

# **CAPSTONE**

## **Springdale Property Analysis**

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# Executive Summary

## Introduction

For the purposes of this project, we are working with the town of Springdale, Utah. Springdale is a unique town-- the town is the gateway to Zions National Park. The main objective of our analysis and recommendations are to help guide Springdale staff and city council in making decisions about their current capital facilities and land. As they grow as a city, and a staff, the town facilities are in need of some potential modifications. As a team, we have analyzed the current status of the town land and facilities, and made recommendations for change. These recommendations consider limitations such as time, budget, and space.

## Recommendations

Based on the results of the survey, we ranked the following needs to determine our recommendations in terms of perceived priority to the town staff and council:

1. Police station space
2. Office space including break room
3. Meeting space in addition to council chambers
4. Public works and recreational space
5. Use of softball field and memorial grove (tied)

We have recommended many changes to the above stated town spaces in the report below. Many of our suggestions involve rearranging office space, creating a new building space, implementing an improvement project for the public works storage space, and creating a new recreational space on the RPP designated property. More details about such recommendations can be found in the full report.

## Overview of Analysis

We visited with the Springdale Town Manager and Director of Community Development in November for an initial meeting and tour of the town. We collected the town's wants and limitations. After returning to Provo, we looked at comparable cities and conducted the build-out analysis. We also created and distributed a survey to most of the town staff. The results were analyzed to help us determine priorities for the project. Current properties were inventoried and the patents were analyzed. We also conducted a long-term debt analysis to determine if the town has sufficient funding for current and additional debt. We hope that this analysis will be beneficial to the town staff and council as they plan for future growth based on their limited resources.

# Introduction

## Description & Background

The debate all started at a Town Council meeting in Springdale, Utah. The main question revolved around the building and creation of pickleball courts for city residents' use. The suggested development of implementing town pickleball courts caused staff and council to ask before they put in new pickleball courts, are there areas of higher priority that need improvement in the town. Staff and council began to discuss the need for many facilities and where limited financial resources could be allocated to. The discussion involved what priorities should and do matter in terms of needed facilities for the town of Springdale. The pickleball courts opened up a can of worms, but it was crucial to helping Springdale begin the process of analyzing what needs the town truly has and in what priority they should be addressed.

Cities in Utah are experiencing rapid growth. The town of Springdale has made build out growth estimations and is trying to plan for the future. Part of this growth involves accounting for new staff and needs for town facilities. This is where our project comes in.

## The Problem

Springdale Utah has limited space for city employee use, particularly the Police Department. The city is limited by funding, useable land, and timing. After meeting the Town Manager and Director of Community Development in person, we have agreed upon the following project objective statement: Finding the best uses of current town property within the constraints of land, funding, and time frames to solve some of the pain points town staff and council are experiencing.

# Project Report

The body of our report will break down all of the steps in our analysis in order to make proper recommendations to Springdale. The timeline we followed in order to complete the project and our resources used to complete the project are below. The rest of our report includes our analysis and recommendations.

**FIGURE 1 : Project Timeline**

| Activity   | Starting Date | Completion Date | Assigned To |
|--|---------------|-----------------|-------------|
| Meet in person with Town Manager and Director of Community Development | 11/4/2017     | 11/4/2017       | Both        |
| Tour the town  | 11/4/2017     | 11/4/2017       | Both        |
| Create & Distribute Employee Needs Survey                              | 1/8/2018      | 1/15/2018       | Starlee     |
| Analyze survey results   | 1/15/2018     | 1/22/2018       | Shaye       |

|  |           |           |         |
|--|-----------|-----------|---------|
| Determine Employees Needs/Wants  | 1/22/2018 | 1/23/2018 | Both    |
| Research benchmark cities  | 1/8/2018  | 1/19/2018 | Both    |
| Analyze build-out analysis   | 1/8/2018  | 1/19/2018 | Shaye   |
| Analyze town land maps to find useable land                                | 1/8/2018  | 1/19/2018 | Both    |
| Analyze current property inventory   | 1/8/2018  | 1/19/2018 | Starlee |
| Review patents and land use restrictions                                   | 1/8/2018  | 1/19/2018 | Starlee |
| Analyze long-term debt   | 1/8/2018  | 1/19/2018 | Shaye   |
| Research and determine funding   | 2/15/2018 | 2/22/2018 | Both    |
| Determine recommendations  | 2/22/2018 | 2/22/2018 | Both    |
| Create deliverables  | 2/22/2018 | 3/6/2018  | Both    |
| Present deliverables to Town Manager and Director of Community Development | 3/15/2018 | 3/15/2018 | Both    |

## Resources Used

As a team, we were able to make a site visit to Springdale. We were shown all of the resources the town currently has in their hands -- from facilities to land. The town also sent us all necessary documents to perform a complete analysis and recommendations. As currently determined, we anticipate requiring these resources to complete the project:

1. Benchmark city websites
2. Springdale Town Manager and Director of Community Development
3. Department directors contact information
4. Town Info including:
  - a. Building & land inventory (Including square footage)
  - b. Public building assessment/appraisal
  - c. Employee count by department
  - d. Conservation easement requirements
  - e. BLM RNPP requirements
  - f. Town land maps
  - g. Build-out analysis
  - h. Building blueprints
  - i. Most recent town budget & sales tax info
  - j. Long-term debt spreadsheet

# Analysis

## Town Council & Staff Survey

We created a survey with the intention of broadening our understanding of what is a priority to the town of Springdale staff and Town Council. We intend to make our recommendations based off of the priorities and desires of the staff and council. As mentioned in the appendix, we used knowledge from our evaluation class to create a survey with the least amount of bias possible. This was distributed and analyzed a few weeks later. You can find highlights of the responses below.

### If you could improve anything about your work environment, what would that be?

| Response                          | Count |
|-----------------------------------|-------|
| More work space                   | 5     |
| More storage space                | 3     |
| Space for the Police Department   | 1     |
| Larger break area/employee shower | 1     |
| Build a historic museum           | 1     |
| Communication                     | 1     |

As you can see above, most respondents would like more work space and storage space.

### How important is improving your work environment to you?

75% of respondents said that improving their work environment is very or extremely important compared to other options.

### Rank the following on what you believe is the priority to Springdale. The most common results are outlined below.

1. A larger space for the police station. (6 votes)
2. A larger space for the police station and rearranging office space. (4 votes each)
3. Creating a meeting space, in addition to council chambers. (4 votes)
4. Updating town recreational storage space. (8 votes)
5. Creating a memorial grove across from the cemetery. (7 votes)
6. Finding a new use for the softball field. (6 votes)

### Rank the following on what you believe should be the priority to Springdale. The most common results are outlined below.

1. A larger space for the police station. (7 votes)
2. Rearranging office space. (5 votes)
3. Creating a meeting space, in addition to council chambers. (5 votes)
4. Updating town recreational storage space. (9 votes)

5. Creating a memorial grove across from the cemetery. (5 votes) Finding a new use for the softball field. (4 votes)
6. Creating a memorial grove across from the cemetery. (5 votes) Finding a new use for the softball field. (4 votes)

**Is there anything that needs improvement that has not already been mentioned in this survey?**

| Response  | Count |
|---|-------|
| Public works shops and storage. Expand recreational facilities, parking, and impound. | 3     |
| History museum with visitor information   | 1     |
| Why so many police officers have been hired   | 1     |
| Council room should not double as break area for staff                                | 1     |
| Cell phone access is very limited. Consider an additional extension                   | 1     |
| More office space for increasing staff  | 1     |
| Acquire land for new administrative facilities  | 1     |
| More meeting space  | 1     |

**What are your thoughts on the softball field above the town offices?**

| Response   | Count |
|--|-------|
| Should be left as open space, though not necessarily as a softball field   | 5     |
| Could be used as office space  | 3     |
| Could be used as recreation courts   | 2     |
| Should be used for town events   | 2     |
| Should be left as current use  | 1     |
| Could be better used by creating better access, parking and other recreational amenities (trails, benches, shaded areas, drinking fountains, etc.) | 1     |

**Survey Conclusions.** A major theme throughout the survey is that employees need more work space. This includes the police station, public works, parks, and general office space. Also, employees like the softball field because it is open space and can be used for town events. However, it does not have to stay specifically as a softball field.

## Build-Out Analysis

The Springdale General Plan Objective from the Land Use Analysis is to “Develop policies to ensure sustainable level of development is not exceeded and unique village atmosphere is preserved.” This objective does not apply specifically to our analysis, however we will use population numbers from the analysis. According to the 2010 U.S. Census<sup>1</sup>, Springdale’s population is approximately 529. The maximum build out potential under the current General Plan land use designations is 9,777. This estimate is possible but not probable. The maximum build out potential under current zoning land use designations is also not probable but is possible at 8,316. The more realistic population estimates is an increase by two or three times, which would equate to 1,322 at an average of two and a half times the current population.

## Benchmark Analysis

We looked at three different levels of city populations for our benchmark analysis. We examined cities with the same current population as Springdale, cities with Springdale’s maximum build out population, and cities with Springdale’s probable build out population. Our research results are in the table below. The results show that Springdale has a larger staff size than the cities in the same population and probable population sizes. Some cities rely on the county for services and do not have as many tourists visiting each year, which may be the reason why Springdale’s staff size is larger. We estimate that Springdale’s staff size to increase to approximately 30. We account for this increase in our recommendations -- we recommend building more offices.

**FIGURE 2: Benchmark Analysis**

| CITY              | POPULATION | STAFF SIZE | FACILITIES | SPECIAL CHARACTERISTICS   |
|-------------------|------------|------------|------------|---|
| <i>Springdale</i> | 570        | 24         | 4          | Mouth to Zions, Native land, Land Restrictions  |
| <i>Veyo</i>       | 483        | 0          | 0          | Census-designated place for population count purposes. Not an actual town. Not incorporated. Falls under jurisdiction of Washington County.   |
| <i>Escalante</i>  | 850        | 5          | 3          | A small ranching town nestled along Utah's Scenic Byway 12. With only 850 residents, they are still the largest town for 70 miles in all directions. They pride themselves on bringing a unique charm to their corner of Southern Utah. |
| <i>Alta</i>       | 387        | 18         | 4          | Ski resort town known for powder snow.  |
| <i>Rockville</i>  | 273        | 2          | 2          | They run a 5-person council. Known by some historians as the last treasure of Utah. Currently working to restore the  |

<sup>1</sup> United States Census Bureau. Community Facts.2010. [https://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.Xhtml?src=bkmk](https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.Xhtml?src=bkmk)

|                    |       |         |         |  |
|--------------------|-------|---------|---------|--|
|                    |       |         |         | Rockville bridge through grants and other sources of funding. It is neighbors to Springdale, UT.   |
| <b>Kanaraville</b> | 378   | Unknown | Unknown | 60,000 hikers visit the town each year. They resist any type of growth as a town and are the same size now as they were when incorporated by pioneers.   |
| <b>Kanosh</b>      | 474   | 2       | 1       | Kanosh is between Cove Fort and Meadow, Kanosh was a friendly Indian Chief who camped in this area with his band. "Kan" means willow and "oush" means bowl. The city runs by a 5-person council and a city clerk, and treasurer. |
| <b>Moab</b>        | 5,242 | 41      | 4       | Moab is 4.1 sq. miles, and home to 2 National Parks. Moab has a 5-person city council. They are known for preservation of the outdoor and natural beauty   |
| <b>Ivans</b>       | 8,132 | 30      | 4       | Settled by LDS Pioneers, Neighbors to St. George   |
| <b>Panguitch</b>   | 1520  | 11      | 4       | Popular for events like the balloon rally. Within 20 minutes of Bryce Canyon. 5-person council + mayor.  |
| <b>Kamas</b>       | 1811  | 8       | 3       | Rich soil, "Gateway to the Uintas", Fiesta Days, 5-person council + mayor  |

## Property Inventory

Our main objective, as mentioned previously, was to analyze the current status of town lands and facilities. As stated above, we surveyed the town staff and council to understand their feelings about the current capital facilities. Using their prioritization from the survey and this inventory of current town property, our team will make recommendations. We created this property inventory to help us see the big picture -- and how each piece of property has different needs and purposes as we suggest changes to Springdale. The square foot measurements are estimates based on google maps.

**FIGURE 3: Property Inventory & Needs**

| Building or Land      | Location  | Size (Sq. Ft.) | Purpose   | Needs  |
|-----------------------|-----------|----------------|---|--|
| <b>Softball Field</b> | Town Hall | 112,850        | Used for events, dog walkers, and an open space for residents | Repurpose or leave the same? Use for another purpose & relocate? |
| <b>Cemetery</b>       | RPP Land  | 100,100        | Cemetery  | Room for growth? Memorial Grove?                                 |

|  |           |        |   |   |
|--|-----------|--------|---|---|
| <b>Library/Recreation Center</b>       | Town Hall | 16,324 | Houses art exhibit, meeting and class space, library, and one office  | How to prevent it from being the only meeting space?<br>How to purpose the use in there better? |
| <b>Town Hall</b>                       | Town Hall | 8,268  | Houses council chambers, mayor, city manager, community development director, planner, police, lion's club storage, records | Meeting Space, Council Chambers, Police Station, Employee Rest Area                             |
| <b>Public Work Offices</b>             | Town Hall | 1,450  | Office and hub of public works employees  | None  |
| <b>Empty Land (Clay)</b>               | RPP Land  |        | No current purpose  | How can we repurpose this?<br>Fulfill the RPP?  |
| <b>Recreation/Public Works Storage</b> | RPP Land  | 69,391 | Event storage, equipment storage  | Make internal storage, prevent depreciation of town property                                    |
| <b>Town Park/Picnic/Tennis Area</b>    | Town Hall | 86,528 | Pickleball & Tennis players, picnic area, resting place   | None  |

## Patents & Restrictions

**RPP Patent.** The Recreation and Public Purposes Patent is dated back as far as April 26, **1973**. The patent was from the BLM for 82 acres of land that run north and south of the Springdale cemetery. The town applied for the grant for a municipal park, solid waste disposal site, and cemetery. They wanted the land so that tourists could have a place to stop and picnic and rest outside of Zion National Park.

After approval of their application for such land, the town paid \$207.50 for the 82 acres. The original purpose of this was for a new sanitary fill site and a new recreation area. They received a letter in **1980**, from the Dixie Resource Area to Mayor Helen Excell, that the town was in jeopardy of losing its land based on non-use -- the recreational plans had not been fulfilled.

Some of the restrictions of the patent with the federal government can be summarized as follows:

- All mineral deposits may be mined, or removed by patentee
- Land patented to Springdale cannot be transferred to another entity without permission of the Secretary of the Interior
- If Springdale did not comply with the provisions of the plan of development the grant for use will be terminated
- Reserving to the United States based on acts enacted

- Construction of ditches and canals
- Constructions of railroads, telegraph, and phone lines
- Roadway & public utility purposes
- Pipelines
- Federal Aid Highway
- Power development
- The US can do all repair or maintenance work needed on the given land
- If the patentee does not abide by the Civil Rights Act of 1964 (Title VI), the contract shall be terminated
- The town cannot charge more for use of the given area than similar/surrounding areas.

**RPP Overview.** The land deeded to the town of Springdale still exists and has some available space remaining. On this land currently stands a public works shop and a cemetery. Based on our analysis of the documents and the land still available, we would consider the possibility of using some of this land for city recreational space. We will discuss this further in our recommendations.

**Special Warranty & Deed with Conservation and Covenant and Easement.** This document is dated as of July 10th, 1997. It is an agreement stating that the conservation values of this certain stated land will be upheld, and that the recipient is a qualified local government. The land is also promised to be used as a public park. There is an agreement and then the following:

- Exhibit A: Description of the 3 parcels of land
- Exhibit B: Permitted Exceptions
- Exhibit C: Depiction of Easement
- Exhibit D: Legal Description of Canyon Springs Parcel

This set of restrictions does not have much relevance to our recommendations to the town council of Springdale and the staff. Agreements made in this conservation easement should be understood as opportunities arise for the town to use this land as growth occurs. Understanding the land limitations can allow Springdale to make the most of it in the future. The land spoken of in this agreement is not a top priority as far as we are concerned for our analysis.

## Long-Term Debt Analysis

**Data Utilized.** The long-term debt analysis utilized the budget documents on the Springdale website which includes 2008-2016. Years 2008, 2009, 2011, 2013, and 2014 were actual budget numbers. Years 2010, 2012, 2015, and 2016 were either estimated or budgeted numbers, depending on what was available. Revenues do not include transfers. Only operating revenues and other revenues were utilized. Operating and maintenance expenses (O&M) include all expenses except for transfers and capital projects. Missing data points were filled with interpolation. Total existing debt was collected from the Tax Revenues and Debt Service Schedule spreadsheet provided by Springdale.

**Analysis.** The revenues and O&M were forecasted out to 2050 because long-term debt could potentially not mature until then. Existing debt will all mature by 2039. The forecasts have a 95% confidence interval and seasonality is set to 1. The entire debt analysis was conducted on the Springdale

- Debt Analysis spreadsheet provided by our team. The Debt Analysis tab has the result of the analysis. Any results that are insufficient are in red text.

The spreadsheet is broken out by year (2008-2050). We then subtract each year's O&M Expenses from Total Annual Revenues. This total shows if there are enough revenues to cover O&M. There are sufficient revenues to cover O&M until 2044. Next, Revenues minus O&M is divided by Total Existing Debt to calculate the Coverage Ratio. Depending on the type of bond, coverage ratios are ideally kept between 1.25 and 2.00. Based on the data collected from Springdale's online budgets, the coverage ratio is high enough only through 2019. The ratio then drops below 1.00 in 2020 and does not recover. The last number evaluated is Revenues minus O&M minus the annual debt payment. Similar to the coverage ratio, there are sufficient funds through 2019. However, it is forecasted that there will not be enough funds again until 2040-2043 and then there are again not sufficient funds available.

## Recommendations

We have created a set of recommendations, hoping to help the town of Springdale with some of the current facility issues they face. We believe that we have come up with a comprehensive plan addressing the issues the city staff and council currently see as problems. We hope to describe and depict our suggestions in a comprehensive and understandable manner. We have done research ourselves (as described in the text previously), and used the advice of staff and the council while creating our plans.

### Key Players

In all of the recommendations that we suggest, there are some key players that will be involved in the decision making, and then in the implementation of any of these ideas. We wanted to recognize all of the influencers that would be a part of the process involving change. Key players would include the town administration, the town council, and the town citizens if a general obligation bond is needed to complete one of the necessary projects. Once the plan is decided upon, many outside contractors will be required to complete the process. External contractors could include engineers, contractors, park installers, and even the staff of the town. The staff of the town could be used to help move around any changing office spaces as described below.

### Priorities & Suggested Improvements

As mentioned in our analysis section of this report, we used the survey administered to Springdale staff and council members to organize the priority list in which we would approach our recommendations. We created our recommendations in the following order:

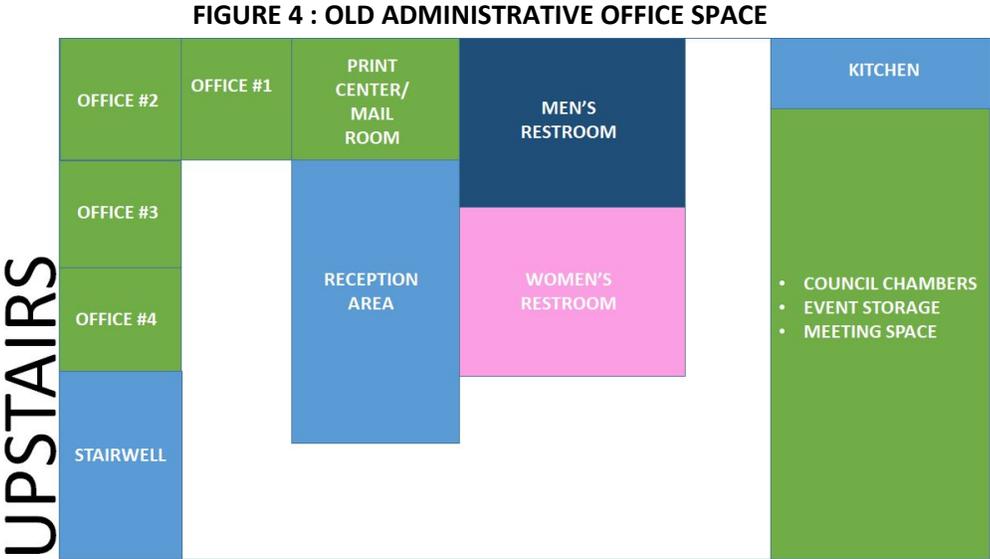
1. Police station space
2. Office space including break room
3. Meeting space in addition to council chambers
4. Public works and recreational space
5. Use of softball field and memorial grove (tied)

We have created one plan that addresses the top three areas of concern. For the final three areas of concern, we made suggestions on a more individual basis. We will explain our recommended changes

and their reasoning for each town priority below. Funding recommendations for each option can be found in the following budgeting and funding section.

### Police Space, Office Space, & Meeting Space Changes

Lack of police space, office space, and meeting space were of the largest concern to those who responded to our survey. We have created a plan which will hopefully improve all three of those areas. In Figure 4 and 5 we have created a visual of the current town hall office space. We recommend remodeling and rearranging the current town hall, and building a new office space for the police and other town employees. We will discuss the suggestion to build a new office building in greater detail, following our suggestions for change with the current town hall. Our main goal for all of these suggestions are to increase employee satisfaction, productivity, and account for potential future growth in town staffing.



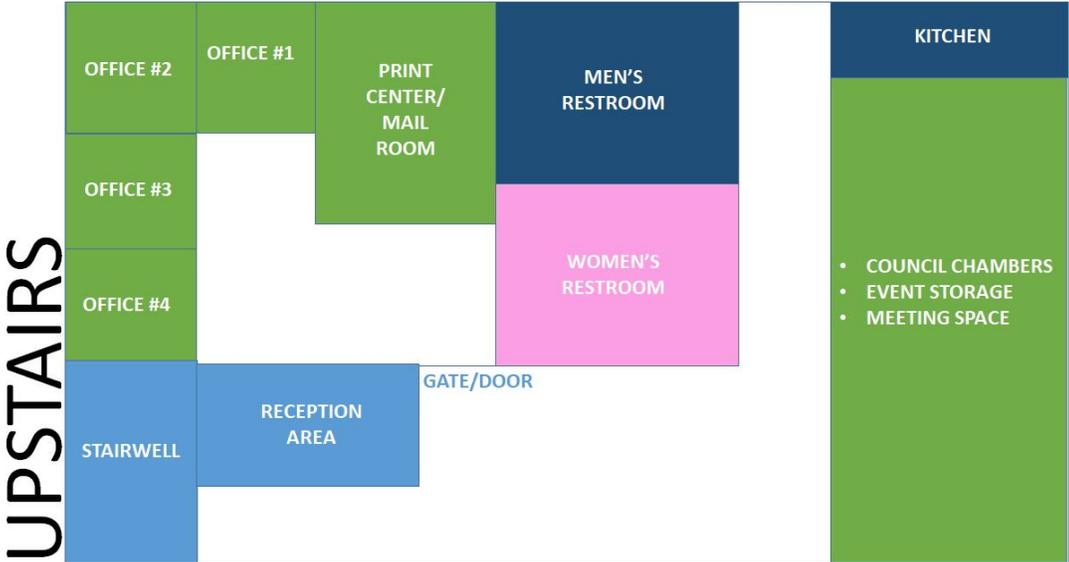
As you can see from this visual, there is no space for a conference room or a place to hold formal meetings currently. The reception area is rather large, and the print and mail room is small. During our visit to Springdale, the receptionist mentioned that she was working to make remodel suggestions for this area.

**FIGURE 5: OLD ADMINISTRATIVE OFFICE SPACE**



This space is the home to windowless offices, storage, and the police station. This area was the main area of concern for survey respondents. We have suggested removing the police station from the town hall altogether and rearranging the available space for different purposes. We will discuss plans for a new police facility and the reasoning behind it further in this report. In Figure 6 below, you can see the recommended changes we suggest for the current town hall office space.

**FIGURE 6: SUGGESTED OFFICE RENOVATIONS & MOVEMENT**



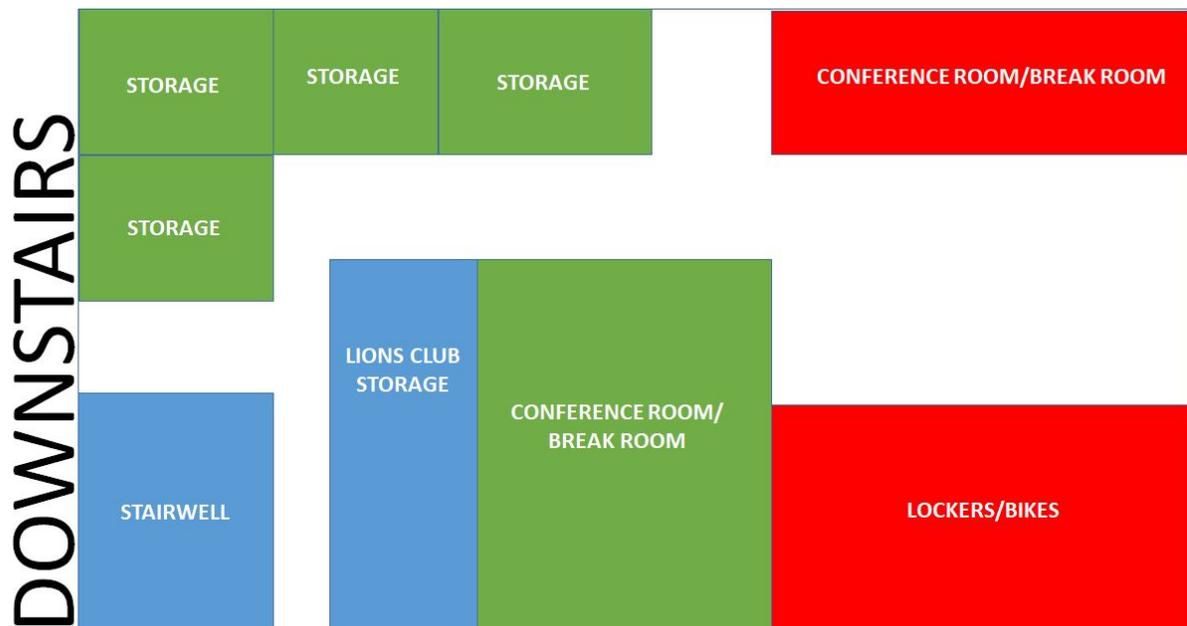
### Considerations for Remodel

In Figure 6 above, we have suggested a remodel to the reception area of town hall. During our visit, staff mentioned a need to separate the main entrance from the office space to keep people from wandering back. We recommend having a limited access gate for employees to enter through next to the reception area. Moving the reception area would also allow more room for the currently small print center and mail room. Expanding this area would be beneficial for employees try to access such services. The kitchen upstairs could also be used for event storage if an employee kitchen is put in downstairs.

We also suggest that all employees that remain in the town hall, should be those who frequently meet with the public or other outside sources. It will be important for administration to remain in town hall also, to give the public a sense of consistency in where to find certain services and employees. All other employees suggested to be moved out of town hall who can do their job with limited public interaction.

Figure 7 depicts the changes that we suggest for the downstairs area of town hall. Most of our suggestions for change happen in this area. All of the changes we suggest have positive impacts on the office environment and hopefully the staff. Our changes suggested also take into account the needs and potential growth of the town. We have used our benchmark analysis to suggest an increase in office space based on more potential employees in the future.

**FIGURE 7: SUGGESTED OFFICE RENOVATIONS & MOVEMENT**



Based on the need and suggestion to relocate the police station, we have created more suggestions to restructure the downstairs area of town hall. They need a new space, and with predicted growth more office space will eventually be needed for other employees as well. We predict that based on growth estimates most employees that would be added to staff would work for public works, etc. The suggested changes and their reasoning are listed below.

- Make the current Police Station the Breakroom or the Conference Room

- The breakroom might be easier, because of utility access below the upstairs kitchen.
- Options could include: a sink, fridge/freezer, and microwave in the basement.
- Could include a single man bathroom and shower.
- Make the current file storage room a conference room or the breakroom
- Remove all staff offices from the basement
  - Use this space for file storage.
  - Move these employees, who don't need access to the public, to new facility/building with police.

These changes we have suggested could be approached in a variety of ways and still be effective. The changes mentioned above allow for the police station to be moved out of town hall, improve meeting space, and create a much needed break room for employees.

### **Suggestions for New Town Facility**

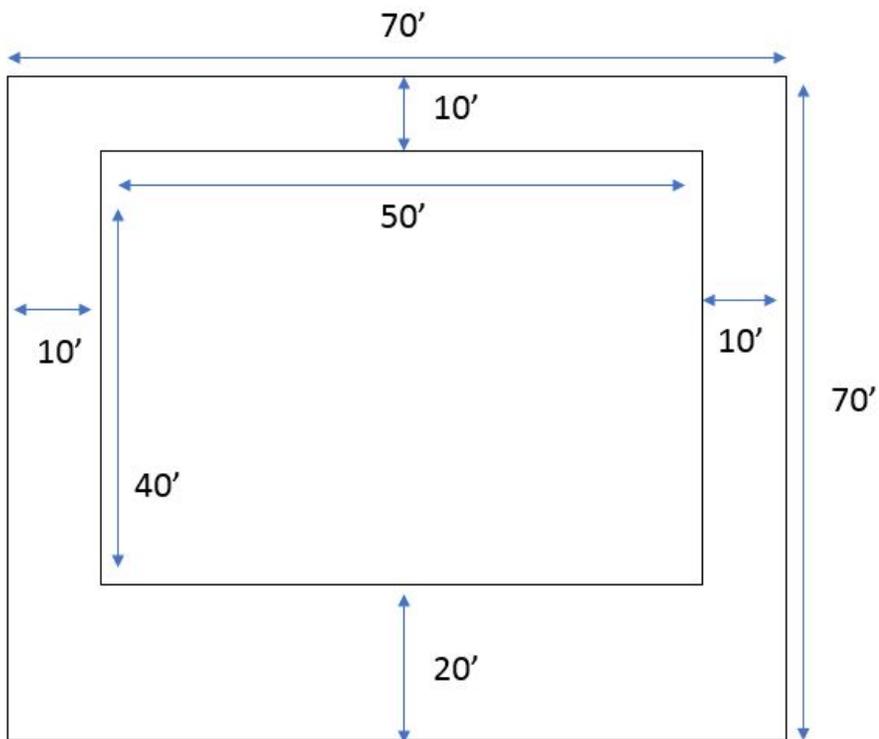
As stated earlier in the report, we would like to suggest that the police station is moved out of the main town hall. We suggest a temporary portable solution, which we have received a quote for, or investing in the construction of a new town building. This building should house the police department, and be designed with overflow room for growth. We imagine these departments occupying the new building as well: planning, development, engineering, finance, etc. Suggestions for payment for all of our suggestions can be found in the budgeting and funding section of our report.

If the town decides to go with the portable option, we received a professional quote for the service and have attached it in the appendix and mentioned it in the funding section of our report. The quote is for an 8-month period of time. We suggest this be a temporary fix to the lack of space. It seems as though if the town is going to spend money on a portable office, it might as well invest in a new permanent building.

**New Town Building Suggested Construction Area**



**New Town Facility Building Footage Map**



We suggest removing the current playground behind the town offices and using this space for a new town office facility. The playground can be relocated to the softball field, or to a new park on the RPP land (suggested later in report). We suggest this facility be two stories. The first floor for the police department, the upper floor for all other administrative employees and management.

We used Google Earth to make approximate calculations of the space the playground area would provide. We researched Springdale codes for easements and found that we could build a facility of approximately 4,000 square feet on this lot that would be according to town code. There were other things that we considered when creating these recommendations. These other considerations include the following:

- The town could use the softball field for a new building, but that solution would not have easy access parking for employees and police vehicles.
- Temporary and portable office space could be leased or purchased. We received an 8-month rental quote for a portable office from William Scottsman, Inc. (Contact info and quote information in appendix. )
- The Police Department and all departments housed in the new building can use the conference room in the downstairs of the current town hall. Meetings would have to be carefully scheduled.

### **Public Works Storage**

The state of the public works storage area on the RPP land was mentioned multiple times in the survey. We have created some simple suggestions for improvement. Overall, it needs some simple time, care, and investment.

This area needs some time and investment to clean up the space. We recommend making all of the designated storage areas enclosed instead of open. We believe that this will slow down the depreciation of city assets, and allow the city to organize the space without interference of the elements. We also suggest that a simple inventory system be created for the area. This could be done using a spreadsheet detailing the location and conditions of city property. These storage areas once organized and enclosed, could be used for more event storage. We also suggest parking coverage for all city vehicles that reside up in this area.

We also suggest improving the environment for the employees that spend a lot of time in this area -- a break room in one of the large garages could help with this. Grooming the area and getting rid of old and unusable supplies would create a better atmosphere as well.

### **Softball Field/ Memorial grove**

We have a few suggestions with what can be done in regard to green space in Springdale. With the Police station/new building in the old playground lot, you could replace the softball field with pickleball courts as well as installing the old playground. There are so many possibilities with this small piece of land (the softball field).

The clay area in the RPP land is also available for use, and we recommend investing in it in order to fulfill the RPP promises from years ago. We aren't sure how the details of this were sorted out, but from what

we can tell the area still needs some land dedicated to recreation for citizens. The town could use the clay area across from the cemetery to build a grass area for residents or visitors -- this would be in accordance with the original RPP agreements. The town could also consider making part of this park area a memorial grove with benches, etc.

## Timeline

We have created a very short timeline based on the delivery of our work product to the town of Springdale. Our goal dates are as follows.

- March 19: Deliver report to Town Manager and Director of Community Development
- March 19: Town Manager and Director of Community Development review report
- April 11: Town Manager and Director of Community Development present to Town Council

The remaining timeline decisions will be based on funding and town needs -- ultimately these will be based on the decisions of the town staff and council.

## Budget & Financing

Based on our overall analysis and debt analysis, we recommend the following financing options.

| Funding Needed                          | Funding Source  | Additional Funds Needed |
|---|---|-------------------------|
| Police Building/Development Building    | <a href="#">USDA Grant</a>  | 25% of project          |
| Fulfilling the RPP - Grass in Clay Area | <a href="#">Lowe's Grant</a>  |                         |
| Public Works Area                       | <a href="#">USDA Grant</a>  | 25% of project          |
| Other possibilities                     | <a href="#">CLG Grant</a><br><a href="#">Grants.gov</a><br><a href="#">Walmart Community Grants</a><br><a href="#">Dr. Scholl Foundation Grants</a><br><a href="#">National Parks Service Grant</a><br><a href="#">eCivic Parks and Rec Grant</a> | 50% match               |

| Project                       | Possible Cost                                  |
|-------------------------------|--|
| Temporary Portable (8 months) | \$39,794.79 (see Appendix for full quote)      |
| Approximate Building Costs    | \$80 per Sq. Foot, Type II building materials. |
| Costs of Sod                  | <a href="#">~\$2,400</a>                       |
| Dog park                      | <a href="#">My Darling Theo Grant</a>          |
| Bike trails                   | <a href="#">People for Bikes Grant</a>         |
| Playground                    | <a href="#">\$16,000-\$33,000</a>              |
| Playgrounds                   | <a href="#">\$25,000+</a>                      |

Also, we suggest the town approach local non-profits such as Rotary to see if they can do a service project for a new park or improvements to an existing park.

## Implications for Stakeholders

Implications for the following stakeholders are:

**Receptionist.** The receptionist's work space will be more secure and the copy area will be better organized to be more fully utilized.

**Police.** The police will have a much larger space where they can conduct all of their work. Everyone will have a workstation. The police will also have space to meet with the public or conduct interviews on site.

**Downstairs Town Office Employees.** These offices will move to at least the ground floor and will have natural sunlight. The employees will be happier and more productive.

**All Staff and Public.** This plan includes more meeting space. This will free up the council chambers for what it is meant to be used for. The additional meeting space also creates a more professional feel to the office.

**Town Office Employees.** The larger break area will be a welcome to the town office employees. The employees will have a larger area where they can relax and eat their lunch.

**Public.** The public will still have easy access to public offices. A playground would have to be moved but does not change the number available.

**Town Council.** The Town Council will most likely enjoy these changes because their space can be better utilized since it will no longer be used for unnecessary things. These changes will also help staff be happier and more effective in their roles.

## Legal Implications

We discuss some potential legal implications based on our recommendations as stated above. We think legal implications are most likely to be affected by patent restrictions, the police department, and town code.

**Patents.** We reviewed the RPP patent before making any suggestions and recommendations to the town. We found after reviewing the patents that there is still no designated recreation area as promised by the town to the BLM in the agreement. We are not sure if another agreement was settled on, or if this part of the agreement needs to be fulfilled. The recommendations we made above were to fulfill the RPP patent and retain the land.

**Police.** The current Police Department office exhibits a lack of privacy and security. It is also a very small space for so many employees. We made creating a new space for the Police Department a priority of

ours, based on these issues. Police departments often handle sensitive issues, and so we believe that a new facility will aid in avoiding any negative legal implications in the future.

**Town Code.** All of our suggestions for the building are in town code as far as we are concerned. As we did our research and made plans, we wanted to avoid any legal issues by ensuring our suggestions comply with current town code.

## Appendix

### Debt Analysis

The full debt analysis will be attached to the report in an excel spreadsheet. These will be emailed to the town staff and council as well.

### Full Survey and Responses

The full survey and data from responses will be attached in an email to the city of Springdale.

### Portable Office Space Quote -- William Scotsman, Inc.

**Contact:** Justin Lombardi – ABQ/LVN/SLC

Sr. Sales Representative, Williams Scotsman, Inc

800-782-1500 x44204 | 480-980-6581 (cell)

Justin.Lombardi@willscot.com | willscot.com

**Link to PDF.** We will also email this PDF to the town of Springdale.