

CITY HALL OFFICE SPACE INFORMATION

December 14, 2023



PALM DESERT



WHY...

- Relocate staff as needed for more efficient departmental operations
- Standardize cubicle workstations
- Current cubicles are 30+ years and missing parts
- Safety concerns
- Phases of work
 - i. Identify priorities
 - ii. Determine costs and evaluate funding

CARPET:

- Years of wear & tear
- Mismatched patch work
- Trip hazards



CUBICLES:

- Inconsistent workstations
- Damaged cubicles
- Replacement parts unavailable



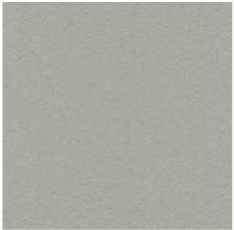
PROCESS

- Department Directors and Deputy Directors provided staff seating assignments
 - i. Existing and desired revisions
- Meetings with Department Directors and Deputy Directors to reconcile requests into a comprehensive plan
- Incorporated IT and Facilities staff into the process
- Developed phasing plan
- Coordinated with Finance for potential funding options

STANDARD CUBICLES

- Majority 8'x8' space
- Cubicle walls: 80" tall
- Sliding door
- Window panels for cubicles in areas requiring visibility for operational and/or safety purposes

CUBICLE DESIGN



Panel Fabric:
Centurion Fog



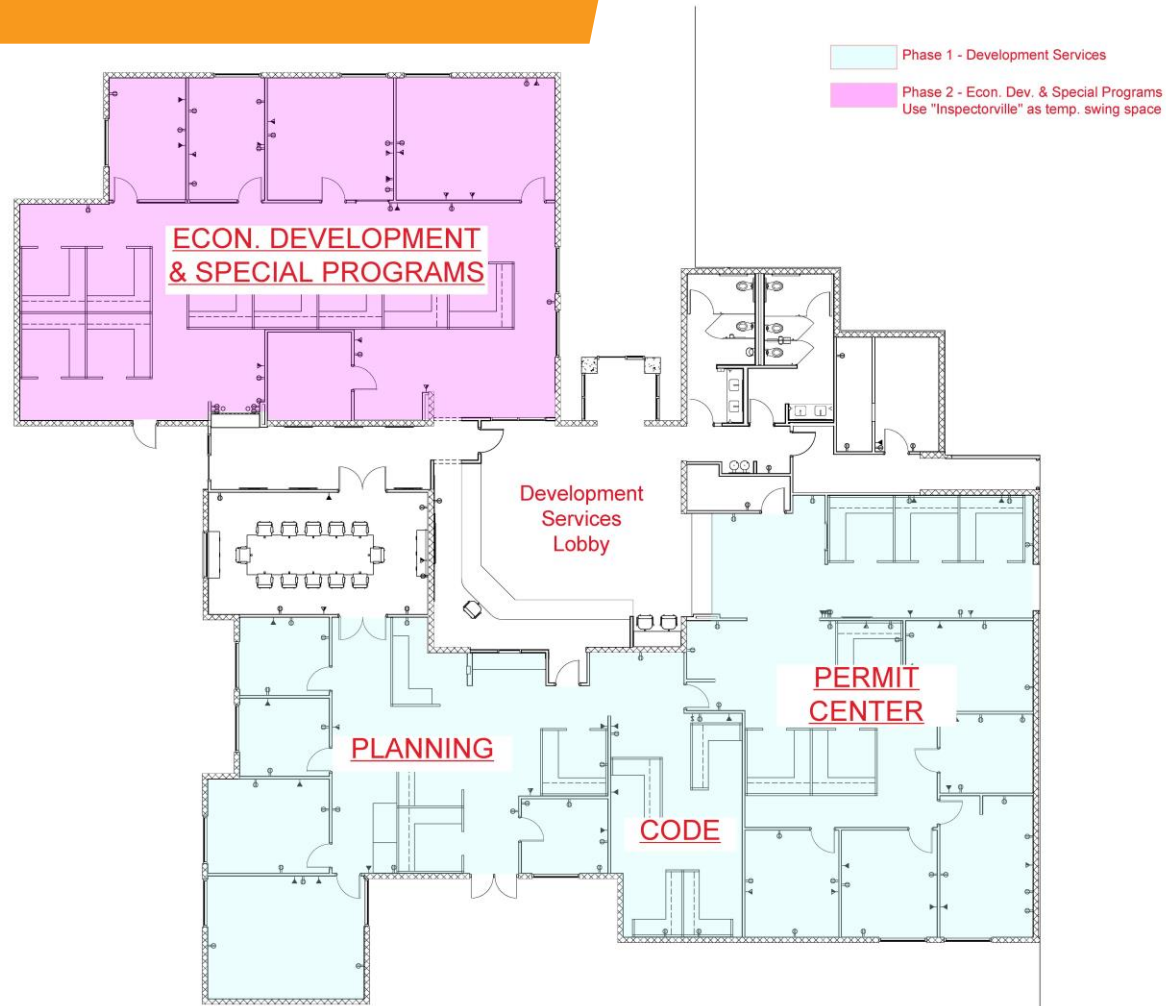
Panel, Storage Paint:
Light Gray



Laminate Finish:
Kingswood Walnut



WEST WING



CLIENT INFORMATION:

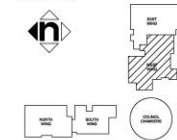
CITY OF PALM DESERT

PRODUCED BY:

NOTES:

1. DIMENSIONS ARE TO FINISH FACE OF WALL, U.N.O.

KEY PLAN:



PROJECT INFORMATION:

PALM DESERT CITY HALL

73510 FRED WARING DR.
PALM DESERT, CA 92260

SHEET NAME:

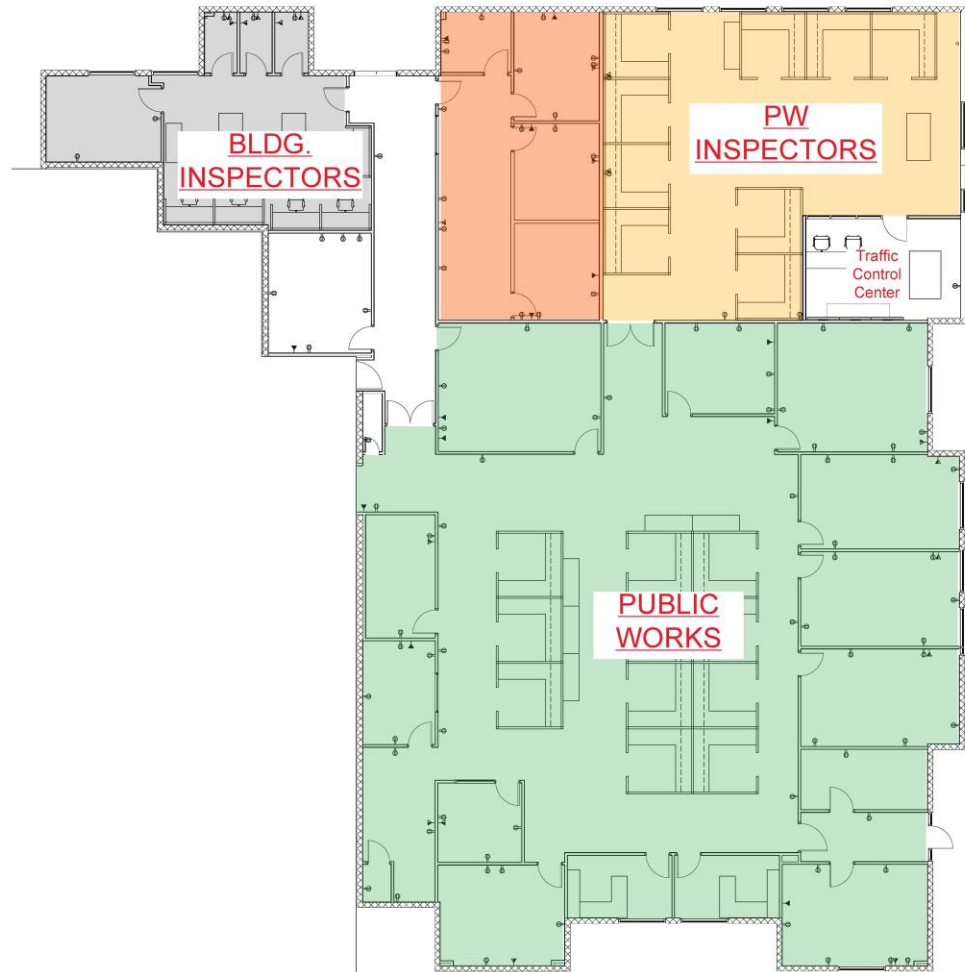
WEST WING

SHEET NUMBER:

A-3.4

SCALE: 3/16" = 1'-0"
PRINTED: 11.27.2023

EAST WING



- Phase 3 - Bldg. Inspectors
- Phase 4 - PW Inspectors
Use as temp. swing space for Phase 2 work
- Phase 5 - Public Works
Use as temp. swing space for Phase 3 work
- Revised space usage TBD
Use as temp. swing space for Phase 5 work

CLIENT INFORMATION:

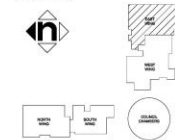
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SHEET NAME:

EAST WING

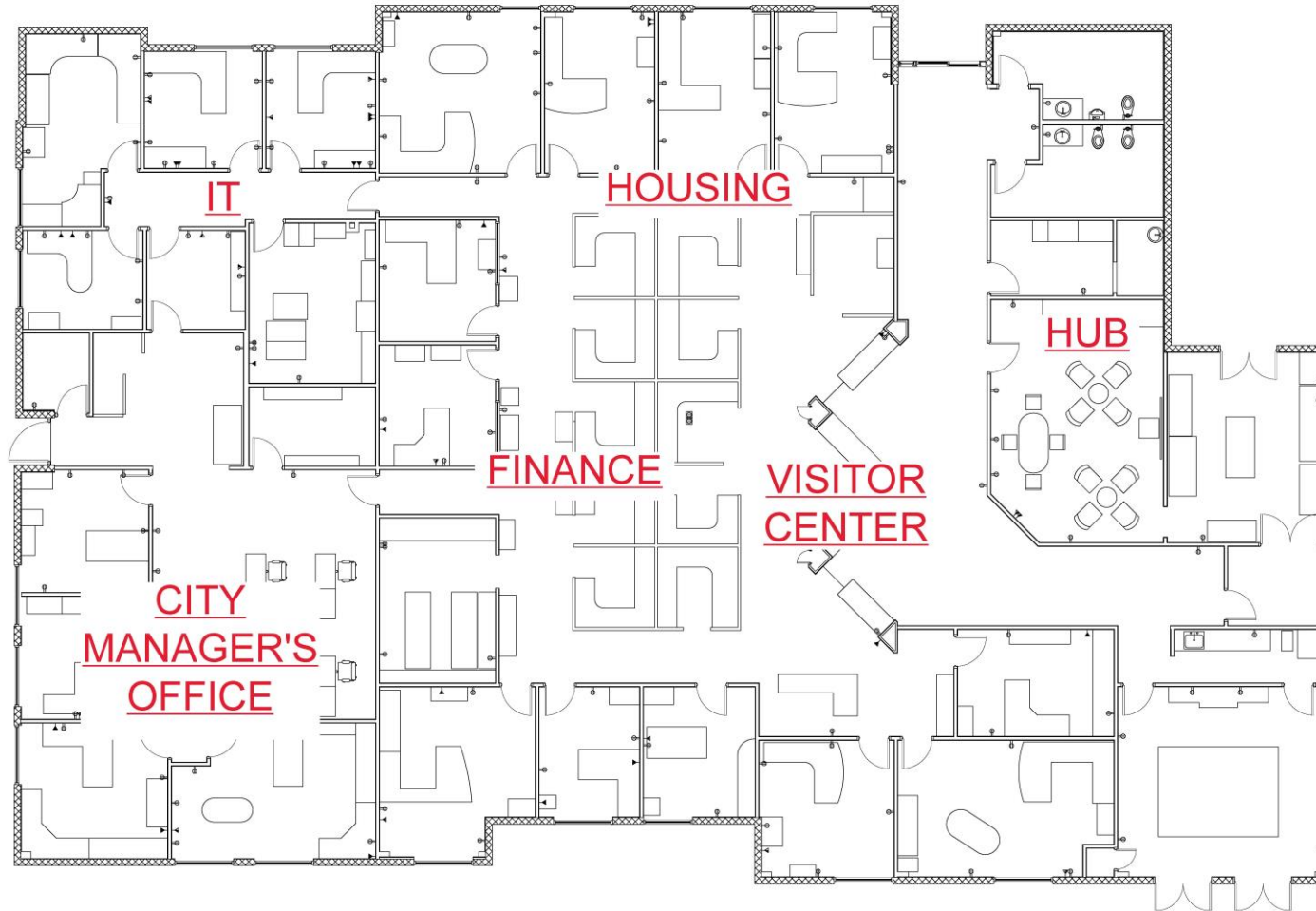
SHEET NUMBER:

A-3.3

EAST WING 3/16" = 1'-0" 1

SCALE: 3/16" = 1'-0"
PRINTED: 11.27.2023

NORTH WING



CLIENT INFORMATION:

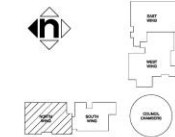
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SHEET NAME:

NORTH WING

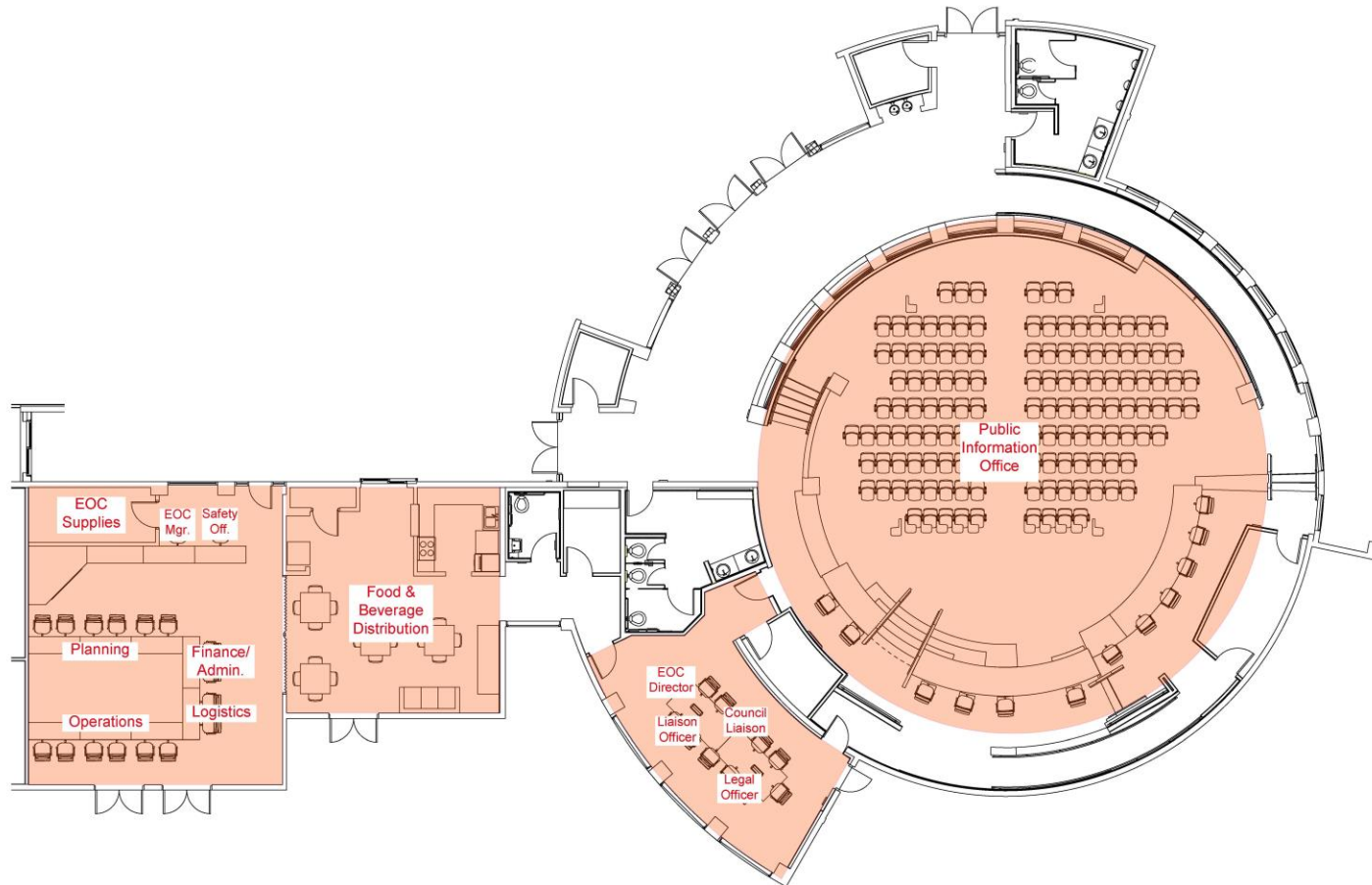
SHEET NUMBER:

A-3.1

SCALE: 1/4" = 1'-0"
PRINTED: 11.27.2023

EMERGENCY OPERATIONS

Pop-up Emergency Operations Center



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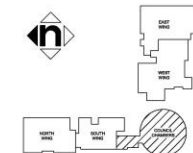
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SHEET NAME:

**COUNCIL CHAMBERS
&
ADMIN. CONF. ROOM**

TIMELINE

- Development Services (Permit Center, Code, Planning):
 - March/April 2024
- Economic Development & Special Programs:
 - April/May 2024
- Building Inspectors:
 - May/June 2024
- Public Works Inspectors:
 - July/August 2024
- Public Works / Capital Projects:
 - September/October 2024
- City Manager's Office & North Wing:
 - Fiscal Year 24/25
- Staff Office Changes:
 - Intermittently

**Above timeline reflects approximate durations to perform furniture/staff moves, construction activity and new cubicle installations in each area.*