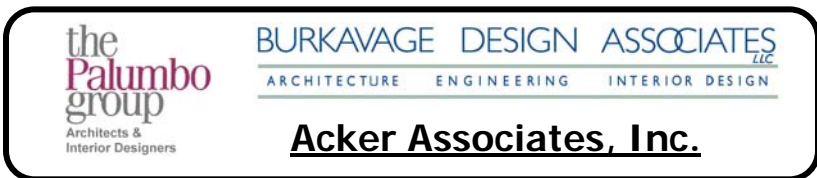
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
County Gov.	Board of Commissioner’s	Administration Building	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Dr. Elizabeth (Liz) Randol (Interviewed)-Chief of Staff			570.963.6880 ext. 1804	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Informs Commissioners of ongoing affairs and events.			08.20.08 10:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Administrative Assistant*	4		X	
Secretary to Board of Commissioners	1		X	
Receptionist	1		X	
General Counsel for Litigation**	1		X	
County Solicitor**	1		X	
Chief of Staff	1			X
TOTAL:	9		8	1

* 1 currently vacant, but will be filled.

** Share 1 office.

Note: 1 Administrative Assistant for O’Brien, 1 for Munchak, 1 for Randol, 1 Vacant.



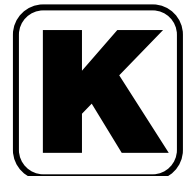
ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
v	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			ACCESS TO PUBLIC? Yes. Needs to have a degree of screening/ privacy.
	0			FILE ROOM No separate room. Against wall in corridor.
	1			BREAK ROOM Yes. Important to have.
	1			STORAGE ROOM In boiler room. (Christmas decorations).
	1			COPY ROOM Yes. Have central copy area. Do not have individual printers.
	3			CONFERENCE ROOM Majority Commissioners have conference rooms. Board Room (too small).
	1			WAITING AREA Could be bigger.
	1			RECEPTION COUNTER Sensitivity to visibility.*
	0			PUBLIC WORK AREA Not Needed.
	1			TOILET ROOMS (MEN/WOMEN) Next to elevator. Good for Commissioner's to have private toilets.
	0			SERVER ROOM (IT CLOSET)

- No visibility if Commissioner's do not want to be seen.



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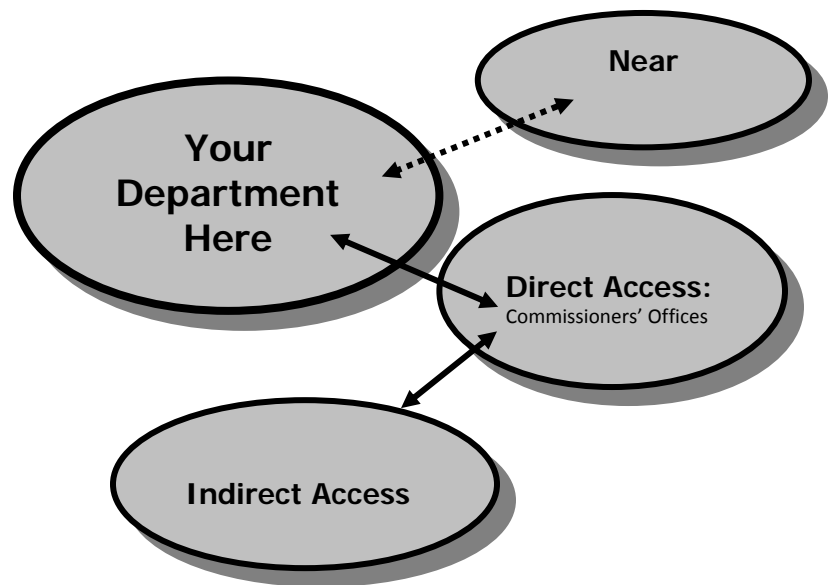
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SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Commissioners' area needs to be locked with swiped card access.


ACCESS / ADJACENCY REQUIREMENTS

DIRECT ACCESS
1. Commissioners' Offices-Majority.
2. Communication's Director.*
3. HR
4. CFO
INDIRECT
1.
2.
3.
NEAR
1. Commissioner's Office-Minority.
2. Public Works- In same building.



* Needs to be within the Commissioners' suite with closer proximity.

- Treasurer/ Controller need to be in same building, due to political climate, since they are elected officials.

 Architects & Interior Designers	BURKAVAGE DESIGN ASSOCIATES <small>ARCHITECTURE ENGINEERING INTERIOR DESIGN</small> Acker Associates, Inc.
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GENERAL NOTES AND OBSERVATIONS:

- Traffic safety has files in Commissioners' area.
- Resolutions must be kept in paper form for a required number of years.
- Minutes from the 1800s are within the Commissioners' area.
- Board room needs to accommodate 50 people.
- Non-profit outreach is no longer a department now, nor will it be in the future.
- Women's Commission: Non-existent department, nor one in the future.
- Community Affairs: Non-existent department, nor one in the future.
- One large financial suite in the Commissioners' area would be ideal. It needs to accommodate the CFO and Revenue and Finance director.

Board Room

-Seating configuration for boardroom needs to change for increased visibility. Possibly change in the shape of a "V". There are a number of people present at the board meetings including:

- Solicitor for County commissioners-majority.
- Solicitor for minority commissioner.
- Person taking minutes.
- Camera operator-camera is mounted.

- Problems with current seating configuration-backs face the camera.
- Space needs to be tiered to be able to see it online.
- Reconfigure space. Lots of underutilized space.

Solicitor's Office

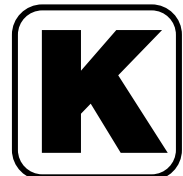
- Solicitor's Office & Law Library together- old minutes.
- Considering moving library to closed area and move solicitor.
- Files in corridor.

FIVE YEAR PROJECTIONS:

- Two Additional total: 1 Floater, 1 Deputy Chief of Staff



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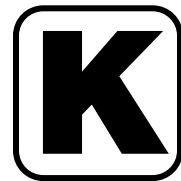


FACILITIES INVENTORY AND NEEDS ASSESSMENT

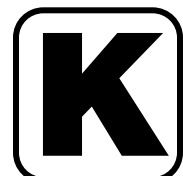
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Community	Communications	Administration Building	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Lynne Shedlock-Communications Director (Interviewed)			570.963.6750 ext. 1854	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Informs the public of County government news and strives to enhance the image of County government.			08.26.08 1:00 p.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X
TOTAL	1			1

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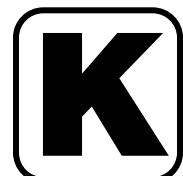


ANCILLARY SUPPORT SPACES				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			ACCESS TO PUBLIC? Yes-to the media.
	0			FILE ROOM: No. Only have one (1), four drawer cabinet.
	1			BREAK ROOM: Yes. Shared.
	1			STORAGE ROOM: Yes, the boiler room is used for storage of holiday decorations.
	0			COPY ROOM: No. Use copier on desk or on floor. Does not use
	2			CONFERENCE ROOM: Yes. Commissioner's use Corey O'Brien's conference room since it redid it himself and it is more appealing. Mike Washo's is used infrequently.
	1			WAITING AREA: Need to separate area for privacy and for topics that are sensitive.
	0			RECEPTION COUNTER: Not needed.
	0			PUBLIC WORK AREA: Not needed.
	1			TOILET ROOMS (MEN/WOMEN): On floor.
	0			SERVER ROOM (IT CLOSET): Use County server room.



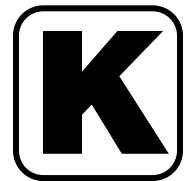
SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Commissioners' board room/media room is insufficient and the floor plan does not work for the space. When the room is full there is not enough room for the cameras. Also, due to the inadequate layout, people's backs are to the cameras.
				Communication's director suggested a camera in the large conference room for interviews with media. Larger conference needs to accommodate five people.
				Separate entrance for Commissioners' to enter to avoid public/media, if necessary.

 <p>the Palumbo group Architects & Interior Designers</p>	 <p>BURKAVAGE DESIGN ASSOCIATES <small>LLC</small> ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>
<p>Acker Associates, Inc.</p>	



ACCESS / ADJACENCY REQUIREMENTS

DIRECT ACCESS
1. Commissioners' Offices
2. Chief of Staff
INDIRECT
1. Planning and Economic Development-Currently in Scranton Electric Building
NEAR
1. Revenue and Finance
2. "All (related) finance departments"

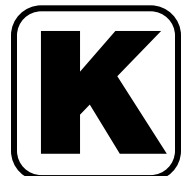


GENERAL NOTES AND OBSERVATIONS:

- Office is excessively large.
- Need separate entrance for Commissioner's that is not visible to the "public" entrance, for privacy purposes and sensitive issues.
- There is no equality of space.
- It would be more aesthetically pleasing to see the files out of the corridor space and out of visibility.

FIVE YEAR PROJECTIONS:

- In five years it would be beneficial to have one (1) assistant for writing, copywriting, press releases and public relations communications.





FACILITIES INVENTORY AND NEEDS ASSESSMENT

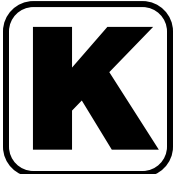
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Hotel Property Tax	Assessment & Taxes	Administration,	Adams Ave,Scranton PA	6th
ADMINISTRATIVE CONTACT:			PHONE:	
Jim Beahan			570.963.6745	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Collects monies generated from renting Hotels and Motels throughout the county.				
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			x
Totals		1		

BURKAVAGE DESIGN ASSOCIATES LIC

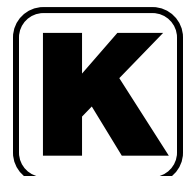
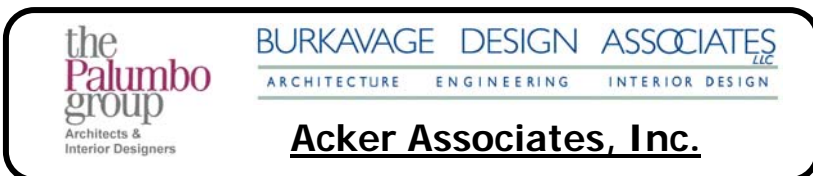
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC: NO
				FILE ROOM:
				BREAK ROOM:
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

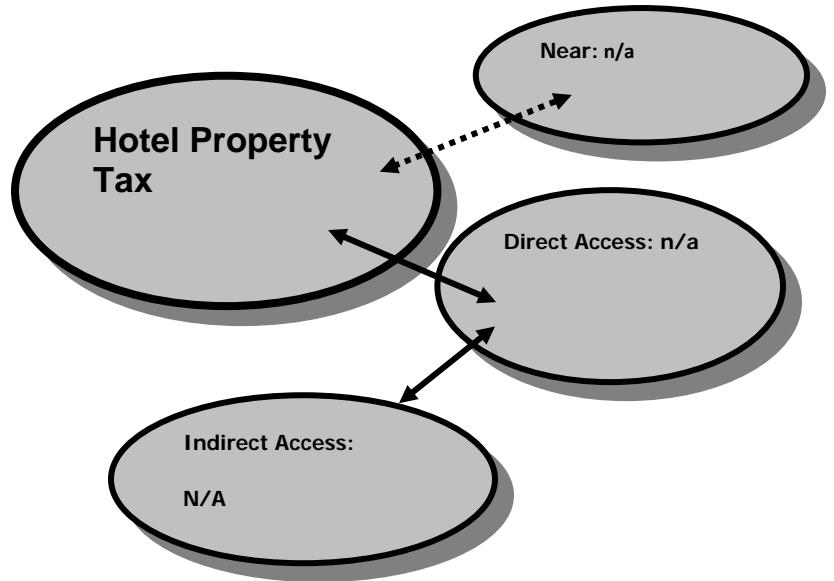
SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA





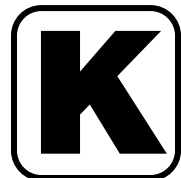
ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS



	
<u>Acker Associates, Inc.</u>	



GENERAL NOTES AND OBSERVATIONS:

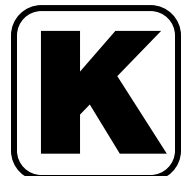
- This currently is a single open office space. This space is sufficient for the department needs though.

FIVE YEAR PROJECTIONS:

- 2013 they will not need any new employees since this is a part time department.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT

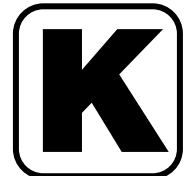
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Human Resources	Administration Building	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Maria Elkins-Deputy Director (Interviewed)			570.963.6771 ext. 1860	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Responsible for maintaining and organizing all records of county employees including application, benefits and work incidents. Assist county employees with questions regarding employment policies.			08.20.08 9:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Development Manager.				X
Confidential Secretary.			X	
Human Resources Clerk.			X	
Deputy Director				X
TOTALS	4		2	2

ANCILLARY SUPPORT SPACES



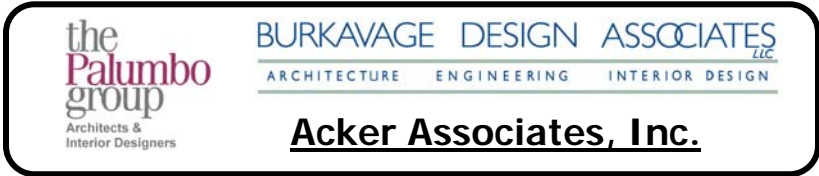
Acker Associates, Inc.



(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Yes. Terrible Visibility & Set up for Traffic.
				FILE ROOM Across Hall. Not just HR.
				STORAGE ROOM Possibly in Basement. Couldn't locate.
				COPY ROOM/ BREAK ROOM Adequate.
				CONFERENCE ROOM No. Need one for orientation: 10-15 people.
				WAITING AREA No. Need one.
				RECEPTION COUNTER No. Need one.
				PUBLIC WORK AREA Need.
				TOILET ROOMS (MEN/WOMEN) Public- Near Elevator.
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				FILING ROOM Need one Separate and secure.

ACCESS / ADJACENCY REQUIREMENTS

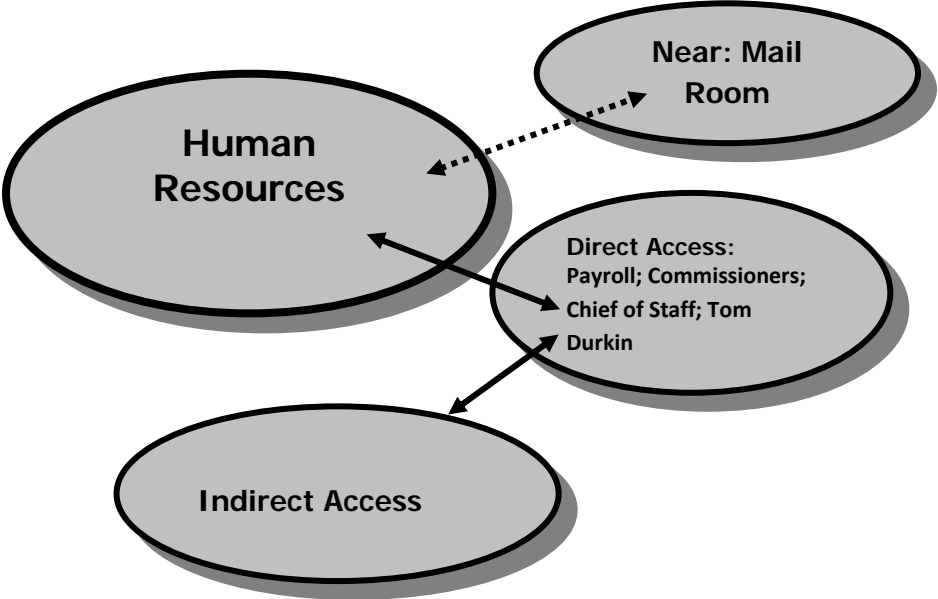


(Please list below other departments or agencies that should be in proximity of your Department/Agency)



DIRECT ACCESS
1. Payroll.
2. Commissioner's Office.
3. Chief of Staff.
4. Tom Durkin- CFO (Maria's Boos).

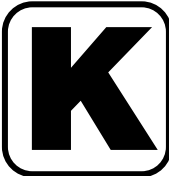
INDIRECT
1.
2.
3.

NEAR
1. Mail Room- Near, but now next to.
2.
3.



GENERAL NOTES AND OBSERVATIONS:

	
<p><u>Acker Associates, Inc.</u></p>	



- Have Conference Room, considered HR, but shared. 13 chairs, table for 8 people.

FILE ROOM

- 1 Bookshelf; 5' x 5' shelves- literature.
- 23 Filing cabinets (4 drawer- 5 drawer).
- 2 Supply cabinets: 4' x 3' Shelves.
- Wall of forms: 12" wide with 6 slots vertically.

FIVE YEAR PROJECTIONS:

- This departments employee count will remain stable.



Acker Associates, Inc.



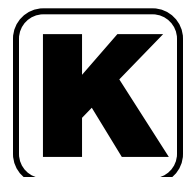


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

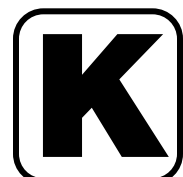
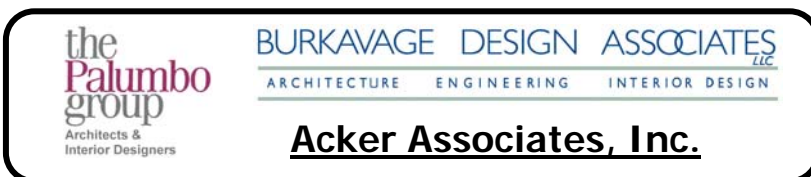
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Insurance Risk Management	Administration	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Richard (Rick) Jones-Director (Interviewed)			570.963.6743 ext. 1830	
DEPARTMENT FUNCTION SUMMARY :			INTERVIEW DATE AND TIME:	
Insurance requirements include property, liability and fleet vehicles relating to coverages and premiums; facilitation of claims and claims settlement, including worker’s compensation. Same is administered in conjunction with the County’s insurers, agents and brokers. *			08.21.08 11:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
1 Director	1			X
2				
3				
4				
5				
Totals		1		1

* Lackawanna County received its first S&P investment grade bond rating in at least 20 years, saving the county \$475,000.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Disgruntled/ Injured Employees; Vendors; Insurance Brokers.
				FILE ROOM 3-4 drawer; 5 drawer - 5' long.
		Shared		BREAK ROOM Shared w/ Commissioner's Office.
				STORAGE ROOM* No.
		Shared		COPY ROOM
		Shared		CONFERENCE ROOM Not Needed. Table for 4-5 people.
		Shared		WAITING AREA No, but Needed.
		Shared		RECEPTION COUNTER No, but Needed.
		Shared		PUBLIC WORK AREA No, but Needed.
		Shared		TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				STORAGE ROOM Will need to archive files; Must have a paper trail.



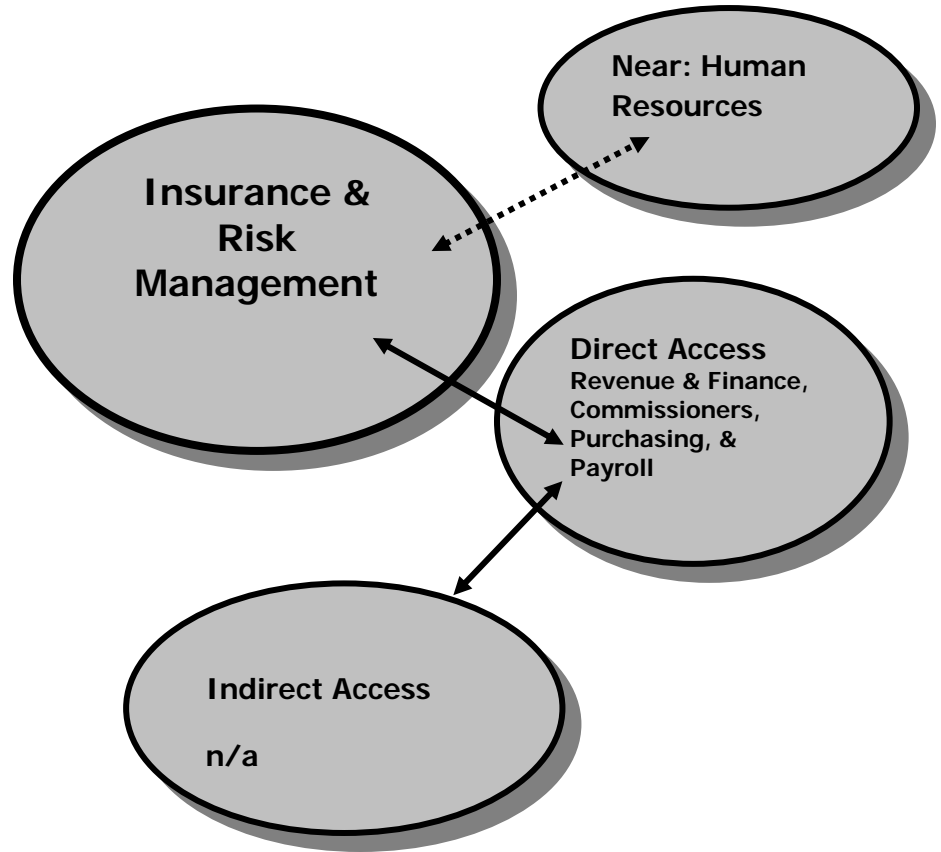
ACCESS / ADJACENCY REQUIREMENTS


(Please list below other departments or agencies that should be in proximity of your Department/Agency)

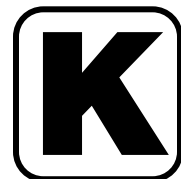
DIRECT ACCESS
1. Revenue & Finance- Tom Durkin CFO.
2. HZ Randol- Board of Commissioner's
3. Human Resources.
4. Legal Department.
5. Purchasing.
6. Payroll (shredder in payroll).

INDIRECT
1.

NEAR
1. Human Resources.



 <p>Architects & Interior Designers</p>	<p>BURKAVAGE DESIGN ASSOCIATES LLC</p> <p>ARCHITECTURE ENGINEERING INTERIOR DESIGN</p> <p>Acker Associates, Inc.</p>
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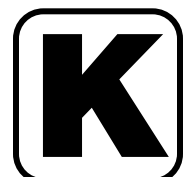


GENERAL NOTES AND OBSERVATIONS:

- Adequate in terms of square footage.

FIVE YEAR PROJECTIONS:

- Jim in Purchasing- his department cut by half.
- Share Administrative Assistant with Purchasing; does not need to be full-time.
- Need more space; Support space eventually.
- 1,600 employees- 200 accidents/yr.






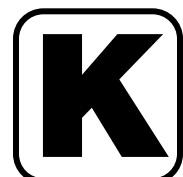
FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Purchasing	Administration Building	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Jim McClaine-Deputy (Interviewed)			570.963.6767 ext. 1480	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Any County purchases must be submitted to the Purchasing Department for processing and approval. The office also handles bids from contractors interested in supplying the County with a service or product.			08.22.08 10:30 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Buyer	3		X	
Deputy	1		X	
TOTALS	4		2	0

ANCILLARY SUPPORT SPACES

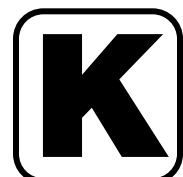
	
<p><u>Acker Associates, Inc.</u></p>	



(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Vendors
				FILE ROOM Does not need large space.
	1			BREAK ROOM Share w/ Commissioner's Office.
				STORAGE ROOM* None in Basement.
	1			COPY ROOM Yes. Shared.
				CONFERENCE ROOM Shared w/ Financial.
				WAITING AREA No.
				RECEPTION COUNTER No.
				PUBLIC WORK AREA Not Needed.
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

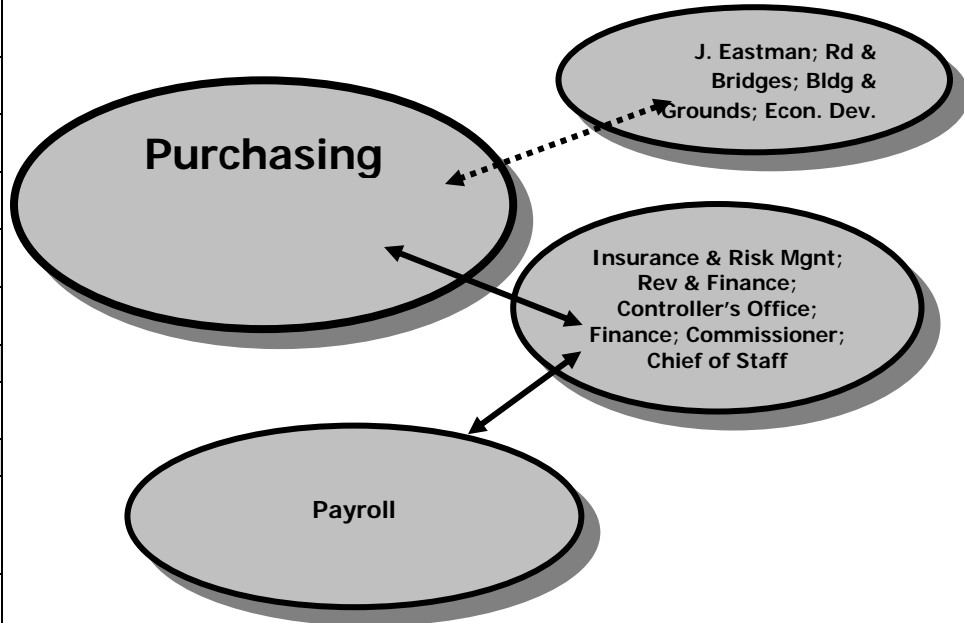
*Possibly on Wyoming Avenue. ?

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				CONFERENCE ROOM Need one for 2-4 people.
				WAITING AREA NEED!
				RECEPTION COUNTER NEED!
				COPY AREA Need centralized copy area.



ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Insurance & Risk Management.
2. Revenue & Finance.
3. Controller's Office.
4. Finance.
5. Commissioners.
6. Chief of Staff.
INDIRECT
1. Payroll
NEAR
1. John Eastman*: Public Works
2. Road & Bridges.
3. Maintenance- Building & Grounds.
4. Planning Economic Development- Harry Lindsay (Same Building).



* John Eastman should be close to Economic Development.

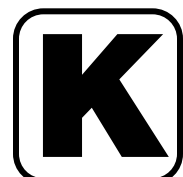
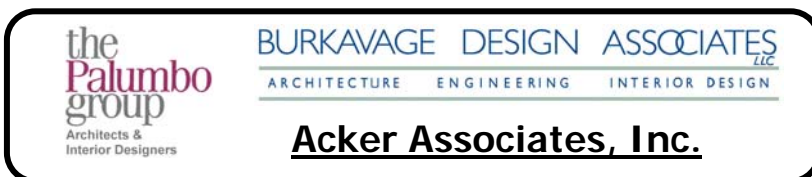
Controller's Office-Direct

Treasurer-Direct

Revenue and Finance-Direct

Chief of Staff-Direct

Insurance and Risk Management-Direct



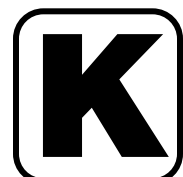
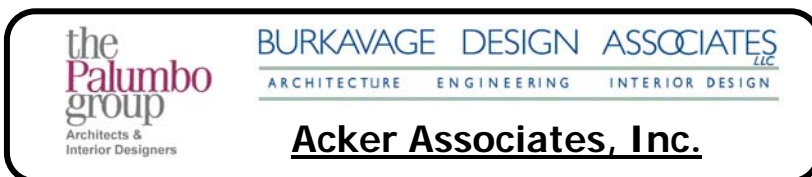
GENERAL NOTES AND OBSERVATIONS:

- Ample space- Need to reorganize.

FIVE YEAR PROJECTIONS:

- Would like space for 1 more employee- Coordinator.
- Need 1 Administrative Assistant (open office) to be shared with Insurance & Risk Management.

*Working with Rick Jones w/ Fleet.





FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Revenue and Finance/Payroll	Administration Building	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Tom Durkin-CFO (Interviewed)			570.963.6743 ext. 1830	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Prepares annual budget for the County. Reviews revenues and expenditures to allocate budget properly. Department is a liaison with auditors of the County for the annual County audit.			08.22.08 9:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Accountant	2		X	
Deputy Director	1			X
CFO	1			X
Business Analyst** (Listed under Payroll)	1		X	
Business Analyst-Financial**	1		X	
Business Analyst (Prefers closed office)	1		X	
Payroll Clerk	1			X
Vacancy-Prob. not fill.	1		X	
TOTALS	9		6	3

* Can share an office with the Payroll Clerk.

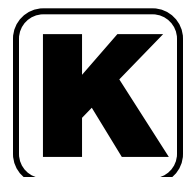
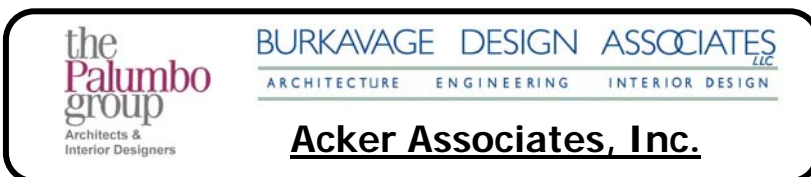
** Directed by R & F.

ANCILLARY SUPPORT SPACES



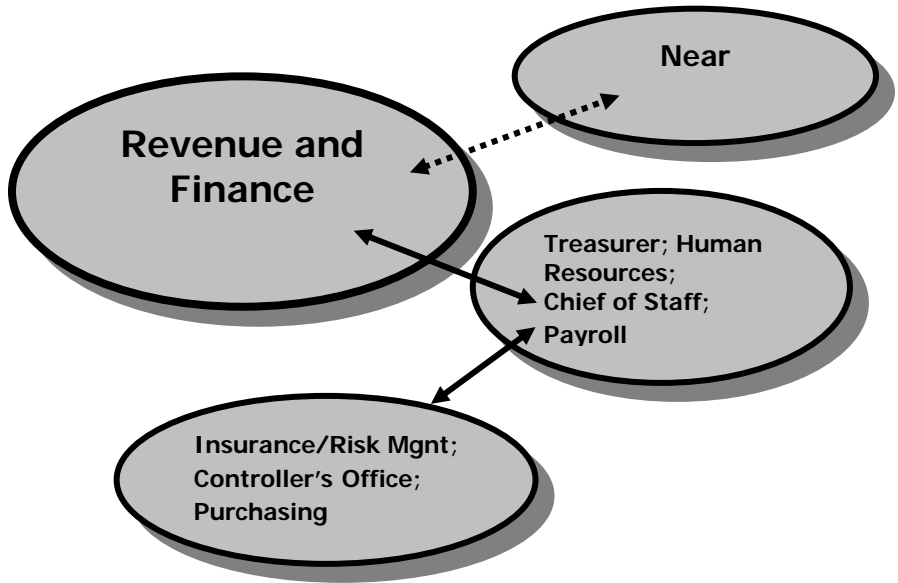
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? No.
	1			FILE ROOM Shared w/ Commissioner's & Human Resources.
	1			BREAK ROOM Shared w/ Commissioner's.
	1			STORAGE ROOM Very Limited. In Basement.
				COPY ROOM Not Needed.
				CONFERENCE ROOM No.
				WAITING AREA Not Needed.
				RECEPTION COUNTER Not Needed.
				PUBLIC WORK AREA Not Needed.
				TOILET ROOMS (MEN/WOMEN) Hallway.
				SERVER ROOM (IT CLOSET) General.
	1			PAYROLL ROOM FILES ENCLOSED.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Office/area for auditors? Not separate area.
				CONFERENCE ROOM Need one to occupy 4-6 people.
				FILE ROOM Would prefer closer.





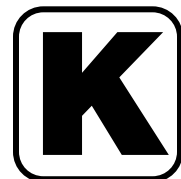
ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Treasurer
2. Human Resources
3. Chief of Staff
4. Payroll
INDIRECT
1. Insurance & Risk Management
2. Controller's Office
3. Purchasing
4.
NEAR
1.
2.



GENERAL NOTES AND OBSERVATIONS:

	
<p><u>Acker Associates, Inc.</u></p>	



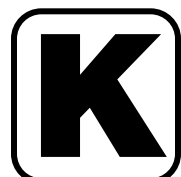
- Direct Deposit: Offered to all employees; some employees still pick up their check.
- Does not have large quantities of mail/ mass mailing.
- Paperless Payroll: All Digital - No more hard copy payroll (200pgs every 2 weeks).
- Auditors: Come annually for a 3-4 month stay. There are 2-6 in office at any one time.
- Roll on scanners to scan invoices and attach in system
- Checks come from Treasurer's Office.

FIVE YEAR PROJECTIONS:

- Does not expect significant growth.
- Would like to have P/T, but not necessary.
- More focus on paperless payroll vs. paperless accounts payable.



Acker Associates, Inc.



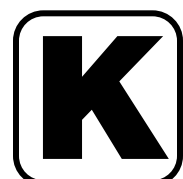


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.


DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Public Safety	Seatbelt Safety Program	Administration Building	Adams Avenue Scranton, PA	6
ADMINISTRATIVE CONTACT:			PHONE:	
Kathy Fox-(Interviewed)			570.347.2358 ext. 1855	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Addresses highway safety issues including occupant protection, DUI awareness, safe vehicle, safe driving, aggressive driving safe communities and railroad highway crossing safety.			08.22.08 9:30-10:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
NAME	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Coordinator	1		X	
TOTALS	1		1	

	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Police & Students need access.
				FILE ROOM Commissioner's Office. Files in Corridor
				BREAK ROOM
				STORAGE ROOM Basement.
				COPY ROOM Uses Office Services on occasion.
				CONFERENCE ROOM
				WAITING AREA Not Needed.
				RECEPTION COUNTER Not Needed.
				PUBLIC WORK AREA Not Needed.
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

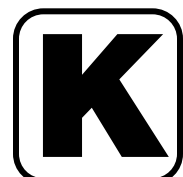
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				VISUAL AREA FOR POLICE & PUBLIC
				NEEDS ACCESS TO A COPY ROOM



BURKAVAGE DESIGN ASSOCIATES LIC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.

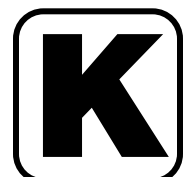


ACCESS / ADJACENCY REQUIREMENTS	
(Please list below other departments or agencies that should be in proximity of your Department/Agency)	
DIRECT ACCESS	
1. OFFICE SERVICES	
2.	
INDIRECT	
1.	
2.	
NEAR	
1.	
2.	

Work with Departments as needed. For example:

- DA's Office: Sobriety Checkpoint Coordinator (P/T)- grant funded.

<p>Architects & Interior Designers</p>	<p>BURKAVAGE DESIGN ASSOCIATES <small>L.L.C.</small></p> <p>ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>
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GENERAL NOTES AND OBSERVATIONS:

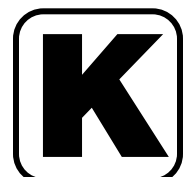
- Grant money goes to county, pays for Kathy Fox.
- Does work w/ Municipal Police Departments.
- Does seatbelt surveys (dependant upon initiatives from state).
- Would like to post high crash-area maps.
- Liaison between county & local police (contacts schools to arrange w/ police).
- Kathy informs magistrates of focus.
- Hosts meetings at 911 Call Center for 10- 30 people (regional meeting once a year). Police chiefs attend. Parking is an issue- that's why it is not currently on the premises.

FIVE YEAR PROJECTIONS:

- Could use P/T, does not currently have one- there is grant money for one.
- Grant period starts October 2008.



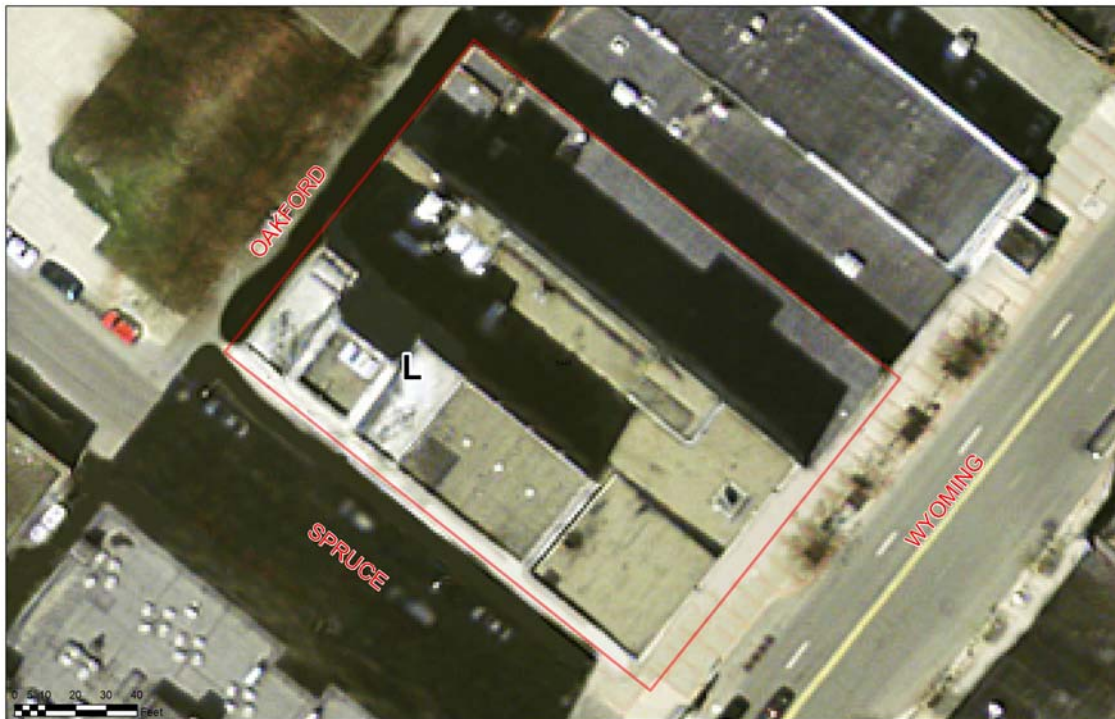
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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
L	Bank Towers Wyoming Ave at Spruce St	Scranton	No, public parking garages or street parking
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
0		0	1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		1 block (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site conditions, etc.			



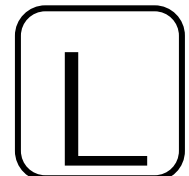


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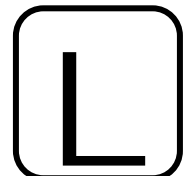


View of building from intersection of Spruce & Wyoming Ave.

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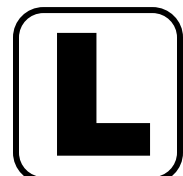
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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes
√	1			FILE ROOM:
√	1			BREAK ROOM:
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
√	1			COPY ROOM: hallway
√	1			CONFERENCE ROOM:
√	1			WAITING AREA: small
√	1			RECEPTION COUNTER: small
√	1			PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
√	1			JANITOR'S CLOSET:
√	1			SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

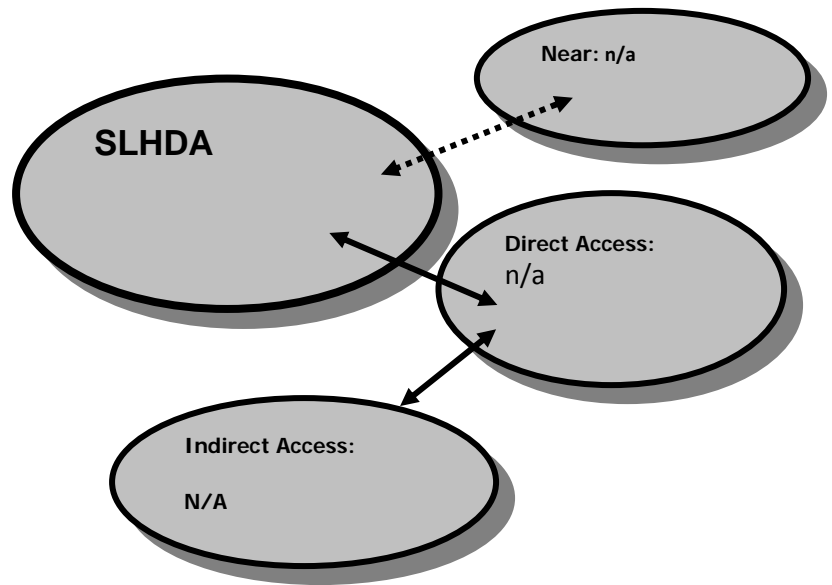


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

- 1. Children and Youth
- 2. Area Agency on Aging
- 3. Commissioners



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GENERAL NOTES AND OBSERVATIONS:

- They currently have storage in a warehouse in Moosic. The county does not pay for this leased space.
- Security is an issue during busy season. They would like to have a sheriff deputy on site.
- They need more adequate space in there waiting area. This area should also serve as a public work area for brochures and pamphlet storage.
- Downtown location is good for clients using public transpiration.

FIVE YEAR PROJECTIONS:

- 2013 they will need (7) people for their energy program.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

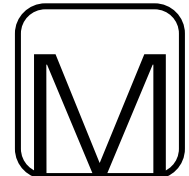
Reference	Name / Address	Municipality	On-Site Parking
M	Bridge 60 Tower / Cliff St	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
3		0	0
ADA Accessibility to Building, Notes			
Public Transportation		Distance (Location)	
Bus, COLTS		1 block (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site conditions, etc.			



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View of Tower facing SW

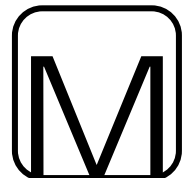


View of Tower facing W

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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
N	Brixx Building/130 North Washington Ave	Scranton	No
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
0		0	
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		1 block (100 Block of Washington Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network			
Notes, site conditions, etc.			
Public parking			



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View of building from North



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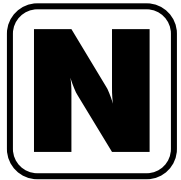
FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT		AGENCY	BUILDING	ADDRESS		FLOOR
Public Safety		Adult Probation Parole	Brixx	N. Washington Scranton, PA		2,3,4
ADMINISTRATIVE CONTACT:				PHONE:		
John Conlon-Director (Interviewed)				570.963.6876 ext. 7601		
DEPARTMENT FUNCTION SUMMARY:				INTERVIEW DATE AND TIME:		
Provide community supervision. Assist the offender in basic life skills management. Provide County Judiciary with information.				08.21.08 10:00 a.m. KW/NH		
STAFF/EXEC POSITION		Workstation		Check One:		
TITLE	QTY			OPEN OFFICE (cubicle)	CLOSED OFFICE	
Accelerated Rehabilitation Program (ARP)	1				X	
Pre-Sentence Investigation (PSI) + SCRAM Secretary	1				X	
PSI Writers	7				X	
Director	1				X	
Assistant Director	1				X	
Adult Probation + SCRAM Coord.	1				X	
Probation Officers	6				X	
Supervision Officer	12				X	
Day Reporter	1				X	
Probation Vacancies	2				X	
Secretaries	5			4	1	
Receptionist	1			X		



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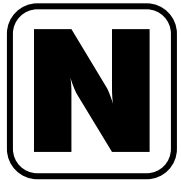
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Community Service Liaison	1			X
Restrictive Intermediate Punishment Officer	2			X
Intern	1			X
TOTALS	43		5	38

Please note: The Judge has requested several different departments to be in the same office building as Probation due to efficiencies in keeping the offices close. The other departments that are in the Brix Building are: Children and Youth Services (2), Mental Health Officer (2), Drug and Alcohol (2), Court Administrators (4), and Drug Court Coordinator (1). They are not included in the 43 employee count.

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ANCILLARY SUPPORT SPACES				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			ACCESS TO PUBLIC? Yes-with Sherriff and metal detector at entrance.
	0			FILE ROOM No. Had files @ Courthouse, now in basement. Must keep files for 20 yrs.
	1			BREAK ROOM Yes, small.
	1			STORAGE ROOM Minimal, need more.
	0			COPY ROOM No separate room-just have a copier and fax.
	2			CONFERENCE ROOM There are two conf. rooms; second floor and fourth floor.
	1			WAITING AREA Yes-too small. Need to accommodate 50 people.
	1			RECEPTION COUNTER
	0			PUBLIC WORK AREA
	6			TOILET ROOMS (MEN/WOMEN) 2/Floor with one toilet in each. Three floors. Need drug testing toilet room.
	0			SERVER ROOM (IT CLOSET)

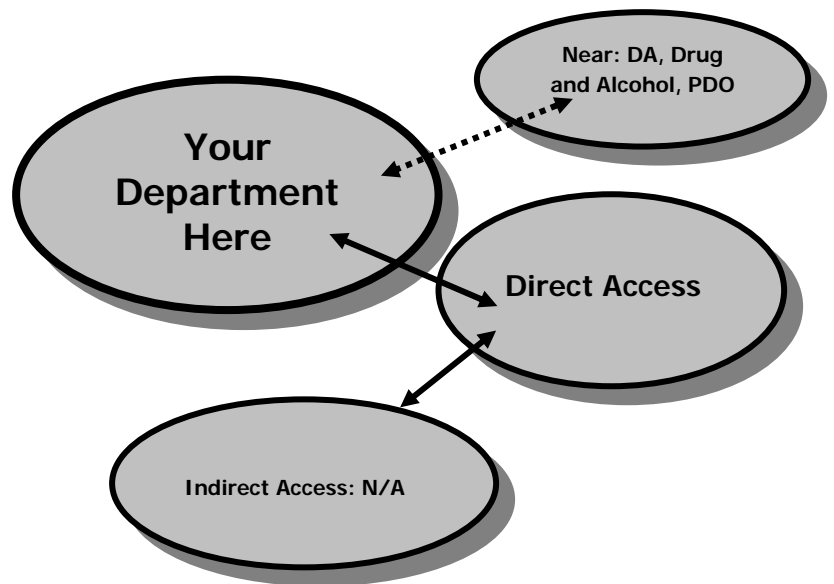



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SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			Need side entrance for criminals. Need holding area for criminals.
	1			Need evidence room, not temp. controlled.
	1			Metal detectors needed at entrance.
	1			Need room for alcohol/drug testing for arm. Currently it is in hallway.
	1			Need separate toilet room for drug testing.
	1			Need secure area for weapons.
	1			Need separate waiting area to hold 40 to 60 for drug testing.
	TBD			Need parking for cars for transporting criminals.
ACCESS / ADJACENCY REQUIREMENTS				

DIRECT ACCESS
1. Judge Barrasse/Churillo
2. Clerk of Judicial Records
NEAR
1. D.A.'s Office
2. Drug and Alcohol
3. Public Defender's Office



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GENERAL NOTES AND OBSERVATIONS:

- Outside County agencies currently occupy space in Brixx Building since they need to be near Probation.
- Treatment court is on the second floor of Brixx.
- A bar is in on the first floor of the Brixx Buidling which is an inappropriate space to be near a Probation department.
- John Conlon feels Probation Officers need separate, private offices since they interview people about crime. They write reports and input them.

FIVE YEAR PROJECTIONS:

- Expect the total of employees to almost double to 80.
- Should have 10 more vehicles, currently have 2.

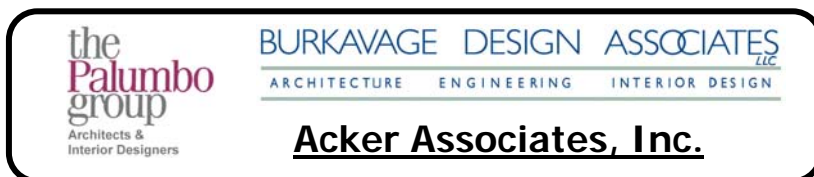




FACILITIES INVENTORY AND NEEDS ASSESSMENT

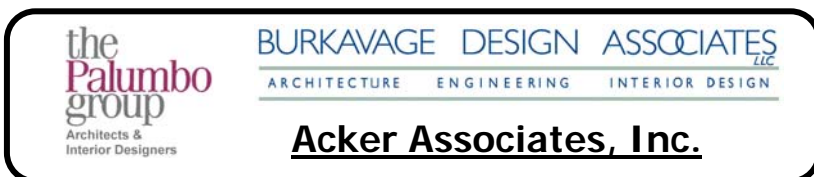
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT		AGENCY	BUILDING	ADDRESS	FLOOR
County Gov.		Coroner	Brixx Building	N. Washington Avenue Scranton, PA	4
ADMINISTRATIVE CONTACT:				PHONE:	
Joe Brennan, Coroner (Interviewed)				570.963.6100 ext. 7200	
DEPARTMENT FUNCTION SUMMARY:				INTERVIEW DATE AND TIME:	
				09.18.08 3:00 p.m. NH/BB	
STAFF/EXEC POSITION		Workstation		Check One:	
TITLE	QTY			OPEN OFFICE (cubicle)	CLOSED OFFICE
Coroner	1				X
Office Manager	1			X	
Deputies	3			X	
TOTAL	5			4	1



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Funeral Director's & Public.
				FILE ROOM Only keep for 6 years. Not going digital.
				BREAK ROOM Shared with whole floor.
				STORAGE ROOM Possibly. Files in attic.
				COPY ROOM Copier.
				CONFERENCE ROOM Not needed.
				WAITING AREA Not needed.
				RECEPTION COUNTER Need one.
				PUBLIC WORK AREA Not needed.
				TOILET ROOMS (MEN/WOMEN) Shared.
				SERVER ROOM (IT CLOSET) Shared. Not separate.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Need File Safe for valuables. Size of filing cabinets



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

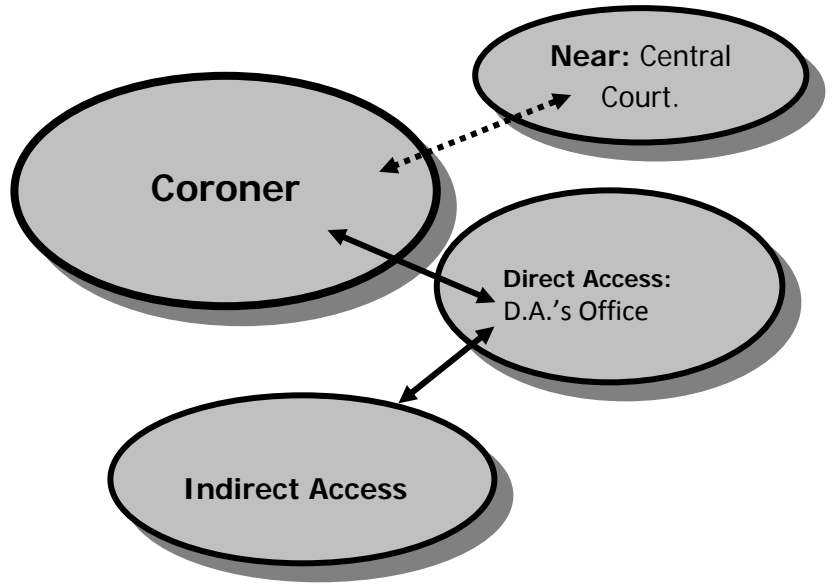
- 1. D.A.'s office.
- 2.
- 3.
- 4.

INDIRECT

- 1.
- 2.

NEAR

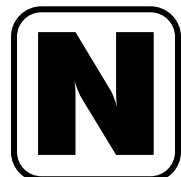
- 1. Central Court.
- 2.



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GENERAL NOTES AND OBSERVATIONS:

FIVE YEAR PROJECTIONS:

- This department employee count will remain stable.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
O	Brooks Building Spruce St	Scranton	No
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
0		0	
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		1/2 blocks(100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



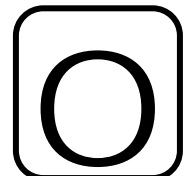


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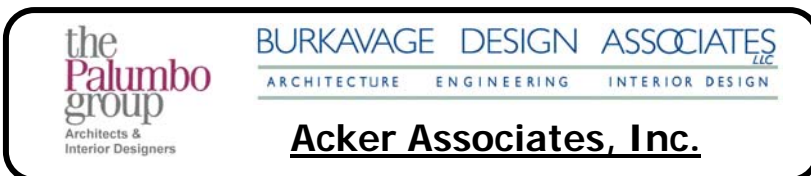
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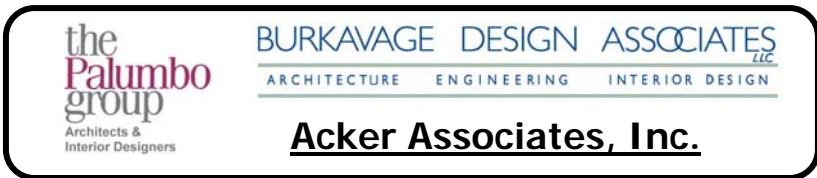


ANCILLARY SUPPORT SPACES – Administration Building Adams Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes security issue
√	1			FILE ROOM: high density
				BREAK ROOM:n/a
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM: hallways
√	2			CONFERENCE ROOM:
				WAITING AREA: n/a
√	1			RECEPTION COUNTER:
√	1			PUBLIC WORK AREA: computer access
	Common Shared	Common Shared	Common Shared	TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:n/a
√	1			SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ANCILLARY SUPPORT SPACES – Brooks Building Spruce Street Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes
√	1			FILE ROOM: high density
				BREAK ROOM: n/a
				STORAGE ROOM: n/a
				SUPPLY ROOM: n/a
				COPY ROOM: n/a
				CONFERENCE ROOM: n/a
				WAITING AREA: n/a
√	1			RECEPTION COUNTER:
√	1			PUBLIC WORK AREA:
	Shared	Shared	Shared	TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET: n/a



ACCESS / ADJACENCY REQUIREMENTS

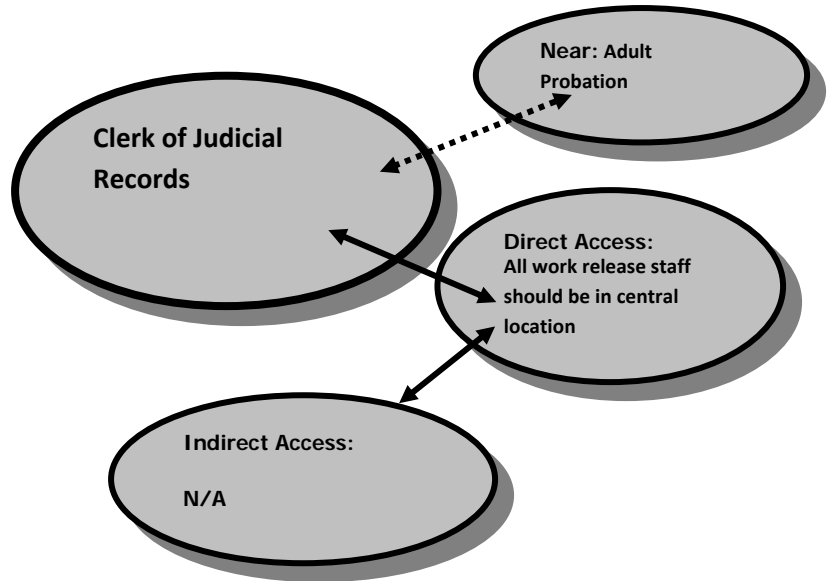
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1. Courts & Judiciary
2. Sheriff
3. Court Collections

NEAR

1. Adult Probation



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GENERAL NOTES AND OBSERVATIONS:

Administration Building Adams Ave Location

- This is a new space as of 2008. They currently have enough space and filing space is enough to support them for the next 5 years.

Spruce Street Location

- Security is an issue.
- The clerk has storage in building "E".
- They have to have enough space to keep criminal and civil records for 12 years. These files have to be kept on site.
- They would ultimately prefer to be in the courthouse. It would cause a lot less running to courthouse with files daily.
- Court Collections should be more accessible. There is a high volume of cash going through this office. Security is an issue.

FIVE YEAR PROJECTIONS:

- They will be adding (5) five new open cubical spaces for clerks. These clerks will be only used for the criminal and civil division.
- Court Collections will be adding (2) new people.



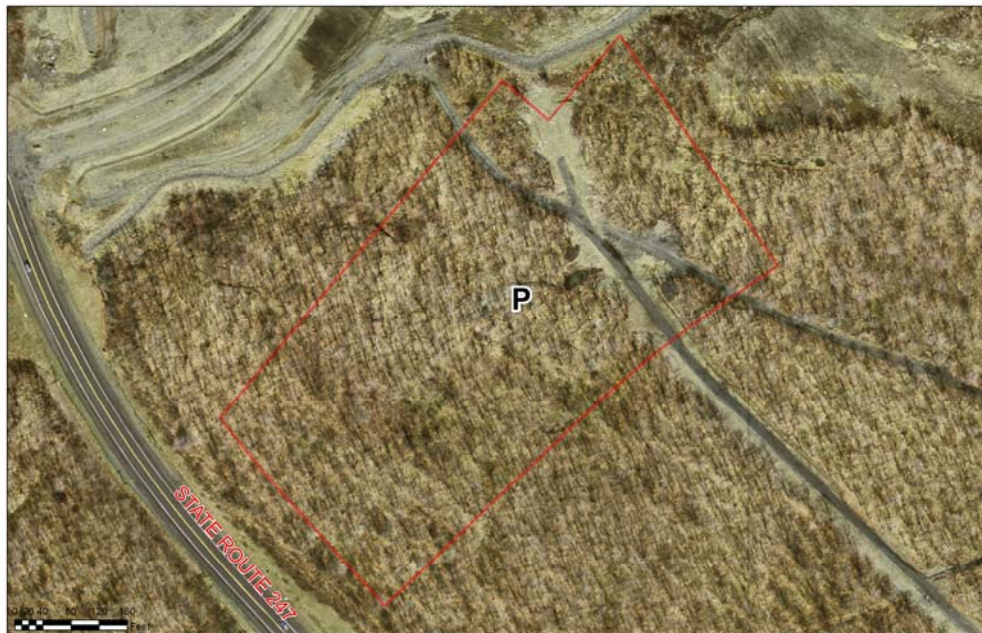
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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
P	Center for Public Safety	Jessup	Yes – Both Bituminous (Lined) and Gravel Area (unmarked)
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
26 + unmarked overflow		8	1 – Maintenance garage
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			
Building and site were completed in 2007			





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View of building looking SW taken from visitors parking area



View of entrance showing bridge and handicap access

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Public Safety	911 Center	Center for Public Safety	Jessup	1
ADMINISTRATIVE CONTACT:			PHONE:	
Tom Dubas				
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
911 Intake and Dispatch Calls			09.12.08	KW/NH
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Personnel	62			
	Totals	62		



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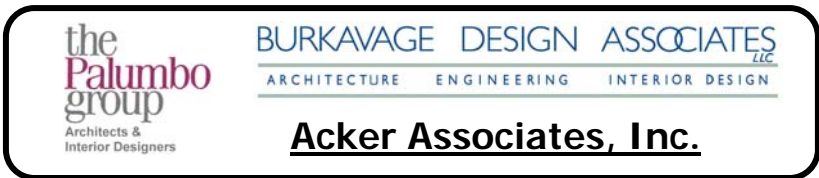
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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC:
√	1			FILE ROOM:
√	1			BREAK ROOM:
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
√	1			COPY ROOM: hallway
√	1			CONFERENCE ROOM:
√	1			WAITING AREA:
√	1			RECEPTION COUNTER:
√	1			PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
√	1			JANITOR'S CLOSET:
√	1			SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

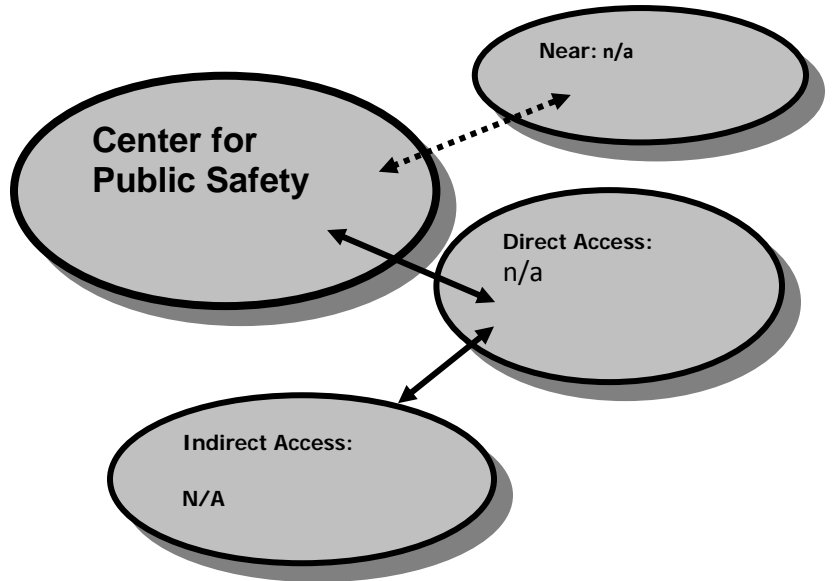


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1.



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GENERAL NOTES AND OBSERVATIONS:

- This is a brand new state of the art 911 center. There are no changes that will be needed.
- Refer to Building "K" for Backup Center currently located in Lower Level of Administration Building.

FIVE YEAR PROJECTIONS:

- 2013 they will remain stable with employee count.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
Q	Dickson City Executive Park Main Ave	Dickson City	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
30+		2 in front	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		Adjacent to site on Main Avenue	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site condition, etc.			
Site is in good condition			

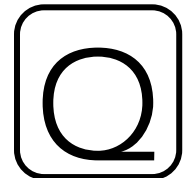




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View of entrance looking east

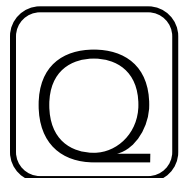


View of building looking NE

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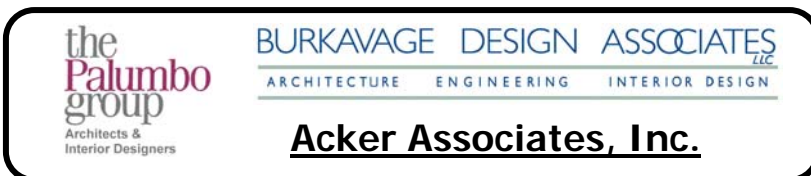
BURKAVAGE DESIGN ASSOCIATES L.L.C.
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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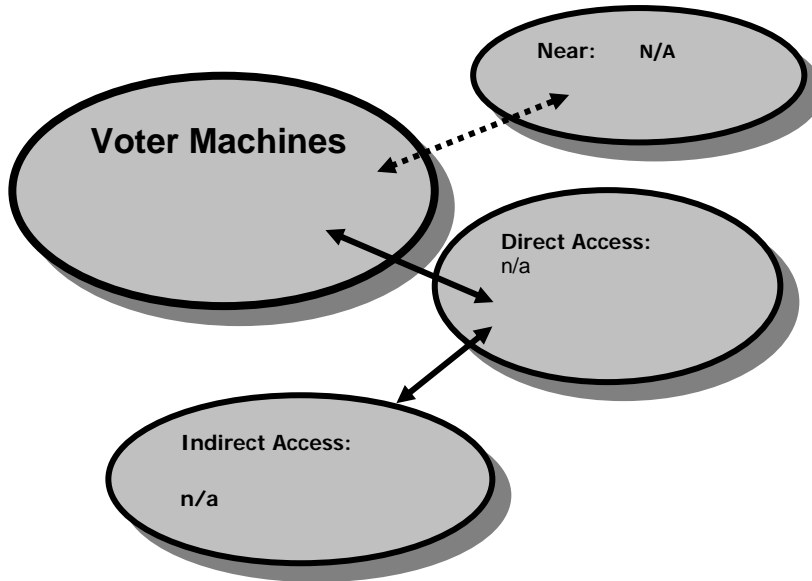
ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTE D S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes.
√	1			FILE ROOM:
				BREAK ROOM:
√	1	6800		STORAGE ROOM: machines, ballots
√	1	400		SUPPLY ROOM: multiple closets
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
√	1			RECEPTION COUNTER: not used
√	1	72		PUBLIC WORK AREA: break area for training purposes
	Common Shared	Common shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1	900		Training room



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)



GENERAL NOTES AND OBSERVATIONS:

- The large storage consumption is taken by machines, ballots which must be held for 20 months post election, and ballot boxes.
- There are (163) “voting machine units”. These units have 3 components to each of them. There typical dimensions: scanner: 30x 4hx 36w, ballot box 36hx 18dx36w, cart 36h x 24d x 5h
- There are (525) 30” touch screens

FIVE YEAR PROJECTIONS:

- Existing training room is 900 square feet although they get 100 people maximum to training sessions that are held two times a year. This space is generally too small and “non-county rented space adjacent” is used. This room is also used for election result viewing.
- A break area within the training room shall be accessible.
- These machines are to be within a climate controlled environment.





FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
R	Jefferson Annex Jefferson Ave	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
10		0	1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		2 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			





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View looking West across Jefferson Avenue



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View looking South along Jefferson Avenue

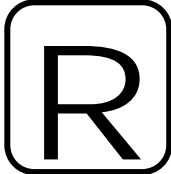


View of rear of building showing parking and loading area

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.




DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-02		Jefferson Annex		Jefferson Avenue Scranton, PA		LL	
ADMINISTRATIVE CONTACT:						PHONE:			
Alice H. Farrell-District Judge						570.963.6518 ext. 1580			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Scranton Wards 9,10,16,17						07.22.08		KW/NH	
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		5	LL			X			
District Judge		1	LL			X			
Floater Clerk		1	Varies					X	
7	= TOTAL # OF EMPLOYEES					6 = TOTAL # OPEN		1 = TOTAL # CLOSED	

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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC: Constant/Daily
				FILE ROOM
				BREAK ROOM
				STORAGE ROOM
				COPY ROOM
				CONFERENCE ROOM
				WAITING AREA
				RECEPTION COUNTER
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

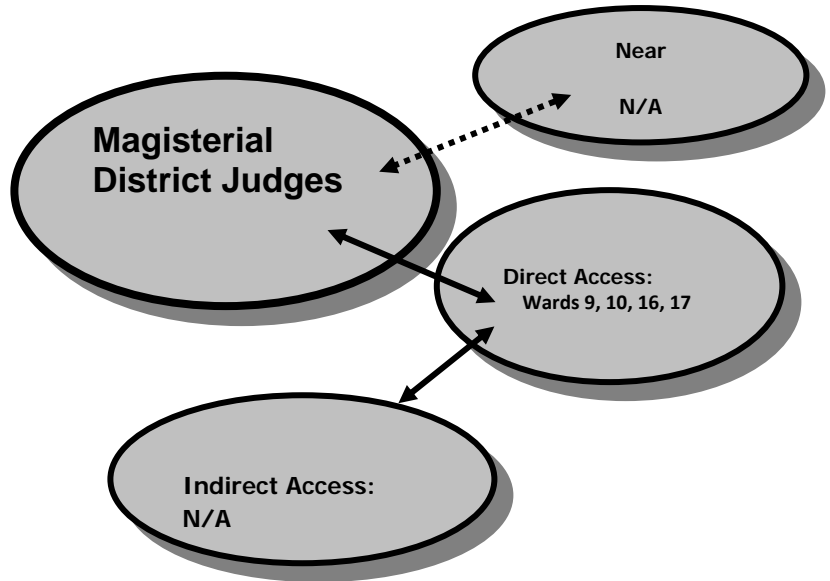


ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS

- 1. Wards 9, 10, 16, 17



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GENERAL NOTES AND OBSERVATIONS:

- Out of the eleven magistrates, this is the only one located in a County building. There are four Magisterial District Judges in the City of Scranton.
- District judges are employed by the Commonwealth; however, the County is required to provide space and pay staff salaries.

FIVE YEAR PROJECTIONS:

N/A

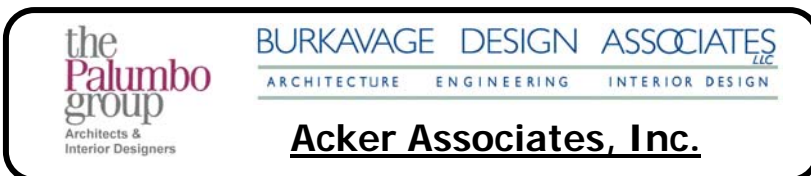


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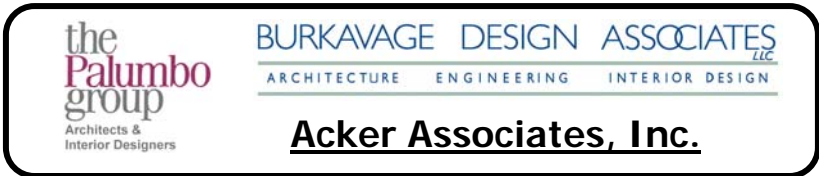


ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				ACCESS TO PUBLIC: yes
				FILE ROOM
				BREAK ROOM:
				STORAGE ROOM:
√	1			SUPPLY ROOM: 84”H x 4’w shelving – work release clothing
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared	Common Shared	TOILET ROOMS (MEN/WOMEN)
				JANITOR’S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			<p>CONFERENCE ROOM: This space is projected. Currently does not exist.</p> <p>Need to hold 25/30 people. Currently do not have large conference area for staff meetings.</p>



ANCILLARY SUPPORT SPACES – Spruce Street Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes
				FILE ROOM
				BREAK ROOM:
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
				TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:

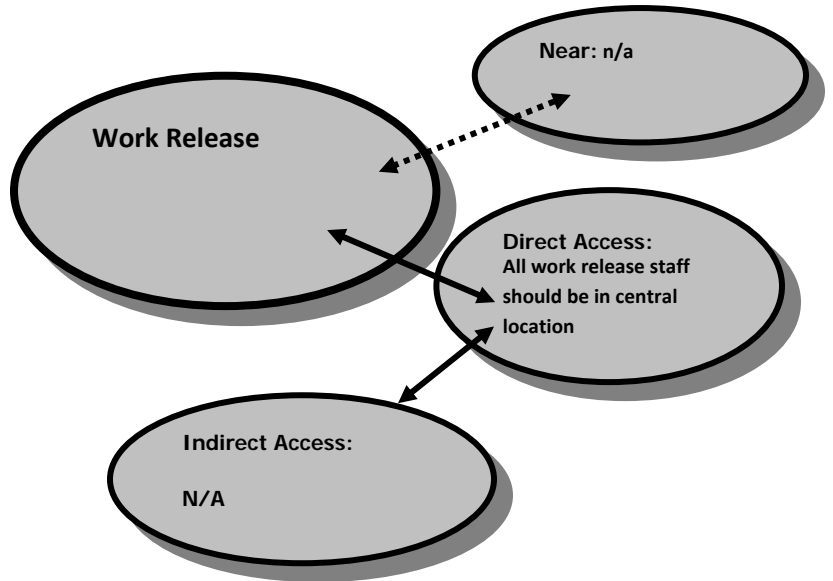


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1. Work Release Administration should be next to Work Release Center



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GENERAL NOTES AND OBSERVATIONS:

Jefferson Ave Location

- **This whole administration department should be located with house arrest and work release**

Spruce Street Location

- **Reception/check in counter needs to be larger and enclosed for security.**

FIVE YEAR PROJECTIONS:

- They would like to see the integration of a women's work release /community service become part of the central work release and not part of the jail. This would entail an entire department that would be dedicated for this, would require new staff
- Complete estimate of people for this dept would be (45) within 5 years.

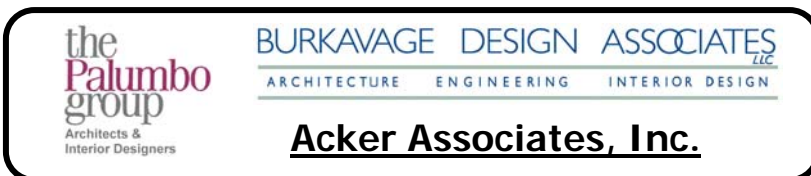


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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTE D S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes.
√	1			FILE ROOM:
				BREAK ROOM:
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
√	1	120		WAITING AREA:
√	1			RECEPTION COUNTER:
√	1	72		PUBLIC WORK AREA: break area for training purposes
	Common Shared	Common shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

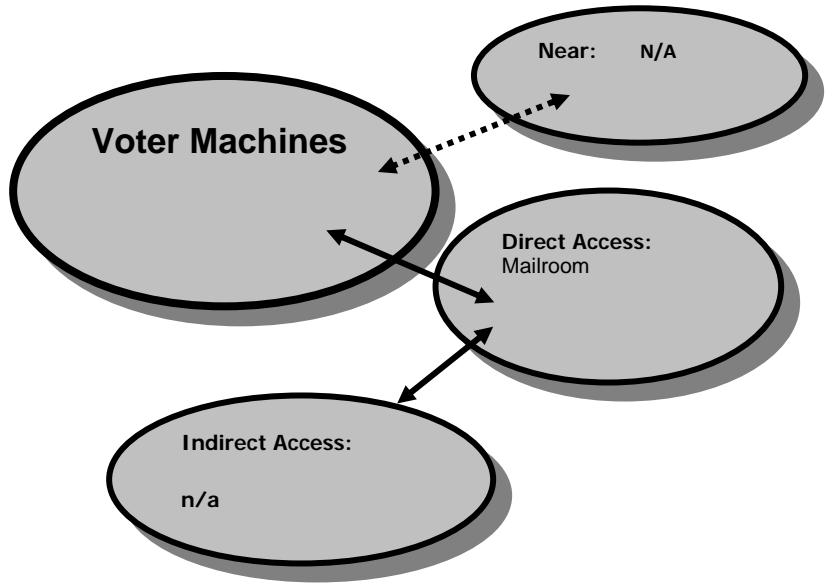
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA




ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

Direct
1. Mailroom



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GENERAL NOTES AND OBSERVATIONS:

- Director would like to have visibility throughout the office. Low partitions/glass above could work as a solution. Most critical to have a collective working environment.
- Voter registration has to remain in the county seat per state law.
- They have storage in the Jefferson annex attic. Square footage to be verified.

FIVE YEAR PROJECTIONS:

- Director predicts that (4) more part-timers would be beneficial for the busy seasons (April and November).
- Conference room for 12 people would be beneficial. This would be an area that parttime workers could have a place to work.
- Locked storage room that would hold absentee ballots and this must be within the voter registration department.
- Waiting room could be larger. There is heavy traffic during (April and November).



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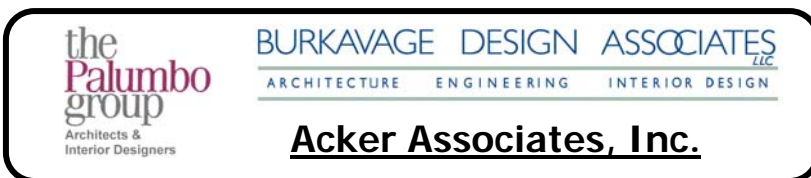




FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Commission on Drug and Alcohol Abuse	Jefferson Annex & Wyoming Ave.	135 Jefferson Avenue 531 Wyoming Avenue Scranton, PA	2 2
ADMINISTRATIVE CONTACT:			PHONE:	
Ann Marie Santarsiero-Executive Director (Interview)			570.963.6820 ext. 1501	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Single County Authority (SCA) for substance abuse within the County. Prevention, intervention and treatment.			08.01.08 SH/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Admin. Asst./Office Mgr.	1		X	
Chief Fiscal Officer	1			X
Clerk Typist II	1		X	
Deputy Director	1			X
Executive Director	1		X	
Fiscal Technician	1		X	
Prevention Director	1			X
Prevention Specialist (PS)	6		X	
PS-Office does not need to be closed.	1			X
PS and State Trainer-Needs closed	1		X	
Special Project’s Manager a.k.a., Prevention Supervisor	1			X
Case Management Supervisor	1*	*Located at 531 Wyoming Avenue Site		X
Clerk	1*		X	
Case Management Specialist	5*		X	
Totals	23	-	12	11



ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC: Always.
√	1	60		FILE ROOM 6' X 10'
√	1	168		BREAK ROOM: 14' x 12'
√	2	192		STORAGE ROOM: 2 @ 8' X 12'
√	1	96		SUPPLY ROOM:
√	2	140		COPY ROOM:
√	1	250		CONFERENCE ROOM: Fits 10 people.
√	1	150		WAITING AREA: With table.
√	1	100		RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared	Common Shared	TOILET ROOMS (MEN/WOMEN) On floor.
√	1			JANITOR'S CLOSET:
	0			SERVER ROOM (IT CLOSET) None. In open area. *Curr. located in hallway

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			CONFERENCE ROOM: This space is projected. Currently does not exist. Need to hold 25/30 people. Currently do not have large conference area for staff meetings.



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

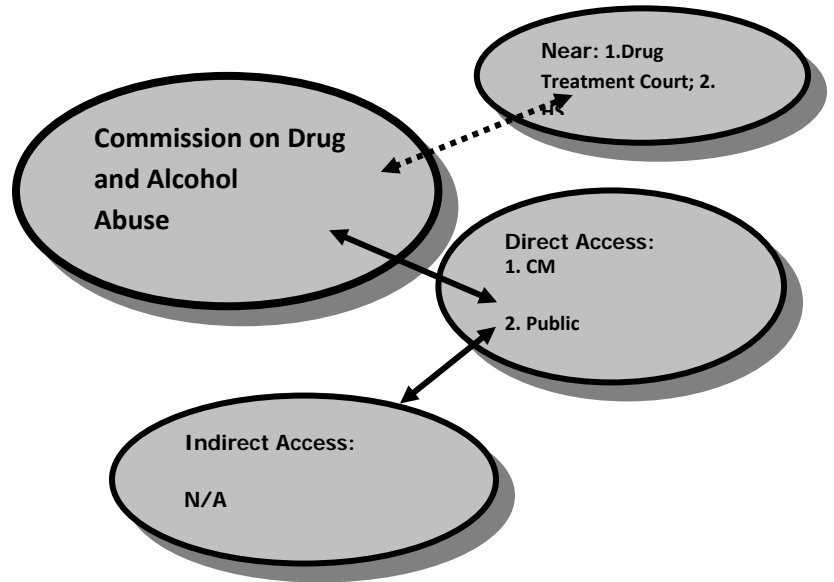
1. Case Management (CM)

2. Public Access

NEAR

1. Drug Treatment Court-In Brixx Building

2. Human Services (HS)- Currently upstairs.



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GENERAL NOTES AND OBSERVATIONS:

Jefferson Ave Location

- The executive director feels Case Management must be relocated in the same area as the Commission on Drug and Alcohol Abuse (CDAA). Case Management is currently located at 531 Wyoming Avenue. Jeff Zerechak 570.558.7100) is the on site Case Management supervisor, and reports to the executive director of the Commission on Drug and Alcohol Abuse. Case Management moved several years ago to the Wyoming Avenue location when they outgrew the space in the Jefferson Annex. Ideally, CDAA and case management would be in the same location with a central, shared area. Departments would be separate with one main reception desk.
- A large conference room, with internet access, is needed to accommodate 25 to 30 people for on site training, i.e., high school students.
- Two 8' x 12' storage rooms hold literature and prevention materials. Prevention material is also stored in the conference room.
- File room is adequate. Files must be held for six years and can be disposed of after six years.
- The executive director feels if clients were expected to go through a metal detector, it may intimidate them and discourage them from entering. She feels a separate, private entrance is needed.

FIVE YEAR PROJECTIONS:

- Three case management specialists would be "ideal" in the next five years. NOTE: THIS IS FOR THE CASE MANAGEMENT DEPARTMENT—NOT CDAA
- The chief fiscal officer could use another accountant.
- File/storage is adequate at the CDAA, Jefferson Annex location.

TOTAL EMPLOYEE PROJECTIONS FOR CDAA: 1

TOTAL EMPLOYEE PROJECTIONS FOR CASE MANAGEMENT (**WYOMING AVE**) : 3



ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC: Never
√	1			FILE ROOM
				BREAK ROOM: currently utilize conference
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
√	1	320		CONFERENCE ROOM:
				WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN) On floor.
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET) *Curr. located in hallway

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ACCESS / ADJACENCY REQUIREMENTS

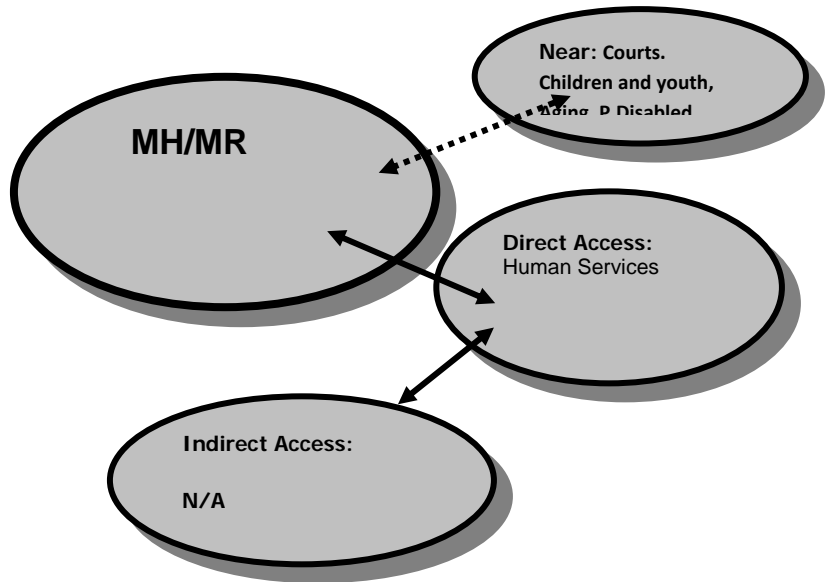
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

- 1. Human Services

NEAR

- 1. Courts
- 2. Children & Youth
- 3. Area Agency on Aging
- 4. Office of Physically Disabled
- 5. NECC



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GENERAL NOTES AND OBSERVATIONS:

- They currently share a 12 person conference room which they also occupy with staff meetings and departmental meetings.
- Chief financial officer needs a private locked office due to confidential storage and funds.

FIVE YEAR PROJECTIONS:

- Executive Director predicts within five years they will need one more fiscal and two more caseworkers.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

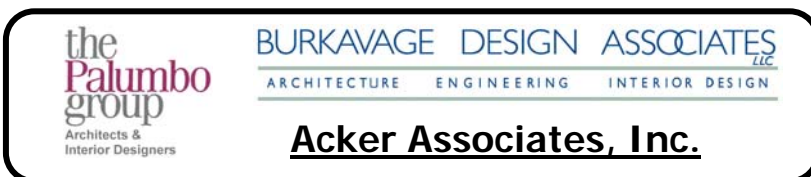
DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR		
Human Services		Human Services		Jefferson Annex		Jefferson Avenue Scranton, PA		3 rd		
ADMINISTRATIVE CONTACT:						PHONE:				
Teresa Osborne-Director Gayle Sensi-Interviewed on 07.22.08						570.346.5741 ext. 1522				
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:				
Facilitate and support the development, coordination, and delivery of human services to County residents.						07.22.08				
STAFF/EXEC POSITION						Check One:				
TITLE		QTY	FLR	Work Station Size	OPEN OFFICE (cubicle)		CLOSED OFFICE			
Administrative Assistant		1	3				X			
Assistant Director*		1	3				X			
Director		1	3				X			
Office for Physically Disabled*		1	3				X			
*Two positions, Assistant Director and Office for Physically Disabled are paid for by grants.										
4	= TOTAL # OF EMPLOYEES				=	TOTAL # OPEN		=	TOTAL # CLOSED	

ANCILLARY SUPPORT SPACES



(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC: Daily.
				FILE ROOM: Not central. Throughout Individual offices.
				BREAK ROOM: Use conference room.
				STORAGE ROOM: In attic. Space is shared with Voter Registration and MH/MR.
				COPY ROOM: Share with MH/MR.
				CONFERENCE ROOM: 1- Accommodates 10-12 1-Accommodates approximately 30.
				WAITING AREA: Share with MH/MR.
				RECEPTION COUNTER: Share with MH/MR.
				PUBLIC WORK AREA: N/A
				TOILET ROOMS (MEN/WOMEN) Third floor.
				SERVER ROOM (IT CLOSET) N/A

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Per G. Sensi, this agency does not have any special requirements.



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

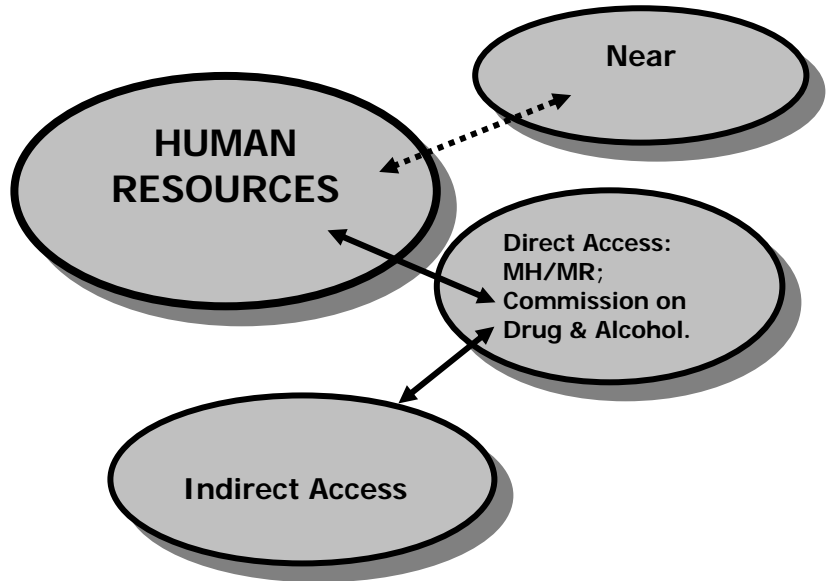
1. MH/MR
2. Commission on Drug & Alcohol.
- 3.
- 4.



INDIRECT

- 1.
- 2.
- 3.
- 4.

NEAR

- 1.
- 2.
- 3.
- 4.



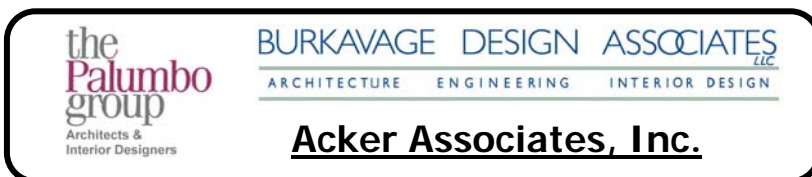
	
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GENERAL NOTES AND OBSERVATIONS:

- Teresa Osborne is currently the “Acting” Director of Human Services. Ms. Osborne is also the Director of Area Agency on Aging, an agency under Human Services department.
- According to Teresa Osborne in a phone conversation, it would ideal to have all agencies in Human Services in one building. Human Services includes: Area Agency on Aging, Child Care Information Services (NECC), Children & Youth Services, Commission on Drug and Alcohol Abuse, Domestic Relations Services, Health and Welfare Authority, Human Development Agency, Human Services, Lackawanna County Health Care Center, Lackawanna Special Services (Homeless Assistance Programs, Human Services Development Fund, Office for the Physically Disabled, Family Court Human Services Coordinator), Mental/Health and Mental Retardation, Veterans’ Affairs.

FIVE YEAR PROJECTIONS:





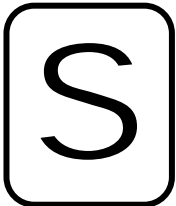
FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
S	Lackawanna County Court House Washington Ave	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
12		1	1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		2 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			
On site parking is for judges only, there is a sally port for the sheriff's use			



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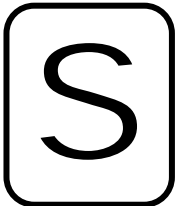
View of Courthouse from North Washington Avenue



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LLC
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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
T	Lackawanna County Visitors Center Glenmaura National Blvd	Moosic	Yes, Bituminous (lined) and Gravel (unmarked)
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
24 lined+gravel overflow		4	1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		? Miles (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site condition, etc.			



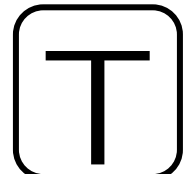


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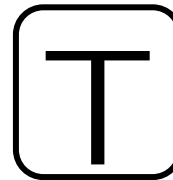




View of entrance looking West



View of loading area with overhead door





FACILITIES INVENTORY AND NEEDS ASSESSMENT

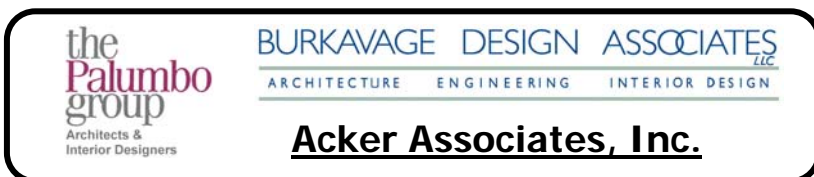
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT		AGENCY	BUILDING	ADDRESS	FLOOR
		Convention and Visitors Bureau	99 Glenmaura National Blvd.	Glenmaura, PA	
ADMINISTRATIVE CONTACT:				PHONE:	
Tracy Barone-Director (Interviewed)				570.963.6363 ext.	
DEPARTMENT FUNCTION SUMMARY:				INTERVIEW DATE AND TIME:	
				09.12.08 3:00 p.m. KW/NH	
STAFF/EXEC POSITION		Workstation		Check One:	
TITLE	QTY			OPEN OFFICE (cubicle)	CLOSED OFFICE
Executive Director	1				X
Director of Sales	1				X
Financial Manager	1				X
Events & Fulfillment Coordinator	1				X
Administrative	1			X	
Weekend/Intern	2			X	
Totals	7			3	4



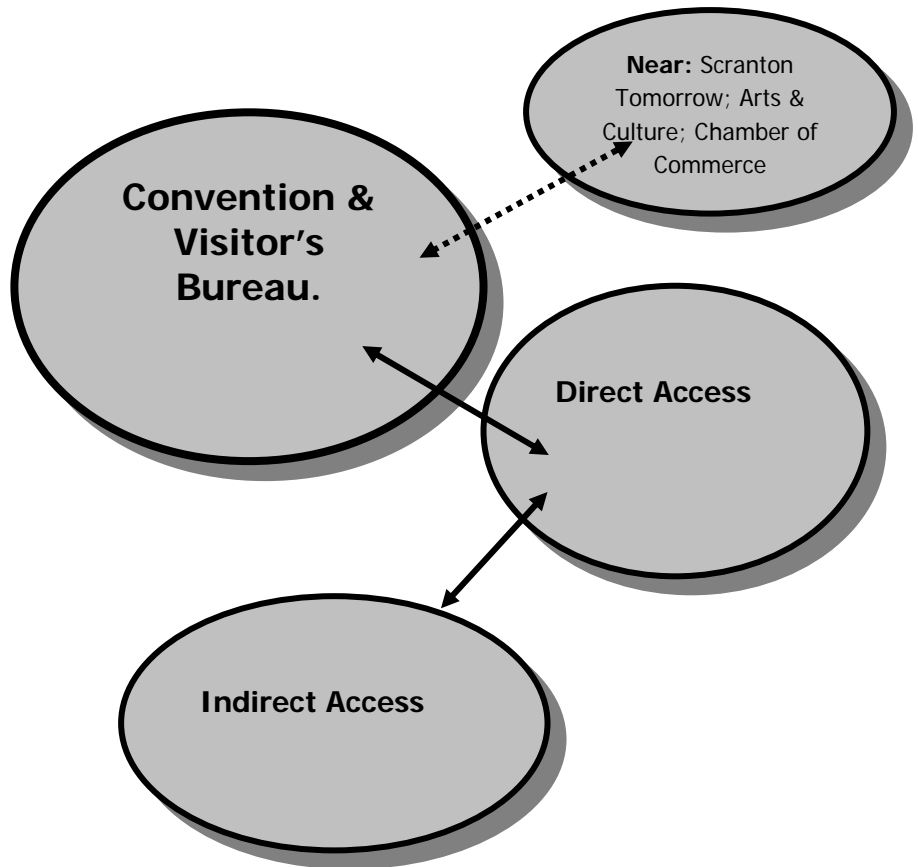
ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				ACCESS TO PUBLIC? Yes.
√				FILE ROOM Yes.
√				BREAK ROOM Yes. (Basic).
√				STORAGE ROOM Basement. Plus, will have one off-site.
√				COPY ROOM In Conference/ Break Room.
√				CONFERENCE ROOM Same as Break Room/ Copy Room.
√				WAITING AREA Yes. Have enough space.
√				RECEPTION COUNTER Yes. Good size.
√				PUBLIC WORK AREA Yes. Good size.
√				TOILET ROOMS (MEN/WOMEN) Yes. Ample space.
				SERVER ROOM (IT CLOSET) Not on county system. Used to be, but not anymore.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Separate entrance for Daycare- Liability issue.
				Parking carriages in Corridor- ADA problems.
				Code Violations.
				Park vehicles on other side of lot
				Must maintain landscaping as representative of the County.




ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1.
2.
3.
4.
INDIRECT
1.
2.
3.
4.
NEAR
1. Scranton Tomorrow.
2. Arts & Culture.
3. Chamber of Commerce.
4.



NOTE: NEAR- May be in same building.

- Down the road:
- Rent to Marathon Office/ La Festa Office
 - Everhart (share secretary).

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GENERAL NOTES AND OBSERVATIONS:

- Bulk Mail to county: Process \$15,000 to \$16,000 in costs.
- Hotel \$1.3 million generated.
- Not Paid by County: - 1/2 Salary comes from hotel tax.
 - 1/2 salary comes from state grants, membership agency, and advertisements.
- Not for profit company. Not a county agency.
- HR: Own insurance and benefits.
- Visitor's Center was run by county employees.
- End of October will be in Visitor's Center, from St. Rose Academy.
- \$500,000,000 worth of visitor's could generate from PA's website; Money generated in tourism from Lackawanna County.
- Was Lackawanna & Luzerne County: - Tax on Room, county collects, 20% goes
 - to Visitor's Center (\$200,000 generated).
 - Spent money on advertising & baseball Stadium.
- Board Members- Selected by board, elected by Commissioners.
- Sponsor- La Festa Italiana
- 80% of Advertising is done out of market, out of area; Money driven by Hotel Tax.
 1. Promotion PR- TV, Radio, Print.
 2. Trade Show- \$76,000 on shows.
 3. Fulfillment- In-take on phone; Visitor's Bureau uses Office Services in County, Administration Building.
- Would like a satellite office downtown. Little vignette.
- Would hope to give back building to Visitor's Bureau.



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FIVE YEAR PROJECTIONS:

- 1 Full-Time: Membership Coordinator.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
U	Murray Bldg Spruce St	Scranton	
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
			0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		2 ½ blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



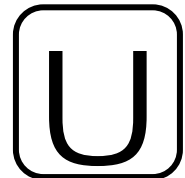


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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
County and Judiciary	District Attorney	Murray Building	Spruce Street Scranton, PA	1 and 2
ADMINISTRATIVE CONTACT:			PHONE:	
Gene Talerico- FADA(Interviewed) Andrew Jarbola-DA			570.963.6717	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
			08.20.08 3:30 p.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
District Attorney	1	1 st Floor		X
FADA	1	1 st Floor		X
ADA	11	1 st Floor		X
DDA	4	1 st Floor		X
Office Administrator	1	1 st Floor		X
Administrator Insurance Fraud	1	1 st Floor		X
Chief Detective	1	2 nd Floor		X
Domestic Violence Coordinator	1	1 st Floor	X	
Clerk/ Secretary	7	1 st Floor	X	
Receptionist	1	1 st Floor	X	
Detective	6	2 nd Floor		X- Shared
Detective	5	2 nd Floor- Drug Unit	X- Shared	
Detective	4	1st Floor	X	
Detective	1	2 nd Floor		X
TOTALS	45		18	27



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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Yes.
				FILE ROOM
				BREAK ROOM
				STORAGE ROOM
				COPY ROOM
				CONFERENCE ROOM
				WAITING AREA Adequate for now. But not big enough if consolidated.
				RECEPTION COUNTER
				PUBLIC WORK AREA Not necessary.
				TOILET ROOMS (MEN/WOMEN) Separate men's & women's.
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA	
			Evidence- Large evidence room w/ special climate & security.	Can petition courts to destroy.
			Looking into Bar-coding and getting rid of paper; Too much paperwork.	Only 2 people have access.
			Have one interview room.	Video/ Audio.
			Have one observation room.	



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ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1. Public Defense.
2. Probation Office.
3. Treatment Court.
4. Central Court.
5. Drug & Alcohol.
6. Sherriff's.

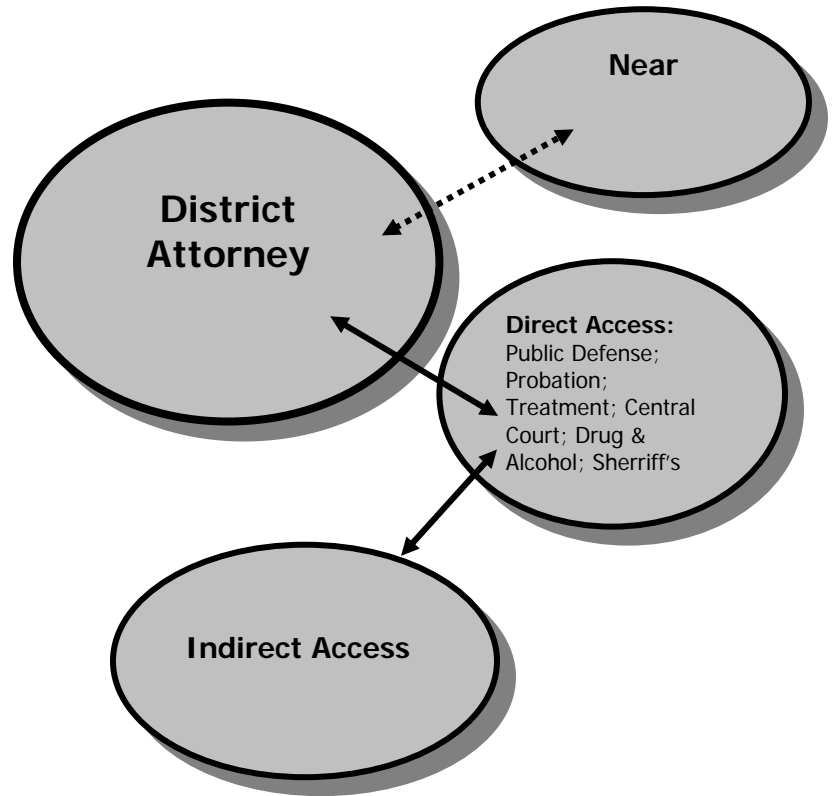
Note: May be on separate floors but other offices

INDIRECT

- 1.
- 2.

NEAR

- 1.
- 2.



•Note: In the ideal to have 1 self-contained office, but separate from probation office.

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GENERAL NOTES AND OBSERVATIONS:

Central Court (@Court House): Andy Jarbola. Ground Floor.

- Court House- Adequate filing; Stores 3 years of filing in space; No plans for digital files (not adverse to the idea, just no funding or man-power).
- Waiting area is ok; Reception area is too small; have one Conference Room.
- 2,500-3,000 cases/yr- have files- common pleas level; 6,000 total cases in Central Court.
- No place to meet victims- have to go to 3rd floor then back down to ground floor. Very inefficient.
- Inefficient space- doesn't use offices behind court room because they aren't secure.

Murray Building:

- Not adequate storage, not adjacent.
- Appeals files are here. Murder files are boxed and kept on site because of size.
- Has Break Room; No Copy Room; 2 Conference Rooms, Has a Reception Counter
- Security is a big issue, no swiped doors; P.N. area not necessary.
- DVD recorder for suspect interviews; 4 Electronic Monitors; Records phone calls- Police listen for so many seconds then record whole conversation.
- Need area to store computer forensic hardware; Must be secure and separate from evidence room; Accessible and secure.

Juvenile:

- Conference Room/ Break Room/ Storage/ File Room/ Toilet Rooms: All Are Adequate.
- Separate room for Narcotics Detective storage; Need more interview rooms- Have 13 detectives, but only 1 interview room.
- Separate entrance for prisoner's is necessary.
- No wire room which creates limitations, can not intercept oral communication. A separate, secure room (formerly called "The Wire Room") is needed for electronic monitoring and recording phone



calls.

- Have separate server room- Need wire storage room.
- Juvenile is good over with Family Court- leave them in Administration Building.

Insurance Fraud:

- Support Staff/ Administrators/ Detectives
- 2 Attorneys and 1 Observation Room without ceiling- no privacy.
- Evidence Room- not nearly enough space, has own ventilation; Separate Evidence Room for Insurance Fraud is separate- 8'x 8'. Need to double evidence room.
- Interview Room- 1 detainee and 2 detectives.
- Upstairs older files/murder cases: still active for the next 3-5 years.

FIVE YEAR PROJECTIONS:

- Do see growth-1 or 2 attorneys are budgeted at court house. Maximized in space right now.
- Would like to place additional people in four departments.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
V 1	McDade Park	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
50 +		4	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		2 ½ blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			
Multiple structures on site, all in generally good condition. In addition to the offices shown below is a pavilion, maintenance area, pool, etc.			





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View of Park Office looking SW



View looking NW showing handicap access to building

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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
V-2	Merile-Sornoski Park	Greenfield	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
100+ on Bit. Park Area		6	0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		? Miles 100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			
No loading dock but there is a maintenance bldg.			





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View of Park Office



View of Maintenance Building located next to Park Office

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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: seasonal
				FILE ROOM:
				BREAK ROOM:
√	1			STORAGE CLOSET:
√	1			SUPPLY CLOSET:
√	1			COPY ROOM: hallway
√	1			CONFERENCE ROOM:
√	1			WAITING AREA:
√	1			RECEPTION COUNTER:
√	1			PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
√	1			SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



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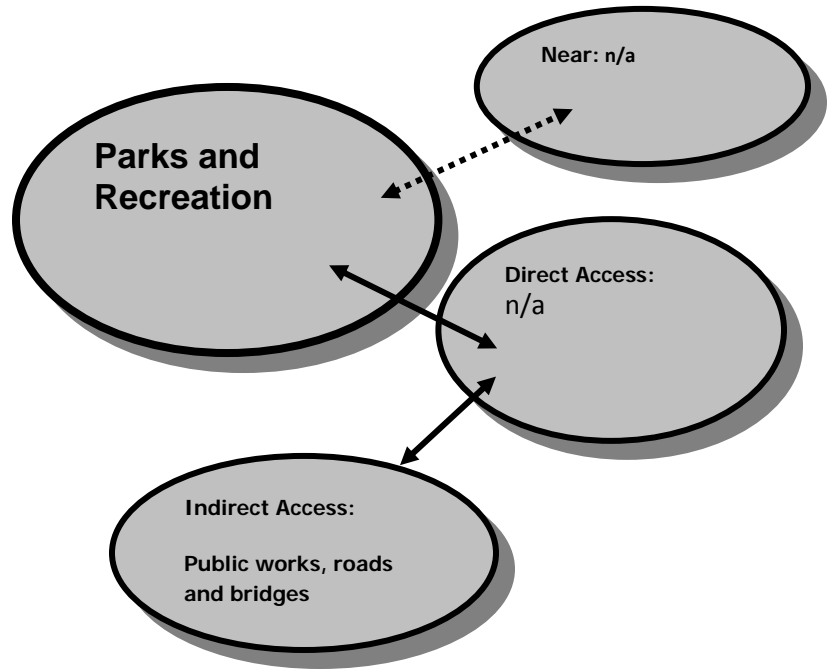


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

INDIRECT ACCESS

1. Roads and Bridges
2. Public works



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GENERAL NOTES AND OBSERVATIONS:

- Window panel seals are broken and sweat.
- Lighting should be changed for efficiency.

FIVE YEAR PROJECTIONS:

- 2013 they will need (10) total additional employees.
- Alysworth will need (2), one admin assistant, one park supervisor
- Murley will need (2), one admin assistant, one park supervisor
- They will need (4) maintenance employees
- Covington Township will need (2), one admin assistant, one park supervisor



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
W-2	St Rose Academy Conservation District	Mayfield	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
			1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		? Miles (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			





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View of building looking south



View of building looking north showing loading dock



FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
W-1	St Rose Academy Domestic Relations	Mayfield	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
			1
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		? Miles (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



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View of the north side of building

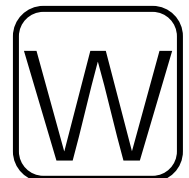


View of north side showing signs directing visitors to domestic relations

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Domestic Relations	Saint Rose Academy	Mayfield	1
ADMINISTRATIVE CONTACT:			PHONE:	
Patrick Luongo-Director (Interviewed)			570.963.6721	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Handles non-violent, civil procedures between spouses as well as parents and children.			09.11.08 NH/KW 10:00 a.m.	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X
Assistant Director	1			X
Officer	15			X
Secretary	2			X
Clerk Typist	11		X	
Receptionist	1		X	
Location	2			X
Intake	3			X
Warrant Clerk	1		X	
Fiscal Clerk	1			X
File Clerk	1			X File Room
Court Stenographer	1			X
Master	1*	*Excluded in count since it is court related and in Admin Building.		
Bookkeeping Clerks	2	**4 addl. staff are located in Admin. Building & are included in total.	X	
Warrant Officer	1		X	
TOTAL	43**		16	27

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ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
√	1			ACCESS TO PUBLIC?	Yes. Not a problem that it is remote. Bus comes here.
√	1			FILE ROOM	Yes.
√	1			BREAK ROOM	Adequate. No table- just kitchen.
√	1			STORAGE ROOM	Yes-was Master's room.
	0			COPY ROOM	No. Scattered- Office Services is used for mailers.
√	1*			CONFERENCE ROOM	Yes.
√	1			WAITING AREA	Yes- Sufficient. Seats about 20, usually 10.
√	1			RECEPTION COUNTER	Yes. Needed.
	0			PUBLIC WORK AREA	Not Needed.
√	1			TOILET ROOMS (MEN/WOMEN)	Shared Public & Private- Fine.
√	0			SERVER ROOM (IT CLOSET)	Yes. On state-wide system.

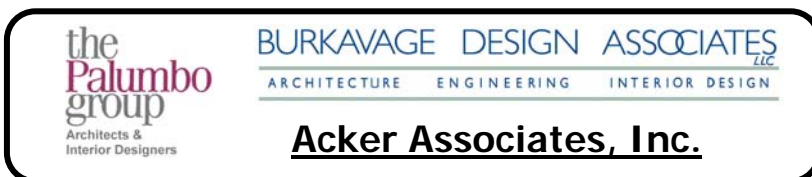
Notes:

FILE ROOM: Takes up 10% of File Room. Roller High-Density. Wants to go paperless, State may get contract. Maximum amount to keep files is until the child is 18 years old, and still has to keep for 4 years after last action.

*CONFERENCE ROOM: Used by all tenants, however, they do not pay for its use. Need conference room to accommodate 20 people. It is common to hold meetings for 20 people at a time. Meetings for 35 people are in atrium area, which is a large corridor.

STORAGE ROOM: (1.) Master Room 20'x20' (2.) 4'x 30' (3.) 6' x 8'

SPECIAL REQUIREMENTS



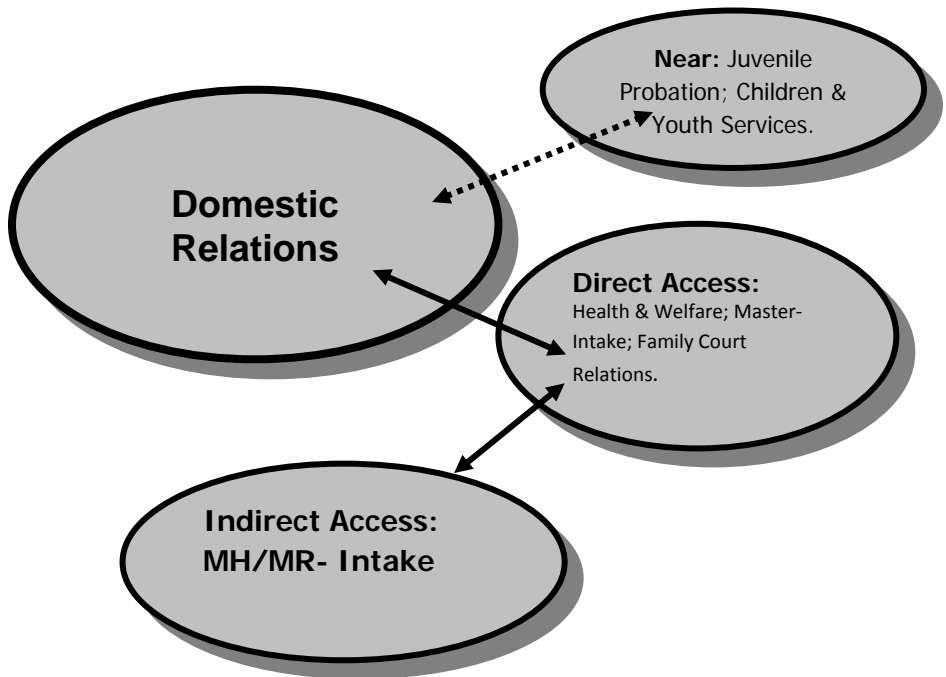
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Auditorium- has used it for training 200 people.

ACCESS / ADJACENCY REQUIREMENTS

- DIRECT ACCESS**
1. Health & Welfare- Intake Office.
 2. Master- Intake.
 3. Family Court Room- Not public hearings.

- INDIRECT**
1. MH/ MR (by phone).

- NEAR**
1. Juvenile Probation- Intake.
 2. Children & Youth Services- Intake.



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GENERAL NOTES AND OBSERVATIONS:

Special Needs:

- Must have security at door- Deputy at door.
- Metal detectors and panic buttons.
- Security/ Reception/ Intake- Ideal.
- Sensitivity to information- Closed offices are necessary.

Saint Rose Academy:

- Director is very pleased with building and location.
- \$14,000/ month including utilities
- School maintains space and property.
- 4 areas not in use- open areas; Auditors come and use the areas that are currently free.
- At this location for 6 years; Was on third floor of courthouse, then 415 N. Washington.

FIVE YEAR PROJECTIONS:

- 8,500 Cases Open
- Anticipate 5 more people, maximum (3 cubicles, 2 closed office)

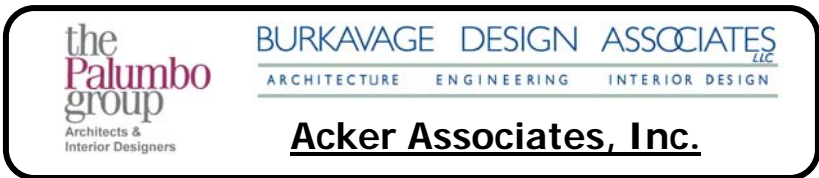


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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC:
√	1			FILE ROOM:
√	1			BREAK ROOM:
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
√	1			COPY ROOM: hallway
√	1			CONFERENCE ROOM:
√	1			WAITING AREA:
				RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET) *Curr. located in hallway

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA

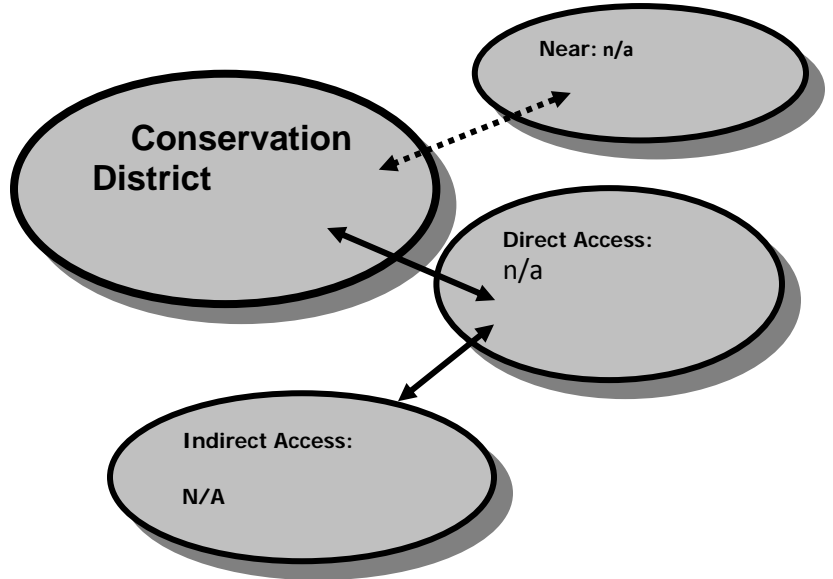


ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1. Must be centrally located within Lackawanna County



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GENERAL NOTES AND OBSERVATIONS:

- They do have a rental off-site storage garage. They must keep files for 7 years.
- They are not linked to county phone system. They are using USDA Federal phone line.
- They could use drawing layout space. There is no where currently to use as a workspace.

FIVE YEAR PROJECTIONS:

- 2013 they may have another person possibly.
- They require a conference room adequate for 12-15 people. They can share with multiple departments.
- They need a garage sufficient to house farm equipment. Currently farm equipment is stored in at a farm in Newton.



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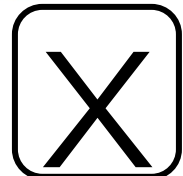
FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
X	Scranton Electric Bldg Linden St	Scranton	no
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
			0
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		3 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



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View of entrance looking down (or west) Linden St

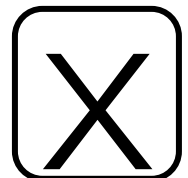


View looking up to show upper floors

the
Palumbo
group
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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
County Government	Controller	Scranton Electric Building	Linden Street	1
ADMINISTRATIVE CONTACT:			PHONE:	
Ken McDowell- Controller Interviewed: Beth Hopkins			570.963.6726 x 1660	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Review all invoices for entire county for review and approval			08.1.08 9:30 KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Receptionist	1		x	
Accounts payable	5		x	
Auditor (Field)	1		x	
Deputy Controller	1			x
Audit Supervisor (Internal)	1			
Controller	1			x
Guardianship Auditor	1		x	
Pension Specialist	2			(1)x
Office Manager	1			x
Totals	14	-	7	7

ANCILLARY SUPPORT SPACES – Jefferson Ave Location	
	(Please check if spaces are currently in your Department/Agency)



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√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTE D S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes.
√	1	144		FILE ROOM:
√	1	72		BREAK ROOM:
				STORAGE ROOM:
				SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
				WAITING AREA:
√	1			RECEPTION COUNTER: Single workstation
√	1			PUBLIC WORK AREA:
	unisex	unisex		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				

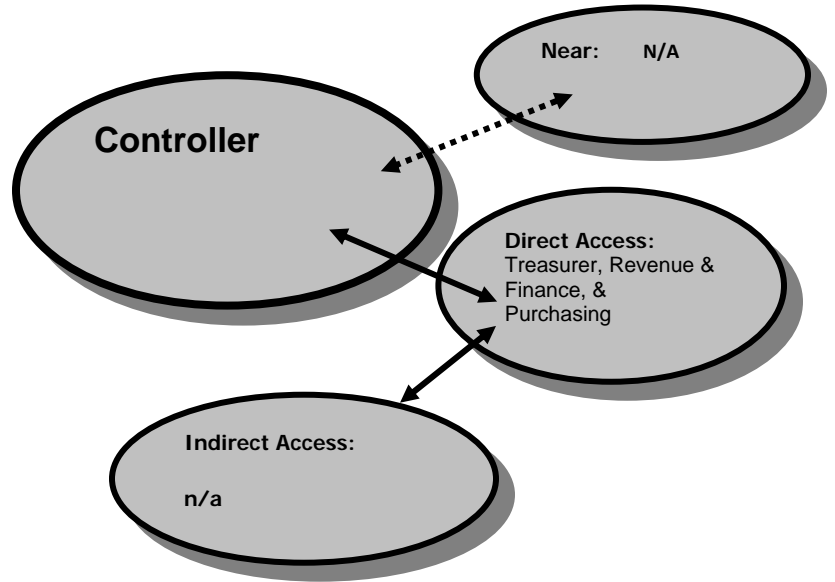
	
	



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1.Treasurer
2.Revenue & Finance
3. Purchasing
4.



GENERAL NOTES AND OBSERVATIONS:

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- Controller currently has storage in administration basement which is full. Square footage to be determined.
- There are (15) existing 4 drawer file cabinets next to accounts payable. They hold files for (3) years then they go into offsite storage. These files are adequate.
- Existing cubical partitions are only 36”H. They would like these to be 5’H.
- Current toilet room facilities are limited (one unisex).
- They requested a break room which could seat (8).
- The current auditor area is limited.
- Current file room which is adjacent to space off of corridor is full. This space is currently 18x8.

FIVE YEAR PROJECTIONS:

- Beth Hopkins predicted that they would need two more auditors.
- Need a separate file room for pension file storage. This space must be locked because of confidential human resource information.
- A conference room for 10-15. This room would serve as retirees to get interviewed and give private information, auditors could use this as need for audits, and they could have bid openings within there own office.





FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Assessment and Taxes	Tax Claims	Scranton Electric	Linden Avenue Scranton, PA	3
ADMINISTRATIVE CONTACT:			PHONE:	
Ron Koldjeski-Deputy. Kathy Chelland- Interviewed.			570.963.6734 ext. 1640	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Collects all county, school, borough, township and city delinquent taxes. Receives 5% commission on all taxes it collects.			08.21.08 9:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Administrative Assistant	1			X
Clerk	4		X	
Deputy Director	1			X
(Retired- not sure if replacing)				
TOTALS	6		4	2

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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Yes. ADA Accessible.
				FILE ROOM* Central, in middle. Going paperless.
				BREAK ROOM Have with File Room.
				STORAGE ROOM No other space. Shelves in Break Room & small closet.
				COPY ROOM No- Floating.
				CONFERENCE ROOM No. Would like one.
				WAITING AREA Yes. Larger needed. 4-5 people.
				RECEPTION COUNTER Yes. Bays not needed. Separation not needed.
				PUBLIC WORK AREA Not Needed.
				TOILET ROOMS (MEN/WOMEN) Public on floor.
				SERVER ROOM (IT CLOSET) County.

* Print shop does digital and scanner.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				No auditors- only Development of Revenue and Finance.



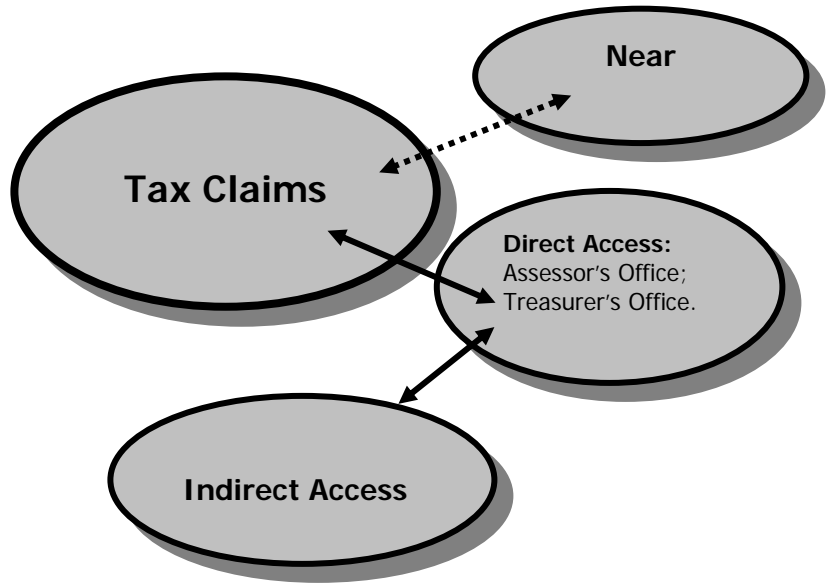
				Security Needed.
--	--	--	--	------------------

ACCESS / ADJACENCY REQUIREMENTS
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Assessor's Office
2. Treasurer's Office.
3.
4.

INDIRECT
1.
2.

NEAR
1.
2.



Single Tax Office?

Hotel Property Tax?

Revenue and Finance? **NO**

Same Building: • Single-Tax Office. • Treasurer.

- Controller's. • Tax Claims.
- Assessor.

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GENERAL NOTES AND OBSERVATIONS:

- No security- was robbed personally.
- Hotel Property tax was supposed to move to Tax Claims.


FIVE YEAR PROJECTIONS:

- Stable- no growth.
- Doubts increase.



ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTE D S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes. Always.
√	1	830 (dead) 360 (active) 900(closed) 160 (adoption)		FILE ROOM: dead files could be moved offsite, closed need to be onsite for reference Adoption files must be secure
√	1			BREAK ROOM:
√	1			STORAGE ROOM:
√	1	120		SUPPLY ROOM:
				COPY ROOM:
√	1	208		CONFERENCE ROOM:
√	1	120		WAITING AREA:
√	1			RECEPTION COUNTER:
√	1	1288		PUBLIC WORK AREA: including clerk cubical
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



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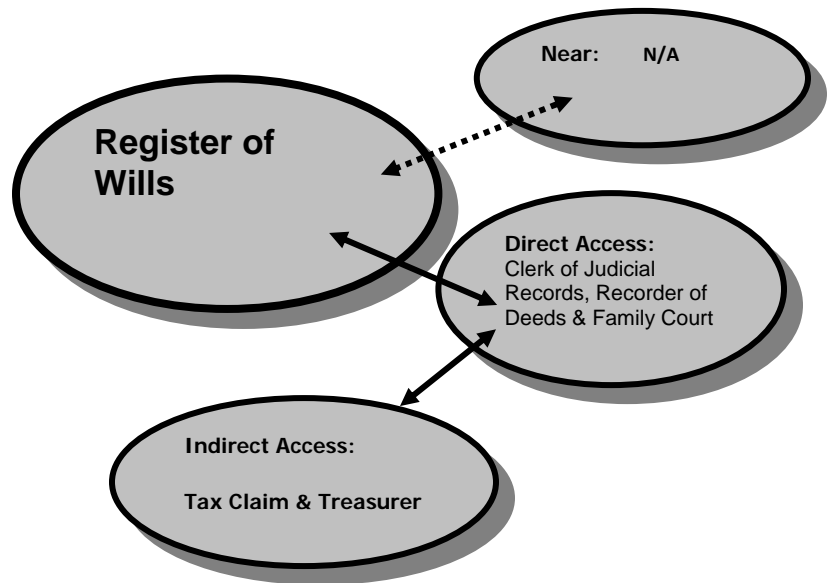
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ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1 Deeds
2. Clerk of Judicial Records
3. Orphans Court-Family Court
4.



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GENERAL NOTES AND OBSERVATIONS:

- Wills currently has storage at 325 Wyoming. Square footage to be determined.
- All clerks shall be in cubical that are easily accessible by the public for questions.
- The reception counter shall be central.
- There is a safe which holds all collected monies. This safe should be out of the public eye, although accessible by clerks for security purposes.
- There should be a copier central to reception and the public computer station.

FIVE YEAR PROJECTIONS:

- "Active" files in file room needs to be expanded. This room shall be able to hold (55) fifty five (4) drawer file cabinets. All are secure files which must remain onsite.
- Registrar office currently has a small conference which is needed when attorneys use existing small conference for meetings.
- Adoptions file room must be a secure file room. They predicted five more (4) drawer file cabinets will be added. These files are kept forever.
- Marriage license office needs to be (2) separate offices. Confidentiality is of utmost importance. There should be a public access computer within this room.
- There is currently one public access station. There shall be (2) more of these stations planned.




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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
√		*		ACCESS TO PUBLIC: Constant/Daily
				FILE ROOM:
				BREAK ROOM:
√	1	174		STORAGE ROOM: Shared with storage room
√	1	*264		COPY ROOM: Central
√	1	180		CONFERENCE ROOM:
				WAITING AREA
√	1	*		RECEPTION COUNTER:
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

*All shared spaces within one area.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



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ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

DIRECT ACCESS

1. Tax Assessors
2. Community & Economic Development
3. Government and Community Affairs
4. Redevelopment Authority
5. Tax Claim
6. Recorder of Deeds



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GENERAL NOTES AND OBSERVATIONS:

- Copy, map storage, receptionist, public area is very inefficient. This area is used by the public to research zoning books and it is not conducive to this.
-

FIVE YEAR PROJECTIONS:

- (1) Transportation Planner will be needed





FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Community	Community Development, Governmental and Community Affairs, Regional Planning Commission & Redevelopment Authority	Scranton Electric	Linden Street	5th
ADMINISTRATIVE CONTACT:			PHONE:	
Harry Lindsay - Director				
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Mapping, sub-division, Lackawanna community development programming.			08.08.08 11:00 a.m.	KW/BB
STAFF/EXEC POSITION			Check One:	
TITLE	QTY	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Compliance Manager	1			X
Fiscal Manager	1			X
Deputy Director	2			X
Housing Coordinator	1			X
Contract Manager	1			X
Housing Fin Analyst	1			X
Housing Rehab Specialist	1			X
Business Consultant	1			X
Senior Business Consultant	1			X
Administrative Assistant	1		X	
Totals	11		1	10



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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
√	1			ACCESS TO PUBLIC: Constant/Daily
√	1	336		FILE ROOM:
√	1			BREAK ROOM: conference is utilized
√	1			STORAGE ROOM:
√	1	120		COPY ROOM: Central
√	1	280		CONFERENCE ROOM:
√	1			WAITING AREA
√	1			RECEPTION COUNTER:
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1	196		GIS Center

	
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ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

DIRECT ACCESS

1. Tax Assessors
2. Community & Economic Development
3. Government and Community Affairs
4. Redevelopment Authority
5. Tax Claim
6. Recorder of Deeds



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GENERAL NOTES AND OBSERVATIONS:

- A conference room could be shared with Tax appeals.
- Filing is limited. All documents are required to be kept for 3 years.

FIVE YEAR PROJECTIONS:

- GIS System will be running and will need to be staffed. Director predicts (1) GIS manager and (2) Assistants. TOTAL OF 3



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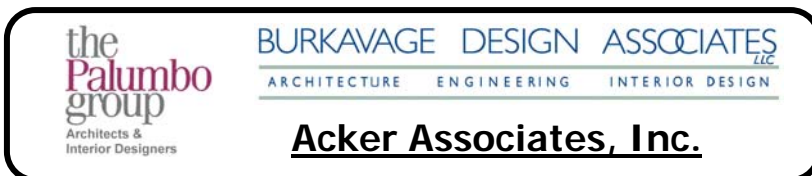


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.


DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
County Government	Tax Assessment/ Appeals	Scranton Electric	Linden Street	6th
ADMINISTRATIVE CONTACT:			PHONE:	
Deputy Director – John Foley			570.963.6728	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Discover, seek out, and Assess property in Lackawanna County			08.01.08 KW/NH 10:30 a.m.	
STAFF/EXEC POSITION			Check One:	
TITLE	QTY	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Clerk I	3		x	
Mapper	1		x	
Sub-Assessor	5		x	
Deputy Director	2			X *
CRT Operator	1		x	
Map Specialist	5		x	
GIS Map Specialist	1		x	
Totals	18		16	2

*Deputy Directors shall have small conference table within closed office for drawing layouts and meeting and project review space.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
√				ACCESS TO PUBLIC: Constant/Daily
√				FILE ROOM: See Notes below.
√	1	144		BREAK ROOM:
√	1	8		STORAGE ROOM: paper pens etc
				COPY ROOM: Central
√				CONFERENCE ROOM: See Notes below.
				WAITING AREA 10 people
				RECEPTION COUNTER: Secure and locked.
				PUBLIC WORK AREA
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1	192		Mapping Room



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ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

DIRECT ACCESS

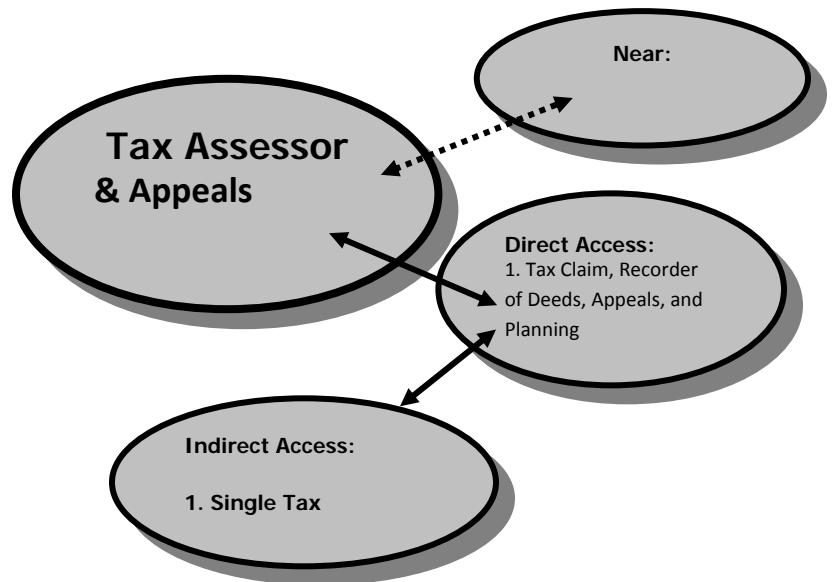
1. Tax Claim
2. Recorder of Deeds
3. Appeals
4. Planning

INDIRECT

1. 441 Wyoming- Single Tax
- 2.

NEAR

- 1.



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GENERAL NOTES AND OBSERVATIONS:

- Current Sub-Assessors have overly large desk areas. These areas shall be cut down because Assessors are only in this office a couple of hours a week.
- Map Specialists need larger desk area. Their current layouts are not sufficient for drawing layouts.
- Assessor's office currently has storage in the basement of Administration Building, approximately 250 square feet.
- There is storage at 325 Wyoming. Square footage to be determined.
- There is storage at the 344 Adams Avenue (Scartelli Building). Square footage to be determined.
- Current receptionist space is very large. Space could be consolidated.

FIVE YEAR PROJECTIONS:

- Two Map Specialists and two tile searchers will be needed.
- A larger conference room is necessary for Appeals. 6-8 people are in this room at the same time for appeals which last one full day every two weeks. Typically 30 appeals are scheduled.
- Public Reception counter needs to be enlarged so that there is adequate space for 42" x 36" drawing layouts.
- They need a waiting area to hold a capacity of 32-38 people. This waiting area will be populated when appeals court is being held.
- A storage/file area shall be central to this department. This would be used for tax cards, map storage and drawing layout space.

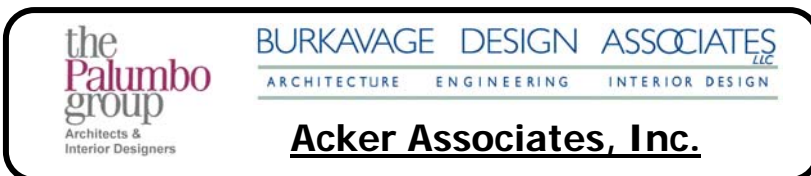


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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes. Always.
√	1			FILE ROOM
				BREAK ROOM:
√	1	412		STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
√	1	420		WAITING AREA:
√	1			RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN) On floor.
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET) *Curr. located in hallway

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1	36" x 48" x5'H		Vault



ACCESS / ADJACENCY REQUIREMENTS

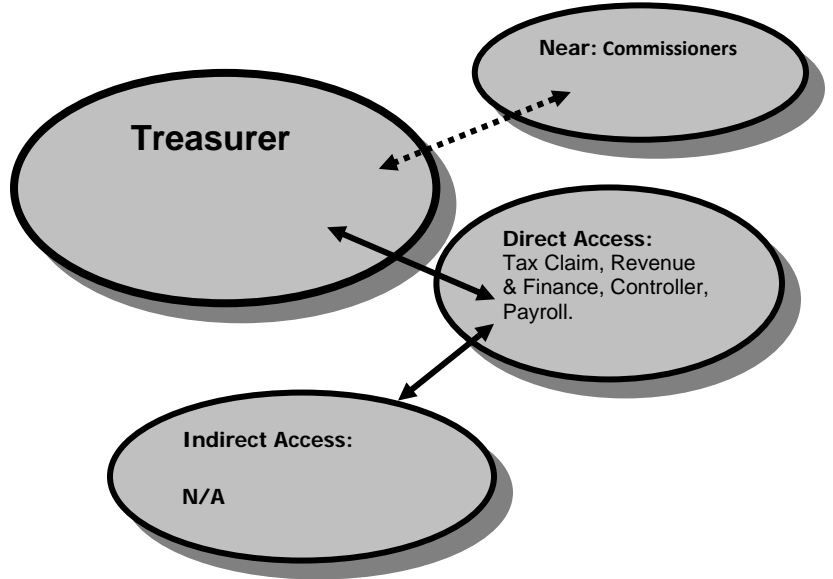
(Please list below other departments or agencies that should be in proximity of your Department/Agency)



DIRECT ACCESS

- 1. Tax Claim
- 2. Revenue & Finance
- 3. Controller –approves checks
- 4. Payroll

NEAR

- 1. Commissioners – sign checks



	
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GENERAL NOTES AND OBSERVATIONS:

- The treasurer's office needs a conference room for 8-10 people that could be used for meetings between investment companies, banks, and treasurer employees. These meetings are frequent and are currently held in the treasurer's office. This space could also be used for auditor space.
- Waiting room/Reception Counter needs to be expanded. Due to all the sales, payments, and transitions that currently happen. There is not sufficient standing room for patrons.
- They currently have storage of files that are located in the Administration Building Basement. Approximate size given by Ed Karpovich is 250-300 square feet.

FIVE YEAR PROJECTIONS:

- Treasurer's office could use two more tax collection/sales of licenses employees. Due to the increase in delinquent taxes, citizens have a chance to pay in increments. This creates more foot traffic within this office monthly than the typical once a year.
- Conference Room for 8-10 people.
- Break Area for employees
- Treasurer's office could use a larger vault area due to transitions and petty cash collection that is accepted. This unit shall be locked and fire safe.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR	
County Government	Recorder of Deeds	Scranton Electric Building	Linden Street	8	
ADMINISTRATIVE CONTACT:			PHONE:		
Evie-Rafalko-McNulty			570963.6775		
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:		
			07.30.08 3:30 KW/NH		
STAFF/EXEC POSITION		Workstation	Check One:		
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE	
Recorder of Deeds	1			X	
Index/file/scan	10		(7) x	(3) x	
Totals		11	-	7	3



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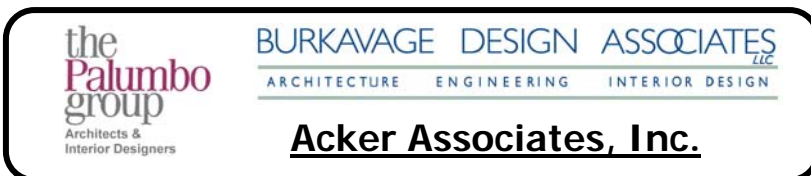
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ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes. Always.
√	1			FILE ROOM: decreasing
√	1	64		BREAK ROOM:
√	1	256		STORAGE ROOM:
√	1			SUPPLY ROOM:
				COPY ROOM:
				CONFERENCE ROOM:
√	1			WAITING AREA: 4 people
√	1			RECEPTION COUNTER:
				PUBLIC WORK AREA:
	Common Shared	Common Shared		TOILET ROOMS (MEN/WOMEN) On floor.
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET) *Curr. located in hallway

SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1	196		Map room



ACCESS / ADJACENCY REQUIREMENTS

(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS

1 Tax Assessment

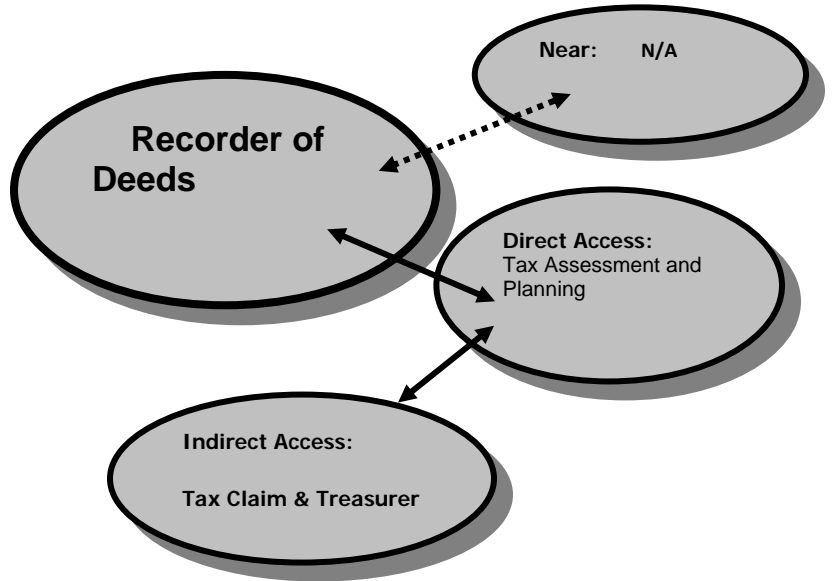
2. Planning

3.

4.

INDIRECT

- 1. Tax Claim
- 2. Treasurer



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GENERAL NOTES AND OBSERVATIONS:

- Deeds office currently has storage at 325 Wyoming Avenue. Square footage to be determined.
- Deeds has storage at diversified which they pay for out of the State Recorder of Deeds yearly allowance. These files are temperature control sensitive
- All files are being scanned and stored off site.
- Recorder of Deeds has small conference in her office that is used for staff meetings. This is sufficient for their department meetings.
- There are (3) index/scan/proof employees that sit at a main reception counter. Open office with reception counter.
- Current public counter area can be consolidated. There is no need for layout space because everything will be filed electronically.

FIVE YEAR PROJECTIONS:

- Currently there are 23 public computer workstations. There will only be a need for 15 workstations in the future.
- Current public counter area can be consolidated. There is no need for layout space because everything will be filed electronically.
- There are 5 microfilm reader machines. There will only be a need for 2 of those.
- Currently there are title searcher rooms approx 12'x12'. They are complimentary for the title searchers but these spaces are not mandatory.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
Y	Scranton Life Bldg. Spruce St	Scranton	No
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		2 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



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Palumbo
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View of building looking across Spruce St



View of building looking along Spruce St

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FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

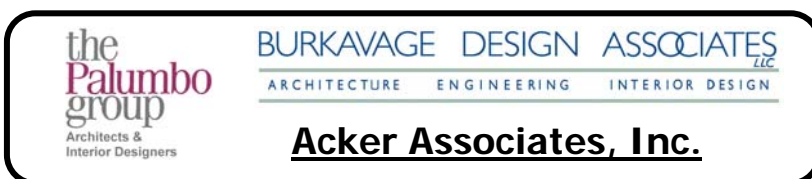
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Parks and Recreation	Lackawanna Heritage Valley Authority	Scranton Life Building	Spruce Street Scranton, PA	5
ADMINISTRATIVE CONTACT:			PHONE:	
Natalie Solfanelli-Executive Director(Interviewed)			570.963.6730 ext. 8208	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Assist with local officials and planners with grants, creating events, coordinating volunteer efforts.			09.08.08 2:00 p.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Executive Assistant	1			X
Executive Director	1			X
Finance	1			X
Program Director	1			X
Trail Manager	1			X
COO	1			X
New Hires as of Dec. 2008	5			
TOTALS	11			



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Minimal.
				FILE ROOM
				BREAK ROOM Yes. No Plumbing.
				STORAGE ROOM
				COPY ROOM
				CONFERENCE ROOM* Yes. Have 1 for 16 people. Need one for 20 or more.
				WAITING AREA
				RECEPTION COUNTER No.
				PUBLIC WORK AREA Need Brochures Displayed.
				TOILET ROOMS (MEN/WOMEN)
				SERVER ROOM (IT CLOSET)

* Have public meetings, monthly boards meetings.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



ACCESS / ADJACENCY REQUIREMENTS	
(Please list below other departments or agencies that should be in proximity of your Department/Agency)	
DIRECT ACCESS	
1.	
2.	
3.	
4.	
INDIRECT	
1.	
2.	
3.	
4.	
NEAR	
1. Visitor's Bureau.	
2.	
3.	
4.	

- Work with Harry Lindsay and Scranton Tomorrow.
- Historical Society being pressured to move off of University of Scranton property.
- Archival Space: 1. Historical Center. Private, Non-Profit.
 - 2. Heritage Valley.
 - 3. Visitor's Bureau.

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GENERAL NOTES AND OBSERVATIONS:

- Conservation Meetings- Could have 30 people in conference. They create infrastructure that Visitor's Bureau promotes.
- Not ideal offices; Need to be in town; Public needs access.
- Promote resident's- tourism.
- Good room to share with Visitor's Bureau.

IDEAL: - Take building and make it a historical building.

- Need 4,000-5,000 sq ft and share with tenants.

- May relocate offices to Steamtown. Quasi- entity of National Parks.

FIVE YEAR PROJECTIONS:

- December 2008: 11 Full-time and 2-3 Part-time flexible spaces.
- Don't see anymore; On funding, never more than 15.
- Only one that is a municipal authority out of all heritage authority.



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FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
Z	Steppacher Bldg	Scranton	No
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		3 ½ blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
County Network (Lackawanna County)			
Notes, site condition, etc.			



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View looking across Adams Avenue showing whole building



View looking across Adams Avenue showing county offices on right

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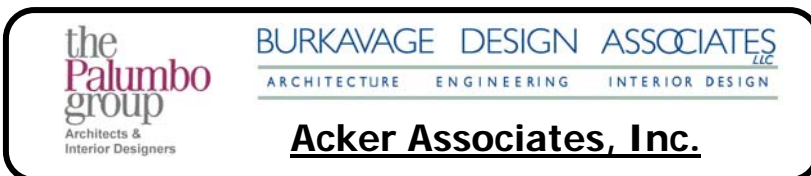
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ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA FREQUENCY/ NEED
				ACCESS TO PUBLIC: No
				FILE ROOM: Yes
√				BREAK ROOM: Yes
√				STORAGE ROOM: Full of educational materials
√				COPY ROOM: No
√				CONFERENCE ROOM: Shared
				WAITING AREA: No
				RECEPTION COUNTER: No
				PUBLIC WORK AREA : No
				TOILET ROOMS (MEN/WOMEN) : Single Private
				SERVER ROOM: Shared

*All shared spaces within one area.

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Garage for body truck

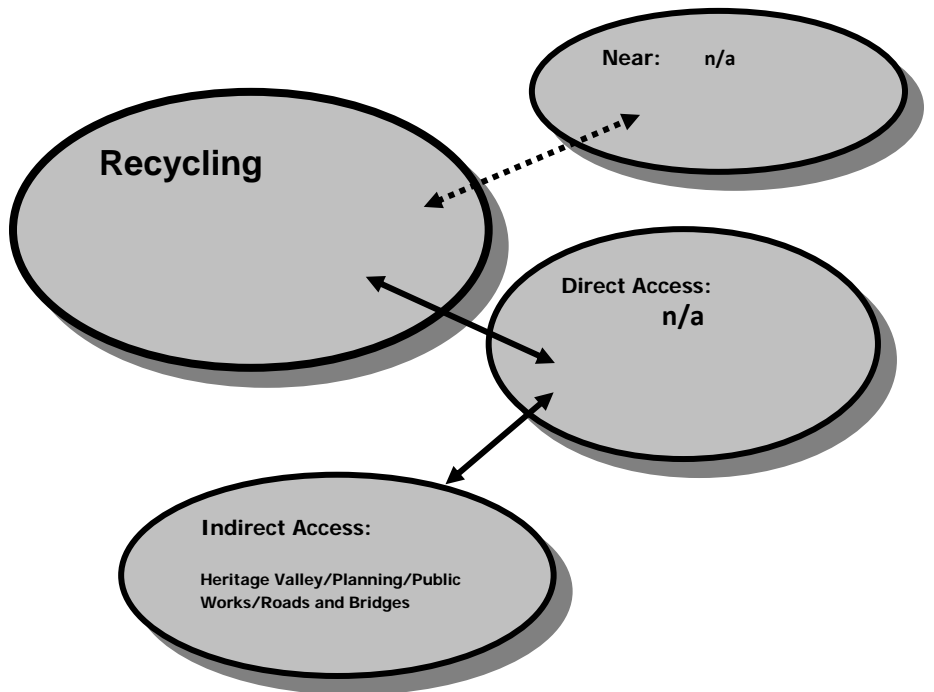


ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity of the Department/Agency)

INDIRECT ACCESS

1. Heritage Valley
2. Planning and Economic Development
3. Department of Public Works
4. Roads and Bridges



GENERAL NOTES AND OBSERVATIONS:

- Recycling needs space for “bin” storage. Currently there is a small space that is utilized. Current storage is on Adams Avenue.

FIVE YEAR PROJECTIONS:

- They will need (6) more employees. They will need (4) DPW Recycling Laborers and (2) clerical workers.
- A garage will be needed for a recycling truck they have just submitted a grant for. This truck will be taken care of by Department of Public works.
- They currently have a “recycling” car that requires a parking spot next to the office. Car is used frequently and should be accessible.





FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

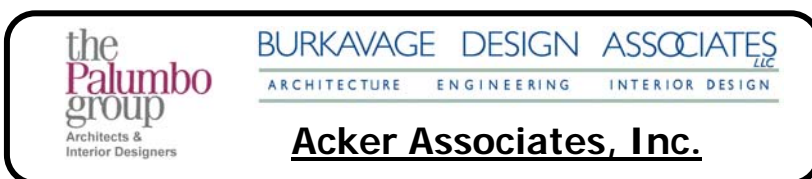
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Veterans Affairs	Steppacher Building	Adams Avenue Scranton, PA	1
ADMINISTRATIVE CONTACT:			PHONE:	
Hal Donahue-Director(Interviewed)			570.963.6778 ext. 1894	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Offer services and benefits for County veterans and their families.			08.27.08 9:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X**
Service Officer	3		X*	
Veteran Administrative Assistant	1		X	
TOTALS	5		4	1

* With access to a closed office

** Likes open office

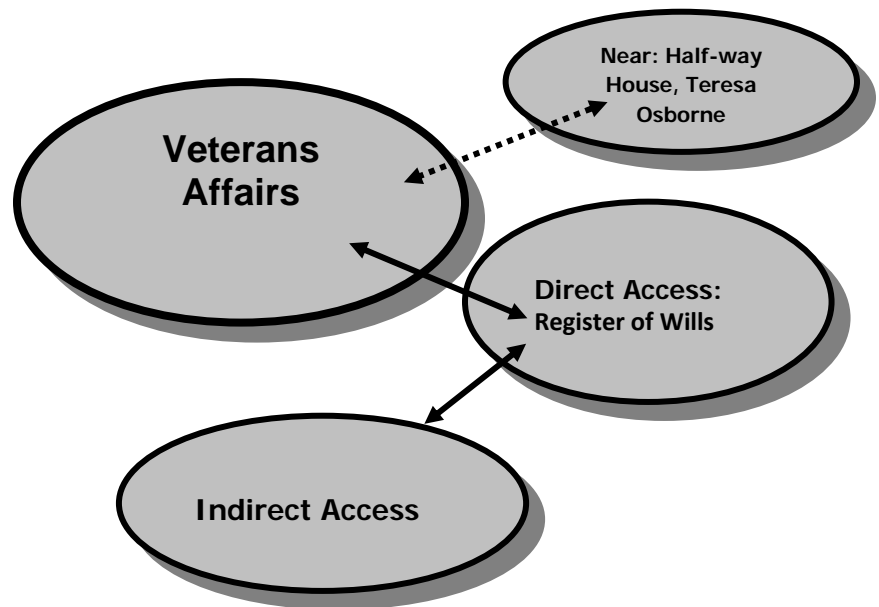


ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
√	1			ACCESS TO PUBLIC?	Yes. Including Handicap Access
√	1			FILE ROOM	29 Cabinets
√	1			BREAK ROOM	Shared with Recycling.
√	1			STORAGE ROOM	In Basement- Large
				COPY ROOM	
√	2			CONFERENCE ROOM	1. Fits 6 people 2. Fits 10 people
				WAITING AREA	No.
				RECEPTION COUNTER	Not necessary.
				PUBLIC WORK AREA	Not necessary.
√	2			TOILET ROOMS (MEN/WOMEN)	Separate public and private.
				SERVER ROOM (IT CLOSET)	None. In open area.



SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				WAITING AREA: Currently does not exist
				Need to hold 5 people
				LOADING DOCK: For Storage Room
				Must Have
				FILE ROOM
				Downsizing: Will need to be reduced by half. Must have Solider Burial Records
				SECURITY SYSTEM
				Want people off streets. Walk-In traffic desirable
				CONFERENCE ROOM
				One for private meetings needed
ACCESS / ADJACENCY REQUIREMENTS				
(Please list below other departments or agencies that should be in proximity of your Department/Agency)				

DIRECT ACCESS
1. Register of Wills- Within (Proof from being in war)
2.
3.
INDIRECT
1.
2.
NEAR
(Social Services)
1. Halfway House
2. Teresa Osborne



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GENERAL NOTES AND OBSERVATIONS:

- Outreach: largest problem
- 80% of Veterans don't see the office in its current location. Need better visibility.
- 30% of homeless are Veterans
- Should have a conference room for private meetings
- No Parking
- Limited wheelchair access
- Limited visibility
- Starting TV Show with Marywood: Information for Veterans

FIVE YEAR PROJECTIONS:

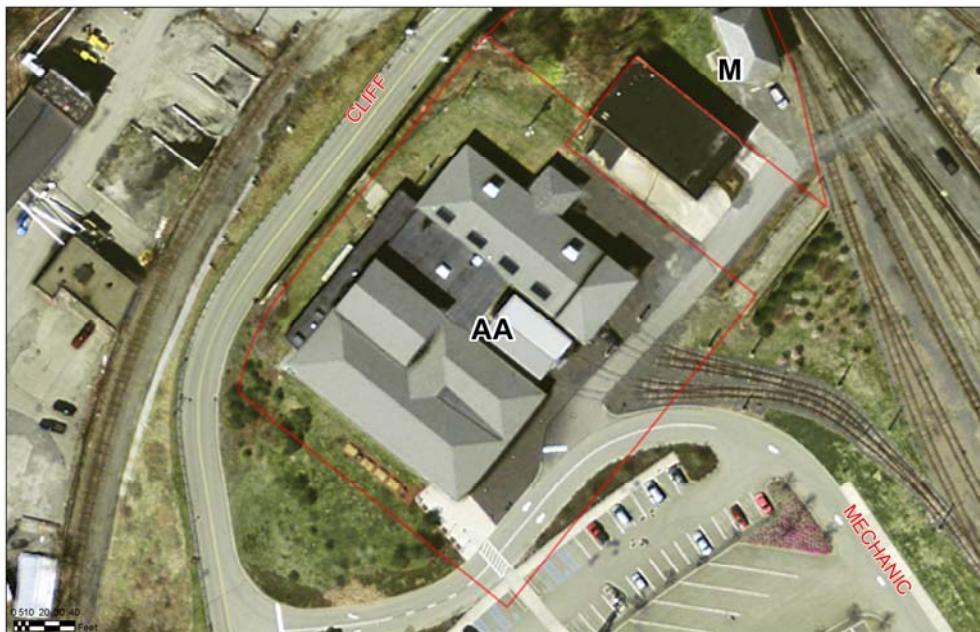
- Will need 2 more offices:
1. Economic Development Office: Funding available for veterans to start a business
 2. Education Office






FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

Reference	Name / Address	Municipality	On-Site Parking
AA	Trolley Museum, Cliff St	Scranton	Yes
Total On-Site Parking Stalls		Total Handicap Stalls	Number of Loading Docks
ADA Accessibility to Building, Notes			
Yes			
Public Transportation		Distance (Location)	
Bus, COLTS		5 blocks (100 Wyoming Ave)	
Utility Services (Provider)		Monthly Bill, or included as part of lease	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
Notes, site condition, etc.			

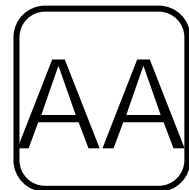




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View of entrance to museum

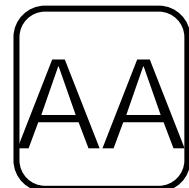


View of museum from the side

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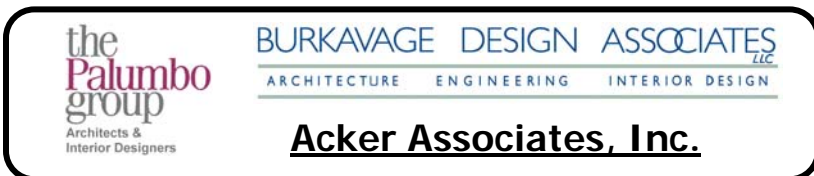


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Education and The Arts	Office of Arts and Culture	Trolley Museum	Cliff Street Scranton, PA	1
ADMINISTRATIVE CONTACT:			PHONE:	
Maureen McGuigan-Deputy (Interviewed)			570.963.6590 ext. 1894	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE AND TIME:	
Advocate and support high quality arts opportunities and programs for people of all ages throughout Lackawanna County. Provides services to artists and arts organizations and make grants to artists and arts organizations. Also supports Trolley Museum.			08.27.08 10:00 a.m. KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
NAME	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Trolley Museum Manager.	1	11' x 10'-6"		X*
Ticketing/ Retail: Coal Mine & Trolley Museum**	1	15' x 10'-6"	X	
Intern	1		X	
Deputy	1	12' x 20'		X
Library				
TOTAL	4		2	2

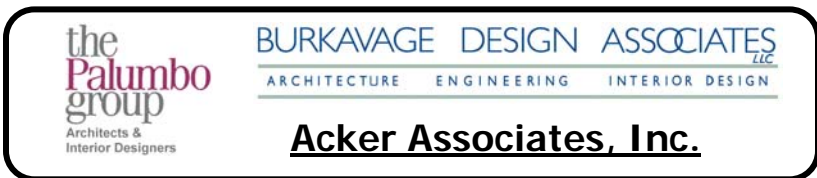
- *Needs to be closed office.
- **Reports to Chief of Staff.



TROLLEY BUILDING: (must stay)

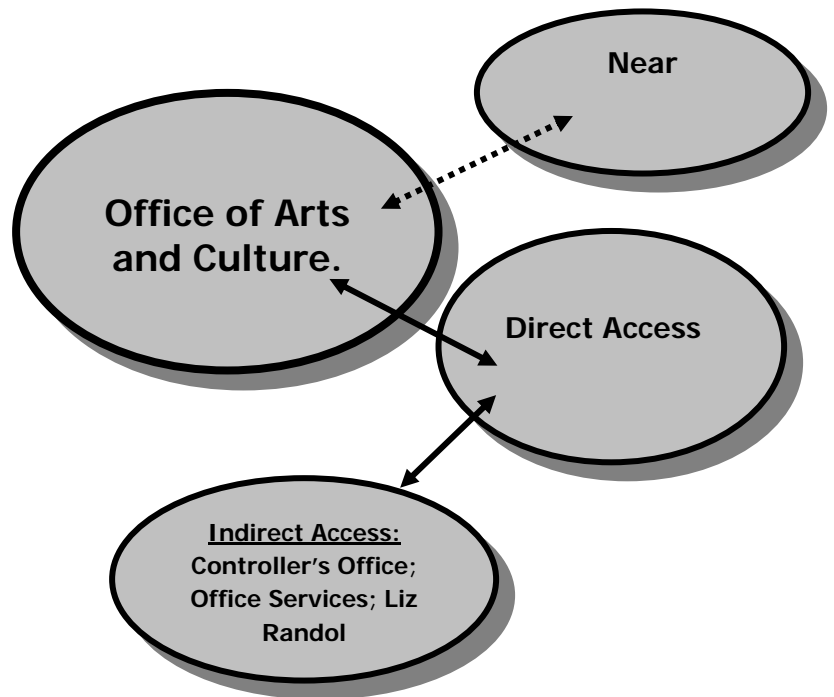
STAFF/EXEC POSITION		Workstation	
NAME	QTY		
Sherri: Full-Time.	1	Desk.	
Woman: Full-Time.	1	Desk.	
Lou: Maintenance.	1		
Full-Time.	5	Desk	
Volunteers (5 or 6 at a time). Not paid.	10		
Library Committee.			
Parking Lot Attendants: Stadium: Full-Time. Paid by County	2		


ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
√				ACCESS TO PUBLIC?	Yes.
√				FILE ROOM	Yes. Grant Applications.
√				BREAK ROOM	Yes.
√		12' x 18'		STORAGE ROOM	Closet- Arts & Culture. Shares Storage space w/ Trolley.
√				COPY ROOM	In Library. Part of Trolley.
√				CONFERENCE ROOM	1 Large- 25 People; 50 people for grant workshops.
				WAITING AREA	No. Not Needed.
				RECEPTION COUNTER	No. Not Needed.
				PUBLIC WORK AREA	No. Not Needed.
				TOILET ROOMS (MEN/WOMEN)	Public & Private.
				SERVER ROOM (IT CLOSET)	



SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Bike Racks.
				Library. Open to Public; Part of Trolley Museum.
				Archives. Trolley- On 2 nd Floor.
				More exhibit space. 4 th Bay.
ACCESS / ADJACENCY REQUIREMENTS				
(Please list below other departments or agencies that should be in proximity of your Department/Agency)				

DIRECT ACCESS
1.
2.
3.
INDIRECT
1. Controller's Office.
2. Office Services- For Mail Drop-off.
3. Liz Randol- Cabinet Meetings (once a month).
NEAR
1.
2.
3.



 Architects & Interior Designers	BURKAVAGE DESIGN ASSOCIATES <small>ARCHITECTURE ENGINEERING INTERIOR DESIGN</small> Acker Associates, Inc.
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GENERAL NOTES AND OBSERVATIONS:

- Trolley Museum volunteers come on Wednesday s; lots of chaos.
- No Privacy: Need to have a degree of separation.
- \$500,000 subsidized: \$194,000 April-October; Reduced to \$178,000 Friday/ Sunday.
- Have to pay railroad \$25,000/month to run the car.
- Staffing depends on the season.
- Always have 1 full-time desk employee.
- Gina Jarbola: Was in Admin Building; Back and forth with coal mine.
- Parking not a problem.
- Upstairs: Donna Dougherty and Paula Ushock (good partnership).
- Trolley: Attraction or Museum?

Notes: Office of Arts and Culture- Does not pay rent; On Federal property.

- Leaves at 4:00pm; Uses Steamtown Security and attends Steamtown meetings (partnership).
- No Historic Facilities.
- Bureau runs Visitor's Center (relationship with County); State Grants.

FIVE YEAR PROJECTIONS:

Building: - Not increasing, or with some small reduction.

- Has become a community space.

Arts & Culture: - 1 more person in five years.

- Likes to have interns; currently only has one physical space.



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