



INVENTORY AND NEEDS ASSESSMENT STUDY FOR
LACKAWANNA COUNTY FACILITIES

PHASE I – PHASE II – PHASE III

OVERVIEW PRESENTATION

NOVEMBER 2009



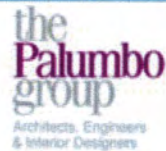
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& Interior Designers

INVENTORY AND NEEDS ASSESSMENT STUDY FOR LACKAWANNA COUNTY FACILITIES

OCTOBER 2008

PHASE I



PHASE I

PHASE I

DESCRIPTION OF MEASUREMENTS:

1. Departmental Gross Square Feet-D.G.S.F. is space within a department, which includes internal walls, corridors within the department, etc.
2. Building Gross Square Feet-B.G.S.F. is total area of a facility including common corridors outside the department, outside walls, mechanical spaces, vertical circulation, etc.

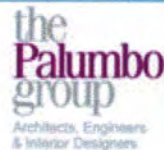
D.G.S.F. and B.G.S.F. are referenced within the presentation



PHASE I

PURPOSE OF REPORT:

1. Identify and account for all County departments, offices, personnel and space, including five year projections
2. Survey existing conditions
3. Identify square footage needs and opportunities to consolidate County resources



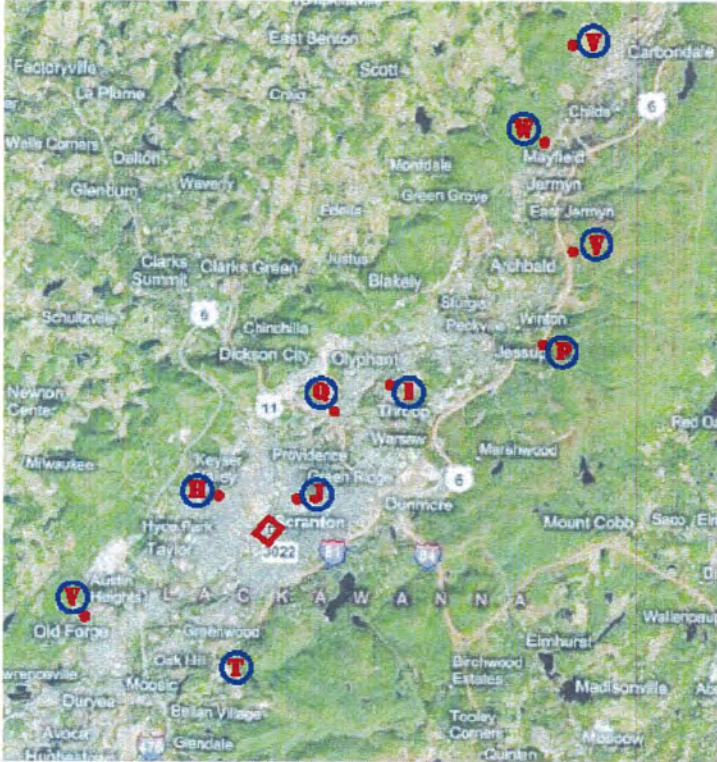
PHASE I

SUMMARY OF FINDINGS:

- County occupies approximately 280,000 D.G.S.F. in 29 facilities
 - 11 facilities are owned
 - 18 facilities are leased
 - Excluded from study: County-owned property including Lackawanna County Courthouse and majority of County Authorities
- Approximately \$1,400,000 is spent on leases annually for the 145,000 D.G.S.F.
- Additional \$300,000 is spent on utility costs



LOCATION MAPS:



COUNTY WIDE BUILDING LOCATION MAP

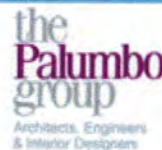
DOWNTOWN SCRANTON BUILDING LOCATION MAP



PHASE I

SUMMARY OF FINDINGS CONTINUED:

- Sixty-one County department directors, deputy directors and/or managers were interviewed
 - The majority of them indicated productivity could increase with better adjacencies to related departments
 - Efficiencies could be gained by consolidating departments currently separated due to space limitations



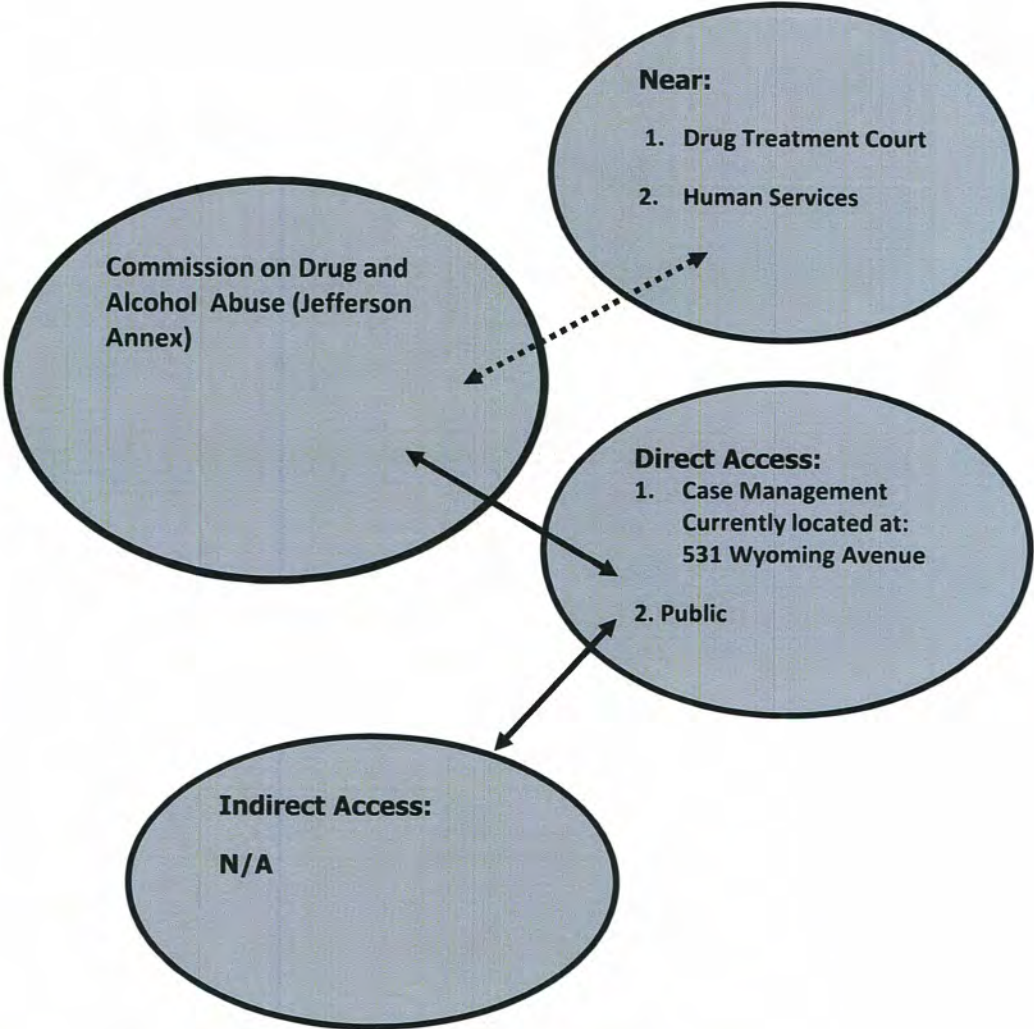
DEPARTMENT SUMMARY:



FACILITIES INVENTORY AND NEEDS ASSESSMENT

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

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



D_R Commission On Drug and Alcohol-Summary Palumbo.doc



BUILDING ASSESSMENT:



FACILITIES INVENTORY AND NEEDS ASSESSMENT – SITE / CIVIL

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



View of front of building from Wyoming Ave.





View of front of building from Wyoming Ave.




Acker Associates, Inc.

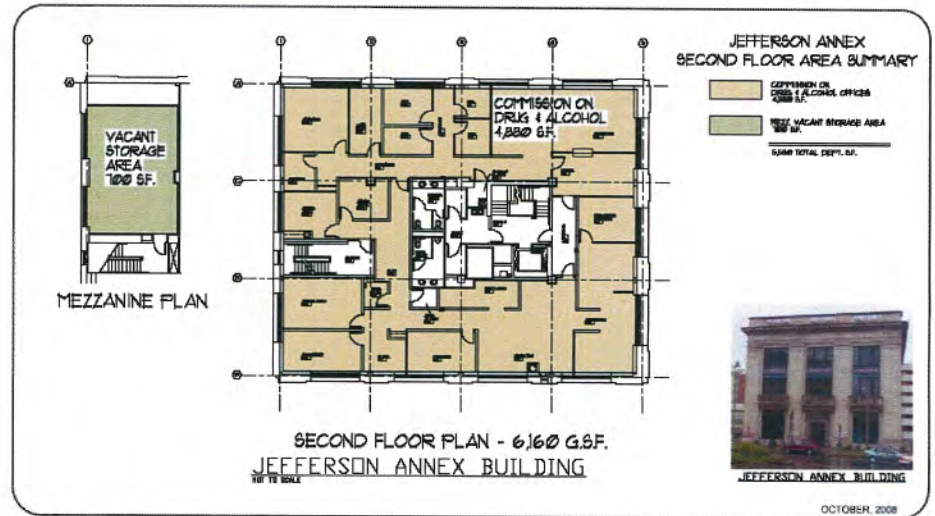
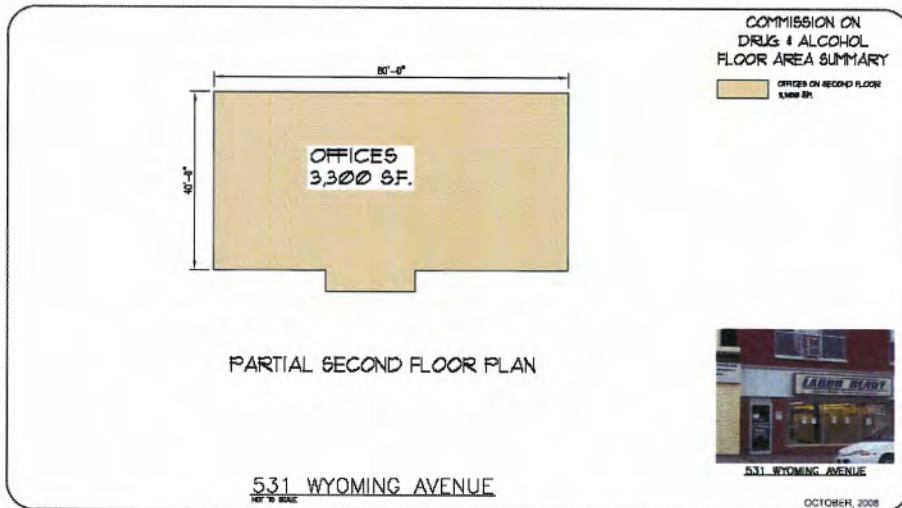


Acker Associates, Inc.



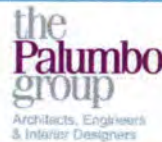
BUILDING ASSESSMENT:



BUILDINGS SUMMARY:

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	2,200 dsf	2,200sf	Leased	1-Jul-07 31-May-09	\$2,500.00	Per Month	\$11.36 S.F.	Option to renew for 3 additional years	Office		2 sp provided in lease & 2 provided by State funding	Included in lease: electric, gas, water, sewer
B	405 N. Washington Avenue Scranton	3,181 dsf	sf	Leased	1-Sep-07 31-Aug-09	\$1.00	Per Year	0.7		Deliveries Center		2 spaces provided in lease	Additional fee, provided in lease
C	481 Wyoming Avenue				1-Jul-05				Option to renew, with 90 day			4 spaces provided by lease; as	Included in lease: electric,
D	531 Wyoming Avenue Scranton	3,300 dsf	3,300sf	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 space provided in lease	County pays: heat, elec, gas, water, sewer, water, sewer
E	541 Wyoming Avenue				1-Jul-07				Option to renew, as a				Included in lease: water, sewer
F	444 Mulberry Street Scranton	8,300 dsf	10,700sf	Leased	1-Aug-06 31-Jul-06	\$5,000.00	Per Month	\$6.01 S.F.	3 consecutive 5 year terms, new terms will be discussed	Equipment Storage and General Storage		None	County pays: electric, gas, water & sewer
G	Scranton Street												

REF.	Building/Location	Measured D.S.F.	Leased SF	Owned or Leased	
D	531 Wyoming Avenue Scranton	3,300 dsf	3,300 sf	Leased	
Term	2008 Rate	Duration	Cost Per S.F.	Renewal	Type of Space
1-Jul-08 30-Jun-09	\$940.00	Per Month	\$3.42 S.F.	Option to renew, 120 day notice at 110% increase	Office
Comments	Parking Notes	Utility Notes for Leases			
Lease references 537-539 as building address	1 space provided in lease	County pays: heat, elec, gas. Included in lease water, sewer			



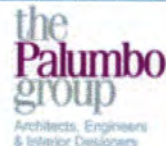
PHASE I

CONSIDERATIONS:

1. Which departments need to be near each other to be more efficient?
2. What does the County need to do when leases expire?

Example :

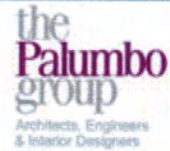
- Renew Commission on Drug and Alcohol (CDA) lease located on Wyoming Avenue?
- Look for new leased space for department?
- Move department into owned space?



INVENTORY AND NEEDS ASSESSMENT STUDY FOR LACKAWANNA COUNTY FACILITIES

JANUARY 2009

PHASE III



PHASE II

PHASE II PURPOSE OF REPORT:

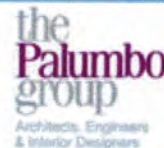
1. Create Spatial Standards
2. Clarify Adjacencies
3. Develop Affinity Groups



SPATIAL STANDARDIZATION:



Space	Square Footage	Description of Typical Space
AA	50	Clerks-Typically on the road.
A	65	Clerks/Administrative Assistant/Senior Specialist
B	80	Master Gardener/Executive Assistant
C	108	Manager/Administrative Assistant II/Visitor-Waiting Area/Clerk II
D	120	Solicitor/Accountant/Officer/Conference Room 4-6 Seats
E	150	Supervisor/Director/Deputy Director/Caseworker Mgr.
F	180	Executive Director
G	200	Conference Room 8-10 Seats/File Storage/Waiting Room/Break Room
H	250	Elected Officials
I	300	Conference Room 12-14 Seats
J	350	Conference Room 16-18 Seats/Break Room
K	400	Waiting Room/Mail Room/Staging Room
L	500	Conference Room/Training Room 20-24 Seats
M	650	Conference Room/Training Room 24-26 Seats
N	750	Conference Room/Training Room 30 Seats
O	1,000	Conference Room/Training Room 40 Seats
P	1,500	Conference Room/Training Room 50 Seats
Q	2,000	Conference Room/Training Room 80 Seats
R	5,000	Equipment Storage
S	7,000	Machine Storage/Storage
T	12,000	File Storage/Archives



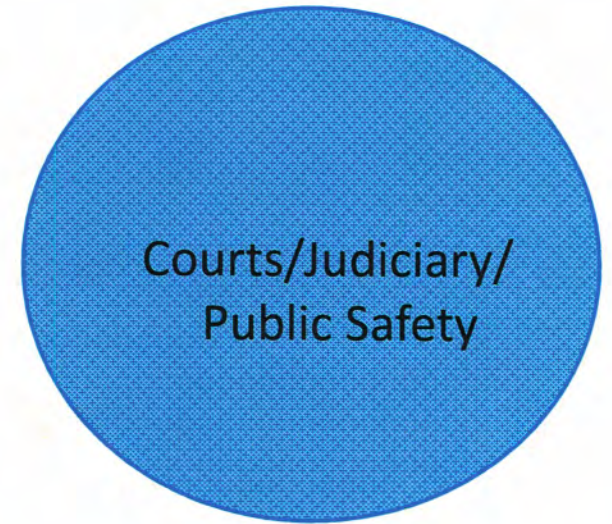
AFFINITY GROUPS:



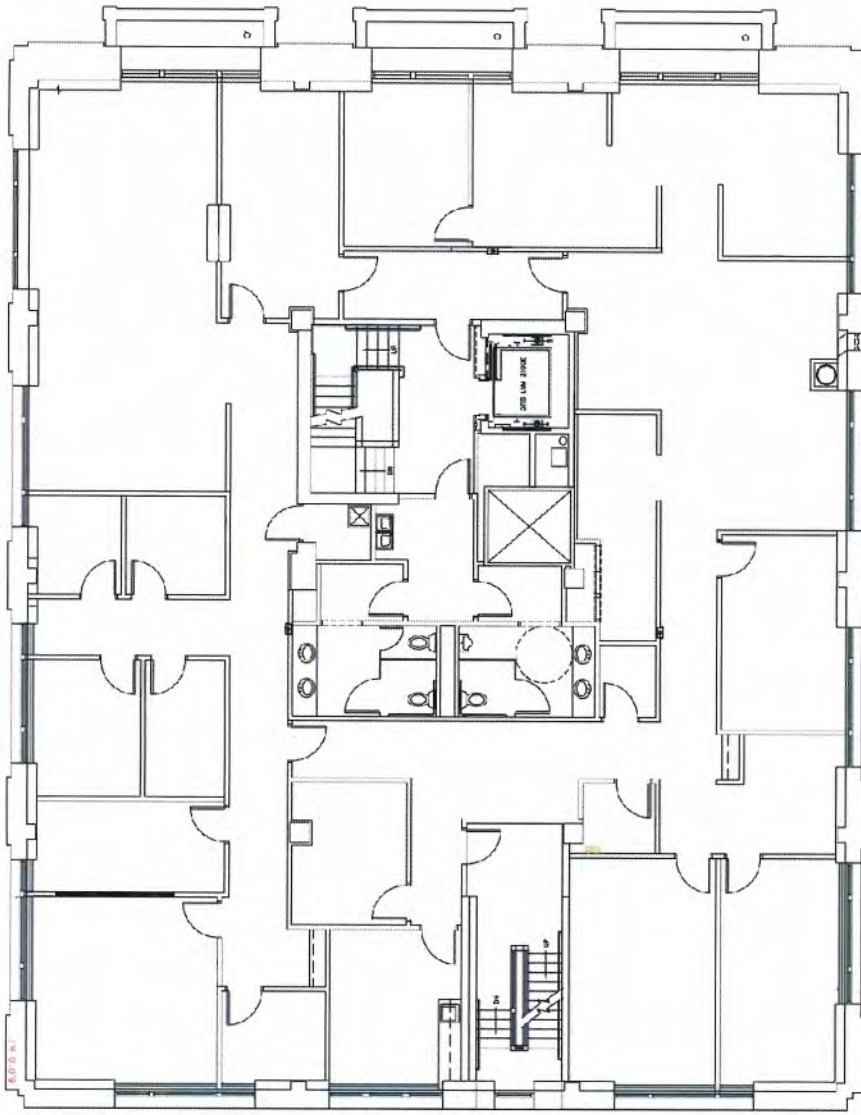
Human Services



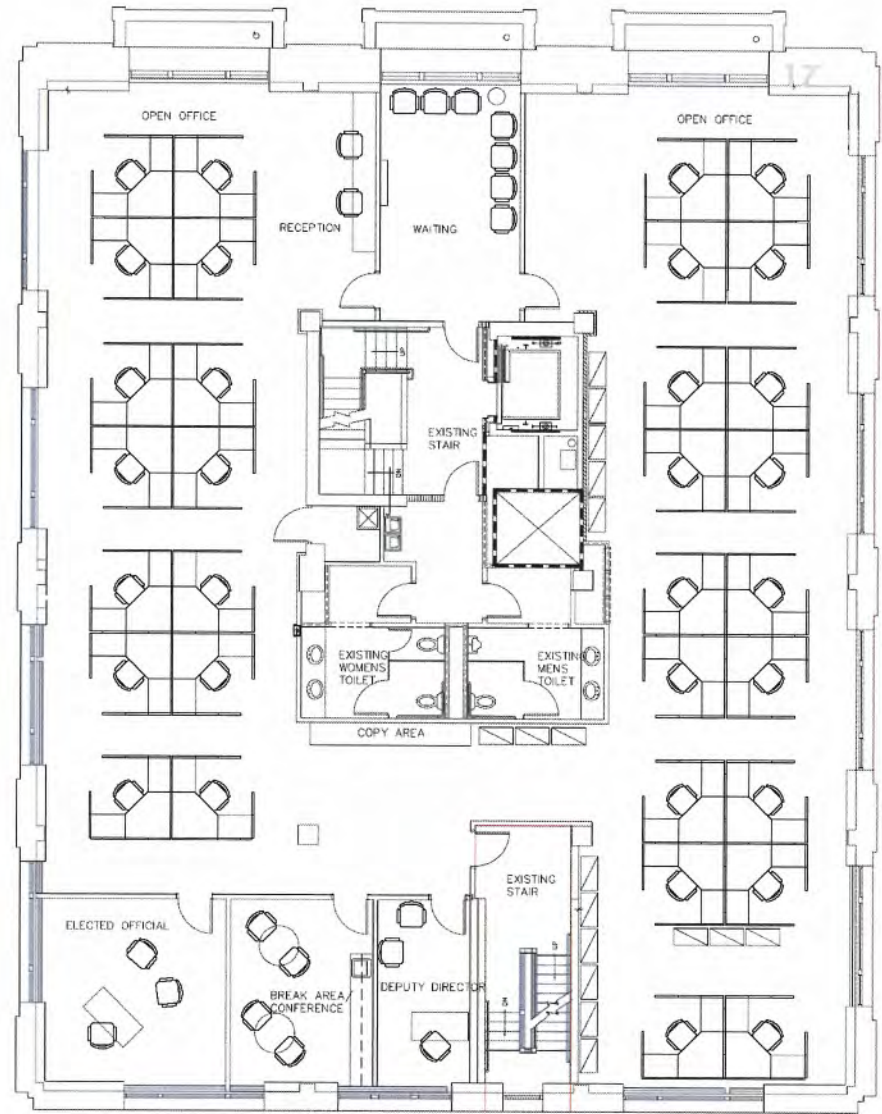
Administration



Courts/Judiciary/
Public Safety



Existing Second Floor – 16 F.T.E.



Space Standardization-32 F.T.E.



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PHASE II

AFFINITY GROUPS:

Human Services

Child Care Information Services
Commission on Drug and Alcohol
Area Agency On Aging
Domestic Relations
SLHDA
Mental Health/Mental Retardation
Human Services/
Office of the Physically Disabled
Veterans Affairs



DEPARTMENT REPORT:



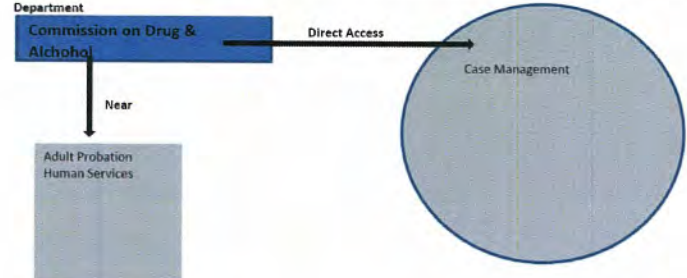
ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Commission on Drug and Alcohol	D/R

TITLE	QTY	SPACE	S.F.	Total S.F.	Check One:		COMMENTS
					OPEN OFFICE	CLOSED OFFICE	
Administrative Assistant	1	A	65	65		x	
Chief Fiscal Officer	1	C	108	108		x	
Clerk Typist II	1	A	65	65		x	
Deputy Director	1	E	150	150			x
Executive Director	1	F	180	180		x	
Fiscal Technician	1	A	65	65		x	
Prevention Director	1	E	150	150			x
Prevention Specialist (PS)	6	A	65	390		x	
Prevention Specialist	1	A	65	65		x	Not Closed
Special Projects Manager	1	C	108	108		x	
Case Management Supervisor	1	E	150	150			x Building R
Clerk Typist II	1	A	65	65		x	Building R
Case Management Specialist	5	A	65	325		x	Building R
PS + State Trainer	1	C	108	108			x Must be closed.
Two @ Adult Probation Office	2	C	108	216			x
Case Manager (2013)	1	C	108	108			x
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	26			2318			

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	2	G	200	400	
Breakroom				0	
Waiting/Reception	1	C		108	
Conference Room				0	
Training Room				0	Shared with Human Services I
Intake Meeting/Interview Room	1	E		150	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	4			658	
TOTAL DNSF				2976	
Proposed DGSF(20% CIRCULATION)				3571.2	



HUMAN SERVICES I

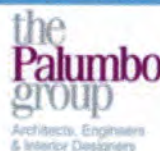


HUMAN SERVICES I

PHASE II

SUMMARY OF FINDINGS:

- Standardizing space could result in a space reduction of 22,000 D.G.S.F
- To eliminate all leased space, the County must either acquire space through lease/purchase option or construct a building
- If new construction is a consideration, a total of 87,000 B.G.S.F. is required, assuming the County keeps the currently owned facilities
- Obstacles include current lease terms and financing



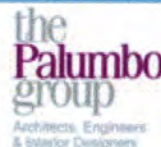
PHASE II

CONSIDERATIONS

1. What is the best location for all the departments?
2. Is there any existing owned space available?
3. Can any departments be consolidated?

Example:

- Is there space available in a County-owned building to move CDA?
- What is the best location for CDA on Wyoming Avenue—a leased space?
- Which department does CDA on Wyoming Avenue need to be adjacent to based on the Human Services affinity group?



INVENTORY AND NEEDS ASSESSMENT STUDY FOR LACKAWANNA COUNTY FACILITIES

MARCH 2009

PHASE III



PHASE III

PHASE III PURPOSE OF REPORT:

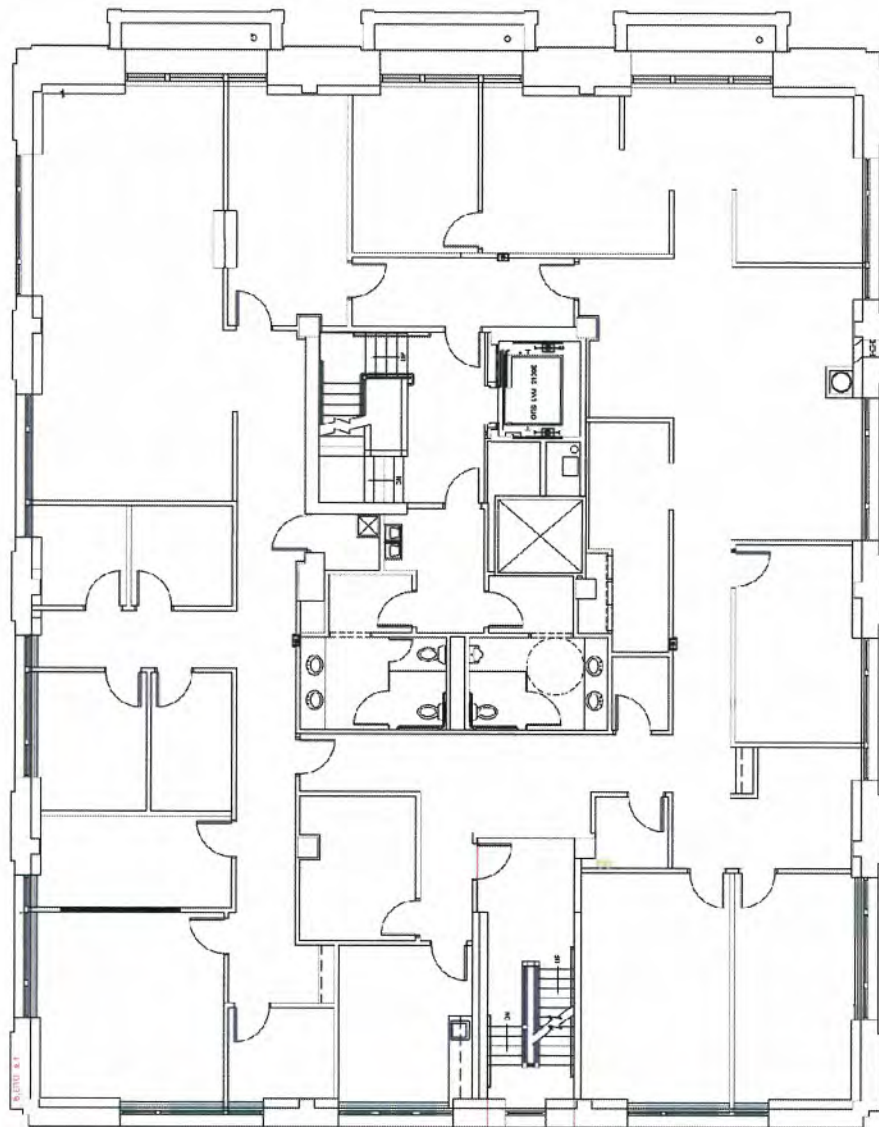
1. Maximize use of County-owned buildings
2. Propose possible buildings/building sites to accommodate square footage needs
3. Relocate affinity groups



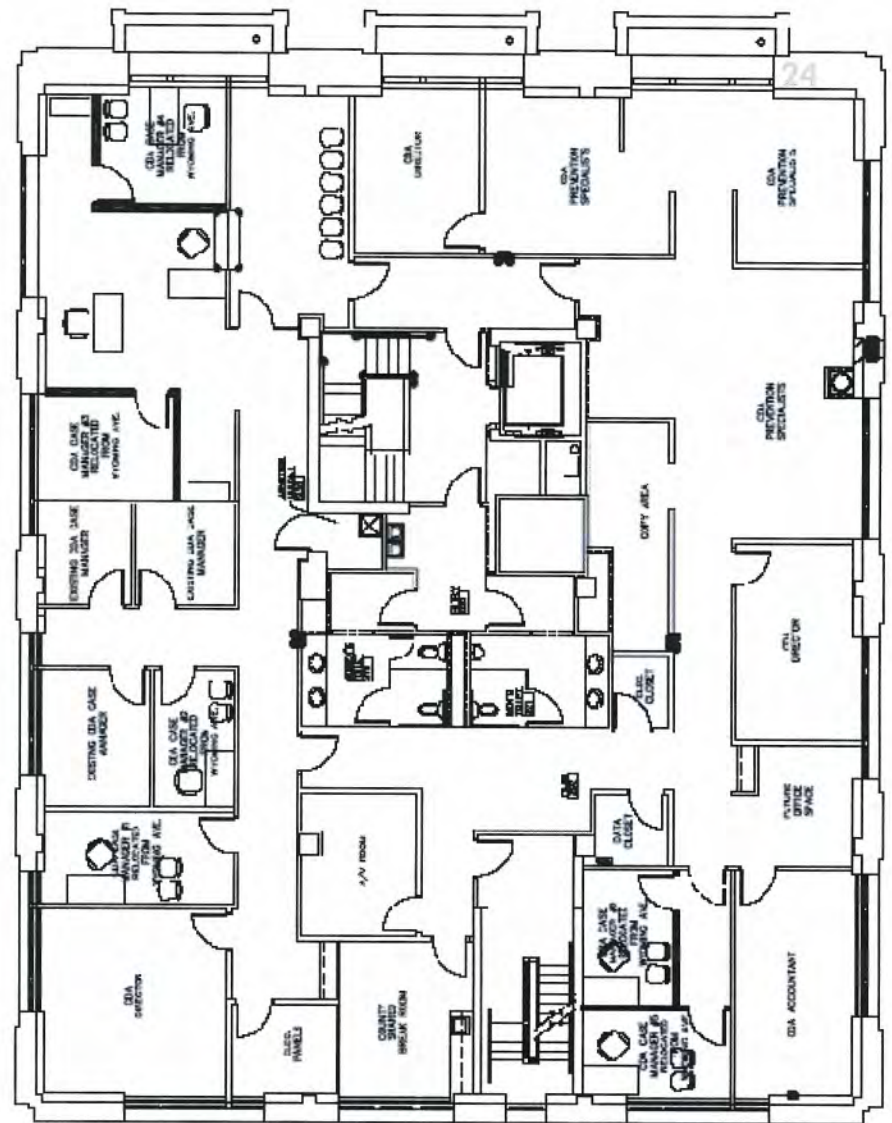
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PHASE III



Existing Second Floor-16 F.T.E.



Drug & Alcohol Consolidation-23 F.T.E.



PHASE I

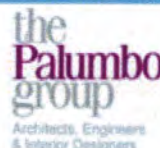
PHASE III

CONSIDERATIONS:

1. What efficiencies can be gained by moving departments within affinity groups next to each other?
2. Can any leases be eliminated?
3. As a result of eliminating leases, how much money can be saved in utility costs?

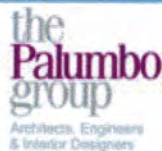
Example:

- Efficiency gained
- Lease eliminated
- Additional utility costs eliminated



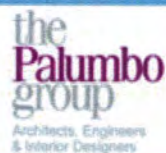
PHASE I, II, and III SUMMARY:

1. Phase I:
 - Identified departments
 - Surveyed
 - Evaluated space needs
2. Phase II:
 - Created standards
 - Clarified adjacencies
 - Developed affinity groups
3. Phase III
 - Maximized owned space
 - Proposed solutions to accommodate square footage needs
 - Relocate affinity groups



MOVING FORWARD:

1. Explore available office space or sites downtown
2. Implement affinity groups and incorporate spatial standards
3. Analyze associated costs
4. Maximize efficiencies of County operations





Thank you.

