



# INVENTORY AND NEEDS ASSESSMENT STUDY FOR LACKAWANNA COUNTY FACILITIES

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  - Department Summarization
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- Building Information
  - Site / Civil Property Assessment
  - Department Summarization



## **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 were a total of 64 departments interviewed.

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, and 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 \$1,434,036 \*
    - 103,276 square feet office space, annual rental costs \$1,236,418
    - 42,130 square feet storage , annual rental costs \$197,618
- \*In most cases above totals do not include utility cost.

### County Employee Breakdown

- 841 County Employees that were identified by Department Directors and or Deputy Directors

### Space Utilization Assessment

- Based on our interviews and discussions with Department Directors and or Deputy Directors, 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

- A review of all 27 facility leases determined accommodation for county employee and visitor parking varies from lease to lease:
  - \* 10 leases include sufficient parking spaces for the facilities county employees and visitors.
  - \* 6 leases include parking for some but not all the facility's county employees and visitors, and
  - \* 11 leases contain no parking spaces for the facility's county employees and visitors.
- With the exception of Building J (Children and Youth Services Visitation House), the 17 facilities with insufficient parking are located in downtown Scranton. All of the downtown locations are within 3 blocks of municipal parking garages.
- As the parking rate at municipal garages is \$85 per month, the disparity between county employees working at an agency where parking is provided compared to an employee where parking is not provided is over \$1,000 a year.
- Consideration should also be made for facilities that require visitor and handicap parking.

## Additional

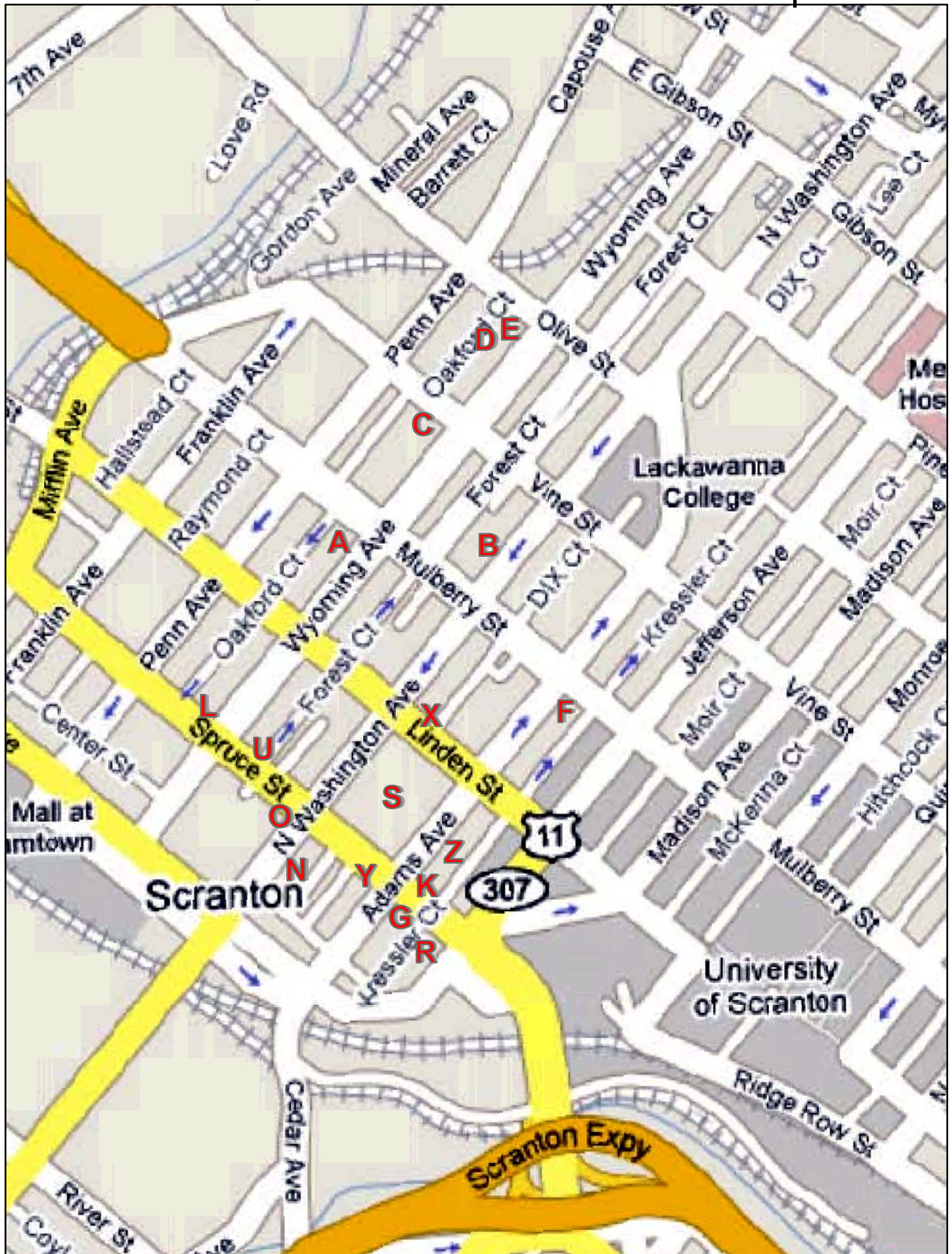
- In reviewing the data provided in this report a discrepancy between leased square footage and measured square feet is evident. This discrepancy may be due to the method measuring which did not include common areas or circulation space in owned or leased buildings. The square feet represented in this 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.







# Downtown Scranton Facilities Location Map





Lackawanna County Facilities Inventory and Needs Assessment											
County Operations Departmental Breakdown by Office, Location & Personnel											
Bldg. Ref.	Address	Floor	Department	Director/Chief/Deputy	Contact Information	Department	F.T.E.	*2013 F.T.E.	TOTAL	Current D.G.S.F.	Comments
<b>A 345 Wyoming Avenue</b>											
		2	Child Care Information Services	Phil Sallavanti	963.6644	Human Services	13	2	15	2,250	
						<b>Building Totals</b>	<b>13</b>	<b>2</b>	<b>15</b>	<b>2,250</b>	
<b>B 415 N. Washington Avenue, Scranton</b>											
		LL	Juvenile Detention Center	Cliff Hoffman		Public Safety	*	*	*	1,566	* Refer to 1st floor FTE's
		1	Juvenile Detention Center	Cliff Hoffman		Public Safety	15	0	15	1,625	
						<b>Building Totals</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>3,191</b>	
<b>C 441 Wyoming Avenue</b>											
		1	Single Tax Office		963.6756	County & Government	0	0	0	4,337	Non County Employees
						<b>Building Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,337</b>	
<b>D 531 Wyoming Avenue, Scranton</b>											
		2	Commission on Drug and Alcohol	Anne Marie Santarsiero		Human Services	7	3	10	3,300	
						<b>Building Totals</b>	<b>7</b>	<b>3</b>	<b>10</b>	<b>3,300</b>	
<b>E 541 Wyoming Avenue- Scranton (Harry &amp; Jeanette Weinberg Human Services Building)</b>											
		LL	Clerk of Judicial Records (Storage)	Mary Rinaldi	963.6723	County Government	1	0	1	9,552	Archivist Office in Storage Room
		BSMT	Recorder of Deeds (Storage)	Evie Rafalco McNulty	963.6775	County Government	*	*	*	1,228	*See Clerk of J.R. (Lower Level)
		BSMT	Registrar of Wills (Storage)	Linda Munley	963.6702	County Government	*	*	*	1,386	*See Clerk of J.R. (Lower Level)
		BSMT	Tax Assessment (Storage)	Jon Foley	963.6728	County Government	*	*	*	484	*See Clerk of J.R. (Lower Level)
						<b>Building Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>12,650</b>	
<b>F 614 Mulberry- Scranton (Scartelli Building)</b>											
		LL	Public Works / Recycling Center Storage	John Eastman	963.6896		0	0	0	5,214	
		1	Building & Grounds Equipment Storage	Hank Peters	963.6763		0	0	0	4,752	
						<b>Building Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,966</b>	
<b>G 614 Spruce Street , Scranton</b>											
		1	Work Release	Thomas Needham	963.6509	Public Safety	14	0	14	2,208	
		2	Work Release	Thomas Needham	963.6509	Public Safety	0	0	0	2,208	
		3	Work Release	Thomas Needham	963.6509	Public Safety	0	0	0	2,208	
						<b>Building Totals</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>6,624</b>	
<b>H 800 North South Road, Scranton (Lackawanna County Transportation)</b>											
		1	County of Lackawanna Transit System (COLTS)	Robert Fiume	346.2061	Transportation	*	*	*		* 70 FTE NON County Employees (43,587 s.f.)
		1	Coordinated Transportation	John Tomcho	963.6795	Transportation	35	1	36	10,931	
						<b>Building Totals</b>	<b>35</b>	<b>1</b>	<b>36</b>	<b>10,931</b>	
<b>I 901 Enterprise Drive, Dickson City</b>											
		1	Roads and Bridges	Larry Lukasik			12	2	14	5,597	* Refer to Interview sheets for additional s.f. needed
						<b>Building Totals</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>5,597</b>	
<b>J 1346 Wyoming Avenue (Children and Youth Services/Vistitation House)</b>											
		1	Children and Youth Services/Vistitation House	William Browning	963.6781	Human Services	5	0	5	1,028	
						<b>Building Totals</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>1,028</b>	
<b>K Administration Building-Adams Avenue, Scranton</b>											
		LL	Building and Grounds Offices / Storage	Hank Peters	963.6763	Public Works	23	4	27	2,160	
		LL	Controller Storage	Reginald (Reggie) Mariani	963.6726	County Government	0	0	0	400	
		LL	Penn State Cooperative Extension	Terry Schettini	963.6842	Educations & the Arts	18	2	20	3,142	
		LL	Public Works Offices	John Eastman	963.6896	Public Works	2	0	2	287	
		LL	Roads and Bridges Offices	Larry Lukasik		Transportation	*	*	*	83	* See Bldg "I" Roads & Bridges FTE's
		LL	Tax Assessment (Storage)	John Foley	963.6728	County Government	0	0	0	522	
		LL	Treasurer Office (storage)	Ed Karpovich		County Government	0	0	0	797	
		LL	911 Back-up Center	Tom Dubas		Emergency Services	0	0	0	1,520	See Building "P"
		1	Credit Union -	Carol Hughes	963.6871	Non County Function	*	*	*	290	*1 FTE Non County in Admin Bldg
		1	Law Library	Donna Gower	963-6712	Courts & Judiciary	*	*	*	0	* No FTE's or S.F. inc. in this document
		1	Family Court -	Judge Chester Harhut	963.6306	Courts & Judiciary	*	*	*	0	* No FTE's or S.F. inc. in this document
		1	Family Group Caseworkers	William Browning	963.6781	Human Services	2	0	2	960	When Law library moves out
		1	Judicial Records-Family & Juvenile (New Dept.)	Tom Parry/M. Rinaldi	Perry 881-8159	Courts & Judiciary	6	0	6	1,575	
		2	Family Court -	Judge Chester Harhut	963.6306	Courts & Judiciary	*	*	*	0	* No FTE's or S.F. inc. in this document
		3	Area Agency on Aging	Teresa Osborne	963.6743	Human Services	54	6	60	5,341	

Lackawanna County Facilities Inventory and Needs Assessment											
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Bldg. Ref.	Address	Floor	Department	Director/Chief/Deputy	Contact Information	Department	F.T.E.	*2013 F.T.E.	TOTAL	Current D.G.S.F.	Comments
		3	Information Technology	David Lloyd	963.6743	Administration	22	5	27	4,817	
		3	Mail Service	David Lloyd	963.6743	Administration	*	*	*	400	* Refer to Office Services for FTE's
		3	Office Services	C.J. McHugh		Administration	6	-1	5	112	
		4	Children & Youth Services	William Browning	963.6781	Human Services	108	0	108	10,757	
		5	Children & Youth Services	Debbie Merichiek	x1129	Human Services	7	0	7	1,918	
		5	Court System/Attorney Offices (2)	E. Munley/P. Povanda	Ron McKay 963.6773	Courts & Judiciary	*	*	*	0	* No FTE's or S.F. inc. in this document
		5	Court System/Court Reporter	Denise Murphy	Ron McKay 963.6773		*	*	*	0	* No FTE's or S.F. inc. in this document
		5	Court System/Family Court Therapist	Anne Marie Termini	Judge Harhut 963.6306	Courts & Judiciary	*	*	*	0	* No FTE's or S.F. inc. in this document
		5	DA Satellite Office (Juvenile Probation)	Andy Jarbola/Gene T	963.6717	Courts & Judiciary	*	*	*	1,090	*See District Atty. (Murray Bldg.) FTE total
		5	Health and Welfare Authority	Mary Ellen Clarke	342.2353	Human Services	1	0	1	422	
		5	Juvenile Probation Department	Richard Clifford	963.6887	Public Safety	25	0	25	4,690	
		5	Lackawanna Industrial Development	Mary Ellen Clarke		Community	*	*	*	126	*See Health and Welfare FTE total
		5	Lackawanna Performing Arts	Mary Ellen Clarke		Community	*	*	*	146	*See Health and Welfare FTE total
		5	Domestic Relations	Patrick Luongo		Human Services	*	*	*	323	*See Domestic Relations (St. Rose) FTE total
		6	Board of Commissioners	Elizabeth Randol	963.6800	County Government	9	2	11	6,627	
		6	Communications	Lynn Shedlocke	963.6800		1	1	2	160	
		6	Hotel Property Tax	Jim Beahan	963.6745 x1826	Assessment & Taxes	1	0	1	100	
		6	Human Resources	Maria Elkins	963.673 x1860	Administration	4	0	4	890	
		6	Insurance & Risk Management (New Dept.)	Richard Jones	963.6743 x 1830	Administration	1	1	2	185	
		6	Payroll	Mary Jo Granahan		Administration	*	*	*	213	*See Revenue & Finance FTE total
		6	Purchasing	Jim McLaine	963.6767	Administration	4	1	5	185	2013-shared with risk management
		6	Revenue and Finance	T. Durkin/S. Barcoski	963.6822	Administration	9	1	10	1,118	
		6	Seatbelt	Kathy Fox	347.2358	Public Safety	1	1	2	100	
						<b>Building Totals</b>	<b>304</b>	<b>23</b>	<b>327</b>	<b>51,456</b>	
<b>L</b>	<b>Bank Towers Building - Wyoming Avenue &amp; Spruce, Scranton</b>										
		LL	SHLDA	Fred Lettieri	963.6836	Human Services	0	0	0	2,490	
		1	SHLDA	Fred Lettieri	963.6836	Human Services	0	0	0	10,050	Non County Employees
						<b>Building Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,540</b>	
<b>M</b>	<b>Bridge 60 Tower, Cliff Street Scranton</b>										
		2	PA Northeast Regional Railroad Authority Offices				2	0	2	956	Not Interviewed
						<b>Building Totals</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>956</b>	
<b>N</b>	<b>Brixx Building - N. Washington Avenue, Scranton</b>										
		LL	Storage				0	0	0	690	560s.f. (A.P.P.) & 130s.f. (A.P.T.C.)
		2	Adult Probation/Treatment Court	John Conlon		Public Safety	43	0	43	5,231	
		2	Children & Youth Services	William Browning		Human Services	2	0	2	144	
		2	Mental Health Officer	Stephen Arnone		Human Services	2	0	2	0	S.F. inc. in Adult Probation/Treatment Court
		2	Court Administrator's	Ron McKay		Courts & Judiciary	4	0	4	0	S.F. inc. in Adult Probation/Treatment Court
		2	Drug & Alcohol	Ann Marie Santarsiero		Human Services	2	0	2	0	S.F. inc. in Adult Probation/Treatment Court
		2	Drug Court Coordinator				1	0	1	0	S.F. inc. in Adult Probation/Treatment Court
		3	Adult Probation/Parole	John Conlon	963.6876	Public Safety	*	*	*	5,164	*See 2nd Floor Adult Probation FTE Total
		4	Adult Probation	John Conlon	963.6876	County Government	*	*	*	4,745	*See 2nd Floor Adult Probation FTE Total
		4	Coroner	Joe Brennan	963.6100	County Government	5	0	5	662	
						<b>Building Totals</b>	<b>59</b>	<b>0</b>	<b>59</b>	<b>16,636</b>	
<b>O</b>	<b>Brooks Building - Spruce Street, Scranton</b>										
		B	Judicial Records-Storage	Mary Rinaldi	963.6759	Courts & Judiciary	7	0	7	600	
		1	Judicial Records-Criminal	Mary Rinaldi	963.6759	Courts & Judiciary	7	5	12	3,975	See bldg. "R" for Family Records
		M	Court Collections	Kathy Kacer		Courts & Judiciary	3	2	5	1,650	
		2	Judicial Records-Civil	Mary Rinaldi	963.6723	Courts & Judiciary	15	0	15	2,350	
						<b>Building Totals</b>	<b>32</b>	<b>7</b>	<b>39</b>	<b>8,575</b>	
<b>P</b>	<b>Center for Public Safety - Jessup</b>										
		1	Emergency Management Agency	Thomas Dubas	963.6700	Public Safety	62	0	62	32,732	
						<b>Building Totals</b>	<b>62</b>	<b>0</b>	<b>62</b>	<b>32,732</b>	
<b>Q</b>	<b>Dickson City Executive Park -Main Avenue, Dickson City</b>										
		2	Voter Machines	Maryann S. Young	963.6851	Elections	2	0	2	10,137	
						<b>Building Totals</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>10,137</b>	
<b>R</b>	<b>Jefferson Annex - Jefferson Avenue, Scranton</b>										
		LL	District Court 45-1-02 (Contact June Onukiewech)	Alice H. Farrell		Courts & Judiciary	0	0	0	2,910	Non County Employees
		LL	Work Release (admin)	Rick Horan		Public Safety	3	*	3	870	*See 614 Spruce Street
		1	Voter Registration	Marion Medalis		Elections	7	4	11	2,515	
		1	Vacant Office Space			Vacant	0	0	0	2,090	
		2	Storage Area (Vacant)			Vacant	0	0	0	700	
		2	Commission on Drug and Alcohol	Ann Marie Santarsiero	963.6820	Human Services	16	1	17	4,880	see 531 Wyoming Ave.
		3	Mental Health/Mental Retardation	Stephen Arnone	346.5741	Human Services	13	3	16	2,463	
		3	Office of the Physically Disabled	Jim Simoncelli	963.6790	Human Services	*	*	*	211	* FTE included in Human Services
		3	Human Services	Gayle Sensi	963.6790	Human Services	4	0	4	2,555	
		attic/roof	MH/MR /Human Services Storage	Stephen Arnone	346.5741	Human Services	13	3	16	356	
						<b>Building Totals</b>	<b>56</b>	<b>11</b>	<b>67</b>	<b>19,550</b>	

Lackawanna County Facilities Inventory and Needs Assessment											
County Operations Departmental Breakdown by Office, Location & Personnel											
Bldg. Ref.	Address	Floor	Department	Director/Chief/Deputy	Contact Information	Department	F.T.E.	*2013 F.T.E.	TOTAL	Current D.G.S.F.	Comments
<b>S</b>	<b>Lackawanna County Courthouse, 200 N. Washington Avenue, Scranton</b>										
		LL	Law Library				*	*	*		* See below
		LL	Central Court				*	*	*		* See below
		LL	Sheriff Criminal/Central Booking				*	*	*		* See below
		1	Public Defender				*	*	*		* See below
		1	Jury Assembly				*	*	*		* See below
		1	Court Reporters				*	*	*		* See below
		1	Court Administration				*	*	*		* See below
		1	Sheriff Civil				*	*	*		* See below
		2	Historical Courtrooms/Chambers				*	*	*		* See below
		2	Jury Deliberation				*	*	*		* See below
		3	Criminal Courtroom/Chambers				*	*	*		* See below
		3	Orphans Court/Chambers				*	*	*		* See below
		3	Law Clerks				*	*	*		* See below
		3	District Attorney				*	*	*		* See below
		3	Jury Deliberation				*	*	*		* See below
		3	District Attorney				*	*	*		* See below
						<b>Building Totals</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>*</b>	* No FTE's or S.F. inc. in this document
<b>T</b>	<b>Lackawanna County Visitors Center- Glenmaura National Blvd, Moosic</b>										
		1	Lackawanna County Convention & Visitors Bureau		963.6363	Historical	7	1	8	4,000	
						<b>Building Totals</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>4,000</b>	
<b>U</b>	<b>Murray Building - Spruce Street, Scranton</b>										
		1&2	District Attorney	Andy Jarbola	963.6717	Courts & Judiciary	45	7	52	11,822	
						<b>Building Totals</b>	<b>45</b>	<b>7</b>	<b>52</b>	<b>11,822</b>	
<b>V</b>	<b>Parks, Lackawanna County</b>										
		1	McDade Park	Bill Davis	963.6764	Parks & Recreation	9	1	10	4,283	
		1	Merli-Sarnoski Park	Bill Davis	963.6764	Parks & Recreation	4	3	7	4,322	
		1	Aylesworth Park	Bill Davis	963.6764	Parks & Recreation	3	3	6	0	In Design (950s.f. Stor./Maint.; 940 Office)
		1	Covington Township Park	Bill Davis	963.6764	Parks & Recreation	0	3	3	0	
						<b>Building Totals</b>	<b>16</b>	<b>10</b>	<b>26</b>	<b>8,605</b>	
<b>W</b>	<b>St. Rose Academy, Mayfield</b>										
		1	Domestic Relations Services	Patrick Luongo	963.6721	Human Services	48	5	53	11,820	
		1	Lackawanna County Conservation District	Ernest Keller	281.9495	Historical	10	1	11	1,950	
						<b>Building Totals</b>	<b>58</b>	<b>6</b>	<b>64</b>	<b>13,770</b>	
<b>X</b>	<b>Scranton Electric Building - Linden Street, Scranton</b>										
		1	Controller	Reginald (Reggie) Mariani	963.6726	County Government	14	2	16	2,525	
		3	Tax Claims	Ron Koldjeski	963.6734	Assessment & Taxes	6	0	6	1,204	
		4	Marriage License	Linda Munley	963.6702	Community	*	*	*	*	*see Registrar of Wills FTE total
		4	Registrar of Wills/ Clerk of Orphans Court	Linda Munley	963.6702	County Government	7	0	7	5,494	
		5	Planning and Economic Development	Harry Lindsay	963.6826	Community	6	1	7	5,590	
		5	Regional Planning Commission	Harry Lindsay		Community	*	*	*	0	*See Community Development total
		5	Redevelopment Authority	Harry Lindsay		Community	*	*	*	0	*See Community Development total
		5	Governmental and Community Affairs	Harry Lindsay		Community	*	*	*	0	*See Community Development total
		5	Community Development	Harry Lindsay		Community	11	3	14	0	
		6	Tax Assessment Office	Jon Foley	963.6728	Assessment & Taxes	18	4	22	1,915	
		6	Tax Appeals Office			Assessment & Taxes	*	*	*	1,150	*See Tax Assessment total
		6	Treasurer Office	Ed Karpovich	963.6731	County Government	9	2	11	2,525	
		8	Recorder of Deeds	Evie Rafalko-McNulty	963.6775	County Government	11	0	11	5,516	
						<b>Building Totals</b>	<b>82</b>	<b>12</b>	<b>94</b>	<b>25,919</b>	

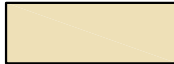


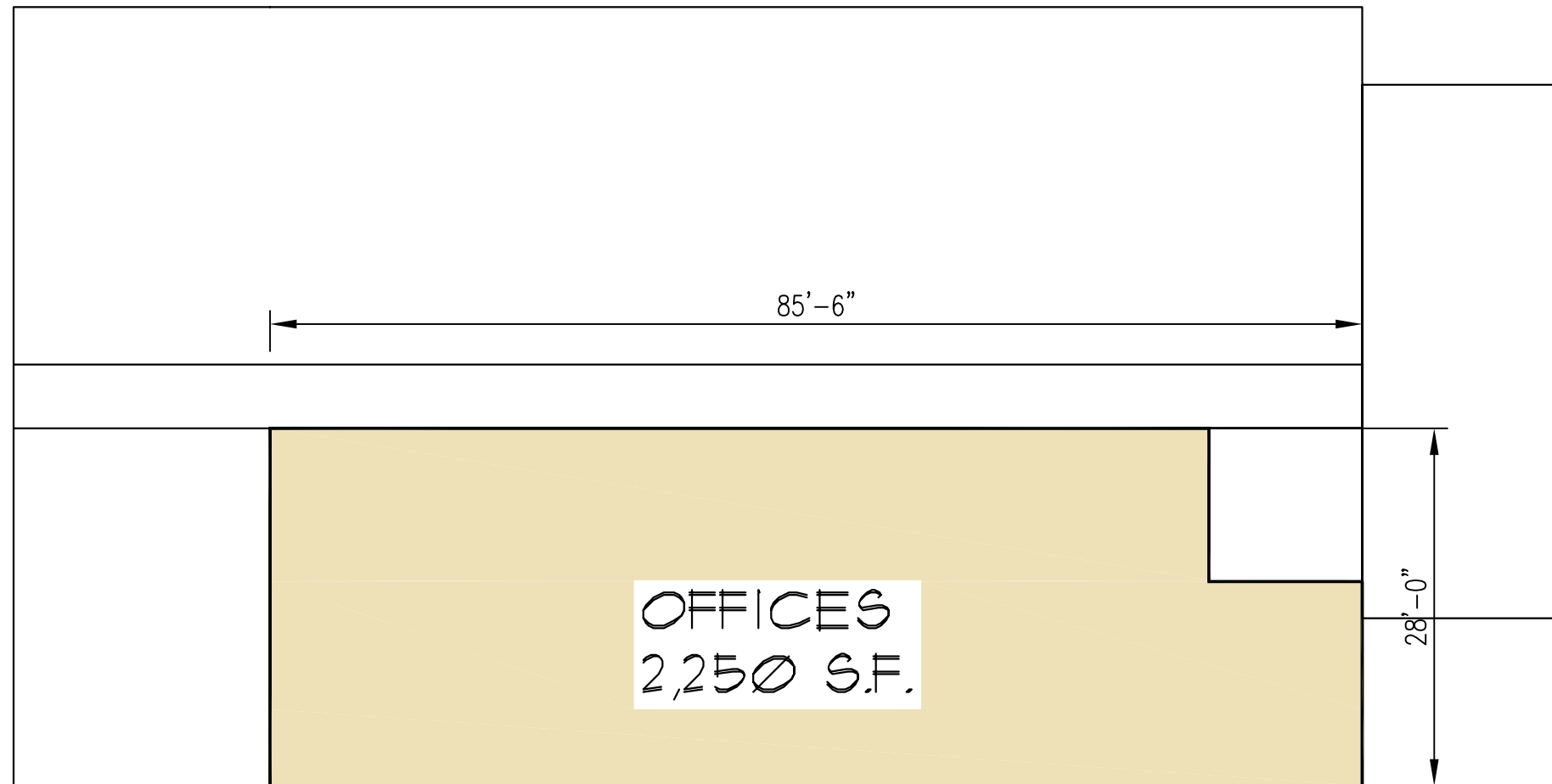
Lackawanna County Facilities Inventory and Needs Assessment												
County Operations Departmental Breakdown by Office, Location & Personnel												
Bldg. Ref.	Address	Floor	Department	Director/Chief/Deputy	Contact Information	Department	F.T.E.	*2013 F.T.E.	TOTAL	Current D.G.S.F.	Comments	
<b>Y</b>	<b>Scranton Life Building, Scranton</b>											
		5	Lackawanna Heritage Valley Authority	Natalie Solfanelli	963.6730	Parks & Recreation	0	0	0	2,630	Non County Employees	
						<b>Building Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,630</b>		
<b>Z</b>	<b>Steppacher Building - Adams Avenue, Scranton</b>											
		1	Recycling	Maureen O'Dea Palmer	963.2017	Community	3	6	9	657		
		1	Veterans Affairs	Hal Donahue	963.6418	Human Services	5	2	7	929		
						<b>Building Totals</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>1,586</b>		
<b>AA</b>	<b>Trolley Museum - Cliff Street, Scranton</b>											
		1	Office of Arts & Culture	Maureen McGuigan	963.6590	Education & the Arts	4	1	5	500		
		1	Children and Youth Services	William Browning		Human Services	2	0	2	0	Before end of year	
		1	The Electric City Trolley Museum Exhibit Space		963.6590	Historical	0	0	0	0		
						<b>Building Totals</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>500</b>		
						<b>Overall Totals</b>	<b>841</b>	<b>94</b>	<b>935</b>	<b>281,288</b>		
			<b>Authorities NOT Interviewed nor included in any counts associated with this Assessment</b>									*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.
			W-B/Scranton International Airport (n.i.c.)	Barry Centini	602.2000	Transportation						
			W-B/Scranton Yankees (n.i.c.)	Curt Camoni	969.2255	Parks & Recreation						
			<b>Legend</b>									
			FTE = Full Time Employees			Department was not interviewed. FTE's and Departmental S.F. Information is not included in this document.						

Lackawanna County Facilities Inventory and Needs Assessment

Ref.	Building / Location	Measured D.S.F.	Leased SF	Owned or Leased	Term	2008 Rate	Duration	Cost Per	S.F.	Renewal	Type of Space	Comments	Parking Notes	Utility Notes for Leases	
A	345 Wyoming Avenue Scranton	2,250 dsf	2,250 sf	Leased	1-Jun-07 31-May-12	\$2,531.25	Per Month	\$13.50	S.F.	Option to renew for 3 additional years	Office		9 sp. provided in lease & 3 provided by State funding	Included in base lease: electric, gas, water, sewer	
B	415 N. Washington Avenue Scranton	3,191 dsf	sf	Leased	1-Sep-07 31-Aug-09	\$1.00	Per Year		S.F.		Detention Center		5 spaces provided in lease	Additional fee, prorated on space leased	
C	441 Wyoming Avenue Scranton	4,337 dsf	4,337 sf	Leased	1-Jun-05 31-May-10	\$5,756.25	Per Month	\$15.93	S.F.	Option to renew, with 90 day notice, at \$6,594.17 / month	Office		4 spaces provided by lessor, as indicated by building occupant	Included in base lease: electric, gas, water, sewer	
D	531 Wyoming Avenue Scranton	3,300 dsf	3,300 sf	Leased	1-Jul-08 30 Jun-09	\$940.00	Per Month	\$3.42	S.F.	Option to renew, 120 days notice, at 110% increase	Office	Lease references 537-539 as building address	1 spaces provided in lease	County pays: heat, elec, gas. Inc. in lease: water, sewer	
E	541 Wyoming Avenue Scranton	12,650 dsf	12,035 sf	Leased	1-Jun-07 Monthly	\$3,209.33	Per Month	\$3.20	S.F.	Option to renew monthly, at a rate reviewed annually	Storage		None	Included in base lease: heat, electric, water, sewer	
F	614 Mulberry Street Scranton	9,966 dsf	10,720 sf	Leased	1-Aug-06 31-Jul-08	\$5,853.05	Per Month	\$6.55	S.F.	2 consecutive 5 year terms. New terms will be discussed	Equipment Storage and General Storage		None	County pays: electric, gas, water & sewer	
G	614 Spruce Street Scranton	6,624 dsf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Work Release		None		
H	800 North South Road Scranton	10,931 gsf	gsf	Owned	N/A	N/A	N/A	N/A	S.F.		COLTS / Transportation	43,587 s.f. for COLTS	Adequate on site parking		
I	901 Enterprise Drive Dickson City	5,597 sf	7,500 sf	Leased	15-Dec-05 31-Dec-08	\$800.00	Per Month	\$1.28	S.F.		Roads & Bridges	Additional Site area required for vehicles & equipment	Adequate on site parking	County billed directly	
J	1346 Wyoming Avenue Scranton	1,028 sf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Office		Adequate on site parking		
K	1 Administration Building - Court Functions Adams Avenue, Scranton	14,830 sf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Office	Occupied space on floors 1,2 & 5	None		
	2 Administration Building - County Functions Adams Avenue, Scranton	51,456 dsf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Office	Occupied space on floors LL,1,3,4,5 & 6	None		
L	Bank Towers Building corner of Wyoming & Spruce, Scranton	12,540 dsf	19,673 sf	Leased	1-Nov-06 31-Oct-16	\$13,668.00	Per Month	\$8.34	S.F.	10 Yr Lease rate increases vary from 3.5%-5% each yr	Office @ \$10/s.f. Storage @ \$3/s.f.	Lease discrepancy is caused by net to gross floor area differential (at Lower Level)	None	Additional fee, prorated on space leased	
M	Bridge 60 Tower Cliff Street, Scranton	956 dsf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Railroad Offices		Adequate on site parking		
N	Brixx Building N. Washington Avenue, Scranton	16,636 dsf	sf	Leased	1-Mar-08 2-Feb-09	\$12,687.50	Per month	\$9.15	S.F.	180 day notice @ end of term. Rent will be mkt. rate	Office		None	Additional fee, prorated on space leased	
O	Brooks Building Spruce Street, Scranton	8,575 dsf	9,750 sf	Leased	1-Mar-08 28-Feb-13	\$8,937.50	Per Month	\$11.00	S.F.	180 day notice from 1-Mar 08 rent will be market rate	Clerk of Judicial Records		None	Additional fee, prorated on space leased	
P	Center for Public Safety Jessup	32,732 gsf	gsf	Owned	N/A	N/A	N/A	N/A	S.F.		Office		Adequate on site parking		
Q	Dickson City Executive Park Main Avenue, Dickson City	10,137 dsf	9,240 sf	Leased	17-Mar-08 31-Apr-09	\$5,000.03	Per Month	\$6.49	S.F.	TBD	Voting Machine Storage		Adequate on site parking		
R	Jefferson Annex Jefferson Avenue, Scranton	19,550 dsf	25,700 gsf	Owned	N/A	N/A	N/A	N/A	S.F.		Office		10 Spaces on site		
S	Lackawanna County Courthouse N. Washington Avenue, Scranton	43,000 sf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Judicial		12 Spaces on site for Sheriff and Judges		
T	1 Lackawanna County Visitor's Center Glenmaura National Blvd., Moosic	10,000 sf	sf	Owned but Sub-Leased					S.F.		Day Care	Space is Sub-leased to Hildebrandt Daycare	Adequate on site parking		
	2 Lackawanna County Visitor's Center Glenmaura National Blvd., Moosic	4,000 dsf	dsf	Owned	N/A	N/A	N/A	N/A	S.F.		Office and Exhibit Space		Adequate on site parking		
U	Murray Building Spruce Street, Scranton	11,822 dsf	12,540 sf	Leased	1-Sep-07 31-Aug-12	\$10,972.50	Per Month	\$10.50	S.F.		District Attorney's Office	Lease discrepancy is caused by net to gross floor area differential	None	Add'l fee for elec @ 1,380/month adjusted annually	
V	Park Offices, Lackawanna County McDade, Merli-Sarnoski	8,605 sf	sf	Owned	N/A	N/A	N/A	N/A	S.F.		Park Offices / Storage	4,283 @ McDade Park 4,322 @ Merli Sarnoski	Adequate on site parking		
W	1 Saint Rose Academy-Domestic Relations Mayfield	11,820 dsf	11,820 sf	Leased	25-Feb-08 24-Feb-13	\$14,000.00	Per Month	\$14.21	S.F.	Option to renew @ 1 year increments, same rate for 6 yrs	Office Space		Adequate on site parking	Additional fee for "Operation Expenses" over 2002 levels	
	2 Saint Rose Academy-Conservation District Mayfield	1,950 dsf	2,190 sf	Leased	1-Mar-03 29-Feb-08	\$1,937.50	Per Month	\$10.62	S.F.	Current Lease Expired - Yearly Lease Extensions	Office Space		Adequate on site parking		
X	Scranton Electric Building Linden Street, Scranton	25,919 dsf	30,600 sf	Leased	1-Sep-05 31-Aug-15	\$28,050.00	Per Month	\$11.00	S.F.	180 day notice @ end of term. Rent increases 14% in 2011	Office Space	County should verify lease agreement with landlord based on actual s.f. identified	20 spaces provided at \$50/month	Additional fee, prorated on space leased	
Y	Scranton Life Building Spruce Street, Scranton	2,630 dsf	3,000 sf	Leased	29-Aug-07 31-Aug-12	\$2,625.00	Per Month	\$10.50	S.F.	180 day notice auto renewal plus 5% of previous	Office Space (LHVA)		None	Additional fee, prorated on space leased	
Z	Steppacher Building Adams Avenue, Scranton	1,586 dsf	3,027 sf	Leased	1-Jun-06 30-May-08	\$2,522.50	Per Month	\$10.00	S.F.	180 day notice auto renewal plus 5% of previous	Veteran's Affairs / Recycling	Lease discrepancy is caused by net to gross floor area differential	None	Additional \$504.50 per month	
AA	Trolley Museum Cliff Street, Scranton	500 dsf	sf	Leased	1-Jan-07 31-Dec-11				S.F.	G4810040001	Office and Exhibit Space		Adequate on site parking		
<b>Total S.F. of Buildings Leased</b>		<b>145,406</b>													
<b>Total S.F. of Buildings Owned</b>		<b>135,882</b>													
<b>Total S.F. of Buildings Owned*</b>		<b>67,830</b>	<b>*S.F. Identified IS NOT included in these totals</b>												

CHILD CARE  
INFORMATION SERVICES  
FLOOR AREA SUMMARY

 OFFICES ON SECOND FLOOR  
2,250 S.F.



PARTIAL SECOND FLOOR PLAN

345 WYOMING AVENUE  
NOT TO SCALE



345 WYOMING AVENUE

OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
A	345 Wyoming Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	12	3 available	Loading area in rear
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		Next to building on Mulberry Street	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Included in base lease	
Gas (UGI)		Included in base lease	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (Scranton Sewer Authority)		Included in base lease	
General Notes			
9 parking stalls included in lease; 3 additional stalls rented with state reimbursement.			







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




View of front of building taken from across Wyoming Avenue



**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Phil Sallavanti-Director (interviewed)			570.963.6644	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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 KW/NH 11:30 a.m.	
<b>STAFF/EXEC POSITION</b>			<b>Check One:</b>	
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
<b>Totals</b>	<b>13</b>		<b>7</b>	<b>6</b>




**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



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)					
√	QUANTIT Y	APPROX EXISTING S.F.	2013 PROJECT ED S.F.	AREA	
				Play area for children in waiting area	

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

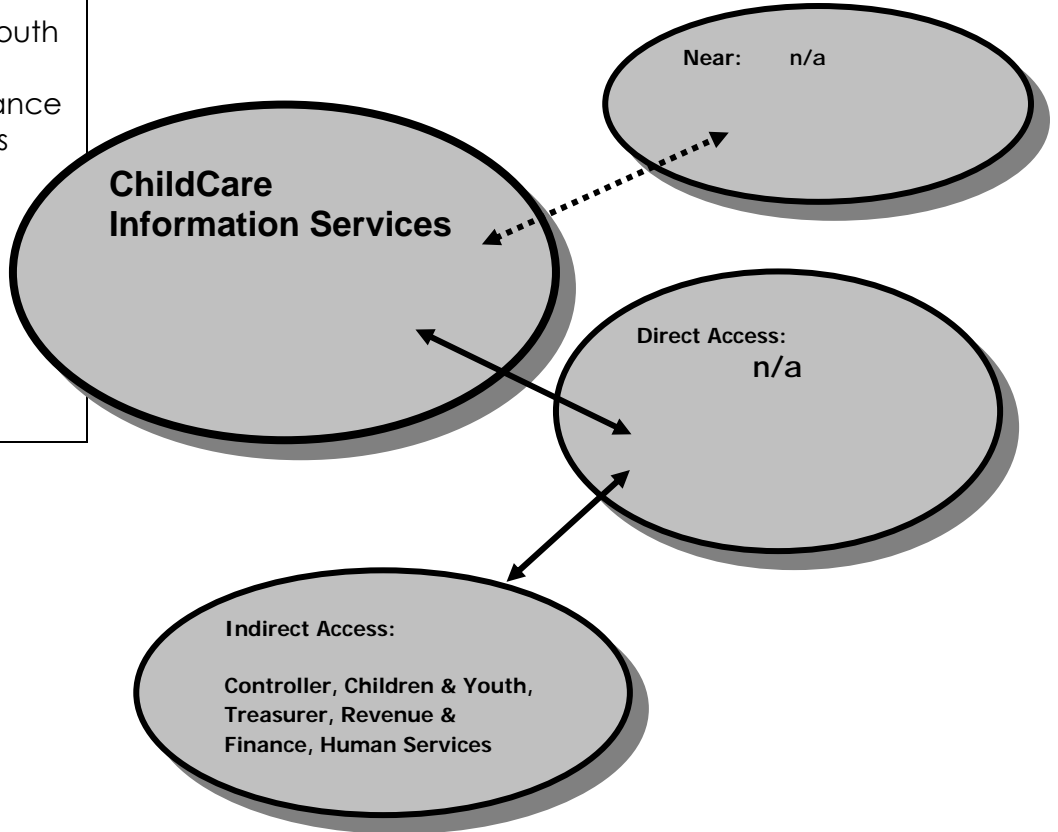


**ACCESS / ADJACENCY REQUIREMENTS**

(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
- 5. Human Services





**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 needs be provided for the clients to have space to fill out forms.
- There is sensitivity within the department; due to the fact children are involved.
- It would seem beneficial to have Human Services in the same building; however, they are pleased with their current space.

**FIVE YEAR PROJECTIONS\*:**

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

**\*Projected employee figures provided by department directors and, or deputy directors are merely projections and not necessarily approved by the Board of Directors.**

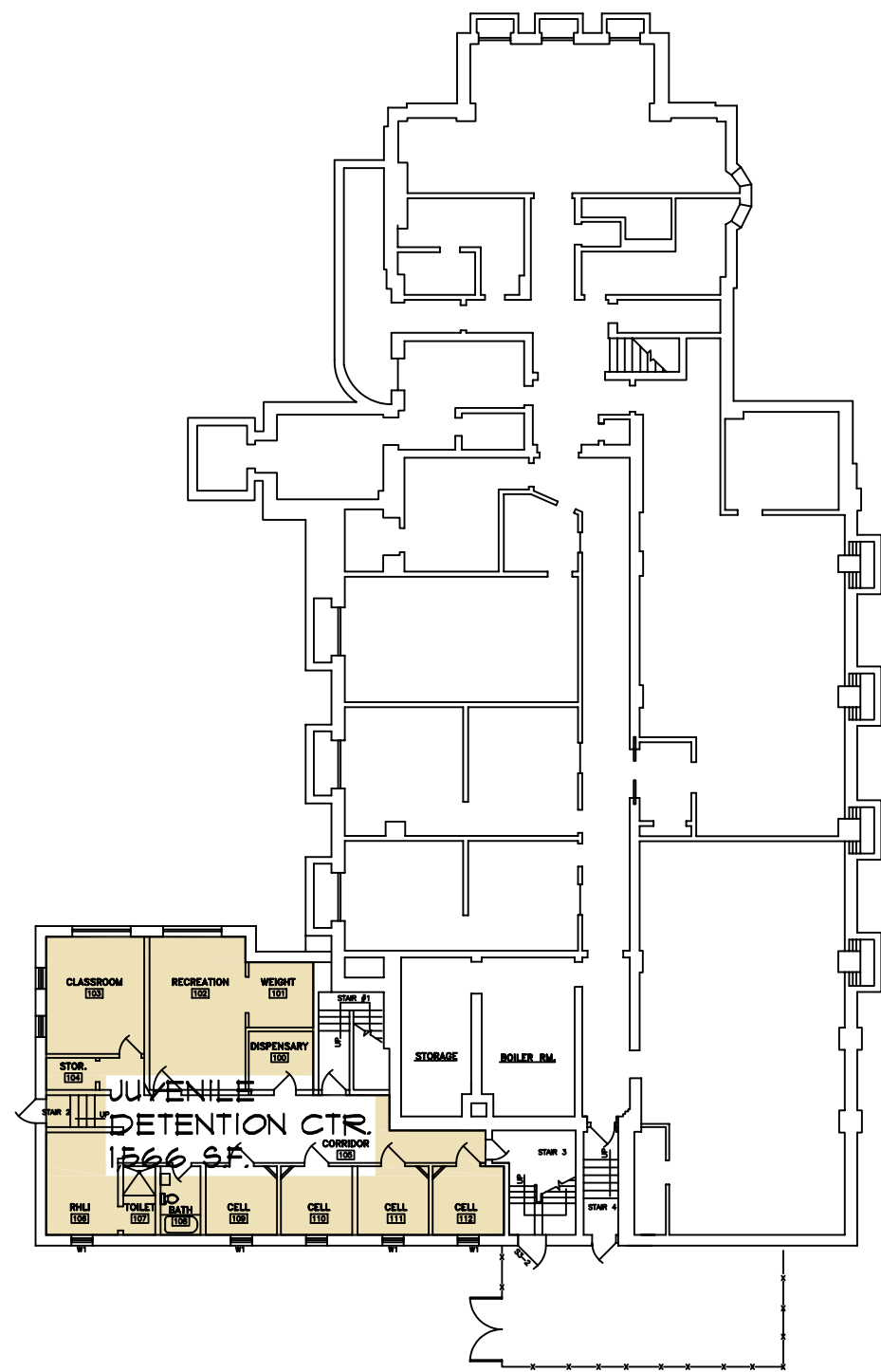


# JUVENILE DETENTION FLOOR AREA SUMMARY

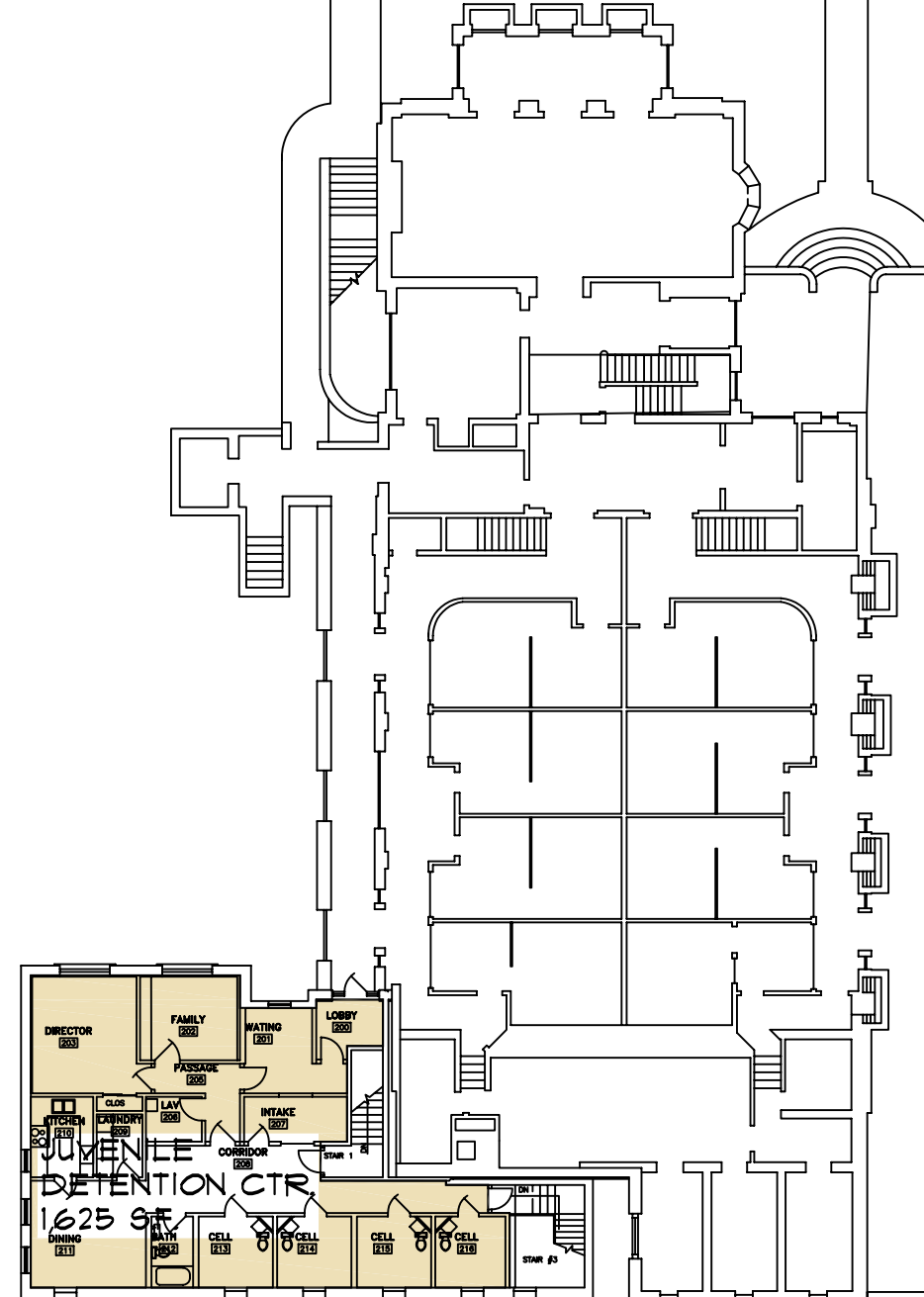
	LOWER LEVEL 1,566 SF.
	FIRST FLOOR 1,625 SF.

---

3,191 TOTAL SF.



LOWER LEVEL FLOOR PLAN



FIRST FLOOR PLAN

415 N. WASHINGTON AVENUE

NOT TO SCALE



JUVENILE DETENTION CENTER



415 N. WASHINGTON AVENUE


OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
B	415 North Washington Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	5	None	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Mulberry Street	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Additional fee, prorated on space leased	
Gas (UGI)		Additional fee, prorated on space leased	
Water (PA American Water)		Additional fee, prorated on space leased	
Sanitary Sewer (Scranton Sewer Authority)		Additional fee, prorated on space leased	
General Notes			
Public parking garage within 1 block.			
Approximately 10 employees park on street or pay for public parking.			





Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES**  
*L.L.C.*

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**







View of front of building from North Washington Avenue

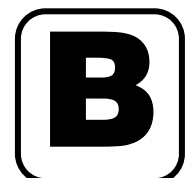


View of parking adjacent to building

the  
Palumbo  
group  
Architects &  
Interior Designers

BURKAVAGE DESIGN ASSOCIATES  
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
√	1			ACCESS TO PUBLIC: Yes. Security
√	1			FILE ROOM: all located in locker room -5 year
				BREAK ROOM: conference room is
√	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



**BURKAVAGE DESIGN ASSOCIATES** L.L.C.

ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**

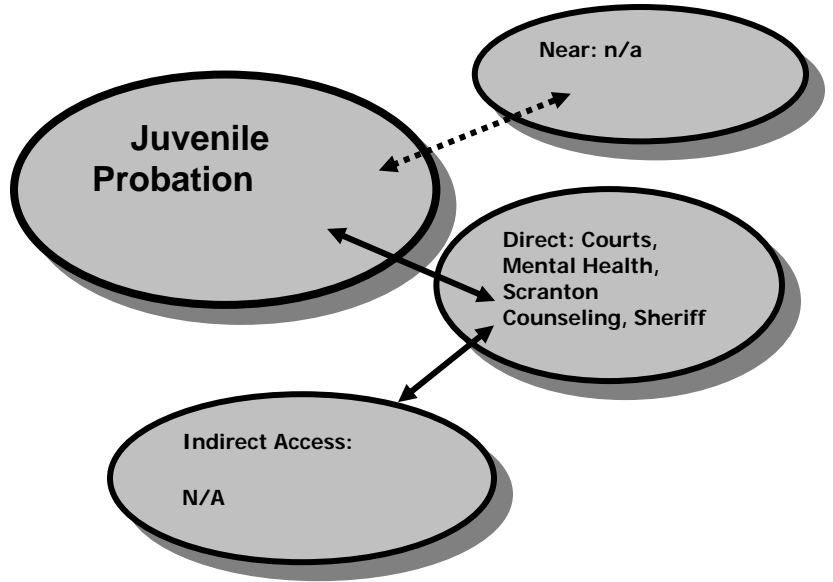


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

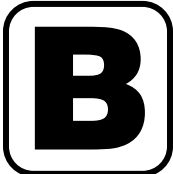
- 1. Mental Health
- 2. Scranton Counseling
- 3. Courts
- 4. Sheriffs



**the Palumbo group**  
Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LIC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

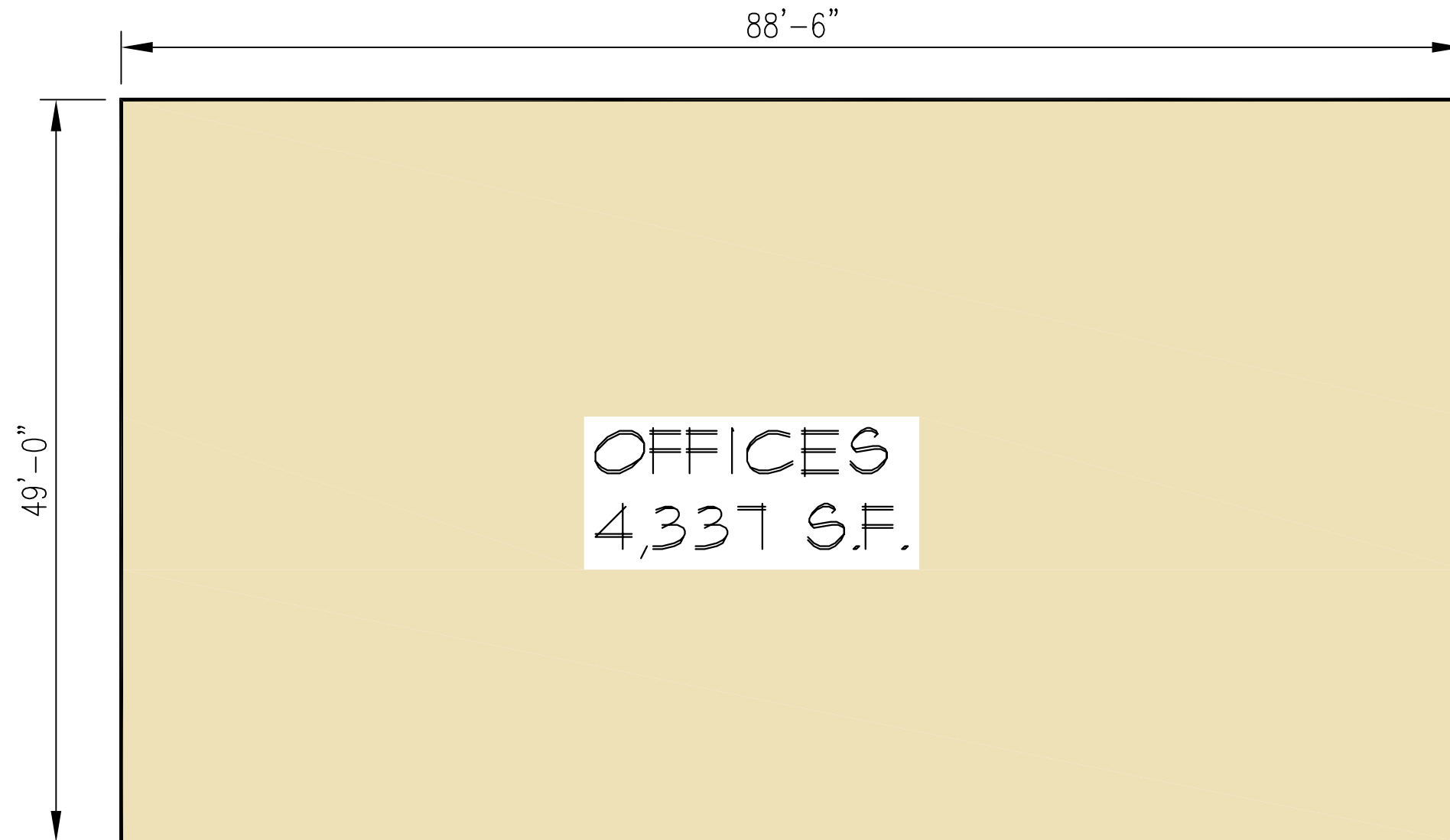
**Acker Associates, Inc.**



**GENERAL NOTES AND OBSERVATIONS:**

- Current schematic design of the facility indicates 32,000 square feet.
- They would like a conference room that can accommodate 4-6.
- Space is needed for a health examination room.
- A visitation area with glass is needed. This should accommodate 8-10 booths.
- Court room is needed with judge's chambers. Videoconferencing is needed for the court room.





SINGLE TAX OFFICE  
FLOOR AREA SUMMARY

 FIRST FLOOR PLAN  
4,337 S.F.

FIRST FLOOR PLAN  
441 WYOMING AVENUE  
NOT TO SCALE



441 WYOMING AVENUE  
OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
C	441 Wyoming Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	4	None	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Vine Street	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Included in base lease	
Gas (UGI)		Included in base lease	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (Scranton Sewer Authority)		Included in base lease	
General Notes			
Public parking garage within 1 block.			
Approximately 32 employees park on the street or pay for public parking.			





View of front of building from intersection of Wyoming Avenue and Vine Street



View of front of building from Wyoming Avenue





**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

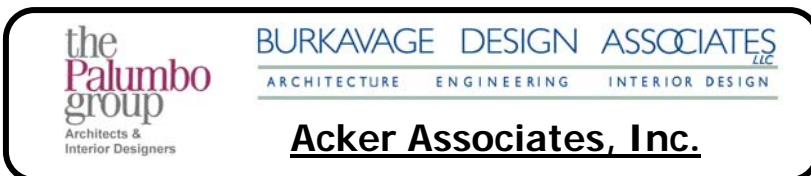
The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT		AGENCY	BUILDING	ADDRESS		FLOOR
County and Government		Single Tax Office		441 Wyoming Avenue Scranton PA		1
ADMINISTRATIVE CONTACT:				PHONE:		
Marilyn Vitall-Flynn – Director Interviewed				570.963.6506		
DEPARTMENT FUNCTION SUMMARY:				INTERVIEW DATE/ATTENDEES:		
Real Estate, Wage, Earned, Delinquent, and business privilege taxes				09.04.08                      KW/NH 10: a.m.		
STAFF/EXEC POSITION			Workstation	Check One:		
TITLE	QTY			OPEN OFFICE (cubicle)	CLOSED OFFICE	
Confidential	1				X	
Cashiers	4			X		
Chief Clerk	1				X	
Director	1				X	
Auditor	1				X	
(no titles listed)	28					
<b>Totals</b>		<b>36</b>				




<b>ANCILLARY SUPPORT SPACES – Jefferson Ave Location</b>				
(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)

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

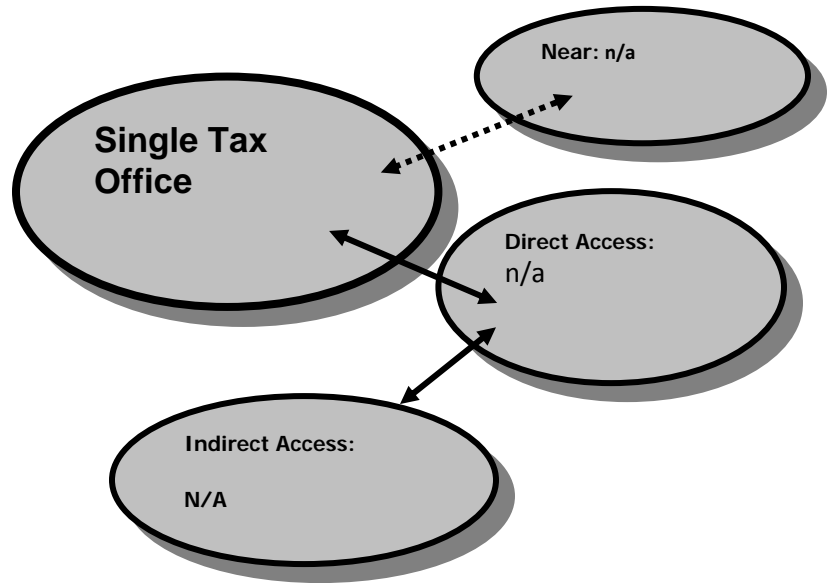


**ACCESS / ADJACENCY REQUIREMENTS**

(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.

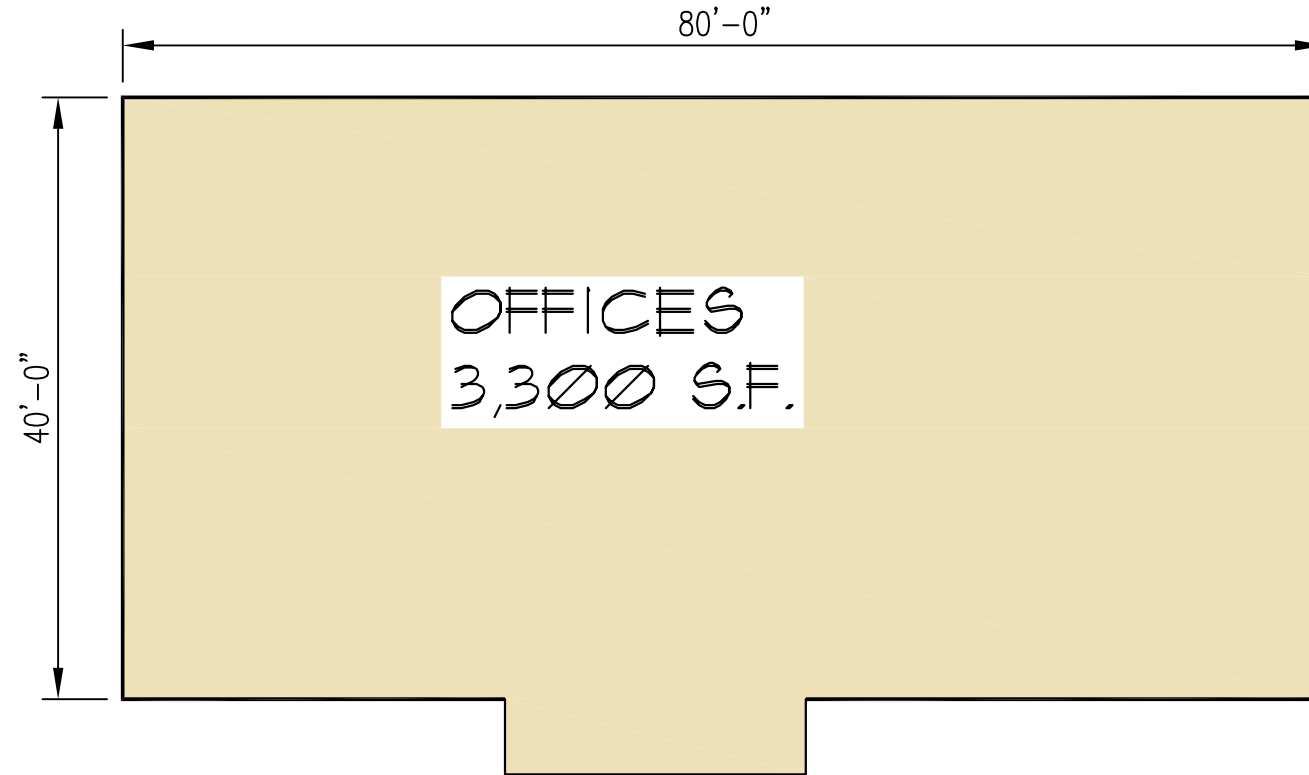


**Acker Associates, Inc.**



COMMISSION ON  
DRUG & ALCOHOL  
FLOOR AREA SUMMARY

OFFICES ON SECOND FLOOR  
3,300 S.F.



PARTIAL SECOND FLOOR PLAN

531 WYOMING AVENUE  
NOT TO SCALE



531 WYOMING AVENUE

OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
D	531 Wyoming Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	1	None	Area under building
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Wyoming Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Billed directly to County by PPL	
Gas (UGI)		Billed directly to County by UGI	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (Scranton Sewer Authority)		Included in base lease	
General Notes			
Separate lease with commission, not with County.			
Public parking garage within 3 blocks.			
Approximately 6 employees park on street or pay for public parking.			
Refuse collection included in base lease.			
Additional \$200/year fee for HVAC systems service			



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**BURKAVAGE DESIGN ASSOCIATES** LLC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

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View of front of building from Wyoming Ave.




View of front of building from 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	Commission on Drug and Alcohol Abuse	Jefferson Annex & Wyoming Ave.	135 Jefferson Avenue 531 Wyoming Avenue Scranton, PA	2 2
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Ann Marie Santarsiero-Executive Director (Interviewed)			570.963.6820 ext. 1501	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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	
<b>Totals</b>	<b>23</b>	<b>-</b>	<b>12</b>	<b>11</b>



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**BURKAVAGE DESIGN ASSOCIATES**  
llc

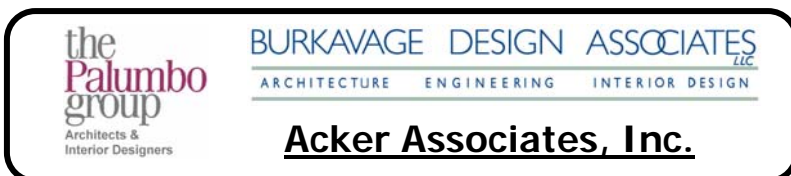
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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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: 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) *Curr. located in hallway None. In open area.

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.

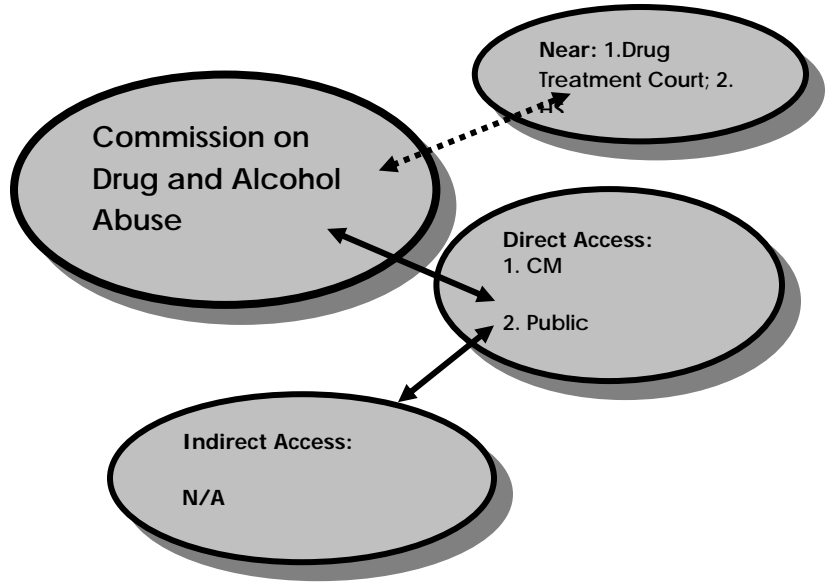




**ACCESS / ADJACENCY REQUIREMENTS**  
 (Please list below other departments or agencies that should be in proximity of your Department/Agency)

<b>DIRECT ACCESS</b>
1. Case Management (CM)
2. Public Access

<b>NEAR</b>
1. Drug Treatment Court-In Brix Building
2. Human Services (HS)- Currently upstairs.





## 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\*

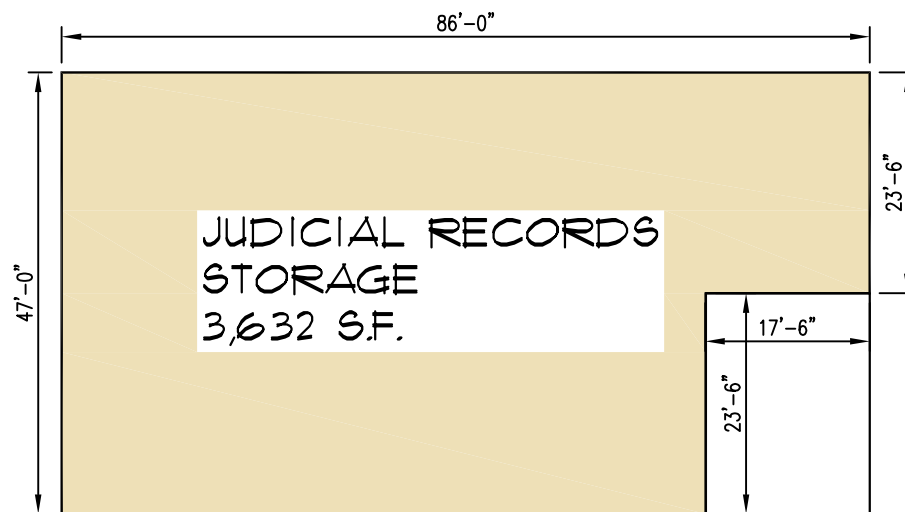
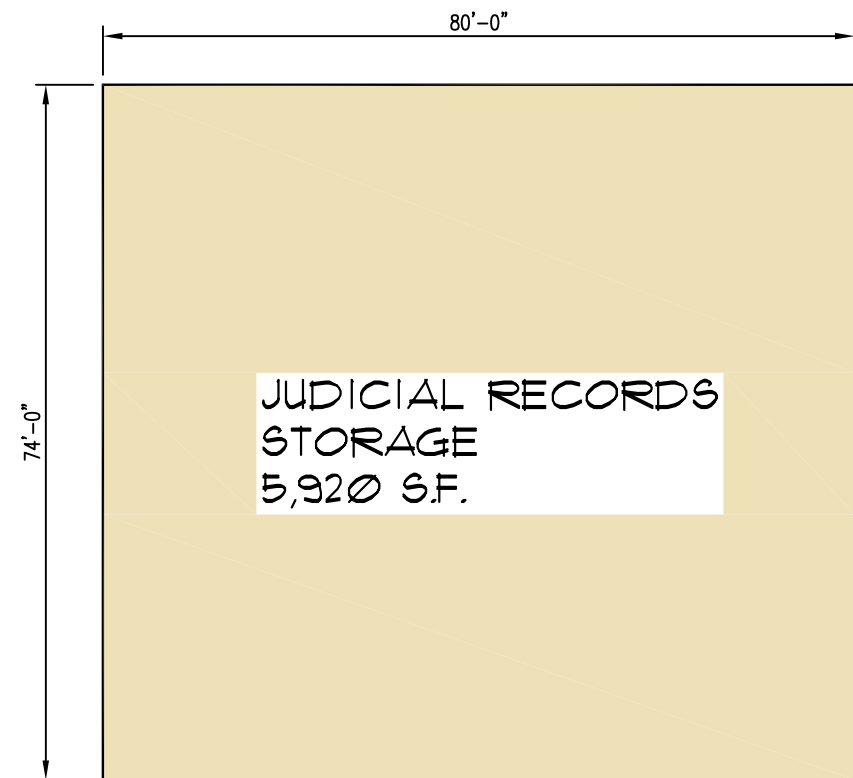
TOTAL EMPLOYEE PROJECTIONS FOR CASE MANAGEMENT (WYOMING AVE) : 3\*

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

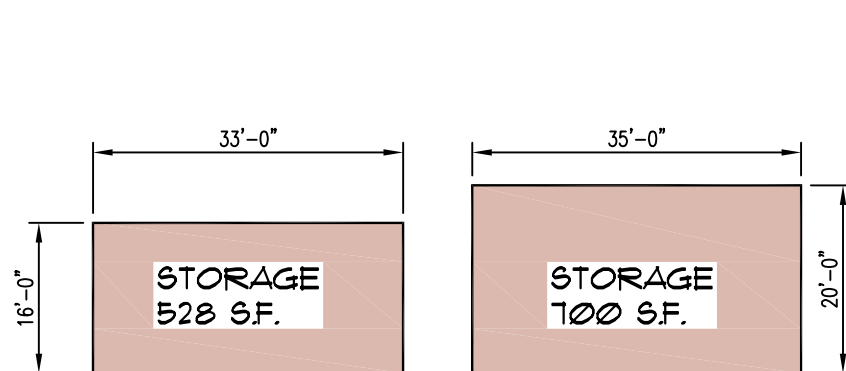


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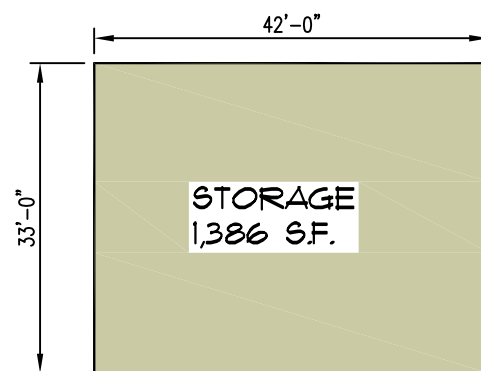




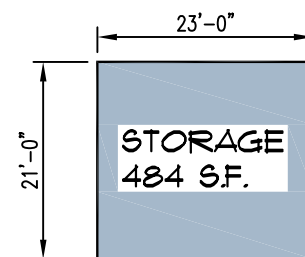
PARTIAL LOWER LEVEL FLOOR PLAN



RECORDER OF DEEDS



REGISTRAR OF WILLS



TAX ASSESSMENT

PARTIAL BASEMENT LEVEL FLOOR PLAN

541 WYOMING AVENUE

NOT TO SCALE

CLERK OF JUDICIAL RECORDS  
FLOOR AREA SUMMARY

LOWER LEVEL STORAGE  
9,552 S.F.

RECORDER OF DEEDS  
FLOOR AREA SUMMARY

BASEMENT LEVEL STORAGE  
1,228 S.F.

REGISTRAR OF WILLS  
FLOOR AREA SUMMARY

BASEMENT LEVEL STORAGE  
1,386 S.F.

REGISTRAR OF WILLS  
FLOOR AREA SUMMARY

SUB-BASEMENT LEVEL STORAGE  
484 S.F.

12,650 TOTAL S.F.



541 WYOMING AVENUE

OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
E	541 Wyoming Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
1	None	None	Area under building
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		Bus Stop in front of building	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Included in base lease	
Gas (UGI)		Included in base lease	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (Scranton Sewer Authority)		Included in base lease	
General Notes			
Storage areas only.			





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View of front of building from Wyoming Avenue

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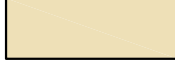
BURKAVAGE DESIGN ASSOCIATES LIC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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PUBLIC WORKS /  
BUILDINGS & GROUNDS  
FLOOR AREA SUMMARY

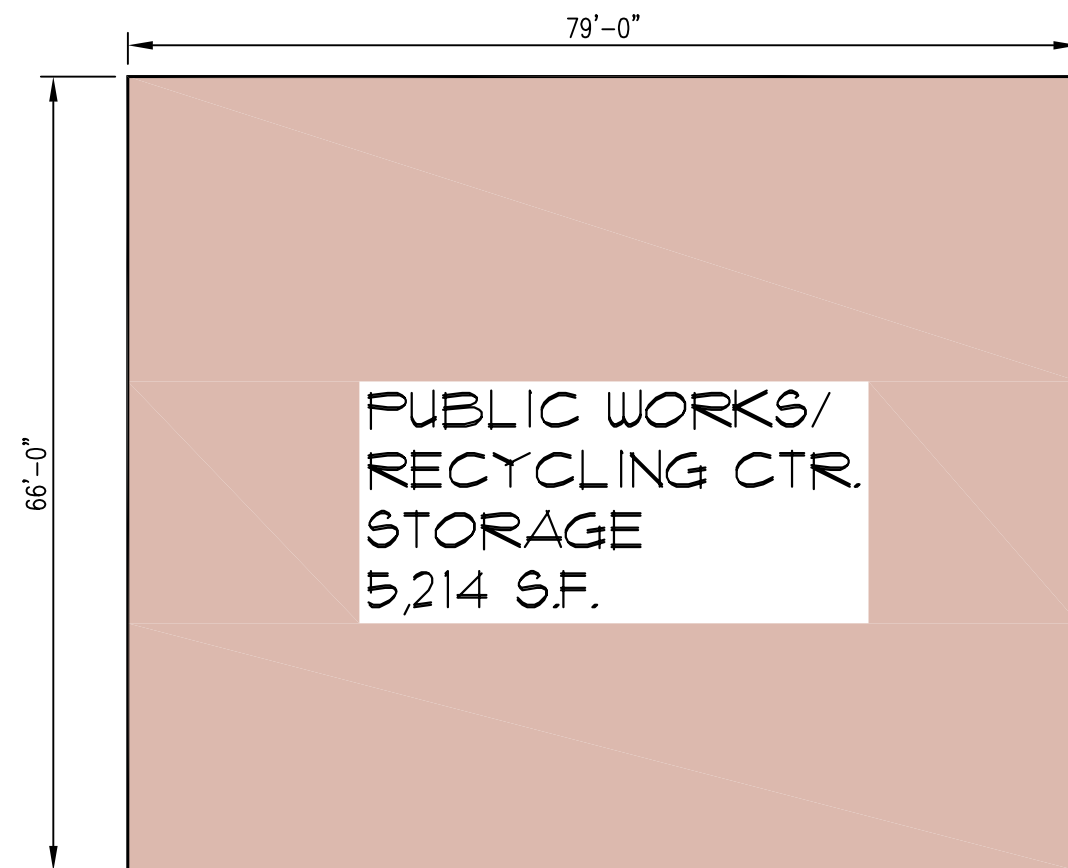
	LOWER LEVEL STORAGE 5,214 S.F.
	FIRST FLOOR STORAGE 4,752 S.F.
<hr/> <hr/>	
9,966 TOTAL S.F.	



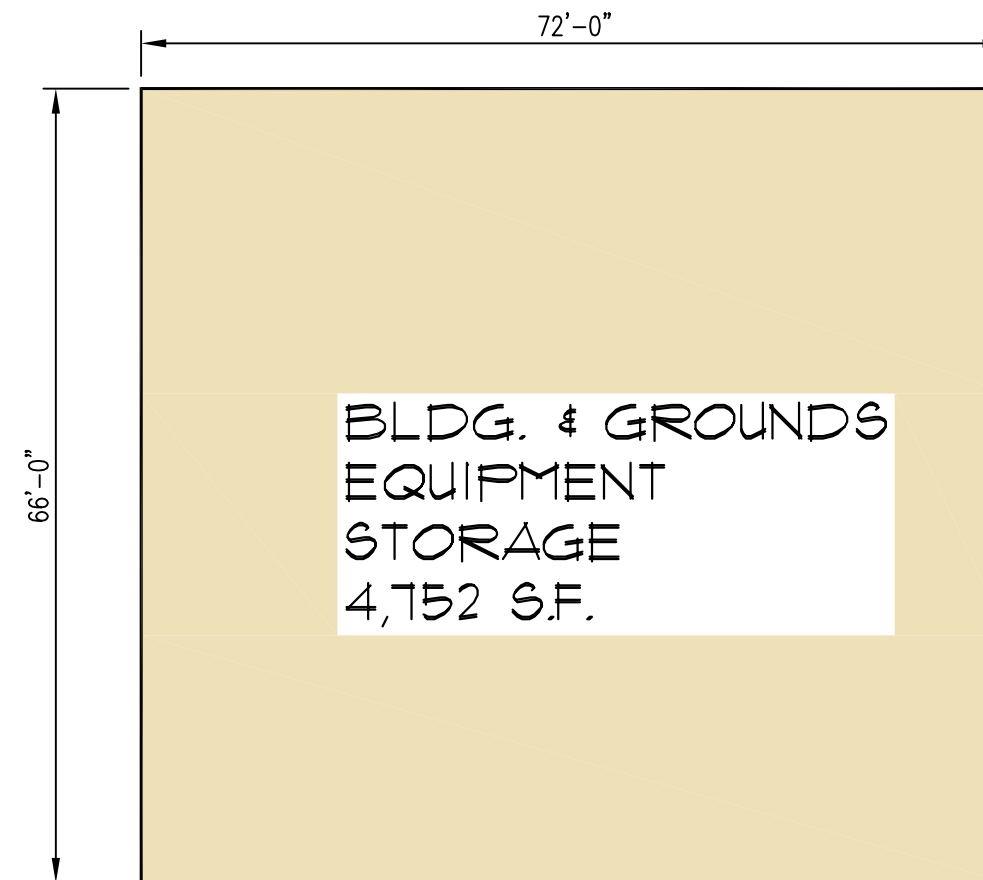
SCARTELLI BUILDING



614 MULBERRY STREET



PARTIAL LOWER LEVEL FLOOR PLAN



PARTIAL FIRST FLOOR PLAN

614 MULBERRY STREET

NOT TO SCALE

OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
F	614 Mulberry Street	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	Inside off Kressler Court
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Adams Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Billed directly to County	
Gas (UGI)		Billed directly to County	
Water (PA American Water)		Billed directly to County	
Sanitary Sewer (Scranton Sewer Authority)		Billed directly to County	
General Notes			
Storage areas only.			



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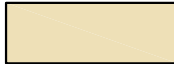
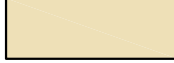



View of side of building from Mulberry Street



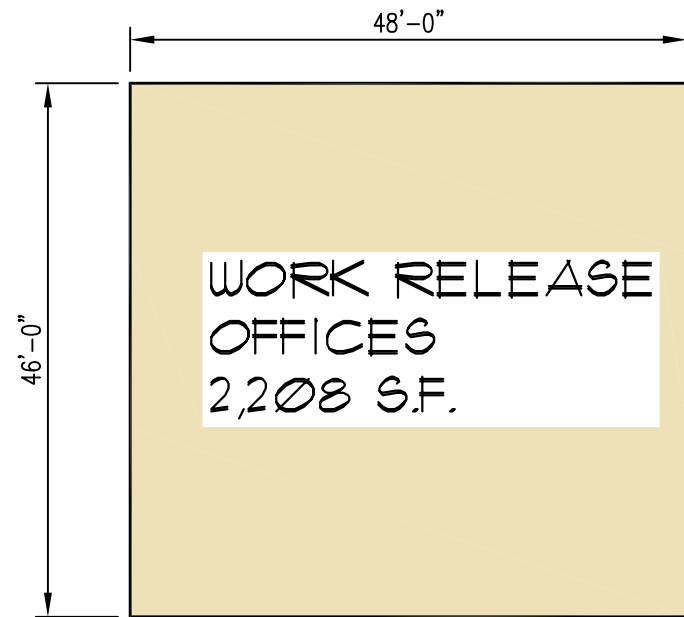
View of back of building from Kressler Court(alley)

## WORK RELEASE FLOOR AREA SUMMARY

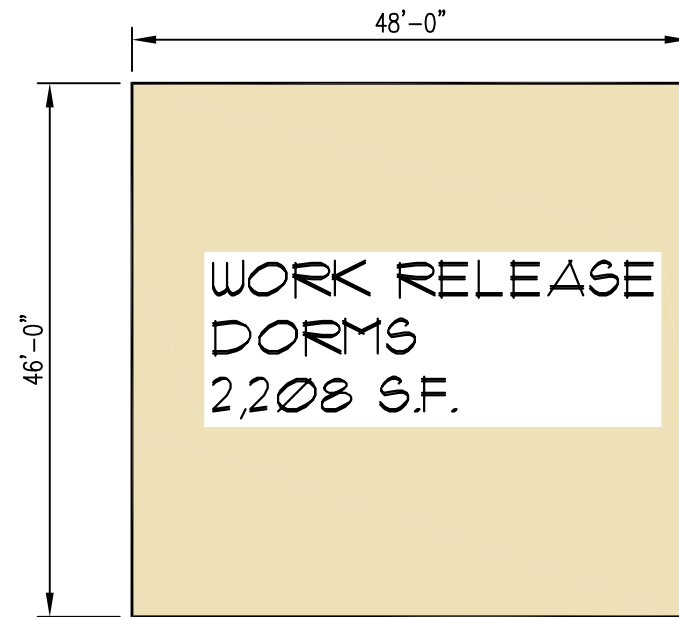
-  FIRST FLOOR OFFICES  
2,208 SF.
-  SECOND FLOOR DORMS (3)  
2,208 SF.
-  THIRD FLOOR DORMS (3)  
2,208 SF.

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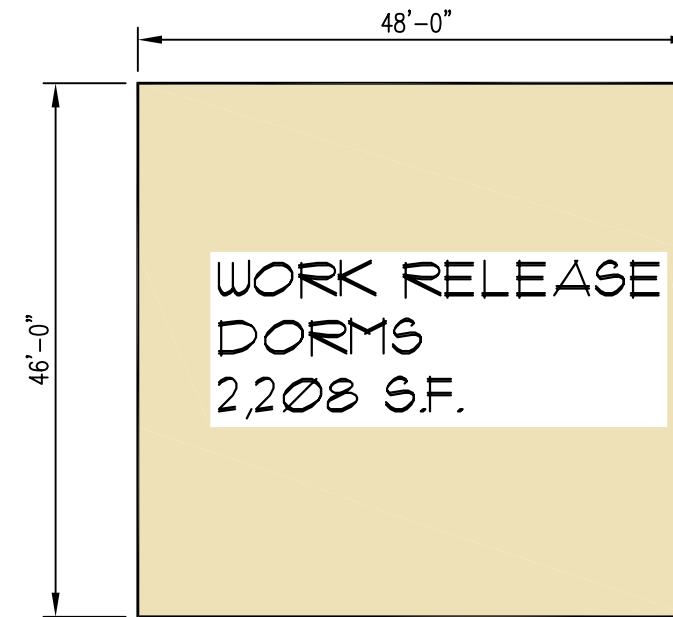
6,624 TOTAL SF.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



THIRD FLOOR PLAN

614 SPRUCE STREET

NOT TO SCALE



614 SPRUCE STREET

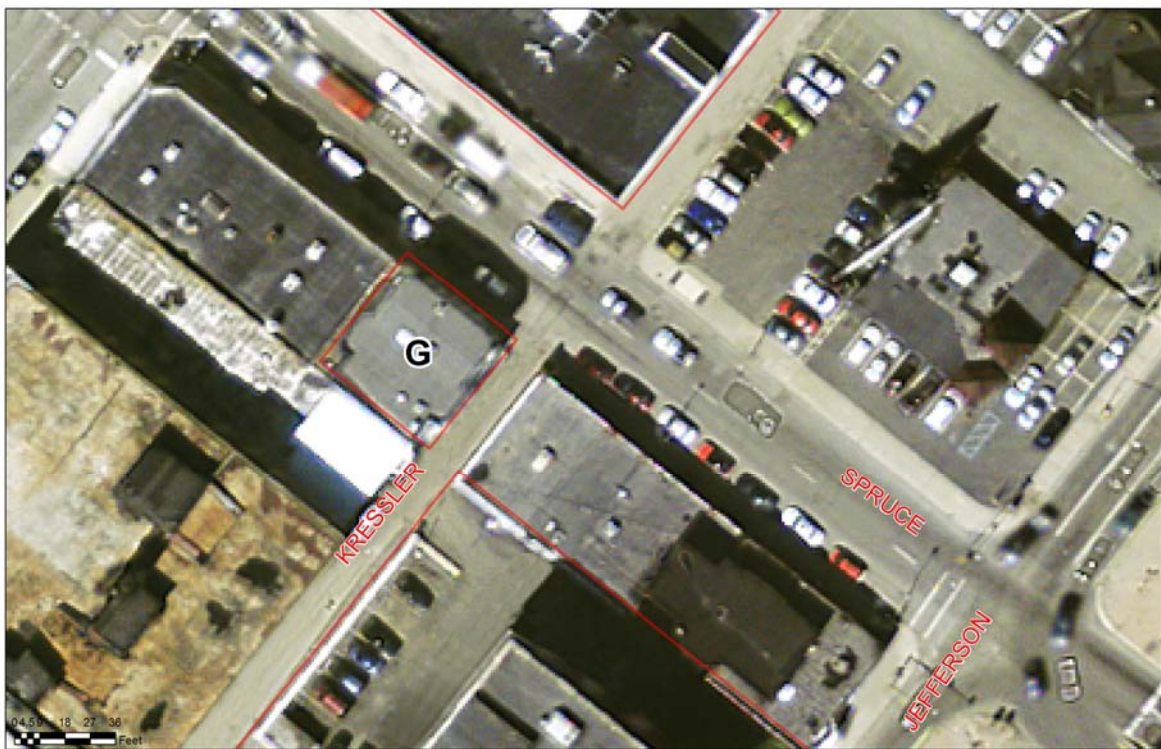
OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
G	614 Spruce Street	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Adams Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Lease not available for review	
Gas (UGI)		Lease not available for review	
Water (PA American Water)		Lease not available for review	
Sanitary Sewer (Scranton Sewer Authority)		Lease not available for review	
General Notes.			
Public parking garage within 2 blocks.			
Approximately 14 employees park on street or pay for public parking.			



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View of front of building from Spruce Street



View of front of building from Spruce Street

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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	Work Release	Jefferson Annex & 614 Spruce Street	135 Jefferson Avenue 614 Spruce Street Scranton, PA	LL 1
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Thomas Needham-Program Administrator Rick Horan- Work Release Director				
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Work Release, House Arrest, Recycling Center			07.28.08 1:00 KW/NH/SH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Resident Manager	10		x	
Assistant Director	1		x	
Bookkeeper/Secretary	1		x	
Resident Manager Recycling	2		They have offices at Center	
Work Release Director	1			*X
House Arrest Director	1			*X
Programs Administrator	1			*X
<b>Totals</b>	<b>17</b>	<b>-</b>	<b>12</b>	<b>3</b>

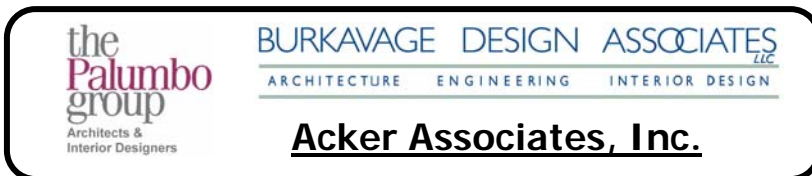
\*Located on Lower Level Jefferson Ave Annex

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ARCHITECTURE ENGINEERING INTERIOR DESIGN

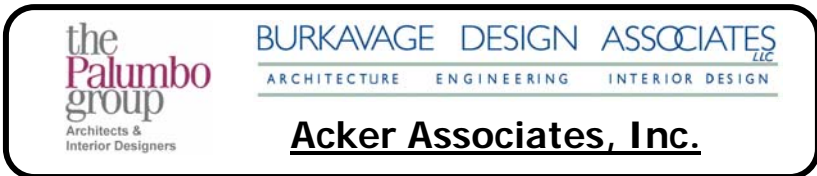
**Acker Associates, Inc.**



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: 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:

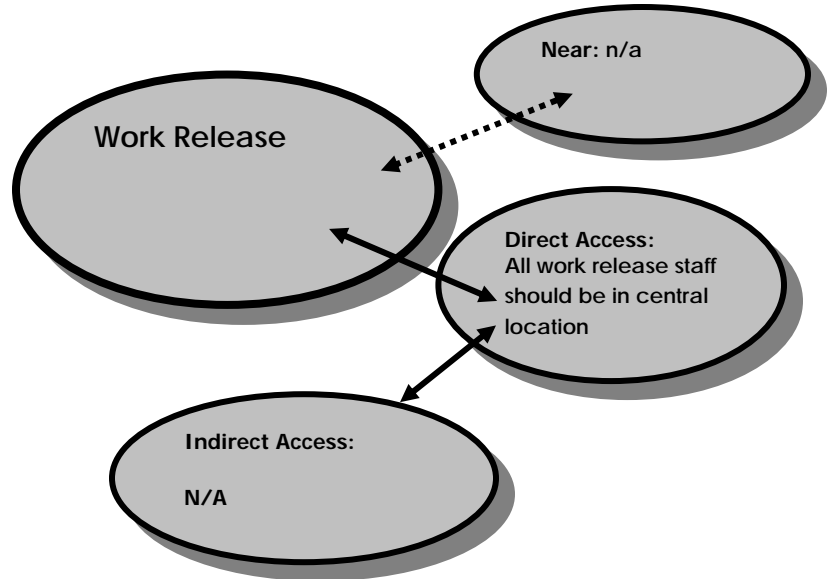


**ACCESS / ADJACENCY REQUIREMENTS**

(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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**Acker Associates, Inc.**





GENERAL NOTES AND OBSERVATIONS:

**Jefferson Ave Location**

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

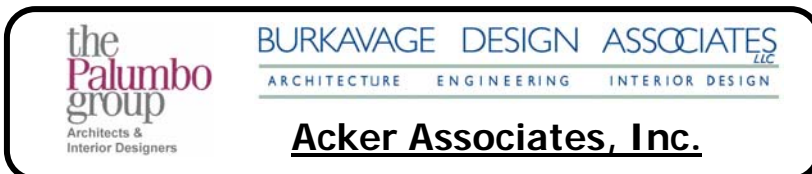
**Spruce Street Location**

- 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.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# COORDINATED TRANSPORTATION FLOOR AREA SUMMARY

	COORDINATED TRANSPORTATION 10,931 G.S.F.
	COLTS 43,587 G.S.F.

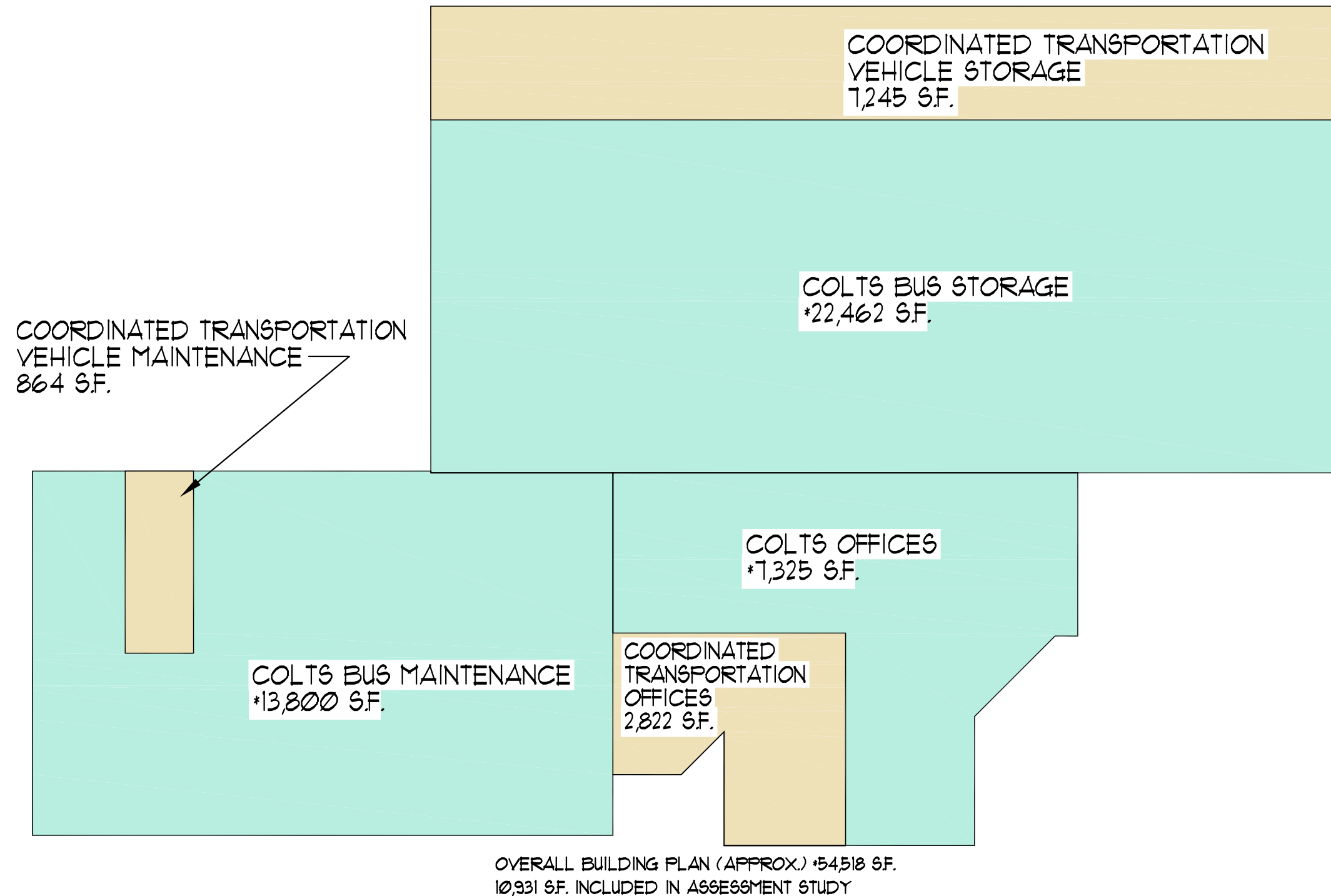
54,518 TOTAL G.S.F.

\*S.F. TOTALS FOR THESE AREAS  
ARE NOT INCLUDED IN THE  
BUILDING TOTALS IDENTIFIED  
IN THIS REPORT.



800 NORTH SOUTH ROAD

OCTOBER, 2008



800 NORTH SOUTH ROAD  
NOT TO SCALE



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
H	800 North South Road	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	50 +	2 +	1 loading dock
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		On site	
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
General Notes			
Bus parking, washing and maintenance located on site.			
New office addition completed in 2007.			



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Front view of building taken from parking lot



View of garage and repair bays







**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
John Tomcho- Manager (Interviewed)			570.963.6795	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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		-	-
<b>TOTALS</b>	<b>35</b>		<b>6</b>	<b>4</b>

\* 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.
				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.

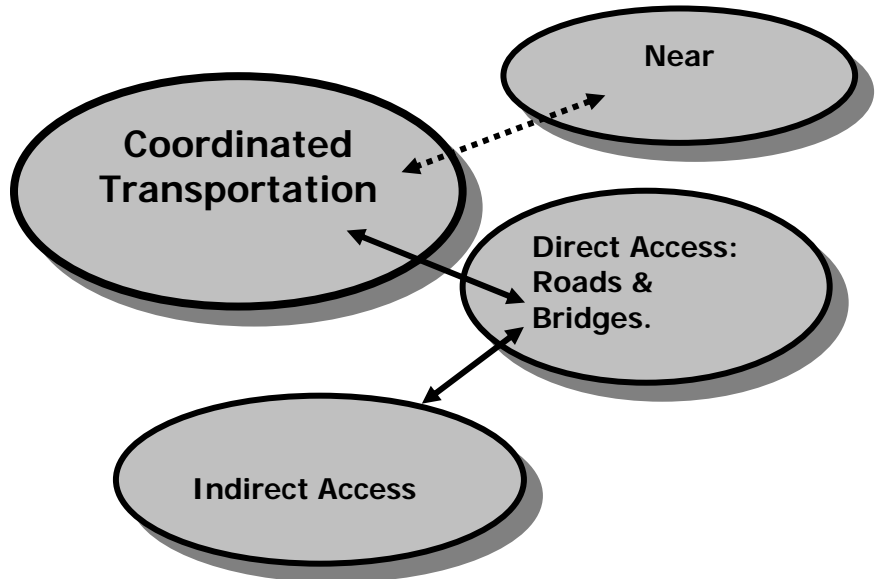


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

1. Roads & Bridges.\*



\* 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.



**Acker Associates, Inc.**



**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.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Directors.**



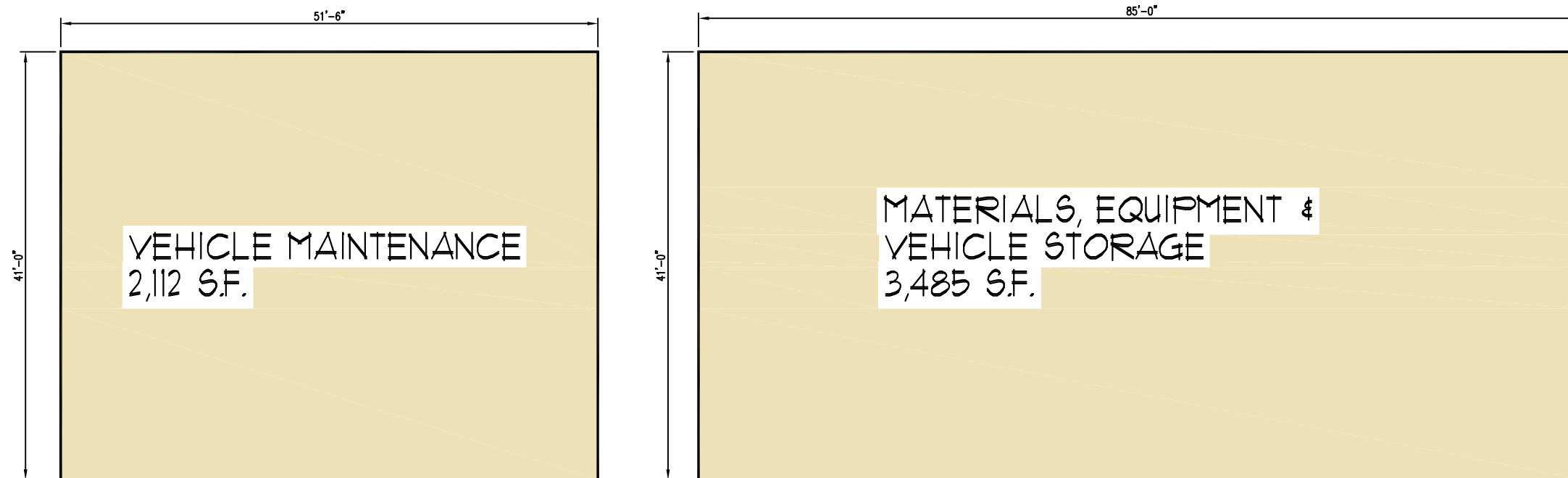
**Acker Associates, Inc.**





# ROADS & BRIDGES FLOOR AREA SUMMARY

 ROADS & BRIDGES  
5,597 S.F.



ROADS & BRIDGES



901 ENTERPRISE DRIVE  
ROADS & BRIDGES

OCTOBER, 2008

LACKA. CTY. PUBLIC SERVICE BUILDING  
ROADS & BRIDGES  
5,597 S.F.

## 901 ENTERPRISE DRIVE – ROADS & BRIDGES

NOT TO SCALE



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

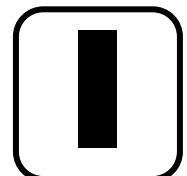
Reference	Name / Address	Municipality	ADA Accessibility
I	901 Enterprise Drive	Dickson City	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	23 +	2	1 loading dock
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		3 block on Main Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Billed directly to County	
Gas (UGI)		Billed directly to County	
Water (PA American Water)		Billed directly to County	
Sanitary Sewer (LRBSA)		Billed directly to County	
General Notes			
Only part of this building is leased to the County.			



the  
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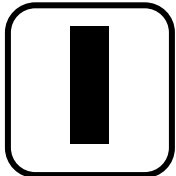




View of front of building from entrance driveway



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)

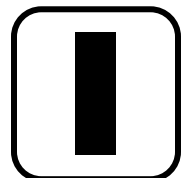
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

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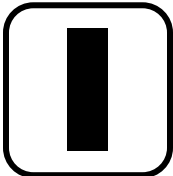
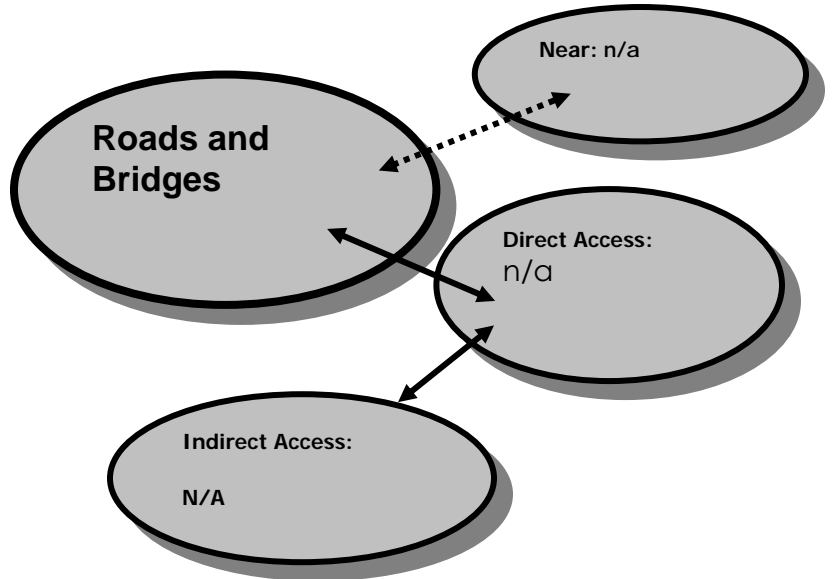


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

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



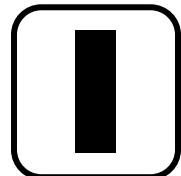
#### GENERAL NOTES AND OBSERVATIONS:

- 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.

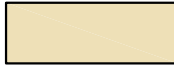
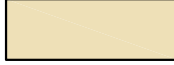
#### FIVE YEAR PROJECTIONS\*:

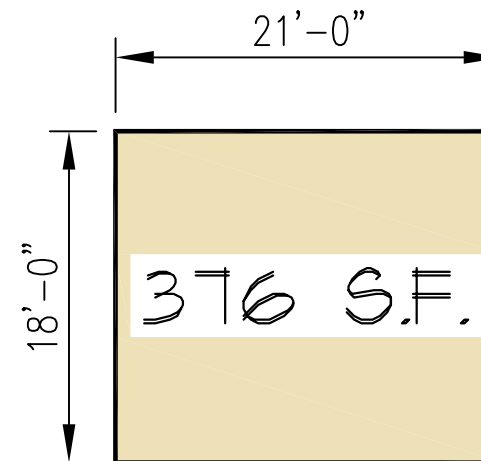
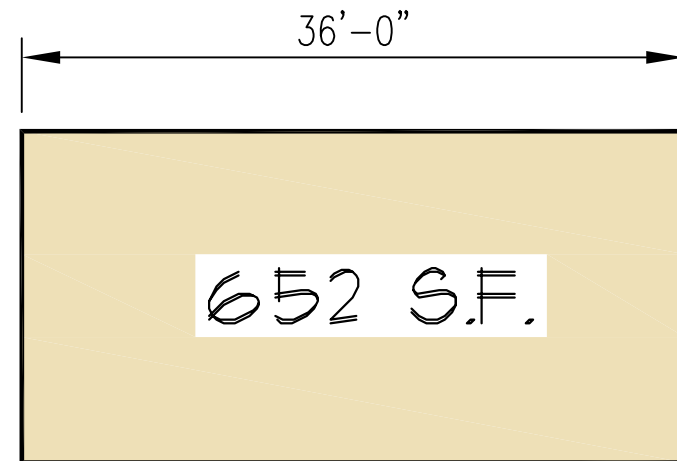
- 2013 they will need two (2) more employees\*. They will need a mechanic and a driver laborer due to inspection service.
- They need approximately 15000 square foot building for service and storage. (6) bays for parking and (3) for maintenance. Note: The recycling truck will be parked in this garage 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.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Directors.**



CHILDREN & YOUTH SERVICES  
VISITATION HOUSE  
FLOOR AREA SUMMARY

	FIRST FLOOR 652 SF.
	SECOND FLOOR 376 SF.
<hr/>	
1,028 TOTAL SF.	



FIRST FLOOR PLAN

SECOND FLOOR PLAN

1346 WYOMING AVENUE

NOT TO SCALE



1346 WYOMING AVENUE

OCTOBER, 2008






**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
J	1346 Wyoming Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		1 Block on Wyoming Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
General Notes			
Building is in middle of extensive remodeling in October 2008 It appears the building will have parking and ADA Accessibility once work is completed			





Architects & Interior Designers

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View of building from Wyoming Avenue looking southwest

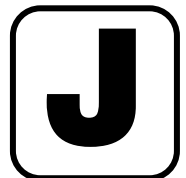


View of building from Wyoming Avenue looking northeast

**the Palumbo group**  
Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LIC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**







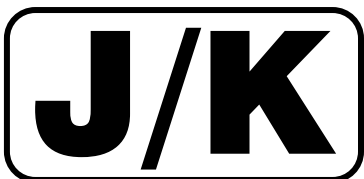
**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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	
Human Services	Children and Youth Services (CYS)	Administration	200 Adams Avenue Scranton, PA	4 <sup>th</sup> & 5 <sup>th</sup>	
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>		
Bill Browning-Director (Interviewed) Kerry Holmes (Interviewed) Debbie Marichak (Interviewed)			570.963.6781 ext. 1113		
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE:</b>		
Foster home program, work with Family Court for mediation and court intervention, and OCYF & PCYA			07.22.08 & 07.30.08 KW/NH		
<b>STAFF/EXEC POSITION</b>				<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>	<b>FLR</b>	<b>Work Station</b>	<b>OPEN OFFICE</b>	<b>CLOSED OFFICE</b>
Accountant I	1	4		X	
Administrative Assistant II	1	4			X
Assistant Administrator	1	4			X
Administrator Officer (Fiscal QA)	1	4			X
Caseworker II	65	4		X	
<b>Caseworker II</b>	<b>2</b>	<b>Located at Trolley Museum.</b>		X	
Caseworker II	3	5		X	
<b>Caseworker II</b>	<b>2</b>	<b>Located at Brixx Bldg.</b>		X	
Caseworker Manager	2	4			X
Caseworker Supervisor	10	4			X
Caseworker Supervisor	1	5			X
Clerk Stenographer III	1	4		X	
Clerk Typist II	7	4		X	
Clerk Typist III	2	4		X	
Clerk Typist III	1	5		X	
CYS Administrator II	1	4			X

**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.

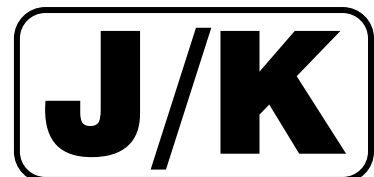


TITLE	QTY	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director of Courts	1	4			X + Table
Fiscal Tech	3	4		X	
Fiscal Assistant	1	4		X	
Fiscal Officer II	1	4			X
Homemaker	3	4		X	
Homemaker	1	5		X	
Program Specialist (Civil Asst.)	1	4-Shared		X	
Social Service Aide	10	4		X	
Social Service Aide	1	5		X	
Solicitor	1	4			X
<b>TOTAL</b>	<b>120</b>	<b>120-Includes 5 at Visitation House-1346 Wyoming Avenue , 108 on 4<sup>th</sup> floor of Administration Building, 7 on 5<sup>th</sup> floor of Administration Building. Additional CYS Caseworker IIs are in the Brixx Building (2), and at the Trolley Museum (2).</b>		<b>100</b>	<b>20</b>



**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

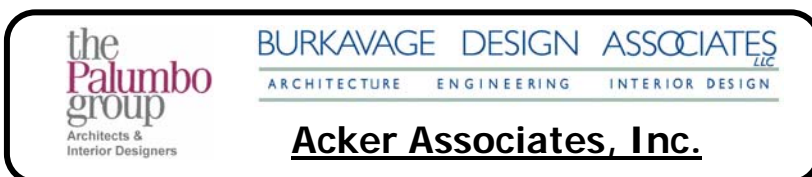
**Acker Associates, Inc.**





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
				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 2<sup>nd</sup> floor Administration Building.  
Proximity is adequate.

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

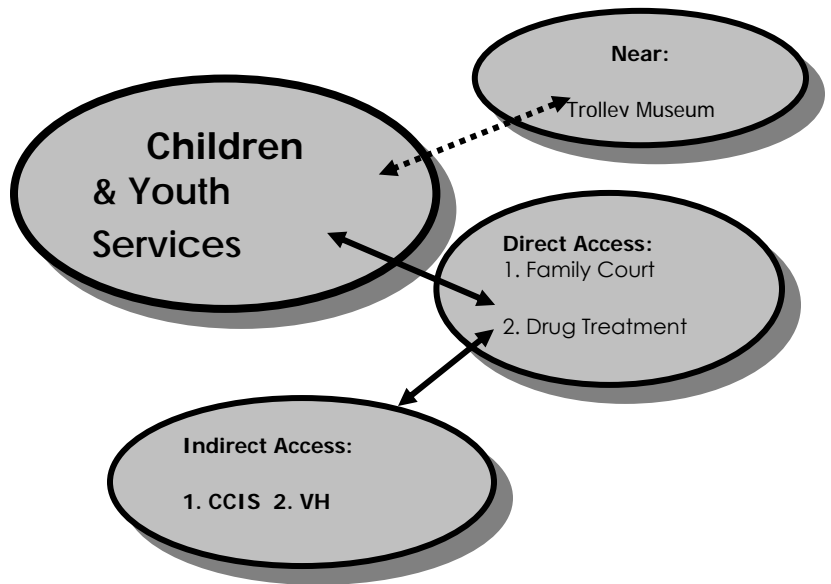
**INDIRECT**

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

2. **Visitation House (VH)**

**NEAR**

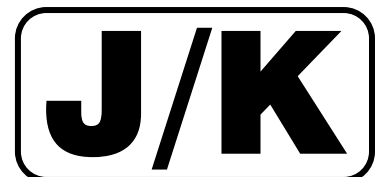
1. **Trolley Museum**-  
Caseworkers (CYS).



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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 in 2008.
- 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 for conferences.

## 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.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

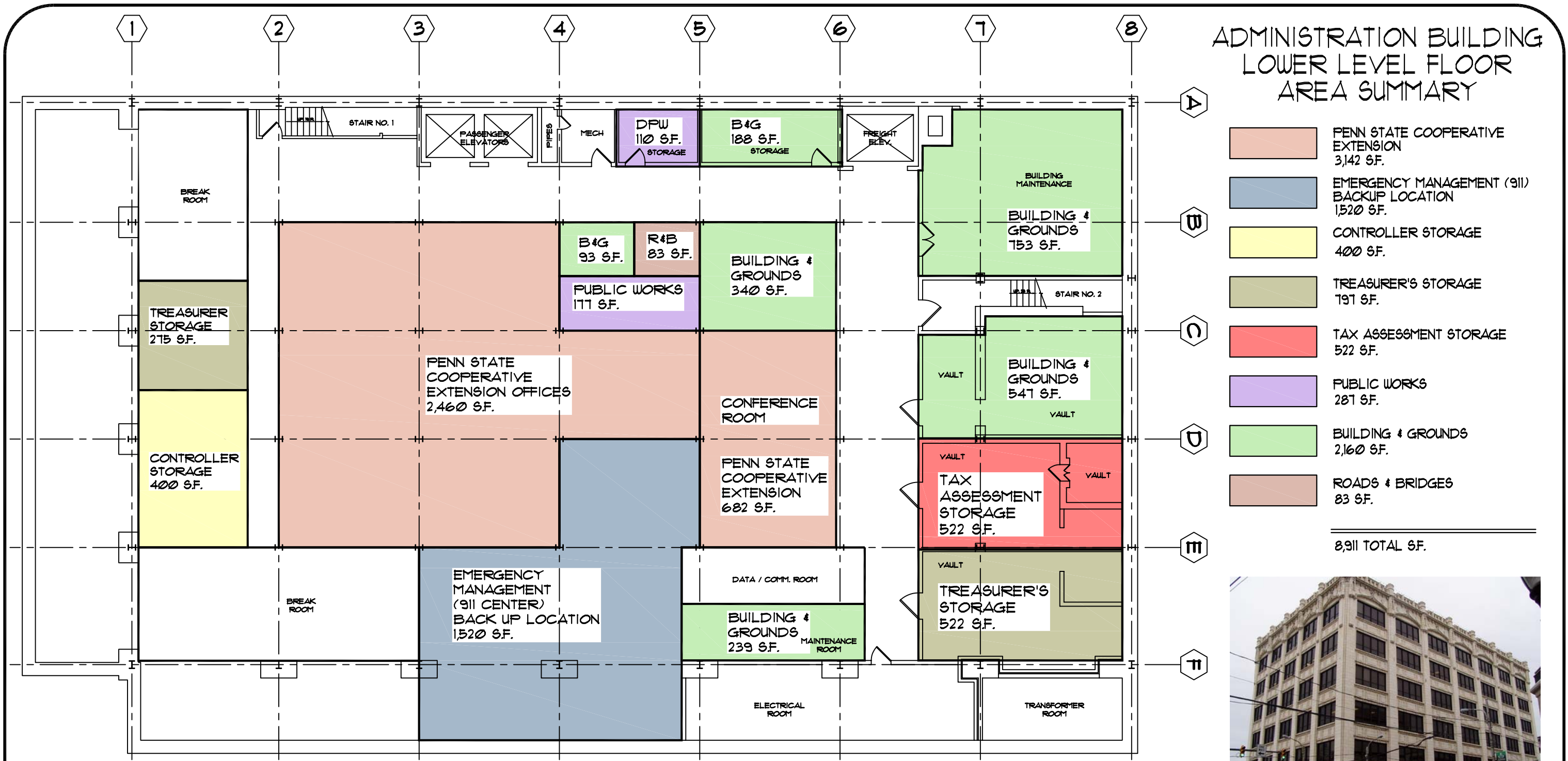
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**J/K**





### ADMINISTRATION BUILDING LOWER LEVEL FLOOR AREA SUMMARY

	PENN STATE COOPERATIVE EXTENSION 3,142 SF.
	EMERGENCY MANAGEMENT (911) BACKUP LOCATION 1,520 SF.
	CONTROLLER STORAGE 400 SF.
	TREASURER'S STORAGE 797 SF.
	TAX ASSESSMENT STORAGE 522 SF.
	PUBLIC WORKS 287 SF.
	BUILDING & GROUNDS 2,160 SF.
	ROADS & BRIDGES 83 SF.
<hr/>	
8,911 TOTAL SF.	

LOWER LEVEL FLOOR PLAN - 15,640 G.S.F.  
**ADMINISTRATION BUILDING**  
NOT TO SCALE



ADMINISTRATION BUILDING  
OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

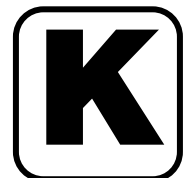
Reference	Name / Address	Municipality	ADA Accessibility
K	Administration Building, 200 Adams Ave	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	1 loading area
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		Across street on Adams Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
General Notes			
Public parking garage within 1 block.			
Approximately 300 employees park on street or pay for public parking.			



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View of building from intersection of Spruce and Adams Ave.

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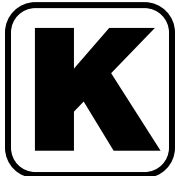


### FACILITIES INVENTORY AND NEEDS ASSESSMENT

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
Public Works	Building and Grounds	Administration 614 Mulberry	Scranton PA	LL
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Hank Peters (Interviewed)			570.963.6490	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Maintenance, cleaning, and preservation of county land and buildings.			09.05.08                      KW/NH 1:30	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			x
Administration Assistant	1		x	
Nightshift Foreman	1			
Recycling	1			
Maintenance Dayshift	6			
Maintenance Nightshift	8			
Carpenter	1			
Electrician	2			
HVAC	1			
Landscaper	1			
Totals	23			

 <p style="margin: 0;">the Palumbo group Architects &amp; Interior Designers</p>	<p style="margin: 0; font-weight: bold;">BURKAVAGE DESIGN ASSOCIATES <small>LLC</small></p> <p style="margin: 0; font-size: small;">ARCHITECTURE    ENGINEERING    INTERIOR DESIGN</p> <p style="margin: 5px 0 0 0; font-weight: bold; font-size: 1.2em;"><u>Acker Associates, Inc.</u></p>
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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: 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



**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



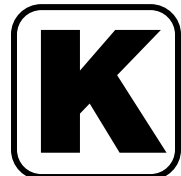
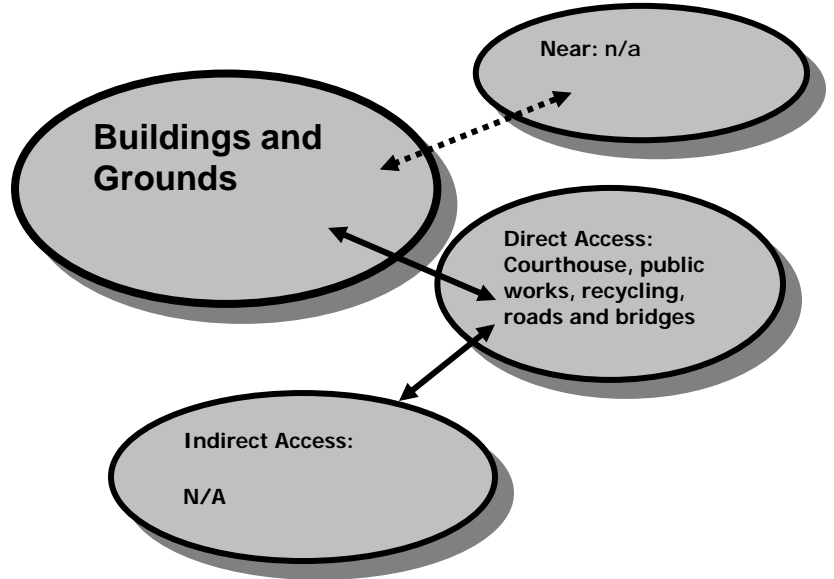


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

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



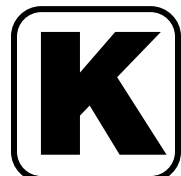
**GENERAL NOTES AND OBSERVATIONS:**

- They currently have storage in 614 Mulberry Street for all lawnmowers, golf carts, small snow plows etc. These should 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.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**





**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.

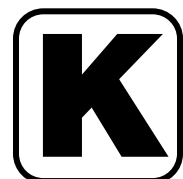
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Education and the Arts	Penn State Cooperative Extension.	Administration	Scranton, PA	LL
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Terry Schettini-Director (Interviewed)			570.963.6842 ext. 1380	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>	<b>SQ. FT.</b>	<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
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	
<b>TOTALS</b>	<b>18</b>	<b>2275</b>	<b>6</b>	<b>12</b>

**NOTE:** Would like all people in one space.

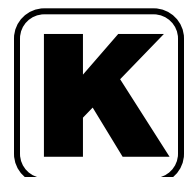
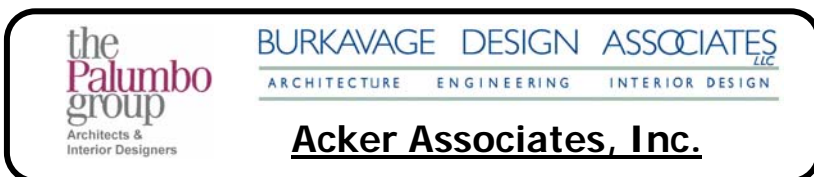
**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**



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 for 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.

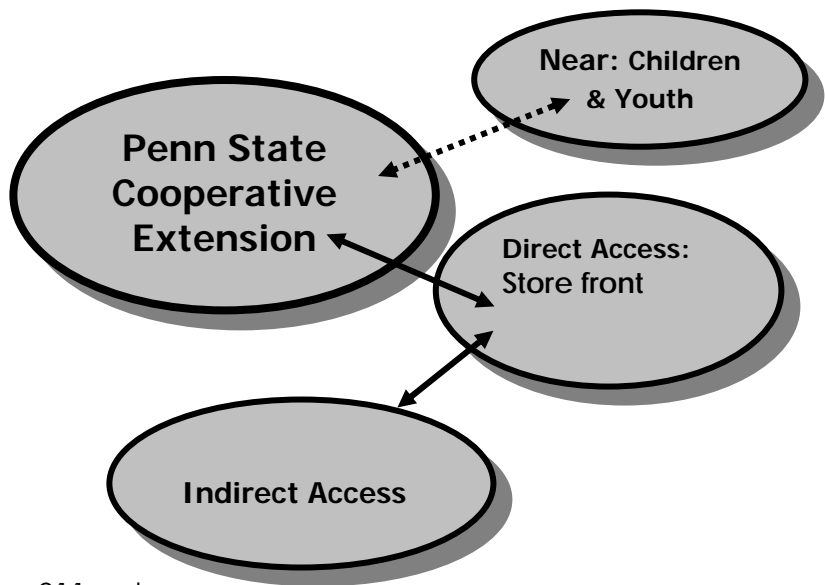





SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Satellite on roof-owned by PSU
				Evening and weekend access with badges. Guards until 12:00am
				Kitchen.
				Classrooms with satellite capability and internet conference capabilities.
				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. Street Store Front
2.
INDIRECT
1.
2.
NEAR
1. Children and Youth
2.



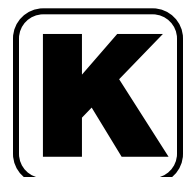
- Is official E.O.C. and has backup 911 system



**BURKAVAGE DESIGN ASSOCIATES** L.L.C.

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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.<br>How to buy and cook healthy food. | (5.) Preventative Science. |
| (2.) Youth Education.  | (6.) Farm Educators.       |
| (3.) Life skills.  | (7.) Agriculture.          |
| (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 University (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.

## FIVE YEAR PROJECTIONS\*:

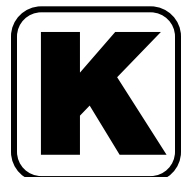
- 1 Future Educator (Economic and Community Development) with 150 sq. ft. of space.
- 1 Future Bookkeeper\* with 100 sq. ft. of space.
- 300 sq. ft. more of storage space.

**\*Note: Secretaries, only, are paid for by the County. All other employees are Penn State employees. Any projected County employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

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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.

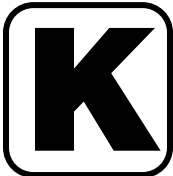
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Public Works	Public Works	Administration	Scranton PA	LL
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
John Eastman (Interviewed)			570.963.6490	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Department responsible for roads, bridges, construction, renovations, and grounds.			09.05.08                      KW/NH 1:00	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			x
Administration Assistant	1		x	
<b>Totals</b>	<b>2</b>		<b>1</b>	<b>1</b>



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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: 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)

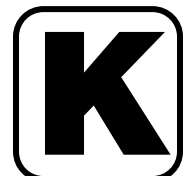
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



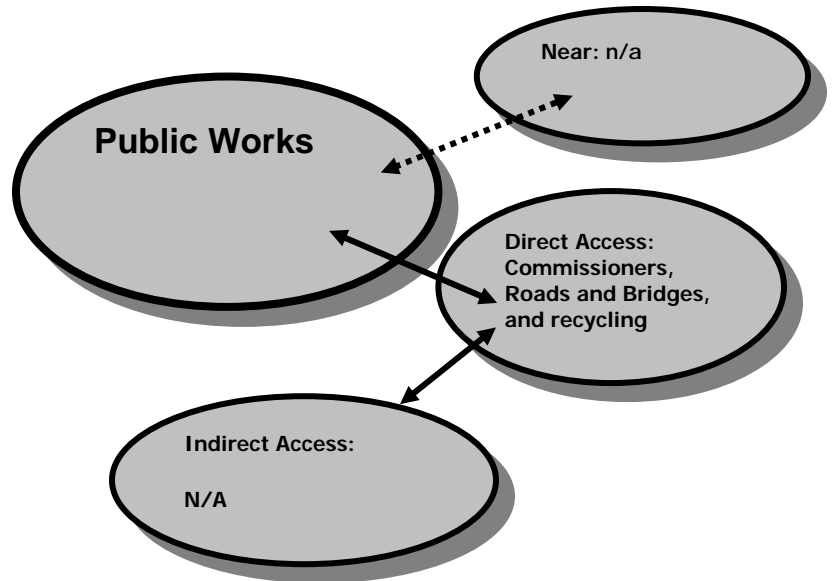


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

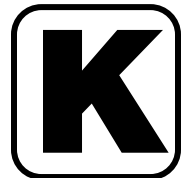
- 1. Roads and Bridges
- 2. Commissioners
- 3. Recycling



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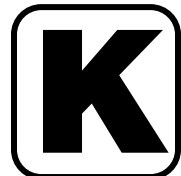


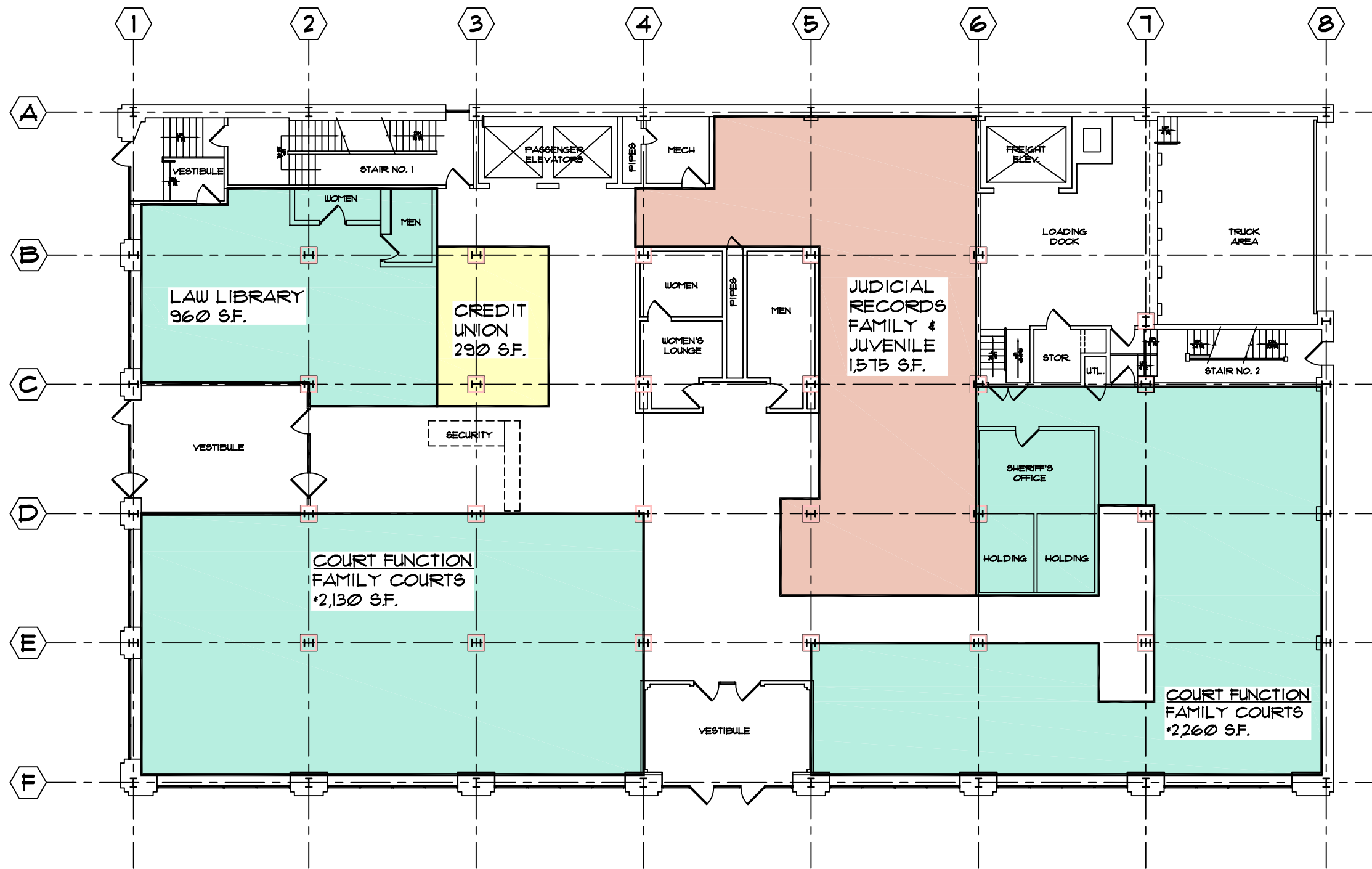
**GENERAL NOTES AND OBSERVATIONS:**

- This department requires a conference room/drawing layout space for meetings. This space can be shared.
- They need more space for storage for drawings sets and a plotter, if one is approved.

**FIVE YEAR PROJECTIONS:**

- 2013 this department will remain stable.





# ADMINISTRATION BUILDING 1ST FLOOR AREA SUMMARY

## COUNTY RELATED AREAS

- JUDICIAL RECORDS  
FAMILY & JUVENILE  
1,575 S.F.
  - CREDIT UNION  
290 S.F.
- 
- 1,865 TOTAL DEPT. S.F.

## COURT RELATED AREAS

- LAW LIBRARY  
(FUTURE FAM. GROUP CASEWORKS)  
\*960 S.F.
  - COURT FUNCTION  
FAMILY COURTS  
\*4,390 S.F.
- 
- \*5,350 TOTAL DEPT. S.F.

\*S.F. TOTALS FOR THESE AREAS  
ARE NOT INCLUDED IN THE  
BUILDING TOTALS IDENTIFIED  
IN THIS REPORT.



ADMINISTRATION BUILDING

OCTOBER, 2008

FIRST FLOOR PLAN - 12,660 G.S.F.  
ADMINISTRATION BUILDING  
NOT TO SCALE



**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
Clerk of Judicial Records	Courts and Judiciary	Administration & Brooks Building	Adams Avenue & Spruce Street Scranton, PA	LL 1 M 2
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Mary Rinaldi, Clerk of Judicial Records Tom Parry, Administrative Assistant			570.963.6723	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Civil, Criminal, and Family court divisions. Communicates legally mandated information by mail or phone.			08.25.08 10:30 KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Clerk of Judicial Records	1			X
Chief Clerk Criminal	1			X
Administrative Assistant Family	1*			X
Clerks	27		X	
Clerks	5*		X	
Court Collections	3			X
<b>Totals</b>	<b>38</b>		<b>32</b>	<b>6</b>

**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

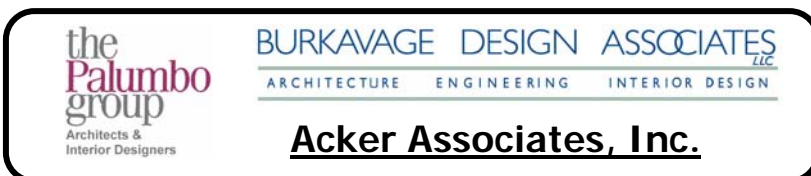
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\* Located in Administration Building Adams Avenue

<b>ANCILLARY SUPPORT SPACES – Administration Building Adams Ave Location</b>				
	(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)

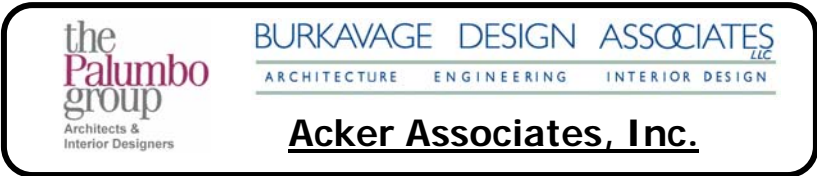
<b>SPECIAL REQUIREMENTS</b>				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA





--	--	--	--	--

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**

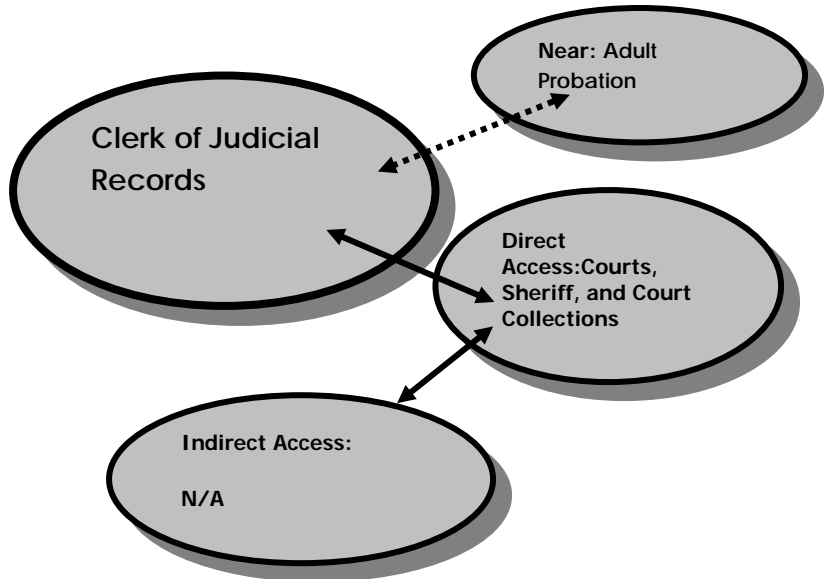
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

**DIRECT ACCESS**

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

**NEAR**

1. Adult Probation



**the Palumbo group**  
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**BURKAVAGE DESIGN ASSOCIATES** L.L.C.  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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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.

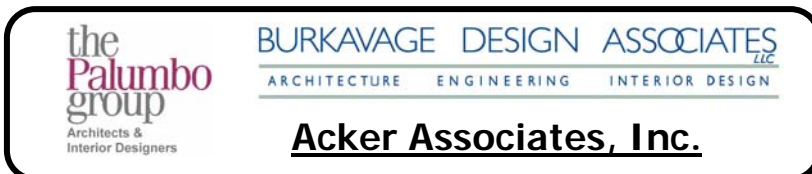
**Spruce Street Location**

- 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: \***

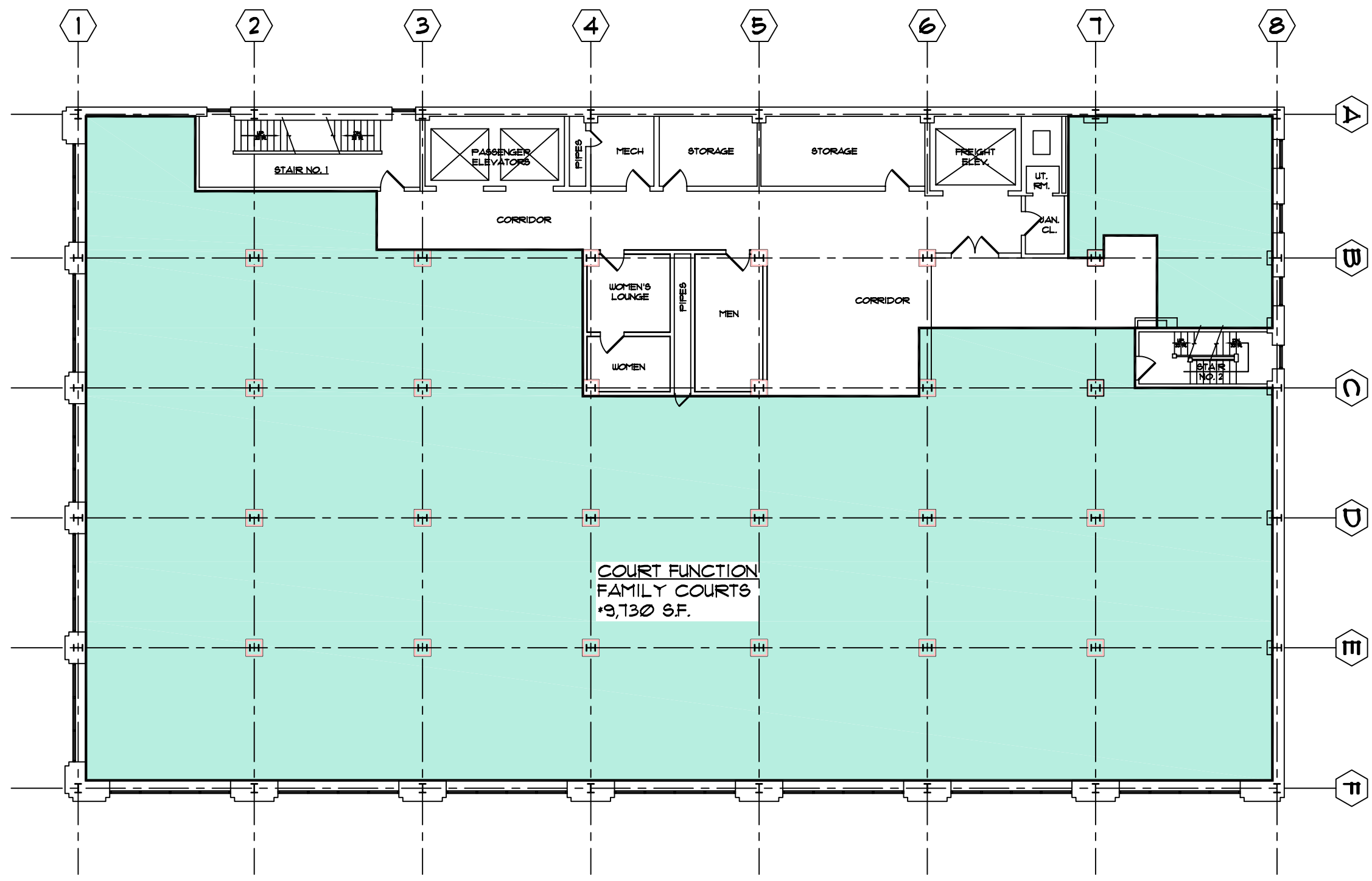
- They will be adding (5) five new open cubical spaces for clerks. These clerks will be only used for the criminal and civil division.
- Court Collections will be adding (2) new people.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# ADMINISTRATION BUILDING 2ND FLOOR AREA SUMMARY

COURT FUNCTION  
 FAMILY COURTS  
 \*9,730 S.F.  
  
 \*S.F. TOTALS FOR THESE AREAS  
 ARE NOT INCLUDED IN THE  
 BUILDING TOTALS IDENTIFIED  
 IN THIS REPORT.

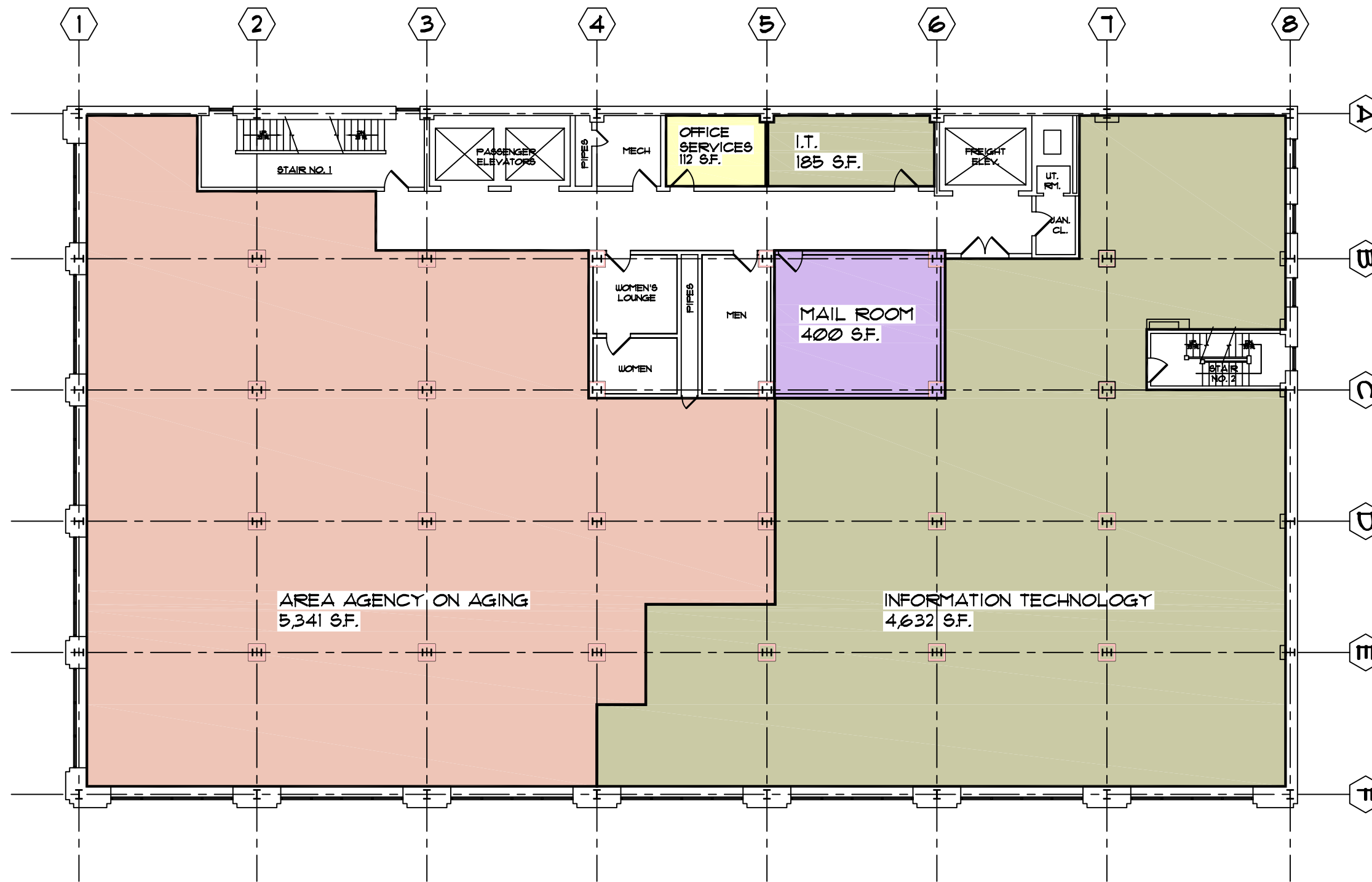


SECOND FLOOR PLAN - 12,660 G.S.F.  
ADMINISTRATION BUILDING  
 NOT TO SCALE



ADMINISTRATION BUILDING  
 OCTOBER, 2008

# ADMINISTRATION BUILDING 3RD FLOOR AREA SUMMARY



	AREA AGENCY ON AGING 5,341 SF.
	INFORMATION TECHNOLOGY 4,617 SF.
	MAIL ROOM 400 SF.
	OFFICE SERVICES 112 SF.
<hr/>	
10,670 TOTAL DEPT. SF.	

THIRD FLOOR PLAN - 12,660 G.S.F.  
**ADMINISTRATION BUILDING**  
NOT TO SCALE



ADMINISTRATION BUILDING  
OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

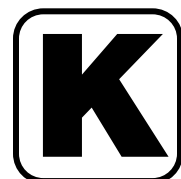
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Area Agency on Aging	Administration	200 Adams Avenue	3
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Teresa Osborne- Director Present: Mary Gaffney and Joe Liberty			570.963.6740 x 1401	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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
<b>Totals</b>	<b>54</b>		<b>33</b>	<b>21</b>

**BURKAVAGE DESIGN ASSOCIATES** LIC


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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
√	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

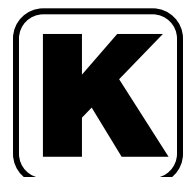
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA



**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

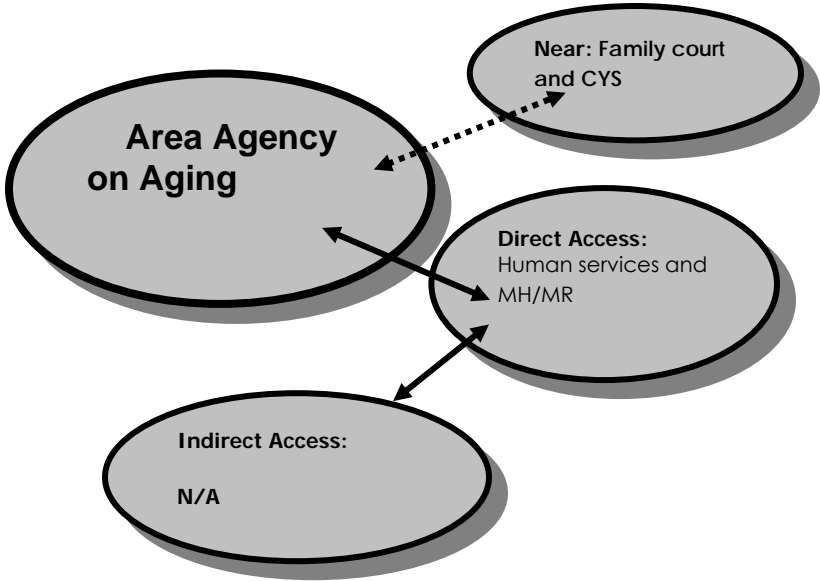
**Acker Associates, Inc.**



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

<b>DIRECT ACCESS</b>
1. Human Services
2. MH/MR

<b>NEAR</b>
1. Family Court
2. Children and Youth Services (CYS)



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



#### GENERAL NOTES AND OBSERVATIONS:

- Accountant and Fiscal Assistant offices shall be in a secure closed office due to confidential information and storage requirements.
- If 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.

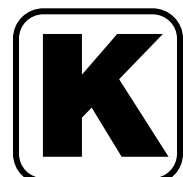
#### FIVE YEAR PROJECTIONS\*:

- Five more Agent Care Managers (open offices) and one supervisor (closed office)\*.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



**Acker Associates, Inc.**



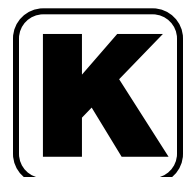
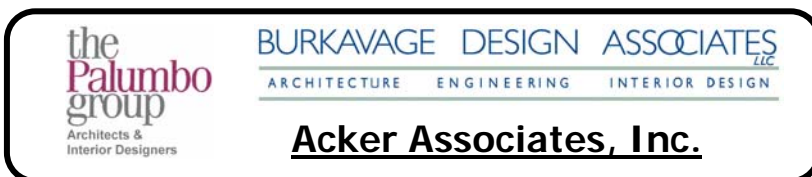


**FACILITIES INVENTORY AND NEEDS ASSESSMENT** The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Information Technology	Administration	Adams Avenue Scranton, PA	3
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
David W. Lloyd-Director (Interviewed)			570.963.6743	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
Network Wiring Specialist	2*			X*
Jr. IT Specialist	1**			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
<b>TOTALS</b>	<b>22</b>		<b>12</b>	<b>8</b>

\* Shares closed office, but could be open.


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

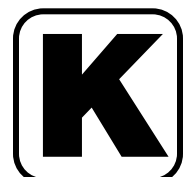




ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
				ACCESS TO PUBLIC?	No. Not generally.
				FILE ROOM	No. 2 Cabinets. Scanned electronics.
				BREAK ROOM	No. Would like one
	2			STORAGE 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)	In corridor.
				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.

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



**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

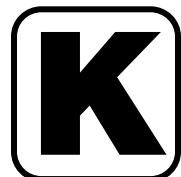
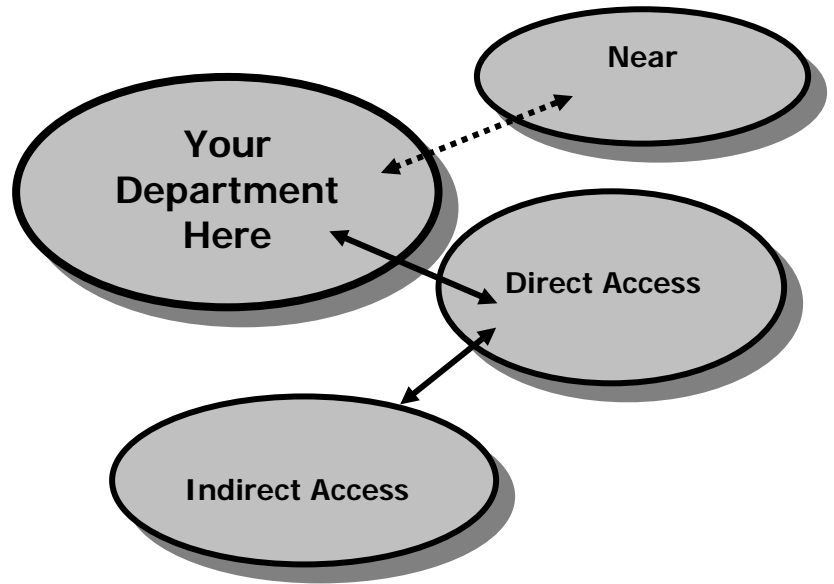
- 1.
- 2.
- 3.

**INDIRECT**

- 1.
- 2.
- 3.

**NEAR**

- 1.
- 2.



#### 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 is bulk wire storage at remote location, in a warehouse.
- HUB- Private Fiber to all buildings, for example Brooks, and Brixx.
- 18 T-1 circuits to all different locations to Dickson City. Voter machines 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-1 for phone and computers.
- Go to Servers 1/2 times per day.
- Server can be accessed remotely.
- Communications- comes into basement of building.
- PBXs: Magistrates are not on it.

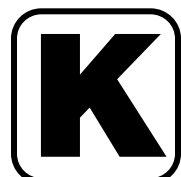
#### FIVE YEAR PROJECTIONS\*\*\*:

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

**\*\*\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



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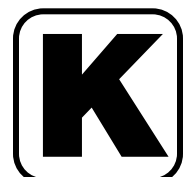


**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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	Offices Services Group	Administration	Adams Avenue Scranton, PA	3
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
David W. Lloyd-Director (Interviewed)			570.963.6743 ext. 1450	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>TOTALS</b>	<b>6</b>		<b>4</b>	<b>1</b>

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



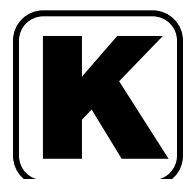
ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Yes. They charge \$0.50/ copy
				FILE ROOM
				BREAK ROOM
				STORAGE ROOM In basement.
				COPY ROOM
				CONFERENCE 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

**the Palumbo group**  
Architects & Interior Designers

**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**

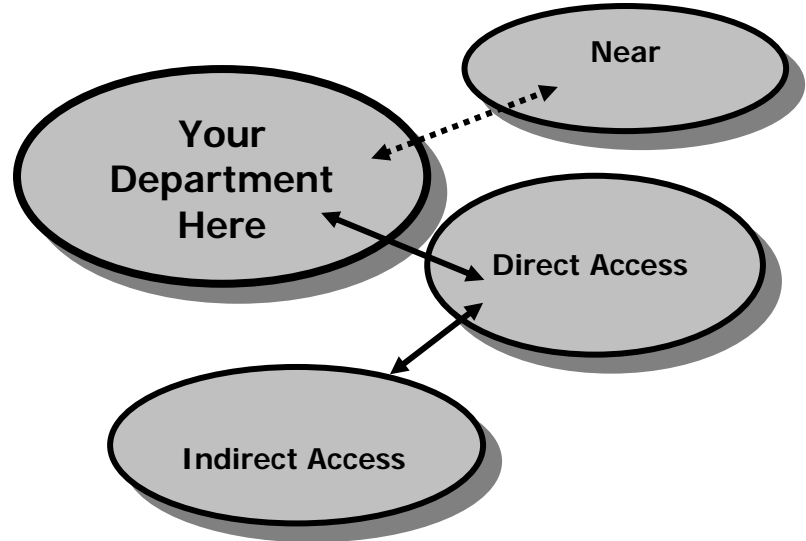
- 1. Voter Registration.
- 2. Magistrate- Not County.
- 3. Recorder of Deeds.

**INDIRECT**

- 1.
- 2.
- 3.

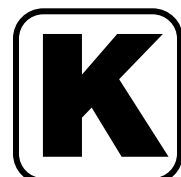
**NEAR**

- 1.
- 2.
- 3.



- Provides paper for all magistrates.

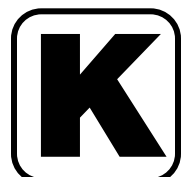
	<b>BURKAVAGE DESIGN ASSOCIATES</b> <small>L.L.C.</small>
	ARCHITECTURE   ENGINEERING   INTERIOR DESIGN
<b><u>Acker Associates, Inc.</u></b>	




**GENERAL NOTES AND OBSERVATIONS:**

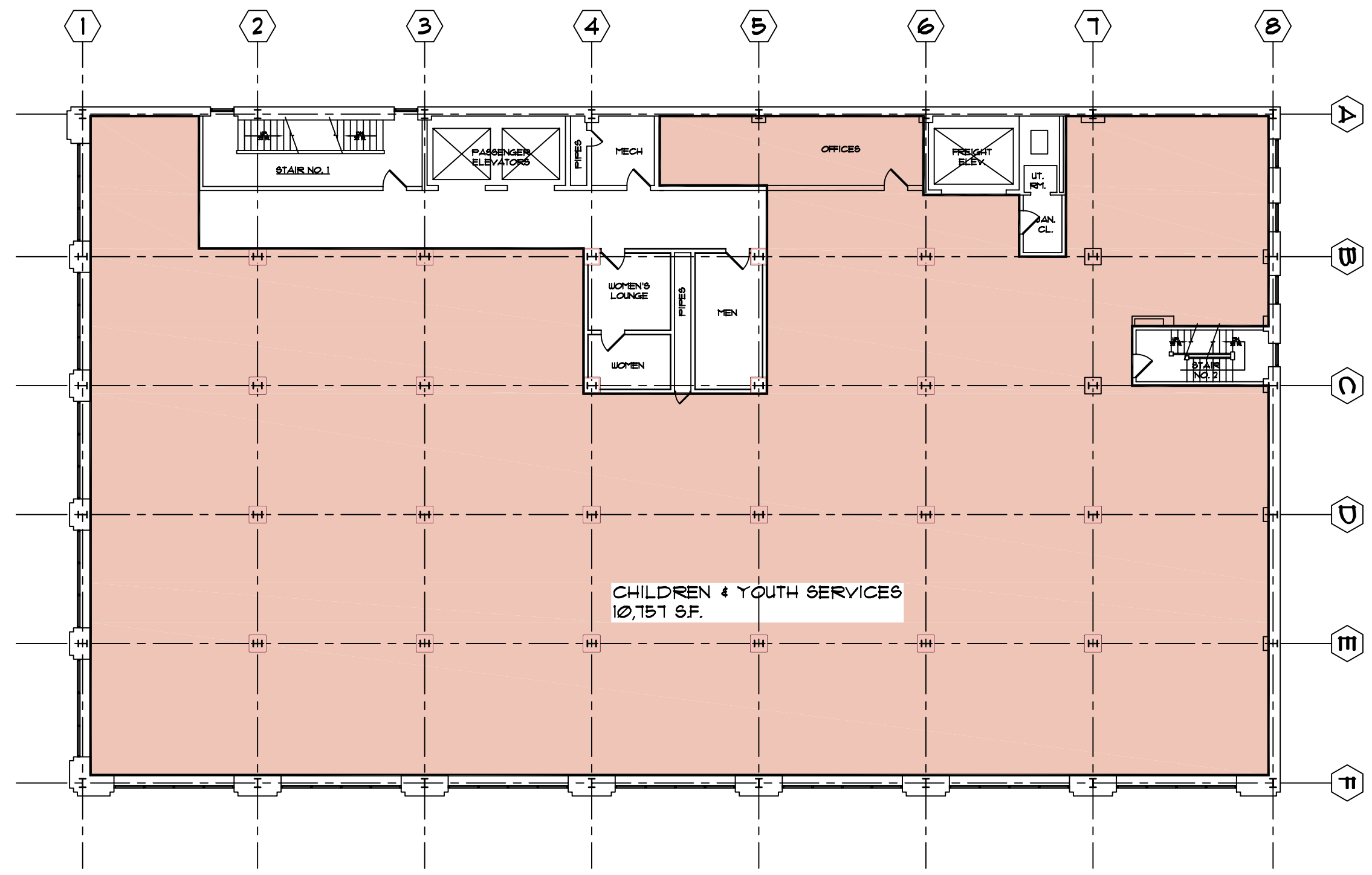
- Buys all the paper for the county; large vaults (gets in pallets).
- Delivers paper to all departments except for Health Care, Mayfield, and Prison.
- Currently has a dock.
- Does not have sufficient space.
- Color copy, is in IT Room- not enough space.

**FIVE YEAR PROJECTIONS:**



ADMINISTRATION BUILDING  
4TH FLOOR  
AREA SUMMARY

 CHILDREN & YOUTH SERVICES  
10,751 SF.



FOURTH FLOOR PLAN - 12,660 G.S.F.  
ADMINISTRATION BUILDING  
NOT TO SCALE




ADMINISTRATION BUILDING  
OCTOBER, 2008



**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 <sup>th</sup> & 5 <sup>th</sup>	
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>		
Bill Browning-Director (Interviewed) Kerry Holmes (Interviewed) Debbie Marichak (Interviewed)			570.963.6781 ext. 1113		
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE:</b>		
Foster home program, work with Family Court for mediation and court intervention, and OCYF & PCYA			07.22.08 & 07.30.08 KW/NH		
<b>STAFF/EXEC POSITION</b>				<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>	<b>FLR</b>	<b>Work Station</b>	<b>OPEN OFFICE</b>	<b>CLOSED OFFICE</b>
Accountant I	1	4		X	
Administrative Assistant II	1	4			X
Assistant Administrator	1	4			X
Administrator Officer (Fiscal QA)	1	4			X
Caseworker II	65	4		X	
<b>Caseworker II</b>	<b>2</b>	<b>Located at Trolley Museum.</b>		X	
Caseworker II	3	5		X	
<b>Caseworker II</b>	<b>2</b>	<b>Located at Brixx Bldg.</b>		X	
Caseworker Manager	2	4			X
Caseworker Supervisor	10	4			X
Caseworker Supervisor	1	5			X
Clerk Stenographer III	1	4		X	
Clerk Typist II	7	4		X	
Clerk Typist III	2	4		X	
Clerk Typist III	1	5		X	
CYS Administrator II	1	4			X




Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**

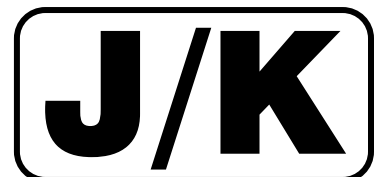


TITLE	QTY	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director of Courts	1	4			X + Table
Fiscal Tech	3	4		X	
Fiscal Assistant	1	4		X	
Fiscal Officer II	1	4			X
Homemaker	3	4		X	
Homemaker	1	5		X	
Program Specialist (Civil Asst.)	1	4-Shared		X	
Social Service Aide	10	4		X	
Social Service Aide	1	5		X	
Solicitor	1	4			X
<b>TOTAL</b>	<b>120</b>	<b>120-Includes 5 at Visitation House-1346 Wyoming Avenue , 108 on 4<sup>th</sup> floor of Administration Building, 7 on 5<sup>th</sup> floor of Administration Building. Additional CYS Caseworker IIs are in the Brixx Building (2), and at the Trolley Museum (2).</b>		<b>100</b>	<b>20</b>



**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

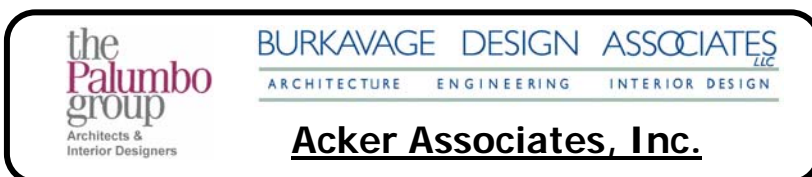
**Acker Associates, Inc.**





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
				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 2<sup>nd</sup> floor Administration Building.  
Proximity is adequate.

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

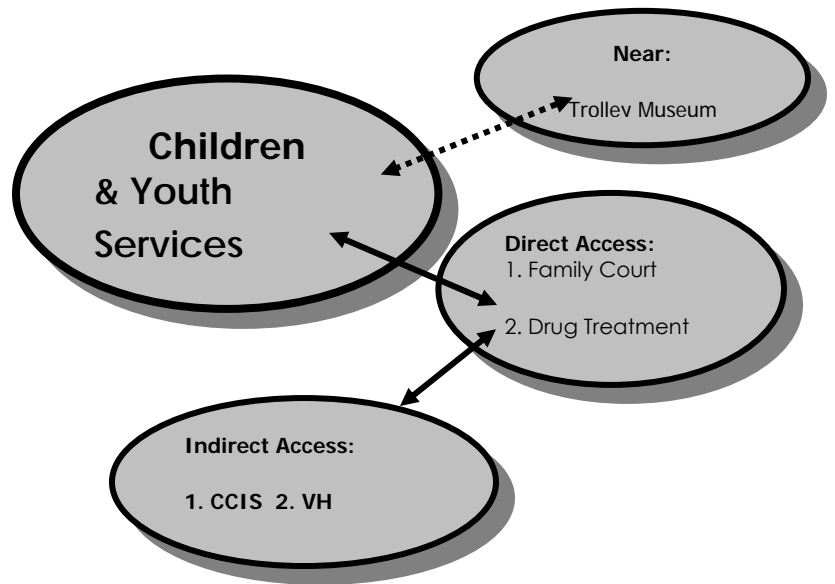
**INDIRECT**

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

2. **Visitation House (VH)**

**NEAR**

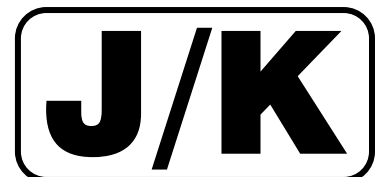
1. **Trolley Museum**-  
Caseworkers (CYS).



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**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



## 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 in 2008.
- 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 for conferences.

## 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.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

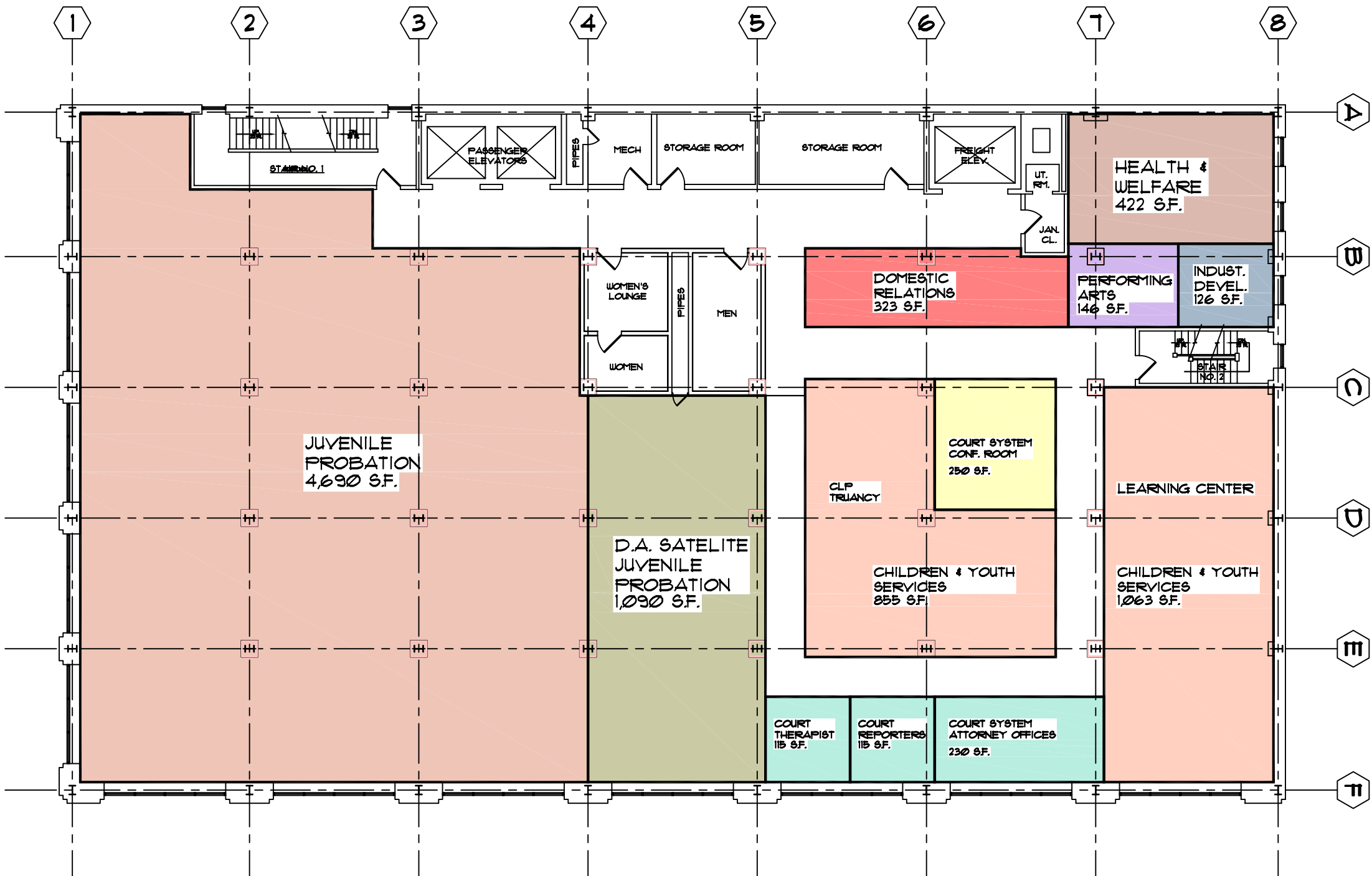
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Palumbo  
group  
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ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**

**J/K**

# ADMINISTRATION BUILDING 5TH FLOOR AREA SUMMARY



- JUVENILE PROBATION  
4,690 S.F.
- D.A. SATELITE JUV. PROBATION  
1,090 S.F.
- CHILDREN & YOUTH SERVICES  
1,918 S.F.
- COURT THERAPY  
\*115 S.F.
- COURT REPORTERS  
\*115 S.F.
- COURT SYSTEM (ATTY. OFF. & CONF.)  
\*480 S.F.
- DOMESTIC RELATIONS  
323 S.F.
- PERFORMING ARTS  
146 S.F.
- INDUSTRIAL DEVELOPMENT  
126 S.F.
- HEALTH & WELFARE  
422 S.F.

8,715 TOTAL DEPT. S.F.  
\*110 S.F. TOTALS FOR THESE AREAS  
ARE NOT INCLUDED IN THE  
BUILDING TOTALS IDENTIFIED  
IN THIS REPORT.

FIFTH FLOOR PLAN - 12,660 G.S.F.  
**ADMINISTRATION BUILDING**  
NOT TO SCALE

OCTOBER, 2008



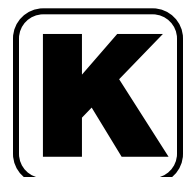
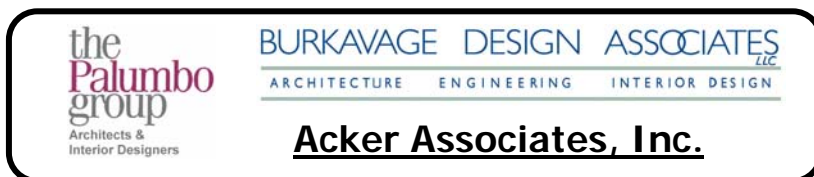


**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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.

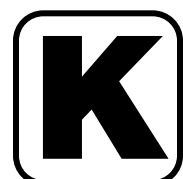
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Authority	Health & Welfare Performing Arts Industrial Dev.	Administration Building	Adams Avenue Scranton, PA	5
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Mary Ellen Clarke-(Interviewed)			570.342.2353	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE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



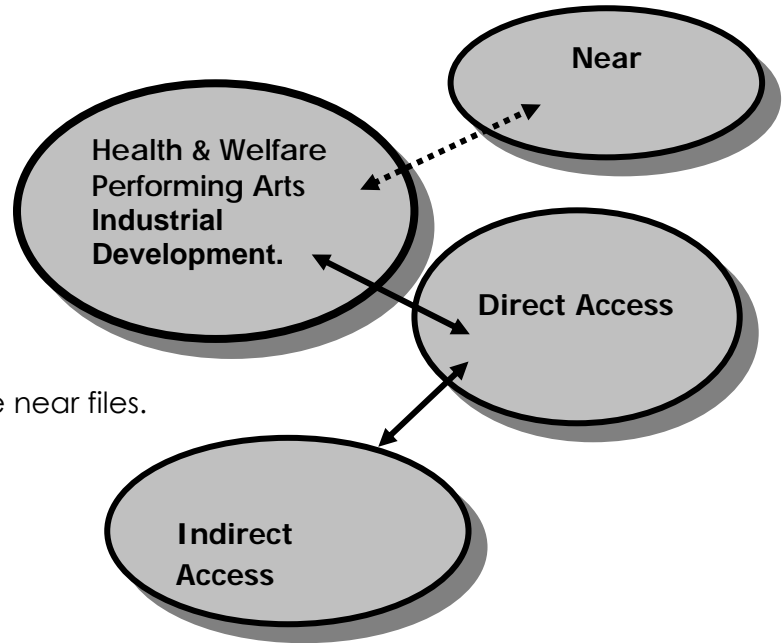
**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

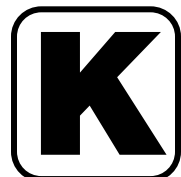
1. Industrial Development\*

2. Performing Arts.\*



\* Needs to have access; must be near files.

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



## 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.

### Performing Arts

- 5 Members: Appointed by Commissioners.
- Meet once a month and Health and Welfare administrator has taken minutes for the last 8 years.
- Filing Cabinets-uncertain how many years files need to be kept.

### General Observations

- Running out of space.

- Possible scanning on microfilm which may reduce filing. Budgets are tight and must be taken into consideration.

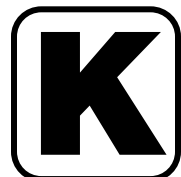
-Ideally have separate cubby for Performing Arts.

**FIVE YEAR PROJECTIONS:**

-No growth in five years.



**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	Juvenile Probation	Administration	200 Adams Avenue Scranton, PA	5 <sup>th</sup>
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Richard Clifford-Director			570.963.6887 ext. 4807	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Supervise children between the ages of 10 and 18 who have committed a delinquent act.			07.22.08 9:00 KW/NH/BB	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Probation Officer	16		x	
House Arrest	1		x	
Director	1			x
Supervisor	2			x
Admin Assistant	1			x-reception area
Probation Officer /Intake	1			x
CYS	1		x	
Receptionist	1		x	
Records Clerk	1			x
<b>Totals</b>	<b>25</b>		<b>19</b>	<b>6</b>



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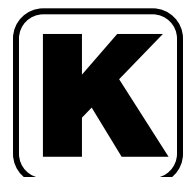
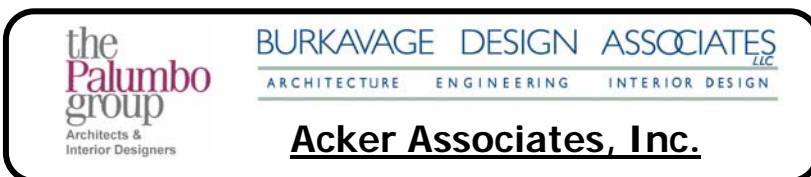
**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**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 PROJECTE D 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**

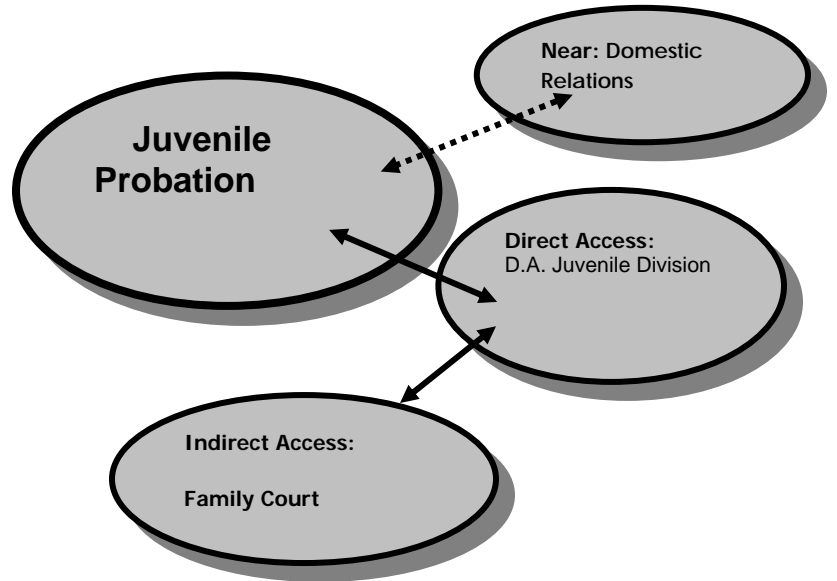
1. D.A. Juvenile Division

**NEAR**

1. Domestic Relations

**Indirect**

1. Family Court



**the Palumbo group**  
Architects & Interior Designers

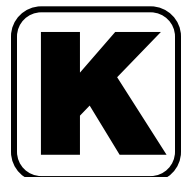
**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

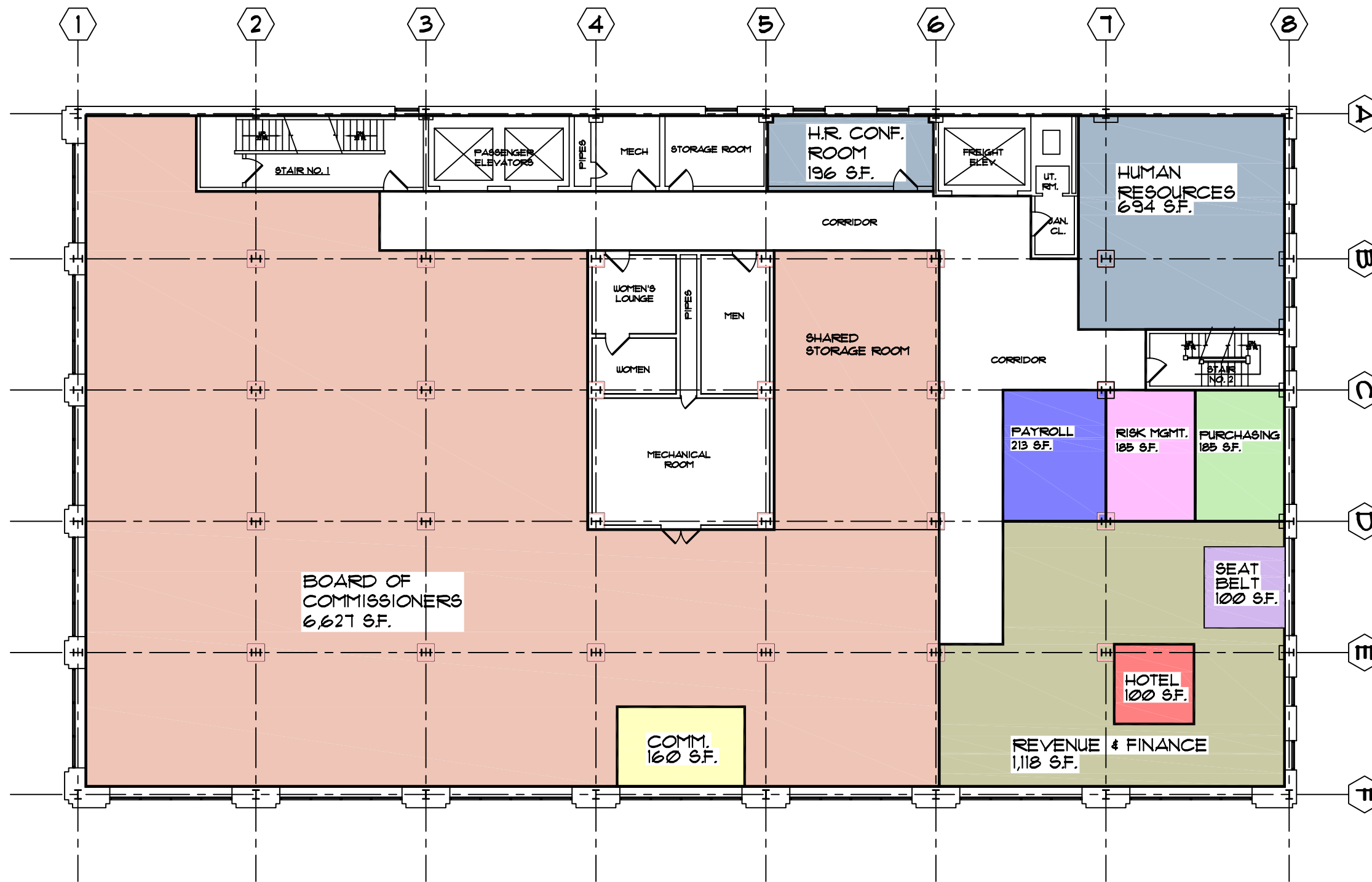
**Acker Associates, Inc.**



**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.





### ADMINISTRATION BUILDING 6TH FLOOR AREA SUMMARY

	BOARD OF COMMISSIONERS 6,621 S.F.
	COMMUNICATIONS 160 S.F.
	REVENUE & FINANCE 1,118 S.F.
	HOTEL PROPERTY TAX 100 S.F.
	SEATBELT 100 S.F.
	PAYROLL 213 S.F.
	RISK MANAGEMENT 185 S.F.
	PURCHASING 185 S.F.
	HUMAN RESOURCES 890 S.F.
<hr/>	
9,578 TOTAL DEPT. S.F.	



ADMINISTRATION BUILDING  
OCTOBER, 2008

SIXTH FLOOR PLAN - 12,660 G.S.F.  
ADMINISTRATION BUILDING  
NOT TO SCALE





**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

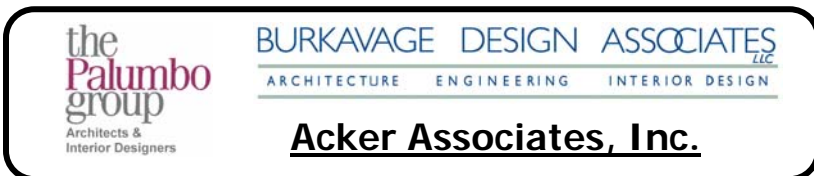
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
County Gov.	Board of Commissioner's	Administration Building	Adams Avenue Scranton, PA	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Dr. Elizabeth (Liz) Randol (Interviewed)-Chief of Staff			570.963.6880 ext. 1804	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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
<b>TOTAL:</b>	<b>9</b>		<b>8</b>	<b>1</b>

\* 1 currently vacant, but will be filled.

\*\* Share 1 office.

Note: 1 Administrative Assistant for majority Commissioners, 1 for minority Commissioner, 1 for Chief of Staff, 1 Vacant.



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. Needs to have a degree of screening for security purposes.
	0			FILE ROOM No separate room. Against wall in corridor.
	1			BREAK ROOM Yes. Important to have.
	1			STORAGE ROOM In boiler room.
	1			COPY ROOM Yes. Have central copy area. Do not have individual printers.
	3			CONFERENCE ROOM Majority Commissioners have conference rooms. Board Room is 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.
	0			SERVER ROOM (IT CLOSET)

\*\*\*Visibility must be considered for Commissioners for security purposes.



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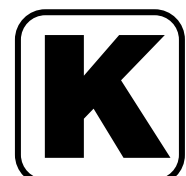


SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Consider having Commissioners' area locked with swiped card access for security purposes.

ACCESS / ADJACENCY REQUIREMENTS	
<b>DIRECT ACCESS</b>	
1. Commissioners' Offices-Majority	
2. Communication's Director****	
3. HR	
4. CFO	
<b>INDIRECT</b>	
1.	
2.	
3.	
<b>NEAR</b>	
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.



## 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 <sup>\*\*\*\*\*</sup>:

-Two Additional total: 1 Floater, 1 Deputy Chief of Staff <sup>\*\*\*\*\*</sup>**Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

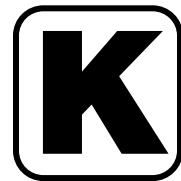


**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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.

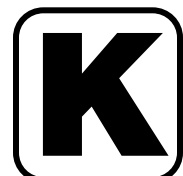
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Community	Communications	Administration Building	Adams Avenue Scranton, PA	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Lynne Shedlock-Communications Director (Interviewed)			570.963.6750 ext. 1854	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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
<b>TOTAL</b>	1			1

	<p align="center"><b>Acker Associates, Inc.</b></p>





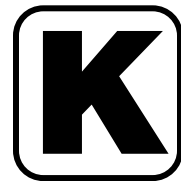


ANCILLARY SUPPORT SPACES				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			ACCESS TO PUBLIC? Yes-to the media.
	0			FILE ROOM: No. Only have one (1), four drawer cabinet.
	1			BREAK ROOM: Yes. Shared.
	1			STORAGE ROOM: Yes, the boiler room is used for storage.
	0			COPY ROOM: No. Use copier on desk or on floor.
	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 security purposes 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.
				A separate entrance for Commissioners' needs to be considered for security purposes.


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



**ACCESS / ADJACENCY REQUIREMENTS**

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



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



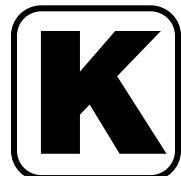
**GENERAL NOTES AND OBSERVATIONS:**

- Office is excessively large.
- Need separate entrance for Commissioner's that is not visible to the public entrance, for security purposes.
- 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.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**





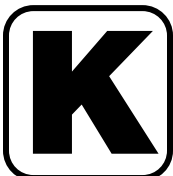
**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Jim Beahan			570.963.6745	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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**  
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

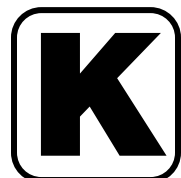


Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**



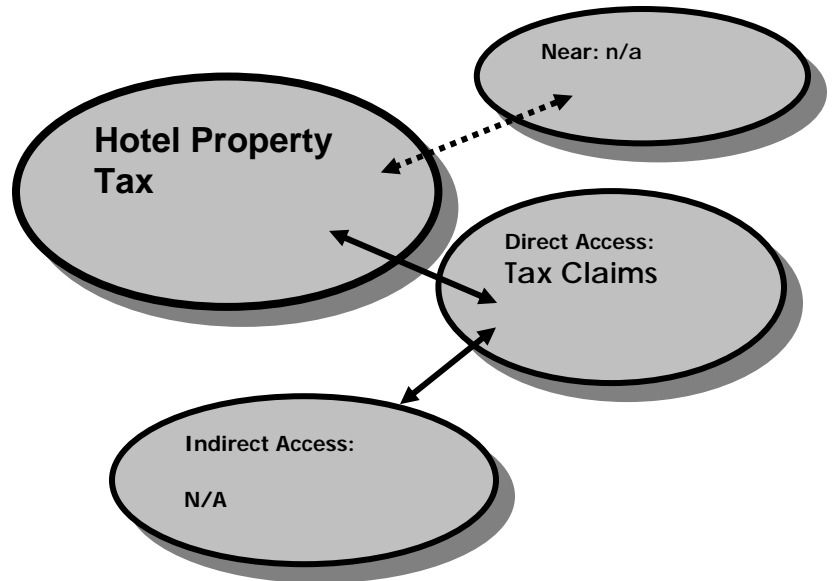


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

Tax Claims



**GENERAL NOTES AND OBSERVATIONS:**

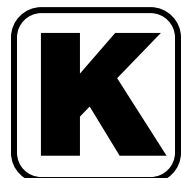
- This currently is a single, open, office space for a part-time employee. The space is sufficient for the department needs.

**FIVE YEAR PROJECTIONS:**

- No growth is projected.



**Acker Associates, Inc.**






**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

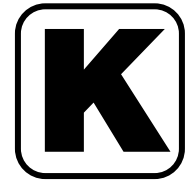
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Human Resources	Administration Building	Adams Avenue Scranton, PA	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Maria Elkins-Deputy Director (Interviewed)			570.963.6771 ext. 1860	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Development Manager.	1			X
Confidential Secretary.	1		X	
Human Resources Clerk.	1		X	
Deputy Director	1			X
<b>TOTALS</b>	4		2	2



**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



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. Terrible visibility & set up for visitors.
				FILE ROOM Across Hall. Not just HR.
				STORAGE ROOM In Basement.
				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.



**Acker Associates, Inc.**



**ACCESS / ADJACENCY REQUIREMENTS**

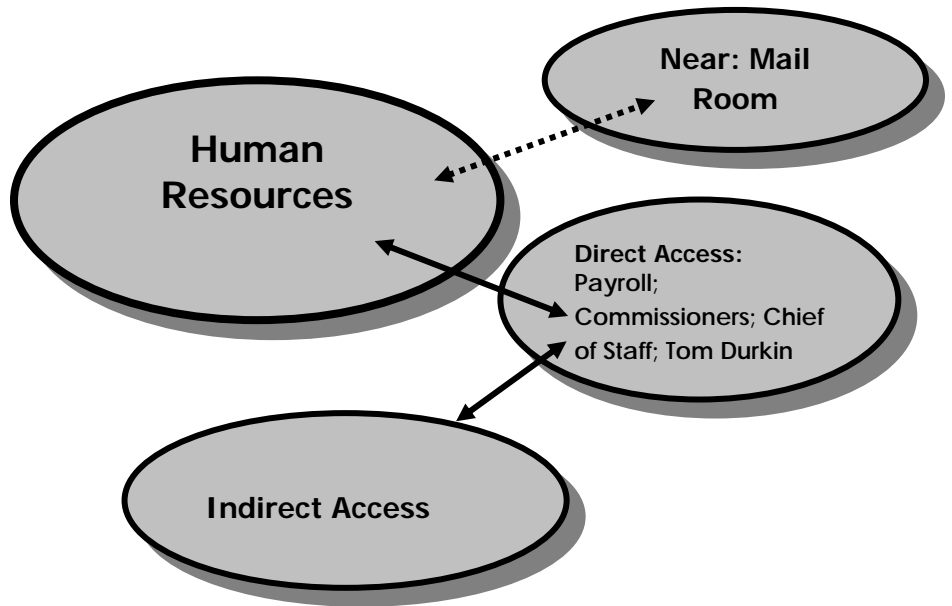
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

**DIRECT ACCESS**

- 1. Payroll.
- 2. Commissioner's Office.
- 3. Chief of Staff.
- 4. CFO-HR's Boss.

**NEAR**

- 1. Mail Room.



**GENERAL NOTES AND OBSERVATIONS:**

- 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:**

- No increase is projected.







**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

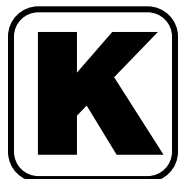
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR	
Administration	Insurance Risk Management	Administration	Adams Avenue Scranton, PA	6	
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>		
Richard (Rick) Jones-Director (Interviewed)			570.963.6743 ext. 1830		
<b>DEPARTMENT FUNCTION SUMMARY :</b>			<b>INTERVIEW DATE AND TIME:</b>		
Insurance requirements include property, liability and fleet vehicles relating to coverage 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
Totals		1			1


**BURKAVAGE DESIGN ASSOCIATES** LIC

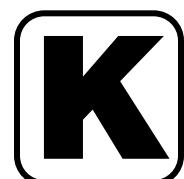
ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

Acker Associates, Inc.



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-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.

 <p>Architects &amp; Interior Designers</p>	 <p>ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>	
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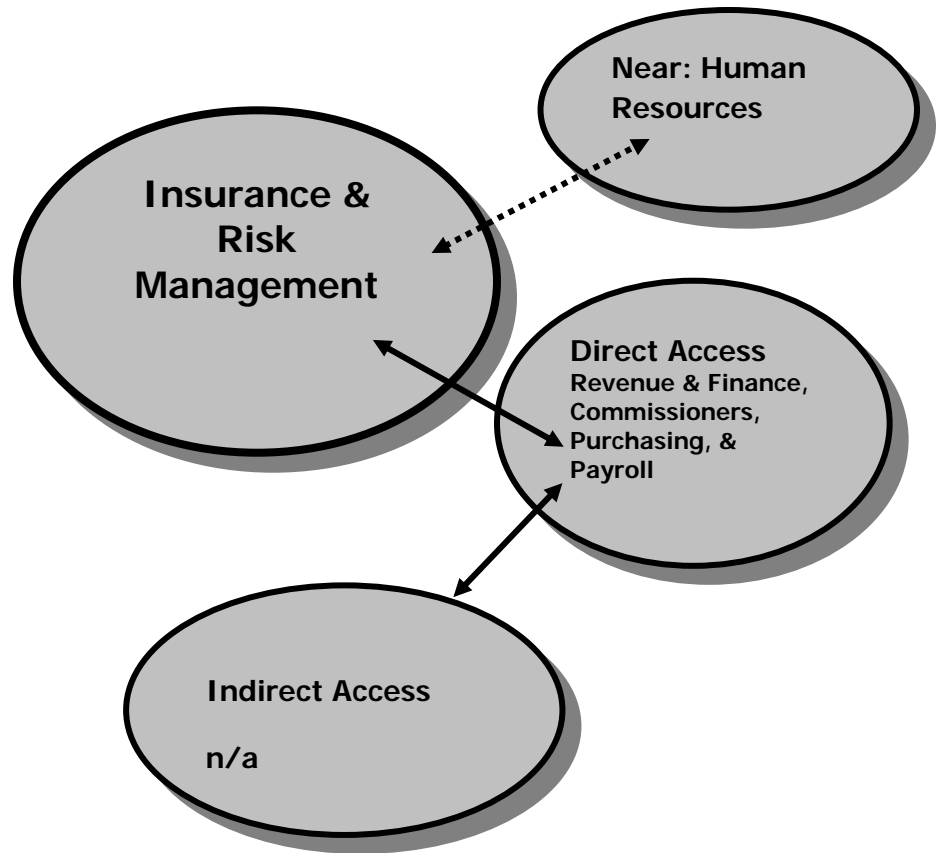



**ACCESS / ADJACENCY REQUIREMENTS**

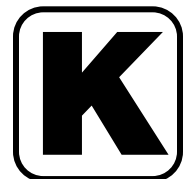
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Revenue & Finance
2. Board of Commissioner's
3. Human Resources
4. Legal Department
5. Purchasing
6. Payroll

NEAR
1. Human Resources



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



**GENERAL NOTES AND OBSERVATIONS:**

- Adequate in terms of square footage.

**FIVE YEAR PROJECTIONS\*\*:**

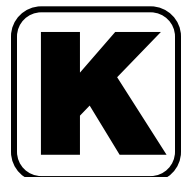
- Share Administrative Assistant with Purchasing\*\*; does not need to be full-time.

-Need more space; Support space eventually.

**\*\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



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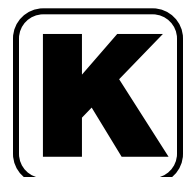


**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

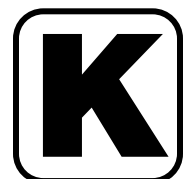
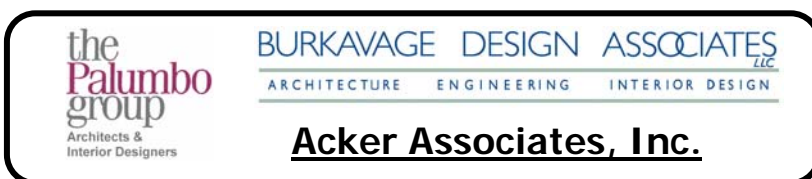
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Administration	Purchasing	Administration Building	Adams Avenue Scranton, PA	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Jim McClaine-Deputy (Interviewed)			570.963.6767 ext. 1480	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Buyer	3		X	
Deputy	1		X	
<b>TOTALS</b>	<b>4</b>		<b>2</b>	<b>0</b>

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



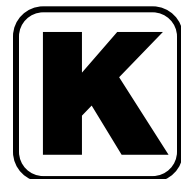
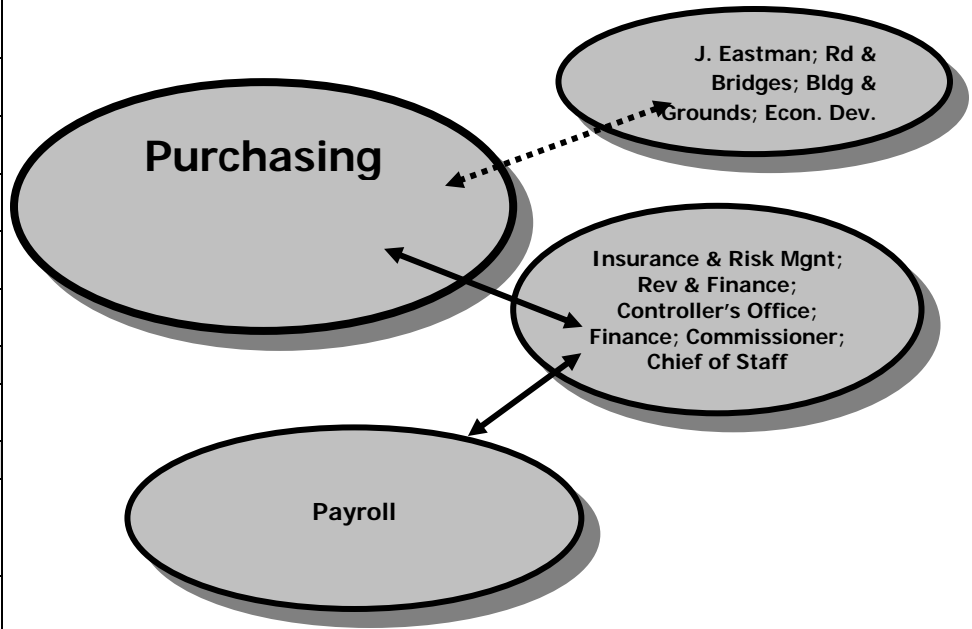
ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC? Yes for vendors.
				FILE ROOM Does not need large space.
	1			BREAK ROOM Share w/ Commissioner's Office.
				STORAGE 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)
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)

<b>DIRECT ACCESS</b>
1. Insurance & Risk Management.
2. Revenue & Finance.
3. Controller's Office.
4. Finance.
5. Commissioners.
6. Chief of Staff.
<b>INDIRECT</b>
1. Payroll
<b>NEAR</b>
1. Public Works.
2. Road & Bridges.
3. Maintenance- Building & Grounds.
4. Planning Economic Development).



**GENERAL NOTES AND OBSERVATIONS:**

- Public Works should be close to Economic Development.

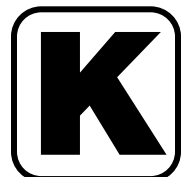
**FIVE YEAR PROJECTIONS\*:**

- 1 more employee\*- Coordinator.
- 1 Administrative Assistant (open office)\* to be shared with Insurance & Risk Management. Number already included in Insurance and Risk Management.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



**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	Revenue and Finance/Payroll	Administration Building	Adams Avenue Scranton, PA	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Tom Durkin-CFO (Interviewed)			570.963.6743 ext. 1830	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
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	
<b>TOTALS</b>	<b>9</b>		<b>6</b>	<b>3</b>

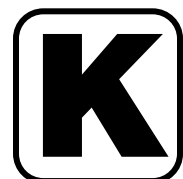
\* Can share an office with the Payroll Clerk.

\*\* Directed by Revenue & Finance.



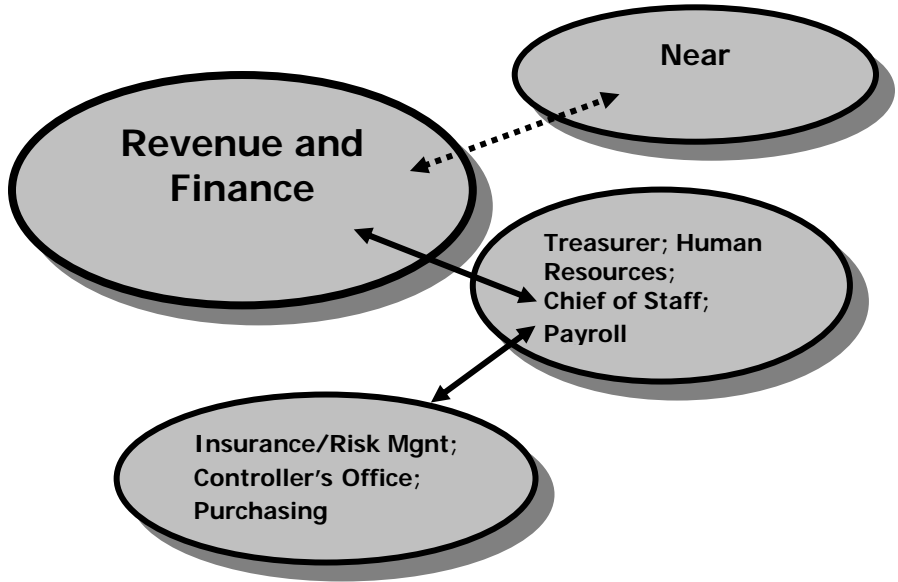
ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
				ACCESS TO PUBLIC?	No.
	1			FILE ROOM	Shared w/ Commissioners & Human Resources.
	1			BREAK ROOM	Shared w/ Commissioners.
	1			STORAGE 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?	Separate area not needed.
				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



#### GENERAL NOTES AND OBSERVATIONS:

- 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.

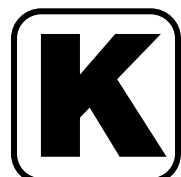
#### FIVE YEAR PROJECTIONS\*:

- Does not expect significant growth.
- Would like to have one part-time assistant\*, but not necessary. Note, there is one vacancy in the department and the CFO is aware it is unlikely this position will be filled or the one part-time assistant position will be approved.
- More focus on paperless payroll vs. paperless accounts payable.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



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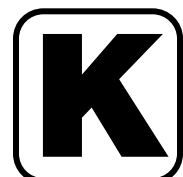


**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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	Seatbelt Safety Program	Administration Building	Adams Avenue Scranton, PA	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Kathy Fox-(Interviewed)			570.347.2358 ext. 1855	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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 KW/NH	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>NAME</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Coordinator	1		X	
<b>TOTALS</b>	<b>1</b>		<b>1</b>	

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

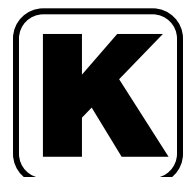
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				VISUAL AREA FOR POLICE & PUBLIC
				NEEDS ACCESS TO A COPY ROOM



**BURKAVAGE DESIGN ASSOCIATES** LIC

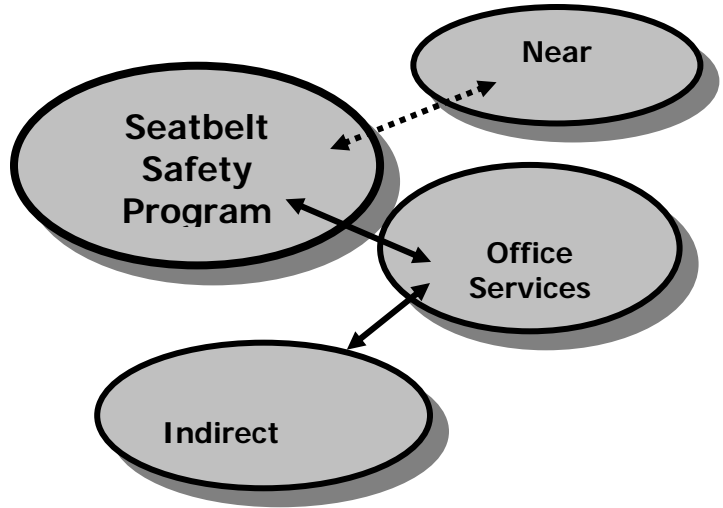
ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

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

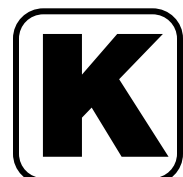
<b>DIRECT ACCESS</b>
1. OFFICE SERVICES
2.
<b>INDIRECT</b>
1.
2.
<b>NEAR</b>
1.
2.



Work with Departments as needed. For example:

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



#### GENERAL NOTES AND OBSERVATIONS:

- Grant money goes to county, pays for coordinator.
- 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).
- Coordinator 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.

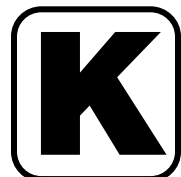
#### FIVE YEAR PROJECTIONS\*:

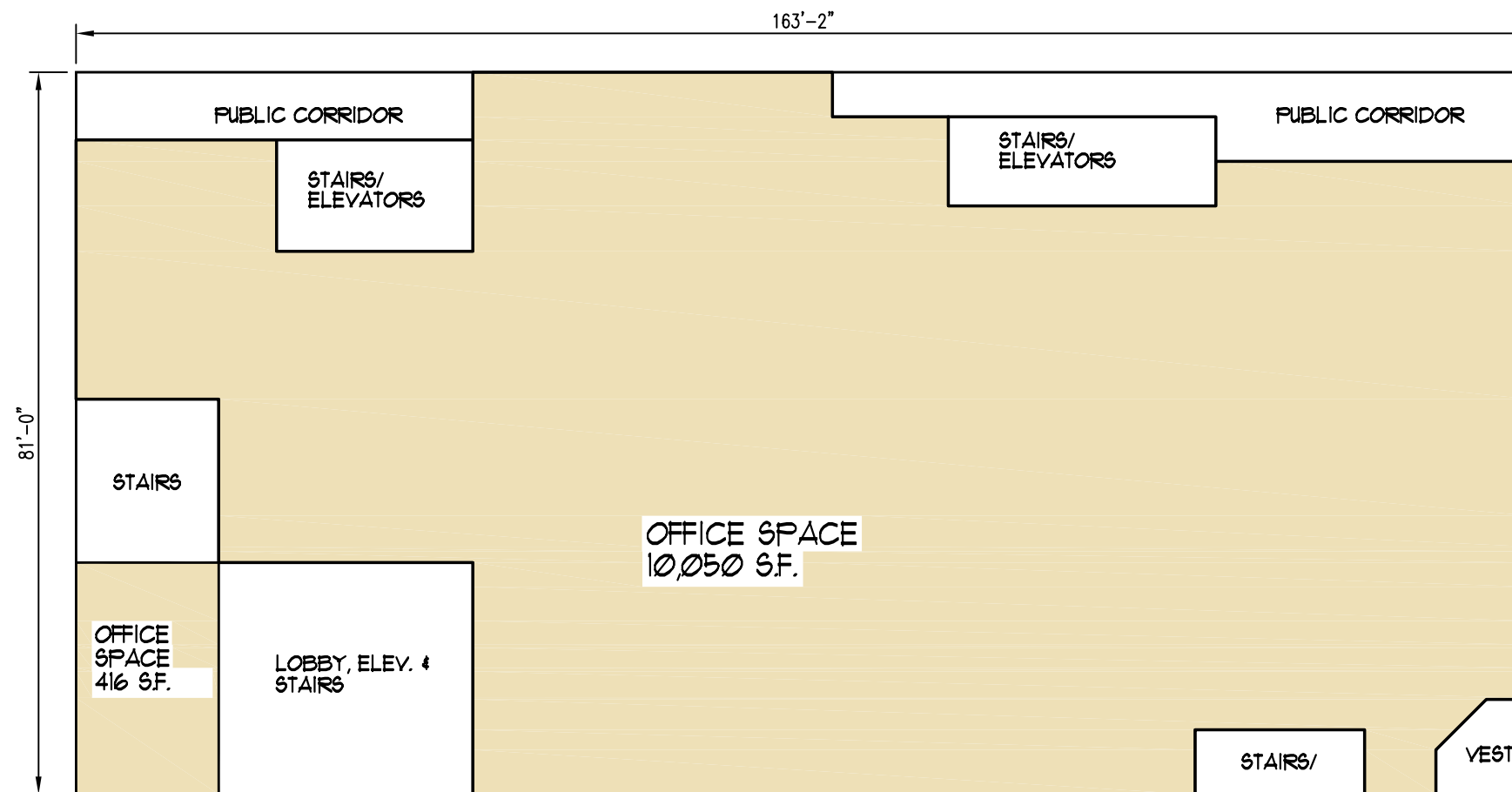
- Could use one part-time assistant\*, does not currently have one- there is grant money for one.
- Grant period starts October 2008.

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

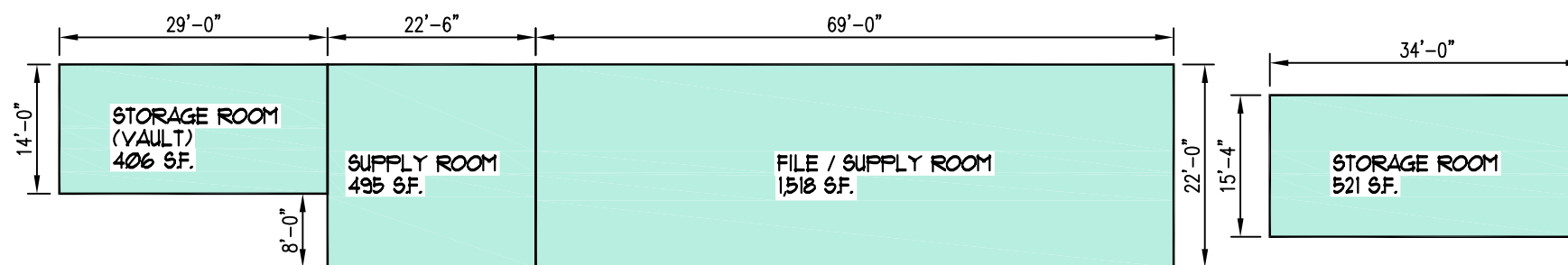


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FIRST FLOOR - BANK TOWERS BUILDING - 13,217 G.S.F.  
 SLHDA - SCRANTON LACKAWANNA HUMAN DEVELOPMENT AGENCY



LOWER LEVEL FLOOR - BANK TOWERS BUILDING  
 SLHDA - STORAGE, FILE & SUPPLIES

**BANK TOWERS BUILDING**  
 NOT TO SCALE

**BANK TOWERS BUILDING  
 FLOOR AREA SUMMARY**

- SCRANTON LACKAWANNA HUMAN DEVELOPMENT AGENCY  
10,050 SF.
- SCRANTON LACKAWANNA HUMAN DEVELOPMENT AGENCY  
2,490 SF.

12,540 TOTAL DEPT. SF.



BANK TOWERS BUILDING

OCTOBER, 2008

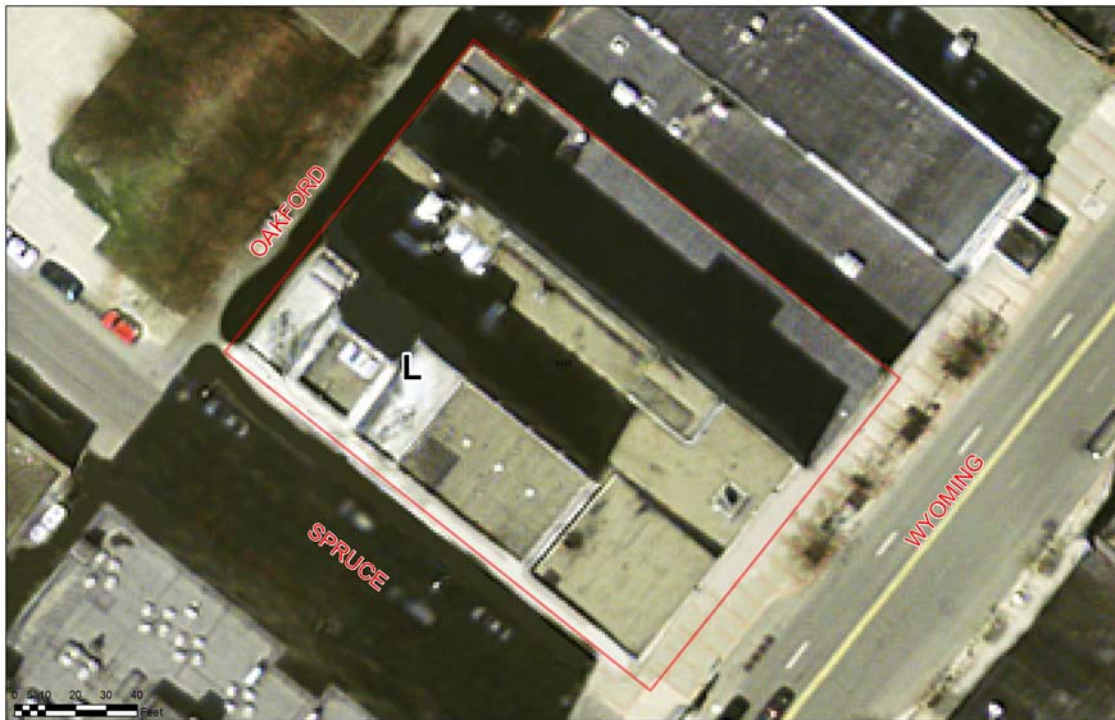






**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
L	Bank Towers, 321 Spruce Street	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	Loading area off Oakford Court
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		Across street on Wyoming Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Additional fee, prorated on space leased	
Gas (UGI)		Additional fee, prorated on space leased	
Water (PA American Water)		Additional fee, prorated on space leased	
Sanitary Sewer (Scranton Sewer Authority)		Additional fee, prorated on space leased	
General Notes			
Public parking garage within ½ block.			
Approximately 75 employees park on street or pay for public parking.			
Refuse collection is an additional fee, prorated on space occupied.			
County responsible for interior janitorial services and for exterior sidewalk maintenance.			



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View of building from intersection of Spruce Street and Wyoming Avenue

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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	Scranton Lackawanna Human Development Agency	Bank Towers	Wyoming Avenue	1
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Fred Lettieri- Director			570.963.6836	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
SLHDA provides assistance to less fortunate citizens			09.08.08 KW/NH 10: a.m.	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X
Admin Assistant	2		X	
(titles not identified)	62			
Parttime	10			
Totals	75			



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:
√	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



**BURKAVAGE DESIGN ASSOCIATES** LIC

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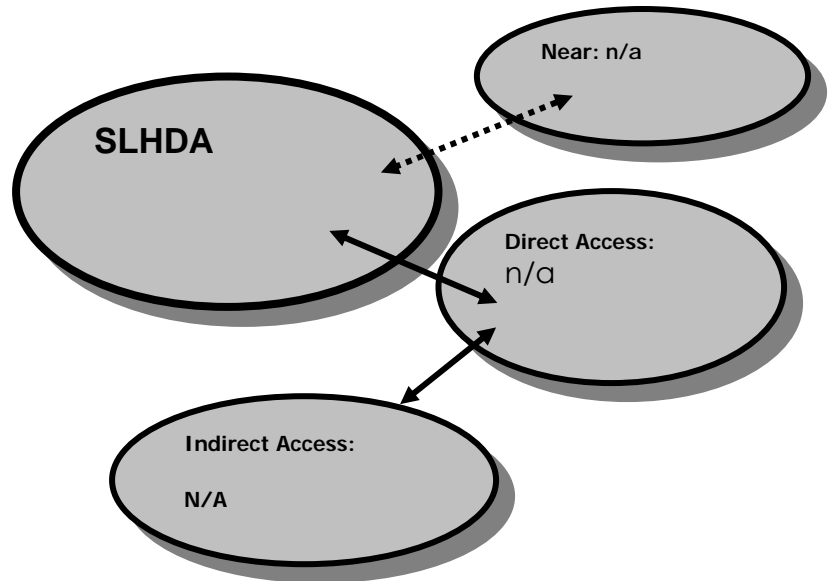


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

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



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Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LIC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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**GENERAL NOTES AND OBSERVATIONS:**

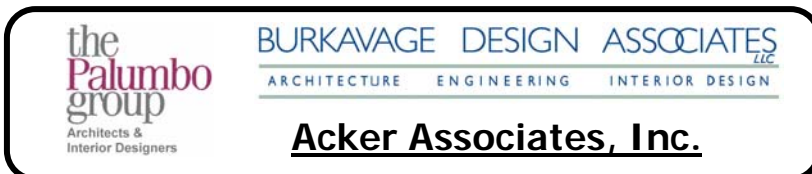
- They currently have storage in a warehouse in Moosic. The county does not pay for this leased space.
- Security is an issue during busy season. They would like to have a sheriff deputy on site.
- They need more adequate space in there waiting area. This area should also serve as a public work area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

**FIVE YEAR PROJECTIONS: \***

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

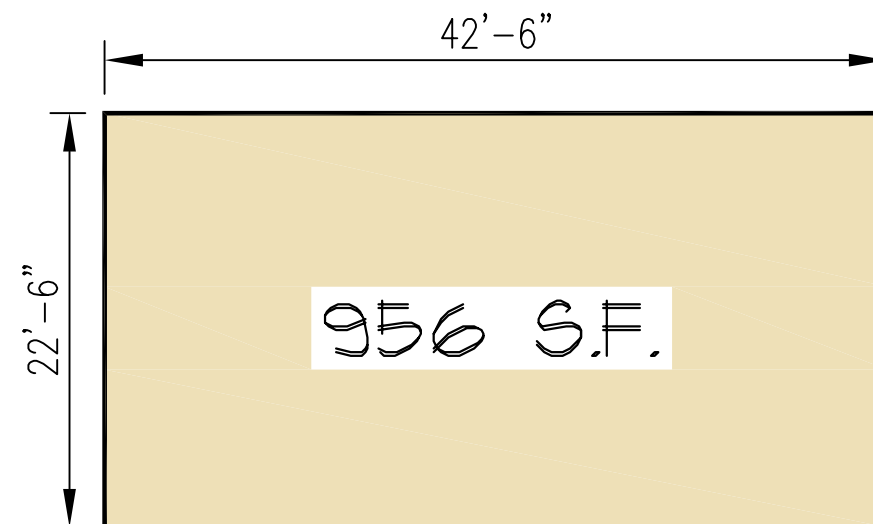
NOTE: SLHDA employees are not County employees.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# BRIDGE 60 TOWER FLOOR AREA SUMMARY

 FLOOR AREA  
956 S.F.



## FLOOR PLAN

BRIDGE 60 TOWER  
NOT TO SCALE



BRIDGE 60 TOWER

OCTOBER, 2008

LACKAWANNA COUNTY FACILITIES INVENTORY AND NEEDS ASSESSMENT

LACKAWANNA COUNTY, PENNSYLVANIA

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**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
M	Bridge 60 Tower, Cliff Street	Scranton	First floor only
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	3	None	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		3 Blocks at Cliff Street and Lackawanna Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
General Notes			
Building is owned by Bi-County rail authority , not by Lackawanna County.			
Board meetings and public meetings are held in handicapped accessible facility.			





Architects &  
Interior Designers

**BURKAVAGE DESIGN ASSOCIATES**  
LLC

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View of Tower facing southwest



View of Tower facing west

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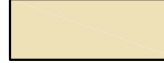

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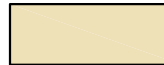
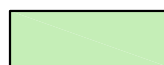


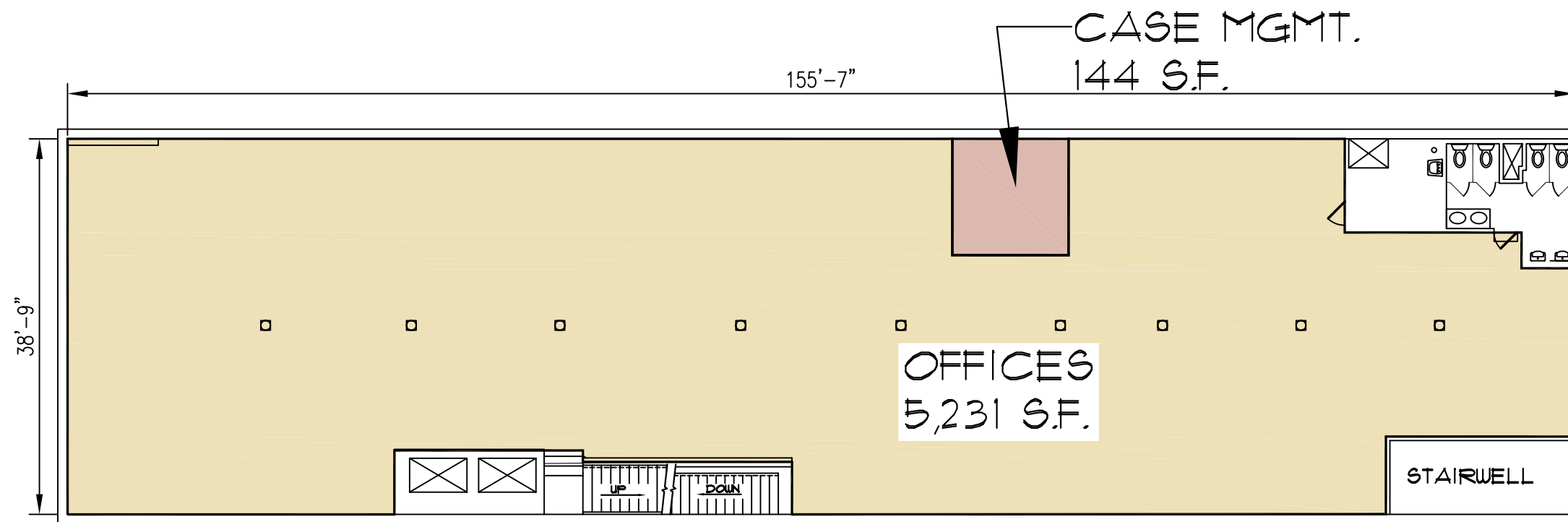
**BRIXX BUILDING  
2ND FLOOR**

**FLOOR AREA SUMMARY**

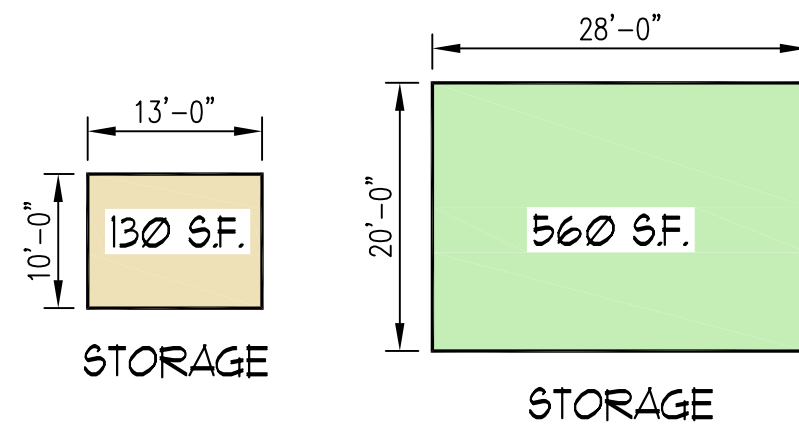
	ADULT PROBATION / TREATMENT COURT 5,231 S.F.
	CASE MANAGEMENT (PART OF DRUG & ALCOHOL) 144 S.F.
<hr/>	
5,375 TOTAL S.F.	

**LOWER LEVEL STORAGE  
FLOOR AREA SUMMARY**

	ADULT PROBATION / TREATMENT COURT 130 S.F.
	ADULT PROBATION / PAROLE 560 S.F.
<hr/>	
690 TOTAL DEPT. S.F.	



**SECOND FLOOR PLAN**



**LOWER LEVEL FLOOR PLAN**

**BRIXX BUILDING**

NOT TO SCALE



**BRIXX BUILDING  
OCTOBER, 2008**





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
N	Brixx Building, 130 North Washington Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	None
Public Transportation		Bus Stop Distance and Location)	
COLTS Bus		½ block on Washington Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Additional fee, prorated on space leased	
Gas (UGI)		Additional fee, prorated on space leased	
Water (PA American Water)		Additional fee, prorated on space leased	
Sanitary Sewer (Scranton Sewer Authority)		Additional fee, prorated on space leased	
General Notes			
Public parking garage within ½ block.			
Approximately 59 employees park on street or pay for public parking.			
County responsible for interior janitorial services and for exterior sidewalk maintenance.			



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View of building from North Washington Avenue

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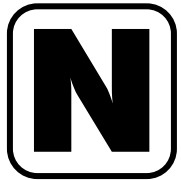
**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
John Conlon-Director (Interviewed)			570.963.6876 ext. 7601	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	

**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN



**Acker Associates, Inc.**

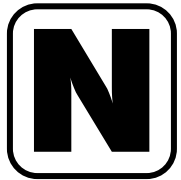




Community Service Liaison	1			X
Restrictive Intermediate Punishment Officer	2			X
Intern	1			X
<b>TOTALS</b>	43		5	38

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 Brixx 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.

 <p>the Palumbo group Architects &amp; Interior Designers</p>	 <p>BURKAVAGE DESIGN ASSOCIATES ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>
<p><b><u>Acker Associates, Inc.</u></b></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
	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)

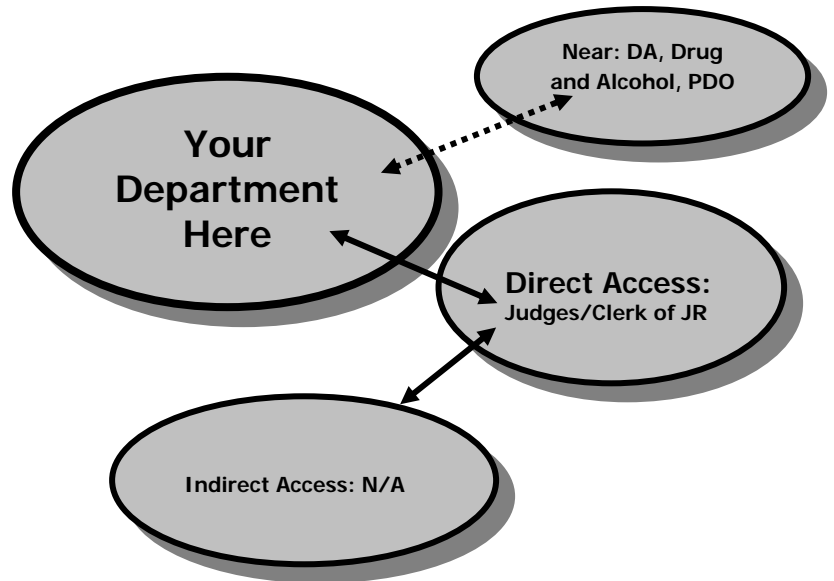



**Acker Associates, Inc.**



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/Geroulo
2. Clerk of Judicial Records
NEAR
1. D.A.'s Office
2. Drug and Alcohol
3. Public Defender's Office



 <p>Architects &amp; Interior Designers</p>	<p><b>BURKAVAGE DESIGN ASSOCIATES</b> <i>llc</i></p> <p>ARCHITECTURE   ENGINEERING   INTERIOR DESIGN</p> <p><b>Acker Associates, Inc.</b></p>
--	---



#### GENERAL NOTES AND OBSERVATIONS:

- Additional 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 Building which is an inappropriate space to be near a Probation department.
- Director feels Probation Officers need separate, private offices since they interview people about crime. They write reports and input them.





**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Joe Brennan, Coroner (Interviewed)			570.963.6100 ext. 7200	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
			09.18.08 3:00 p.m. NH/BB	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Coroner	1			X
Office Manager	1		X	
Deputies	3		X	
<b>TOTAL</b>	<b>5</b>		<b>4</b>	<b>1</b>

	<p><b><u>Acker Associates, Inc.</u></b></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? Yes-Funeral Director's & Public.
				FILE ROOM Only keep for 6 years. Not going digital.
				BREAK ROOM Shared with whole floor.
				STORAGE ROOM 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. 1/2 the size of 5 drawer filing cabinet is adequate.



Architects & Interior Designers

**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**

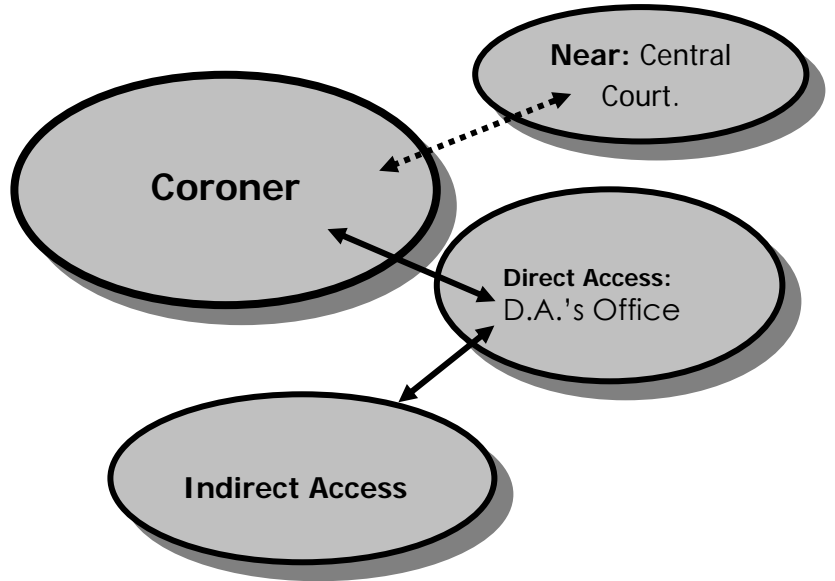
- 1. D.A.'s office.
- 2.
- 3.
- 4.

**INDIRECT**

- 1.
- 2.

**NEAR**

- 1. Central Court.
- 2.



**GENERAL NOTES AND OBSERVATIONS:**

**FIVE YEAR PROJECTIONS:**

- This department employee count will remain stable.

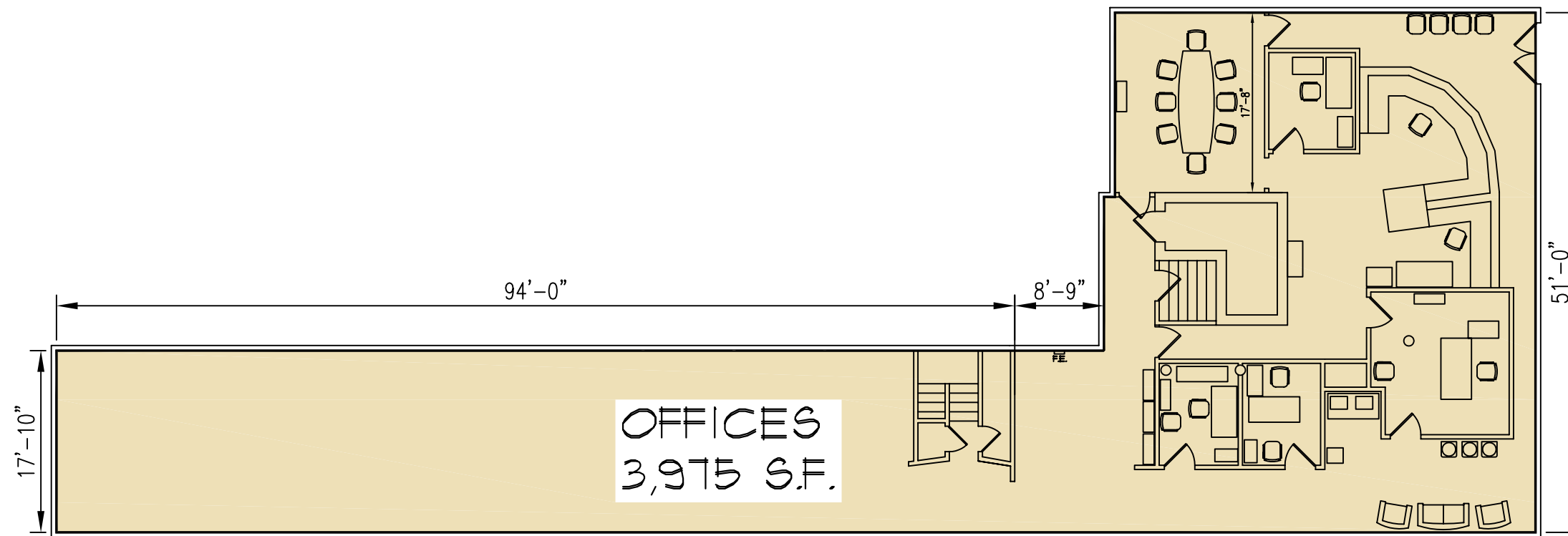


BROOKS BUILDING  
1ST FLOOR  
FLOOR AREA SUMMARY

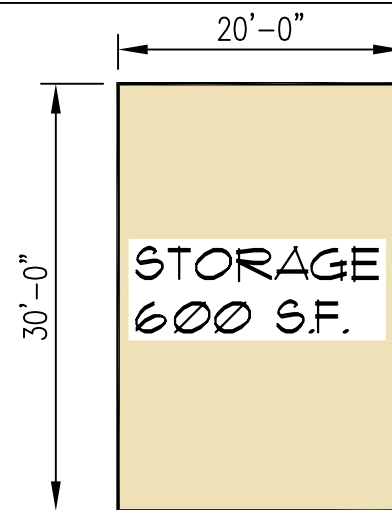
JUDICIAL RECORDS - CRIMINAL  
3,975 S.F.

BASEMENT STORAGE  
FLOOR AREA SUMMARY

JUDICIAL RECORDS  
600 S.F.



FIRST FLOOR PLAN



PARTIAL BASEMENT  
FLOOR PLAN

BROOKS BUILDING

NOT TO SCALE




BROOKS BUILDING  
OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
O	Brooks Building, Spruce Street	Scranton	Yes
<b>On-Site Parking</b>	<b>Total On-Site Parking Stalls</b>	<b>Total Handicap Stalls</b>	<b>Loading Areas</b>
No	None	None	None
<b>Public Transportation</b>		<b>Bus Stop Distance and Location</b>	
COLTS Bus		In front of building on Washington Avenue	
<b>Utility Services (Provider)</b>		<b>Utility Notes</b>	
Electric (PPL)		Additional fee, prorated on space leased	
Gas (UGI)		Additional fee, prorated on space leased	
Water (PA American Water)		Additional fee, prorated on space leased	
Sanitary Sewer (Scranton Sewer Authority)		Additional fee, prorated on space leased	
<b>General Notes</b>			
Public parking garage within 1 block.			
Approximately 30 employees park on street or pay for public parking.			
Refuse collection is an additional fee, prorated on space occupied.			
County responsible for interior janitorial service and for exterior sidewalk maintenance.			



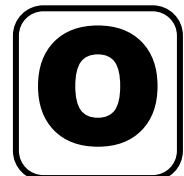


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*LLC*

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**





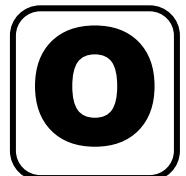


View of building from intersection of Spruce Street and North Washington Avenue

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

**Acker Associates, Inc.**







\* Located in Administration Building Adams Avenue

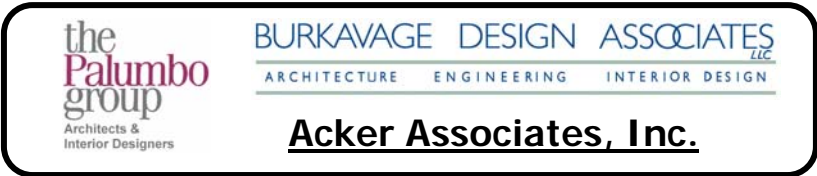
<b>ANCILLARY SUPPORT SPACES – Administration Building Adams Ave Location</b>				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: yes security issue
√	1			FILE ROOM: high density
				BREAK ROOM:n/a
√	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)

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



--	--	--	--	--

<b>ANCILLARY SUPPORT SPACES – Brooks Building Spruce Street Location</b>				
(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**

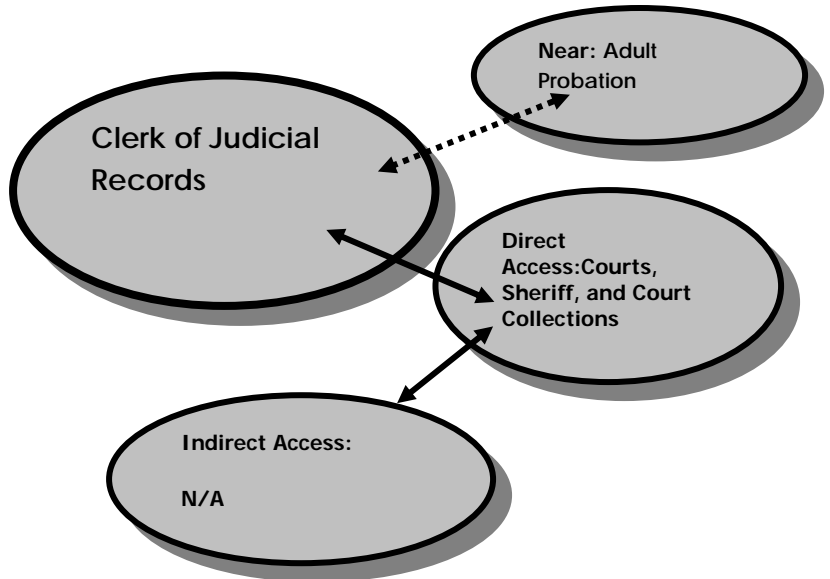
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

**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.

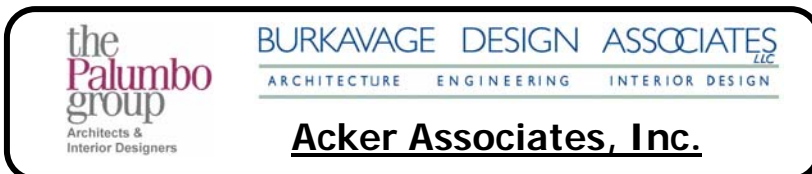
**Spruce Street Location**

- 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: \***

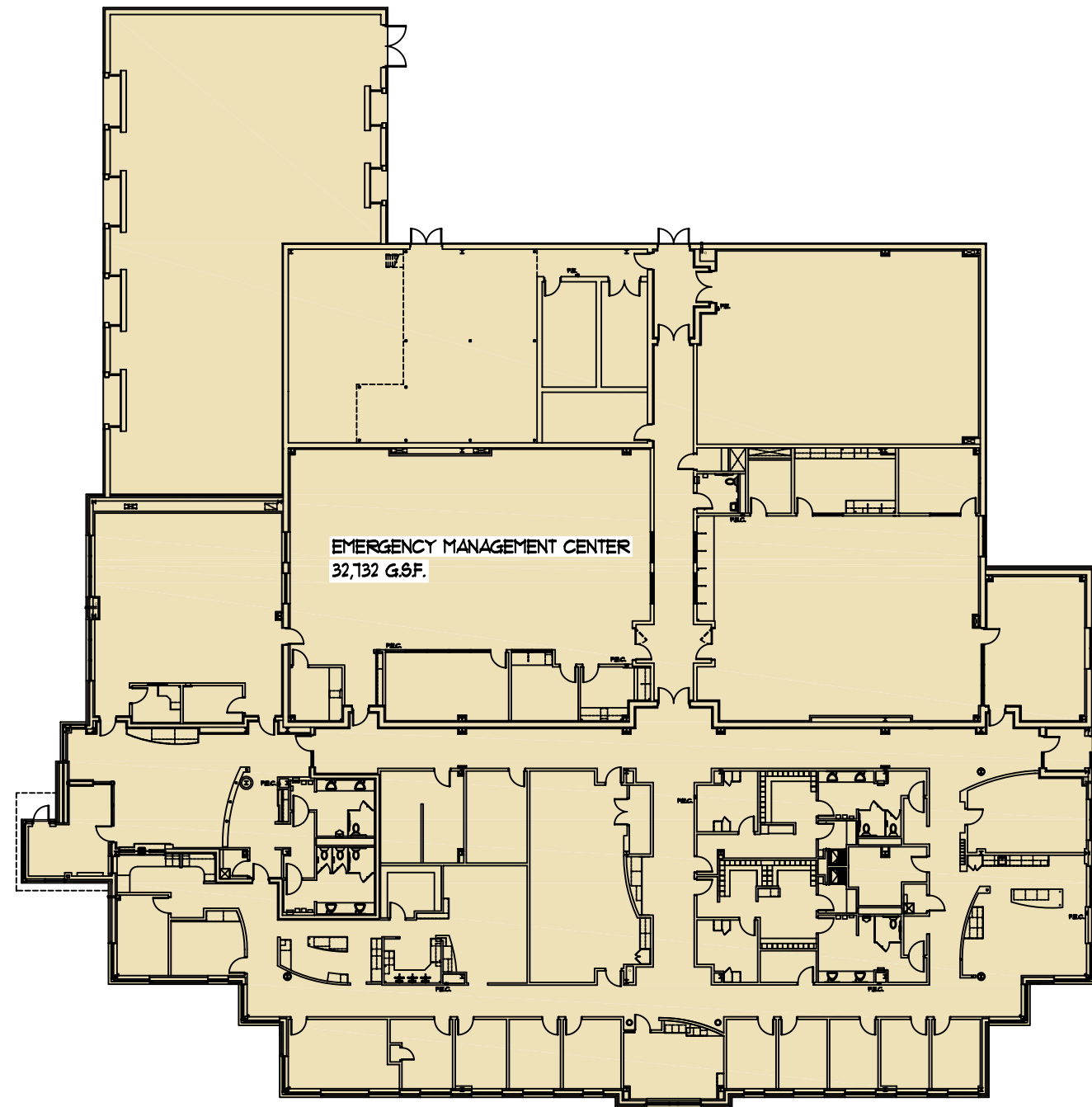
- They will be adding (5) five new open cubical spaces for clerks. These clerks will be only used for the criminal and civil division.
- Court Collections will be adding (2) new people.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# EMERGENCY MANAGEMENT AGENCY FLOOR AREA SUMMARY

 EMERGENCY MANAGEMENT CENTER  
32,732 G.S.F.



EMERGENCY MANAGEMENT CENTER  
32,732 G.S.F.

EMERGENCY MANAGEMENT CENTER



CENTER FOR PUBLIC SAFETY

## CENTER FOR PUBLIC SAFETY

NOT TO SCALE

OCTOBER, 2008

LACKAWANNA COUNTY FACILITIES INVENTORY AND NEEDS ASSESSMENT

LACKAWANNA COUNTY, PENNSYLVANIA

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**P**





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
P	Center for Public Safety	Jessup	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	26 + unmarked overflow	8	1 – Maintenance Garage
Public Transportation			
No bus service within one mile.			
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
General Notes			
Building and site were completed in 2007.			
Both bituminous (lined) and gravel (unmarked) parking areas.			



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ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**







View of building looking southwest, taken from visitors parking area




View of entrance showing bridge and handicap access



**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Tom Dubas				
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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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**BURKAVAGE DESIGN ASSOCIATES** LIC

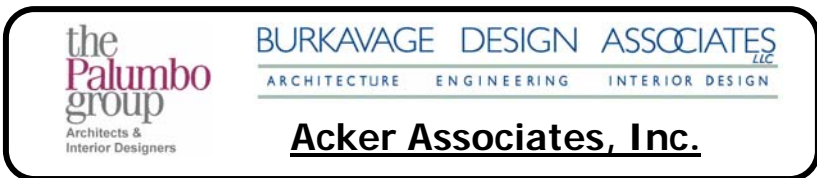
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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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 PROJECTE D 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

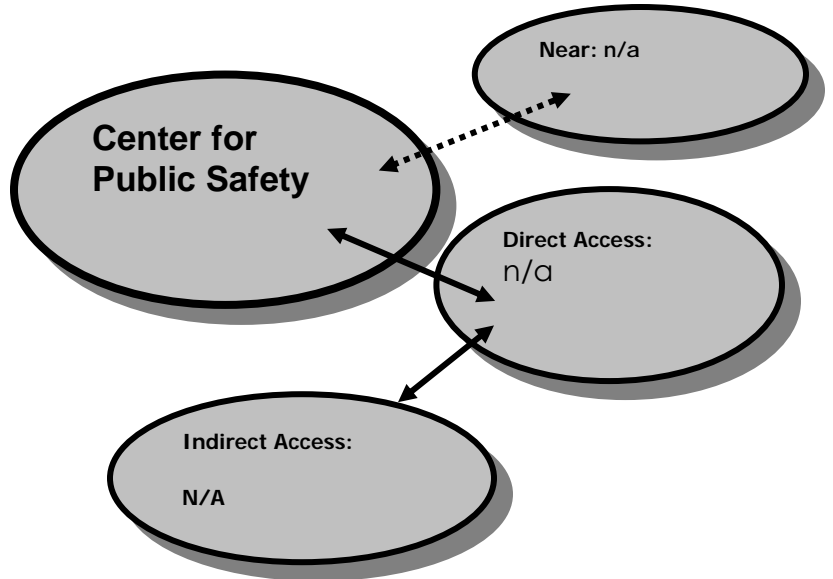


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

1.



**the Palumbo group**  
Architects & Interior Designers

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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: \***

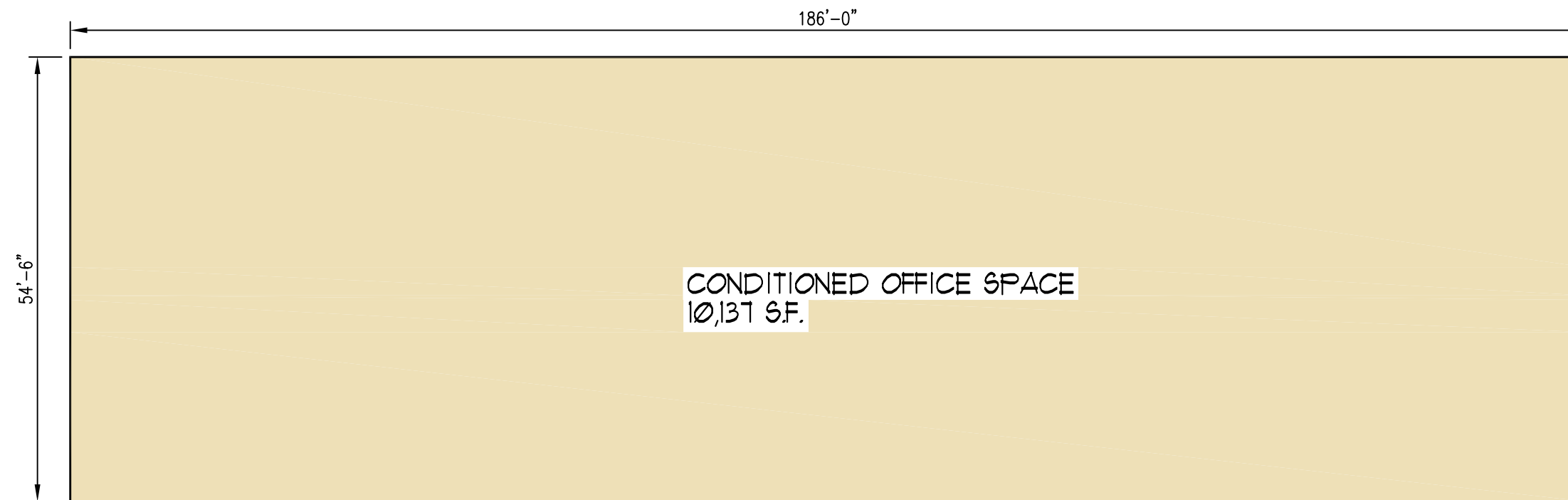
- 2013 they will remain stable with employee count.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# DICKSON CITY EXECUTIVE PARK FLOOR AREA SUMMARY

 VOTER MACHINES  
10,137 S.F.



SECOND FLOOR - VOTER MACHINES

## DICKSON CITY EXECUTIVE PARK NOT TO SCALE



DICKSON CITY EXECUTIVE PARK

OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
Q	Dickson City Executive Park, Main Avenue	Dickson City	Yes
<b>On-Site Parking</b>	<b>Total On-Site Parking Stalls</b>	<b>Total Handicap Stalls</b>	<b>Loading Areas</b>
Yes	30+	2 in front	Double doors
<b>Public Transportation</b>		<b>Bus Stop Distance and Location</b>	
COLTS Bus		Adjacent to site on North Main Avenue	
<b>Utility Services (Provider)</b>		<b>Utility Notes</b>	
Electric (PPL)		Lease not available for review	
Gas (UGI)		Lease not available for review	
Water (PA American Water)		Lease not available for review	
Sanitary Sewer (LRBSA)		Lease not available for review	
<b>General Notes</b>			
Storage areas only.			



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View of entrance looking east




View of building looking northeast



**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
Elections	Voter Machines	Dickson City Executive Park	235 Main Avenue Dickson City, PA	2
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Carl Goldyn- Supervisor Maryann Young- Deputy Director			570.963.6737	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Storage facility for all precincts voting machines and training. Collection of ballots and election reporting. Public can witness voting results here.			07.28.08 3:15 MTG KW/NH/SH 07.29.08 2:00 SURVEY KW/NH	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Supervisor	1			x
Custodian	1			x



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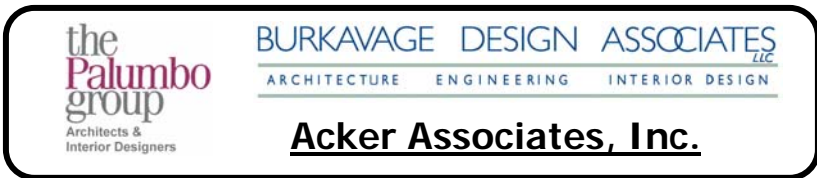
**Acker Associates, Inc.**





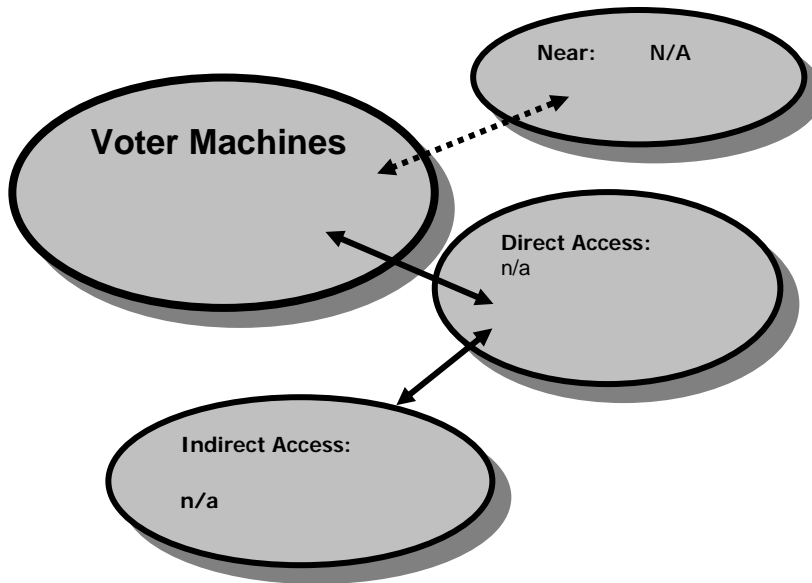
<b>Totals</b>	<b>2</b>	<b>-</b>	<b>0</b>	<b>2</b>

<b>ANCILLARY SUPPORT SPACES – Jefferson Ave Location</b>				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECT ED 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
	Common Shared	Common shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)
<b>SPECIAL REQUIREMENTS</b>				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTE D S.F.	AREA
√	1	900		Training room



**ACCESS / ADJACENCY REQUIREMENTS**

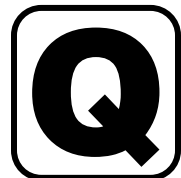
(Please list below other departments or agencies that should be in proximity of your Department/Agency)



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ARCHITECTURE ENGINEERING INTERIOR DESIGN

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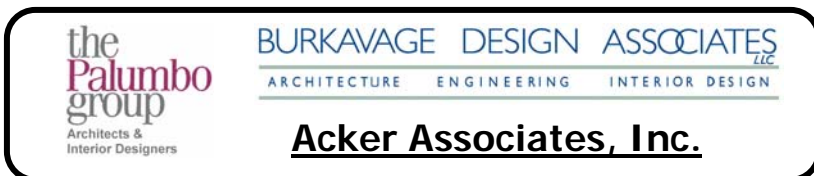
**GENERAL NOTES AND OBSERVATIONS:**

- 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. Their typical dimensions: scanner: 30x 4h x 36w, ballot box 36hx 18dx36w, cart 36h x 24d x 5h
- There are (525) 30” touch screens

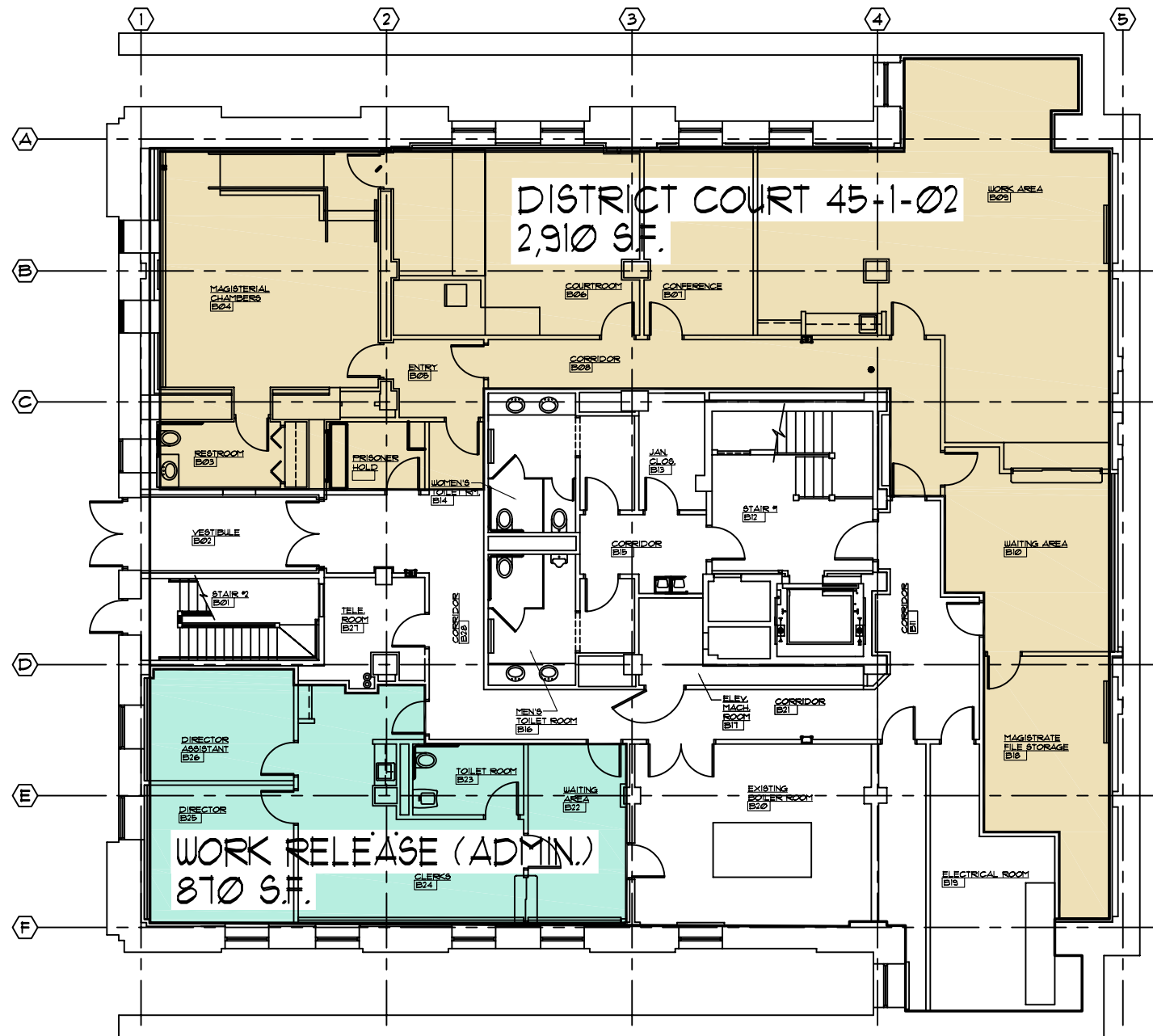
**FIVE YEAR PROJECTIONS: \***

- 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.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.







# JEFFERSON ANNEX LOWER LEVEL FLOOR AREA SUMMARY

	DISTRICT COURT OFFICES 2,910 S.F.
	WORK RELEASE ADMIN. OFFICES 810 S.F.
3,780 TOTAL DEPT. S.F.	

LOWER LEVEL FLOOR PLAN - 6,495 G.S.F.

JEFFERSON ANNEX BUILDING

NOT TO SCALE



JEFFERSON ANNEX BUILDING

OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
R	Jefferson Annex, Jefferson Avenue	Scranton	Yes
<b>On-Site Parking</b>	<b>Total On-Site Parking Stalls</b>	<b>Total Handicap Stalls</b>	<b>Loading Areas</b>
Yes	10	None	Double door in back
<b>Public Transportation</b>		<b>Bus Stop Distance and Location</b>	
COLTS Bus		½ block at corner of Jefferson Avenue and Spruce Street	
<b>Utility Services (Provider)</b>		<b>Utility Notes</b>	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
<b>General Notes</b>			
Public parking garage within 2 blocks.			
Approximately 45 employees park on street or pay for public parking.			



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View looking west across Jefferson Avenue



View of rear of building showing parking and loading area

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Interior Designers

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ARCHITECTURE ENGINEERING INTERIOR DESIGN

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View looking South along Jefferson Avenue

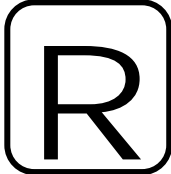


View of rear of building showing parking and loading area

the Palumbo group Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES LLC ARCHITECTURE ENGINEERING INTERIOR DESIGN

**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.

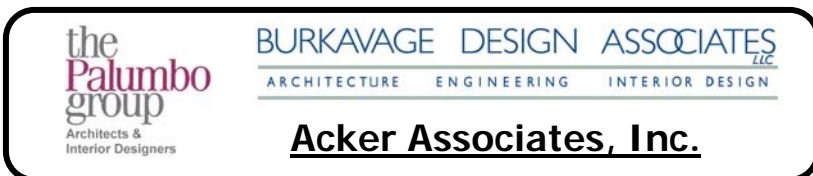
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR	
Courts & Judiciary	District Court 45-1-02	Jefferson Annex	Jefferson Avenue Scranton, PA	LL	
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>		
Alice H. Farrell-District Judge			570.963.6518 ext. 1580		
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND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

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

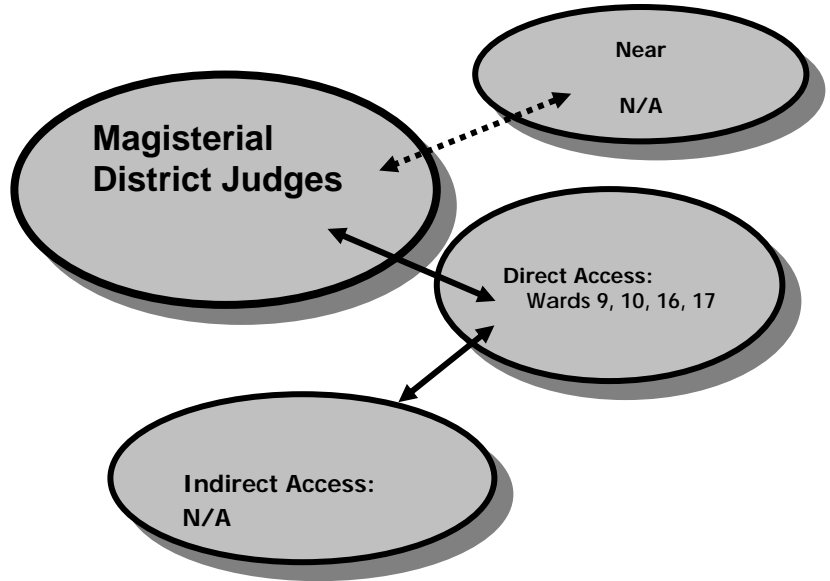






**ACCESS / ADJACENCY REQUIREMENTS**

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

<b>DIRECT ACCESS</b>
1. Wards 9, 10, 16, 17



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



**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

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.

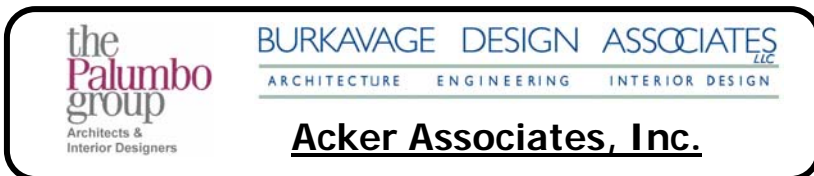


**Acker Associates, Inc.**

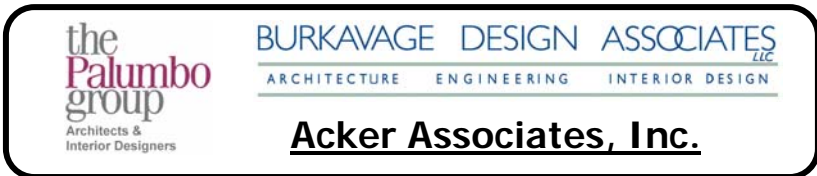




ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				ACCESS TO PUBLIC: yes
				FILE ROOM
				BREAK ROOM:
				STORAGE ROOM:
√	1			SUPPLY ROOM: 84"H x 4'w shelving – 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:

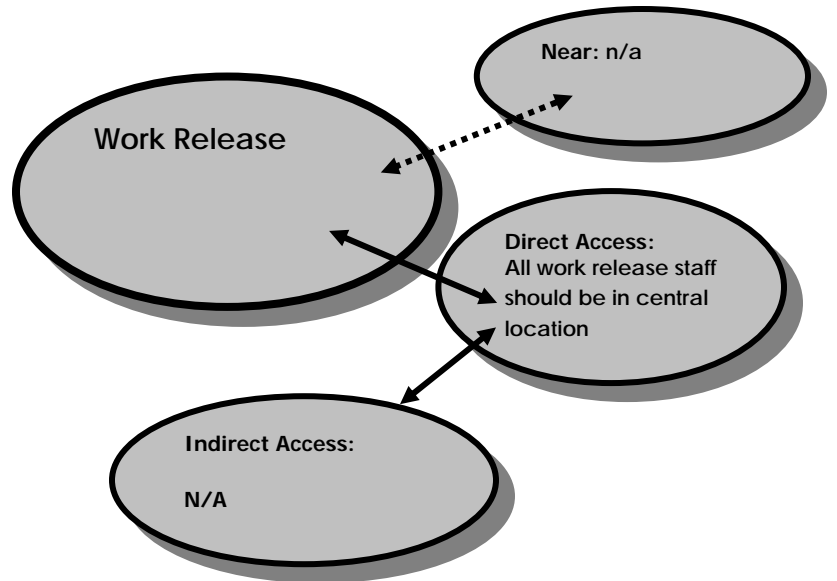


**ACCESS / ADJACENCY REQUIREMENTS**

(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



**the Palumbo group**  
Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LIC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**





GENERAL NOTES AND OBSERVATIONS:

**Jefferson Ave Location**

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

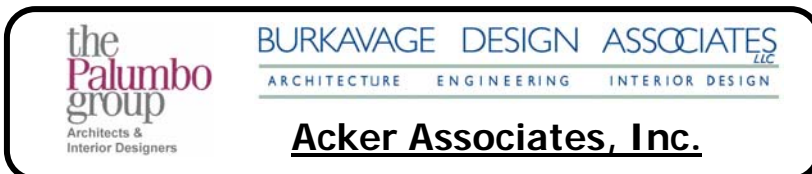
**Spruce Street Location**

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

**FIVE YEAR PROJECTIONS: \***

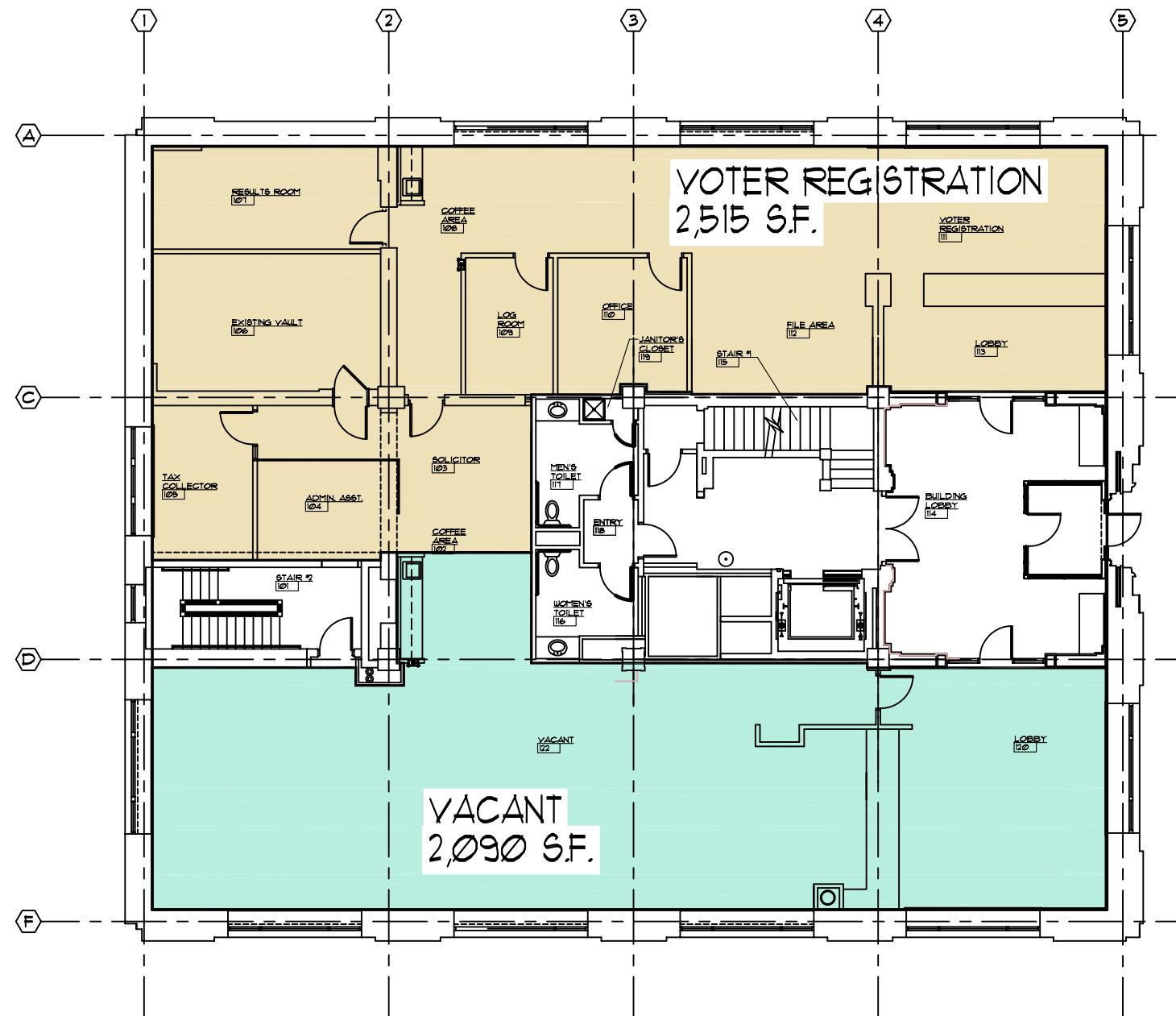
- They would like to see the integration of a women's work release /community service become part of the central work release and not part of the jail. This would entail an entire department that would be dedicated for this, would require new staff
- Complete estimate of people for this dept would be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

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# JEFFERSON ANNEX FIRST FLOOR AREA SUMMARY

	VOTER REGISTRATION OFFICES 2,515 S.F.
	VACANT OFFICE SPACE 2,090 S.F.
<hr/> <hr/>	
4,605 TOTAL DEPT. S.F.	



FIRST FLOOR PLAN - 6,160 G.S.F.  
JEFFERSON ANNEX BUILDING  
NOT TO SCALE



JEFFERSON ANNEX BUILDING


OCTOBER, 2008



**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
Elections	Voter Registration	Jefferson Avenue Annex	Jefferson Avenue	1
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Maryann Young- Director Marion Medalis – Deputy Director			570.963.6737	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
			07.28.08 3:15 MTG KW/NH/SH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Deputy Director	1		<input checked="" type="checkbox"/>	
Director	1			<input checked="" type="checkbox"/>
Clerk	2		<input checked="" type="checkbox"/>	
Part-time	3			



**BURKAVAGE DESIGN ASSOCIATES** L.L.C.

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**



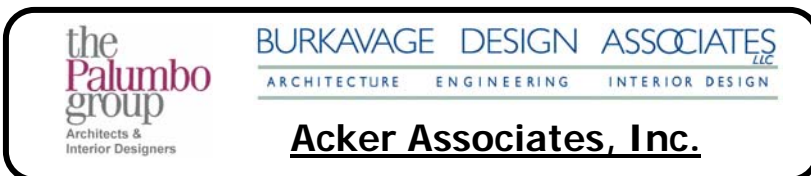
<b>Totals</b>	<b>7</b>	<b>-</b>	<b>3</b>	<b>1</b>

**ANCILLARY SUPPORT SPACES – Jefferson Ave Location**

(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECT ED 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
	Common Shared	Common shared		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

**SPECIAL REQUIREMENTS**

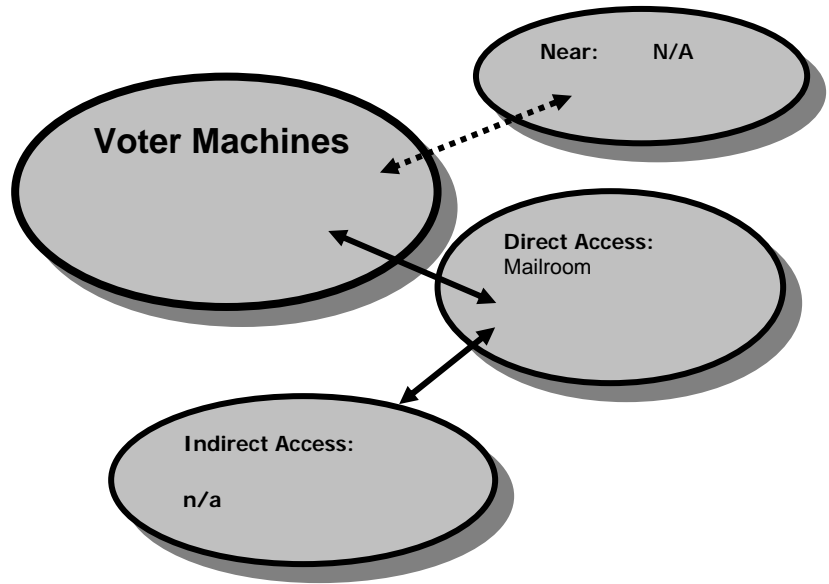
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA





**ACCESS / ADJACENCY REQUIREMENTS**

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

<b>Direct</b>
1. Mailroom



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



#### 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).

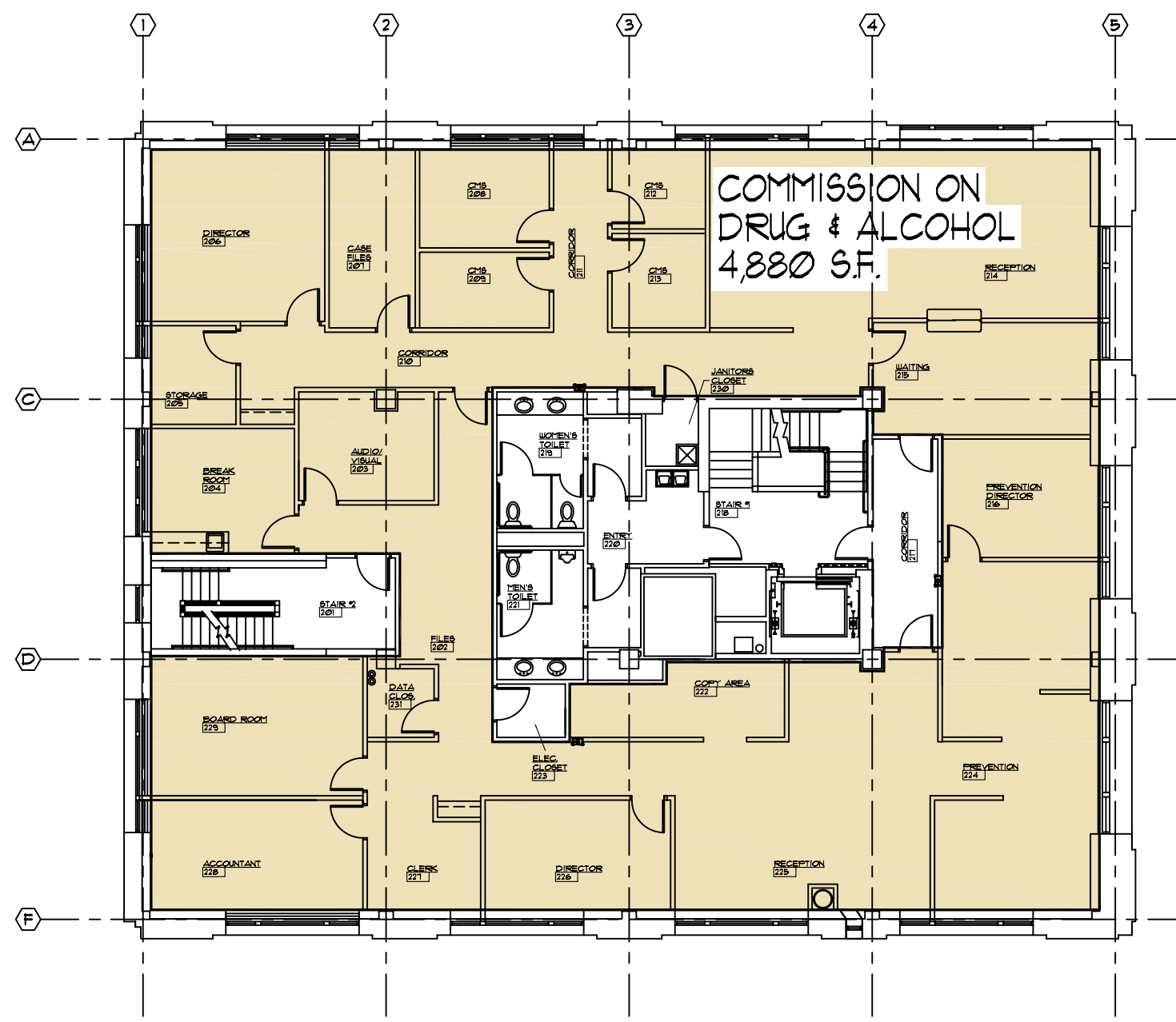
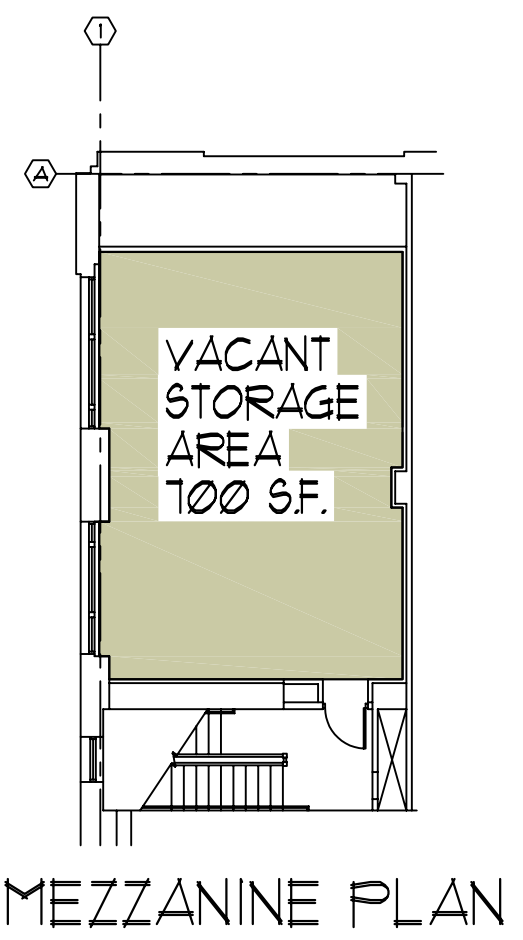
\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.





# JEFFERSON ANNEX SECOND FLOOR AREA SUMMARY

	COMMISSION ON DRUG & ALCOHOL OFFICES 4,880 S.F.
	MEZZ. VACANT STORAGE AREA 100 S.F.
<hr/> <hr/>	
5,580 TOTAL DEPT. S.F.	



SECOND FLOOR PLAN - 6,160 G.S.F.  
JEFFERSON ANNEX BUILDING  
NOT TO SCALE



JEFFERSON ANNEX BUILDING

OCTOBER, 2008



## 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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Ann Marie Santarsiero-Executive Director (Interviewed)			570.963.6820 ext. 1501	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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	
<b>Totals</b>	<b>23</b>	<b>-</b>	<b>12</b>	<b>11</b>



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) *Curr. located in hallway None. In open area.

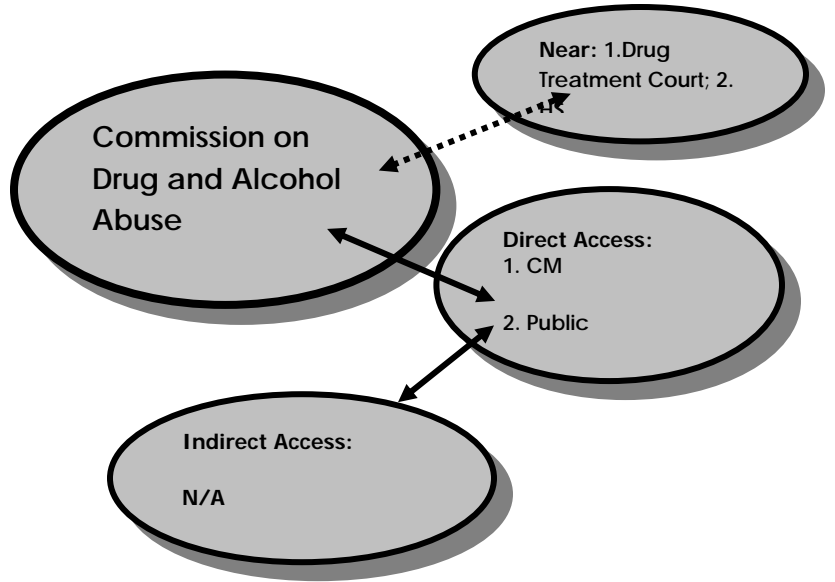
SPECIAL REQUIREMENTS				
	(Please specify spaces)			
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			CONFERENCE ROOM: This space is projected. Currently does not exist. Need to hold 25/30 people. Currently do not have large conference area for staff meetings.



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

<b>DIRECT ACCESS</b>
1. Case Management (CM)
2. Public Access

<b>NEAR</b>
1. Drug Treatment Court-In Brix Building
2. Human Services (HS)- Currently upstairs.



## 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\*

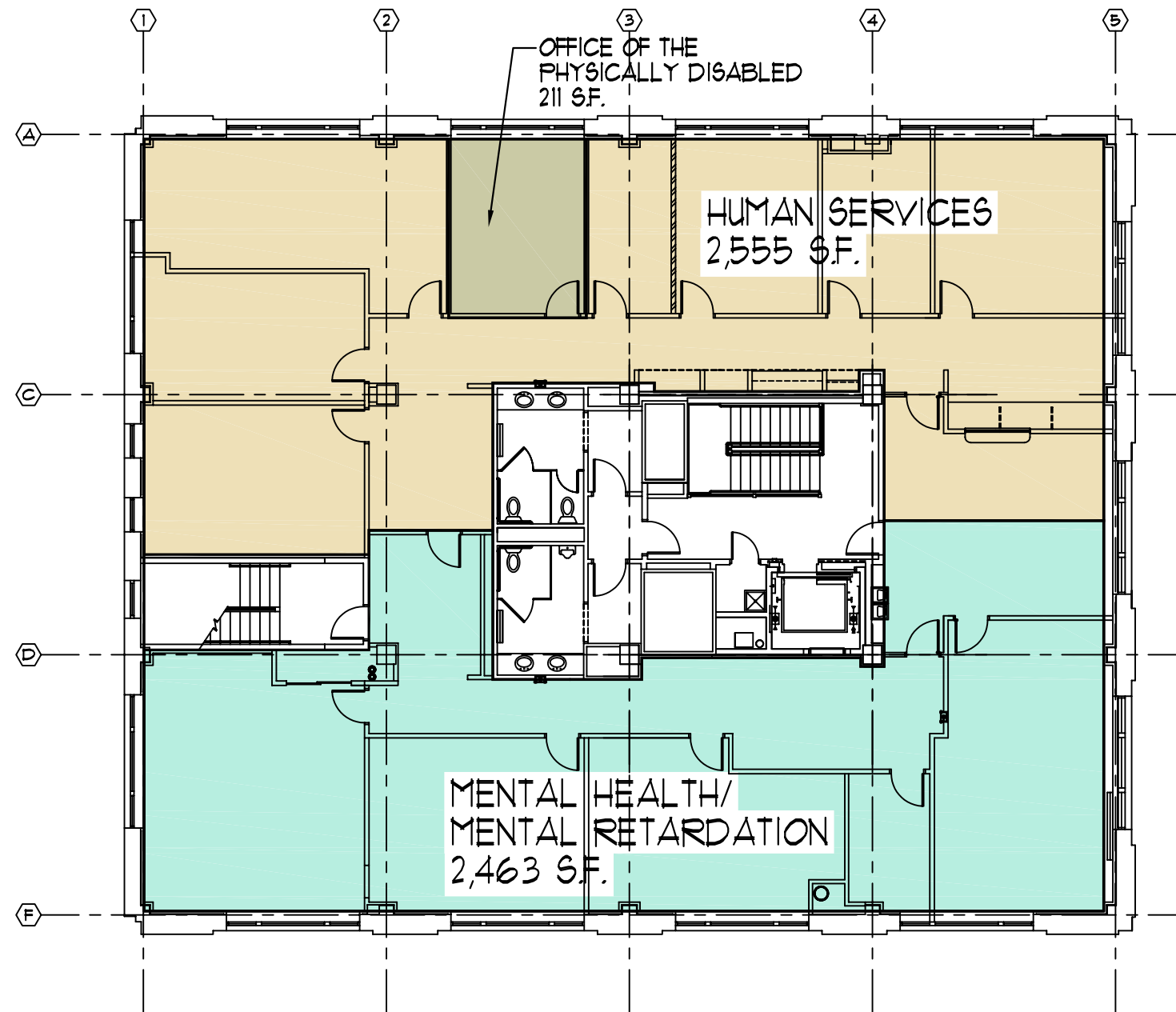
TOTAL EMPLOYEE PROJECTIONS FOR CASE MANAGEMENT (WYOMING AVE) : 3\*

**\*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



**Acker Associates, Inc.**





## JEFFERSON ANNEX THIRD FLOOR AREA SUMMARY

	HUMAN SERVICES OFFICES 2,555 SF.
	MENTAL HEALTH/MENTAL RETARDATION OFFICES 2,463 SF.
	PHYSICALLY DISABLED OFFICES 211 SF.

5,229 TOTAL DEPT. SF.

THIRD FLOOR PLAN - 6,160 G.S.F.  
JEFFERSON ANNEX BUILDING

NOT TO SCALE



JEFFERSON ANNEX BUILDING

OCTOBER, 2008





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**

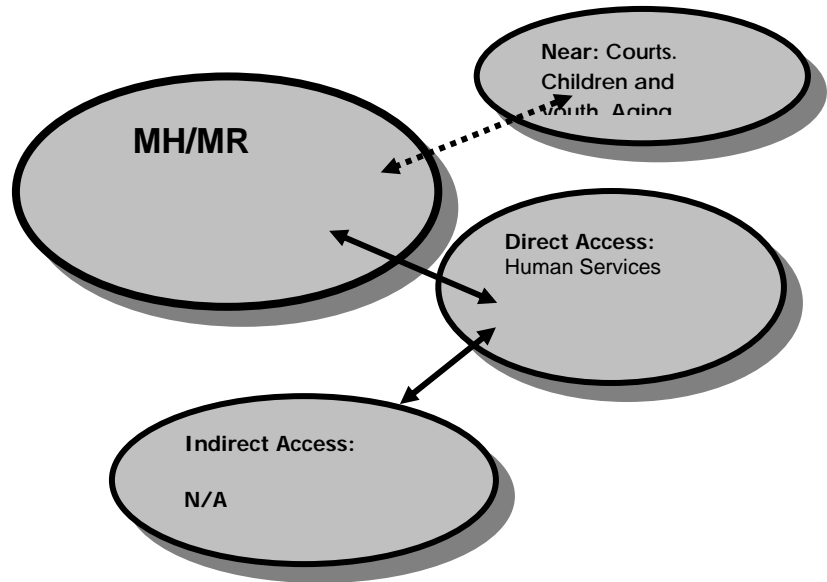
(Please list below other departments or agencies that should be in proximity of your Department/Agency)

**DIRECT ACCESS**

1. Human Services

**NEAR**

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



**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.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.

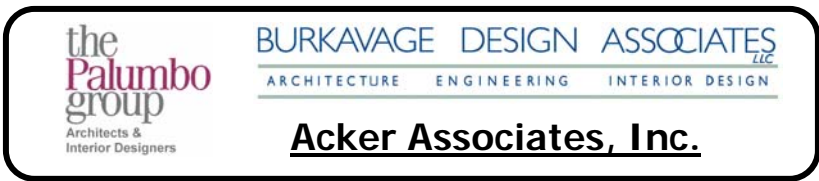




**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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 <sup>rd</sup>	
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>		
Teresa Osborne-Director Gayle Sensi-Interviewed on 07.22.08			570.346.5741 ext. 1522		
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>		
Facilitate and support the development, coordination, and delivery of human services to County residents.			07.22.08 KW/NH		
<b>STAFF/EXEC POSITION</b>			<b>Check One:</b>		
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.					
<b>Total</b>	4			0	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: 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.





**Acker Associates, Inc.**



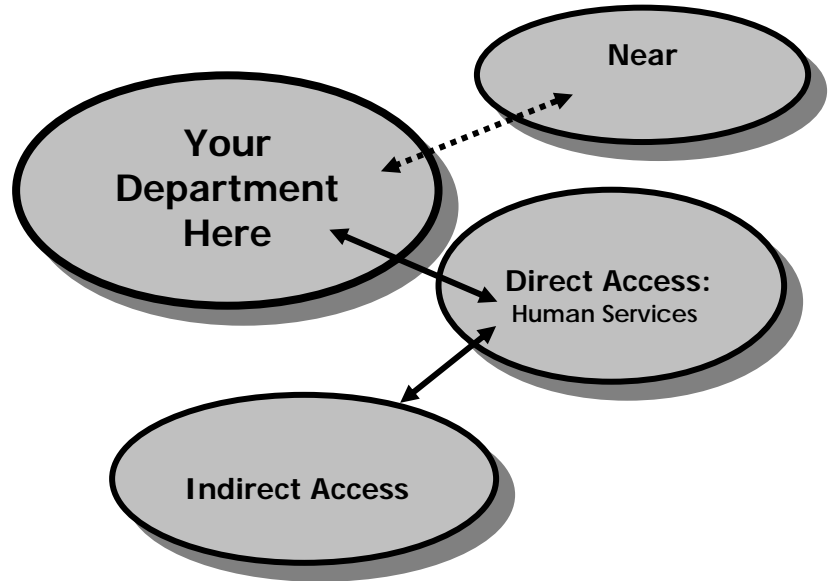


**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

1. All Human Services Departments.



**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:**

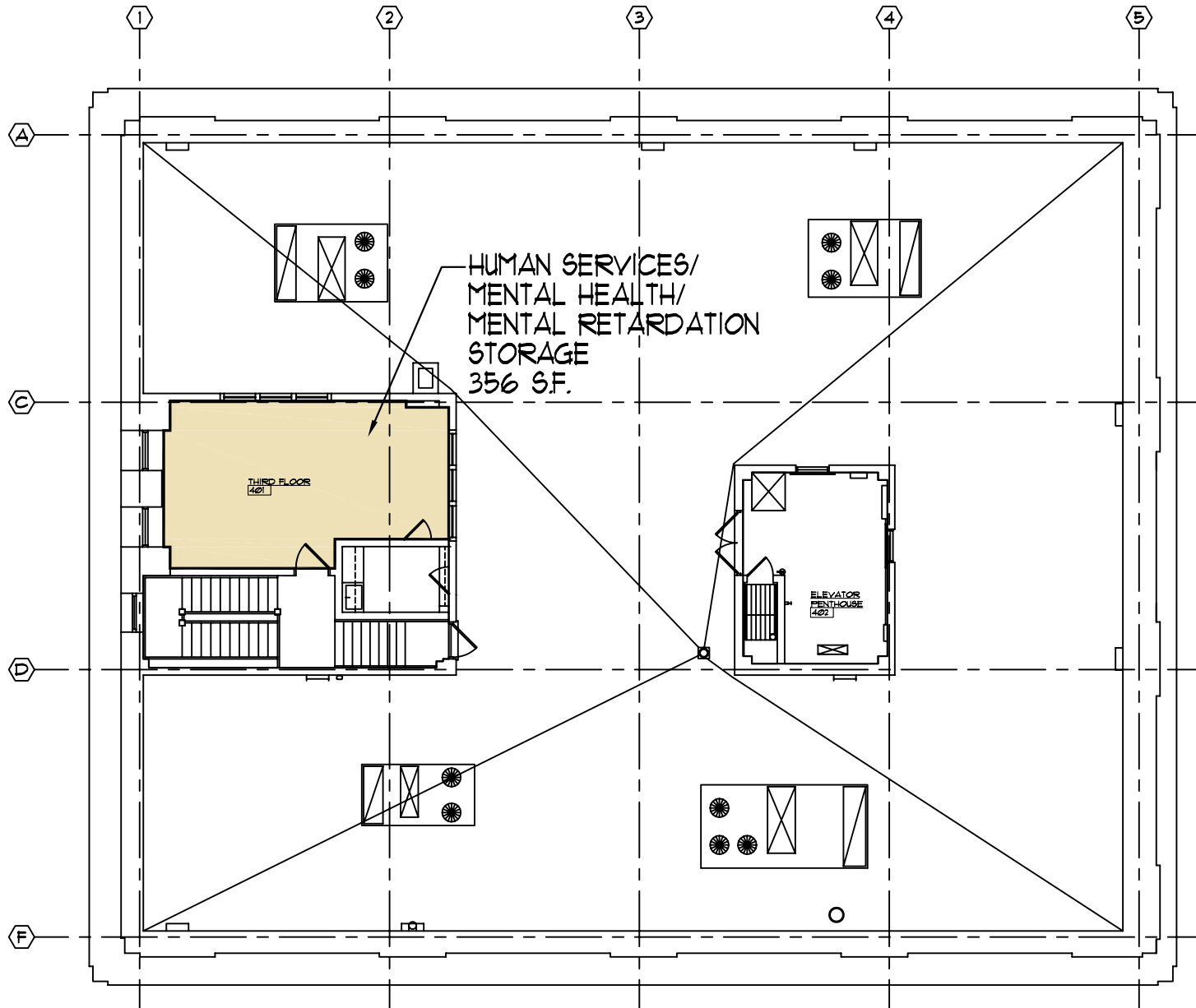
- No projections were made.



**Acker Associates, Inc.**



# JEFFERSON ANNEX ATTIC/ROOF AREA SUMMARY



HUMAN SERVICES/MENTAL HEALTH/  
 MENTAL RETARDATION STORAGE  
 356 S.F.

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356 TOTAL DEPT. SF.


ATTIC/ROOF PLAN - 846 S.F.  
JEFFERSON ANNEX BUILDING  
 NOT TO SCALE



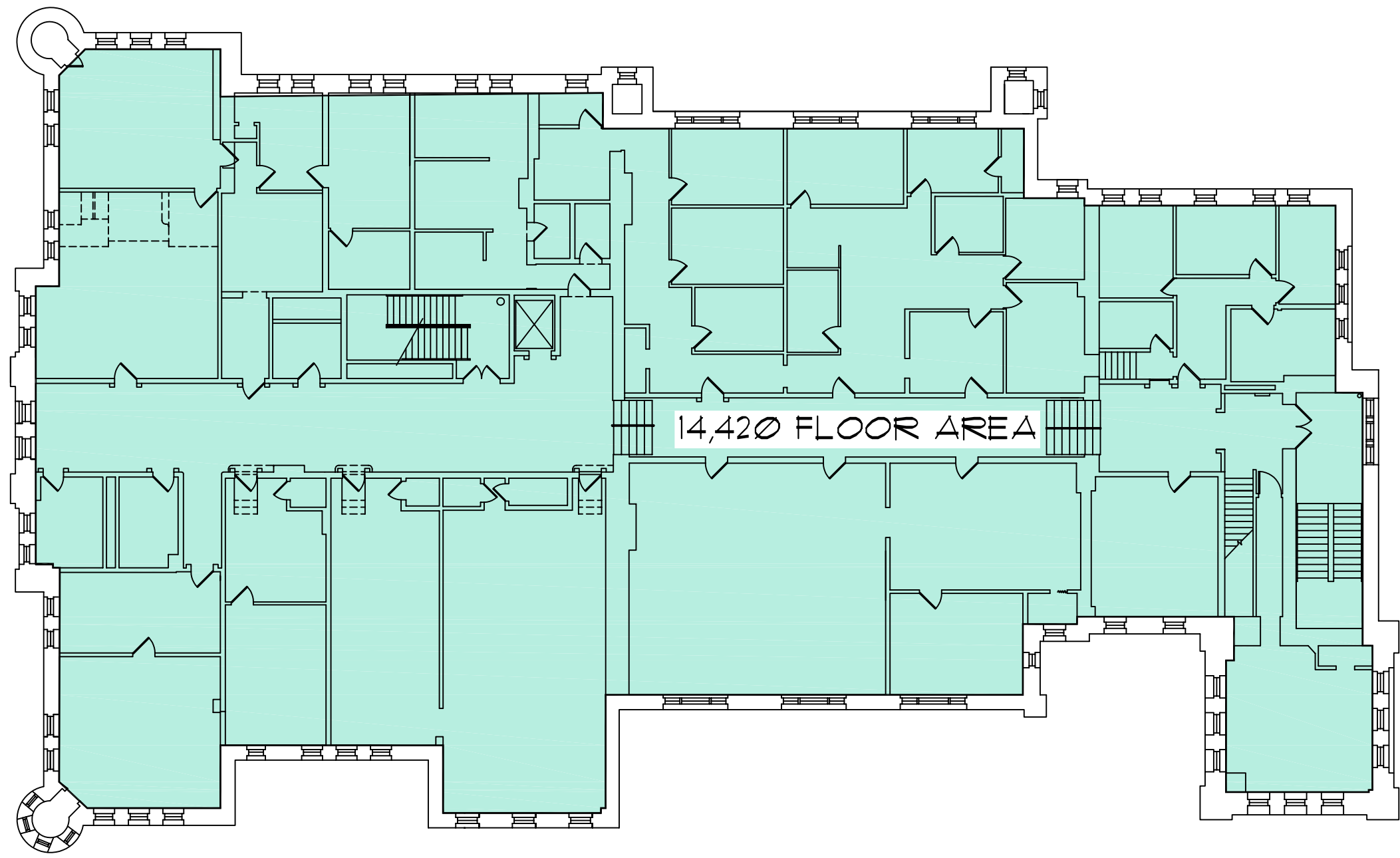
JEFFERSON ANNEX BUILDING

OCTOBER, 2008

# LACKAWANNA COUNTY COURTHOUSE FLOOR AREA SUMMARY

 COURTHOUSE (NOT INCLUDED IN ASSESSMENT) 43,000 SF.

\*SF. TOTALS FOR THESE AREAS ARE NOT INCLUDED IN THE BUILDING TOTALS IDENTIFIED IN THIS REPORT.



LACKAWANNA COUNTY COURTHOUSE  
OCTOBER, 2008

OVERALL PLAN  
**LACKAWANNA COUNTY COURTHOUSE**  
NOT TO SCALE





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
S	Lackawanna County Court House Washington Avenue	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	12	1	1 loading area
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		Across street on both Washington and Adams Avenues	
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
General Notes			
On site parking is for judges only; there is a sally port for the sheriff's use.			
Public parking garage within 1 block.			

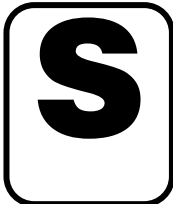


Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LLC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**





View of Courthouse from North Washington Avenue

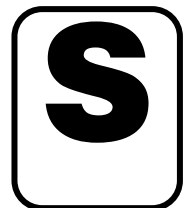


View of Courthouse from intersection of Adams Avenue and Linden Street

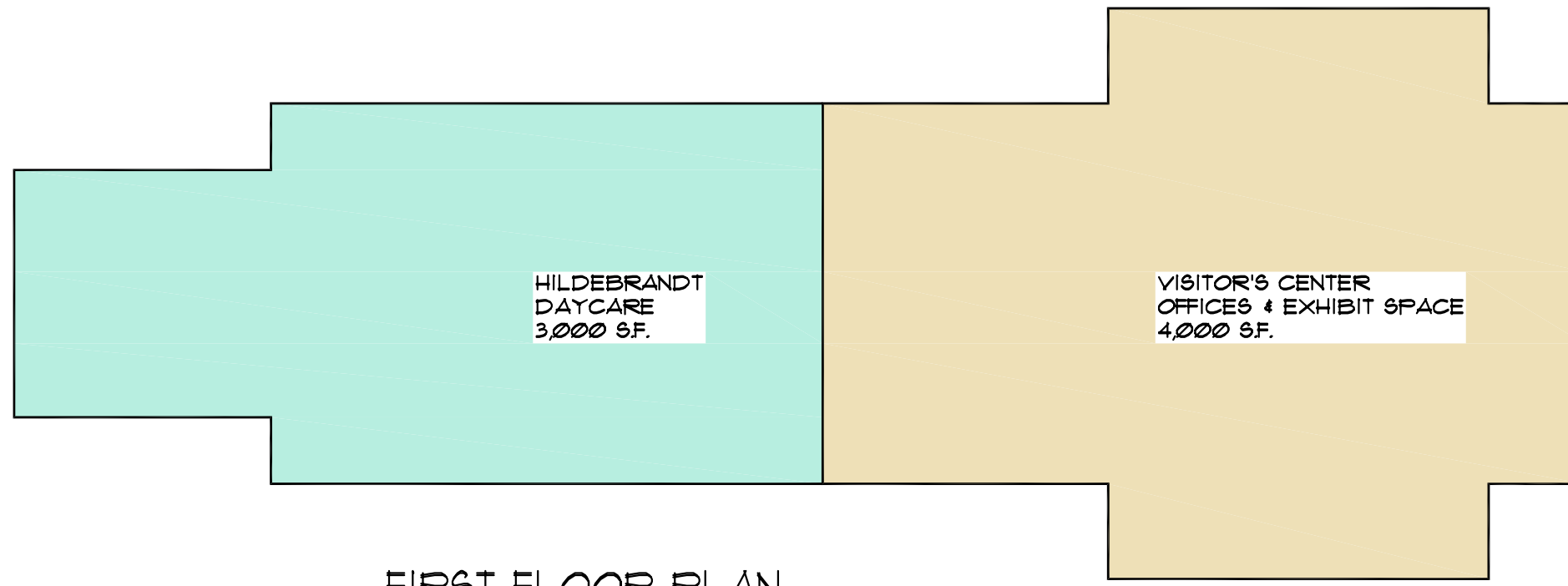
the  
**Palumbo**  
group  
Architects &  
Interior Designers

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

**Acker Associates, Inc.**







FIRST FLOOR PLAN



SECOND FLOOR PLAN

VISITOR'S CENTER

NOT TO SCALE

VISITOR'S CENTER  
FLOOR AREA SUMMARY

- OFFICE'S & EXHIBIT SPACE  
4,000 SF.
- HILDEBRANDT DAYCARE  
\*10,000 SF.

---

14,000 TOTAL SF.

\*SF. TOTALS FOR THESE AREAS  
ARE NOT INCLUDED IN THE  
BUILDING TOTALS IDENTIFIED  
IN THIS REPORT.



VISITOR'S CENTER

OCTOBER, 2008



**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)
<b>Total On-Site Parking Stalls</b>		<b>Total Handicap Stalls</b>	<b>Number of Loading Docks</b>
24 lined+gravel overflow		4	1
<b>ADA Accessibility to Building, Notes</b>			
Yes			
<b>Public Transportation</b>		<b>Distance (Location)</b>	
Bus, COLTS		? Miles (100 Wyoming Ave)	
<b>Utility Services (Provider)</b>		<b>Monthly Bill, or included as part of lease</b>	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
Phone (Verizon)			
Data (Comcast)			
<b>Notes, site condition, etc.</b>			



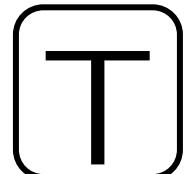


Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LLC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**





View of entrance looking West

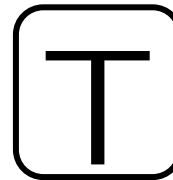


View of loading area with overhead door

the Palumbo group  
Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES LIC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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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.

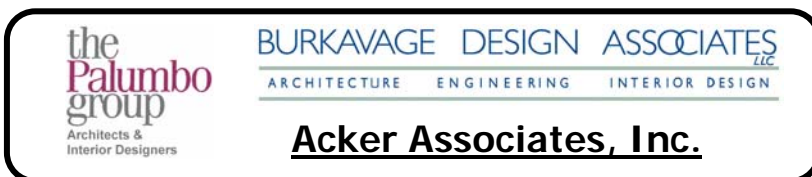
DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
	Convention and Visitors Bureau	99 Glenmaura National Blvd.	Glenmaura, PA	
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Tracy Barone-Director (Interviewed)			570.963.6363 ext.	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
			09.12.08 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	
<b>Totals</b>	<b>7</b>		<b>3</b>	<b>4</b>

	<p><b><u>Acker Associates, Inc.</u></b></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?	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).





## 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: \***

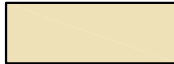
- 1 Full-Time: Membership Coordinator.

Note: Convention and Visitor's Bureau employees are not paid for by the County.

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.

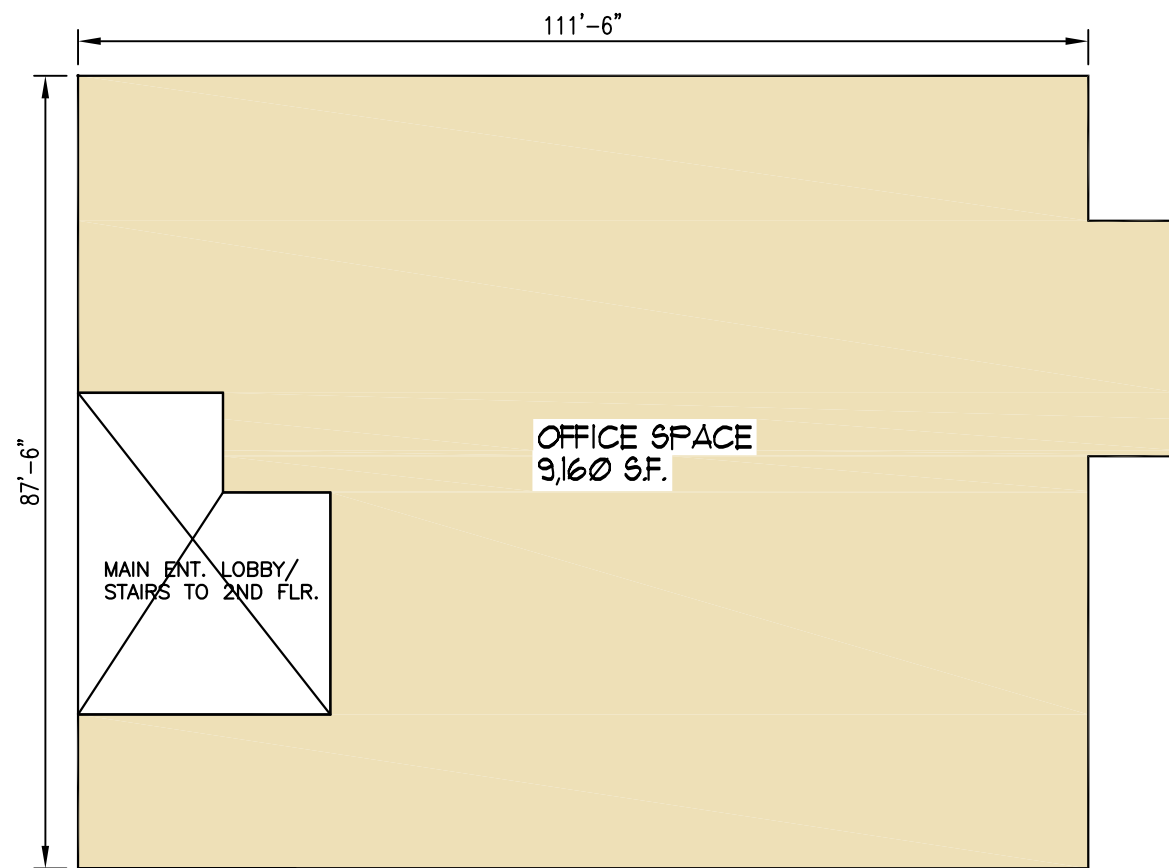


# MURRAY BUILDING FLOOR AREA SUMMARY

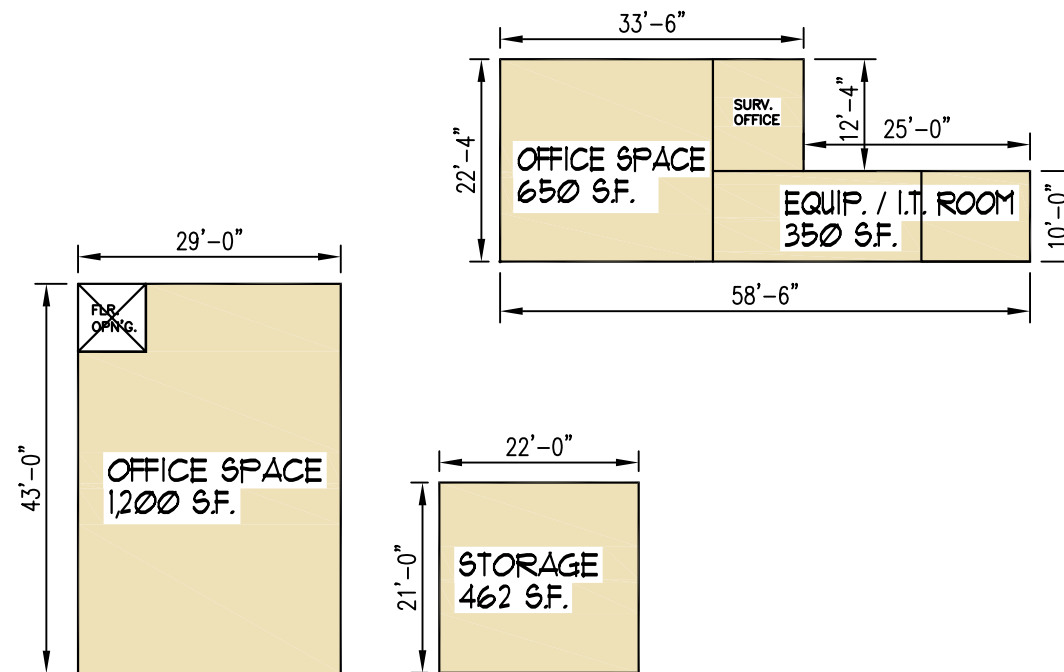
 DISTRICT ATTORNEY  
OFFICES / STORAGE ROOMS  
11,822 S.F.

---

11,822 TOTAL DEPT. S.F.



FIRST FLOOR PLAN - DISTRICT ATTORNEY  
9,160 S.F.



SECOND FLOOR PLAN - DISTRICT ATTORNEY  
2,662 S.F.



MURRAY BUILDING

## MURRAY BUILDING

NOT TO SCALE

OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
U	Murray Building, Spruce Street	Scranton	Yes
<b>On-Site Parking</b>	<b>Total On-Site Parking Stalls</b>	<b>Total Handicap Stalls</b>	<b>Loading Areas</b>
No	None	None	None
<b>Public Transportation</b>		<b>Bus Stop Distance and Location</b>	
COLTS Bus		½ block on both Wyoming and Washington Avenues	
<b>Utility Services (Provider)</b>		<b>Utility Notes</b>	
Electric (PPL)		Fixed Fee, \$1.32/SF	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (Scranton Sewer Authority)		Included in base lease	
<b>General Notes</b>			
Public parking garage within 1 block.			
Approximately 35 employees park on street or pay for public parking.			
County responsible for interior janitorial services.			



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View of building from Spruce Street looking north



View of entrance

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Palumbo  
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Interior Designers

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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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Gene Talerico- FADA(Interviewed) Andrew Jarbola-DA			570.963.6717	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
			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 <sup>st</sup> Floor		X
FADA	1	1 <sup>st</sup> Floor		X
ADA	11	1 <sup>st</sup> Floor		X
DDA	4	1 <sup>st</sup> Floor		X
Office Administrator	1	1 <sup>st</sup> Floor		X
Administrator Insurance Fraud	1	1 <sup>st</sup> Floor		X
Chief Detective	1	2 <sup>nd</sup> Floor		X
Domestic Violence Coordinator	1	1 <sup>st</sup> Floor	X	
Clerk/ Secretary	7	1 <sup>st</sup> Floor	X	
Receptionist	1	1 <sup>st</sup> Floor	X	
Detective	6	2 <sup>nd</sup> Floor		X- Shared
Detective	5	2 <sup>nd</sup> Floor- Drug Unit	X- Shared	
Detective	4	1 <sup>st</sup> Floor	X	
Detective	1	2 <sup>nd</sup> Floor		X
<b>TOTALS</b>	<b>45</b>		<b>18</b>	<b>27</b>



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ARCHITECTURE ENGINEERING INTERIOR DESIGN

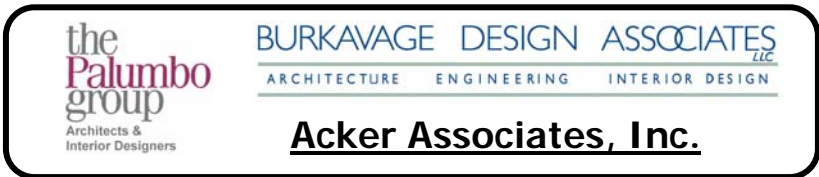
**Acker Associates, Inc.**





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.	



**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.

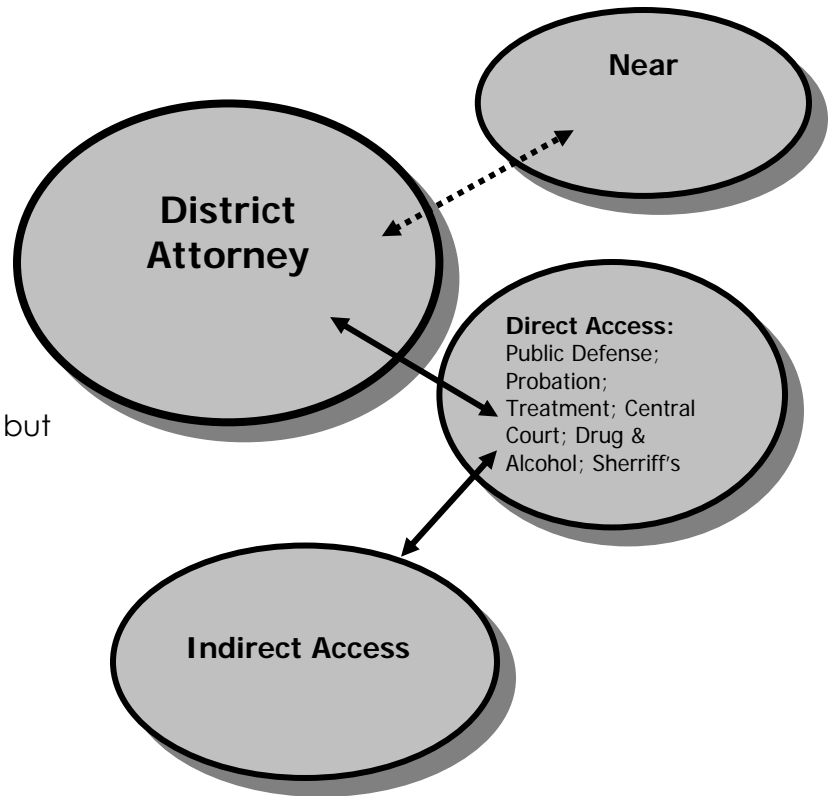
**Note:** May be on separate floors but close to other offices

**INDIRECT**

- 1.
- 2.

**NEAR**

- 1.
- 2.



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



## 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 3<sup>rd</sup> 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:**

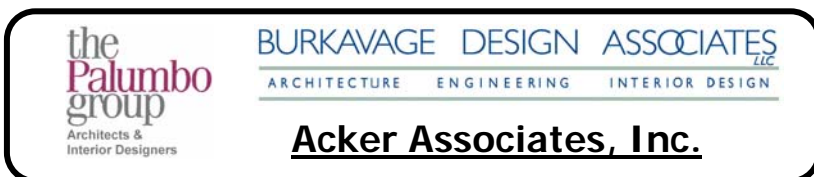
- Support Staff/ Administrators/ Detectives
- 2 Attorneys and 1 Observation Room without ceiling- no privacy.
- Evidence Room- not nearly enough space, has own ventilation; Separate Evidence Room for Insurance Fraud is separate- 8'x 8'. Need to double evidence room.
- Interview Room- 1 detainee and 2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

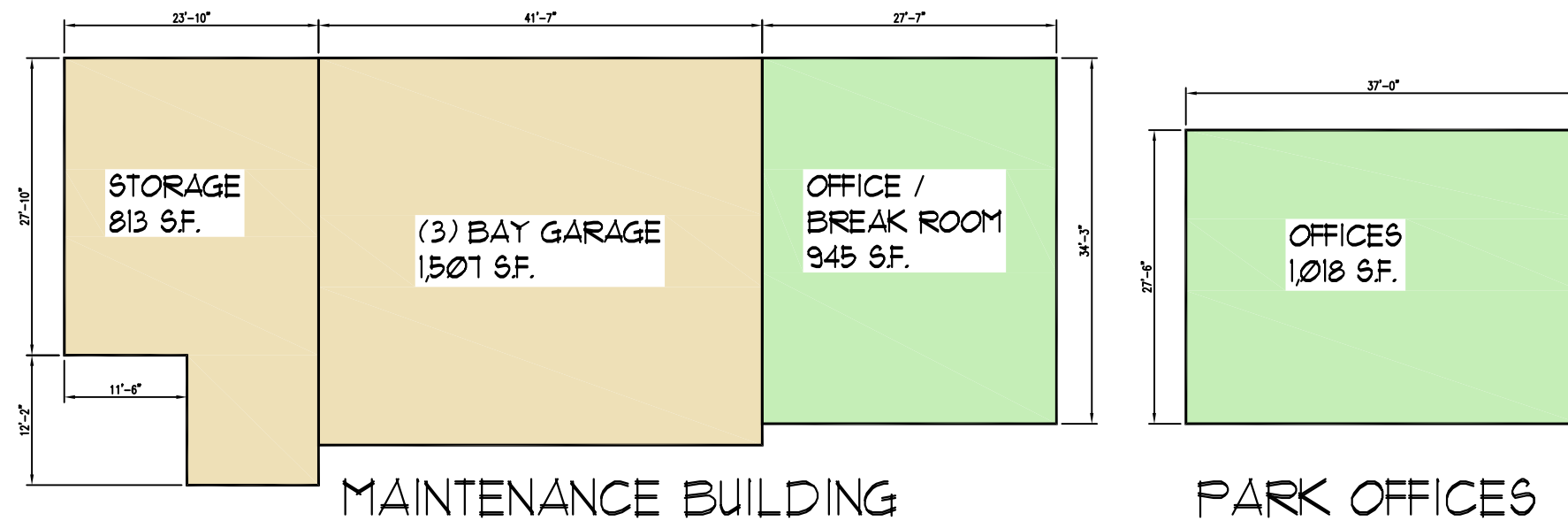
**FIVE YEAR PROJECTIONS: \***

- Do see growth-1 or 2 attorneys are budgeted at court house. Maximized in space right now.
- Would like to place additional (5) five people in four departments.



\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.





MAINTENANCE BUILDING

PARK OFFICES

McDADE PARK

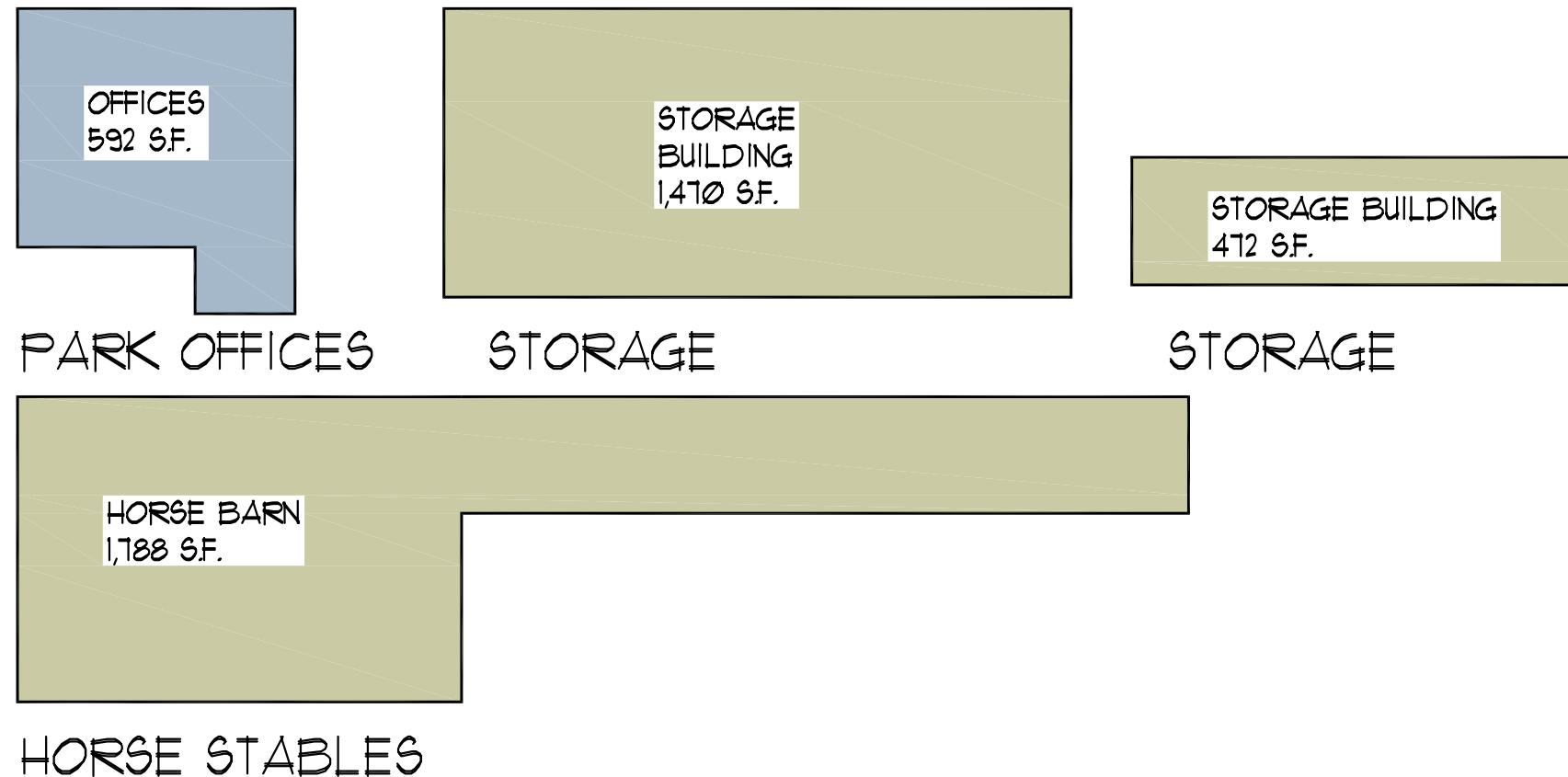
NOT TO SCALE

McDADE PARK  
FLOOR AREA SUMMARY

	PARKS OFFICES 2,320 SF.
	STORAGE / SUPPORT BUILDINGS 1,963 SF.
<hr/>	
4,283 TOTAL SF.	

MERLI-SARNOSKI PARK  
FLOOR AREA SUMMARY

	PARKS OFFICES 592 SF.
	STORAGE / SUPPORT BUILDINGS 3,730 SF.
<hr/>	
4,322 TOTAL SF.	



PARK OFFICES

STORAGE

STORAGE

HORSE STABLES

MERLI-SARNOSKI PARK

NOT TO SCALE



McDADE PARK



MERLI-SARNOSKI PARK  
OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
V-1	McDade Park	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	100+	6	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		Bus stops within park	
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (Scranton Sewer Authority)			
No General Notes			
No loading dock, but there is a maintenance building.			





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View of Park Office looking southwest



Handicap access to Park Office

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**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
V-2	Merli-Sarnoski Park	Greenfield	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	100+	6	None
Public Transportation			
No COLTS bus service			
Utility Services (Provider)		Utility Notes	
Electric (PPL)			
Gas (UGI)			
Water (PA American Water)			
Sanitary Sewer (on lot)			
General Notes			
No loading dock, but there is a maintenance building.			



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View of Park Office



View of Maintenance Building located next to Park 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
Parks and Recreation	McDade, Meril Sarnoski, & Aylesworth Park	McDade Park	Scranton PA	1
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Bill Davis - Deputy			570.963.6764	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Maintain parks for approximately 200,000 visitors per year			09.10.08 KW/BB 1:00 p.m.	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Deputy Director	1			X
Admin Assistant	2		X	
Director for Recreational	1		X	
Grounds and Buildings Manager	1		X	
Maintenance (mcdade)- No Office	4			
Maintenance (Meril)-No Office	4			
Maintenance (Aylesworth park)	3			

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Totals	16		3	1
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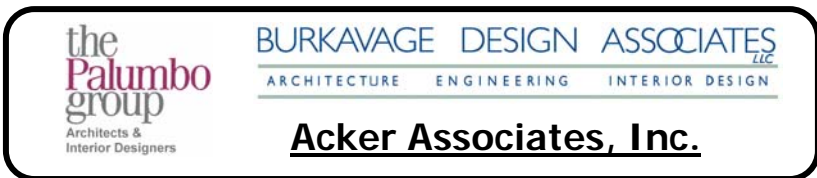
 <p>the Palumbo group Architects &amp; Interior Designers</p>	 <p>BURKAVAGE DESIGN ASSOCIATES LLC ARCHITECTURE ENGINEERING INTERIOR DESIGN</p>
<p><b><u>Acker Associates, Inc.</u></b></p>	





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

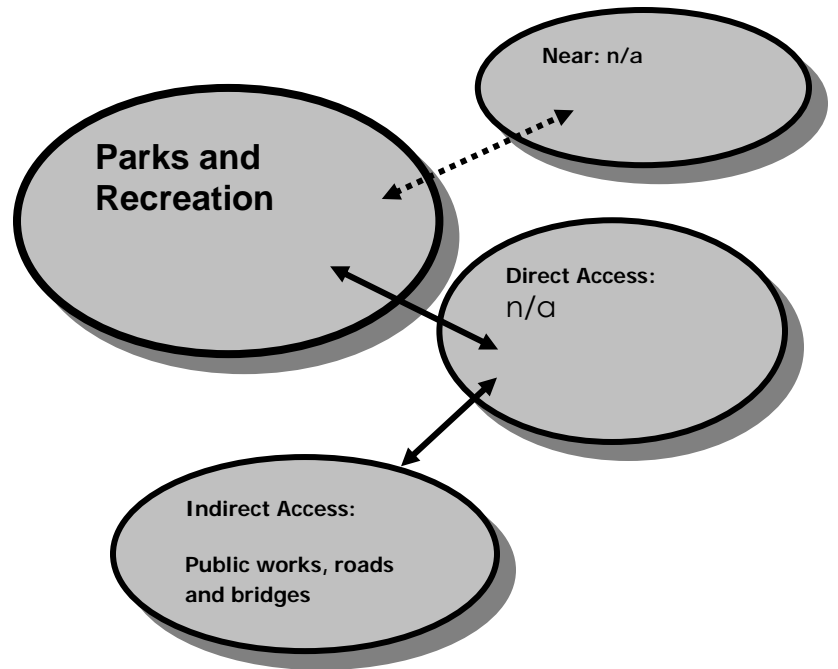


**ACCESS / ADJACENCY REQUIREMENTS**

(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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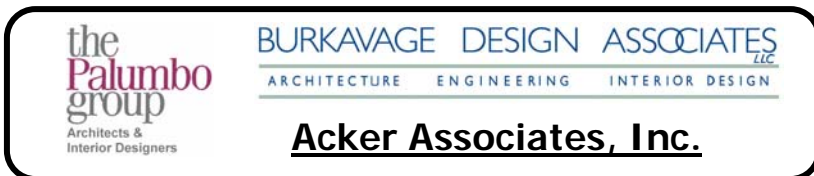
**GENERAL NOTES AND OBSERVATIONS:**

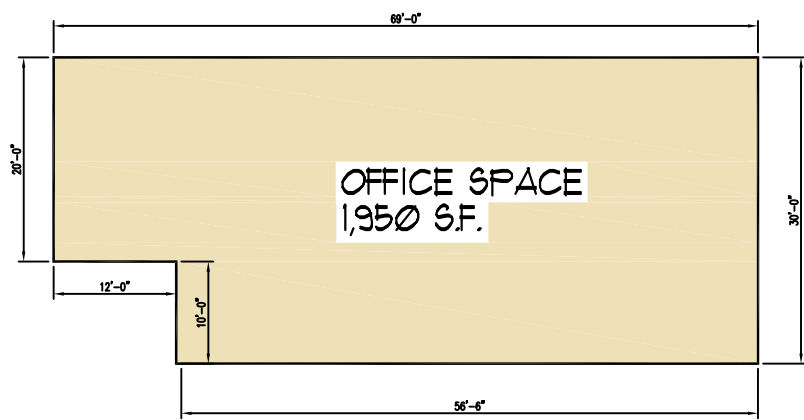
- Window panel seals are broken and sweat.
- Lighting should be changed for efficiency.

**FIVE YEAR PROJECTIONS: \***

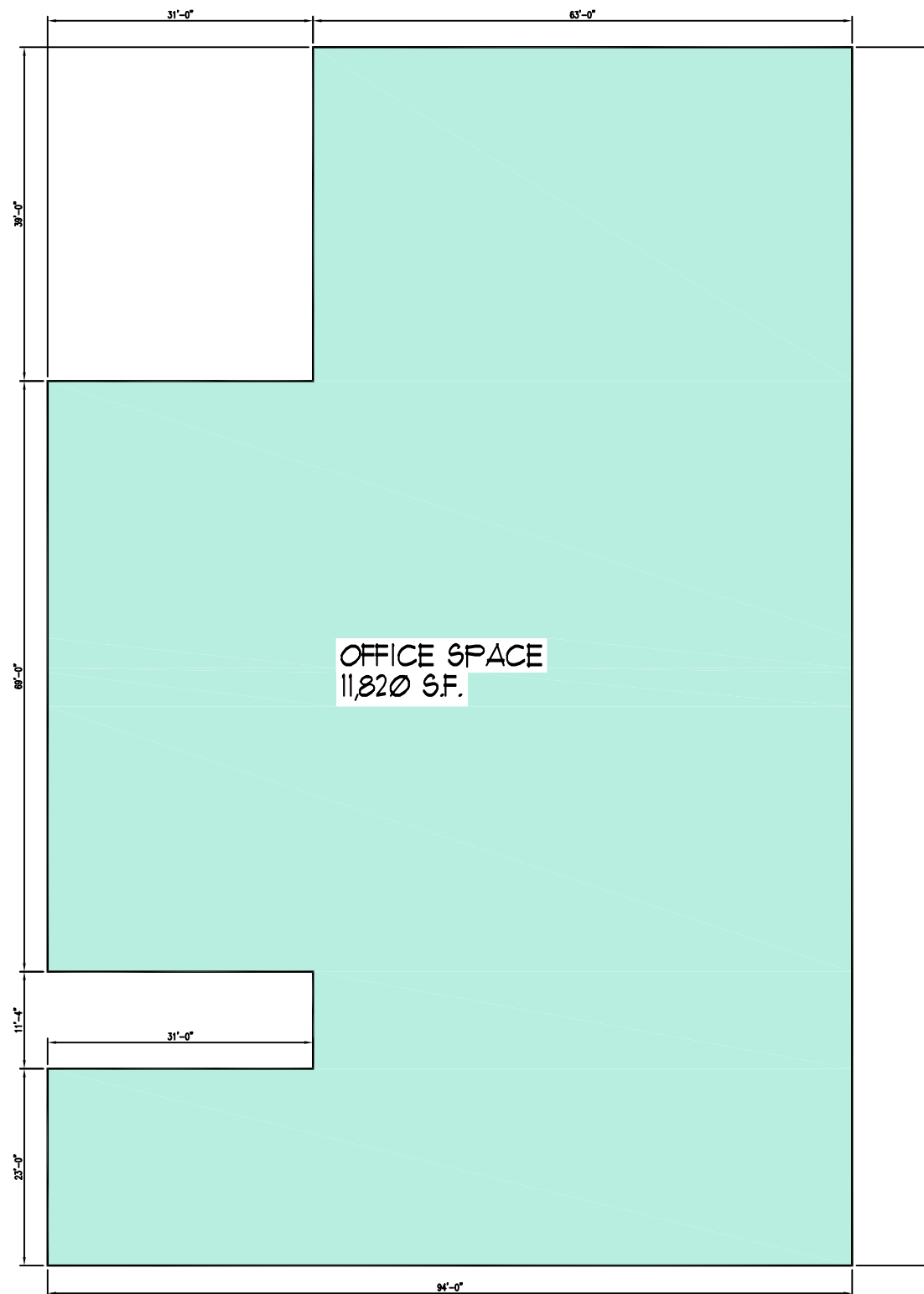
- 2013 they will need (10) total additional employees.
- Alysworth will need (2), one admin assistant, one park supervisor
- Murley will need (2), one admin assistant, one park supervisor
- They will need (4) maintenance employees
- Covington Township will need (2), one admin assistant, one park supervisor

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.





LACKA. COUNTY CONSERVATION DISTRICT  
1,950 S.F.



DOMESTIC RELATIONS  
11,820 S.F.

## ST. ROSE ACADEMY FLOOR AREA SUMMARY

- CONSERVATION DISTRICT  
1,950 S.F.
- DOMESTIC RELATIONS  
11,820 S.F.

---

13,110 TOTAL DEPT. S.F.



ST. ROSE ACADEMY



ST. ROSE ACADEMY

OCTOBER, 2008






**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
W-2	St. Rose Academy Conservation District	Mayfield	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	10+	5+	1 loading dock
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		COLTS Bus Stop at building	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Included in base lease	
Gas (UGI)		Included in base lease	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (LRBSA)		Included in base lease	
General Notes			





Architects &  
Interior Designers

**BURKAVAGE DESIGN ASSOCIATES**  
*LLC*

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

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View of building looking south



North side of building



Looking north showing loading dock



North side view








**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
W-1	St. Rose Academy Domestic Relations	Mayfield	Yes
<b>On-Site Parking</b>	<b>Total On-Site Parking Stalls</b>	<b>Total Handicap Stalls</b>	<b>Loading Areas</b>
Yes	80+	5+	1 loading dock
<b>Public Transportation</b>		<b>Bus Stop Distance and Location</b>	
COLTS Bus		COLTS bus stop at building	
<b>Utility Services (Provider)</b>		<b>Utility Notes</b>	
Electric (PPL)		Included in base lease	
Gas (UGI)		Included in base lease	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (LRBSA)		Included in base lease	
<b>General Notes</b>			





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Interior Designers

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View of the north side of building



View of north side showing signs directing visitors to Domestic Relations






**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Patrick Luongo-Director (Interviewed)			570.963.6721	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>TOTAL</b>	<b>43**</b>		<b>16</b>	<b>27</b>



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ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



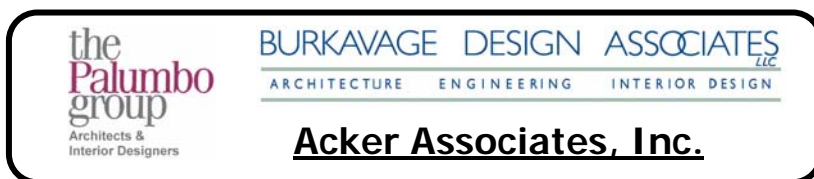
ANCILLARY SUPPORT SPACES					
	(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
√	1			ACCESS TO PUBLIC?	Yes. Not a problem that it is remote. Bus comes here.
√	1			FILE ROOM	Yes.
√	1			BREAK ROOM	Adequate. No table-just 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'



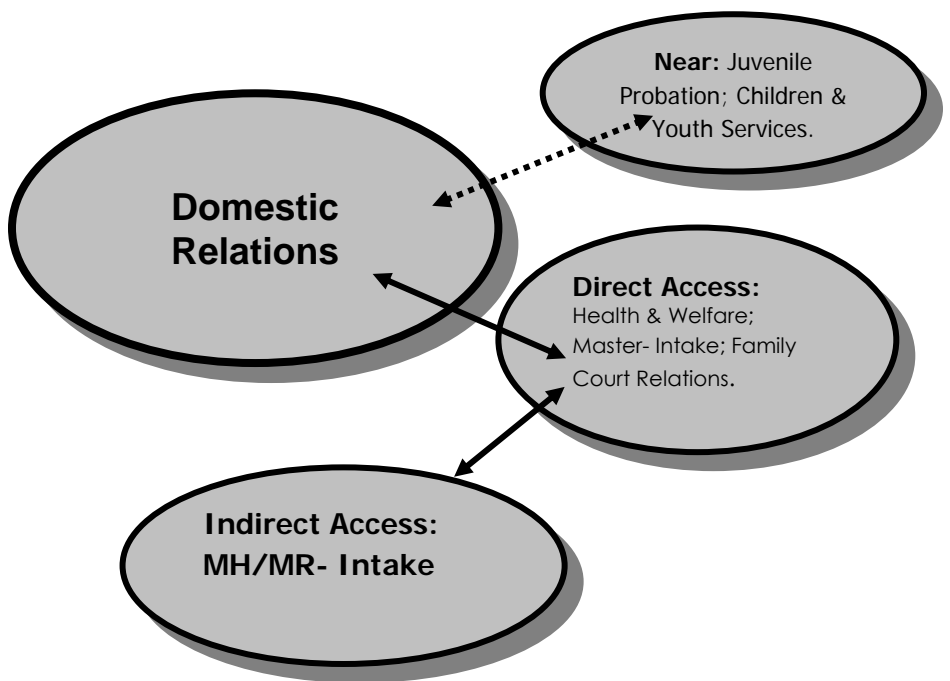
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Auditorium- has used it for training 200 people.


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.



 Architects & Interior Designers	<b>BURKAVAGE DESIGN ASSOCIATES</b> <small>ARCHITECTURE   ENGINEERING   INTERIOR DESIGN</small> <b>Acker Associates, Inc.</b>
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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)

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



**Acker Associates, Inc.**







**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

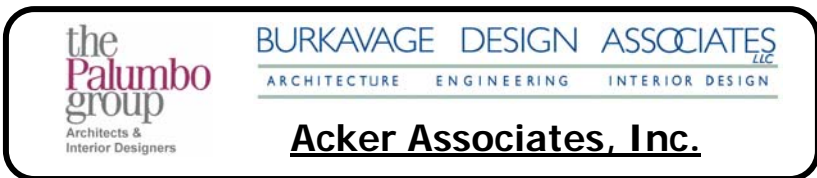
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
	Conservation District	St. Rose Academy	Mayfield	1
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Ernest Keller-Director Interviewed			570.963.6721	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Department 623 Soil Conservation-Agricultural Service Center			09.11.08 KW/NH 10:30	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Receptionist	1		x	
Manager	1			x
Technician I	1		x	
Technician II	1			x
Chesapeake Bay Technician	1		x	
Chesapeake Bay Engineer	1			x
Watershed Specialist	1			x
District Education Specialist	1		x	
Farmland Preservation Specialist	1		x	
VISTA	1		X	
<b>Totals</b>	<b>10</b>			



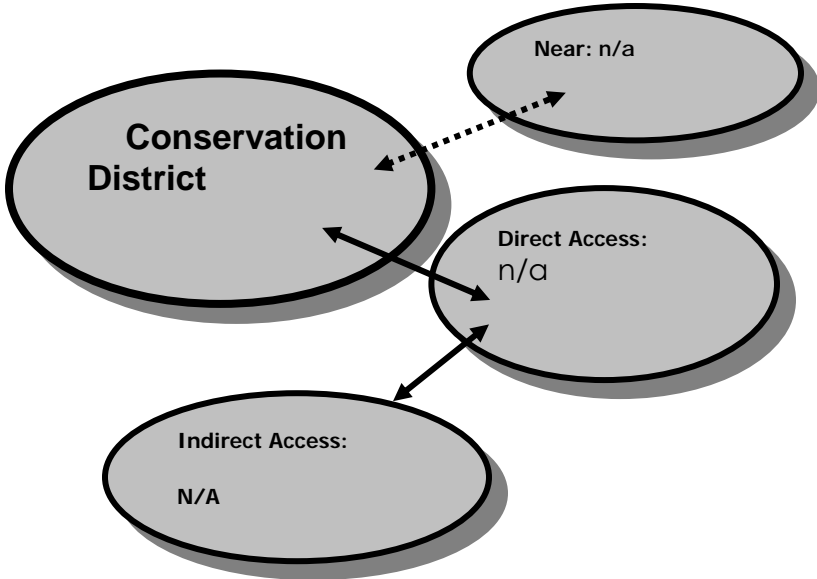
ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC:
√	1			FILE ROOM:
√	1			BREAK ROOM:
√	1			STORAGE ROOM:
√	1			SUPPLY ROOM:
√	1			COPY ROOM: 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





  
**Acker Associates, Inc.**



**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: \***

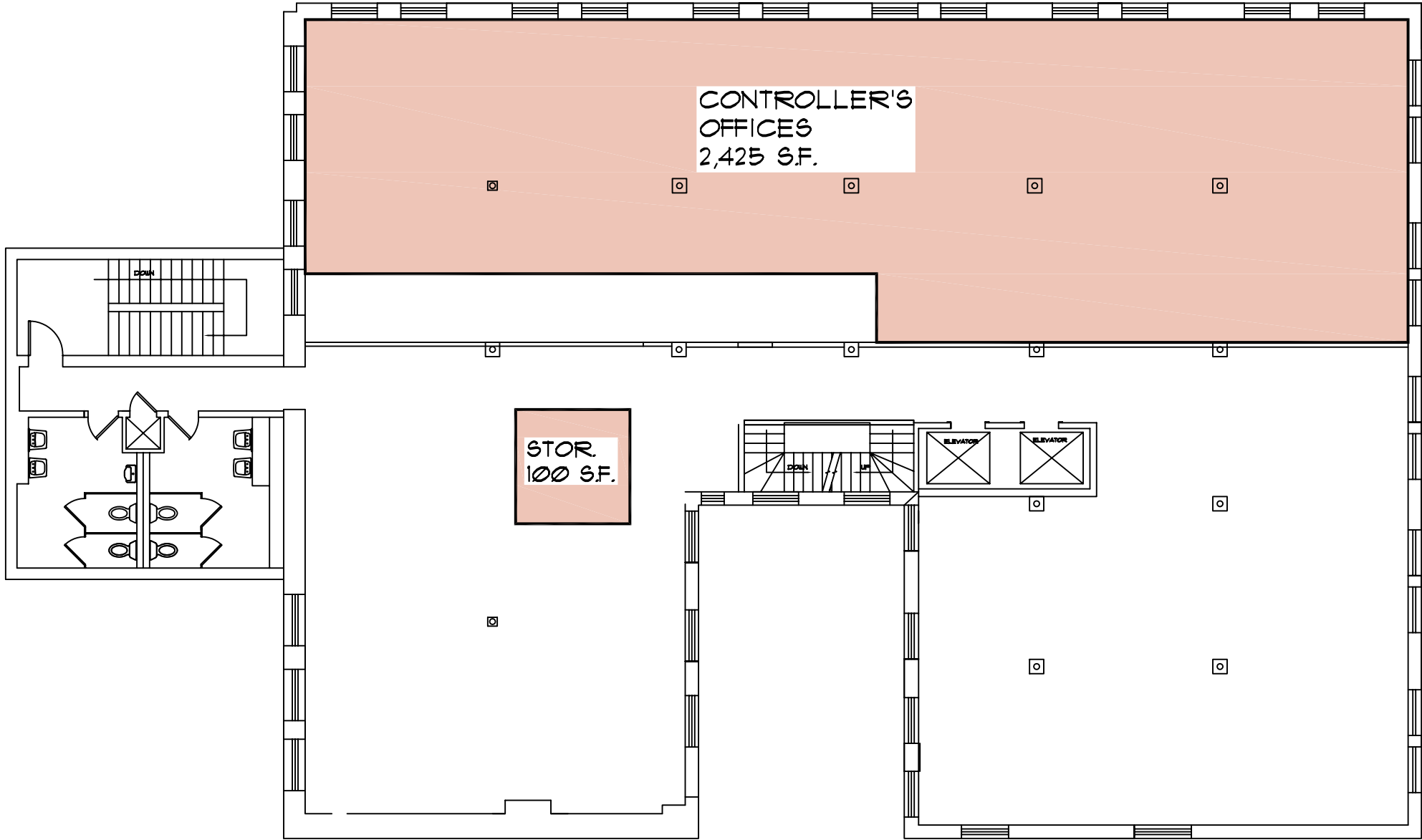
- 2013 they may have another person possibly.
- They require a conference room adequate for 12-15 people. They can share with multiple departments.
- They need a garage sufficient to house farm equipment. Currently farm equipment is stored in at a farm in Newton.

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



SCRANTON ELECTRIC BUILDING  
 1ST FLOOR  
 AREA SUMMARY

 CONTROLLER'S OFFICES  
 2,425 S.F.



FIRST FLOOR PLAN

SCRANTON ELECTRIC BUILDING

NOT TO SCALE



SCRANTON ELECTRIC BUILDING

OCTOBER, 2008





**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
X	Scranton Electric Building, Linden St.	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
Yes	20@ \$75/ stall/month	None	Loading area in rear off Dix Court
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Washington & Adams Avenues	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Additional fee, prorated on space leased	
Gas (UGI)		Additional fee, prorated on space leased	
Water (PA American Water)		Additional fee, prorated on space leased	
Sanitary Sewer (Scranton Sewer Authority)		Additional fee, prorated on space leased	
General Notes			
Public parking garage within 1 block.			
Approximately 70 employees park on street or pay for public parking.			
Refuse collection is an additional fee, prorated on space occupied.			
County responsible for interior janitorial services and for exterior sidewalk and parking lot maintenance.			



Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES**  
*LLC*

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**







View of entrance looking down (or west) Linden Street



View looking up to show upper floors

the  
**Palumbo**  
group  
Architects &  
Interior Designers

BURKAVAGE DESIGN ASSOCIATES LLC  
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 PROJECT ED S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes.
√	1	144		FILE ROOM:
√	1	72		BREAK ROOM: Yes.
				STORAGE ROOM: Yes. Two storage rooms.
				SUPPLY ROOM:
				COPY ROOM: No.
				CONFERENCE ROOM: None. Need one for bid openings.
				WAITING AREA: No-not needed.
√	1			RECEPTION COUNTER: No.
√	1			PUBLIC WORK AREA: No-not needed.
	unisex	unisex		TOILET ROOMS (MEN/WOMEN)
				JANITOR'S CLOSET:
				SERVER ROOM (IT CLOSET)

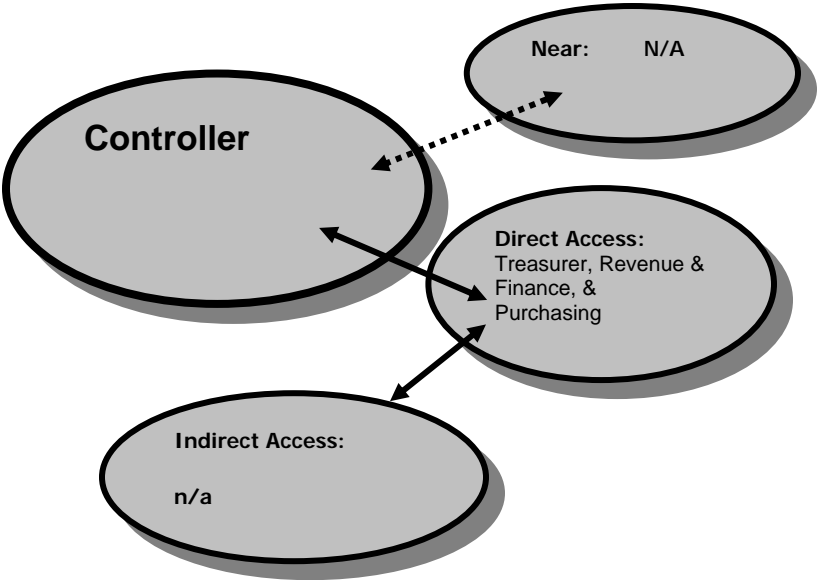
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
√				

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



**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



	BURKAVAGE DESIGN ASSOCIATES <small>L.L.C.</small> ARCHITECTURE ENGINEERING INTERIOR DESIGN
	<b><u>Acker Associates, Inc.</u></b>



#### GENERAL NOTES AND OBSERVATIONS:

- 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. Auditors come in to audit pension office everyday for two and one-half weeks.
- Current file room which is adjacent to space off of corridor is full. This space is currently 18x8.
- A conference room is needed for all bid openings for the County. Bids are conducted two times per month.

#### FIVE YEAR PROJECTIONS: \*

- Two more auditors were projected.
- 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 their own office.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.

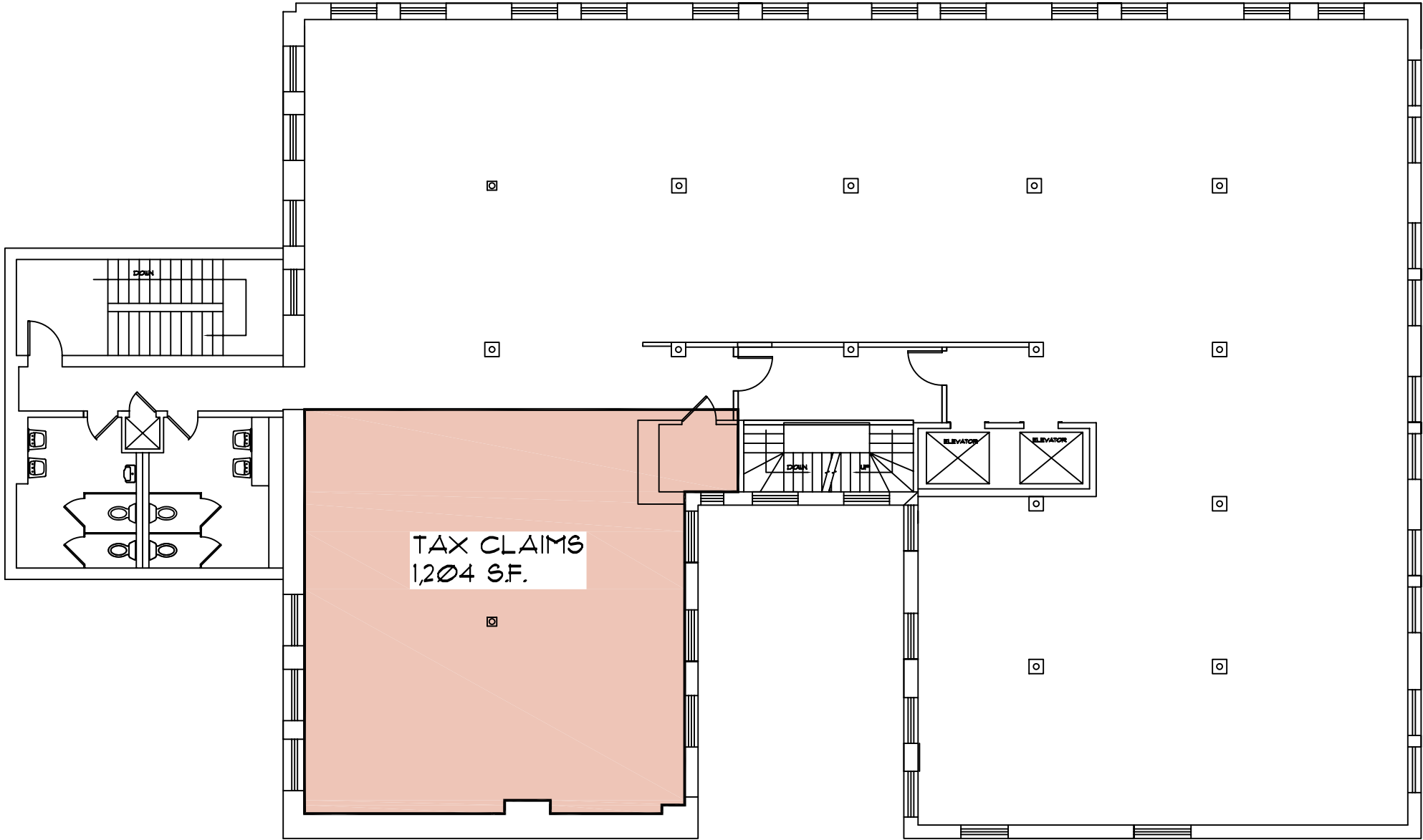


**Acker Associates, Inc.**



SCRANTON ELECTRIC BUILDING  
 3RD FLOOR  
 AREA SUMMARY

 TAX CLAIMS  
 1,204 SF.



TAX CLAIMS  
 1,204 SF.

THIRD FLOOR PLAN

SCRANTON ELECTRIC BUILDING

NOT TO SCALE



SCRANTON ELECTRIC BUILDING

OCTOBER, 2008







**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Ron Koldjeski-Deputy. Kathy Chelland (Interviewed)			570.963.6734 ext. 1640	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Administrative Assistant	1			X
Clerk	4		X	
Deputy Director	1			X
Clerk-Vacant-Not replacing.				
<b>TOTALS</b>	<b>6</b>		<b>4</b>	<b>2</b>


	<p><b><u>Acker Associates, Inc.</u></b></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? Yes. ADA Accessible.
				FILE ROOM* Central, in middle. Going paperless.
				BREAK ROOM Have with File Room.
				STORAGE ROOM No. 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.



**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



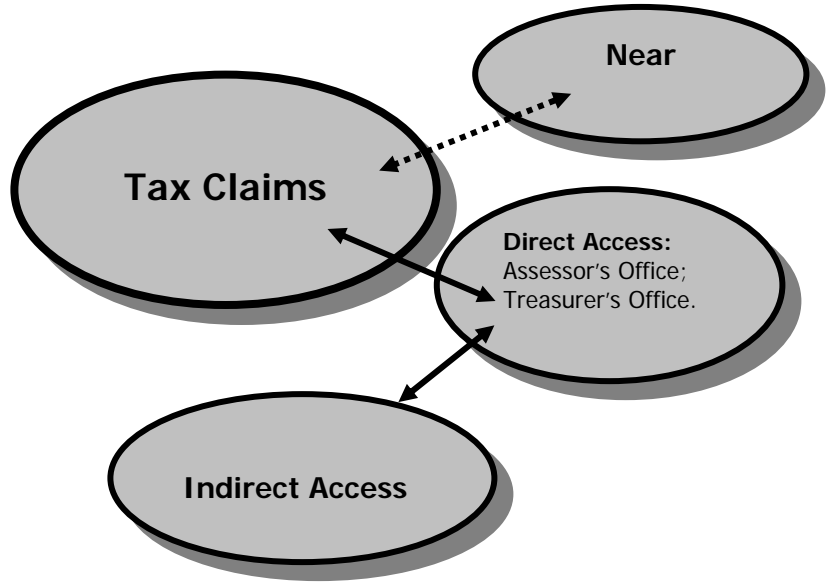
**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

1. Assessor's Office

2. Treasurer's Office.



Ideally in Same Building:

- Single-Tax Office.
- Treasurer.
- Controller's.
- Tax Claims.
- Assessor.

the Palumbo group Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES LLC ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



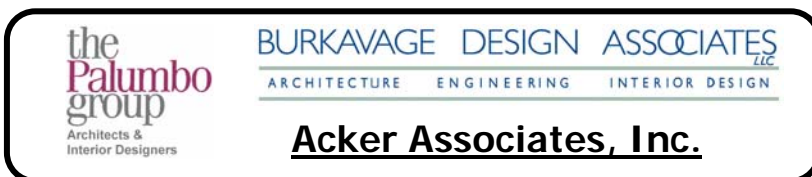
**GENERAL NOTES AND OBSERVATIONS:**

- Department lacks security- one employee was robbed personally when she was away from her desk.
- Hotel Property tax was supposed to move to Tax Claims.

**FIVE YEAR PROJECTIONS: \***

- Stable- no growth.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



SCRANTON ELECTRIC BUILDING  
4TH FLOOR  
AREA SUMMARY

REGISTER OF WILLS /  
MARRIAGE LICENSE  
5,494 SF.



FOURTH FLOOR PLAN

SCRANTON ELECTRIC BUILDING

NOT TO SCALE



SCRANTON ELECTRIC BUILDING

OCTOBER, 2008







ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECT ED 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

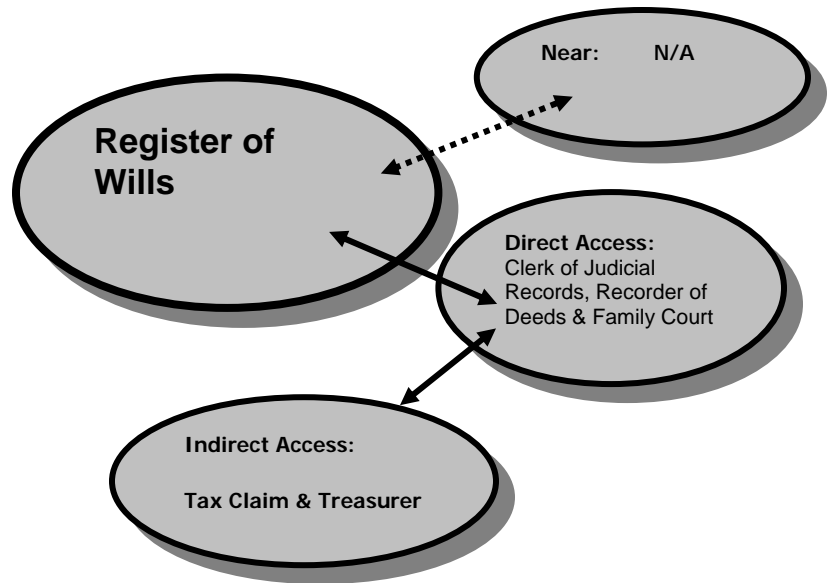
	
<b>Acker Associates, Inc.</b>	



**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.



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



#### 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: \*

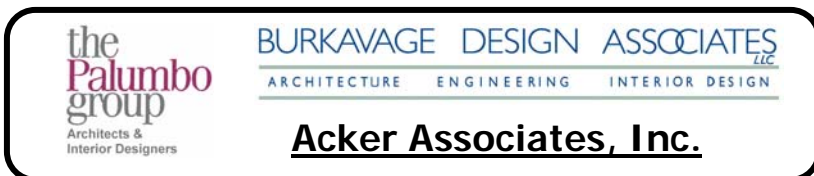
- "Active" files in file room needs to be expanded. This room shall be able to hold (55) fifty five (4) drawer file cabinets. All are secure files which must remain onsite.
- Registrar office currently has a small conference which is needed when attorneys use existing small conference for meetings.
- 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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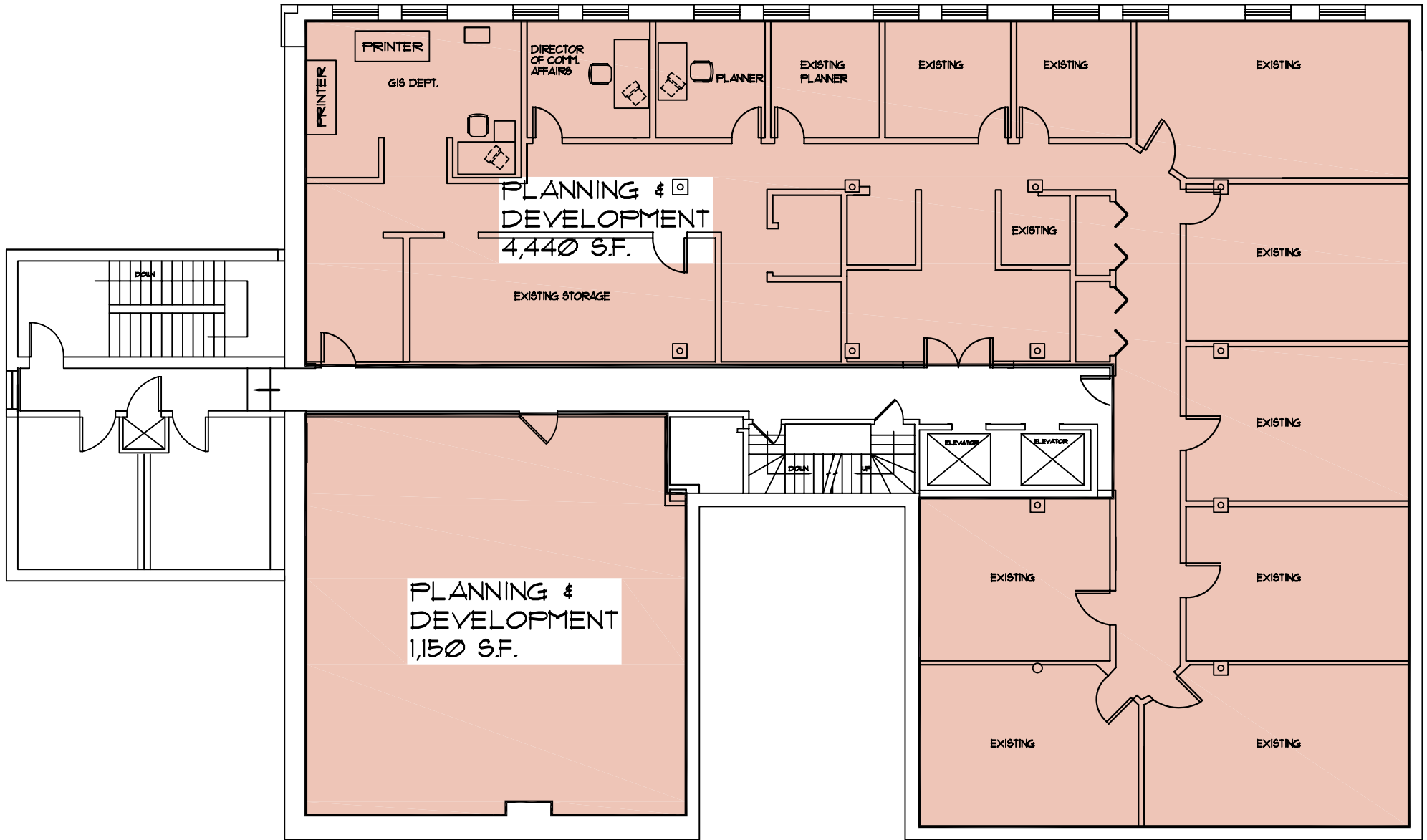


\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



SCRANTON ELECTRIC BUILDING  
5TH FLOOR  
AREA SUMMARY

 PLANNING & DEVELOPMENT  
5,590 S.F.



FIFTH FLOOR PLAN

SCRANTON ELECTRIC BUILDING  
NOT TO SCALE



SCRANTON ELECTRIC BUILDING  
OCTOBER, 2008





**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	Planning & Economic Development	Scranton Electric	Linden Street	5th
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Harry Lindsay - Director				
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Mapping, sub-division, Lackawanna community development programming.			08.08.08 KW/BB 11:00 a.m.	
<b>STAFF/EXEC POSITION</b>			<b>Check One:</b>	
TITLE	QTY	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1			X
Regional Planning Manager	1			X
Assistant Planner	2			X
Planning Manager	1			X
Transportation Planning Manager	1			X
Clerk				X
<b>Totals</b>	<b>6</b>		<b>0</b>	<b>6</b>

	<p><b>Acker Associates, Inc.</b></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	FREQUENCY/ NEED
√		*		ACCESS TO PUBLIC:	Constant/Daily
				FILE ROOM:	
				BREAK ROOM:	
√	1	174		STORAGE ROOM: Shared with storage	
√	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



**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



**Acker Associates, Inc.**



**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

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.






**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Harry Lindsay - Director				
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Mapping, sub-division, Lackawanna community development programming.			08.08.08 KW/BB 11:00 a.m.	
<b>STAFF/EXEC POSITION</b>			<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>	<b>Work Station Size</b>	<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
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	
<b>Totals</b>	<b>11</b>		<b>1</b>	<b>10</b>



**BURKAVAGE DESIGN ASSOCIATES** LLC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



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)					
√	QUANTIT Y	APPROX . EXISTING S.F.	2013 PROJECT ED S.F.	AREA	
√	1	196		GIS Center	



Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** L.L.C.

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**



**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



**Acker Associates, Inc.**





**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.

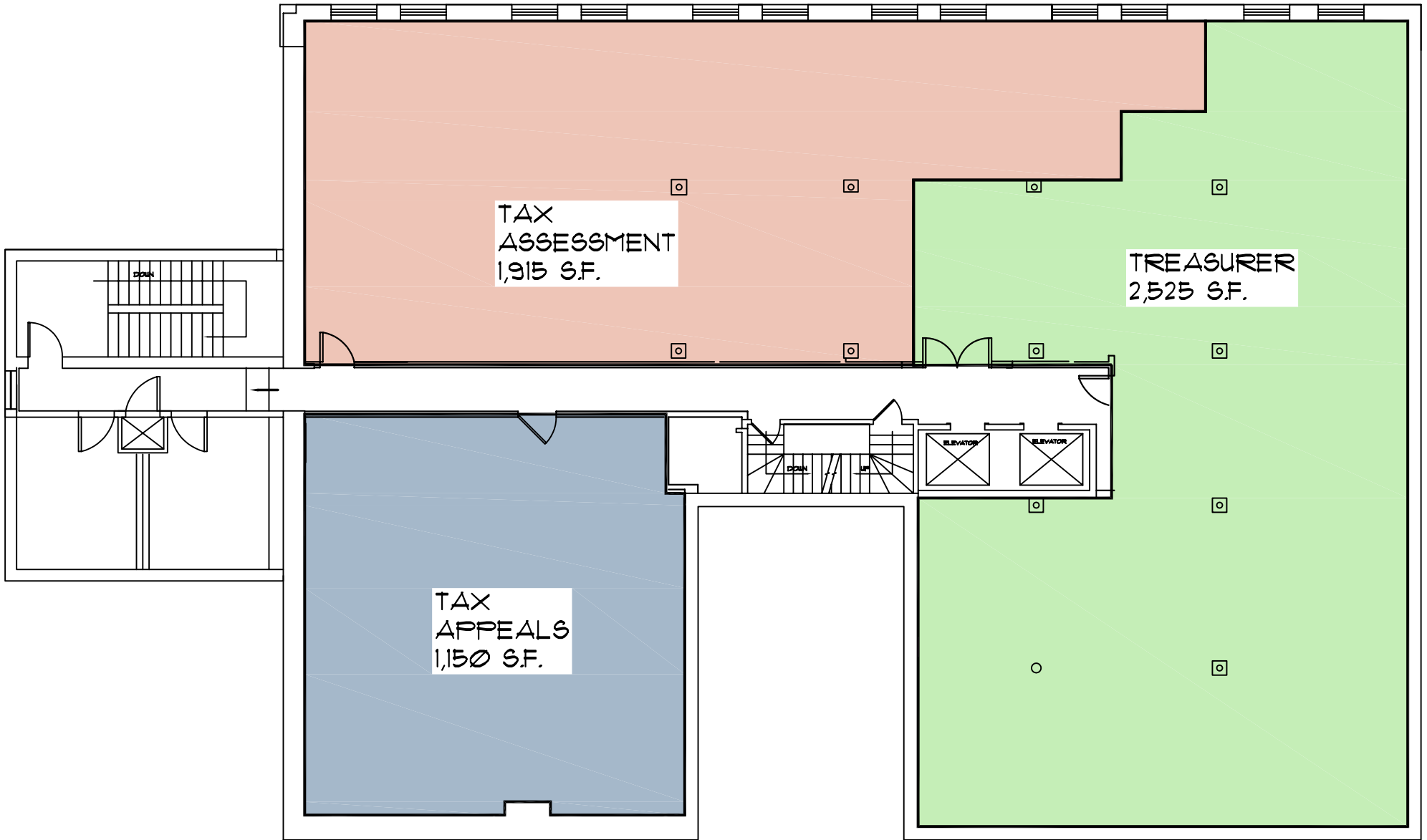
**FIVE YEAR PROJECTIONS: \***

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

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



SCRANTON ELECTRIC BUILDING  
6TH FLOOR  
AREA SUMMARY



	TAX ASSESSMENT 1,915 S.F.
	TREASURER 2,525 S.F.
	TAX APPEALS 1,150 S.F.
5,590 TOTAL DEPT. S.F.	

SIXTH FLOOR PLAN

SCRANTON ELECTRIC BUILDING  
NOT TO SCALE



SCRANTON ELECTRIC BUILDING  
OCTOBER, 2008





**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Deputy Director – John Foley			570.963.6728	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
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	
<b>Totals</b>	<b>18</b>		<b>16</b>	<b>2</b>


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

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



**BURKAVAGE DESIGN ASSOCIATES** L.L.C.

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**



**ACCESS / ADJACENCY REQUIREMENTS**

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

**DIRECT ACCESS**

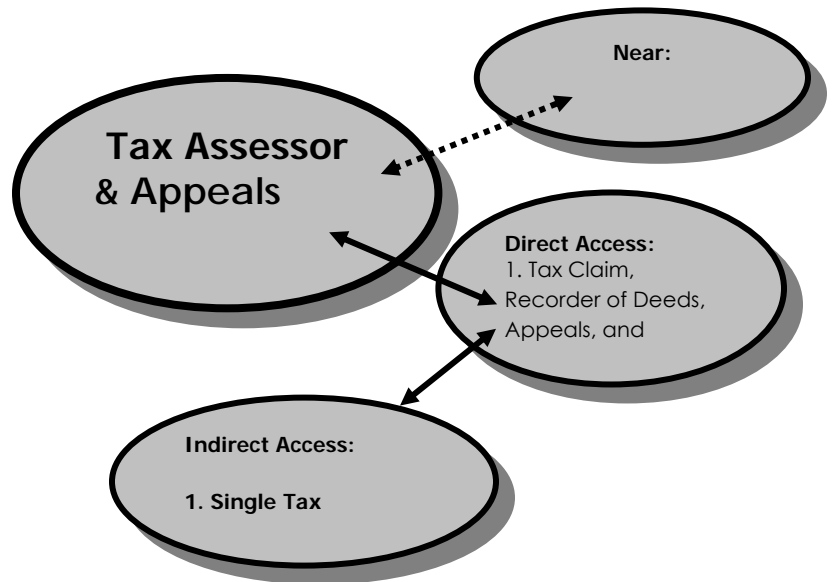
- 1. Tax Claim
- 2. Recorder of Deeds
- 3. Appeals
- 4. Planning

**INDIRECT**

- 1. 441 Wyoming- Single Tax
- 2.

**NEAR**

- 1.



**the Palumbo group**  
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ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**



#### 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 file 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.

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.








**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	Treasurer's Office	Scranton Electric Building	Linden Street	6
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Accounting, real estate tax collection, and all county withdraws/deposits. All licensing (dog, fish ,hunting)			08.05.08 11:30 KW/BB	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Treasurer	1			X
Accountant	3		X	
License Book Keeper	1		X	
Collection of Taxes/Sales of	2		X	
Deputy Treasurer	2			X



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ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**




<b>Totals</b>	<b>9</b>	<b>-</b>	<b>6</b>	<b>3</b>
---------------	----------	----------	----------	----------

\*Located at 537 Wyoming Avenue Site

<b>ANCILLARY SUPPORT SPACES – Jefferson Ave Location</b>				
(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			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

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



**BURKAVAGE DESIGN ASSOCIATES** LIC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

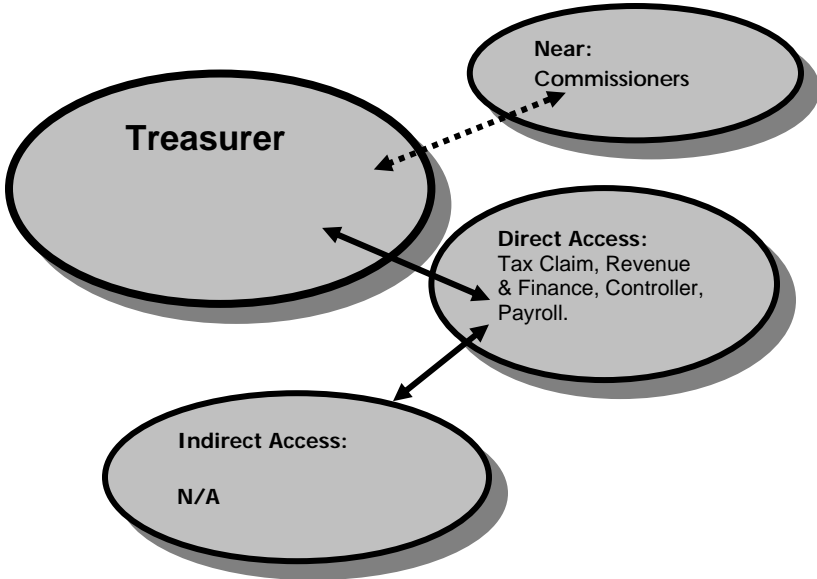
**Acker Associates, Inc.**



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

DIRECT ACCESS
1. 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: \***

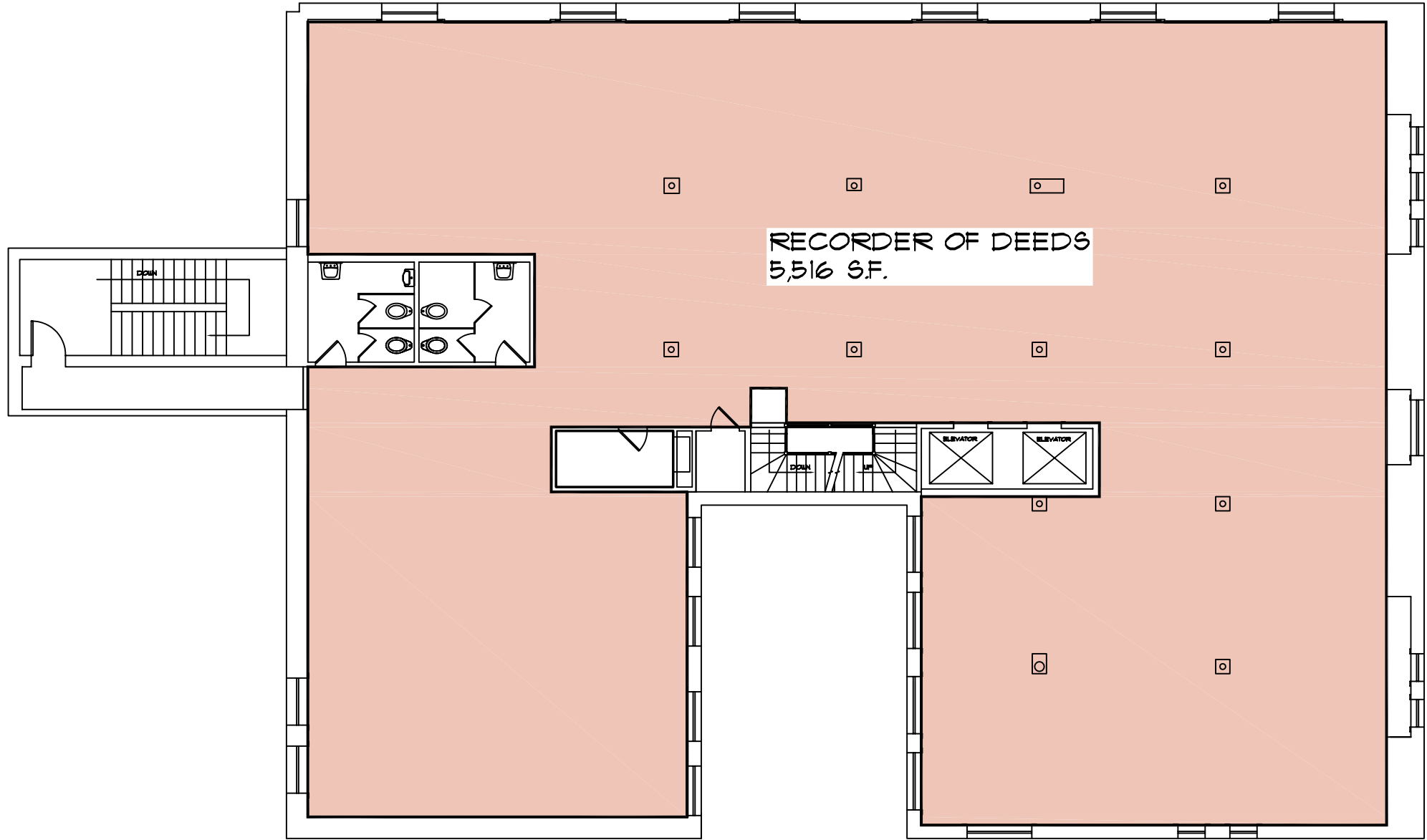
- Treasurer's office could use two more tax collection/sales of licenses employees. Due to the increase in delinquent taxes, citizens have a chance to pay in increments. This creates more foot traffic within this office monthly than the typical once a year.
- Conference Room for 8-10 people.
- Break 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.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



SCRANTON ELECTRIC BUILDING  
8TH FLOOR  
AREA SUMMARY

 RECORDER OF DEEDS  
5,516 S.F.



EIGHTH FLOOR PLAN

SCRANTON ELECTRIC BUILDING

NOT TO SCALE



SCRANTON ELECTRIC BUILDING

OCTOBER, 2008

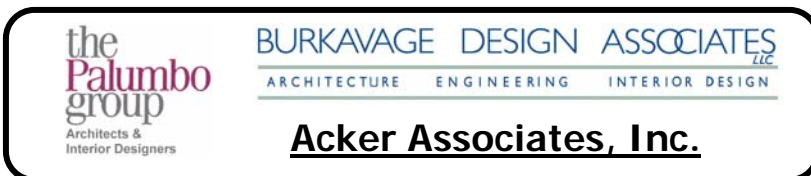






ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
√	1			ACCESS TO PUBLIC: Yes. Always.
√	1			FILE ROOM: decreasing
√	1	64		BREAK ROOM:
√	1	256		STORAGE ROOM:
√	1			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

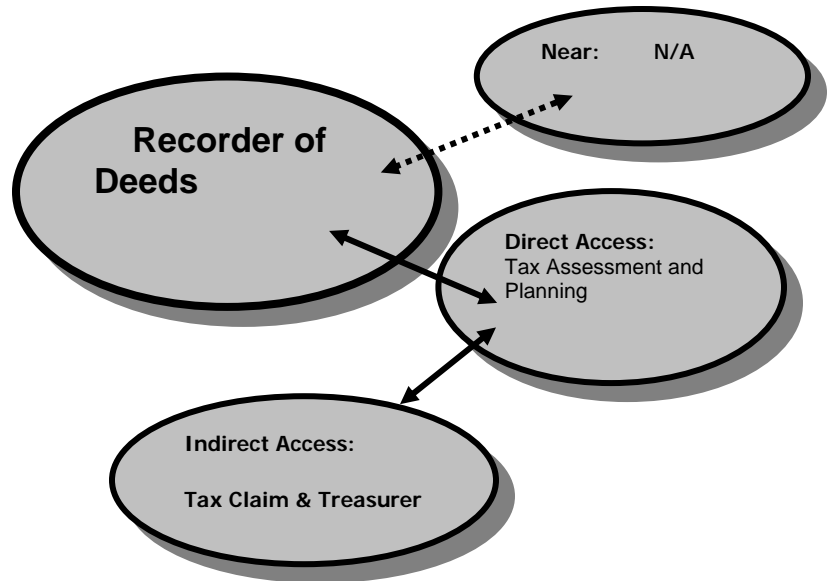
3.

4.

**INDIRECT**

1. Tax Claim

2. Treasurer



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#### GENERAL NOTES AND OBSERVATIONS:

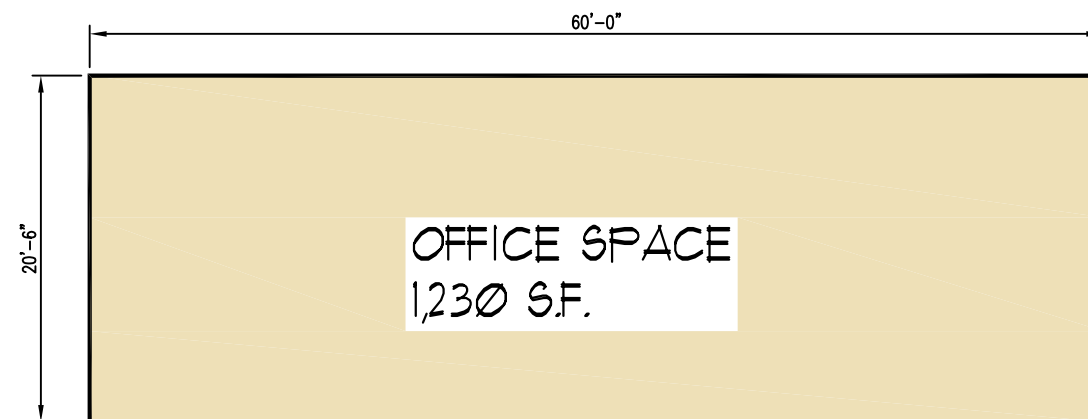
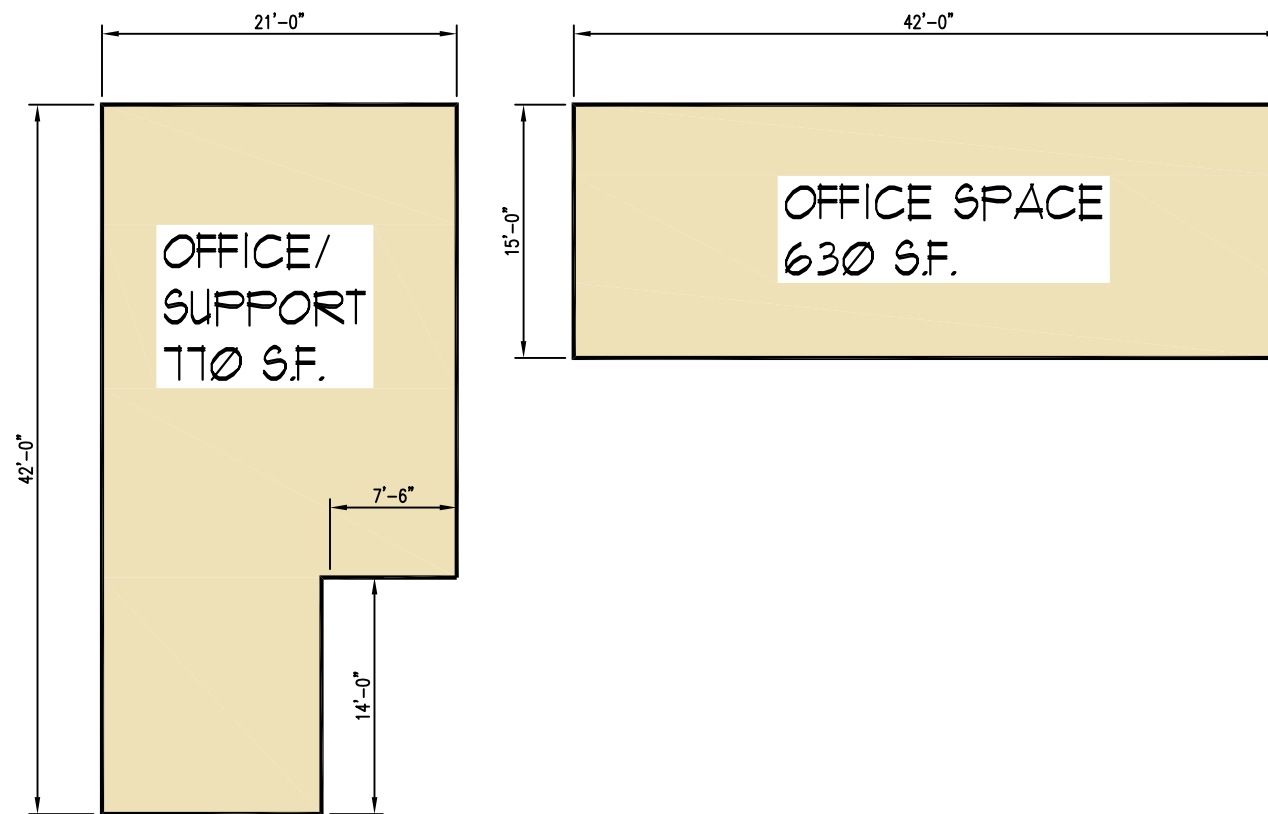
- Deeds office currently has storage at 325 Wyoming Avenue. Square footage to be determined.
- Deeds has storage at diversified which they pay for out of the State Recorder of Deeds yearly allowance. These files are temperature control sensitive
- All files are being scanned and stored off site.
- Recorder 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.

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.

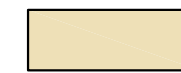




SPRUCE STREET (FRONT)

# FIFTH FLOOR PLAN - SCRANTON LIFE BUILDING

## SCRANTON LIFE BUILDING FLOOR AREA SUMMARY



LACKAWANNA HERITAGE  
VALLEY AUTHORITY  
2,630 S.F.



SCRANTON LIFE BUILDING


OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
Y	Scranton Life Building, Spruce St.	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	Double doors off alley
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Adams Avenue	
Utility Services (Provider)		Utility Notes	
Electric (PPL)		Additional fee, prorated on space leased	
Gas (UGI)		Additional fee, prorated on space leased	
Water (PA American Water)		Additional fee, prorated on space leased	
Sanitary Sewer (Scranton Sewer Authority)		Additional fee, prorated on space leased	
General Notes			
Public parking garage within ½ block.			
Approximately 7 employees park on street or pay for public parking.			
Interior janitorial services are an additional fee, prorated on space occupied.			
No central AC; additional monthly fee of \$50/owner-installed window AC unit.			





Architects &  
Interior Designers

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ARCHITECTURE ENGINEERING INTERIOR DESIGN

**Acker Associates, Inc.**







View of building looking across Spruce Street



View of building looking along Spruce Street

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
Parks and Recreation	Lackawanna Heritage Valley Authority	Scranton Life Building	Spruce Street Scranton, PA	5
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Natalie Solfanelli-Executive Director(Interviewed) Daniel Perry (Interviewed)			570.963.6730 ext. 8208	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
Assist with local officials and planners with grants, creating events, coordinating volunteer efforts.			09.08.08 2:00 p.m.  KW/NH	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
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.	5			
<b>TOTALS</b>	<b>11</b>			

	<p><b><u>Acker Associates, Inc.</u></b></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? 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)

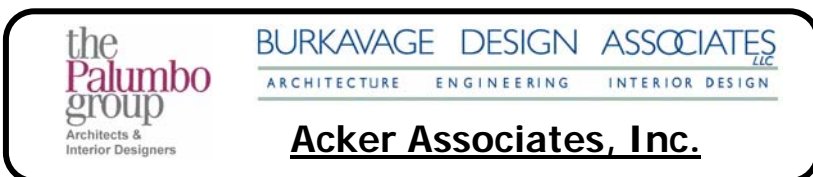
\* Have public meetings, monthly boards meetings.

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.



**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.

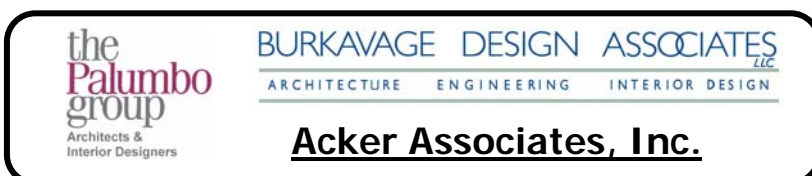
**IDEAL:** - Take building and make it a historical building.  
- Need 4,000-5,000 sq ft and share with tenants.  
- May relocate offices to Steamtown. Quasi- entity of National Parks.

**FIVE YEAR PROJECTIONS: \***

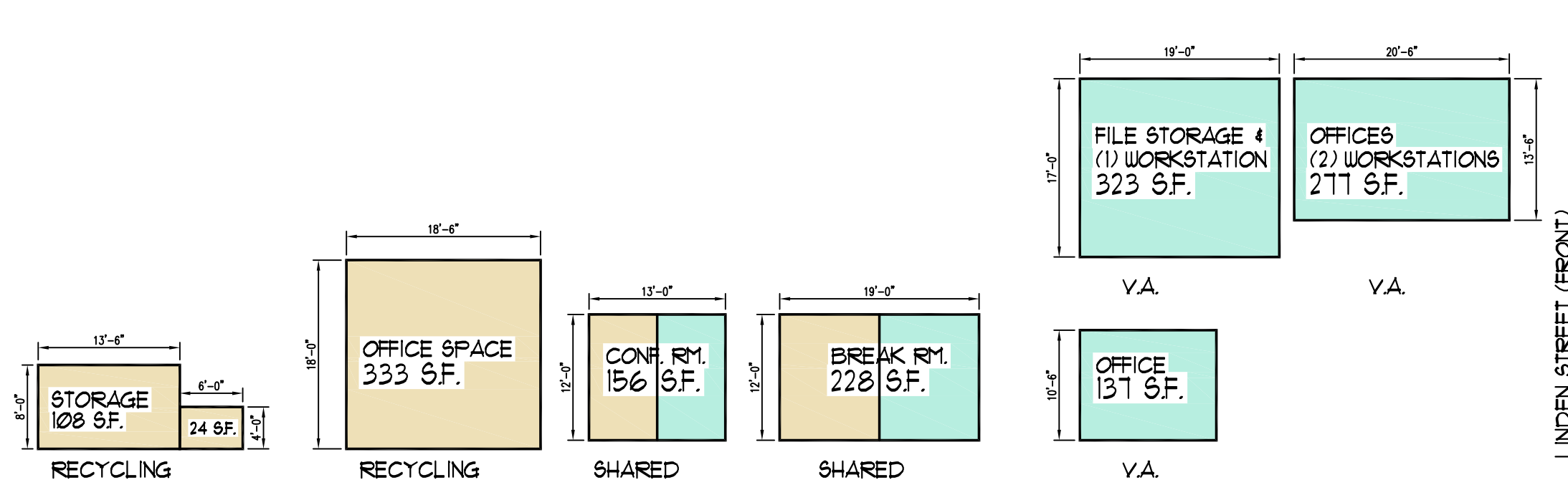
- December 2008: 11 Full-time and 2-3 Part-time flexible spaces.
- Don't see anymore; On funding, never more than 15.
- Only one that is a municipal authority out of all heritage authority.

NOTE: The Lackawanna Heritage Valley Authority is **not** funded by the County.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# STEPPACHER BUILDING FLOOR AREA SUMMARY



RECYCLING OFFICE / STORAGE	657 S.F.
VETERAN'S AFFAIRS OFFICES / STORAGE	929 S.F.
<hr/>	
1,586 TOTAL DEPT. S.F.	

RECYCLING OFFICES & VETERAN'S AFFAIRS OFFICES  
1,586 S.F.



STEPPACHER BUILDING

## STEPPACHER BUILDING

NOT TO SCALE

OCTOBER, 2008








**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

Reference	Name / Address	Municipality	ADA Accessibility
Z	Steppacher Building	Scranton	Yes
On-Site Parking	Total On-Site Parking Stalls	Total Handicap Stalls	Loading Areas
No	None	None	None
Public Transportation		Bus Stop Distance and Location	
COLTS Bus		½ block on Adams Avenue	
Utility Services (Provider)		Utility Notes	
Heat, air conditioning, and refuse		\$504.50/month	
Water (PA American Water)		Included in base lease	
Sanitary Sewer (Scranton Sewer Authority)		Included in base lease	
General Notes			
Public parking garage within 1 block.			
Approximately 8 employees park on street or pay for public parking.			





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**Acker Associates, Inc.**







View looking across Adams Avenue



View looking across Adams Avenue showing county offices on right

the  
Palumbo  
group  
Architects &  
Interior Designers

BURKAVAGE DESIGN ASSOCIATES *LLC*  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**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
Community	Recycling	Steppacher Building	Adams Avenue Scranton PA	1
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Marnie Palmer-Deputy (interviewed)			570.963.2017 x 1366	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE/ATTENDEES:</b>	
Funding from the PA Department of Environmental Protection and Lackawanna County.			08.28.08 KW/NH 11:30 a.m.	
STAFF/EXEC POSITION			Check One:	
TITLE	QTY	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE
Deputy	1			x
Educational Specialist	1		x	
Department of Public Works (no office)	1			
<b>Totals</b>	<b>3</b>		<b>0</b>	<b>2</b>

A rounded rectangular box containing three logos. On the left is 'the Palumbo group Architects &amp; Interior Designers' with 'the Palumbo group' in a stylized font. In the center is 'BURKAVAGE DESIGN ASSOCIATES LLC ARCHITECTURE ENGINEERING INTERIOR DESIGN' in a clean, sans-serif font. At the bottom is 'Acker Associates, Inc.' in a bold, italicized serif font.



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
√				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

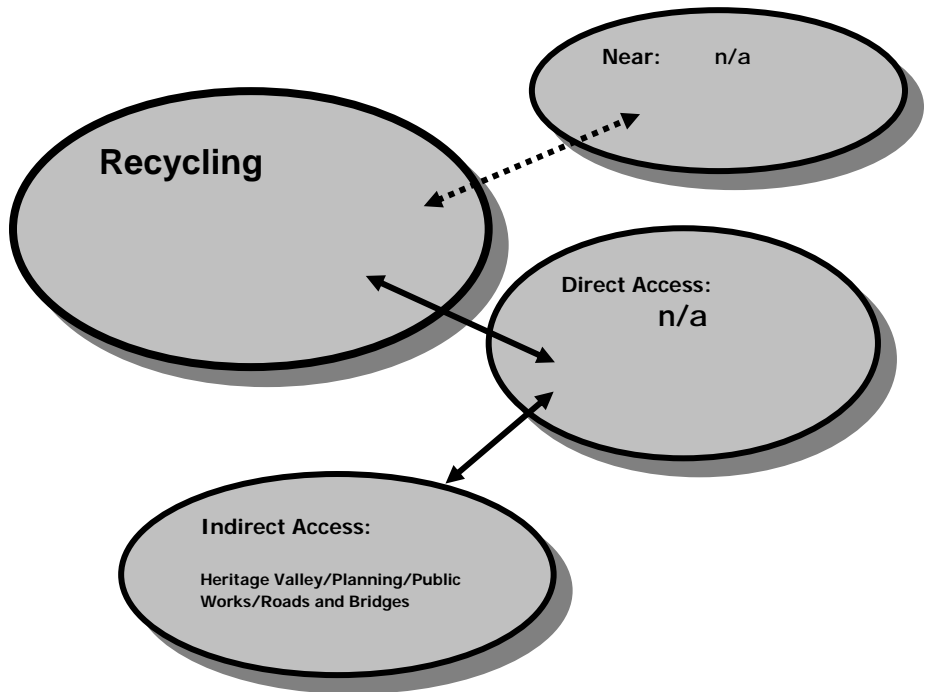


**ACCESS / ADJACENCY REQUIREMENTS**

(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



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

**Acker Associates, Inc.**



**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.

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.





**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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Hal Donahue-Director(Interviewed)			570.963.6778 ext. 1894	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
Offer services and benefits for County veterans and their families.			08.27.08 9:00 a.m. KW/NH	
<b>STAFF/EXEC POSITION</b>		<b>Workstation</b>	<b>Check One:</b>	
<b>TITLE</b>	<b>QTY</b>		<b>OPEN OFFICE (cubicle)</b>	<b>CLOSED OFFICE</b>
Director	1			X**
Service Officer	3		X*	
Veteran Administrative Assistant	1		X	
<b>TOTALS</b>	<b>5</b>		<b>4</b>	<b>1</b>



\* With access to a closed office

\*\* Likes open office





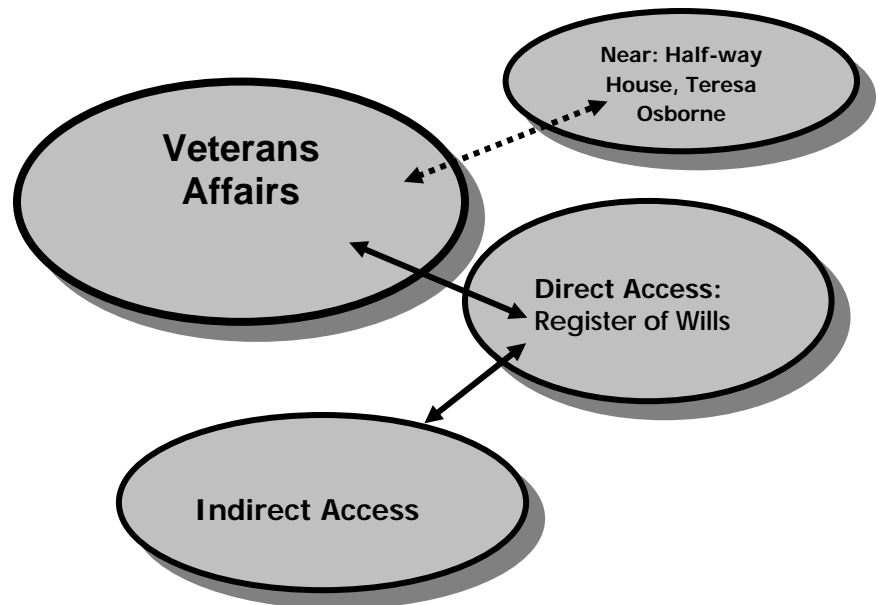
ANCILLARY SUPPORT SPACES					
(Please check if spaces are currently in your Department/Agency)					
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA	
√	1			ACCESS TO PUBLIC?	Yes. Including Handicap Access
√	1			FILE ROOM	29 Cabinets
√	1			BREAK ROOM	Shared with Recycling.
√	1			STORAGE 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.


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



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



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

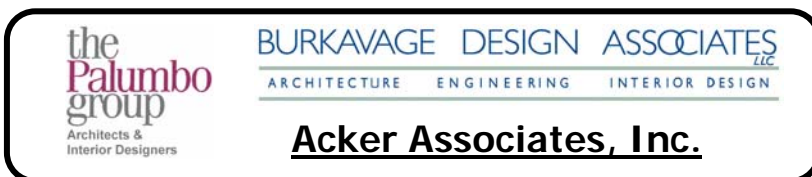
- Outreach: largest problem
- 80% of Veterans don't see the office in its current location. Need better visibility.
- 30% of homeless are Veterans
- Should have a conference room for private meetings
- No Parking
- Limited wheelchair access
- Limited visibility
- Starting TV Show with Marywood: Information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

\*Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



# TROLLEY MUSEUM FLOOR AREA SUMMARY

- OFFICE OF ARTS AND CULTURE  
500 D.S.F.
- EXHIBIT / COMMON SPACE  
25,569 G.S.F.

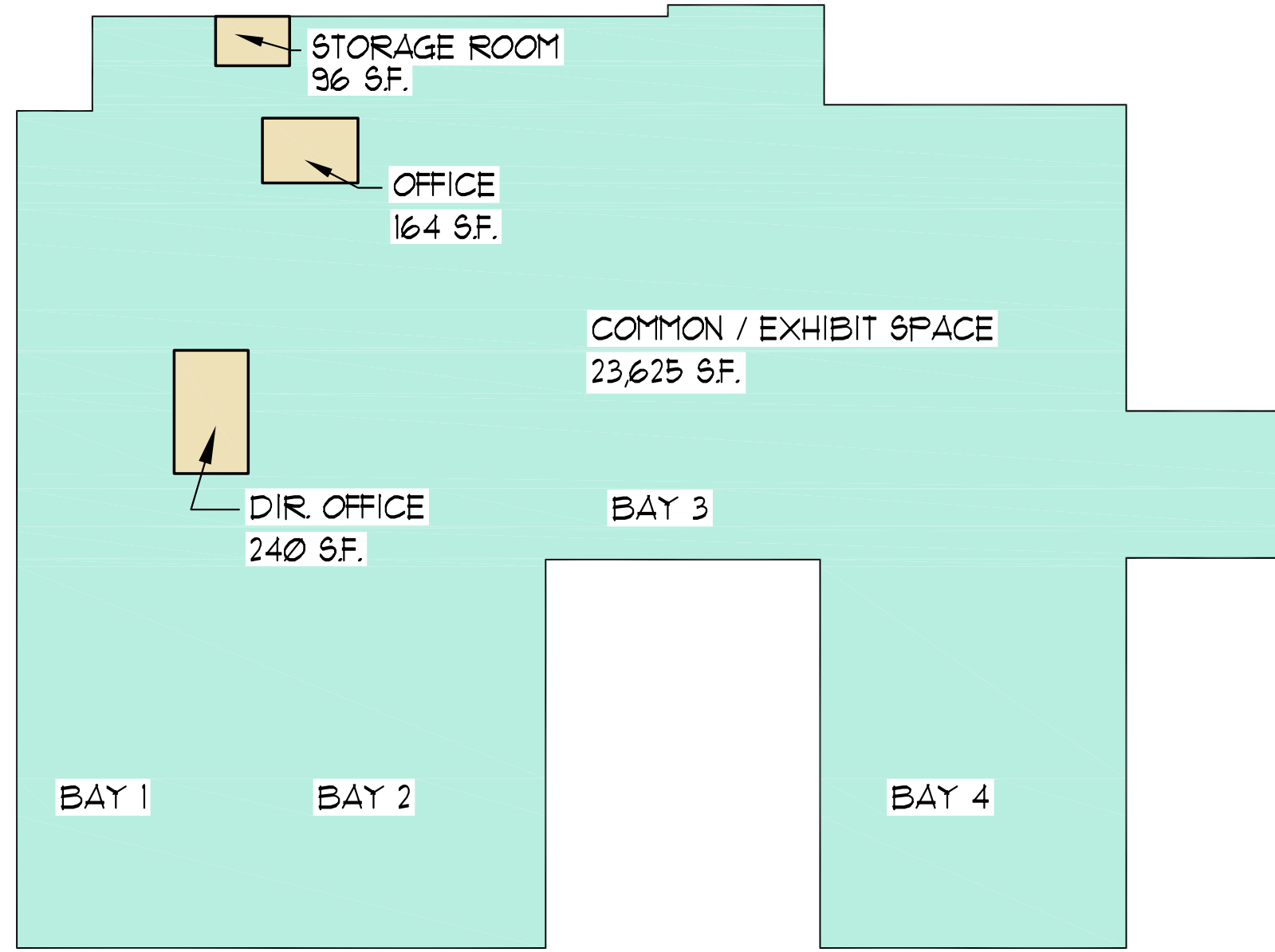
500 TOTAL D.S.F.

\*S.F. TOTALS FOR THESE AREAS  
ARE NOT INCLUDED IN THE  
BUILDING TOTALS IDENTIFIED  
IN THIS REPORT.



EXHIBIT  
SPACE  
1,944 G.S.F.

SECOND FLOOR PLAN



FIRST FLOOR PLAN  
24,125 G.S.F.



TROLLEY MUSEUM

## TROLLEY MUSEUM

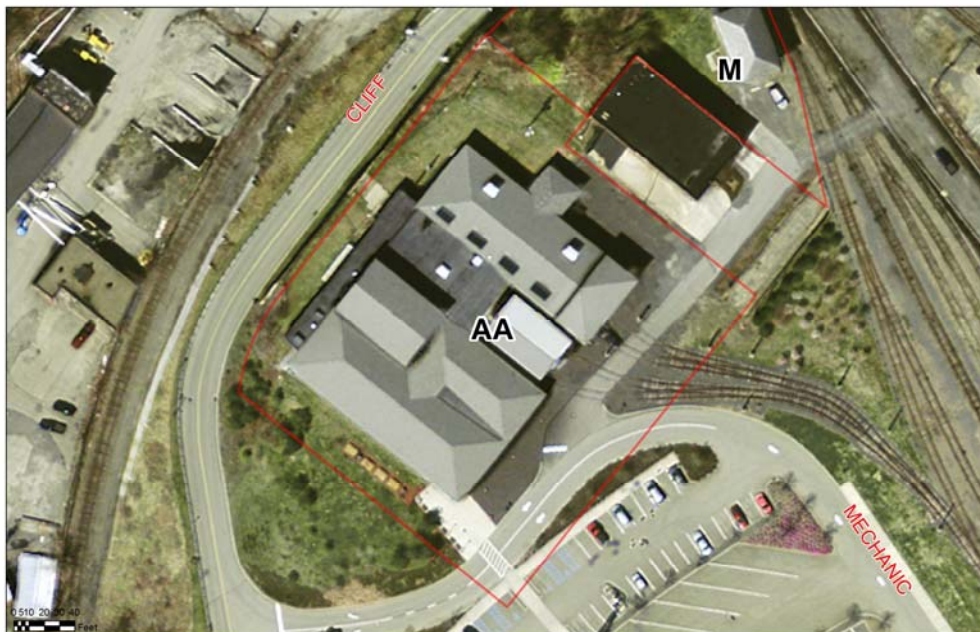
NOT TO SCALE


OCTOBER, 2008



**FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL**

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



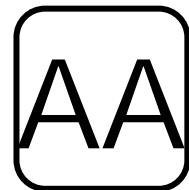


Architects & Interior Designers

**BURKAVAGE DESIGN ASSOCIATES** LLC

ARCHITECTURE   ENGINEERING   INTERIOR DESIGN

**Acker Associates, Inc.**







View of entrance to museum

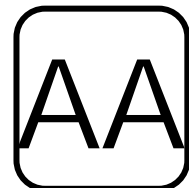


View of museum from the side

the  
**Palumbo**  
group  
Architects &  
Interior Designers

BURKAVAGE DESIGN ASSOCIATES  
LLC  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

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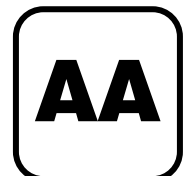
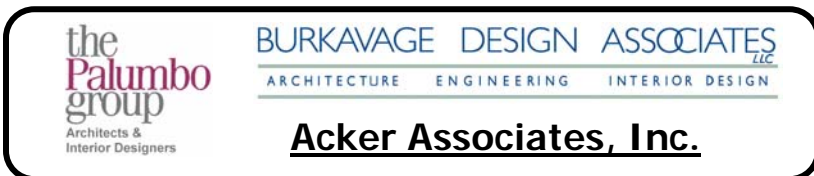
**FACILITIES INVENTORY AND NEEDS ASSESSMENT**

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
<b>ADMINISTRATIVE CONTACT:</b>			<b>PHONE:</b>	
Maureen McGuigan-Deputy (Interviewed)			570.963.6590 ext. 1894	
<b>DEPARTMENT FUNCTION SUMMARY:</b>			<b>INTERVIEW DATE AND TIME:</b>	
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				
<b>TOTAL</b>	<b>4</b>		<b>2</b>	<b>2</b>

\*Needs to be closed office.


\*\*Reports to Chief of Staff.



**TROLLEY BUILDING: (must stay)**

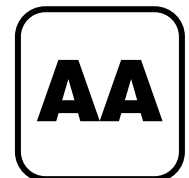
STAFF/EXEC POSITION		Workstation	
NAME	QTY		
Sherri: Full-Time.	1	Desk.	
Woman: Full-Time.	1	Desk.	
Lou: Maintenance.	1		
Full-Time.	5	Desk	
Volunteers (5 or 6 at a time). Not paid.	10		
Library Committee.			
Parking Lot Attendants: Stadium: Full-Time. Paid by County	2		

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)	



**BURKAVAGE DESIGN ASSOCIATES**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN

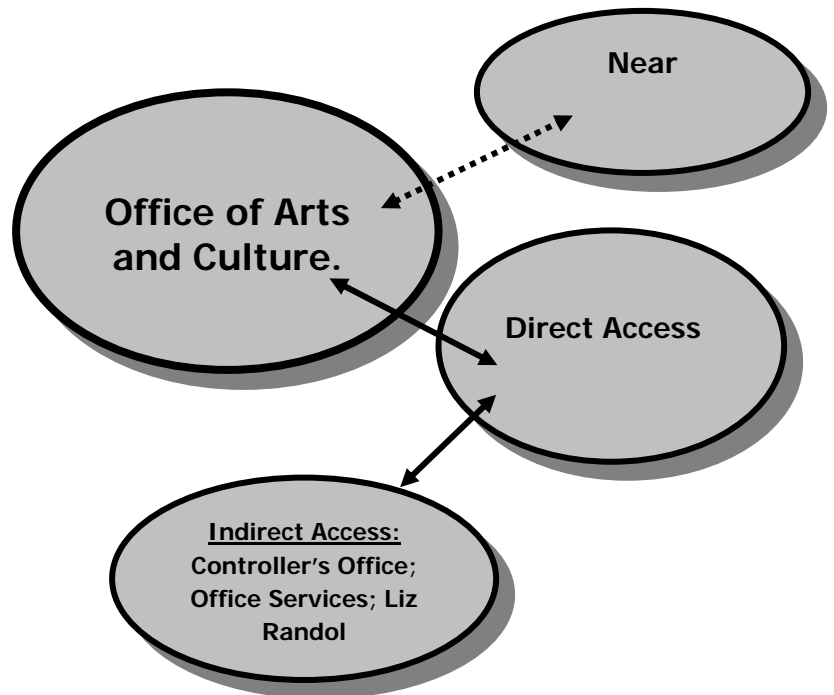
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SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
				Bike Racks.
				Library. Open to Public; Part of Trolley Museum.
				Archives. Trolley- On 2 <sup>nd</sup> Floor.
				More exhibit space. 4 <sup>th</sup> 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. Chief of Staff- Cabinet Meetings (once a month).
NEAR
1.
2.
3.



**GENERAL NOTES AND OBSERVATIONS:**

- Trolley Museum volunteers come on Wednesday s.
- 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.
- Parking not a problem.

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.

\* Projected employee figures provided by Department Directors and/or Deputy Directors are merely projections and not necessarily approved by the Board of Commissioners.



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