



NEWPORT BEACH CIVIC CENTER  
CITY HALL FACILITIES NEEDS ASSESSMENT

REPORT ON  
SPACE REQUIREMENTS

9 August 2002

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# I. INTRODUCTION

## WHAT IS IN THIS REPORT

### Objectives

This is the second report requested by the City regarding possible improvements to the existing Civic Center. The objectives of this report are

1. To identify a draft assessment of space needs for the functions housed in the Newport Beach civic center (City Hall) facilities.
2. To analyze and describe these space requirements, the assumptions and calculations driving the requirements, and the components from which they are made.
3. To identify proposed and recommended space standards by position, which are used to compute the space requirements.
4. To identify the assumptions of City Hall staffing and growth which support the space requirement calculations.
5. To provide a basis for City review and analysis of our findings and for validations with appropriate City personnel.

### Methodology

Determining the space needs of City Hall is a process of several steps, as outlined below. This methodology is as it was outlined in the statement of work under which the scope of work has been undertaken.

#### Step 1—Determination of Operations

**Source Information** Four levels of information have been obtained. First, we obtained general information from specific City sources, such as historic or annual reports, plans of existing buildings, and so on. Second, we distributed questionnaires to each employee in the scope of our work, both of a general nature to regular staff and of more detail to management staff. Third, we surveyed the operations in each area and noted space usage, equipment, and other factors. Fourth, we interviewed most senior staff, managers, and department heads.

**Projection Model** The projection of operations and staff is based on using two growth parameters: increases related to annexation of South Coast, increases related to observed general trends over past years, as a response to legislation, demands for service, technology, environmental issues, and the like.

The projections are based on workstations, not on FTE, because we are interested in computing space needs. We divide the increases (which actually amount to a small number of workstations over present) into three factors: the annexation consideration, historic trends carried forward for 10 years, and historic trends carried forward for an additional 10 years.

Step 2—Space Standards

Development of Standards The development of space standards has been the result of (a) review of existing operational requirements and working conditions for each person, (b) consideration of existing and projected activities, (c) analysis of established standards in use in other cities and public offices, and (d) consideration of future trends and the needs for flexibility and adaptability to new and even unexpected activities.

Step 3—Space Requirements

Department Work Areas The calculation of space requirements for each of the functions and operations in City Hall is accomplished mainly by applying space standards to the staff levels and to the support areas which each division or department requires to perform its function. For equipment areas, we use the existing count of files and other items as a baseline, and increase this square footage in the future projection periods based on identified growth factors.

The requirements details are tabulated on data sheets for each department. These detail sheets show the items, the space standards used, and the projected quantity and well as square footage requirement at each of the projection levels. This allows the City to analyze the needs on an individual basis, and also to examine how requirements change from each Planning Level to the next.

Special Areas Special areas were examined separately and needs were arrived at using a combination of interview results, observations, and experience in other Cities. These areas include (a) the One-stop Shop area, (b) the meeting and conference room requirements, and (c) assessment of City Hall shared-use or common areas.

Adjacency and Other Requirements We analyzed the non-quantitative space requirements, including proximity and adjacency requirements, requirements for security, lighting, power, and other systems, and other functional needs.

Adjacency needs within the department work areas will be presented using graphic bubble diagrams that are drawn using blocks in scale with the actual computed requirements for the corresponding functions. These diagrams are not contained in this draft document.

Review Process The review process is based on allowing a period of individual department review of the assumptions and conclusions for operations and space projections. The procedures will be worked out during the interim review of this draft document.

## 2. PROJECTIONS OF WORKSTATIONS

### GROWTH MODEL

#### Approach

The following observations were made in advance of any projections for future requirements above and beyond present needs. These observations led us to the approach we have taken:

1. The City is essentially built-out, except for (a) the annexation area of South Coast and (b) potential annexation of smaller pockets in the north east.
2. The City is generally conservative in respect to growth, and any additions should be directly related to demand for services, legislated mandates, and factors of this type.
3. The affected departments have indicated that selected functions will experience about 15% more workload from the South Coast annexation. This is mainly the permitting and inspection functions. This effect is delayed, however, due to the fact that initial processes will be handled by Orange County and turned over to the City later.
4. We have obtained past City staffing data from annual reports, and note that there has been a slow rise of somewhat less than 1/2 of one percent per year in total staff (and in staff housed in City Hall). This is understood to be due to some transfer of functions and duties (via mandate, mostly) to local government, and also due to some new services which are demanded over time by the citizens. An example of this includes an expected future interest in greater attention to water quality and environmental control along the coastal areas. This very slow growth is not linear: there are periods of ups and downs. But the trend is slowly upward. A table is given below that shows this total staffing data.
5. The above slow “background” trend of 1/2 does not amount to much addition in workspace, once the core requirement for conference areas, counters, vaults, and other basic needs are met. Therefore it seems to provide a reasonable contingency in facility planning.

Based on these observations, we have computed requirements under several scenarios, so that the City can see the impacts of the underlying assumptions, and also select the appropriate level to use as the basis for a building program. We have provided projections of workstations (not staff, since we are interested in computing space needs, though there is a clear relationship) under the following scenarios:

- Present requirements – this is the computation of needs based on the existing number of workstations, but includes added conference rooms, adequate vault and storage areas, and other functional spaces needed today. Note that there is a distinction between workstations actually provided and workstations needed today, however.
- Planning Level 1 (PL-1) – this is based on adding an amount of staff (up to 15% in some categories of staff, but amounting only to a few positions in total) to appropriate job functions to account for possible impacts of the annexations which are completed or planned.
- Planning Level 2 (PL-2) – this is based on adding 0.4% workstations per year for 10 years, or a total of about 4% to the total staff levels of PL-1.
- Planning Level 3 (PL-3) – this is based on adding a second 10-year period of increase, or an added 4% overall onto the PL-2 figures.

**EXHIBIT**  
**Historic Growth Rates**  
**City Staff, Newport Beach, California**

State mandates and statutes, technological effects, and social demands and interests all add pressure for City services. This often results in City staff and resource increases, some of which require office or function spaces in City Hall. We note that it may be prudent in long-term facility planning to provide for these effects using historic trends as a guideline.

The following chart is derived from historic City figures. We do not have the actual numbers of persons housed in City Hall, but we do have budgeted numbers of City staff by department function. By removing life safety, library, and other functions, we get an approximation of staff functions which are in City Hall today. The "City Hall" numbers are shown in black print:

	<u>1990</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1996</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>
General Government												
City Clerk	4	4	4	3	3	3	2	3	3	3	3	3
City Manager/Dep CM	4	4	4	4	4	4	4	4	4	12	18	12
Human Res/Personnel	6	5	5	5	5	0	0	0	0	0	0	9
City Attorney	4	4	4	4	3	5	5	6	6	5	5	5
Administrative Services	0	0	0	0	0	46	48	49	50	49	49	49
Telecommunications	2	2	2	2	2	0	0	0	0	0	0	0
Public Safety												
Police	223	224	221	210	203	206	209	212	217	219	221	223
Fire	115	110	108	109	104	0	0	0	0	0	0	137
Fire & Marine	0	0	0	0	0	120	122	124	125	125	137	0
Community Development												
Planning	23	23	22	20	18	17	12	15	16	16	18	18
Building	22	22	21	19	18	17	20	21	21	23	24	25
Public Works												
Public Works & Utils	0	0	0	0	0	32	33	33	34	35	37	38
Public Works	36	35	35	29	29	0	0	0	0	0	0	0
Utilities	5	5	5	5	4	0	0	0	0	0	0	0
General Services	162	161	166	148	141	123	125	123	120	122	118	121
Community Services												
Library	42	42	42	38	35	33	32	32	34	35	36	36
Administration	2	2	2	2	3	2	2	2	2	2	2	2
Recreation	11	11	12	11	10	8	8	8	8	8	9	11
Senior Citizens	5	5	5	4	4	4	4	4	4	5	5	5
Arts & Cultural	0	0	0	0	0	0	0	0	1	1	1	1
<b>Total all</b>	<b>666</b>	<b>659</b>	<b>658</b>	<b>613</b>	<b>586</b>	<b>620</b>	<b>626</b>	<b>636</b>	<b>645</b>	<b>660</b>	<b>683</b>	<b>695</b>
<b>Total CH (black lines)</b>	<b>119</b>	<b>117</b>	<b>116</b>	<b>104</b>	<b>99</b>	<b>134</b>	<b>134</b>	<b>141</b>	<b>144</b>	<b>153</b>	<b>165</b>	<b>172</b>
<b>Total CH (adjusted)*</b>	<b>165</b>	<b>163</b>	<b>162</b>	<b>150</b>	<b>145</b>	<b>134</b>	<b>134</b>	<b>141</b>	<b>144</b>	<b>153</b>	<b>165</b>	<b>172</b>
Growth year-to-year	--	-1.2%	-0.6%	-7.4%	-3.3%	-7.6%	0.0%	5.2%	2.1%	6.3%	7.8%	4.2%

The total staff has increased over the 11 years by 4.4%. or about 0.4% per year (compounded). The growth for the adjusted CH total line is similar to that for the total staff: 4.2% overall or 0.38% per year compounded.

Thus, trends in legislated mandates, technology, service demands, and political and other factors seem to show an overall increase in the past 11 years averaging something less than 4-tenths %/year, though the number has bounced plus-or-minus 7-1/2% in any one year.

\* The lines for Administrative Services (included with "City Hall") and General Services (excluded from "City Hall") show a transfer of staff from General Services to Administrative Services in 1995. The true number for earlier years is unknown, but we compute an adjusted CH line by adding the 1995 amount (46 persons) to the earlier years.

## SUMMARY OF WORKSTATION PROJECTIONS

The following table shows the number of workstations provided by this forecast model at each of the planning levels. It also indicates the methodology of projection for each category of staff. The space requirements are computed for each of these levels, and the City may then elect to provide space for present only, for PL-1, PL-2, or PL-3. The differences between these levels in terms of space needs, however, will be shown (later in this report) to be very small, once the core requirements are met and suitable additions are made to workstation sizes that are too small based on our analysis of benchmarks (see our previous report for this analysis).

<b>Exhibit</b>							
<b>Projection of City Hall Workstations</b>							
<u>Organization/Position/Item</u>	<u>Staff</u> <u>Now</u>	<u>WS</u> <u>Now</u>	<u>WS</u> <u>Need</u>	<u>WS</u> <u>PL1</u>	<u>WS</u> <u>PL2</u>	<u>WS</u> <u>PL3</u>	<u>Projection Notes</u>
<b>Administration</b>							
Office of City Manager							
City Manager	1	1	1	1	1	1	
Asst. City Mgr.	1	1	1	1	1	1	
Asst. City Mgr.	1	1	1	1	1	1	
PIO	1	1	1	1	1	1	
Exec Asst. to City Mgr.	1	1	1	1	1	1	
Dept. Asst.	2	1	2	2	2	2	Note that 3rd Dept Asst is listed with Mayor
	<u>7</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	
Office of Mayor and Council							
Office of Mayor							
Mayor	1	1	1	1	1	1	
Dept. Asst. to Mayor	1	1	1	1	1	1	
Council							
Council Member	6	0	0	0	0	0	At this time, Council offices are not added.
	<u>8</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
<b>Total Administration</b>	<u>15</u>	<u>8</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	
<b>Administrative Services Department</b>							
Administration/Resource Management							
Director/Treasurer	1	1	1	1	1	1	
Deputy Director	1	1	1	1	1	1	
Adm. Asst.	1	1	1	1	1	1	
	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	
Fiscal Services							
Administration							
Fiscal Ops. Mgr.	1	1	1	1	1	1	
Cashiering & Collections							
Fiscal Spec.	1	1	1	1	1	1	
Sr. Fiscal Clerk	1	1	1	1	1	1	
Fiscal Clerk	1	1	1	1	1	1	
Fiscal Clerk (pt)	2	2	2	2	2	2	
Accounts Payable							
Fiscal Spec.	1	1	1	1	1	1	
Sr. Fiscal Clerk	1	1	1	1	1	2	Based on 4% general total City trend L2/3
Fiscal Clerk (pt)	1	1	1	1	1	1	
Print Shop							
Manager	1	1	1	1	1	1	
Specialist	1	1	1	1	1	1	
Mailroom/Remittance Processing							
Coordinator/Fiscal Clerk	1	1	1	1	1	1	
Fiscal Clerk (pt)	1	1	1	1	1	1	
	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>14</u>	

<u>Organization/Position/Item</u>	<u>Staff Now</u>	<u>WS Now</u>	<u>WS Need</u>	<u>WS PL1</u>	<u>WS PL2</u>	<u>WS PL3</u>	<u>Projection Notes</u>
<b>Management Information Systems</b>							
Administration							
Manager	1	1	1	1	1	1	
Applications							
Coordinator	1	1	1	1	1	1	
Senior Analyst	1	1	1	1	1	1	
Analyst	3	3	3	3	3	3	
MIS Technician	1	1	1	2	2	2	A second pos'n is unfilled today, shown at PL-1
GIS							
Coordinator	1	1	1	1	1	1	
Analyst	1	1	1	1	1	1	
Mapping Asst.	2	2	2	2	2	2	
PT/Temp/Intern	2	1	1	2	2	2	
Operations							
Coordinator	1	1	1	1	1	1	
MIS Tech Supp Spec	3	3	3	3	3	3	
<b>Telecommunications/networks</b>							
Comm Coordinator	1	1	1	1	1	1	
Comm Spec	1	1	1	1	1	1	
	<u>19</u>	<u>18</u>	<u>18</u>	<u>20</u>	<u>20</u>	<u>20</u>	
<b>Revenue</b>							
Manager	1	1	1	1	1	1	
Rev. Tech.	1	1	1	1	1	1	
Fiscal Spec.	2	2	2	2	2	2	
Fiscal Spec. (pt)	1	1	1	1	1	1	
Sr. Fiscal Clerk	1	1	1	1	1	1	
Fiscal Clerk	3	3	3	3	4	5	Based on 4% general total City trend L2/3
License Inspector	2	2	2	2	2	2	
Film Liaison	1	1	1	1	1	1	
Hearing Officer	3	1	1	1	1	1	Assumes Hearing Officers share a desk.
	<u>15</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>14</u>	<u>15</u>	
<b>Accounting</b>							
Finance Ofcr.	1	1	1	1	1	1	
Accountant	2	2	2	2	2	3	Based on 4% general total City trend L2/3
PT/Temp Wkstn	1	1	1	1	1	1	
Mgt Asst.	1	1	1	1	1	1	
Fiscal Spec.	1	1	1	1	1	1	
Fiscal Clerk	1	1	1	1	1	1	
	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>8</u>	
<b>Total Admin. Svcs. Dept</b>	<u>57</u>	<u>54</u>	<u>54</u>	<u>56</u>	<u>57</u>	<u>60</u>	
<b>Building Department</b>							
<b>Administration</b>							
Building Director	1	1	1	1	1	1	
Adm.in Asst.	1	1	1	1	1	1	
Dept. Asst.	1	1	1	1	1	1	
Office Asst.	1	1	1	1	1	1	
Aide/Intern	2	0	2	2	2	2	Workstations provide some contingency.
	<u>6</u>	<u>4</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	
<b>Plan Check &amp; Permitting</b>							
<b>Administration</b>							
Deputy Bldg. Official	1	1	1	1	1	1	
<b>Customer Service</b>							
Sr. Permit Tech.	1	1	1	1	1	1	
Permit Tech	3	4	4	5	5	5	15% at LI
Intern/Aide	1	--	--	--	--	--	Included with Permit Tech for projection & WS
<b>Plan Check</b>							
Civil Engr	4	4	4	5	5	6	15% at LI; 4% total department L2/3
	<u>10</u>	<u>10</u>	<u>10</u>	<u>12</u>	<u>12</u>	<u>13</u>	

<u>Organization/Position/Item</u>	<u>Staff Now</u>	<u>WS Now</u>	<u>WS Need</u>	<u>WS PL1</u>	<u>WS PL2</u>	<u>WS PL3</u>	<u>Projection Notes</u>
<b>Inspection Division</b>							
<b>Administration</b>							
Chief Bldg. Insp.	1	1	1	1	1	1	
<b>Res'l Building Record</b>							
Res. Bldg. Record Insp.	1	1	1	1	1	1	
<b>Residential Inspection</b>							
Pr. Bldg. Insp.	1	1	1	1	1	1	
Sr. Bldg. Insp.	1	1	1	1	1	1	
Bldg. Insp.	5	6	6	7	7	7	15% at L1; rounds to allow 4% L2/3
<b>Commercial Inspection</b>							
Pr. Bldg. Insp.	1	1	1	1	1	1	Note one insp. is unfilled now.
Sr. Bldg. Insp.	2	2	2	2	2	2	
Bldg. Insp.	0	0	0	0	1	1	4% total department L2/3
	12	13	13	14	15	15	
<b>Total Building Department</b>	<b>28</b>	<b>27</b>	<b>29</b>	<b>32</b>	<b>33</b>	<b>34</b>	15% growth on 28 is 32.2; +4% +4% is 34.8
<b>City Attorney</b>							
City Atty.	1	1	1	1	1	1	
Asst. City Atty.	1	1	1	1	1	1	
Dep. City Atty.	1	1	1	1	2	2	General increases in litigation.
Adm. Asst.	1	1	1	1	1	1	
Law Clerk/Intern	0	1	1	1	1	1	Law Clerk WS is required, even if unfilled today.
Dept. Asst.	1	1	1	1	1	1	
<b>Total City Attorney</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	
<b>City Clerk</b>							
City Clerk	1	1	1	1	1	1	
Dep. City Clerk	1	1	1	1	1	1	
Dep. City Clerk	1	1	1	1	1	1	
<b>Total City Clerk</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>Community Services</b>							
<b>Administration</b>							
Director	1	1	1	1	1	1	
Adm. Asst.	1	1	1	1	1	1	
Sr. Fiscal Clerk	1	1	1	1	1	1	
Office Asst.	4	2	2	2	2	2	O.A. staff share workstations (part-time staff)
(Media Coord.)	1	--	--	--	--	--	Position is located outside of City Hall.
(Graphic Spec.)	1	--	--	--	--	--	Position is located outside of City Hall.
	9	5	5	5	5	5	
<b>Recreational Services</b>							
Rec. Supt	1	1	1	1	1	1	
Rec. Mgr.	2	2	2	2	2	2	
Rec. Coord.	4	4	4	4	4	4	
(Rec. Maint. Wkr.)	1	0	0	0	0	0	No workstation required at City Hall.
Dept. Asst.	1	1	1	2	2	2	Based on interviews; need for customer service
Field Desk		1	1	2	2	2	Add one more desk (at L1) based on interviews.
	9	9	9	11	11	11	
<b>Total Community Services</b>	<b>18</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>16</b>	<b>16</b>	
<b>Fire Department</b>							
<b>Office of the Chief</b>							
Fire Chief	1	1	1	1	1	1	
Adm. Asst.	1	1	1	1	1	1	
Comm Relations Ofcr.	1	1	1	1	1	1	
Emerg. Svcs. Coord.	1	1	1	1	1	1	
	4	4	4	4	4	4	

<u>Organization/Position/Item</u>	<u>Staff Now</u>	<u>WS Now</u>	<u>WS Need</u>	<u>WS PL1</u>	<u>WS PL2</u>	<u>WS PL3</u>	<u>Projection Notes</u>
Support Services							
Manager	1	1	1	1	1	1	
Sr. Fiscal Clerk	1	1	1	1	1	1	
Supp Svcs Capt	--	--	--	--	--	--	Position is located outside of City Hall.
Facility & Supply Coord.	--	--	--	--	--	--	Position is located outside of City Hall.
Ofc. Asst.	1	1	1	1	1	1	
	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	
Fire Prevention							
Fire Marshal	1	1	1	1	1	1	
Dep Fire Marshal	1	1	1	1	1	1	
Fire Prev Spec	1	1	1	2	2	2	Based on 15% at L1
Insp	1	1	1	1	2	2	Based on 4% general total dept. trend for L2/3
Dept. Asst.	1	1	1	1	1	1	
	<u>5</u>	<u>5</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>7</u>	
EMS Management							
Manager	1	1	1	1	1	1	
Dept. Asst.	1	1	1	1	1	1	
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
Training							
Training Chief	1	1	1	1	1	1	
Lifeguard Capt.	1	0	0	0	0	0	Position is located outside of City Hall.
	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	
<b>Total Fire Department (Admin)</b>	<u>16</u>	<u>15</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>17</u>	
General Services							
Facilities Maintenance	--	0	1	1	1	1	Desk is needed for general use in City Hall
<b>Total General Services</b>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	
Human Resources Department							
Director	1	1	1	1	1	1	
Risk Mgr.	1	1	1	1	1	1	
HR Ops. Mgr.	1	1	1	1	1	1	
HR Analyst	2	2	2	2	2	3	Based on 4% general total City trend L2/3
HR Asst.	2	2	2	2	3	3	Based on 4% general total City trend L2/4
Adm. Asst.	1	1	1	1	1	1	
Ofc. Asst.	1	1	1	1	1	2	Based on 4% general total City trend L2/3
<b>Total HR Department</b>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>10</u>	<u>12</u>	
Planning Department							
Administration							
Director	1	1	1	1	1	1	
Adm. Asst.	1	1	1	1	1	1	
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
Economic Development							
Sr.. Planner	1	1	1	1	1	1	
Assoc Planner	1	1	1	1	1	1	
Dept. Asst.	1	1	1	1	1	1	
	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	
Current Planning							
Sr. Planner	1	1	1	1	1	1	
Sr. Planner	1	1	1	1	1	1	
Assoc Planner	1	1	1	1	1	1	
Asst. Planner	3	3	3	3	4	4	Based on 4% general total City trend L2/3
Planning Tech.	1	1	1	1	1	1	
	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>8</u>	<u>8</u>	
Advance Planning							
Sr. Planner	2	2	2	2	2	2	
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	

<u>Organization/Position/Item</u>	<u>Staff Now</u>	<u>WS Now</u>	<u>WS Need</u>	<u>WS PL1</u>	<u>WS PL2</u>	<u>WS PL3</u>	<u>Projection Notes</u>
Shared: ED/CP/AP							
Asst. Planner	1	1	1	1	1	1	
Dept. Asst.	1	1	1	1	1	2	Based on 4% general total City trend L2/3
Clerical Asst (pt)	1	1	1	1	1	1	
Interns	2	1	1	2	2	2	Increase to two desks (interns now share)
	<u>5</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>	<u>6</u>	
Code Enforcement							
CE Supv.	1	1	1	1	1	1	
CE Ofcr.	1	1	1	1	1	1	
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
<b>Total Planning Dept</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	
Public Works							
Administration							
Director	1	1	1	1	1	1	
Intern	1	1	1	1	1	1	
Adm. Mgr.	1	1	1	1	1	1	
Adm. Asst.	1	1	1	1	1	1	
Dept. Asst.	2	2	2	3	3	3	15% at LI
	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>	
Engineering							
Administration/City Engineer							
City Engineer	1	1	1	1	1	1	
Engineering							
Pr. CE	3	3	3	3	3	3	
Assoc. CE	2	2	2	2	3	3	Engineer added for Water Quality
Jr. CE	1	1	1	1	1	1	
Sr. Eng. Tech.	1	1	1	1	1	1	
Intern(s)	2	1	1	2	2	2	Increase to two desks (interns now share)
Contract Engineers	[2]	0	0	2	2	2	Workstations provided as contingency
Field, Inspection & Survey							
Pr. CE	1	1	1	1	1	1	
PW Insp.	3	3	3	3	3	3	
Contract Inspectors	[2]	0	0	0	0	0	No space assumed at City Hall
Survey Party Chief	1	1	1	1	1	1	
Survey Inst. Wrkr.	1	1	1	1	1	1	
	<u>16</u>	<u>15</u>	<u>15</u>	<u>18</u>	<u>19</u>	<u>19</u>	
Transportation and Dev. Svcs.							
Administration							
Manager	1	1	1	1	1	1	
Transportation-Admin							
Pr. CE	1	1	1	1	1	1	
Transportation-Trans Plan							
Assoc. CE	1	1	1	1	2	2	
Eng. Aide	0	0	0	0	0	1	Based on 4% general total City trend L2/3
Transportation-Trans Ops							
Assoc. CE	1	1	1	1	1	1	
TE Tech.	1	1	1	1	1	1	
Jr. CE	1	1	1	1	1	1	
Eng. Aide	2	1	1	2	2	2	
Parking Meter Supv	1	0	0	0	0	0	No workstation required
Parking Meter Svcwkr.	2	0	0	0	0	0	No workstation required
Development Services							
Development Engr	1	1	1	1	1	1	
Assoc. CE	1	1	1	1	1	2	Based on 4% general total City trend L2/3
Jr. CE	1	1	1	1	2	2	Based on 4% general total City trend L2/3
GIS Syst. Analyst	1	1	1	1	1	1	
Eng. Tech.	1	1	1	1	1	1	
	<u>16</u>	<u>12</u>	<u>12</u>	<u>13</u>	<u>15</u>	<u>17</u>	
<b>Total PWD</b>	<b>38</b>	<b>33</b>	<b>33</b>	<b>37</b>	<b>40</b>	<b>43</b>	
<b>Total All Workstations</b>	<b>210</b>	<b>189</b>	<b>193</b>	<b>207</b>	<b>216</b>	<b>225</b>	4% on PL1 base of 207 is 8.28 for total of 216 and 224 for levels L2 and L3.

Note that there are 189 workstations observed in City Hall today, but there are 210 staff. Some of these staff are actually provided space elsewhere (such as a graphics artist in Community Services) and others do not need workstations here (such as parking meter staff). But some staff, particularly interns (two, for example, in the Building Department) need workstations but either have to share or just inefficiently move from spot to spot. The third column (total = 193) identifies these presently needed workstations.

The final three columns of the table above show the PL-1, PL-2, and PL-3 projections, respectively. The increases are broken down as follows:

	Pres. Actual	Pres. Req'd	PL-1	PL-2	PL-3	Comment
Growth rate on existing WS	1.000		1.095	1.143	1.190	Used to check benchmarks over present
Growth rate on required WS		1.000	1.073	1.119	1.166	Measures true growth from present
Growth due to annexation effects			7.3%			For the increase from present to PL-1
First 10-yr increase due to trend				4.7%		For the 1st 10-year period to PL-2
Second 10-yr increase due to trend					4.7%	For the 2nd 10-year period to PL-3
Annual rate for 20 years on PL-1 base					0.45%	per year for 20 years (PL-1 to PL-3)
Overall annual rate including PL-1					0.77%	per year for 20 years (present to PL-3)

### 3. SPACE REQUIREMENTS FOR THE BUILDING AS A WHOLE

#### SUMMARY OF SPACE REQUIREMENTS

The table below presents a summary of the existing and required space for City Hall at each of the Projection Levels. The rationales for the projections are presented with the other requirements details.

The computation of Net Sq. Ft. requirements (NSF) is presented in the detailed tabulations later in this report. Conversion of NSF to Gross Sq. Ft. (GSF) is based on several considerations, and can be approached in a number of ways. In this report, we include the following items in the addition between net and gross s.f.:

- Electrical and communications equipment rooms
- Mechanical equipment rooms
- Data/communications risers (each floor)
- Public lavatories (each floor)
- General staff lavatories beyond those specified
- Janitor closets and storage
- Drinking fountains
- Trash rooms or general recycling areas
- Main corridors and stair wells
- Elevator shafts
- Other risers or shafts
- Structural elements (columns, exterior wall thickness, etc.)

We include an allowance for smaller internal corridors (as part of the NSF “inner” circulation as defined in the Appendix), and have added a minimal contingency of 1,000 NSF for a building lobby. The assumptions of lobby size (the existing City Hall has about 500 sq. ft.), scale, openness, and other design decisions all affect the allowance for increase from NSF to GSF.

Our approach is to examine the typical ratio of net-to-gross and use that factor in computing GSF. As a rule, multi-floor City Halls and general government office buildings are found to have a net-to-gross ratio of about 80%, though this can range to 75% or less for buildings with more monumentality, wider corridors, more generous common areas, and the like. We have assumed a fairly efficient building here, and have based the net-to-gross ratio at 80%.<sup>1</sup> In addition, note that the GSF omits all outdoor elements, such as balconies, structural overhangs or awnings, and terraces,. It also omits large atria and courtyards. The net-to-gross, however, may allow for an enclosed atrium of smaller scale, or various sky-lighted shafts which penetrate to the lower floor.

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<sup>1</sup> Some analysts take the approach of adding a percentage of the NSF onto itself to obtain GSF. A net-to-gross ratio of 80% amounts to adding 25% onto the NSF to obtain GSF.

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
<b>Administration</b>					
Council Office Areas, NSF	202	290	290	290	290
Chambers Areas, GSF (see note)	3,622	3,622	3,622	3,622	3,622
City Manager, NSF	1,190	1,800	1,900	1,900	1,900
<b>Total Administrative Areas</b>	<b>5,014</b>	<b>5,712</b>	<b>5,812</b>	<b>5,812</b>	<b>5,812</b>
<b>Administrative Services Department</b>					
Administration, NSF	519	1,070	1,070	1,070	1,070
<b>Fiscal Services</b>					
Fiscal Svcs, Adm. NSF	101	220	220	220	220
Fiscal Svcs, Cashiering NSF	512	721	721	721	721
Fiscal Svcs, A/P, NSF	205	390	390	390	390
Fiscal Svcs, Print Shop NSF	719	880	880	880	880
Fiscal Svcs, Mailroom NSF	513	660	660	660	660
<b>Management Information Systems</b>					
MIS, Administration NSF	141	220	220	220	220
MIS, Applications NSF	735	820	910	910	910
MIS, GIS NSF	657	966	1,056	1,056	1,056
MIS, Operations NSF	573	742	742	742	742
MIS, Computer Room NSF	443	550	550	550	550
MIS, Telecoms NSF	640	896	896	896	896
Revenue NSF	1,084	1,520	1,520	1,610	1,700
Accounting NSF	753	1,148	1,148	1,148	1,258
<b>Total Admin. Svcs. Department</b>	<b>7,912</b>	<b>11,243</b>	<b>11,423</b>	<b>11,513</b>	<b>11,713</b>
<b>Building Department</b>					
Administration NSF	1155	1291	1431	1431	1,431
<b>Plan Check &amp; Permitting</b>					
Plan Check Adm NSF	221	250	250	250	250
OSS Customer Service, NSF	911	1,300	1,435	1,435	1,435
OSS Plan Check, NSF	102	120	240	240	240
Back Office Plan Check, NSF	658	710	710	710	850
Inspection NSF	941	1094	1152	1210	1,210
<b>Total Building Department</b>	<b>3,988</b>	<b>4,765</b>	<b>5,218</b>	<b>5,276</b>	<b>5,416</b>
<b>City Attorney</b>	<b>1,466</b>	<b>1,817</b>	<b>1,817</b>	<b>2,057</b>	<b>2,057</b>
<b>City Clerk</b>	<b>824</b>	<b>1,173</b>	<b>1,173</b>	<b>1,173</b>	<b>1,173</b>
<b>Community Services</b>					
Administration NSF	893	1174	1174	1174	1,174
Recreation Services NSF	1183	1595	1760	1760	1,760
<b>Total Community Services</b>	<b>2,076</b>	<b>2,769</b>	<b>2,934</b>	<b>2,934</b>	<b>2,934</b>
<b>Fire Department</b>					
Office of the Fire Chief NSF	468	580	580	580	580
Support Services NSF	1092	1010	1010	1010	1,010
Fire Prevention NSF	909	1042	1145	1227	1,227
EMS Management NSF	240	374	374	374	374
Training/CR/ES NSF	466	603	603	603	603
General Storage NSF	242	280	280	280	280
<b>Total Fire Department (Admin)</b>	<b>3,417</b>	<b>3,889</b>	<b>3,992</b>	<b>4,074</b>	<b>4,074</b>
<b>General Services</b>	<b>155</b>	<b>210</b>	<b>210</b>	<b>210</b>	<b>210</b>
<b>Human Resources Department</b>	<b>1,200</b>	<b>2,178</b>	<b>2,178</b>	<b>2,318</b>	<b>2,608</b>

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
<b>Planning Department</b>					
Administration NSF	579	630	630	630	630
Economic Development NSF	360	404	404	404	404
<b>Current Planning</b>					
Office Areas NSF	564	710	670	780	780
OSS Areas NSF	378	747	812	812	812
Advance Planning NSF	309	420	420	420	420
Shared Area NSF	1054	1280	1350	1350	1,440
Code Enforcement NSF	231	360	360	360	360
<b>Total Planning Dept</b>	<b>3,475</b>	<b>4,551</b>	<b>4,646</b>	<b>4,756</b>	<b>4,846</b>
<b>Public Works</b>					
Administration NSF	714	780	780	780	780
OSS Areas NSF	642	1040	1105	1105	1,105
Engineering NSF	1903	2300	2385	2530	2,530
Transportation & Dev. Svcs. NSF	2099	2782	2852	3122	3,327
Shared Areas NSF	365	500	500	500	500
<b>Total, Public Works Dept</b>	<b>5,723</b>	<b>7,402</b>	<b>7,622</b>	<b>8,037</b>	<b>8,242</b>
<b>City Hall Shared/Common Areas</b>					
Conference Center NSF	244	1080	1080	1080	1,080
Building Lobby & Related NSF	532	1000	1000	1000	1,000
Lunch Room NSF	540	730	730	730	730
OSS Facility Additions NSF	0	690	690	710	710
Warehouse NSF	445	690	690	690	690
<b>Total, Shared/Common Areas</b>	<b>1,761</b>	<b>4,190</b>	<b>4,190</b>	<b>4,210</b>	<b>4,210</b>
<b>Total Net Sq. Ft.</b>					
Total City Hall, NSF From Above*	37,011	49,899	51,215	52,370	53,295
Programmed Amount for Chambers	-3,622	-3,622	-3,622	-3,622	-3,622
<b>Total City Hall NSF, excluding Chambers</b>	<b>33,389</b>	<b>46,277</b>	<b>47,593</b>	<b>48,748</b>	<b>49,673</b>
<b>Total Net Sq. Ft.</b>					
<b>Total Gross Sq. Ft. (without Chambers)</b>					
Total non-chambers NSF from Above	33,389	46,277	47,593	48,748	49,673
Statistical N-t-G Allowance	7,018	11,569	11,898	12,187	12,418
<b>Total City Hall, GSF, excluding Chambers</b>	<b>40,407</b>	<b>57,846</b>	<b>59,491</b>	<b>60,935</b>	<b>62,091</b>

\*Includes Council Chambers actual space as GSF.

\*\* Using a Net-to-Gross ratio of 80%.

\*\*\* This figure is the actual Net-to-Gross.

## **FUNCTIONAL REQUIREMENTS FOR THE BUILDING AS A WHOLE**

The following information is presented as a guideline in assumptions which will eventually drive cost estimates, and which will give some basis for design considerations in master planning the facilities. This information is also important as part of the architectural program to guide the Architect when design specifics are required.

### **General Design Guidelines**

- All appropriate codes apply, including accessibility requirements of the ADA.
- City guidelines must be consulted, including those developed and distributed by the various members of any future project advisory committee. At present, City building regulatory agencies must be contacted individually to obtain available published guideline materials.
- Major building corridors should be 6 to 8' wide. Other corridors preferably should be 5'-6" to 6'-0" wide, and must have a minimum width of 5'. Exposed "outside" turns in these corridors should be reinforced (though this may be hidden by design treatment). This is especially true of facilities which will be occupied by the Police Department.
- Doors with heavy, active use should be designed with metal kick plates. Where possible, each actively used door onto a major corridor should be equipped with a small window or side-light, especially doors serving larger assembly areas or meeting rooms.
- Wherever rooms have large items of equipment or often produce large volumes of records, the room should be designed with some access having double doors; examples include the computer room, etc.
- Throughout the facility, the design should provide unobtrusive and adequate storage locations for recycling bins. Recycled materials include, at a minimum, paper and soft drink bottles or cans, deposited into separate containers.
- All lavatories should have locked storage inside or nearby for supplies (paper, soap, etc.) and some provision for extra capacity in the dispensers themselves.
- Carpet tiles or modular carpet design is suggested in heavy-use carpeted areas to facilitate replacement of soiled and damaged areas.
- Floor in copy rooms, file rooms, storage rooms, and related areas should be designed with hard and durable finishes. Static resistant floors are required in areas where banks of sensitive computer and related equipment are located.
- Rooms and areas with heavy traffic, as well as selected workrooms, should be equipped with durable wall coverings.
- Wherever system furnishings are programmed, it is assumed that the panels will have wire management for power and communications.
- Cabinets in coffee areas should be designed so that coffee makers do not have upper cabinets directly above them, but otherwise designed with as much storage cabinets as possible.. All such cabinets should be designed for heavy use and easy cleaning.
- Where more than one multi-staff work room or open work area is programmed within the same operational unit, it may be possible to integrate these separate work areas into a single larger work room or area.

## **Building Systems (Communications, Electrical/Lighting, HVAC, Acoustics, Loading, Plumbing)**

- General office requirements for good lighting, heating, and air conditioning prevail. The designer must assure that future building systems are fully integrated with other city control systems where feasible. Lighting design must take into account the general use of computer monitors throughout the facility.
- All work stations should be wired for computer LAN, telephone, one computer dedicated duplex power outlet (verify this requirement with MIS), and one double duplex convenience power outlet. Offices require additional power outlets on opposing or adjacent walls.
- In addition, selected areas (such as for system printers and copiers) will require a separate computer LAN drop; this should be verified at time of design.
- Large conference rooms and all Department Head offices (or equivalent) should have CCTV lines, connected to local cable TV. They also should be switchable to other feeds (such as press releases and central DVD/Video Tape) at a central location, when desired.
- Computer systems must be verified with MIS staff at time of building design.
- HVAC zones should be liberally provided, and must be approved specifically by appropriate Department representatives. All conference and meeting rooms require an independent zone.
- Four levels of acoustic control are needed in the building: general office acoustics, sound attenuation for special equipment, sound insulated rooms (acoustic batt in partitions and above ceiling surfaces), and acoustic isolation for rooms. The last of these is assumed to include (at a minimum) insulated slab-to-slab construction, sound baffles in ducts, acoustically sealed doors, and insulated penetrations (including outlets and switches). This requirement is identified in room-by-room discussions elsewhere in this report.
- Offices of City Manager and all Department Heads should be acoustically isolated. All conference and meeting rooms should be sound insulated, or better if so noted.
- Copy equipment may require “special equipment” acoustic attenuation, but this depends on the machine. In any event, including some separation from other work areas is needed (distance, low walls, or movable partitions).
- File storage areas (file banks and special file rooms) listed in the program may require extra floor load capability so that high density filing systems can be used either now or in the future. Similarly, all bulk storage rooms (such as central stores) require high floor load capability.
- Large copy equipment requires both 220v and 110v power, as well as LAN access, for flexibility in future equipment selection.
- Closets and infrequently used rooms should have lighting on motion detectors (or timer switches) to assure that lights are turned off when the rooms are not used. Consider such systems throughout the building as well; this may result in construction or utility-use credits. Verify current local code requirements with the Building Department.
- Conference rooms should be equipped with a separate, switchable exhaust system, with the motor somewhat isolated or acoustically insulated, besides the regular HVAC system on an independent AC zone. Wall timers and control switches may be appropriate in conference areas to activate AC systems when the rooms are used after hours.
- Coffee service areas, where programmed, require (at a minimum) above-counter power, cold water supply (1/4" copper line with shut-off) to a coffee maker on the counter, and a nearby sink with provision for a garbage disposal.

- Where copy or fax equipment is programmed with coffee service areas, the functions must be separated to keep copy and fax areas clean and dry.
- Wherever coffee stations are programmed, in the event that a microwave oven is provided at the coffee station, then provision for a separate, switchable exhaust fan is also required.

### **Security and Fire Safety Requirements**

- Where door control is required, it is recommended that a proximity reader card key system be used. The control center should be in a secure area near the building computer or telecommunications mechanical spaces.
- Where provided, security wiring should be in rigid conduits, to improve the security level.
- It is assumed that the entire building will be fire sprinkled. Some areas require non-standard fire protection systems, such as chemical systems or use of pre-action controls, high-temperature heads, integrated pre-discharge alarm systems, earthquake switches, and the like, which will substitute for or add to the traditional water-based sprinklers. Areas requiring such systems include the computer room, communications electronics rooms and equipment riser rooms, electrical equipment rooms, and UPS areas, where they are provided.
- The sprinkler heads should be semi-recessed except where fully recessed heads are required either to prevent accidental damage or release due to equipment or activity in use there, or due to special design appearance considerations.
- A separate CCTV security monitoring system may be required for the building. The extent of such a system, and the location of monitors, should be identified at the time of building design. Areas to be camera monitored for security may include each exterior door, parking facilities, secure storage areas, and the main lobby area.
- Selected doors may require security alarm sensors, even including doors which may not be card key operated (such as certain closets or store rooms).

### **SUMMARY OF GENERAL DESIGN REQUIREMENTS AND GUIDELINES**

The City has indicated a number of desires for a new City Hall. Where feasible, these are reflected in the requirements tabulations and discussions, and the following summary is presented here to give further assistance in eventual cost estimating, master plan design, and general indication of functional overview.

- A One-stop Shop concept is assumed, with a long and probably continuous counter serving Building and Safety, Planning, and Engineering. The counter for Cashiering, should be nearby. Other counters and reception areas, including Revenue, Human Resources, Personnel (in Administrative Services) and Fire Department should be convenient to a central “front door” of the facility.
- The possibility of co-locating Fire Prevention with the other One-stop Shop functions must be explored.
- There is a desire for more conference rooms rather than fewer, and the program lists some which are associated with specific departments or functions, and some which are to serve general purposes. Even so, the department-related conference rooms should be designed so that they serve multiple uses and general City needs.

## 4. SPACE REQUIREMENTS DETAILS BY DEPARTMENT

### PRESENTATION OF THE REQUIREMENTS

The Space requirements are divided into department groupings as follows:

- City Administration (Council, City Manager)
- Administrative Services
- Building Department
- City Attorney
- City Clerk
- Community Services
- Fire Department
- General Services (only a central janitor facility)
- Human Resources Department
- Planning Department
- Public Works Department
- City Hall Shared/Common Areas

In each case we present first a brief discussion of how the space requirements were arrived at, with some comments which clarify the requirements, followed by a tabulation (“data sheets”) of the requirements and finally illustrations (“bubble diagrams”) which graphically (and in scale) represent the proximity requirements between the functions of the grouping.

### General Allocation of Space Standards

Space standards are presented in an Appendix to this report. In summary, we have made the following general allocations:

<u>Position</u>	<u>Standard</u>	<u>Sq. Ft.</u>
City Manager	PO-7	300
Department Head	PO-6b	280
Deputy Department Head; Attorney	PO-5	210
Division Head	PO-4	180
Typical Manager Requiring an Office	PO-3	150
Other Offices (based on function)	varies	180-120
Large Cubicles (100 sf)	en-E	10' x 10'
Most Cubicles (80 sf to 64 sf)	en-C/D	8' x 10' or 8' x 8'
Other Cubicles (48 sf)	en-B	6' x 8'
Field-based Staff (36 sf)	en-A	6' x 6'

It is an easy matter to adjust the standard allocations since all data sheets are entered into our computer systems. If the City in its review should wish to examine the effects of larger (or smaller) standards, then this can be computed by changing an appropriate reference table.

## Comparison of Space Standards to Existing Spaces

The following table identifies a selected list of space allocations from Report 1 and the space standards which have been allocated for them in the analysis which follows. The “Std” columns identify the space allocated (required) and the “Pres” columns identify the average amount of space now occupied by the indicated staff position and the numbers of workstations used in computing the indicated averages. Ranges are noted where we have used different standards based on actual job activities and functions.

Details of allocations made are presented on the requirements computation data sheets in this report, and details of the present actual space occupied are presented in Report 1.

### Space Standards Assigned Selected List of Grouped Workstations by Category of Similar Job Titles

Position	Std Code	Std SF	Pres Avg	Pres No	Position	Std Code	Std SF	Pres Avg	Pres No
Accountant	en-D	80	87.5	2	Eng-Civil	varies	varies	107.5	4
Aide-eng	en-B	48	39.0	1	Eng-PCE	PO-3	150	139.4	5
Analyst	en-E	100	104.0	2	Insp-Bldg/Eng	en-B	48	43.4	9
Analyst	PO-2	120	106.8	6	Insp-Bldg, Chief	PO-3	150	180.0	1
Asst-Administrative	varies	varies	96.0	8	Insp-Bldg, Principal	en-D	80	65.0	2
Asst-Clerical	en-C	64	45.0	1	Insp-Bldg, Sr	en-C	64	31.0	3
Asst-Department	en-C	65	61.2	11	Intern(s)	en-B	48	34.7	3
Asst-Human Resources	PO-2	120	81.0	2	Intern(s)	en-C	64	53.3	3
Asst-Mapping	en-E	100	80.0	2	Manager	PO-3	150	131.5	2
Asst-Management	en-D	80	92.0	1	Manager, Div & Admin	PO-4	180	143.9	9
Asst-Office	varies	varies	65.0	5	Planner-senior	PO-3	150	111.4	5
Deputy City Clerk	en-D	80	76.0	2	Planner-Assoc	PO-2	120	115.0	2
Clerk-Fiscal	en-C	64	48.0	8	Planner-Asst	en-E	100	79.3	4
Clerk-Sr. Fiscal	en-C	64	51.8	5	Specialist-fiscal	en-C	64	44.4	5
Asst City Manager	PO-5	210	195.5	2	Specialist-fiscal (Payroll)	en-D	80	75.0	1
Coordinator	en-D	80	79.3	4	Specialist-other	en-C	64	55.8	5
Coordinator	PO-2	120	121.0	5	Technician	en-D	80	69.0	5
Director	PO-6b	280	227.0	7	Technician-Sr	en-E	100	99.5	2
Eng-CE Assoc	en-E	100	99.2	5	Technician-permit	en-B	48	41.3	3
Eng-CE, Jr	en-E	100	45.7	3	Field Staff (most)	en-A	36	35.6	5

## Data Sheets

A discussion of the conventions, abbreviations, and formats used in the data sheets appears as an Appendix to this report. Generally the tabulation is straight forward: each item is followed by the corresponding space standard, and then, in columns for each Planning Level we identify the quantity and extended value or space required. Items which form sub-categories of space are indented in the item name column.

We have listed equipment now in use as a baseline, and have applied standards to the list to show what space is needed today, but we would obviously not advocate building the “present required” amount of space since it has no expansion or contingency built in. To allow for increases in equipment, where this is logical and advisable, we have added a growth factor, which is identified on the data sheets.

Note that each block of required space also has a inner circulation allowance ranging from 10% to 20%. Where a unit has significant amounts of open plan workspace, we typically use a lower total-

unit inner circulation. The open work areas themselves have a built-in circulation allowance of up to 25%, based on the items located there.

The inner circulation allows for department-based circulation and not the main building corridors or lavatories, etc. An example of existing “inner circulation” space is shown on the existing City Hall space plan which is presented in our earlier report.

### **Bubble Diagrams**

The bubble diagrams are also presented according to a logical convention that illustrates the priorities of adjacency and functional proximity. A legend is supplied which keys the symbols used. Note that open areas generally can be combined, but we suggest that the departments remain somewhat distinct for security and privacy, and also for efficient work flows.

The bubble diagrams are also presented in relative scale, so that similar rooms on each drawing are similarly presented. This also allows for easier understanding of the tabulation of requirements, which are fully presented on the bubble diagrams. The Planning Level used is PL-2, which is approximately the mid-point of the projection window.

**DISCUSSION OF ALLOCATIONS**

**City Administration**

City Council

- The Council Chambers is programmed exactly as it is today, under the assumption that the facility will remain in the renovation plan.
- One office of size similar to the room used today is programmed for use by the Mayor. We do not program separate offices for each of the other council members.
- The space for the Department Assistant to the Mayor is increased, and it is assumed that this will (continue to) be located in the building lobby in the future.

City Manager and Related

- The office-based staff are allocated rooms of similar average size, though it is noted that these rooms vary quite a bit today due to the existing building configuration.
- The space allocated for the Department Assistant is similar to that today, and a second person is programmed in the future (PL-2). It is assumed that these persons will be located in a reception or lobby area near the Administrative offices.
- We program a conference room in the requirements at present. The CM’s office is used often as a conference area (by others when the CM is away), and a separate room to seat 6 or so appears needed.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Administration					
Council Office Areas, NSF	202	290	290	290	290
Chambers Areas, GSF (see note)	3,622	3,622	3,622	3,622	3,622
City Manager, NSF	1,190	1,800	1,900	1,900	1,900
Total Administrative Areas	5,014	5,712	5,812	5,812	5,812

## **Administrative Services Department**

### Administration

- Aside from increases due to application of proposed space standards, the major increase in Administrative areas is due to the addition of a conference room for this department. There is no such room today. This room, if located accordingly, should serve all divisions of the Department, including Revenue (personnel) for private meetings, but also to meet a range of other needs.

### Fiscal Services

- The workstations of Fiscal Services are in some cases very much below the recommended standards, and this accounts for the greatest part of increase in requirement.
- Print Shop and Mail Room are programmed essentially on the basis of current operational levels, and assume that the functions now in place will continue. Also, some increase is programmed for the Print Shop, to account for overcrowding today.
- Note that the warehouse area is programmed with City Hall Shared and Common Areas, below, but should be located very close to these operations.

### MIS

- MIS is the largest component of the department, and represents the greatest total square footage increase, though not the largest amount on a percentage basis.
- A significant part of the requirement is driven by application of appropriate work station sizes, especially for GIS functions (but also others).
- An increase in the Computer Room requirement is based on contingency assumptions (we allow a 15% increase).
- Telecommunications workspace includes storage facilities which are now provided in the old jail building adjacent to the current work areas.
- No separate conference room is programmed with this division, but the Department is allocated its own conference room, and it is expected that MIS could make good use of it.

### Revenue

- Even though this area was recently renovated, our calculations suggest that this function requires more space than it is currently allocated. Part of this is due to the layout constraints imposed by the existing building.
- We have noted that the hearing officers programmed here (we program a shared workstation) also use the central hearing room in the Building Lobby. We program conference space that can be used for hearing room functions with City Hall Shared and Common Areas.

### Accounting

- We have programmed this area with the Finance Officer nearby in a private office. That position is today remotely located from the other functions.
- Payroll functions are given increased work areas, and space is allocated to allow for increased privacy.

Shared Areas

- The department is programmed with two support areas: a vault and a coffee area. These should be located in an area convenient to all functions, though the vault itself is more closely related to Fiscal Services and should be nearest to it.
- The vault is programmed for (continued use of) high-density shelving systems, and so needs added floor loading capacity. The vault also contains items of value, including some cash, and should be designed with this heightened security in mind.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Administrative Services Department					
Administration, NSF	519	1,070	1,070	1,070	1,070
Fiscal Services					
Fiscal Svcs, Adm. NSF	101	220	220	220	220
Fiscal Svcs, Cashiering NSF	512	721	721	721	721
Fiscal Svcs, A/P, NSF	205	390	390	390	390
Fiscal Svcs, Print Shop NSF	719	880	880	880	880
Fiscal Svcs, Mailroom NSF	513	660	660	660	660
Management Information Systems					
MIS, Administration NSF	141	220	220	220	220
MIS, Applications NSF	735	820	910	910	910
MIS, GIS NSF	657	966	1,056	1,056	1,056
MIS, Operations NSF	573	742	742	742	742
MIS, Computer Room NSF	443	550	550	550	550
MIS, Telecoms NSF	640	896	896	896	896
Revenue NSF	1,084	1,520	1,520	1,610	1,700
Accounting NSF	753	1,148	1,148	1,148	1,258
Total Admin. Svcs. Department	7,912	11,243	11,423	11,513	11,713

## Building Department

### Administration

- The Director and the department clerical staff are programmed with Administration.
- We program a conference room (not an enclosed open area) of similar but slightly larger size than the existing panel-enclosed space, which should be located also for use by other department.
- We assume this conference room will be located near the administrative functions, however, rather than near the One-stop Shop functions which would have a more public location.

### Plan Check and Permitting

- Plan Check and Permitting is divided into four areas: Plan Check/Permitting Administration (the Deputy Building Official), One-stop Shop (OSS) Customer Service, OSS Plan Check, and Back-room Plan Check.
- It is assumed that the administrative and back room areas will be located near to but not with the OSS functions which would be located at a central counter for all development functions. Currently, these other areas are located upstairs with the OSS operations downstairs. This is not ideal, but it is workable, as long as there is convenient access between the areas.
- The office of the Deputy Director should be near to the department administration, discussed above.
- The OSS operations should be integrated with other OSS functions allocated to other departments, as well as general OSS spaces allocated with City Hall Shared and Common Areas (see discussion under that heading).

### Inspections

- Inspection functions are programmed open work areas, in concept similar to the facilities today but enlarged according to proposed and recommended workstation space standards. The work areas today are improved from earlier conditions, but are constrained by the existing building design.

### Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Building Department					
Administration NSF	1155	1291	1431	1431	1,431
Plan Check & Permitting					
Plan Check Adm NSF	221	250	250	250	250
OSS Customer Service, NSF	911	1,300	1,435	1,435	1,435
OSS Plan Check, NSF	102	120	240	240	240
Back Office Plan Check, NSF	658	710	710	710	850
Inspection NSF	941	1094	1152	1210	1,210
Total Building Department	3,988	4,765	5,218	5,276	5,416

**City Attorney**

- All attorneys are provided offices of the same size, except for allocating the standard for department heads to the City Attorney.
- The law library is allocated a slightly larger space, assuming law books will be located here. The current library in the City Attorney’s office is assumed (eventually) to be allocated space in the main library, once it is configured and located appropriately.
- We also program a small guest receiving area and assume that the clerical areas are sized for open-area work stations that have both some improved privacy but also ability to observe the point of entry and guest seating areas.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
City Attorney	1,466	1,817	1,817	2,057	2,057

**City Clerk**

- The City Clerk is allocated an office based on the proposed standard for department heads, which is notably larger than the current office size.
- Deputy staff are programmed work areas similar to that today, but assuming better configuration and circulation to and around the required counters and equipment.
- Some added space is programmed for scanning functions and work area, though it is assumed that each department will retain responsibility for conducting its own scanning programs and that records management will be accomplished through guidelines and programs which the individual departments will carry out.
- The vault is sized to accommodate some increases in time (we program a 25% increase at present), but also to provide for needed circulation and access within the vault itself.
- A general store room is currently provided upstairs, and contains some records from each of several departments. Corresponding space is not programmed with the City Clerk, but is listed with City Hall Shared and Common Areas, discussed separately.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
City Clerk	824	1,173	1,173	1,173	1,173

## Community Services Department

### Administration

- The items included with Administration are those that were present at our survey of operations. That is, some staff, such as Media Coordinator and Graphic Specialist, which are listed with Administration but located elsewhere, are not allocated City Hall space.
- We do not allocate a dedicated conference room for this department since many meeting areas are provided in off-site facilities, and it appears possible for the department to meet its City Hall meeting needs by sharing one of the other conference rooms in the program.

### Recreation Services

- The staff who now have offices (even shared ones) are programmed private offices in the future. Our standards provide for no space smaller than the present allocation, and some are larger.
- The open work area includes a larger work station for visiting (field) staff, and two such work stations in the future. This allows for some flexibility in regard to City Hall staff as well, since the added station could be converted to various uses if needed.
- The store room allocation is enlarged by 50%, based on our survey, but the allocation is only an estimate of future needs.

### Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Community Services					
Administration NSF	893	1174	1174	1174	1,174
Recreation Services NSF	1183	1595	1760	1760	1,760
Total Community Services	2,076	2,769	2,934	2,934	2,934

**Fire Department (Administration)**

- The Fire Chief is allocated office space for a department head, and the secretary is assumed to remain in a separate reception room (rather than in a shared open work area) as is the case today.
- Support Services functions are programmed in a central open work area (with the Manager in a private office). The office standard is similar to the take-off for the existing room (slightly smaller), but the present room is made somewhat dysfunctional due to its shape.
- The conference room allocated to the department is smaller than present, with a larger conference room listed with City Hall Shared and Common Areas. This allows smaller training and meeting sessions in the department conference room (2/3 the existing large room) and larger sessions in the room shared by all in the City Hall.
- Fire Prevention areas are programmed with the Fire Marshal allocated space for a deputy department director (in terms of City Hall based Fire administrative staff). Other staff are provided space in an open work area, with a public counter and waiting area. This *may* be combined with the City Hall One-stop Shop (OSS) functions if it is so desired.
- EMS Management functions are programmed with the Manager in a private office (based on executive manager office standards), and the other staff in an open work area. The open work areas of the department can be combined in the final layout, but this is an issue for the Fire Department to determine once a design approach is selected by the City.
- We have added Training, Community Relations, and Emergency Services under the same heading on the data sheets. The Training Chief is allocated a Manager-level private office (a bit larger than the existing office), and the other staff are, as is the case today, provided space in open area work stations. In total, the requirement is about 30% greater than the space allocated today.
- General storage is also allocated to the department based on the space taken now in the old jail building (adjacent to the current office facility), but we allocate only an area which is equal in size to this.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Fire Department					
Office of the Fire Chief NSF	468	580	580	580	580
Support Services NSF	1092	1010	1010	1010	1,010
Fire Prevention NSF	909	1042	1145	1227	1,227
EMS Management NSF	240	374	374	374	374
Training/CR/ES NSF	466	603	603	603	603
General Storage NSF	242	280	280	280	280
Total Fire Department (Admin)	3,417	3,889	3,992	4,074	4,074

**General Services**

- We have programmed a central work room for janitorial supplies and coordination. The room should be equipped with shelving, open floor storage space, and a small desk for management purposes.
- The allocation we have made is contingent upon various design decisions and development, and must be reviewed again by General Services once space planning is underway.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
General Services	155	210	210	210	210

## Human Resources Department

- The biggest increase in space required over space currently occupied is driven by upgrading workstations to the proposed standards for these positions.
- The Director is allocated a department-head office standard, which is nearly double the present size, and other staff, some of whom are in shared offices, are each allocated private offices due to the need for privacy and confidentiality.
- An open work area is also allocated for support staff and related functions. The space also includes adequate circulation and access space, which accounts for most of the increase in need today.
- A department conference room is allocated for interviews and some small-group or individual testing, though the room should be located for general use by other departments when available. All conference rooms, whether allocated to a specific department or not, should be reserved through a central system.
- A separate file room is programmed for employee files, even though these are in an open area today. We believe the added security and the increased flexibility in providing ample storage space overcome any inconvenience from having the files more accessible in an open area.
- Note that this department staffing is increased on the basis of total City growth as well as other needs (such as improved attention to risk management) based on our interviews with City staff. The space requirements take the staff projections into account.

### Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Human Resources Department	1,200	2,178	2,178	2,318	2,608

## **Planning Department**

### Administration

- We have programmed a private office for the Director, and note that the standard for this position is essentially the same size office as that now provided.
- The Administrative Assistant is allocated an open work area (not unlike the space today), including some added seating for visitors to the Director's office.

### Economic Development

- Economic Development staff are allocated private offices of appropriate workstation standard, and an open workstation for the department assistant. This open area should be near to the offices, but can otherwise be combined with the open work areas for the department so that support staff can communicate and work with one another as required.

### Current Planning

- Current Planning is divided into two areas: the main office (which would be located with the rest of the department) and One-stop Shop (OSS) functions (which would be located with the central OSS counter and work areas for the City Hall). These functions are today on separate floors, but this need not be the case. The functions require convenient access between them both for staff and for public visitors.
- The main office functions are provided with private offices (for Senior and Associate Planners), plus an open work area for Assistant Planner staff and equipment. Note that Senior Planners in the Department are allocated offices of slightly larger size than Associate Planners, based on a possible need for more visitor seating or more special project storage space.
- The OSS functions include a counter allocation and a public waiting area. These should be examined in relation to the other OSS counter and waiting areas which are programmed for the building (see discussion below with City Hall Shared and Common Areas).
- Note that there is only a small counter area which can be ascribed to Planning today; in the projection of needs, we identify the need for one Planning counter station today and two in the future (but these should be shared as needed with other departments).
- Staff work space in the OSS area is included for the Planning Technician in charge of counter functions and for two Assistant Planners who are programmed to be located in this vicinity.

### Advance Planning

- Advance Planning staff are allocated private offices of appropriate workstation standard, and an open workstation for the department assistant. As noted above, Senior Planners in the Department are allocated offices of slightly larger size than Associate Planners, based on a possible need for more visitor seating or more special project storage space.
- The Advance Planning open area (files and equipment only) should be near to the offices, but can otherwise be combined with the open work areas for the department.

### Shared Areas

- A number of staff and items of equipment are shared by the planning functions of the department and are listed separately under the "shared" heading. This provides information for the designers so that these operations can be located for most convenient operations.

- We also program a conference room (similar in size to the room allocated today to the Building Department, but programmed as an enclosed room, not an open, panel-enclosed space). This room also is to be used for packet preparation, but will further be useful not only for conferences and meetings but to serve as workspace for special projects (or consultants) when this is needed.
- The department vault is sized based on the equipment located in it, and because it is so overcrowded the need is computed at 415 sq. ft. This also includes space for the items currently located under the stairs. In total, the existing storage space amounts to 257 sq. ft.

Code Enforcement

- Code Enforcement staff currently share one large office. In the future we have programmed the Code Enforcement Supervisor with an office based on the standard for division managers, and provided a basic (120 sq. ft.) office for the assistant.
- This approach provides the most flexibility in the future, and also allows space to be allocated in different ways if the function is changed in the future.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Planning Department					
Administration NSF	579	630	630	630	630
Economic Development NSF	360	404	404	404	404
Current Planning					
Office Areas NSF	564	710	670	780	780
OSS Areas NSF	378	747	812	812	812
Advance Planning NSF	309	420	420	420	420
Shared Area NSF	1054	1280	1350	1350	1,440
Code Enforcement NSF	231	360	360	360	360
Total Planning Dept	3,475	4,551	4,646	4,756	4,846

## **Public Works Department**

### Administration

- We have programmed a private office for the Director, and note that the standard for this position is essentially the same size office as that now provided.
- The Administrative Manager is programmed with an office here, and is presumed to remain with the Administrative area even if the One-stop Shop (OSS) functions which are supervised are located farther away in the future.
- A work area is programmed with the Director (similar to the configuration today) for a possible administrative assistant and reception space in the administrative area. This space is used for general filing today.

### One Stop Shop Areas

- OSS staff and support areas are programmed separately. These areas would be located near the public functions making up the City Hall OSS, including those for Building, Planning, and Public Works Departments.
- The area includes an allocation for 3 counter stations today, and increasing to a requirement for 4 stations in the future (at PL-1). This is in line with the guidelines approved (via questionnaire) by the OSS review team and discussed in the white papers which have been submitted under separate cover.
- The OSS functions include a public waiting area. This, and the counter stations as well, should be examined in relation to the other OSS counter and waiting areas which are programmed for the building (see discussion below with City Hall Shared and Common Areas).

### Engineering

- Engineering requirements are divided into three parts: Administration (City Engineer), General Engineering, and Inspection/Survey.
- The City Engineer is allocated space for a Deputy Department Director. Other engineers are allocated workstations according to the standards discussed elsewhere in this report.
- There are three open work areas allocated to Engineering, but they can be combined based on building configuration and convenience. But each open area should be kept together for operational efficiency. The three areas are (a) Engineering Open Work Area, (b) Inspection Open Work Area, and (c) Survey Open Work Area..

### Transportation and Development Services

- Transportation and Development Services requirements are divided into three parts: Administration (the T&DS Manager), Transportation, and Development Services.
- As with Engineering (noted above), each engineer is allocated a workstation according to the standards discussed elsewhere in this report.
- Two open work areas (Transportation, and Development Services) are programmed separately, but these can be combined in design and layout, as long as the staff workstations and items of equipment programmed in each one are kept together.
- Note that in some cases we have programmed layout tables, copy and blue-line equipment, and other items which require general access by various staff from any part of the Department.

- A Traffic Control Room is programmed with Transportation and should be designed with its electronic systems and other requirements in mind. This room will have display panels and computer equipment that connects to the traffic sensors and control devices throughout the City.
- A Plan File Room (“vault”) is programmed with Development Services to contain the archive of plans for the City’s public works as well as the scanning and printing system which the City is moving to. The room size is based on current equipment, with some allowance for growth. But, due to current crowding, the present need is 610 sq. ft. compared to 458 sq. ft. today (this existing figure includes the plan storage rooms in both buildings).

Shared Areas

- Three areas are programmed as “shared” by the department: a conference room, a coffee area, and a general storage room.
- The program includes space for a department conference room somewhat larger than the present one (to accommodate 8 persons comfortably). This should be located for general City use, as well as occasional public access, but it is expected that Public Works will make significant use of it. All conference rooms, whether allocated to a specific department or not, should be reserved through a central system.
- Note that a separate conference room is allocated with general OSS areas, similar in size to the existing Public Works conference room. See discussion with City Hall Shared and Common Areas.
- The coffee area and general store room should be convenient to all staff areas. The store room corresponds to the space currently under the back stairs.

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
Public Works					
Administration NSF	714	780	780	780	780
OSS Areas NSF	642	1040	1105	1105	1,105
Engineering NSF	1903	2300	2385	2530	2,530
Transportation & Dev. Svcs. NSF	2099	2782	2852	3122	3,327
Shared Areas NSF	365	500	500	500	500
Total, Public Works Dept	5,723	7,402	7,622	8,037	8,242

## City Hall Shared and Common Areas

### Conference Rooms

- Two conference rooms are programmed with City Hall Shared and Common Areas: a 300 sq. ft. conference room seating up to 12 persons (8-10 with a presentation area), and a large conference room of 560 sq. ft. intended to serve as the “Fire Department” conference room does today.
- In addition, a number of conference rooms are programmed with the departments as primary users, though it is understood that all<sup>2</sup> conference rooms will be accessible for use by any department if it is so scheduled. The use of conference rooms should be scheduled through a central resource (via computer). Each conference room programmed with a department should be located in close proximity to it.
- The following table summarizes the programmed conference rooms, and compares them to the corresponding areas where feasible. Note that there are 4 new conference rooms in the program: City Manager conference, Administrative Services conference, Human Resources interview/conference, and a new, smaller Fire Department conference in lieu of the larger one now listed with Shared & Common Areas.

	Existing Sq. Ft. if any	Standard Code	Required Sq. Ft.
<b>Programmed with Shared &amp; Common Areas</b>			
Hearing Room ("Lobby Conf Rm" today)	244	C-5	300
Large Conference Room (general use)	(see Fire Dept)	C-9	560
<b>Programmed with Departments</b>			
City Admin-Council Conference Room	400	(Existing)	400
City Mgr. Conference Room	none	C-3	180
Admin. Svcs. Conference Room	none	C-5	300
Bldg. Dept. Conference Room/Library	178	C-3	180
City Atty. Law Library	258	C-5	300
Fire Department Conference Room	555	C-6	360
HR Conference/Interview Room	none	C-3	180
Planning Dept. Conf Rm/Packet Prep	84	C-3	180
Public Works Conference Room	176	C-4	240
Shared Areas-OSS Conference Rm	none	C-3	180
<b>Total SF, all Conference Rooms</b>	<b>1,895</b>		<b>3,360</b>
<b>Total No. of Conference Rooms</b>	<b>7</b>		<b>12</b>
<b>Avg. SF/Room</b>	<b>271</b>		<b>280</b>

### Building Lobby and Related Areas

- The existing building lobby (excluding the workstations and lobby conference room) amounts to 532 sq. ft. today. In keeping with this conservative approach we have programmed only 1,000 net sq. ft. into lobby space. Additional space may be derived from the net-to-gross circulation allowance, but this depends entirely on circumstances of design and layout.
- Public lavatories are not separately programmed and are assumed to be contained in the 80% building efficiency used to calculate gross space requirements.

### Lunchroom

- We have programmed a modest lunchroom facility similar to that which exists today. The City has recently invested space and funds to provide a newly configured lunchroom, and the consensus obtained in our interviews suggests that this size facility meets the City Hall requirements.

<sup>2</sup> There may be exceptions to this, based on City policy. For example, the Law Library might be off-limits, due to valuable books there, unless cleared with the City Attorney.

One-Stop Shop Facility

- One-stop Shop (OSS) facilities are programmed with the departments that each have some OSS functions (Building, Planning, Public Works). There are additional areas which are not allocated to the needs of one department, however, and these are programmed here with City Hall Shared and Common Areas.
- The additional items programmed here include
  - (a) Counter space (2 stations) for other users, such as on call or on periodic scheduled bases. These may include Utilities, Harbor, General Services, Police, and others. In addition, even though the Fire Department is programmed space for public counter functions with the Fire Marshal, it may be desired to have the Fire Department physically locate some staff resources to the central OSS on a scheduled bases, and this counter allowance would serve such a plan.
  - (b) Visitor research space, including provision for 2-3 PC terminals, file areas, and two work tables.
  - (c) Space behind the public counter for 3-4 department PC terminals for staff use.
  - (d) A conference room, similar in size to the existing Public Works conference room, and for use exclusively by OSS functions.
- The areas programmed with the three main OSS departments include the following:
  - (a) Building counter stations (4 now, then 5) each about 5-ft 6-in wide)
  - (b) Planning counter stations (1 now, then 2) each about 5-ft 6-in wide)
  - (c) Public Works counter stations (3 now, then 4) each about 5-ft 6-in wide)
  - (d) Waiting Areas with each department, totaling 480 sq. ft.
  - (e) Staff workstations and work areas with each department.
- The total OSS space requirement, including the department areas, conference room, visitor areas, counters, etc., is 4,237 net sq. ft. at present and 4,642 net sq. ft. at PL-2/3.

Warehouse and Storage

- The existing warehouse space is 445 net sq. ft. (including interior aisles), and we have programmed a requirement of 600 net sq. ft. plus 90 sq. ft. for net circulation areas. The added space should accommodate both the increase need due to the small amount of City Hall growth over time, and also integration of file storage space into a warehouse area (now in the attic of Building B).

Summary

The requirements are summarized as follows:

Item (Net Sq. Ft.)	Pres Actual	Pres Req'd	Level 1	Level 2	Level 3
City Hall Shared/Common Areas					
Conference Center NSF	244	1080	1080	1080	1,080
Building Lobby & Related NSF	532	1000	1000	1000	1,000
Lunch Room NSF	540	730	730	730	730
OSS Facility Additions NSF	0	690	690	710	710
Warehouse NSF	445	690	690	690	690
Total, Shared/Common Areas	1,761	4,190	4,190	4,210	4,210

## **REQUIREMENTS DETAILS – DATA SHEETS AND BUBBLE DIAGRAMS**

The following pages present the requirements detail computation sheets. The conventions used and other information which may assist in reading the data sheets are presented in Appendix A of this report. The standards which underly the requirements are presented in Appendix B.

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Administration</b>															
<b>Office of Mayor and Council</b>															
<b>Office Areas</b>															
Mayor	PO-3	150	144	1	1	150	1	1	150	1	1	150	1	1	150
Council Member				0	0		0	0		0	0		0	0	
Dept. Asst. to Mayor	en-D	80	58	1	1	80	1	1	80	1	1	80	1	1	80
Subtotal Assigned SF			202	2	230	2	230	2	230	2	230	2	230	2	230
Circulation Allowance			Unit Circ-4	25%	60		60		60		60		60		60
Total, Council Office Areas, NSF			202	2	290	2	290	2	290	2	290	2	290	2	290
<b>Council Chambers Areas</b>															
Existing Complex is assumed to remain															
Council Conference Room			400		400		400		400		400		400		400
Council Lavatory			42		42		42		42		42		42		42
Chambers, Front Area			735		735		735		735		735		735		735
Chambers, Seating Area			1084		1084		1084		1084		1084		1084		1084
Chamber, Projection			96		96		96		96		96		96		96
Chambers, Storage			148		148		148		148		148		148		148
Chambers, Lobby			621		621		621		621		621		621		621
Chambers, Inner (Net) Circulation			65		65		65		65		65		65		65
Chambers, Lobby Lavatories			292		292		292		292		292		292		292
Chambers, Misc Mechanical Areas			12		12		12		12		12		12		12
Chambers, Misc. Wall Thickness			127		127		127		127		127		127		127
Subtotal Assigned SF			3,622	0	3,622	0	3,622	0	3,622	0	3,622	0	3,622	0	3,622
Circulation Allowance			(Included above)	--	--		--		--		--		--		--
Total, Chambers Areas, GSF			3,622	0	3,622	0	3,622	0	3,622	0	3,622	0	3,622	0	3,622
<b>Office of City Manager</b>															
City Manager	PO-7	300	294	1	1	300	1	1	300	1	1	300	1	1	300
Exec Asst. to City Mgr.	Recept-2	180	186	1	1	180	1	1	180	1	1	180	1	1	180
Asst. City Mgr.	PO-5	210	235	1	1	210	1	1	210	1	1	210	1	1	210
Asst. City Mgr.	PO-5	210	156	1	1	210	1	1	210	1	1	210	1	1	210
PIO	PO-4	180	152	1	1	180	1	1	180	1	1	180	1	1	180
Copy Room/Supplies	clos-4	60	50		1	60		1	60		1	60		1	60
<b>Lobby Reception Area</b>															
Dept. Asst.	en-D	80	117	1	1	80	2	2	160	2	2	160	2	2	160
Equipment/Files	allowance	40	incl		1	40		1	40		1	40		1	40
Conference Room	C-3	180	none		1	180		1	180		1	180		1	180
Subtotal Assigned SF			1,190	6	1,440	7	1,520	7	1,520	7	1,520	7	1,520	7	1,520
Circulation Allowance			Unit Circ-4	25%	360		380		380		380		380		380
Total City Manager, NSF			1,190	6	1,800	7	1,900	7	1,900	7	1,900	7	1,900	7	1,900
<b>Total, Administrative Areas</b>			<b>5,014</b>	<b>8</b>	<b>5,712</b>	<b>9</b>	<b>5,812</b>	<b>9</b>	<b>5,812</b>	<b>9</b>	<b>5,812</b>	<b>9</b>	<b>5,812</b>	<b>9</b>	<b>5,812</b>
Area less chambers complex			1,392		2,090		2,190		2,190		2,190		2,190		2,190
Density (sf/workstation)			174.0		261.3		243.3		243.3		243.3		243.3		243.3



ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Mailroom/Remittance Processing</b>															
Work Room	allow	600	513		1	600		1	600		1	600		1	600
Coordinator/Fiscal Clerk			incl.		1			1			1			1	
Fiscal Clerk (pt)			incl.		1			1			1			1	
Equipment			incl.												
			Subtotal Assigned SF			513	2	600	2	600	2	600	2	600	2
			Circulation Allowance	Unit Circ-1	10%			60		60		60		60	
			Total, ASD, Fiscal Svcs, Mailroom NSF			513	2	660	2	660	2	660	2	660	2
			Total, Fiscal Services			2,050	13	2,871	13	2,871	13	2,871	14	2,871	
<b>Management Information Systems</b>															
<b>Administration</b>															
Manager	PO-4	180	141	1	1	180	1	1	180	1	1	180	1	1	180
			Subtotal Assigned SF			141	1	180	1	180	1	180	1	180	
			Circulation Allowance	Unit Circ-3	20%			40		40		40		40	
			Total, ASD, MIS, Administration NSF			141	1	220	1	220	1	220	1	220	
<b>Applications</b>															
Coordinator	PO-2	120	121	1	1	120	1	1	120	1	1	120	1	1	120
Senior Analyst	PO-2	120	126	1	1	120	1	1	120	1	1	120	1	1	120
Analyst	PO-2	120	381	3	3	360	3	3	360	3	3	360	3	3	360
MIS Technician	en-D	80	82	1	1	80	2	2	160	2	2	160	2	2	160
			Subtotal Assigned SF			710	6	680	7	760	7	760	7	760	
			Circulation Allowance	Unit Circ-3	20%			140		150		150		150	
			Total, ASD, MIS, Applications NSF			735	6	820	7	910	7	910	7	910	
<b>GIS</b>															
GIS Open Work Area			[467]			[669]			[733]			[733]			[733]
GIS Coordinator	en-D	80	58	1	1	80	1	1	80	1	1	80	1	1	80
GIS Analyst	en-E	100	60	1	1	100	1	1	100	1	1	100	1	1	100
Mapping Asst.	en-E	100	160	2	2	200	2	2	200	2	2	200	2	2	200
PT/Temp/Intern	en-C	64	56	1	1	64	2	2	128	2	2	128	2	2	128
Equipment			133												
Counter/Reception (access control)	cntr stn	40			1	40		1	40		1	40		1	40
Plotter	print-3	30			2	60		2	60		2	60		2	60
Printer (shared)	print-1	10			1	10		1	10		1	10		1	10
Files	file	10			6	60		6	60		6	60		6	60
Horizontal flat plan file (stack)	flat plan-h	40			1	40		1	40		1	40		1	40
Vertical rolled plan file	roll plan-v	5			3	15		3	15		3	15		3	15
Bookcase	bc	2													
Circulation inside work area	inner circ2	25%				167			183			183			183
			Subtotal Assigned SF			467	5	836	6	916	6	916	6	916	
			Circulation Allowance	Unit Circ-2	15%			130		140		140		140	
			Total, ASD, MIS, GIS NSF			657	5	966	6	1,056	6	1,056	6	1,056	
<b>Operations</b>															
Operations Open Work Area			[390]			[552]			[552]			[552]			[552]
Coordinator	en-D	80	77	1	1	80	1	1	80	1	1	80	1	1	80
MIS Tech Supp Spec	en-C	64	197	3	3	192	3	3	192	3	3	192	3	3	192
Equipment			116												
Work Table (large)	table	40			1	40		1	40		1	40		1	40
Printer (shared)	print-2	20			1	20		1	20		1	20		1	20
TV Cart/Training Tapes	cart	10			1	10		1	10		1	10		1	10
Storage	stg cab	15			3	45		3	45		3	45		3	45
Book cases (reference)	bc	10			2	20		2	20		2	20		2	20
Coffee	cof-1	15			1	15		1	15		1	15		1	15
Misc. storage area/floor space	allowance	20			1	20		1	20		1	20		1	20
Circulation inside work area	inner circ2	25%				110			110			110			110
Storeroom	Clos-5	90	58		1	90		1	90		1	90		1	90
(note that items now also in circulation corridors)															

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
Subtotal Assigned SF			448	4		642	4		642	4		642	4		642
Circulation Allowance	Unit Circ-2	15%	125			100			100			100			100
Total, ASD, MIS, Operations NSF			573	4		742	4		742	4		742	4		742
<b>Computer Room</b>															
Computer Room	Allowance	500	443		1	500		1	500		1	500		1	500
Subtotal Assigned SF			443	0		500	0		500	0		500	0		500
Circulation Allowance	Unit Circ-1	10%	incl.			50			50			50			50
Total, ASD, MIS, Computer Room NSF			443	0		550	0		550	0		550	0		550
<b>Telecommunications/networks</b>															
Telecom Open Work Room			[209]			[381]			[381]			[381]			[381]
Comm. Coordinator	en-D	80	82	1	1	80	1	1	80	1	1	80	1	1	80
(Combine with pay phone ws, below)															
Comm. Spec	en-C	64	42	1	1	64	1	1	64	1	1	64	1	1	64
Equipment			85												
Storage wall (equipment)	stg cab	15			7	105		7	105		7	105		7	105
Filing	file	10			1	10		1	10		1	10		1	10
Cart	cart	10			1	10		1	10		1	10		1	10
Workstation (pay phone control)	en-A	36			1	36		1	36		1	36		1	36
Circulation inside work area	inner circ2	25%				76			76			76			76
Pay Phone Control Equipment Rm	Clos-3	45	42		1	45		1	45		1	45		1	45
Storage Room	Allowance	350	311		1	350		1	350		1	350		1	350
Telephone Equipment Room															
Not listed here. See Building Support/Common Areas															
Subtotal Assigned SF			562	2		776	2		776	2		776	2		776
Circulation Allowance	Unit Circ-2	15%	78			120			120			120			120
Total, ASD, MIS, Telecoms NSF			640	2		896	2		896	2		896	2		896
Total, MIS			3,189	18		4,194	20		4,374	20		4,374	20		4,374
<b>Revenue</b>															
Manager	PO-4	180	153	1	1	180	1	1	180	1	1	180	1	1	180
Revenue Open Work Area (Reception)			[120]			[228]			[228]			[228]			[228]
Counter (can integrate with WS's)	cntr stn	40			2	80		2	80		2	80		2	80
Fiscal Clerk	en-C	64	120	2	2	128	2	2	128	2	2	128	2	2	128
Other Equipment															
File	file	10			2	20		2	20		2	20		2	20
Circulation	(included)														
Revenue Open Work Area			[595]			[912]			[912]			[992]			[1,072]
Rev. Tech.	en-D	80	62	1	1	80	1	1	80	1	1	80	1	1	80
Fiscal Spec.	en-C	64	98	2	2	128	2	2	128	2	2	128	2	2	128
Fiscal Spec. (pt)	en-C	64	36	1	1	64	1	1	64	1	1	64	1	1	64
Sr. Fiscal Clerk	en-C	64	35	1	1	64	1	1	64	1	1	64	1	1	64
Fiscal Clerk	en-C	64	64	1	1	64	1	1	64	2	2	128	3	3	192
License Inspector	en-A	36	72	2	2	72	2	2	72	2	2	72	2	2	72
Film Liaison	en-A	36	36	1	1	36	1	1	36	1	1	36	1	1	36
Hearing Officer	en-A	36	35	1	1	36	1	1	36	1	1	36	1	1	36
Files and Equipment															
Coffee (See Department Shared Areas)			20												
Work table	table	40	137		2	80		2	80		2	80		2	80
Printer	print-2	20	incl.		2	40		2	40		2	40		2	40
Copy	copy-2	40	incl.		1	40		1	40		1	40		1	40
Cart	cart	10	incl.		1	10		1	10		1	10		1	10
Bookcase/Reference Materials	bc	10	incl.		1	10		1	10		1	10		1	10
Coatrack	coat	6	incl.		1	6		1	6		1	6		1	6
Circulation inside work area	inner circ2	25%				182			182			198			214
Hearing Room (listed with shared/common areas)															
Subtotal Assigned SF			868	13		1,320	13		1,320	14		1,400	15		1,480
Circulation Allowance	Unit Circ-2	15%	216			200			200			210			220
Total, ASD, Revenue NSF			1,084	13		1,520	13		1,520	14		1,610	15		1,700

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Accounting</b>															
Finance Ofcr.	PO-4	180	121	1	1	180	1	1	180	1	1	180	1	1	180
Accounting Open Work Area			[395]			[550]			[550]			[550]			[650]
Accountant	en-D	80	175	2	2	160	2	2	160	2	2	160	3	3	240
Mgt Asst.	en-D	80	92	1	1	80	1	1	80	1	1	80	1	1	80
Fiscal Clerk	en-C	64	40	1	1	64	1	1	64	1	1	64	1	1	64
PT/Temp Wkstn	en-C	64	69	1	1	64	1	1	64	1	1	64	1	1	64
Files & Equipment			19												
Files	file	10			4	40		4	40		4	40		4	40
Printer	print	20			1	20		1	20		1	20		1	20
Storage Cabinet (or equal)	stg cab	15			2	30		2	30		2	30		2	30
Circulation inside work area	inner circ2	25%				92			92			92			112
Payroll Work Area			[111]			[268]			[268]			[268]			[268]
Note: This area requires some privacy.															
Fiscal Spec. (Payroll)	en-D	80	75	1	1	80	1	1	80	1	1	80	1	1	80
Files & Equipment			36												
Waiting area	chair	15			2	30		2	30		2	30		2	30
Counter (can incl with WS)	cntr stn	40			1	40		1	40		1	40		1	40
Files	file	10			2	20		2	20		2	20		2	20
Storage Cabs (mainly printouts)	stg cab	15			3	45		3	45		3	45		3	45
Circulation inside work area	inner circ2	25%				53			53			53			53
Subtotal Assigned SF				627	7	998	7		998	7		998	8		1,098
Circulation Allowance			Unit Circ-2	15%	126				150			150			160
Total, ASD, Accounting NSF				753	7	1,148	7		1,148	7		1,148	8		1,258
<b>Department Shared Areas</b>															
Vault				300		[350]			[350]			[350]			[350]
High-Density Shelving (3' units)	Each Unit	6			25	150		25	150		25	150		25	150
Coin Counter	Allowance	20			1	20		1	20		1	20		1	20
Hoist for lifting collection bins	Allowance	25			1	25		1	25		1	25		1	25
Bagging Area	Allowance	80			1	80		1	80		1	80		1	80
Endorser	Allowance	5			1	5		1	5		1	5		1	5
Circulation inside work area	inner circ2	25%				70			70			70			70
Coffee Area			cof-3	30	17		1	30		1	30		1	30	
(Note, no coffee programmed in other divisions except for MIS which has night activity.)															
Subtotal Assigned SF				317	0	380	0		380	0		380	0		380
Circulation Allowance			Unit Circ-2	15%	incl.	60			60			60			60
Total, ASD, Shared Areas NSF				317	0	440	0		440	0		440	0		440
<b>Total Admin. Svcs. Department</b>				<b>7,912</b>	<b>54</b>	<b>11,243</b>	<b>56</b>		<b>11,423</b>	<b>57</b>		<b>11,513</b>	<b>60</b>		<b>11,713</b>
Density (sf/workstation)				146.5		208.2			204.0			202.0			195.2

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Building Department</b>															
<b>Administration</b>															
Building Director	PO-6b	280	272	1	1	280	1	1	280	1	1	280	1	1	280
Open Work Area			[319]			[511]			[631]			[631]			[631]
Admin. Asst.	en-D	80	93	1	1	80	1	1	80	1	1	80	1	1	80
Dept. Asst.	en-C	64	51	1	1	64	1	1	64	1	1	64	1	1	64
Office Asst.	en-recep-1	100	76	1	1	100	1	1	100	1	1	100	1	1	100
Aide	en-B	48	0	0	0		2	2	96	2	2	96	2	2	96
Equipment			99												
MF Reader/Printer	sws	45			1	45	1		45	1		45	1		45
MF Files	file	10			2	20	2		20	2		20	2		20
Table with Fax, PC	table	40			1	40	1		40	1		40	1		40
File-General	file	10			5	50	5		50	5		50	5		50
File-Dep. Director	file	10			1	10	1		10	1		10	1		10
Circulation inside work area	inner circ2	25%	incl.			102			126			126			126
Copy Center (for department)	copy-3	60	43		1	60	1		60	1		60	1		60
Supplies Closet	clos-2	30	20		1	30	1		30	1		30	1		30
Coffee Niche	cof-4	60	47		1	60	1		60	1		60	1		60
Conference Room/Library	C-3	180	178		1	180	1		180	1		180	1		180
Subtotal Assigned SF			879	4		1,121	6		1,241	6		1,241	6		1,241
Circulation Allowance	Unit Circ-2	15%	276			170			190			190			190
Total, Bldg Dept, Admin NSF			1,155	4		1,291	6		1,431	6		1,431	6		1,431
<b>Plan Check &amp; Permitting</b>															
<b>Administration</b>															
Deputy Bldg. Official	PO-5	210	168	1	1	210	1	1	210	1	1	210	1	1	210
Subtotal Assigned SF			168	1		210	1		210	1		210	1		210
Circulation Allowance	Unit Circ-3	20%	53			40			40			40			40
Total, Bldg Dept, Plan Check Adm NSF			221	1		250	1		250	1		250	1		250
<b>Customer Service - One Stop Shop</b>															
Customer Work Area (at One-Stop Shop)			[346]			[710]			[770]			[770]			[770]
Sr. Permit Tech.	en-E	100	105	1	1	100	1	1	100	1	1	100	1	1	100
Permit Tech & Intern	en-B	48	124	3	3	144	4	4	192	4	4	192	4	4	192
Intern/Aide	en-B	48	incl.	1	1	48	1	1	48	1	1	48	1	1	48
Files & Equipment			117												
Table with printers (2)	table	40			1	40	1		40	1		40	1		40
Files (back of work area)	file	10			14	140	14		140	14		140	14		140
Plan File Bins (back of work area)	allow ea lf	6			16	96	16		96	16		96	16		96
(Note: bins now above files, so ladder is needed. But space is programmed as if it is a separate file unit)															
Circulation inside work area	inner circ2	25%	incl.			142			154			154			154
Counter Allocation															
Public Counter	cntr stn-lg	55	239	4		220	5		275	5		275	5		275
Waiting (allocation)	allowance	200	168		1	200	1		200	1		200	1		200
Subtotal Assigned SF			753	5		1,130	6		1,245	6		1,245	6		1,245
Circulation Allowance	Unit Circ-2	15%	158			170			190			190			190
Total, Bldg. Dept., Cust Svc (OSS), NSF			911	5		1,300	6		1,435	6		1,435	6		1,435
<b>Plan Check - One Stop Shop</b>															
Civil Engr	en-E	100	102	1	1	100	2	2	200	2	2	200	2	2	200
Subtotal Assigned SF			102	1		100	2		200	2		200	2		200
Circulation Allowance	Unit Circ-3	20%	incl.			20			40			40			40
Total, Bldg. Dept., Plan Ch (OSS), NSF			102	1		120	2		240	2		240	2		240

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Plan Check - Back Office</b>															
Civil Engr	PO-2	120	328	3	3	360	3	3	360	3	3	360	4	4	480
Vault/Plan File Storage Room	Allowance	180	139		1	180		1	180		1	180		1	180
Plan Rack / Forms (in open area)	Allowance	50	34		1	50		1	50		1	50		1	50
Subtotal Assigned SF			501	3	590	3	590	3	590	3	590	4	710		
Circulation Allowance			Unit Circ-3	20%	157		120		120		120		140		
Total, Bldg. Dept., Plan Ch (OSS), NSF			658	3	710	3	710	3	710	3	710	4	850		
Total, Plan Check & Permitting			1,892	10	2,380	12	2,635	12	2,635	12	2,635	13	2,775		
<b>Inspection Division</b>															
<b>Administration</b>															
Chief Bldg. Insp.	PO-3	150	180	1	1	150	1	1	150	1	1	150	1	1	150
(Note that library is added to conf rm, above)															
PC Station (share) (in open area)	en-A	36	22		1	36		1	36		1	36		1	36
<b>Res'l Building Record</b>															
Res. Bldg. Record Insp.	en-B	48	31	1	1	48	1	1	48	1	1	48	1	1	48
<b>Residential Inspection</b>															
Pr. Bldg. Insp.	en-D	80	65	1	1	80	1	1	80	1	1	80	1	1	80
Sr. Bldg. Insp.	en-C	64	31	1	1	64	1	1	64	1	1	64	1	1	64
Bldg. Insp.	en-B	48	198	6	6	288	7	7	336	7	7	336	7	7	336
<b>Commercial Inspection</b>															
Pr. Bldg. Insp.	en-D	80	65	1	1	80	1	1	80	1	1	80	1	1	80
Sr. Bldg. Insp.	en-C	64	62	2	2	128	2	2	128	2	2	128	2	2	128
Bldg. Insp.	en-B	48								1	1	48	1	1	48
Subtotal Assigned SF			654	13	874	14	922	15	970	15	970	15	970		
Circulation Allowance			Unit Circ-4	25%	287		220		230		240		240		
Total, Bldg Dept, Inspection NSF			941	13	1,094	14	1,152	15	1,210	15	1,210	15	1,210		
<b>Total Building Department</b>			<b>3,988</b>	<b>27</b>	<b>4,765</b>	<b>32</b>	<b>5,218</b>	<b>33</b>	<b>5,276</b>	<b>34</b>	<b>5,416</b>				
Density (sf/workstation)			147.7		176.5		163.1		159.9		159.3				

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>City Attorney</b>															
City Atty.	PO-6b	280	273	1	1	280	1	1	280	1	1	280	1	1	280
Asst. City Atty.	PO-5	210	208	1	1	210	1	1	210	1	1	210	1	1	210
Dep. City Atty.	PO-5	210	153	1	1	210	1	1	210	2	2	420	2	2	420
Open Work Area					[262]			[397]			[397]			[397]	
Adm. Asst.	en-E	100	174	1	1	100	1	1	100	1	1	100	1	1	100
Law Clerk/Intern	en-C	64	35	1	1	64	1	1	64	1	1	64	1	1	64
Dept. Asst.	en-C	64	35	1	1	64	1	1	64	1	1	64	1	1	64
Equipment	allowance	75	18												
Copy & paper storage	copy-1	20			1	20		1	20		1	20		1	20
Files	file	10			2	20		2	20		2	20		2	20
coffee	cof-2	20			1	20		1	20		1	20		1	20
Guest Seating	chair	15			2	30		2	30		2	30		2	30
Circulation inside work area	inner circ2	25%				79			79			79			79
Law Library	C-5	300	258		1	300		1	300		1	300		1	300
Supplies	Clos-2	30	15		1	30		1	30		1	30		1	30
File Room					118			150			150			150	
Litigation Files	file	10			4			4			4			4	
Code Enforcement Files	file	10			3			3			3			3	
Subject Files	file	10			4			4			4			4	
Storage for 26 cartons	stg cab	15			2			2			2			2	
shredder	allowance	10			1			1			1			1	
Subtotal Assigned SF					1,287	6		1,577	6		1,577	7		1,787	7
Circulation Allowance			Unit Circ-2	15%	179			240			240			270	
Total City Attorney NSF					1,466	6		1,817	6		1,817	7		2,057	7
<b>Total City Attorney</b>					<b>1,466</b>	<b>6</b>		<b>1,817</b>	<b>6</b>		<b>1,817</b>	<b>7</b>		<b>2,057</b>	<b>7</b>
Density (sf/workstation)					244.3			302.8			302.8			293.9	

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>City Clerk</b>															
City Clerk	PO-6b	280	125	1	1	280	1	1	280	1	1	280	1	1	280
Public Counter Area (allow 12')	cntr stn	40	66		3	120	3	120		3	120		3	120	
Open Work Area			[259]			[423]			[423]			[423]			[423]
Dep. City Clerk	en-D	80	75	1	1	80	1	1	80	1	1	80	1	1	80
Dep. City Clerk	en-D	80	77	1	1	80	1	1	80	1	1	80	1	1	80
<b>Equipment</b>															
Scanning Station	sws	45	33		1	45	1	45		1	45		1	45	
Work Counter/Packet Prep (10 ft)	cntr-ln ft	6	74		10	60	10	60		10	60		10	60	
Copy	copy-2	40	incl.		1	40	1	40		1	40		1	40	
Council Mail Racks	allowance	20	incl.		1	20	1	20		1	20		1	20	
Supplies	stg cab	15	incl.		2	30	2	30		2	30		2	30	
Circulation inside work area	inner circ2	25%	incl.			68		68			68			68	
<b>Vault</b>															
Shelving unit - Minutes	shv	15			1	200	1	200		1	200		1	200	
Shelving unit - Resolutions	shv	15			2		2			2			2		
Shelving unit - General (hi-density)	bc	10			10		10			10			10		
Files	file	10			3		3			3			3		
Cart & Tub file	cart	10			2		2			2			2		
Subtotal Assigned SF			595	3	1,023	3	1,023	3	1,023	3	1,023	3	1,023	3	1,023
Circulation Allowance			Unit Circ-2	15%	229		150		150		150		150		150
Total, Net Sq. Ft. Block Area			824	3	1,173	3	1,173	3	1,173	3	1,173	3	1,173	3	1,173
<b>Total City Clerk</b>															
Density (sf/workstation)			274.7			391.0		391.0			391.0		391.0		391.0

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Community Services</b>															
<b>Administration</b>															
Director	PO-6b	280	199	1	1	280	1	1	280	1	1	280	1	1	280
Reception Area/Counter			[382]			[472]			[472]			[472]			[472]
Counter/Waiting Area	allowance	120	114	1	1	120	1	1	120	1	1	120	1	1	120
Office Asst.	en-C	64	149	2	2	128	2	2	128	2	2	128	2	2	128
Integrate work stations into counter.															
Equipment			58												
Copy	copy-1	20		1	1	20	1	1	20	1	1	20	1	1	20
Work Counter (8')/Storage/Fax	allow	40		1	1	40	1	1	40	1	1	40	1	1	40
Table	table	40		1	1	40	1	1	40	1	1	40	1	1	40
Coffee	cof-3	30	61	1	1	30	1	1	30	1	1	30	1	1	30
Circulation inside work area	inner circ2	25%	incl.			94			94			94			94
Administration Open Work Area			[150]			[272]			[272]			[272]			[272]
Adm.Asst.	en-C	64	45	1	1	64	1	1	64	1	1	64	1	1	64
Sr. Fiscal Clerk	en-C	64	43	1	1	64	1	1	64	1	1	64	1	1	64
Equipment															
Work counter (15') with stg	cntr-in ft	6	62	15	15	90	15	15	90	15	15	90	15	15	90
Circulation inside work area	inner circ2	25%	incl.			54			54			54			54
City Hall space not provided for:															
(Media Coordinator.)															
(Graphic Spec.)															
Subtotal Assigned SF			731	5	1,024	5	1,024	5	1,024	5	1,024	5	1,024	5	1,024
Circulation Allowance	Unit Circ-2	15%	162		150		150		150		150		150		150
Total, Community Svcs., Admin. NSF			893	5	1,174	5	1,174	5	1,174	5	1,174	5	1,174	5	1,174
<b>Recreational Services</b>															
Recreation Supt.	PO-4	180	168	1	1	180	1	1	180	1	1	180	1	1	180
Recreation Manager	PO-3	150	263	2	2	300	2	2	300	2	2	300	2	2	300
Recreation Coordinator	PO-2	120	484	4	4	480	4	4	480	4	4	480	4	4	480
Recreation Open Work Area			[136]			[245]			[390]			[390]			[390]
(Can combine with Admin Open Area, above)															
Dept.Asst.	en-D	80	90	1	1	80	2	2	160	2	2	160	2	2	160
Field Desk	en-A	36	incl.	1	1	36	2	2	72	2	2	72	2	2	72
Equipment			46												
Files	file	10		8	8	80	8	8	80	8	8	80	8	8	80
Circulation inside work area	inner circ2	25%	incl.			49			78			78			78
Closet (lifeguard uniforms, etc.)	clos-2	30	30	1	1	30	1	1	30	1	1	30	1	1	30
Store Room			102	1	1	[150]	1	1	[150]	1	1	[150]	1	1	[150]
Shelving	shv	15		3	3	45	3	3	45	3	3	45	3	3	45
Storage Cabinet (supplies, etc.)	stg cab	15		1	1	15	1	1	15	1	1	15	1	1	15
File	file	10		1	1	10	1	1	10	1	1	10	1	1	10
A/V Cart	cart	10		1	1	10	1	1	10	1	1	10	1	1	10
Easels, screens, flat storage	allowance	15		1	1	15	1	1	15	1	1	15	1	1	15
Open floor storage, misc. items	allowance	25		1	1	25	1	1	25	1	1	25	1	1	25
Circulation inside work area	inner circ2	25%	incl.			30			30			30			30
City Hall space not provided for:															
(Rec. Maint. Wkr.)															
Subtotal Assigned SF			1,183	9	1,385	11	1,530	11	1,530	11	1,530	11	1,530	11	1,530
Circulation Allowance	Unit Circ-2	15%	210		210		230		230		230		230		230
Total, Community Svcs., Rec. Svcs. NSF			1,183	9	1,595	11	1,760	11	1,760	11	1,760	11	1,760	11	1,760
<b>Total Community Services</b>			<b>2,076</b>	<b>14</b>	<b>2,769</b>	<b>16</b>	<b>2,934</b>	<b>16</b>	<b>2,934</b>	<b>16</b>	<b>2,934</b>	<b>16</b>	<b>2,934</b>	<b>16</b>	<b>2,934</b>
Density (sf/workstation)			148.3		197.8		183.4		183.4		183.4		183.4		183.4

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Fire Department</b>															
<b>Office of the Chief</b>															
Fire Chief	PO-6b	280	234	1	1	280	1	1	280	1	1	280	1	1	280
Adm.Asst.	Recept-2	180	174	1	1	180	1	1	180	1	1	180	1	1	180
Subtotal Assigned SF			408	2	460	2	460	2	460	2	460	2	460	2	460
Circulation Allowance			Unit Circ-4	25%	60		120		120		120		120		120
Total, Fire Dept, Ofc. of Fire Chief NSF			468	2	580	2	580	2	580	2	580	2	580	2	580
<b>Support Services</b>															
Manager	PO-4	180	198	1	1	180	1	1	180	1	1	180	1	1	180
Sr. Fiscal Clerk	en-C	64	76	1	1	64	1	1	64	1	1	64	1	1	64
Added equipment allowance (in WS)		allowance	60		1	60	1	60	1	60	1	60	1	60	60
<b>Administrative Area Reception Point</b>															
Ofc.Asst.	en-recep-1	100	48	1	1	100	1	1	100	1	1	100	1	1	100
Open Work Area			[75]		[76]		[76]		[76]		[76]		[76]		[76]
Field Work Station/Aide	en-A	36	36	1	1	36	1	1	36	1	1	36	1	1	36
Copier	copy-1	20	20	1	1	20	1	1	20	1	1	20	1	1	20
Coffee Area	cof-2	20	19	1	1	20	1	1	20	1	1	20	1	1	20
Conference Room			C-6	360	555	1	360	1	360	1	360	1	360	1	360
See discussion with CH Shared/Common Areas															
<b>Staff relocated out of City Hall complex</b>															
Supp Svcs Capt				--		--		--		--		--		--	
Facility & Supply Coord.				--		--		--		--		--		--	
Subtotal Assigned SF			952	3	840	3	840	3	840	3	840	3	840	3	840
Circulation Allowance			Unit Circ-3	20%	140		170		170		170		170		170
Total, Fire Dept, Supp. Svcs. NSF			1,092	3	1,010	3	1,010	3	1,010	3	1,010	3	1,010	3	1,010
<b>Fire Prevention</b>															
Fire Marshal	PO-5	210	220	1	1	210	1	1	210	1	1	210	1	1	210
Fire Prevention Open Work Area			[543]		[692]		[785]		[857]		[857]		[857]		[857]
Dep Fire Marshal	en-D	80	543	1	1	80	1	1	80	1	1	80	1	1	80
Fire Prev Spec	en-C	64	incl.	1	1	64	2	2	128	2	2	128	2	2	128
Inspector	en-B	48	incl.	1	1	48	1	1	48	2	2	96	2	2	96
Dept.Asst.	en-C	64	incl.	1	1	64	1	1	64	1	1	64	1	1	64
<b>Equipment &amp; Files</b>															
Drafting Work Station	dft	75		1	75	1	75	1	75	1	75	1	75	1	75
Vertical plan files	roll plan-v	5		2	10	2	10	2	10	2	10	2	10	2	10
Storage Cabinet	stg cab	15		1	15	1	15	1	15	1	15	1	15	1	15
Table with printers (2)	table	40		1	40	1	40	1	40	1	40	1	40	1	40
Work counter with cabs above	cntr-In ft	6		8	48	8	48	8	48	8	48	8	48	8	48
Files	file	10		3	30	4	40	5	50	5	50	5	50	5	50
Public counter (4 ft ea section)	cntr stn	40		2	80	2	80	2	80	2	80	2	80	2	80
Circulation inside work area			inner circ2	25%	incl.	138		157		171		171		171	
Subtotal Assigned SF			763	5	902	6	995	7	1,067	7	1,067	7	1,067	7	1,067
Circulation Allowance			Unit Circ-2	15%	146		140		150		160		160		160
Total, Fire Dept, Fire Prev. NSF			909	5	1,042	6	1,145	7	1,227	7	1,227	7	1,227	7	1,227
<b>EMS Management</b>															
Manager	PO-4	180	102	1	1	180	1	1	180	1	1	180	1	1	180
EMS Open Work Area			[107]		[144]		[144]		[144]		[144]		[144]		[144]
Dept.Asst.	en-C	64	107	1	1	64	1	1	64	1	1	64	1	1	64
<b>Equipment</b>															
Files	file	10	incl.	6	60	6	60	6	60	6	60	6	60	6	60
Misc equipment/shredder	allowance	20	incl.	1	20	1	20	1	20	1	20	1	20	1	20
Subtotal Assigned SF			209	2	324	2	324	2	324	2	324	2	324	2	324
Circulation Allowance			Unit Circ-2	15%	31		50		50		50		50		50
Total, Fire Dept, EMS Mgt. NSF			240	2	374	2	374	2	374	2	374	2	374	2	374

ITEM	Space Standard		At Present				Projected Requirements								
	Code	Sq. Ft.	Actual		Required		Level 1			Level 2			Level 3		
			Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Training/Community Relations/ES</b>															
Training Chief	PO-4	180	163	I	I	180	I	I	180	I	I	180	I	I	180
Comm Rels/ES Open Work Area			[241]			[343]			[343]			[343]			[343]
Comm Relations Ofcr.	en-D	80	100	I	I	80	I	I	80	I	I	80	I	I	80
Emerg. Svcs. Coord.	en-D	80	100	I	I	80	I	I	80	I	I	80	I	I	80
Equipment (emerg svcs)			41												
Storage Cabinets	stg cab	15			6	90	6	90	6	90	6	90	6	90	
Printers (2)	print-1	10			2	20	2	20	2	20	2	20	2	20	
Fax	allow	5			1	5	1	5	1	5	1	5	1	5	
Circulation inside work area	inner circ2	25%	incl.			68			68			68			68
Located out of City Hall complex:															
Lifeguard Capt.					--				--			--			--
Subtotal Assigned SF			404	3	523	3	523	3	523	3	523	3	523	3	523
Circulation Allowance			Unit Circ-2	15%	62		80		80		80		80		80
Total, Fire Dept, Training/CR/ES NSF			466	3	603	3	603	3	603	3	603	3	603	3	603
<b>Department General Storage</b>															
General Storage	Allow	240	242		I	240		I	240		I	240		I	240
Subtotal Assigned SF			242	0	240	0	240	0	240	0	240	0	240	0	240
Circulation Allowance			Unit Circ-2	15%	n/a		40		40		40		40		40
Total, Fire Dept, Gen. Storage NSF			242	0	280	0	280	0	280	0	280	0	280	0	280
<b>Total Fire Department (Admin)</b>			<b>3,417</b>	<b>15</b>	<b>3,889</b>	<b>16</b>	<b>3,992</b>	<b>17</b>	<b>4,074</b>	<b>17</b>	<b>4,074</b>	<b>17</b>	<b>4,074</b>	<b>17</b>	<b>4,074</b>
Density (sf/workstation)			227.8		259.3		249.5		239.6		239.6		239.6		239.6





ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Planning Department</b>															
<b>Administration</b>															
Director	PO-6b	280	283	1	1	280	1	1	280	1	1	280	1	1	280
Administrative Open Work Area			[173]			[220]			[220]			[220]			[220]
Adm. Asst.	en-E	100	138	1	1	100	1	1	100	1	1	100	1	1	100
Additional Equipment															
Reception area for 2 persons	allowance	60	35			1	60	1	60	1	60	1	60	1	60
Files at workstation	file	10				4	40	4	40	4	40	4	40	4	40
Mail center	allowance	20	incl.			1	20	1	20	1	20	1	20	1	20
Subtotal Assigned SF						456	2		500	2		500	2		500
Circulation Allowance			Unit Circ-4	25%		123			130			130			130
Total, Planning, Admin. NSF						579	2		630	2		630	2		630
<b>Economic Development</b>															
Sr. Planner	PO-3	150	104	1	1	150	1	1	150	1	1	150	1	1	150
Assoc Planner	PO-2	120	115	1	1	120	1	1	120	1	1	120	1	1	120
Open Work Area															
Dept. Asst.	en-C	64	64	1	1	64	1	1	64	1	1	64	1	1	64
Note: combine these open work areas. They are listed separately to show organizational and adjacency requirements.															
Subtotal Assigned SF						283	3		334	3		334	3		334
Circulation Allowance			Unit Circ-3	20%		77			70			70			70
Total, Planning, Econ. Dev. NSF						360	3		404	3		404	3		404
<b>Current Planning</b>															
<b>Main Office Area</b>															
Sr. Planner	PO-3	150	120	1	1	150	1	1	150	1	1	150	1	1	150
Sr. Planner	PO-3	150	125	1	1	150	1	1	150	1	1	150	1	1	150
Assoc Planner	PO-2	120	115	1	1	120	1	1	120	1	1	120	1	1	120
Current Planning Open Work Area															
Asst. Planner	en-E	100	48	1	1	100	1	1	100	2	2	200	2	2	200
Files/Equipment															
Files	file	10				2	20	2	20	2	20	2	20	2	20
Files (needed)	file	10				1	10	1	10	1	10	1	10	1	10
Cart	cart	10				1	10	1	10	1	10	1	10	1	10
Bookcase	bc	10				2	20	2	20	2	20	2	20	2	20
Circulation inside work area			inner circ2	25%	incl.		40								
Subtotal Assigned SF						444	4		620	4		580	5		680
Circulation Allowance			Unit Circ-2	15%		120			90			100			100
Total, Planning, Curr. Plng. Ofc. NSF						564	4		710	4		670	5		780
<b>One-Stop Shop Area</b>															
Planning Dept. One Stop Shop Open Area															
Planning Tech.	en-D	80	45	1	1	80	1	1	80	1	1	80	1	1	80
Asst. Planner	en-E	100	159	2	2	200	2	2	200	2	2	200	2	2	200
Files/Equipment															
File	file	10				5	50	5	50	5	50	5	50	5	50
Plan Storage (and overflow)	allowance	80				1	80	1	80	1	80	1	80	1	80
Circulation inside work area			inner circ2	25%	incl.		102					102			102
Counter Allocation															
Public Counter	cntr stn-lg	55	0			1	55	2	110	2	110	2	110	2	110
Waiting (allocation)	allowance	80	0			1	80	1	80	1	80	1	80	1	80
Subtotal Assigned SF						220	3		647	3		702	3		702
Circulation Allowance			Unit Circ-2	15%		158			100			110			110
Total, Planning, OSS NSF						378	3		747	3		812	3		812



ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Public Works</b>															
<b>Administration-Office Area</b>															
Director	PO-6b	280	280	1	1	280	1	1	280	1	1	280	1	1	280
Adm. Mgr.	PO-4	180	166	1	1	180	1	1	180	1	1	180	1	1	180
Administrative Open Work Area															
Exec Sec'y (Intern WS)	en-E	100	141	1	1	100	1	1	100	1	1	100	1	1	100
Equipment, Etc.															
Reception area for 2 persons	allowance	60	incl.			60	1		60	1		60	1		60
Subtotal Assigned SF					587	3			620	3		620	3		620
Circulation Allowance			Unit Circ-4	25%	127				160			160			160
Total Public Works, Admin. NSF					714	3			780	3		780	3		780
<b>Administration-One-stop Shop Area</b>															
Planning Dept. One Stop Shop Open Area					[236]				[465]			[465]			[465]
Adm. Asst.	en-C	64	35	1	1	64	1	1	64	1	1	64	1	1	64
Dept. Asst.	en-C	64	102	2	2	128	2	2	128	2	2	128	2	2	128
Files/Equipment			99												
File cart	cart	10				10	1		10	1		10	1		10
Vertical Plan Files	flat plan-v	20				60	3		60	3		60	3		60
Work table	table	40				40	1		40	1		40	1		40
Copier	copy-2	40				40	1		40	1		40	1		40
Printer	print	20				20	1		20	1		20	1		20
File	file	10				10	1		10	1		10	1		10
Circulation inside work area	inner circ2	25%	incl.			93			93			93			93
Counter Allocation															
Public Counter	cntr stn-lg	55	185	3		165	4		220	4		220	4		220
Waiting (allocation)	allowance	200	107	1		200	1		200	1		200	1		200
Includes display area/counter															
Subtotal Assigned SF					528	3			830	3		885	3		885
Circulation Allowance			Unit Circ-4	25%	114				210			220			220
Total Public Works, OSS NSF					642	3			1,040	3		1,105	3		1,105
<b>Engineering</b>															
<b>Administration/City Engineer</b>															
City Engineer	PO-5	210	185	1	1	210	1	1	210	1	1	210	1	1	210
<b>Engineering</b>															
Principal Civil Engineer	PO-3	150	432	3	3	450	3	3	450	3	3	450	3	3	450
Engineering Open Work Area					[446]				[760]			[940]			[1,065]
Assoc. CE	en-E	100	190	2	2	200	2	2	200	3	3	300	3	3	300
Sr. Eng. Tech.	en-E	100	94	1	1	100	1	1	100	1	1	100	1	1	100
Jr. CE	en-E	100	43	1	1	100	1	1	100	1	1	100	1	1	100
Intern(s)	en-B	48	23	1	1	48	2	2	96	2	2	96	2	2	96
Contract Engineers	en-B	48		0	0		2	2	96	2	2	96	2	2	96
Files & Equipment					96										
Files (near City Engineer)	file	10	incl.			20	2		20	2		20	2		20
Files (general)	file	10	incl.			20	2		20	2		20	2		20
Copy	copy-1	20	incl.			20	1		20	1		20	1		20
Plotter	copy-2	40	incl.			40	1		40	1		40	1		40
Print (blue-line)	copy-2	40	incl.			40	1		40	1		40	1		40
Coffee	cof-2	20	incl.			20	1		20	1		20	1		20
Circulation inside work area	inner circ2	25%	incl.			152			188			213			213
<b>Field, Inspection &amp; Survey</b>															
Principal Civil Engineer	PO-3	150	138	1	1	150	1	1	150	1	1	150	1	1	150
(continued)															

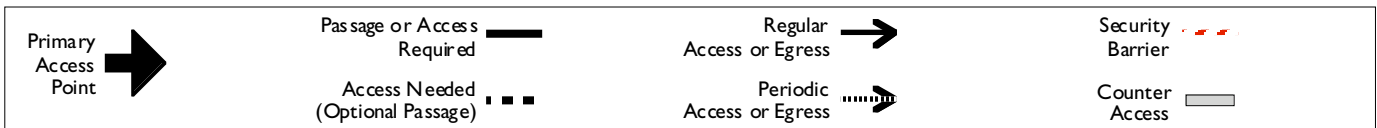
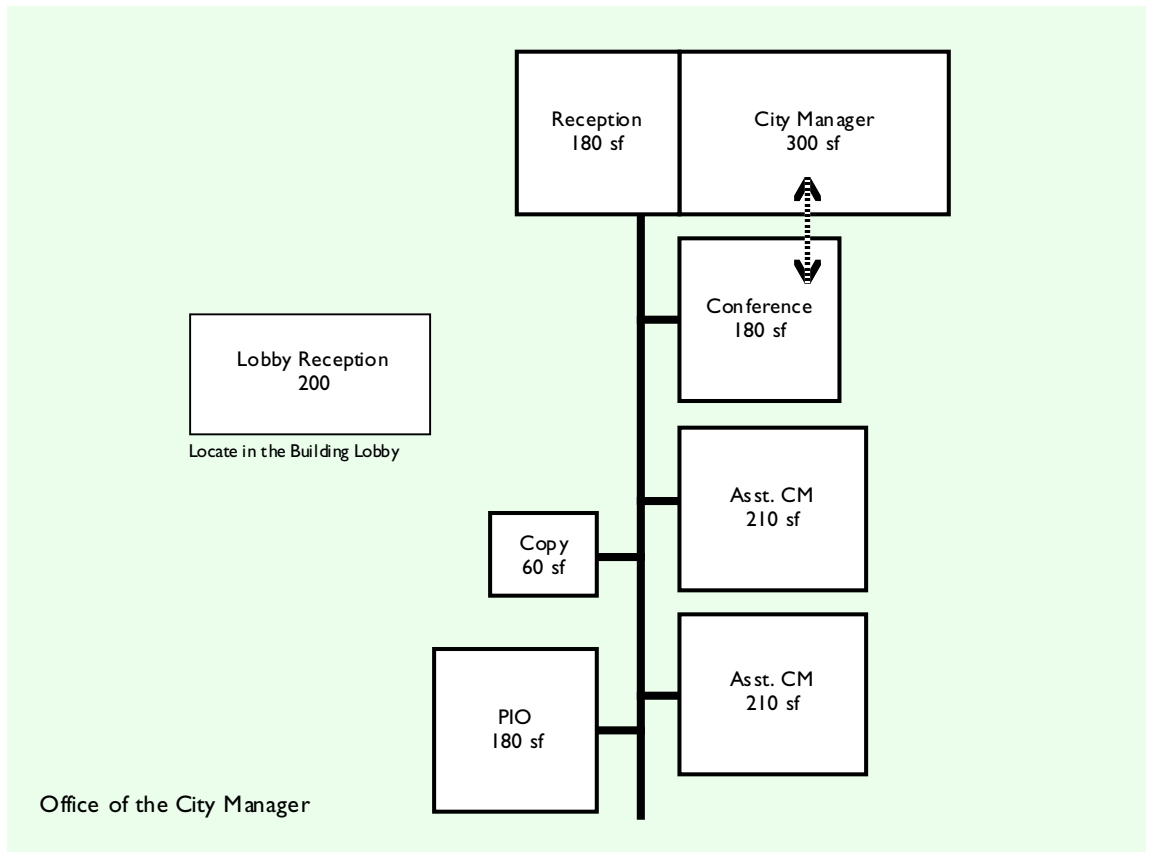
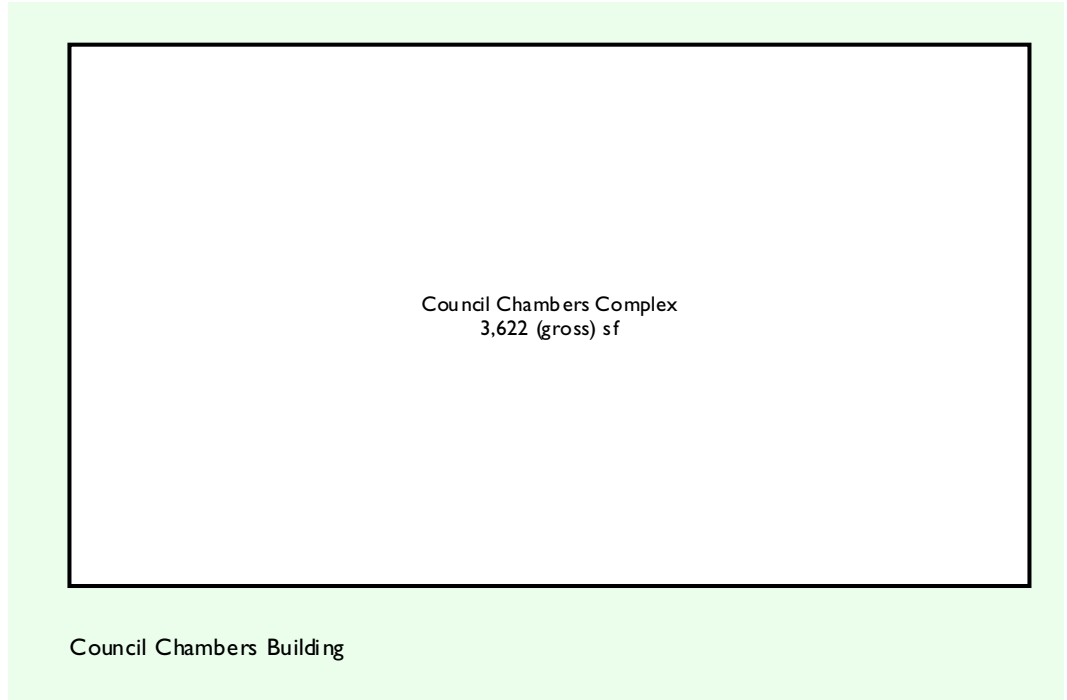
ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1		Level 2		Level 3				
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.			
Inspection Open Work Area			[193]			[285]			[180]			[180]			[180]
PW Inspector	en-B	48	193	3	3	144	3	3	144	3	3	144	3	3	144
Contract Inspectors	none		0												
Equipment															
Layout table	dft	75	incl.		1	75									
Vertical flat plan file	flat plan-v	20	incl.		1	20									
File	file	10	incl.		1	10									
Circulation inside work area	inner circ2	25%	incl.			36			36			36			36
Survey Open Work Area			[105]			[145]			[145]			[145]			[145]
Survey Party Chief	en-B	48	53	1	1	48	1	1	48	1	1	48	1	1	48
Survey Inst. Worker.	en-B	48	52	1	1	48	1	1	48	1	1	48	1	1	48
Allowance for shared equipment	allowance	20	incl.		1	20			20			20			20
Circulation inside work area	inner circ2	25%	incl.			29			29			29			29
Subtotal Assigned SF			1,499	15		2,000	18		2,075	19		2,200	19		2,200
Circulation Allowance	Unit Circ-2	15%	404			300			310			330			330
Total Public Works, Engineering NSF			1,903	15		2,300	18		2,385	19		2,530	19		2,530
<b>Transportation and Development Services</b>															
<b>Administration</b>															
Manager	PO-4	180	148	1	1	180	1	1	180	1	1	180	1	1	180
<b>Transportation</b>															
Pr. CE - Transportation Manager	PO-3	150	127	1	1	150	1	1	150	1	1	150	1	1	150
Transportation Planning Open Work Area			[107]			[125]			[125]			[250]			[310]
Assoc. CE	en-E	100	107	1	1	100	1	1	100	2	2	200	2	2	200
(Needs added privacy)															
Eng. Aide/Intern	en-B	48	0	0		0			0				1	1	48
Circulation inside work area	inner circ2	25%	incl.			25			25			50			62
Transportation Ops. Open Work Area			[369]			[535]			[595]			[595]			[595]
Assoc. CE	en-E	100	107	1	1	100	1	1	100	1	1	100	1	1	100
TE Tech.	en-D	80	93	1	1	80	1	1	80	1	1	80	1	1	80
Jr. CE	en-E	100	61	1	1	100	1	1	100	1	1	100	1	1	100
Eng. Aide	en-B	48	39	1	1	48	2	2	96	2	2	96	2	2	96
Files & Equipment			69												
Lateral Files	file	10			6	60	6	60	6	60	6	60	6	60	60
Bookcase	bc	10			2	20	2	20	2	20	2	20	2	20	20
Storage Cab (now over files)	stg cab	15			3	45	3	45	3	45	3	45	3	45	45
Circulation inside work area	inner circ2	25%	incl.			82			94			94			94
Traffic Control Room	Allowance	200			1	200			200			200			200
These staff not provided space in CH:															
Parking Meter Supv			0	0					0			0			0
Parking Meter Svc. Worker.			0	0					0			0			0
<b>Development Services</b>															
Development Engr	PO-3	150	148	1	1	150	1	1	150	1	1	150	1	1	150
Devel. Svcs. Open Work Area			[356]			[600]			[600]			[725]			[850]
Assoc. CE	en-E	100	92	1	1	100	1	1	100	1	1	100	2	2	200
GIS Syst. Analyst	en-E	100	148	1	1	100	1	1	100	1	1	100	1	1	100
Eng. Tech.	en-D	80	63	1	1	80	1	1	80	1	1	80	1	1	80
Jr. CE	en-E	100	33	1	1	100	1	1	100	2	2	200	2	2	200
Files & Equipment			20												
Drafting/Layout table (gen use)	table	40			1	40	1	40	1	40	1	40	1	40	40
Print (blueline)	copy-2	40			1	40	1	40	1	40	1	40	1	40	40
Copy/print (need)	copy-1	20			1	20	1	20	1	20	1	20	1	20	20
Circulation inside work area	inner circ2	25%	incl.			120			120			145			170



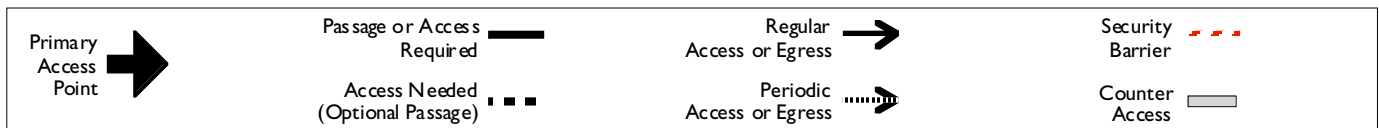
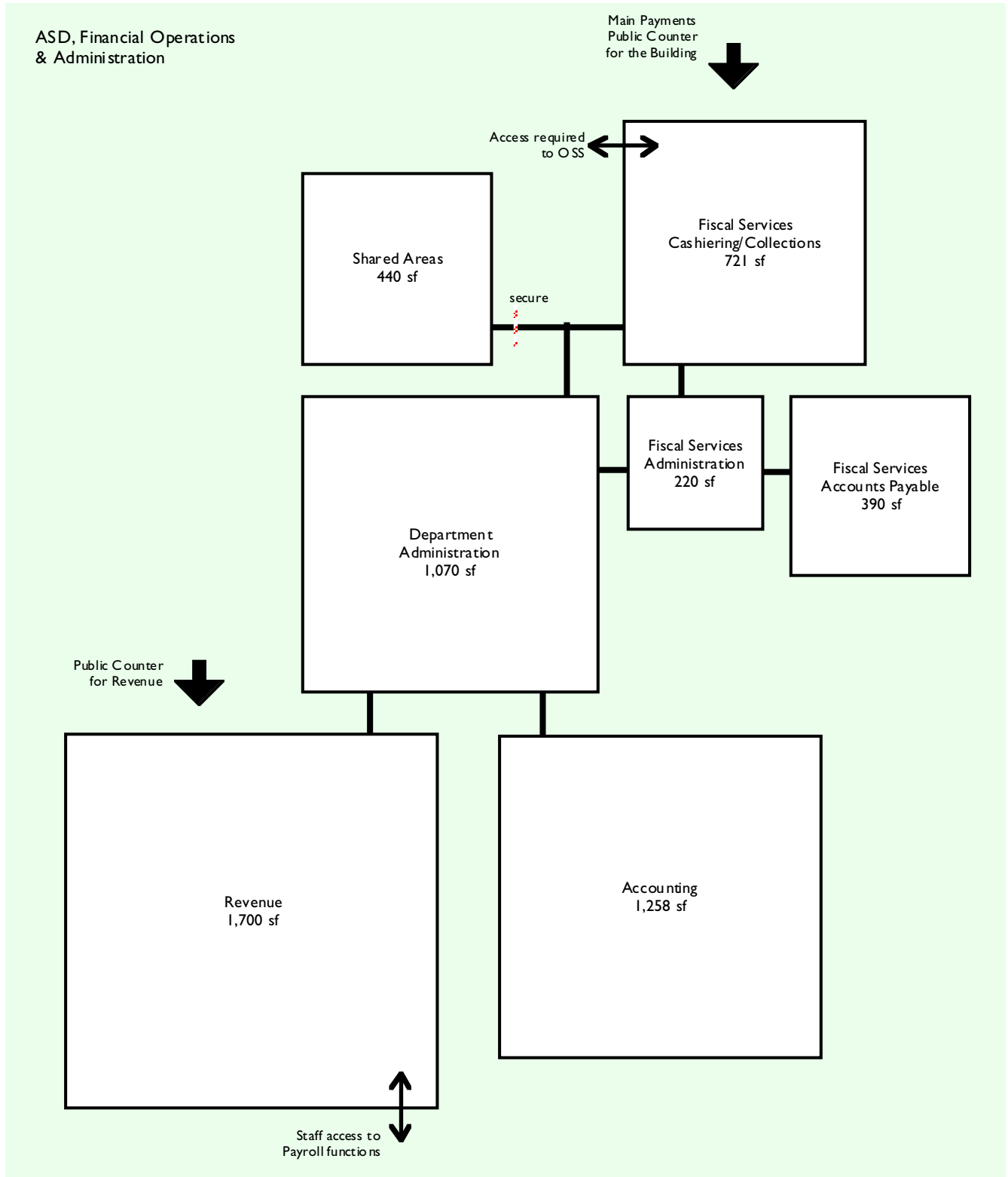
ITEM	Space Standard		At Present				Projected Requirements						
	Code	Sq. Ft.	Actual		Required		Level 1		Level 2		Level 3		
			Sq. Ft.	WS Qty	Sq. Ft.	WS Qty	Sq. Ft.	WS Qty	Sq. Ft.	WS Qty	Sq. Ft.	WS Qty	
<b>City Hall Shared/Common Areas</b>													
<b>Conference Areas</b>													
Hearing Room ("Lobby Conf Rm" today)	C-5	300	244		300	1	300	1	300	1	300	1	300
Large Conference Room (general use)	C-9	560	now FD		560	1	560	1	560	1	560	1	560
Other Conference Rooms programmed with Departments													
City Admin.-Council Conference Room	Existing	400	[400]		[400]		[400]		[400]		[400]		[400]
City Mgr. Conference Room	C-3	180	none		[180]		[180]		[180]		[180]		[180]
Admin. Svcs. Conference Room	C-5	300	none		[300]		[300]		[300]		[300]		[300]
Bldg. Dept. Conference Room/Library	C-3	180	[178]		[180]		[180]		[180]		[180]		[180]
City Atty. Law Library	C-5	300	[258]		[300]		[300]		[300]		[300]		[300]
Fire Department Conference Room	C-6	360	[555]		[360]		[360]		[360]		[360]		[360]
HR Conference/Interview Room	C-3	180	none		[180]		[180]		[180]		[180]		[180]
Planning Dept. Conf Rm/Packet Prep	C-3	180	[84]		[180]		[180]		[180]		[180]		[180]
Public Works Conference Room	C-4	240	[176]		[240]		[240]		[240]		[240]		[240]
Shared Areas-OSS Conference Rm	C-3	180	none		[180]		[180]		[180]		[180]		[180]
Total SF, all Conference Rooms			[1,895]		[3,360]		[3,360]		[3,360]		[3,360]		[3,360]
Total No. of Conference Rooms			[7]		[12]		[12]		[12]		[12]		[12]
Avg. SF/Room			[271]		[280]		[280]		[280]		[280]		[280]
Subtotal Assigned SF			244	0	860	0	860	0	860	0	860	0	860
Circulation Allowance	Unit Circ-4	25%			220		220		220		220		220
Total Conference Center NSF			244	0	1,080	0	1,080	0	1,080	0	1,080	0	1,080
<b>Building Lobby and Related</b>													
Lobby Allowance	Allowance	1000	532	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000
Public Lavatories (see n-t-g)													
Subtotal Assigned SF			532	0	1,000	0	1,000	0	1,000	0	1,000	0	1,000
Circulation Allowance	Unit Circ-0	0%			0		0		0		0		0
Total Building Lobby & Related NSF			532	0	1,000	0	1,000	0	1,000	0	1,000	0	1,000
<b>Lunch Room</b>													
lunchroom	Allowance	500	472	1	500	1	500	1	500	1	500	1	500
Storage	Allowance	80	68	1	80	1	80	1	80	1	80	1	80
Subtotal Assigned SF			540	0	580	0	580	0	580	0	580	0	580
Circulation Allowance	Unit Circ-4	25%			150		150		150		150		150
Total Lunch Room NSF			540	0	730	0	730	0	730	0	730	0	730
<b>One Stop Shop Facility</b>													
Staff & Counter Areas Programmed with Department Reqt.s.													
Bldg. Dept., Cust Svc (OSS), NSF			[911]	[4]	[1300]	[5]	[1435]	[5]	[1435]	[5]	[1435]	[5]	[1435]
Bldg. Dept., Plan Ch (OSS), NSF			[102]	[--]	[120]	[--]	[240]	[--]	[240]	[--]	[240]	[--]	[240]
Planning, OSS NSF			[378]	[1]	[747]	[2]	[812]	[2]	[812]	[2]	[812]	[2]	[812]
Public Works, OSS NSF			[642]	[3]	[1,040]	[4]	[1,105]	[4]	[1,105]	[4]	[1,105]	[4]	[1,105]
Note that HR, CS, FD counters are not accounted for in the OSS allowance.													
Additional items													
Counter Stations for other users	cntr stn-lg	55	incl.	2	110	2	110	2	110	2	110	2	110
Visitor Research Area	allowance	200	incl.	1	200	1	200	1	200	1	200	1	200
Waiting Areas (included in Dept. areas, above)			incl.		[480]		[480]		[480]		[480]		[480]
Department PC Stations	allowance	20	incl.	3	60	3	60	4	80	4	80	4	80
OSS Shared Conference Rm	C-3	180	none	1	180	1	180	1	180	1	180	1	180
Subtotal Assigned SF			0	0	550	0	550	0	570	0	570	0	570
Circulation Allowance	Unit Circ-4	25%			140		140		140		140		140
Total OSS Facility Additions NSF			0	0	690	0	690	0	710	0	710	0	710
<b>Warehouse</b>													
Purchasing Warehouse	Allowance	600	445	1	600	1	600	1	600	1	600	1	600
Subtotal Assigned SF			445	0	600	0	600	0	600	0	600	0	600
Circulation Allowance	Unit Circ-2	15%			90		90		90		90		90
Total Warehouse NSF			445	0	690	0	690	0	690	0	690	0	690
<b>Total City Hall Shared/Common Areas</b>													
			1,761	0	4,190	0	4,190	0	4,210	0	4,210	0	4,210

ITEM	Space Standard		At Present				Projected Requirements								
			Actual		Required		Level 1			Level 2			Level 3		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.	WS	Qty	Sq. Ft.
<b>Total Net Sq. Ft.</b>															
<b>Total City Hall, NSF Calculations*</b>			<b>37,011</b>	<b>189</b>	<b>49,899</b>	<b>206</b>	<b>51,215</b>	<b>215</b>	<b>52,370</b>	<b>224</b>	<b>53,295</b>				
Council Chambers Building (from above)			3,622		3,622		3,622		3,622		3,622				3,622
<b>Total City Hall NSF, excluding Chambers</b>			<b>33,389</b>	<b>189</b>	<b>46,277</b>	<b>206</b>	<b>47,593</b>	<b>215</b>	<b>48,748</b>	<b>224</b>	<b>49,673</b>				
<b>Calculation of Gross Sq. Ft.</b>															
Total non-chambers NSF from Above			33,389		46,277		47,593		48,748		49,673				
Statistical N-t-G Allowance			Net/Gross	80%			11,569		11,898		12,187				12,418
Actual Existing Elements of Net-to-Gross:															
(excluding chambers, listed on its page)															
Circulation-horizontal					2,539										
Circulation-Vertical					348										
Atrium					395										
Other Shafts and Penetrations					101										
Mechanical Rooms					577										
Lavatories (public & staff)					1,460										
Other					427										
Misc Wall Thickness					1,171										
Subtotal N-T-G allowance					[7018]										
<b>Total City Hall, Gross Sq. Ft., Excluding Chambers</b>			<b>40,407</b>	<b>189</b>	<b>57,846</b>	<b>206</b>	<b>59,491</b>	<b>215</b>	<b>60,935</b>	<b>224</b>	<b>62,091</b>				
Density (gsf/person)							306		289		283				277
Council Chambers Building (from above)			3,622		3,622		3,622		3,622		3,622				3,622
<b>Total City Hall, Including Chambers</b>			<b>44,029</b>	<b>189</b>	<b>61,468</b>	<b>206</b>	<b>63,113</b>	<b>215</b>	<b>64,557</b>	<b>224</b>	<b>65,713</b>				
*The Council Chambers component, however, is based on GSF. This is subtracted as noted in the subsequent totals.															

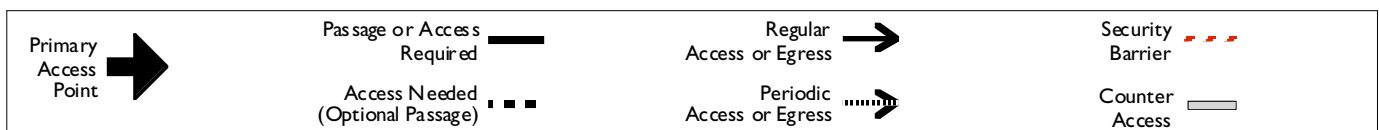
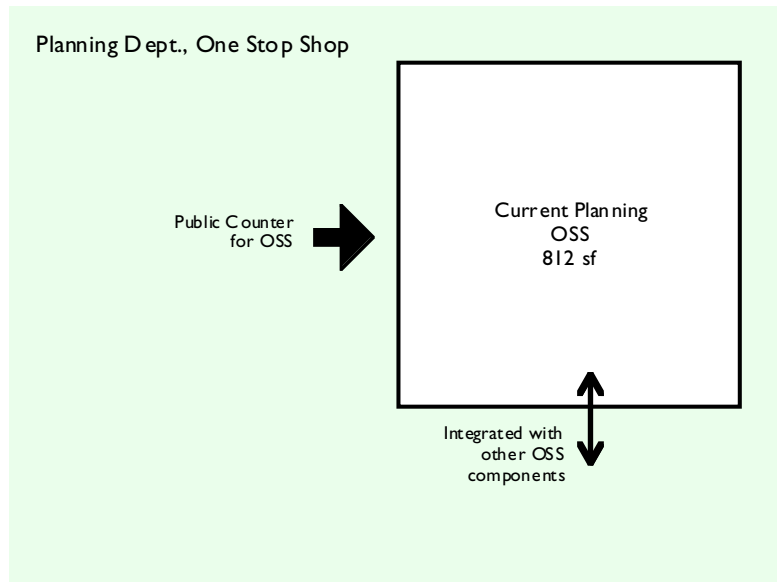
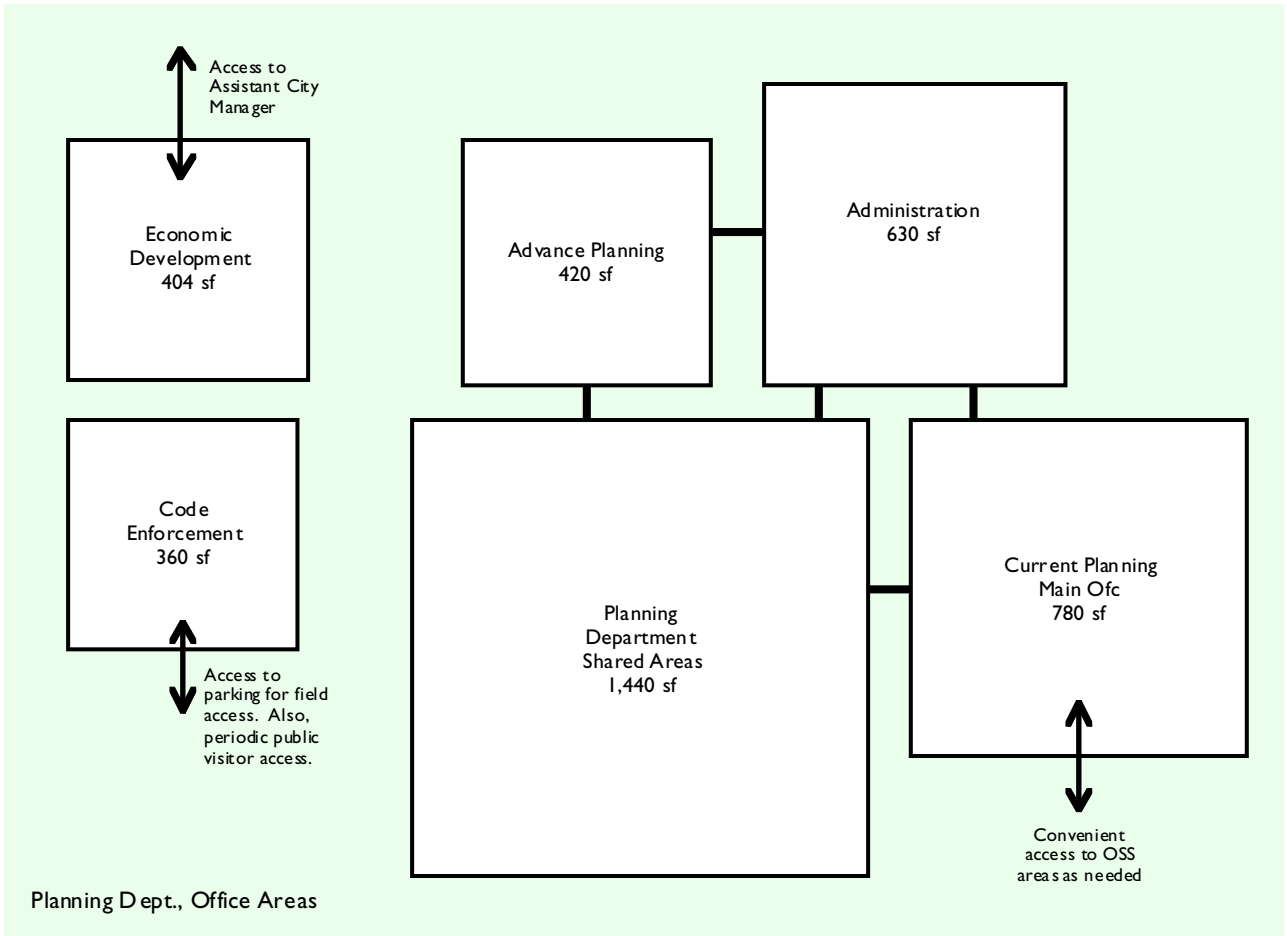
**Bubble Diagram**  
**City Administration**



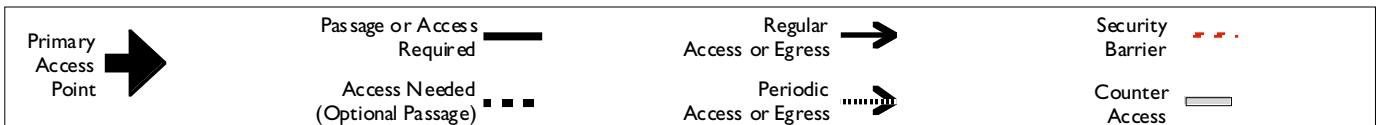
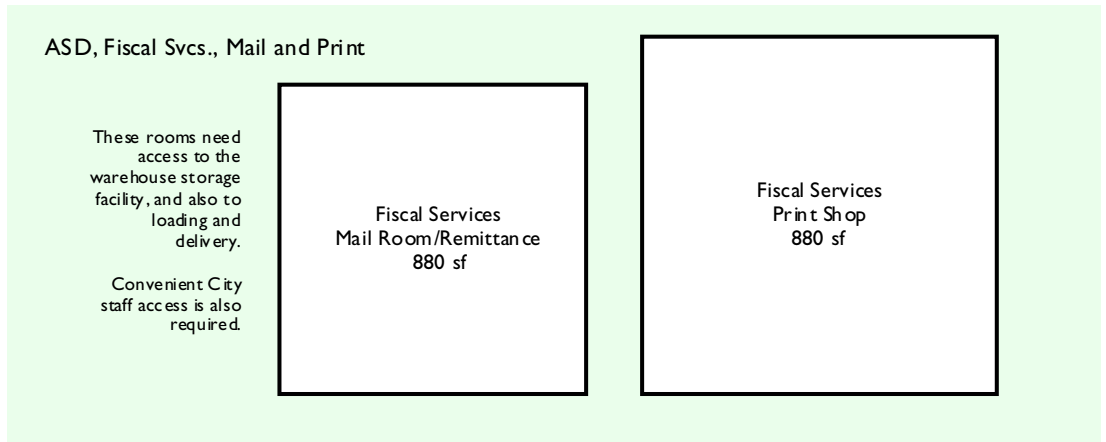
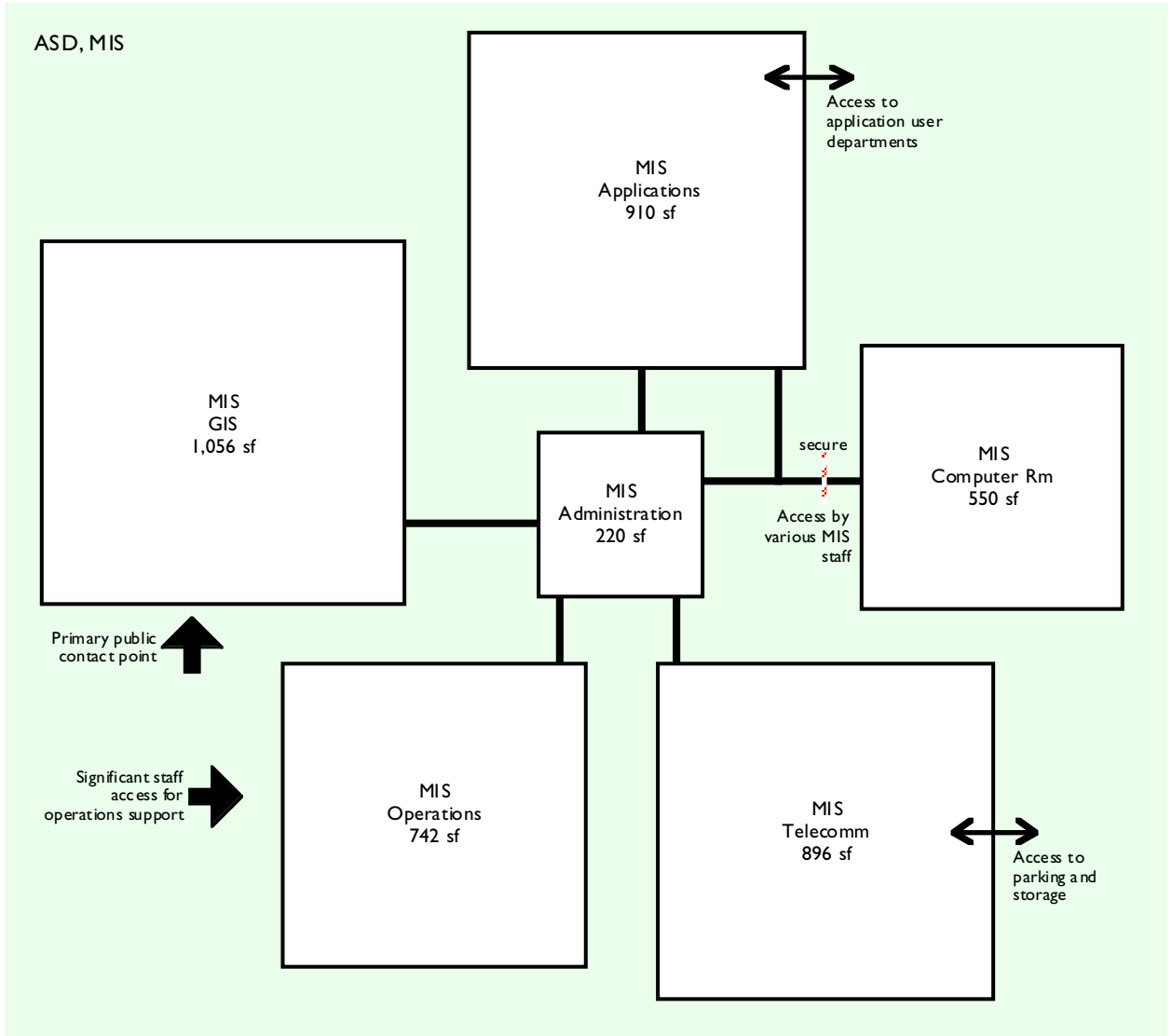
**Bubble Diagram**  
**Administrative Services - pg. 1**



# Bubble Diagram Planning Department

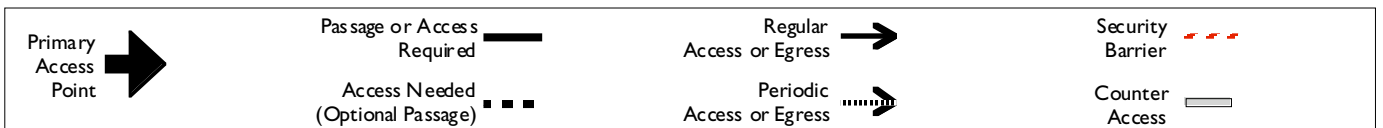
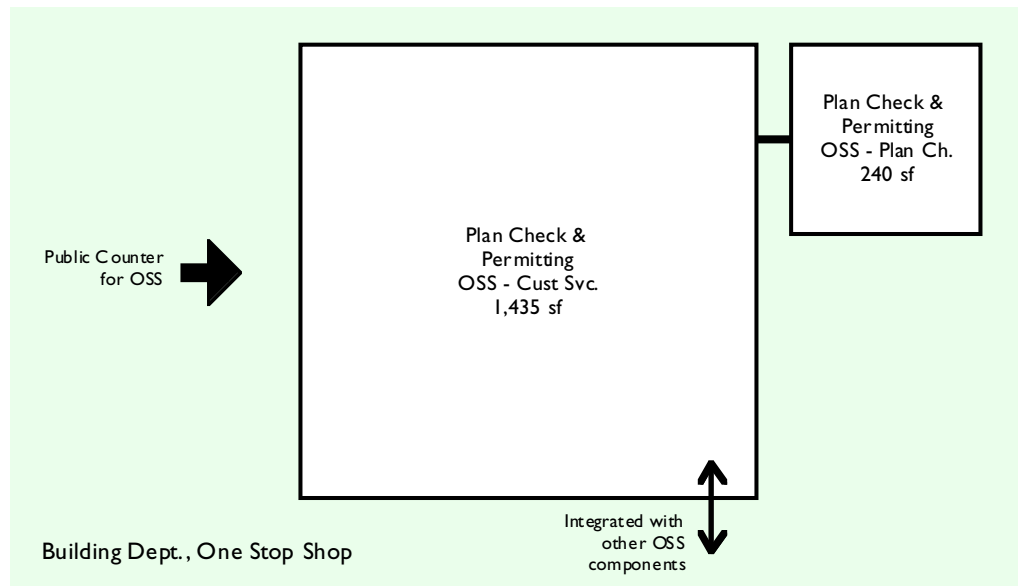
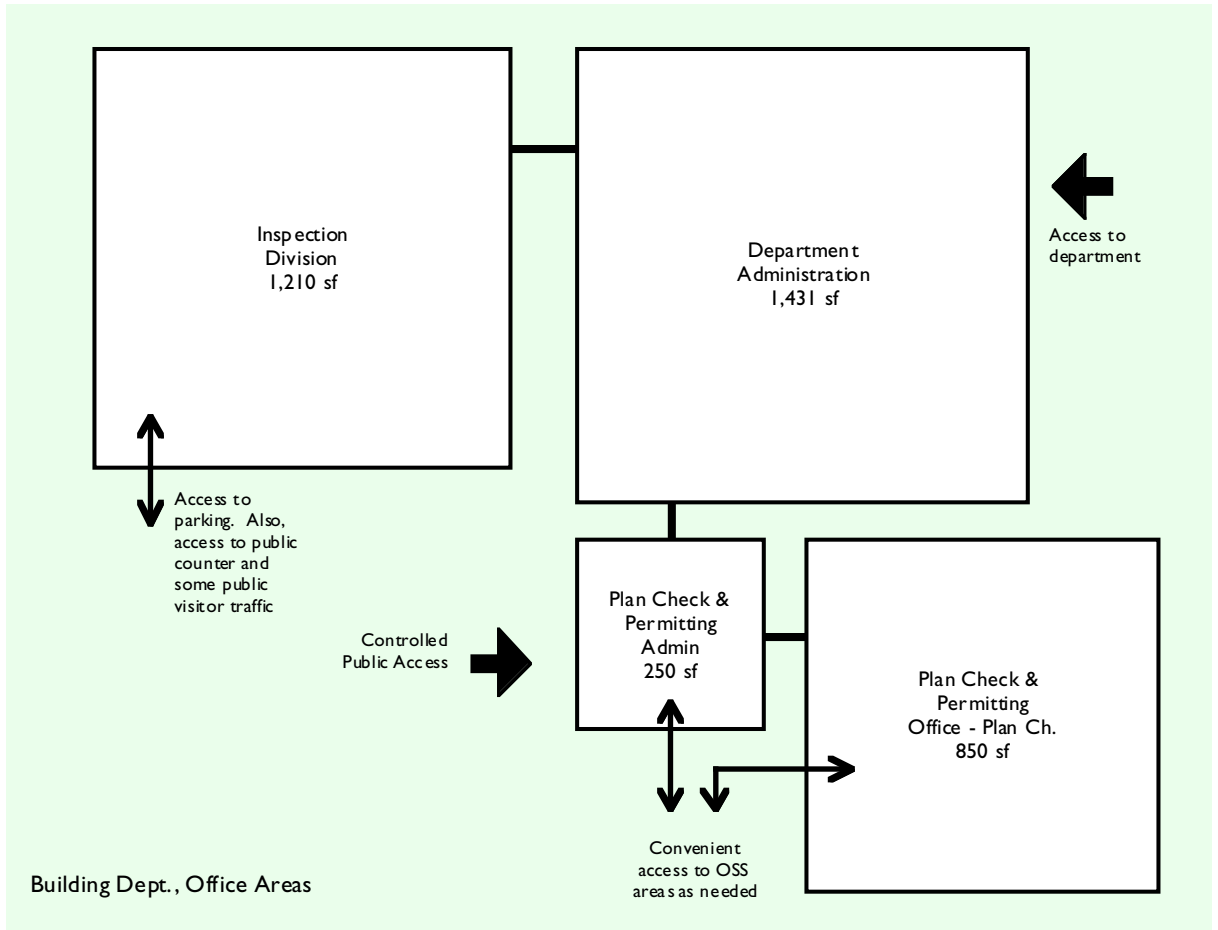


**Bubble Diagram**  
**Administrative Services - pg. 2**



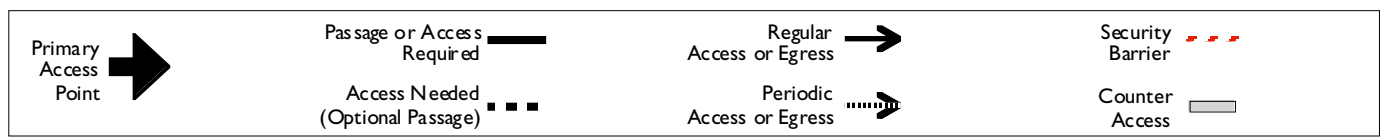
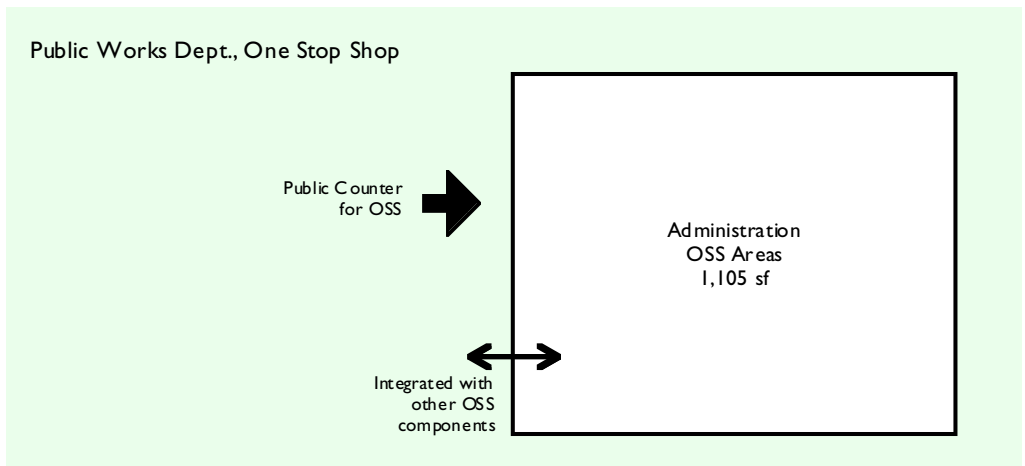
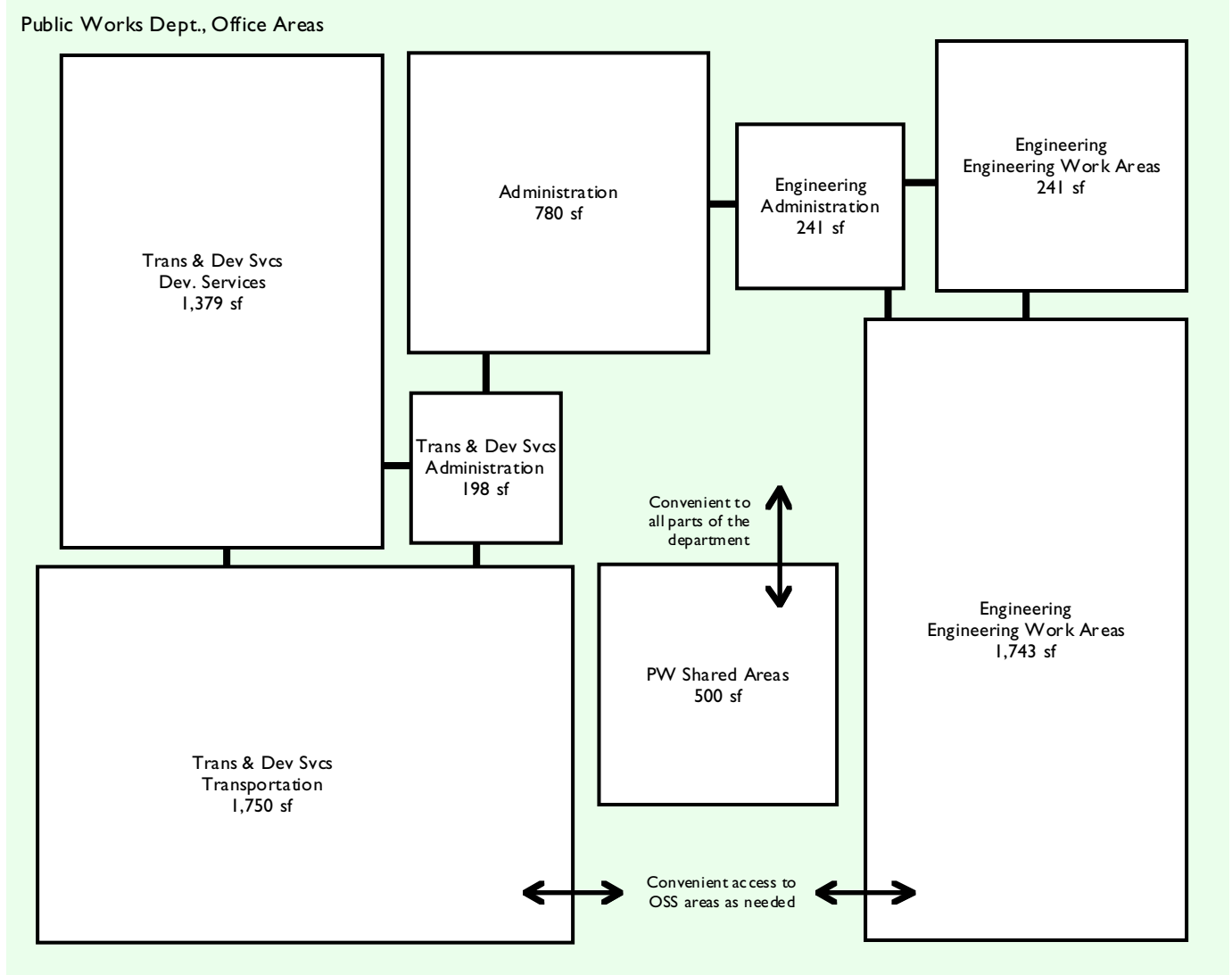
# Bubble Diagram

## Building Department



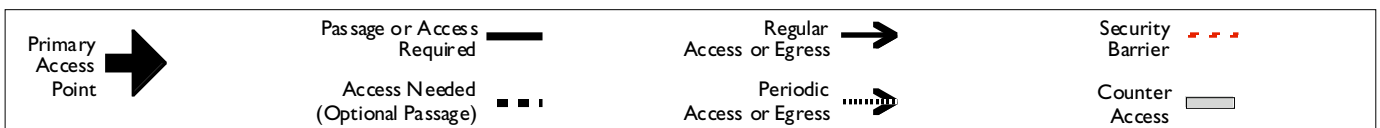
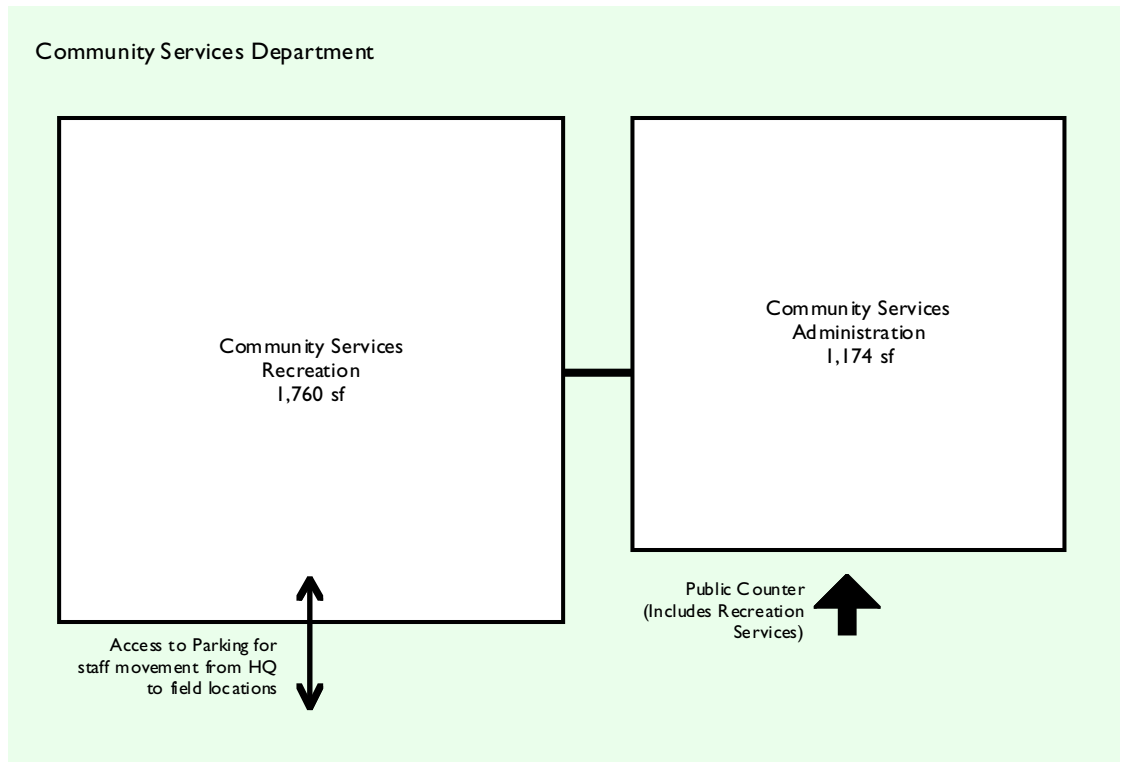
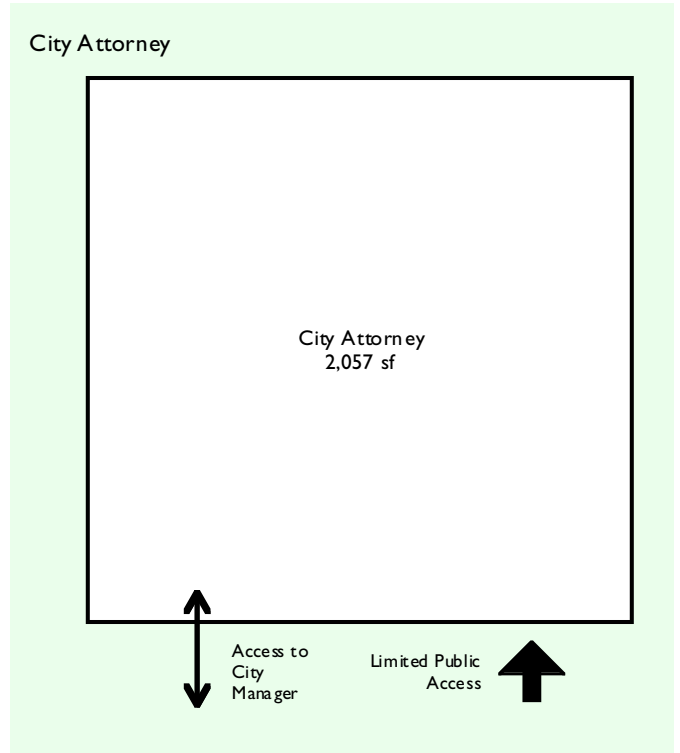
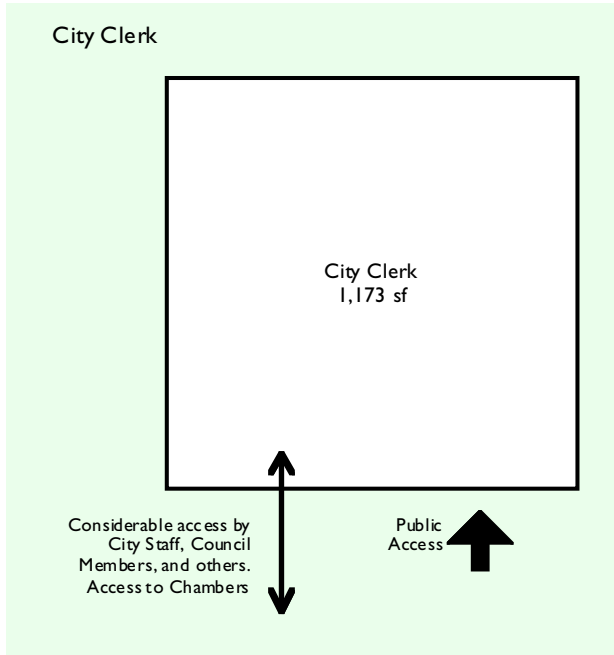
# Bubble Diagram

## Public Works Department



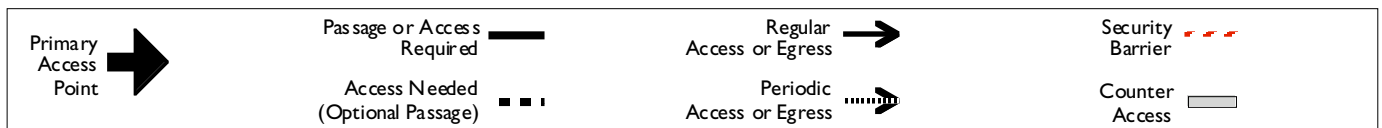
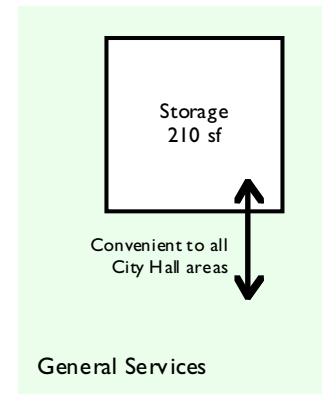
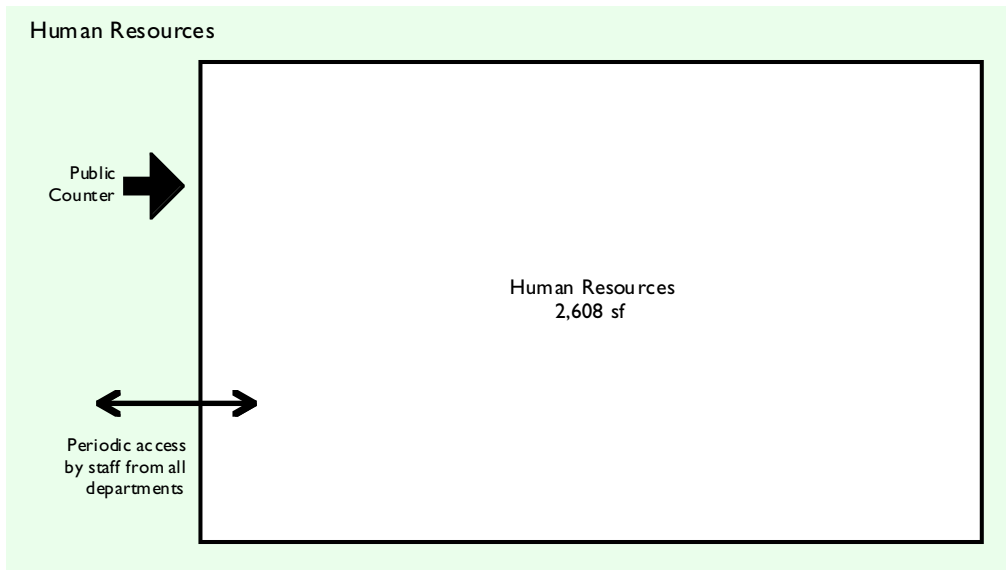
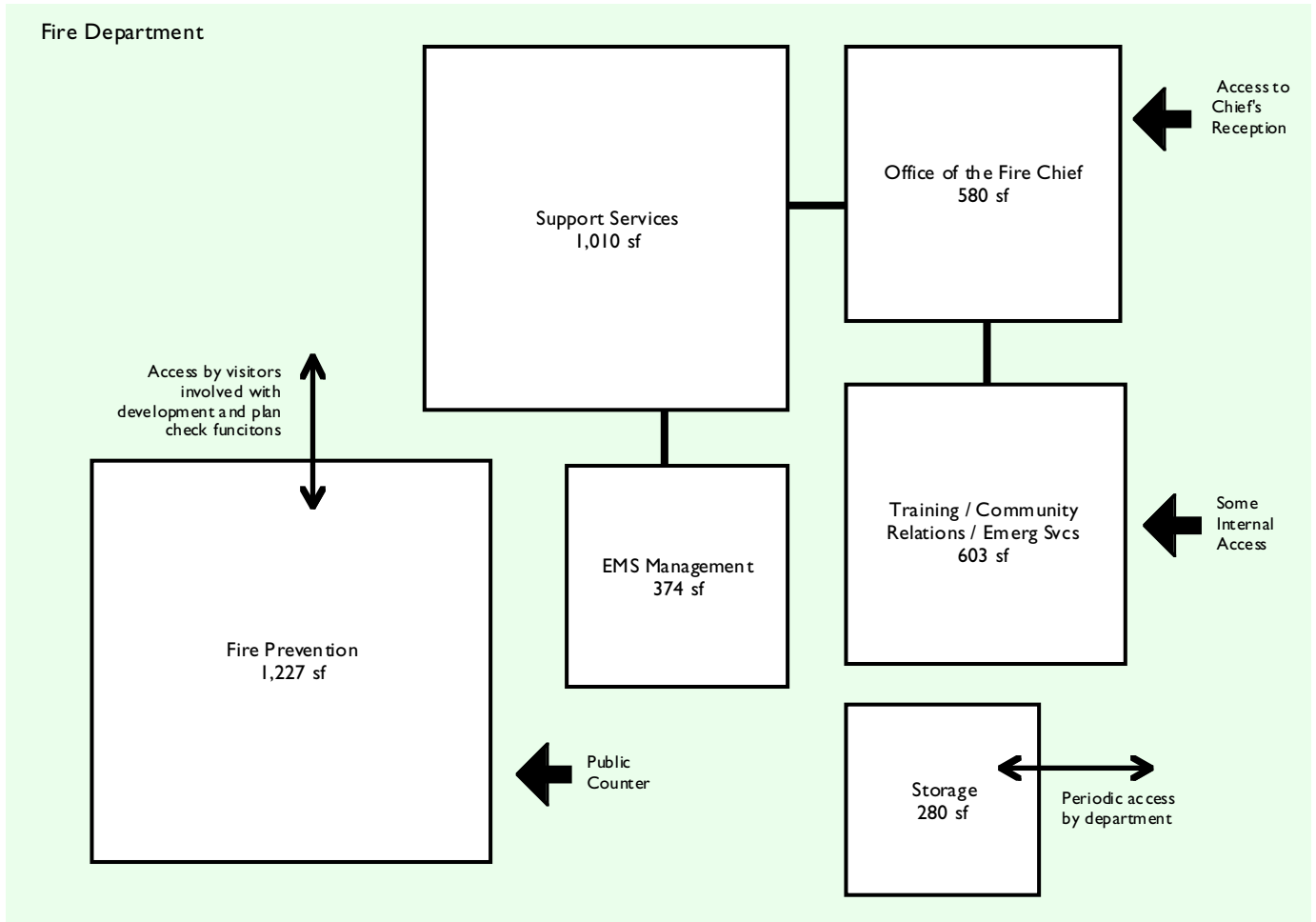
# Bubble Diagram

## City Attorney, City Clerk, Community Services



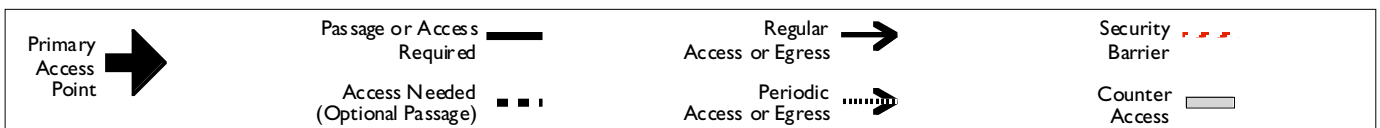
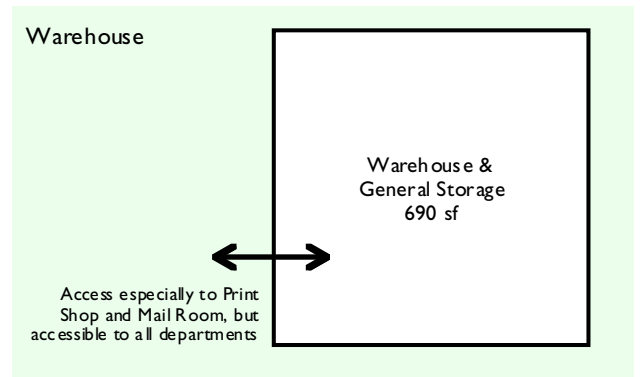
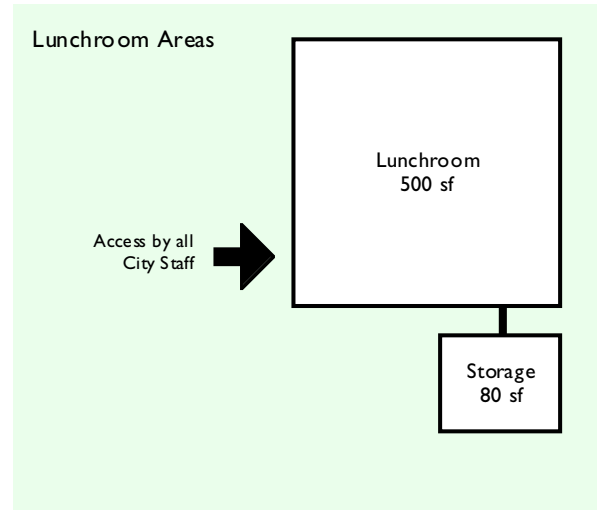
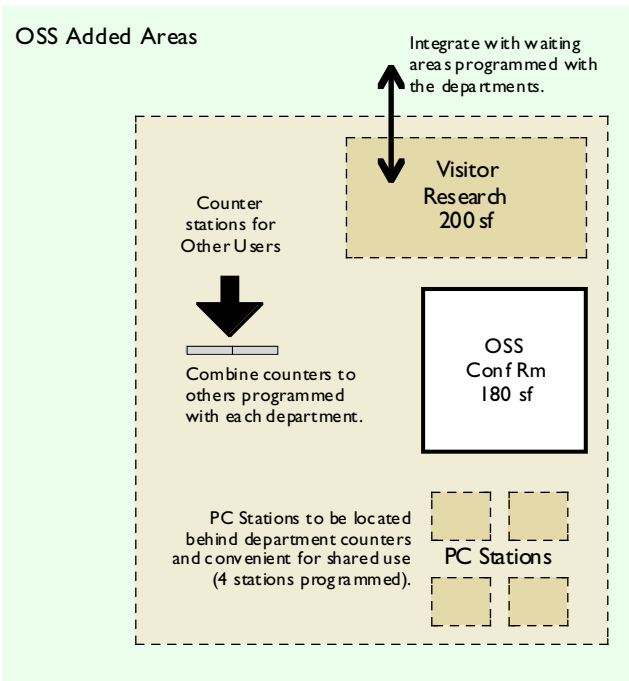
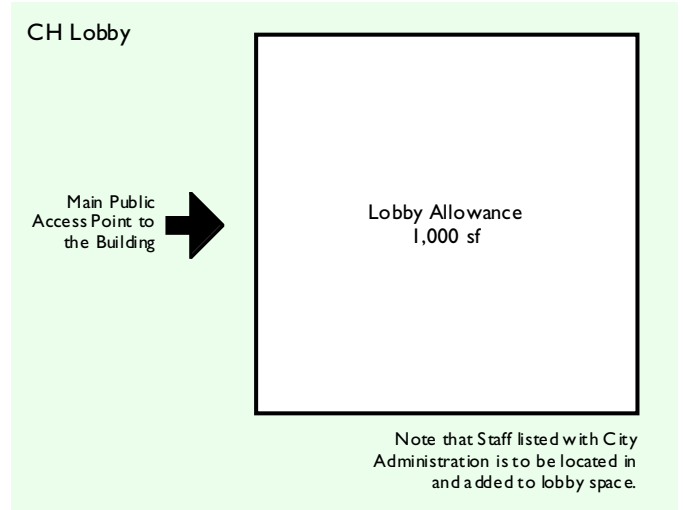
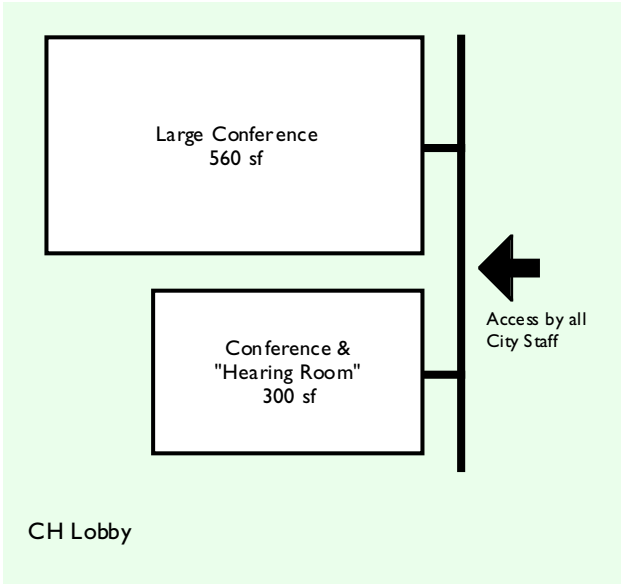
# Bubble Diagram

## Fire Department Administration and Fire Prevention; General Services; Human Resources



# Bubble Diagram

## City Hall Shared Areas



## **APPENDICES**

## APPENDIX A – GUIDE TO READING REQUIREMENTS TABLES

### READING THE DATA SHEETS

#### Layout of the Data Sheets

The tabulation sheets are divided into columns which are grouped as follows:

##### Item

- These columns list the personnel position, room, area, or equipment item described on that row of the data sheet. Column indents are important, and signify that the indented items are “attached” to the element out-dented just above.

##### Space Standard

- The first column identifies either a symbol for the area (such as "PO-4" for private office of type 4) or else identifies that a general allowance (“allow”) for the item is used.
- The second column identifies the size of the item, such as "180" to indicate an allocation of 180 square feet. See the separate discussion of space standards for a presentation of the standards used and the symbols for them. In some cases, the standard increases in time, and “varies” may appear in the size column to call attention to this fact.

##### At Present

- Actual Sq. Ft. — This is the existing size of the area corresponding to the programmed area. In some cases, however, the program breaks down the existing area into components, so that several program lines may have to be added to arrive at the existing sq. ft. figure
- Actual WS — This is the number of existing workstations.
- Qty — This is the quantity of items which are required, and applies to the item description for this line. This is generally based on our survey of existing conditions and on interviews or questionnaires.
- Required Sq. Ft. — This is the required net required square footage, based on the space standards used, the quantity of items, and the other indicated assumptions, and allows a comparison to the existing actual sq. ft.

##### Projected Future Requirements (Each PL)

- WS — This is the number of workstations provided for in the Program.
- Qty — As at present, this is the quantity of items which are required, and applies to the item description for this line. Growth over existing levels may be given as a percentage increase.
- Sq. Ft. — This is the required net required square footage, based on the space standards used, the quantity of items, and the other indicated assumptions.

## Abbreviations

A number of regular abbreviations may be used in the space standard column and occasionally in the item description column. The following is a list of most abbreviations which might appear on the data sheets:

- allow Allowance. Often used to describe the allocation of a non-standard space.
- bc Bookcase.
- C Conference room of various standard sizes (C-1, C-2, etc.).
- clos Closet. Standards are developed for 5 closet sizes (clos-1, clos-2, etc.).
- cntr Counter. As in a public counter station, abbreviated “cntr stn.”
- cof Coffee station, with cabinet and plumbing for a bar sink, water supply to a coffee maker, and (typically) a garbage disposal unit. Various coffee stations are used in this report (cof-1, cof-2, etc.).
- cws Clerical work station or desk, with or without return, though generally with one.
- dws Drafting work station.
- en A panel-enclosed workstation of various sizes (en-A, en-B, etc.).
- ews Executive work station. Same as ‘cws’ but specifically without a return (a double pedestal desk); or else with a return at executive height.
  - f File cabinet, standard type, either of legal or letter size. A number following (f-4, f-5) indicates the number of drawers. Generally these can be converted into lateral files or other filing configurations in the design process, if new furniture is to be acquired. We use this notation when it is of interest to indicate the type of file cabinets in use currently.
- file File cabinet or file unit. Often either a generic item, meaning the same as “f” as noted above, or a special file such as a card file or other unspecified file cabinet (possibly converted from a built-in unit in existence at the time of inventory) or else a non-standard item.
- flat plan A file unit for holding flat plans, either hanging vertically (flat plan-v) or stacked horizontally in drawers (flat plan-h).
- inner circ Inner circulation allowance. This is space added within a room or area to provide access to the items in it. It is added when a room’s size is based on a listing of items, and it is determined that the allowances of space for each of those items is in the aggregate likely not to have enough access space for proper layout.
- lat file Lateral file cabinet, typically 42" wide or more. Standard is larger to allow for more frontal access.
  - lav Lavatory or wash room, typically with water closet or toilet.
  - PO Private office of various standard sizes (PO-1, PO-2, etc.).
- print An office printer, either on an integral cabinet or on a separate piece of furniture suited to the printer’s size. Standard may be of various sizes (print-1, print-2, etc.).
- recept Reception area with clerical staff work stations and waiting for visitors.
- sch Side chair. See also ‘/s’.

- seat Allowance for a seating area. Seat-1 represents a seating space for 2-3 in smaller-scale chairs, Seat-2 represents a seating space for about 4 persons in larger-scale chairs (with side table), Seat-3 allows for a larger grouping.
- SPO Shared private office. An office for two or three persons.
- stg cab Storage cabinet. May be either a metal cabinet (traditionally 36" x 18" x 72" high) or an executive cabinet of lower height, etc. The meaning should be made clear by the context of spaces in the 'item description' column.
- sws Small work station or system work station, used for small single-pedestal desks or, when in conjunction with a 'cws' it may represent a computer system table. The item description column entry should clarify the meaning.
- table A table used typically for equipment, but also as a stand-up work table or where a chair can be pulled up on occasion. A table used as a workstation (with a desk chair at which someone is often seated) is programmed as a "tws."
- tws Table work station. A table and a chair.
- Unit Circ This is circulation required for the unit, to access between rooms and areas. It is to be added to the open spaces of the unit, as determined during design, or else provided in lateral corridors or access ways. A range of values may be used depending on the degree of openness and design freedom intended (angled layouts, for example, require a higher allowance).

### **Data Sheet Conventions**

There are a number of conventions which we have adopted in the listing of items on the space requirements sheets that refer to how the space is to be configured. The following refer to example 1 which appears below.

#### **Indents**

Indenting indicates that the indented items are to be with or else make up the item that they are indented from. In the example, each of the three major components (an 'office,' a 'room,' and an 'area') are made up of the items that are indented and listed below. Also, within the Clerical Area, the Tub File(s) are to be located with the Secretary/Clerk. Finally, the closet listed below the 'Visitor's Office' is to open to that office.

#### **Room or Area**

The words 'room' and 'area' each mean slightly different things. 'Room' (or 'Office,' etc.) refers to an enclosed space, generally with a door. Typically, the only rooms further opening off a 'room' are closets or the like, that serve that room specifically. 'Area' refers to a space through which the other spaces in the unit may be accessed, and so can be termed 'an open area.' Unit circulation, when added at the end to a unit's space, might typically be added, in the design process, to the space requirement for the 'area' so as to provide for access aisles through it.

#### **Circulation**

Note that 'Inner Circulation' differs from 'Unit Circulation.' Inner Circulation is added within a room or area when the list of items is sufficiently complex, or otherwise when it is felt that the space will need some added access allowance for the designers to accommodate the items comfortably.

**Listing of Items**

In the first example, the Projects Office is comprised of a list of items which make up the SPO, a shared private office. The list is unchanging in the projection, and as a short cut to listing the quantities in each period, the quantities are noted in the item description column and the SPO allowance is projected as a single line.

In the second example, the Clerical Area components are listed in the item description column, but the quantity of each item is listed in the quantity column. The total space (310 sf at present, 340 sf at PL-1) is the result of multiplying the space standard by the quantity and adding; the circulation factor is applied to the subtotal and is included.

**Rounding**

Generally, we have developed standards for room to be in multiples of 60 (which appears to fit various modules that the design may be based upon) so that the design will be more regular and the layout process will be easier. In order to be consistent, in computing the space requirement in a very small room by adding up the component parts (see ‘Work Room’ in the example), we have rounded the total requirement to the nearest multiple of 60. This is may further be noted with a comment below the list of items explaining why the total may not match the space allocation for the room.

In other cases where an inner circulation is added (which adds a percentage and therefore may arrive at a fractional or odd size for the area or larger room), then we have rounded the total to the nearest multiple of 10 square feet.

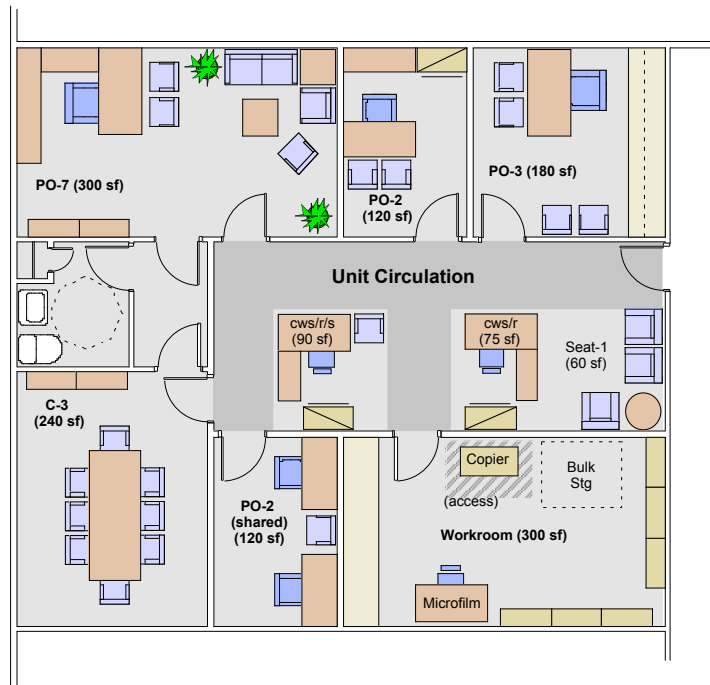
**Example I — Program Tabulation**

Item	Space Standard		At Present				Projected		
			Existing		Req'd		PL- I		
	Code	SF	SF	Staff	Qty	SF	Staff	Qty	SF
Project Office	SPO	240	285	2	1	240	2	1	240
Sr. Planner (1)	cws	60							
Planner (1)	cws	60							
Files (3)	file	10							
Work Table (1)	tw	60							
Clerical Area						310			340
Sec'y/Clerk	cws/r	75		1	1		1	1	
Tub File	file	10			2			2	
Data Entry Op'r	sws	45		1	1		1	1	
Guest Seating	seat-2	100			1			1	
Filing	file	10			4			7	
Circ'n Allowance	inner circ	10%							
Work Room						180			180
Card File	file	10			1			1	
Photo File	file	10			2			2	
Process Camera	allow	60			1			1	
Desk	cws	60			1			1	
Circ'n Allowance	inner circ	10%							
(Round to nearest 60)									
Visitor's Office	PO-2	120	115		1	120		1	120
Closet	clos-1	30	20		1	30		1	30

**Example 2 — Program Tabulation**

Item	Space Standard		Req'd		
	Code	SF	Staff	Qty	SF
Executive	PO-7	300	1	1	300
Lavatory/Storage	Allow	120		1	120
Manager	PO-3	180	1	1	180
Staff	PO-2	120	1	1	120
Field Team	SPO-2	120	2	1	120
Clerical Area					225
Sec'y/Clerk	cws/r/s	90	1	1	
Clerk/Reception	cws/r	75	1	1	
Seating/Guests	seat-1	60		1	
Work Room					300
Copier	copy	40		1	
Storage Area	allow	40		1	
Shelving	shv	10		6	
Microfilm Station	cws	60		1	
Counter (12/-14')	allow	70		1	
Circ'n Allowance (Round to nearest 60)	inner circ	10%			
Subtotal			7		1,605
Unit Circulation	Circ'n	20%			320
Total			7		1,925

**Example 2 — Illustration Of Program  
(all figures in net sq. ft.)**



**Illustration of Unit Circulation vs. Net-to-Gross Areas**

The purpose of the following illustration is to show that there are other components required to arrive at the gross sq. ft. of the building, beyond the net sq. ft. which is calculated for each of the operational units. Generally, we may provide some elements in the program, where allowances may be quantified, but the remainder of this space is provided by a statistical calculation. We make an assumption about the “efficiency of the building” which is the ratio of the net (programmed) sq. ft. and the gross sq. ft., and use this factor to arrive at the total building size once the net sq. ft. figure is obtained by adding the detailed program tabulations. The reader should consult the Space Standards section for a discussion of related terms, including “assignable sq. ft.,” “building core,” efficiency,” “gross sq. ft.,” “net sq. ft.,” and others.

**Illustration Showing Gross SF Areas of Building and Showing Hypothetical Office Suites**



## APPENDIX B – SPACE STANDARDS

### INTRODUCTION

A space standard is defined as a specific square footage allocation for an operation, an item of equipment, or a functional area, to which is added a description of what functions can be performed in that area. Thus, for example, once the functions and activities of a person are known, it is possible to select a workstation and a square footage allowance that are appropriate for that person. The following pages contain a description of the proposed workstation and private office standards, and also related definitions.

### Development of Space Standards

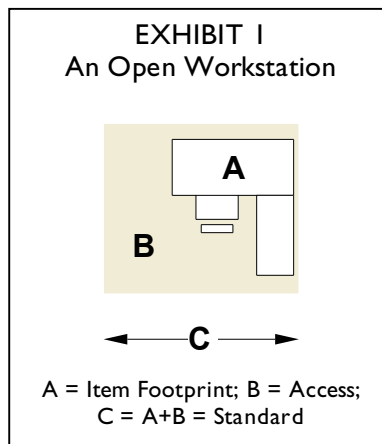
#### What is Included in the Standard

Equipment standards are based on the item footprint, workspace for operating the equipment (opening drawers, for example, and access to or around the equipment). Workstation standards are based on the work surface needs (equipment, papers, writing space, reference space, and so on, on the desk or work plane), on filing needs, on bookshelf requirements, and on guest seating. There is a distinction between enclosed (office) workstations and stations in “an open area.”

- For enclosed offices, our standards are measured to the center line of the boundary walls of the room, and include no access space outside. It is assumed either that access will be directly off major circulation networks or that it will be off unit circulation areas provided with other open work rooms.
- For elements in an open area, an allowance for access is added to the workstation footprint in the space standard. Similarly, for panel-enclosed stations, we include an allowance for access in the standard (to account for inner circulation).

#### Access Around Workstations and Equipment

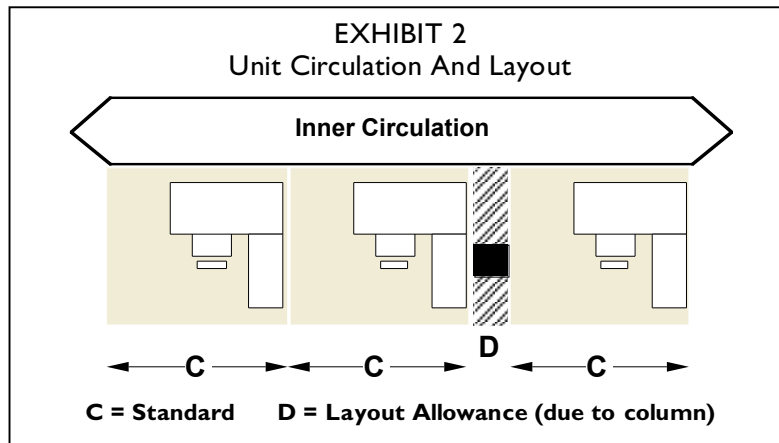
Access is the space around the footprint of the item of equipment and open workstations, and it is used to create side aisles into a cluster of desks, or to allow for opening file drawers, cabinet door swings, and so on. As noted, we include this in the standard allowance for panel-enclosed or for open workstations. The item allowance and access comprise the equipment or workstation standard, as illustrated in Exhibit 1.



## Unit Circulation and Layout Factor

Unit circulation is a network of main aisles, generally passing in front of offices or to shared work areas. An additional factor sometimes must be added to account for layout variances, which in the amount of space required to account for non-rectilinear design, design features which are peculiar to a given plan or existing facility, including such factors as disproportionate number of offices, column placements, design flexibility, extra sense of openness, and so on. Generally, however, we include the layout factor in the unit circulation allowance rather than accounting for it separately.

Exhibit 2 illustrates these separate concepts: item space allowance, access, total standard, circulation, and layout. It shows a series of workstations, an area for "circulation," and an extra need for "layout" contingency due, in this case, to the location of a building column.



## Computing Building Circulation, Core, and "Gross" Square Footage

The estimated net square footage needed equals the sum of the required standard areas, the unit circulation, and the other factors described above.

To estimate the size of (gross) building floors, it is necessary to add further allowances for the major circulation areas, mechanical areas, and building core. These additions are based on typical percentages encountered in actual building experience, and the ratio of total net to total gross square footage on an entire floor (or entire building) is the assumed "efficiency" of that floor (or building). See Appendix C for definitions.

## Space Standards Presented Here

Space standards are presented for the following types of areas:

- Workstations – Private Offices
- Workstations – Traditional Open Stations
- Workstations – Systems Furnishings
- Open Area Equipment
- Conference Rooms
- Other Rooms and Areas

## WORKSTATION STANDARDS — PRIVATE OFFICES

Private office standards are designated by the letters “PO” and are in most cases defined as having floor-to-ceiling walls and a door. The walls may be partially glass or may be equipped with pass-through openings, but such refinement considerations are noted in the program notations and not in the standard allowance itself.

We also provide for some private offices to be shared by two or more persons, and adapt the private office allocations to “shared” private office standards where needed. In this case we generally use the symbol “SPO” rather than “PO.”

### EXHIBIT Private Office Standards

Symbol	Space Std		Typical	Typical	
	Ftp't/Acc's/Tot'l		Assignment	Furnishings	
PO-1	90	--	90	Cubicle Office	Desk and chair, file, seating for 1-2 guest. Often may not be a full height office. This standard is rarely allocated, and is included for completeness in these standards.
PO-2	120	--	120	Supervisor	Desk and chair, credenza or back table, file, seating for up to 2 guests.
PO-3	150	--	150	Special cases	Desk and chair, credenza, 2 guests at desk, side seating for up to two persons.
PO-4	180	--	180	Manager	Executive desk and chair, credenza, 2 guests at desk plus side seating for 2.
PO-5	210	--	210	Special cases	Executive desk and chair, credenza, 2 guests at desk plus side seating for 2 or small conference table.
PO-6	240	--	240	Division Head	Executive desk and chair, credenza, 2 guests at desk plus side seating for 4 or small conference table.
PO-7	300	--	300	Department Head; City Manager	Executive desk and chair, credenza, 2 guests at desk, club seating for 4-6 or conference table.
PO-8	360	--	360	Unassigned	Executive desk and chair, credenza, 2 guests at desk, club seating for 4 plus small conference table.
PO-9	400	--	400	Unassigned	Executive desk and chair, credenza, 2 guests at desk, club seating for 4 plus conference table.

**Illustration – Private Office Standards**

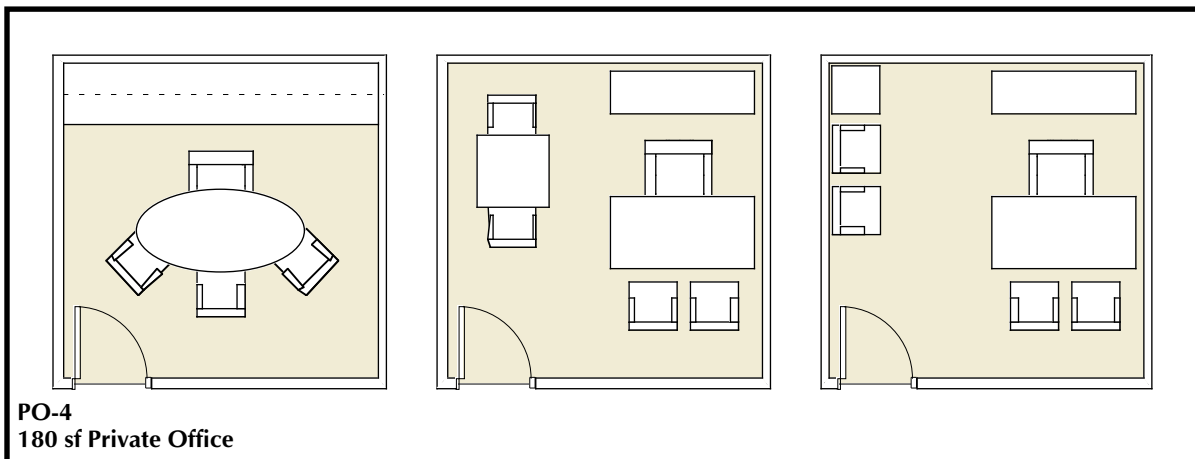
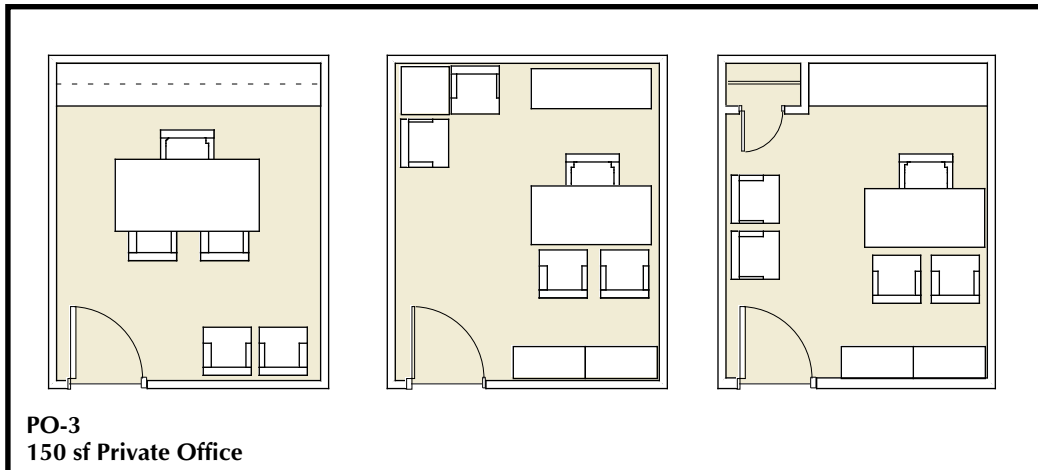
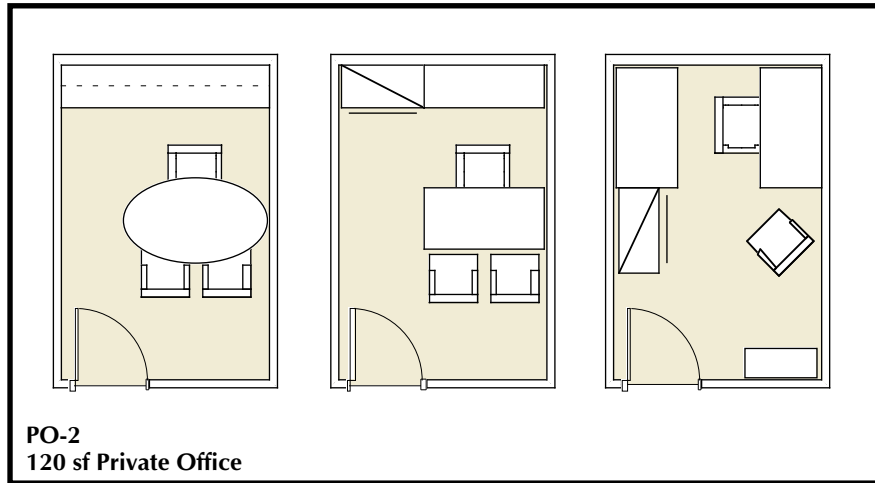


Illustration – Private Office Standards

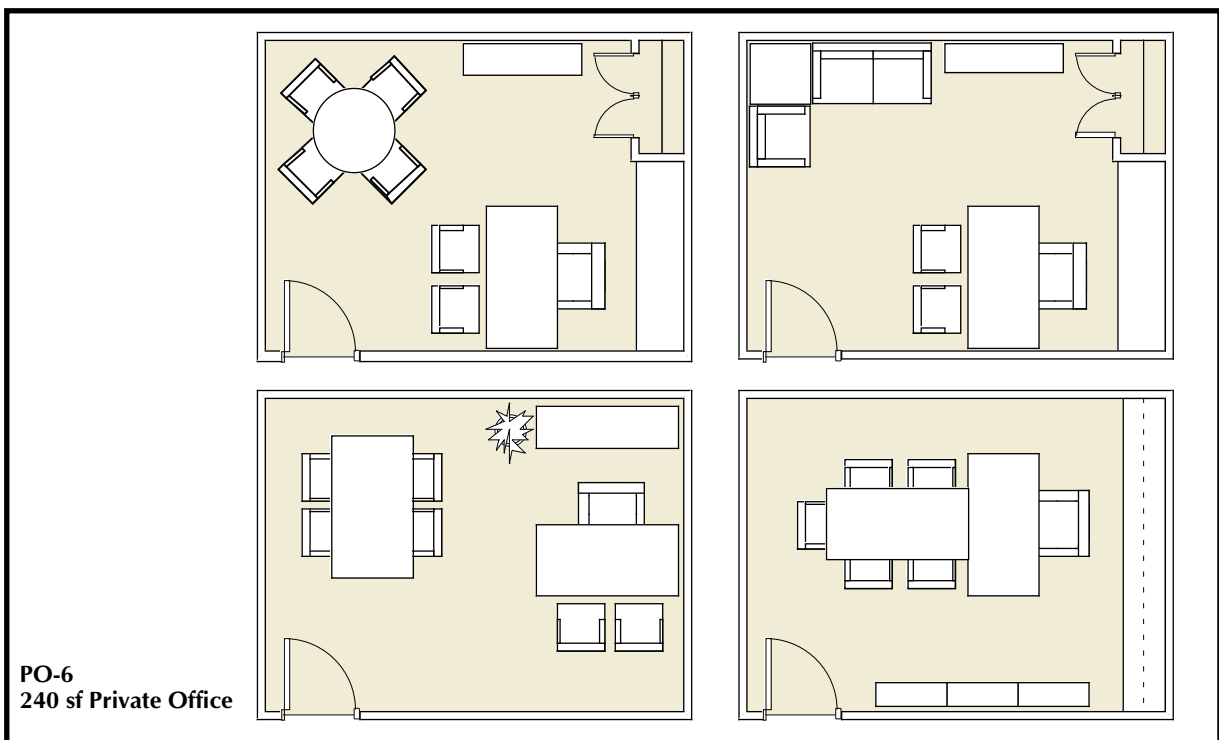
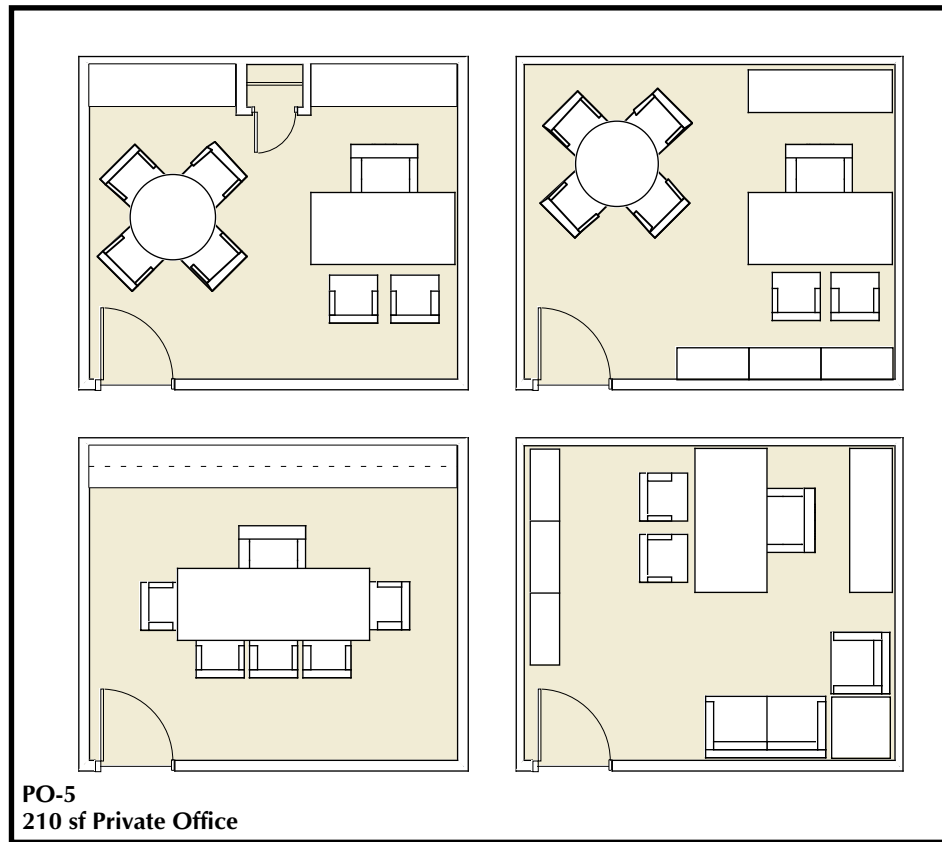
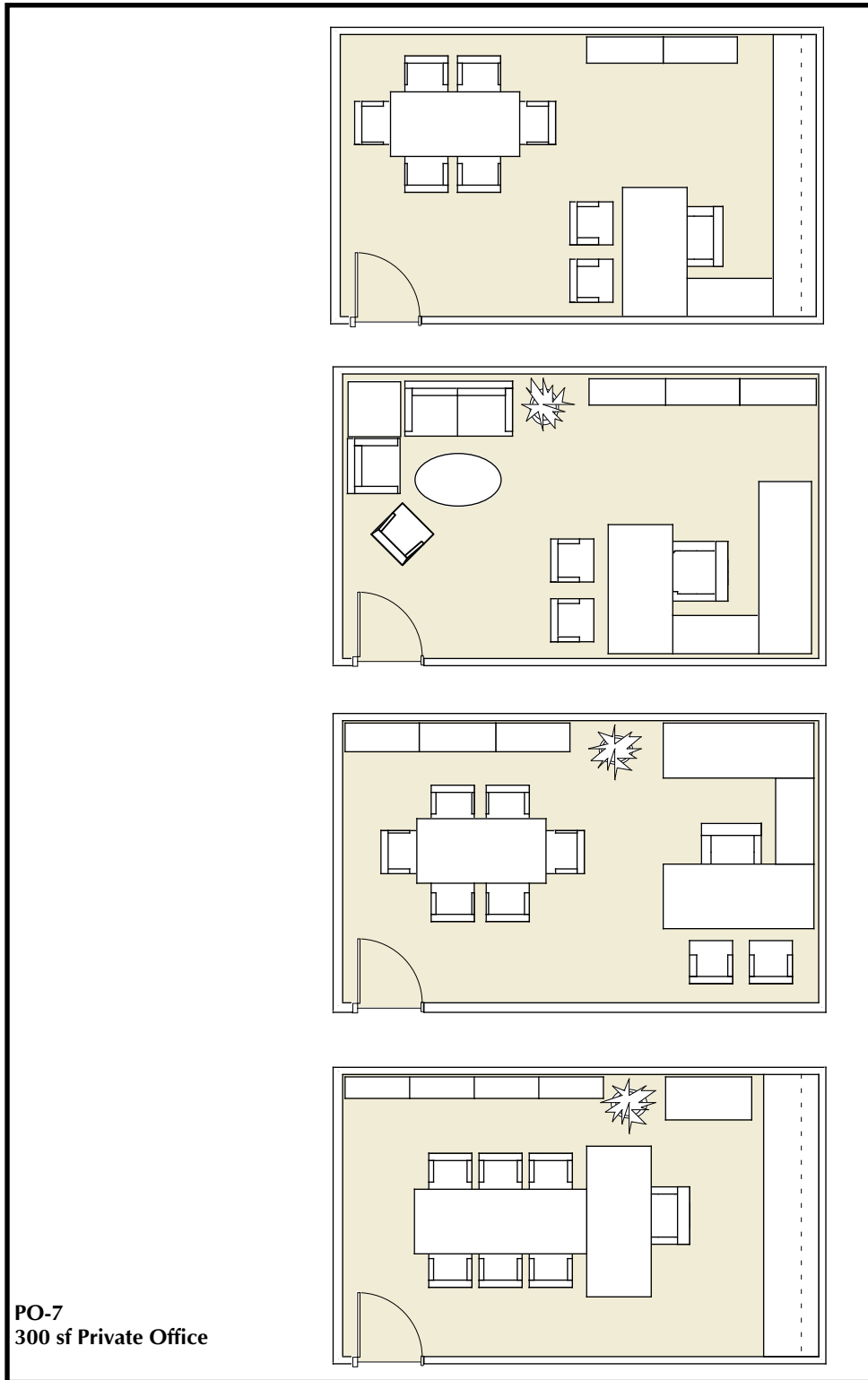
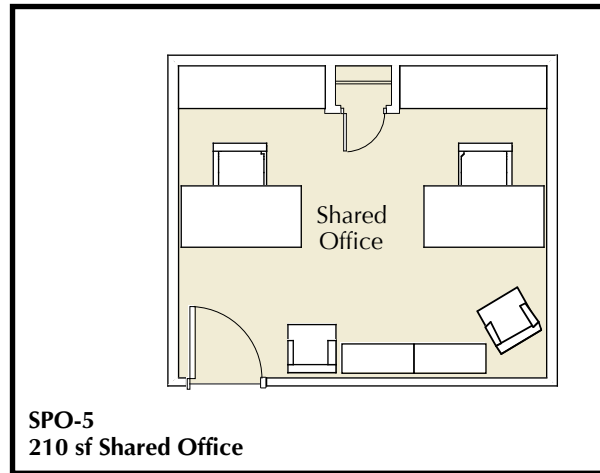
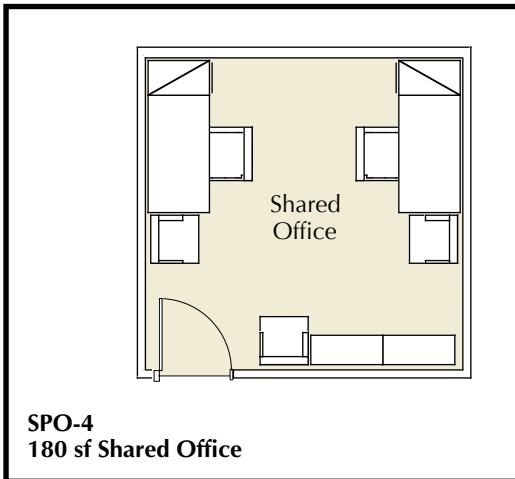
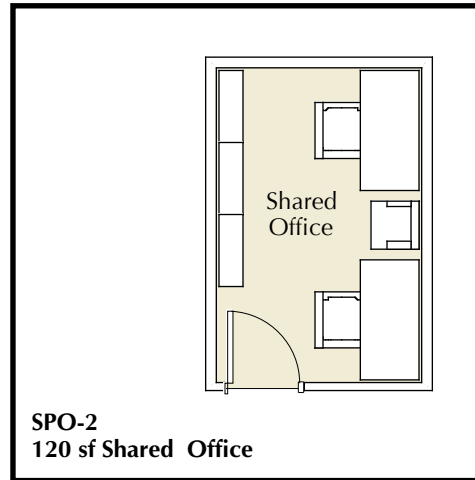
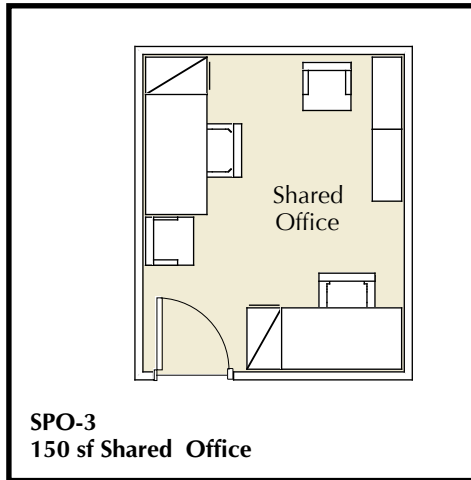


Illustration – Private Office Standards



**Illustration – Private Office Standards – Shared Offices**



**WORKSTATION STANDARDS — TRADITIONAL OPEN WORKSTATIONS**

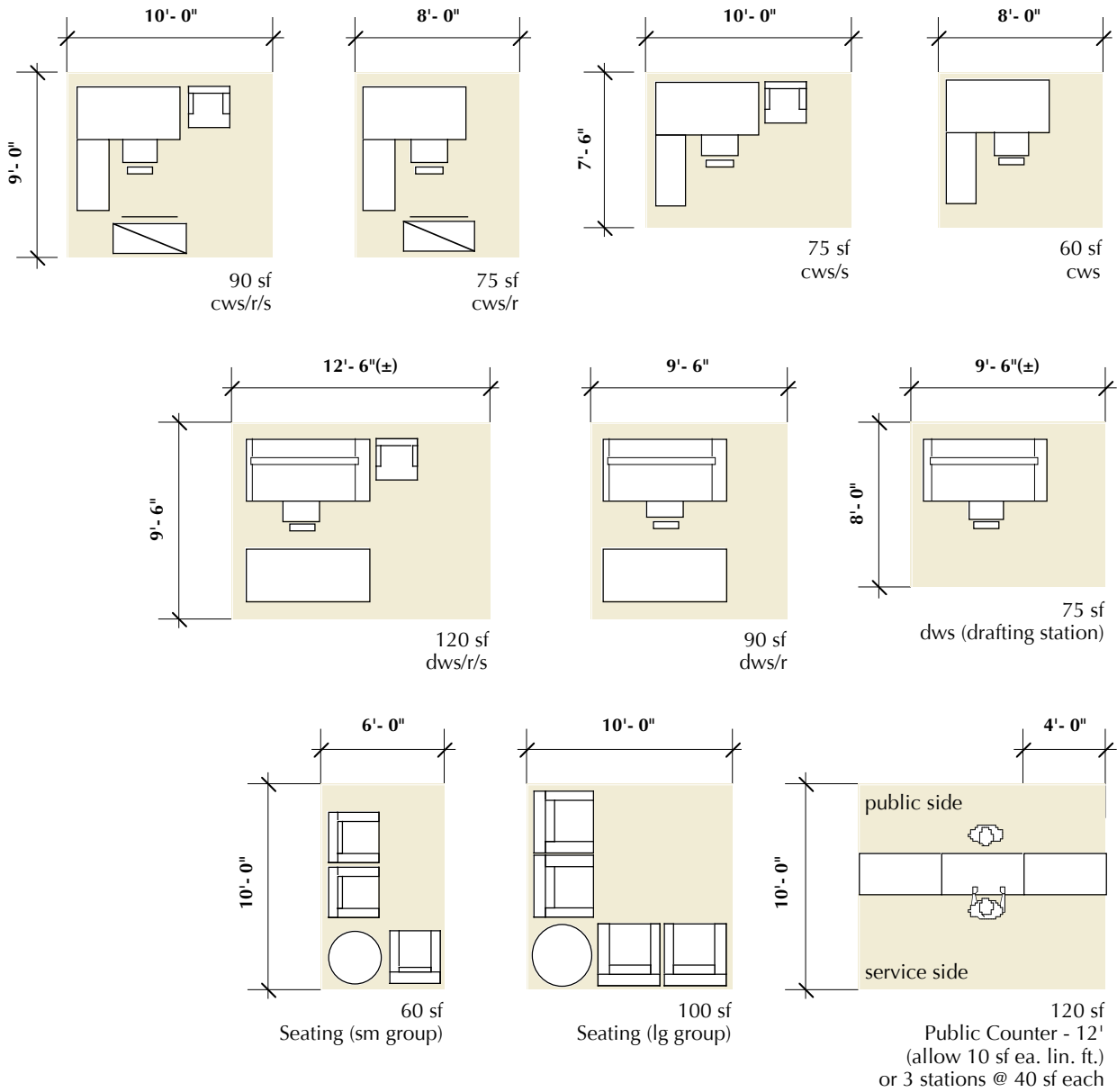
Traditional open stations are defined as having no integral panels as part of the stations, but are desks and work units which are found in traditional offices. These stations may have surrounding panels, for privacy or acoustic reasons, but traditional furniture is assumed. Open stations usually occur in groups of several stations or in conjunction with a block of filing or other unit equipment items. In some cases, the program may designate two (or more) open stations to be located in a room, as in a shared office.

The following Exhibit summarizes the space standards allocated to traditional open area workstations. Standards for System Work Stations are presented following.

**EXHIBIT  
Traditional Open Workstation Standards**

Symbol	Space Std			Typical Assignment	Typical Furnishings
	Ftp't/Acc's/Tot'l				
cws	30	30	60	Staff with std. desk	Clerical work station (cws), with lowered side return for terminal or typewriter. May include desks without a return, in some cases.
ews	30	30	60	Staff with std. desk	Work station (executive work station) without a typing or equipment return (double pedestal desk) or else with a return at executive height.
/r	10	5	15	as required	Indicates the addition of a reference unit (back table or lateral file) behind and as part of a work station.
/s	5	10	15	as required	Indicates the addition of a guest side-chair beside and as part of a work station.
ews/r	40	35	75	Staff with exec. desk	Executive work station (see "ews") with back unit.
sws	20	25	45	Staff with small desk	Small work station (desk 36" - 48" wide); may be a single-pedestal desk.
dws	40	35	75	Staff with drafting stn	Drafting table and chair.
dws/r	60	30	90	Staff with large drafting station	Drafting table, reference unit or work desk, and staff chair. Some plan storage at the station may be included.
uws	60	30	90	"U"- workstation	"U"-station for Records Clerks, including a desk, computer work station, and side surface for reference materials, radio, etc.

**ILLUSTRATION**  
**Traditional Open Workstation Standards**



## WORKSTATION STANDARDS — SYSTEM WORK STATIONS

The enclosures in an open furniture system are generally structural; that is, the panels carry the weight of surfaces, storage modules hung on the wall, and so on. The panels usually also have built-in chase-ways for electrical and communications lines (data and telephone), as part of an integrated wire management design. System work stations are designated by “en” which begins the symbol for the standard.

The “en” is followed by a letter, which indicates the general size category for the workstation. In this report, the standard size is based on the enclosed footage of the station. We generally have based the standards on a 2-foot grid ( 6x6, 6x8, 8x10, 10x10, and so on). The specific standard provides for various configurations: possible inclusion of one or more back tables, lateral files, extended side reference surfaces, side chairs, or other components as shown in the examples below.

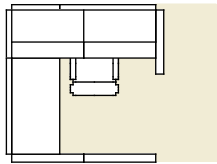
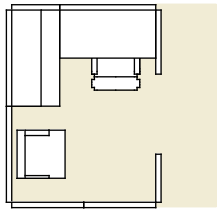
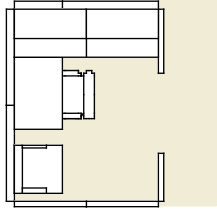
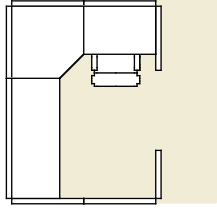
In a few situations, for different proportions on this grid, the enclosed size is essentially the same and we use the same standard in each case. Using en-C as an example, we allocate 100 sq. ft. for either a 12 x 8 dimension (98 sq. ft.) or a 10 x 10 dimension (100 sq. ft.). Furthermore, note that these allowances are generic, in that no one vendor is assumed. Different vendors may have dimensions and components available in a system line that deviate from these generic standards in some small degree.

The following Exhibit illustrates a range of features that each of these standards might have, noting total surface size, length of shelving and filing, and so on.

- The 1<sup>st</sup> column indicates the symbol used for the standard and the square footage allocated. Note that the standard (en-C, for example) provides an amount of space (100 sq. ft. in this example) into which a number of different configurations may be provided.
- The 2<sup>nd</sup> column indicates the enclosed square footage for the illustration. Note that this may differ slightly from the allocated square footage for the standard.
- The 3<sup>rd</sup> column indicates the “real” space required for the station when panel thickness and a 30-inch aisleway on the open side are added. This is accommodated by a programmed “inner circulation” allowance.
- The 4<sup>th</sup> column indicates the sq. ft. of worksurface provided in the illustrated layout.
- The 5<sup>th</sup> – 8<sup>th</sup> columns identify the feasible number of desk pedestals, feet of overhead shelving, linear feet of lateral files (this can be traded off against pedestals), and added side seating, all as suggested by the associated illustration.
- The 9<sup>th</sup> column presents an illustration for this particular variation of the standard.
- The 10<sup>th</sup> column supplies some notes and comparisons.

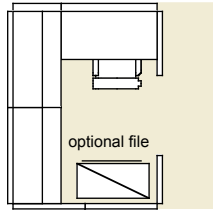
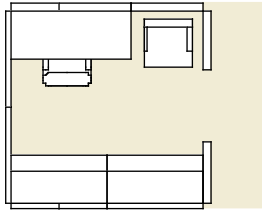
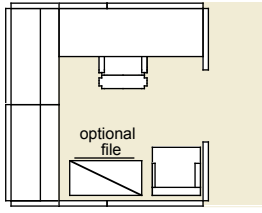
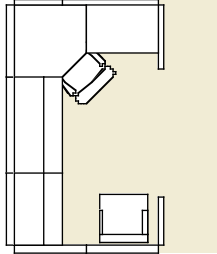
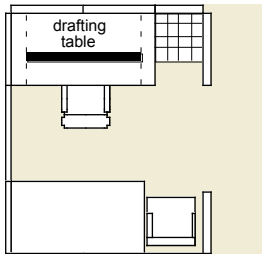
This table is followed by a page of illustrations showing conference spaces and reception stations developed with systems furnishings. The interior of the station excludes the panel thickness and the access space required in front of it.

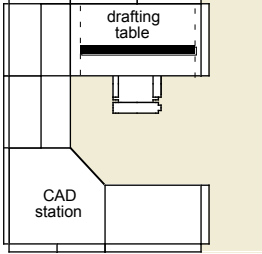
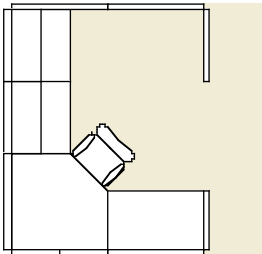
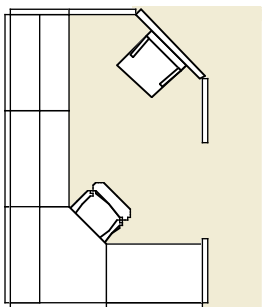
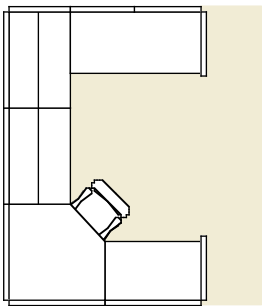
**EXHIBIT**  
**Analysis Of Open System Standards**  
**(Showing Various Alternative Configurations)**

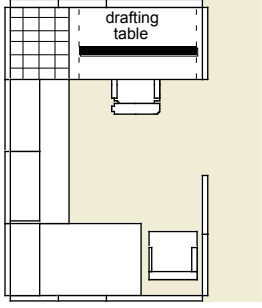
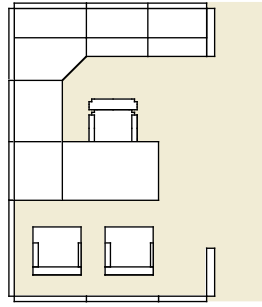
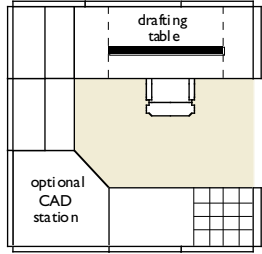
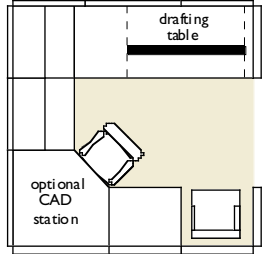
Symbol Used	Encl. SF	Total SF*	Surf. SF	Peds (No.)	Shelf LF	Files LF*	Seats (No.)	Illustration of the Standard	Reference & Notes
en-A (36)	6x6 36	58.5	20	1-2	6	—	—		a standard clerical desk
en-B (48)	6x8 48	76.5	18	1-2	4	—	1		b compare to cws/s
en-B (48)	6x8 48	76.5	17.5	1-2	6	—	1		c an alterna- tive config'n for b
en-B (48)	6x8 48	76.5	24	1-2	—	6±	—		d shown with a data sur- face

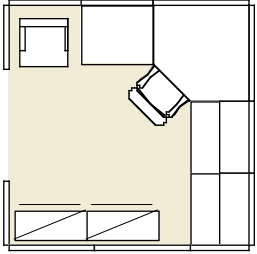
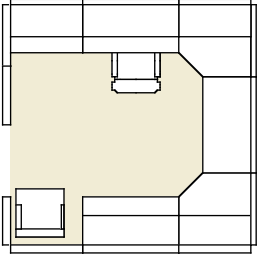
\* This is the total typical “cost” of space for this station, when an access aisle allowance is added. The actual station size is the “Encl. SF” in the next column.

\* Not counting files in pedestals.

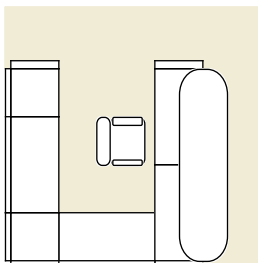
Symbol Used	Encl. SF	Total SF*	Surf. SF	Peds (No.)	Shelf LF	Files LF*	Seats (No.)	Illustration of the Standard	Reference & Notes
en-B (48)	6x8 48	76.5	34	1 or more in lieu of files	8	8-16	—		e compare to cws/r
en-C (64)	8x8 64	93.5	28.5	1-2	8	8-16	1		f compare to cws/r/s a return is an option
en-C (64)	8x8 64	93.5	31 +top of file	1-2	8	6-12 or more	1		g
en-C (64)	6x10 60	94.5	28	1-2	7	6-8	1		h like d, but longer for a guest chair
en-D (80)	8x10 80	115.5	33	1-2	5	roll file	1		i drafting stations are less flexible when smaller than this

Symbol Used	Encl. SF	Total SF*	Surf. SF	Peds (No.)	Shelf LF	Files LF*	Seats (No.)	Illustration of the Standard	Reference & Notes
en-D (80)	8x10 80	115.5	51	1	10	0-6 +roll file	1		j shown with data or cad surface
en-D (80)	8x10 80	115.5	39.5	1-2	8 opt.	6-12 opt.	— opt.		k with a deeper data work sur- face than d or h
en-E (100)	8x12 96	137.5	43	1-2	12	6-12	1		l longer than k to fit the guest chair better (shown with op- tional angle to allow pathway variation)
en-E (100)	8x12 96	137.5	56.8	2	12	11-20	—		m (see l) added sur- face and files replace the guest chair

Symbol Used	Encl. SF	Total SF*	Surf. SF	Peds (No.)	Shelf LF	Files LF*	Seats (No.)	Illustration of the Standard	Reference & Notes
en-E (100)	8x12 96	137.5	46.5	1-2	12  May also re- place side chair	12 +roll  File may also re- place side chair	1		n larger ver- sion of i or j -- guest chair is an option
en-E (100)	8x12 96	137.5	36	2-3	8	6	2		o smallest con- figura- tion with opposing guest chairs
en-E (100)	10x10 100	133.9	61	2	6	6-12 +roll			p larger ver- sion of n, with cad option
en-E (100)	10x10 100	133.9	61	2	6	6-12  File may re- place side chair	1		q variant of n showing a guest chair many op- tions are possible.

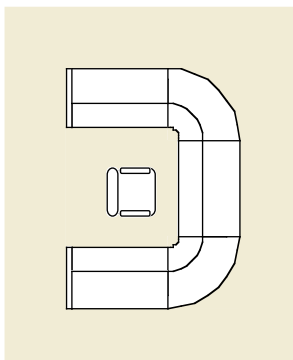
Symbol Used	Encl. SF	Total SF*	Surf. SF	Peds (No.)	Shelf LF	Files LF*	Seats (No.)	Illustration of the Standard	Reference & Notes
en-E (100)	10x10 100	133.9	37 + file tops	2-3	6	18-20	1		r larger version of m with guest chair and files
en-E (100)	10x10 100	133.9	47	3-6	17	6-12 +peds  Depends on mix of pedestals and file drawers			s similar to r but illustrating 2 ft desk depth and more overhead shelving units

**Illustration  
System Standards – Other Configurations**



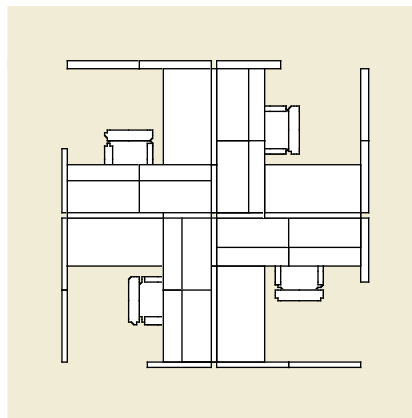
en/reception-1  
64 sf inside  
80 sf station footprint  
(with counter, panels)

115 sf allowance  
(shaded area)

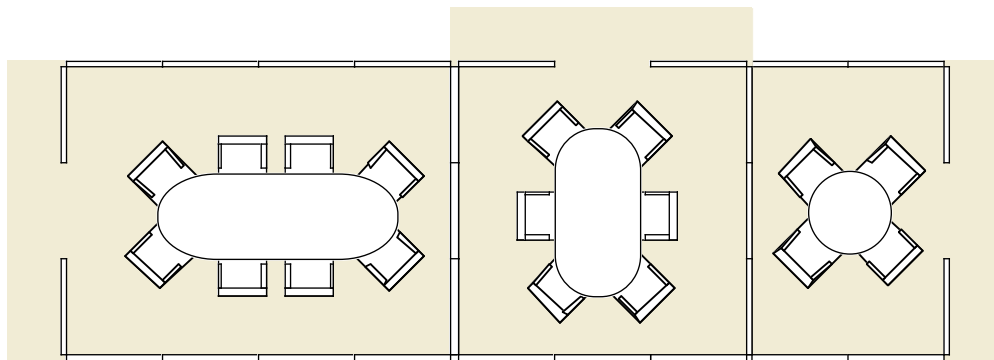


en/reception-2  
48 sf inside  
72 sf station footprint  
(with counters & panels)

185 sf allowance  
(shaded area)



en/pinwheel  
300 sf allowance  
145 sf inside (total)



en/conf—8 seats  
240 sf allowance  
192 sf inside

en/conf—6 seats  
190 sf allowance  
144 sf inside

en/conf—4 seats  
135 sf allowance  
96 sf inside

## OPEN AREA EQUIPMENT AND RELATED STANDARDS

There are three primary considerations in determining the space requirements for a particular piece of equipment: (1) the area occupied solely by the equipment item, (2) the space required for the equipment user or operator, and (3) the need for access to the item.

The exhibit below outlines the equipment dimensions and square footage allocations for frequently used items. The total space requirement of each piece of equipment of this nature is determined by increasing the actual footprint area of the item to allow for access and use. This factor has been determined from previous experience in developing layouts for similar facilities; space for non-standard equipment is calculated on an individual item basis.

**EXHIBIT**  
**Typical Standards For Open Area Equipment**

Item	Symbol (If Any)	Typical Item Size	Base	Standard Access	Total
Bookcase	bc	36" x 12"	3	7	10
Card File	file	18" x 28"	4	6	10
Coat Rack	coat or ctrk	24" x 48"	8	12	20
File Cabinet—Traditional File	file or sf	18" x 28"	4	6	10
File Cabinet—5-drawer	f-5	18" x 28"	4	6	10
File Cabinet—Lateral File	lf	36" x 18"	4	6	10
		42" x 18"	5	10	15
		48" x 18"	6	14	20
Side Chair	chair	24" x 24"	4	11	15
Storage Cabinet	stg cab	36" x 18"	5	10	15
Table	table	60" x 30"	12	28	40
Table—Extra Access Space	table	60" x 30"	12	48	60
Typewriter Stand/Cart	type	12" x 24"	2	8	10
		24" x 30"	5	10	15
Guest Seating—4 lounge	seat-2	—	80	20	100
Guest Seating—2-3 chairs	seat-1	—	40	20	60
Coffee Station—counter	cof-1	—	10	20	30
Coffee Station—enclosable	cof-2	—	15	35	60

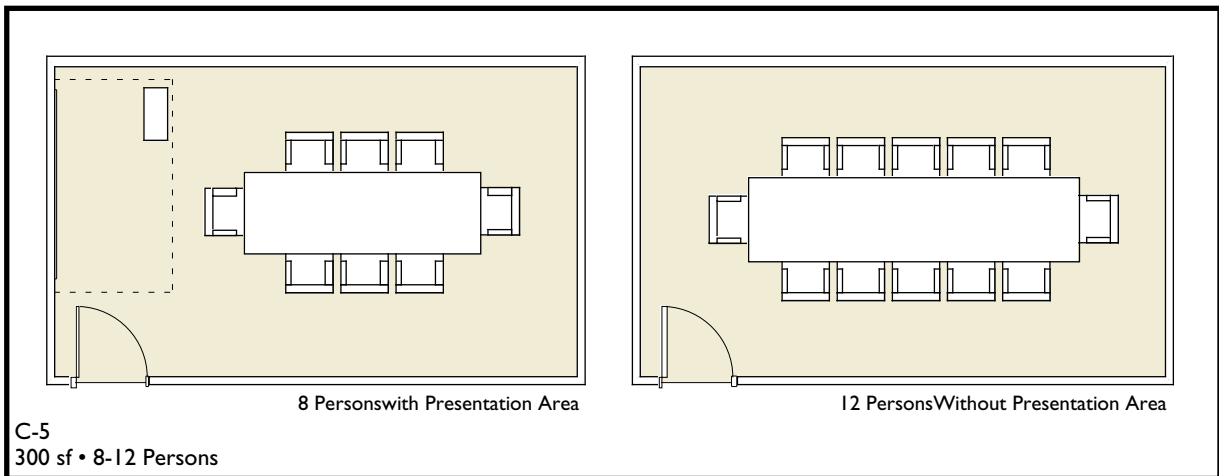
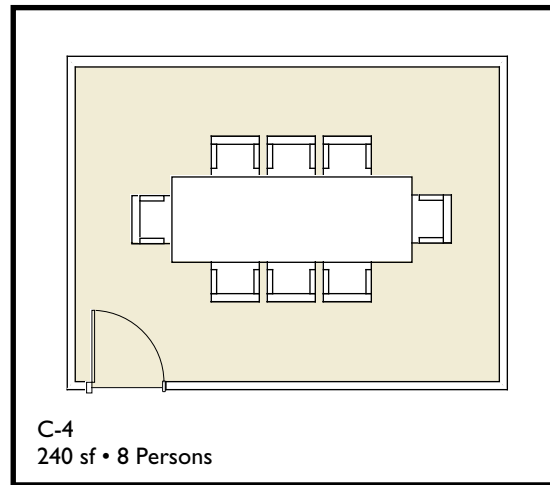
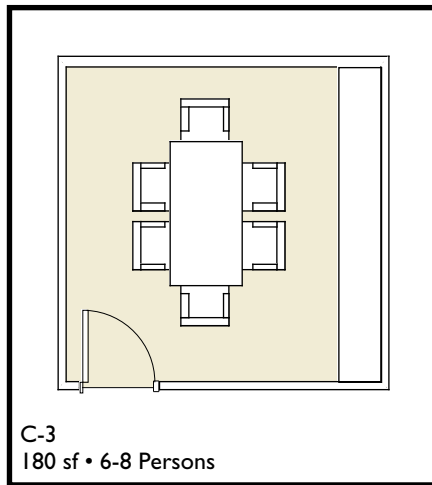
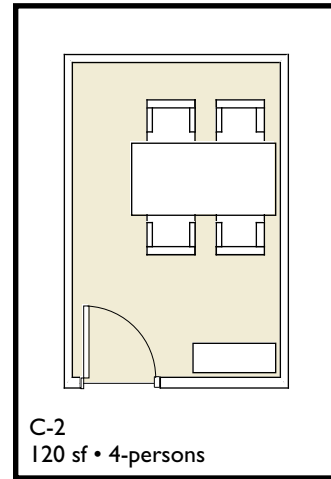
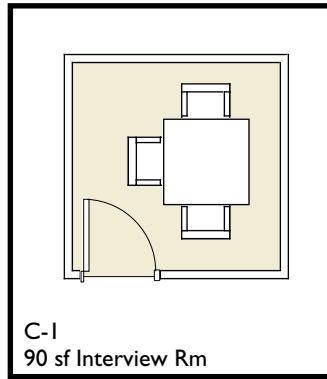
## CONFERENCE ROOM STANDARDS

The size of conference rooms depends on (a) the number of persons seated at the table, (b) the size of the table (to accommodate bulky items, for example), (c) the possible requirement for spectators seated away from the table, and (d) presentation or display space. The last may include such needs as a projector area at the back of the room as well as a screen and presentation area with podium and such at the front. The standards we have used in this report are summarized in the following exhibit.

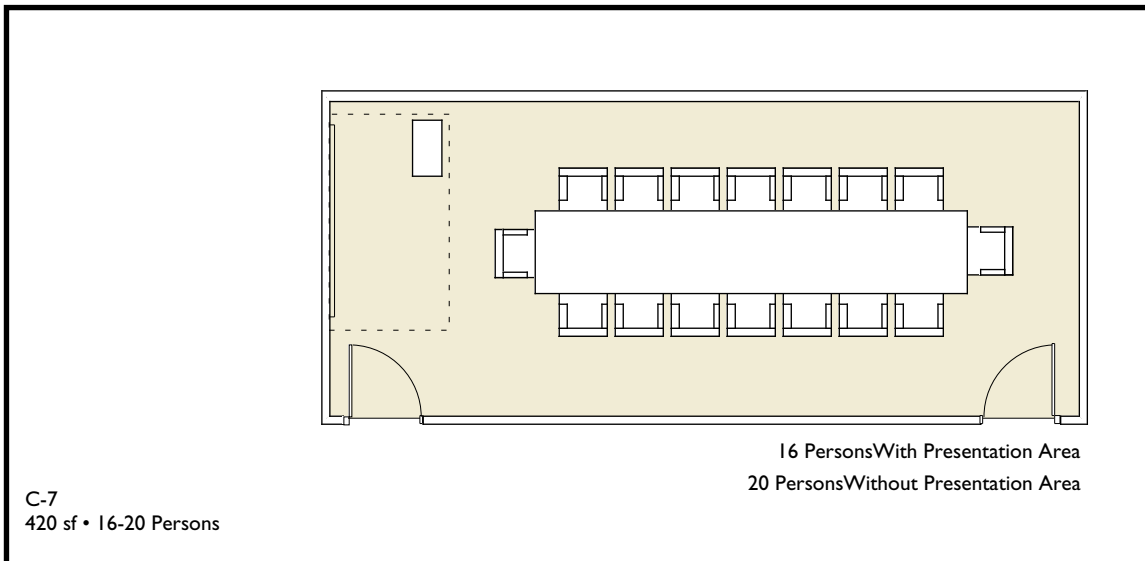
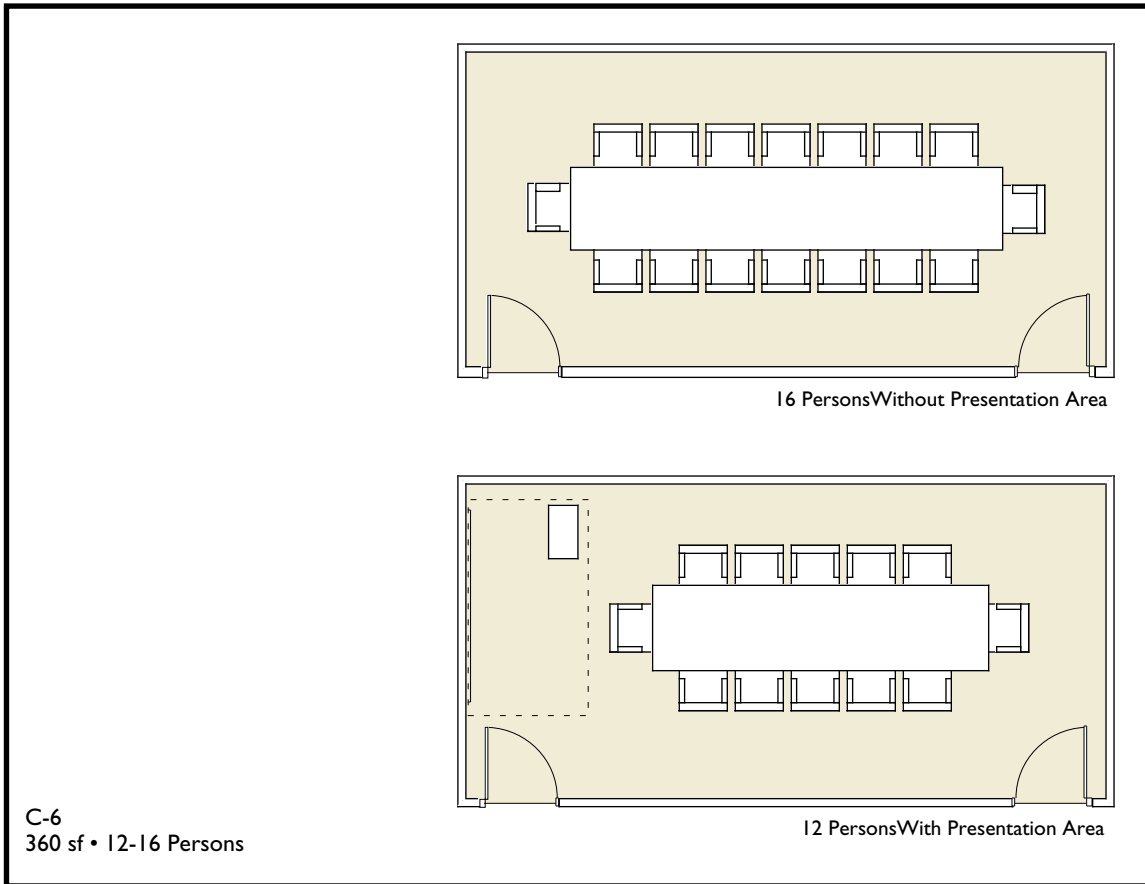
### EXHIBIT Summary Of Conference Room Standards

Symbol	Capacity and Type Std of Conference Room	Typical Furnishings
C-1	90 2-Person Interview Room	Table, 2 or 3 chairs.
C-2	120 2-4 Person Interview	Table, 2-4 chairs.
C-3	180 6 Person Conference	8 ft table, 6 chairs, possible writing surface on wall.
C-4	240 8 Person Conference	8 ft table, 8 chairs, possible tack boards or writing surface. Table can seat 10, but crowded.
C-5	300 8-12 Person Conference	12 ft table, 12 chairs. Can add library at one end and seats 8, or add presentation area and room seats 8.
C-6	360 12-16 Person Conference	12 ft table, 12 chairs, presentation area at end of room. Can accommodate 16 persons if presentation space is converted to conference space.
C-7	420 16-20 Person Conference	16 ft table, 16 chairs, presentation area at end of room. Can accommodate 20 persons if presentation space is converted to conference space.
C-8	480 18-22 Seat Conference Room	20 ft table, 18 chairs, presentation area at end of room; cabinet (possibly with coffee service) at other end of room. Can accommodate 22 persons if presentation space is converted to conference space.
C-9	560 22 Person Conference - 14 at main table - 8 at side seating	Conference seating 14 at table, plus 6-8 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 16 at main table if no cabinet.
C-10	640 28 Person Conference - 18 at main table - 10 at side seating	Conference seating 18 at table, plus 8-10 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 20 at main table if no cabinet.
C-11	720 34 Person Conference - 22 at main table - 12 at side seating	Conference seating 22 at table, plus 10-12 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 24 at main table if no cabinet.
C-12	800 34-Person Conference Divisible : 8-10 person 20-22 person	Modular combination of C-9 and C-4 conference rooms which open into one large room using room-divider partitions. Full room seats 24 at the main table and 10 persons at the side. Cabinet at one end of room.

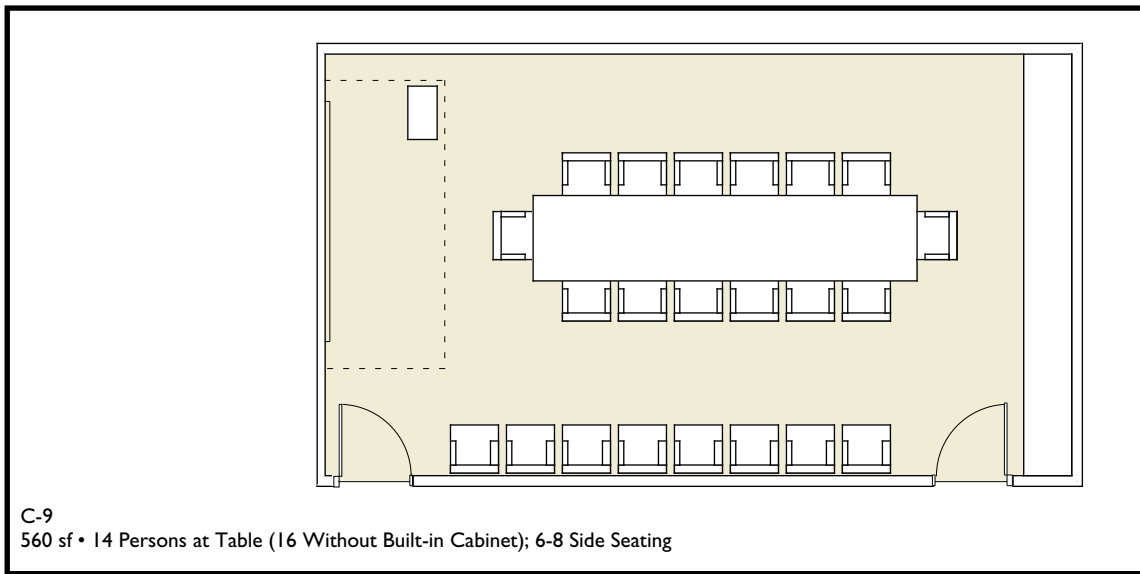
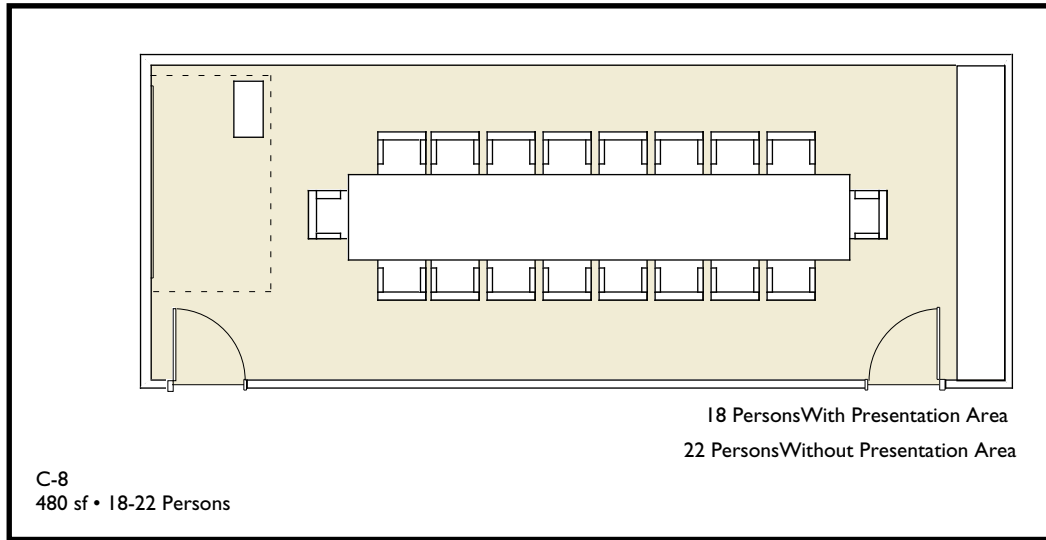
**Illustration  
Small Conference Rooms**



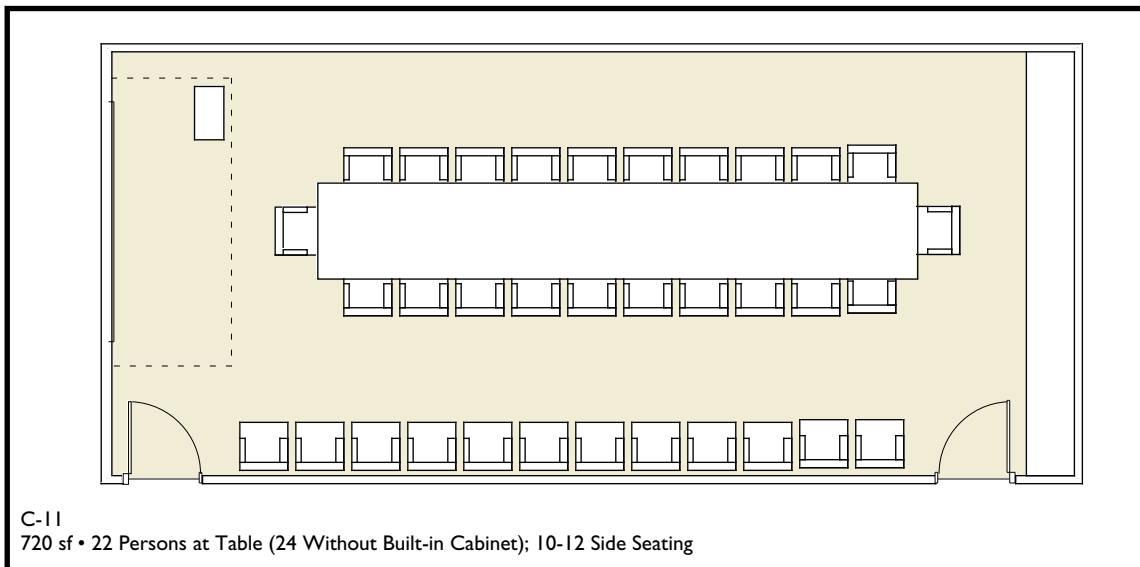
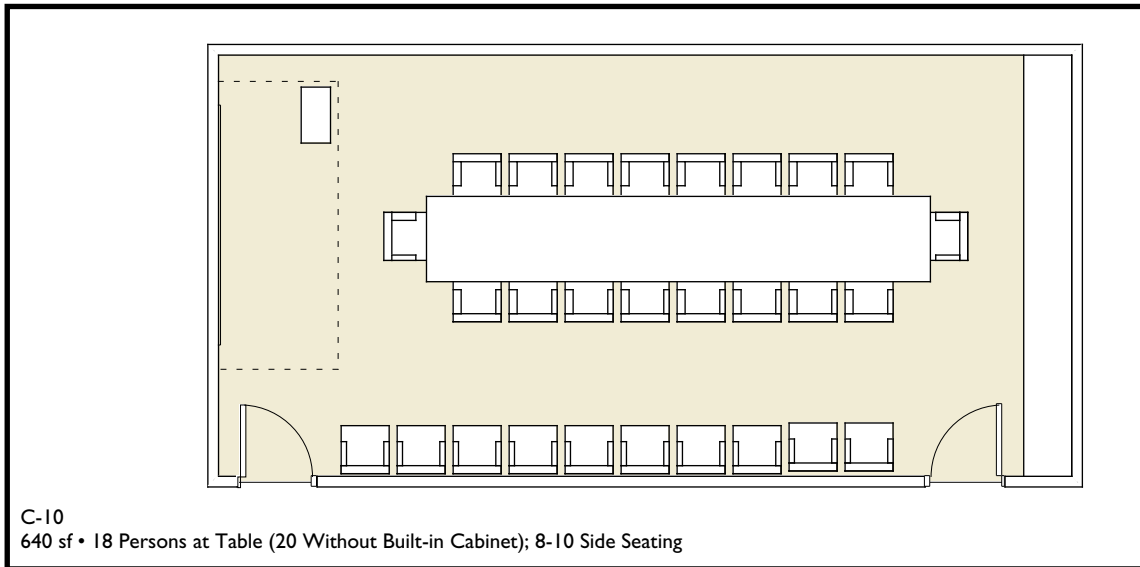
**Illustration  
Medium Conference Rooms**



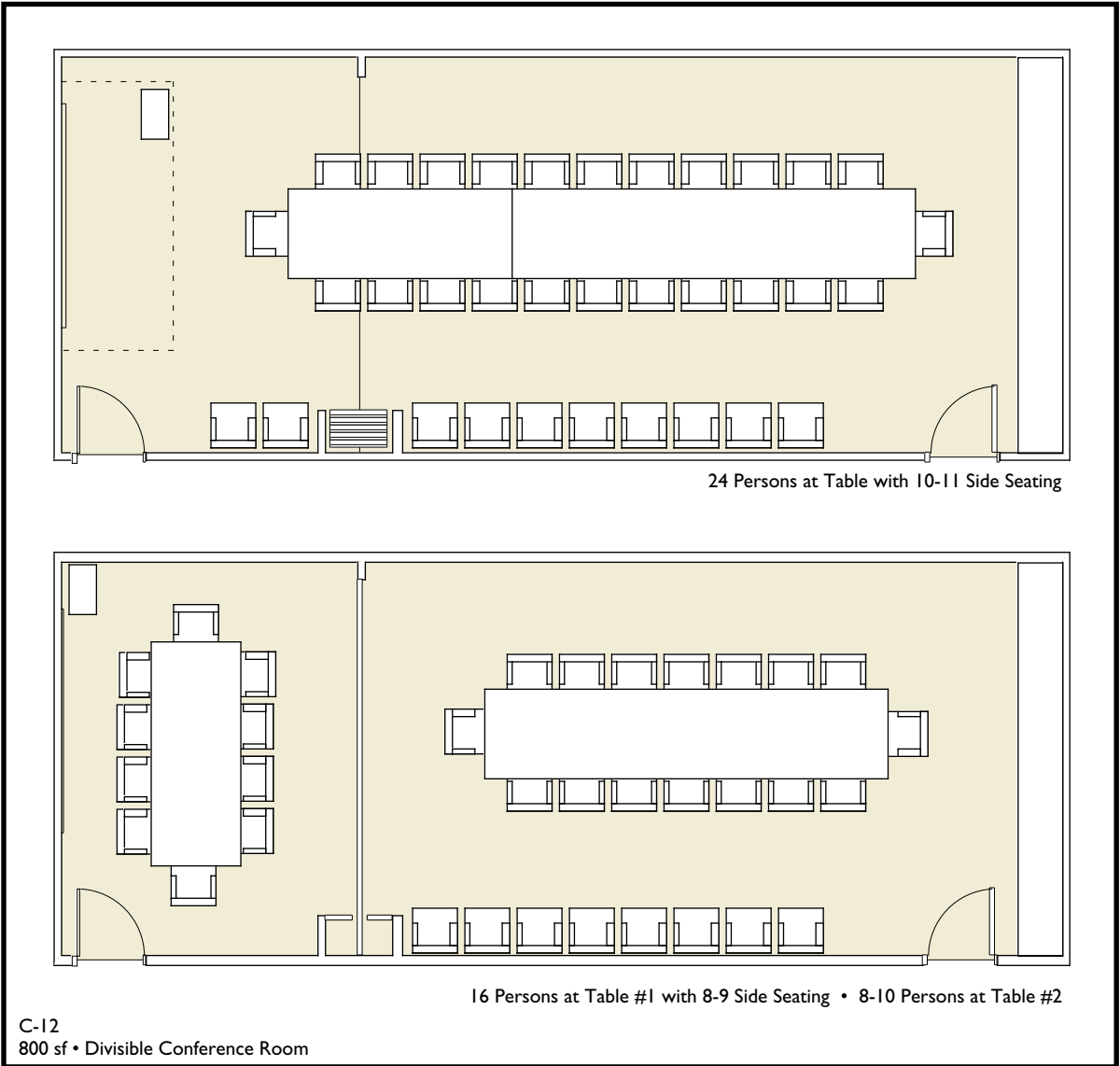
**Illustration  
Large Conference Rooms I**



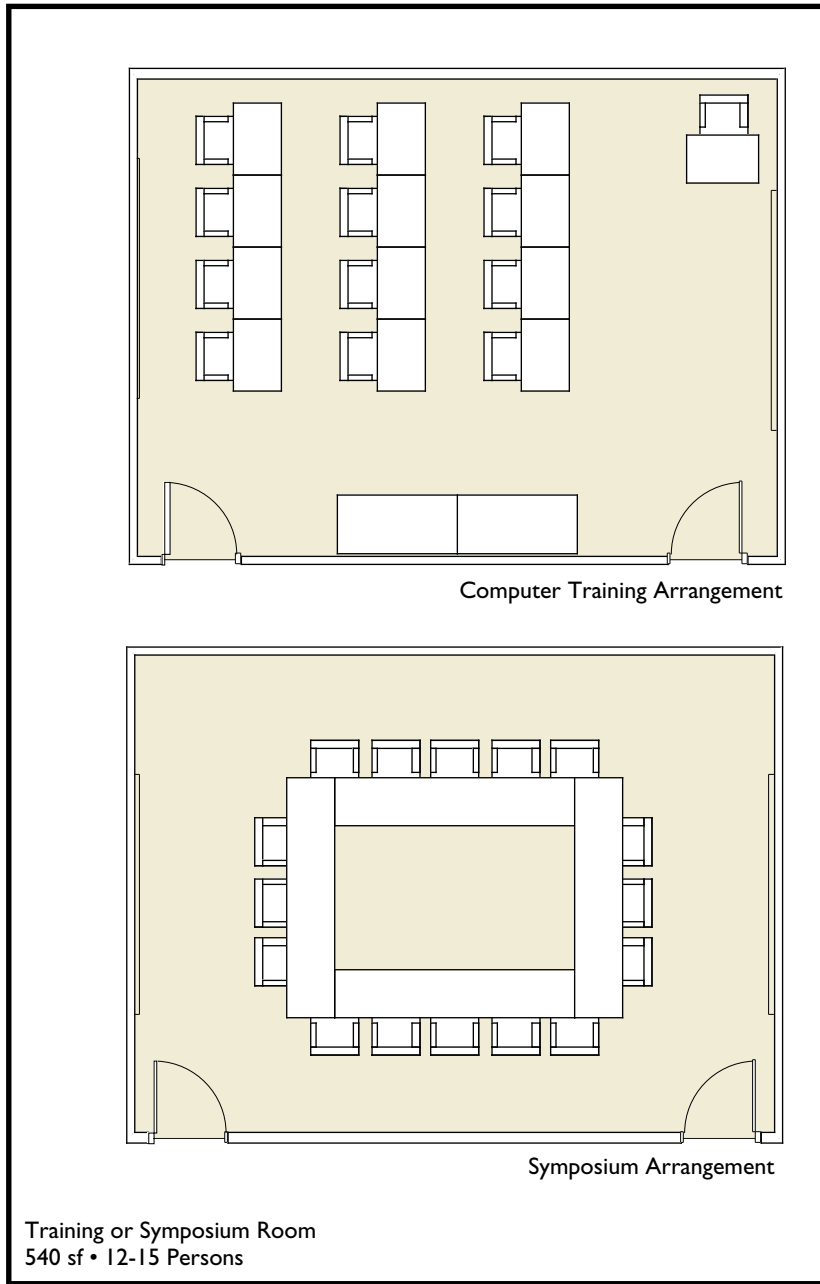
**Illustration  
Large Conference Rooms II**



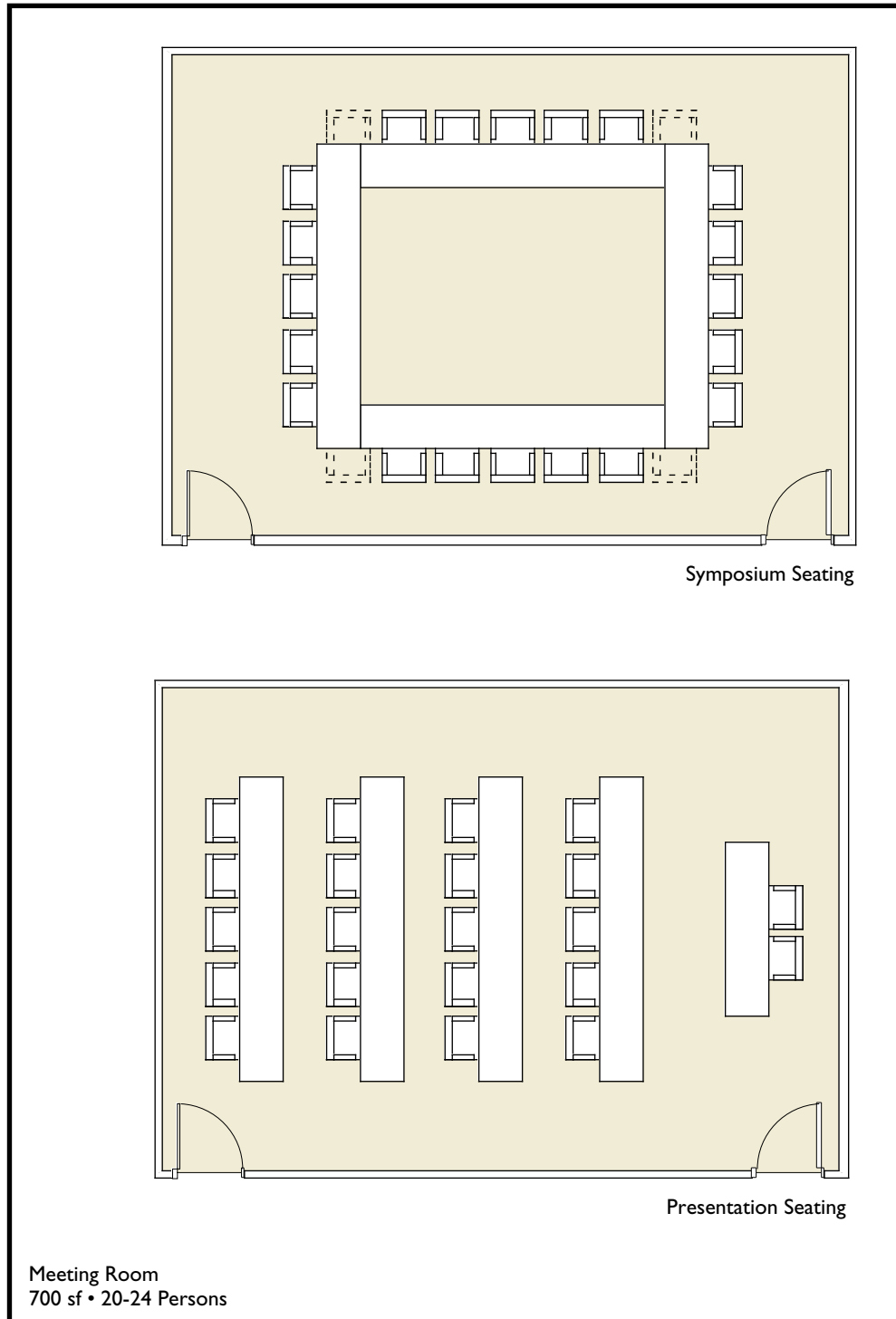
**Illustration  
Divisible Conference Room**



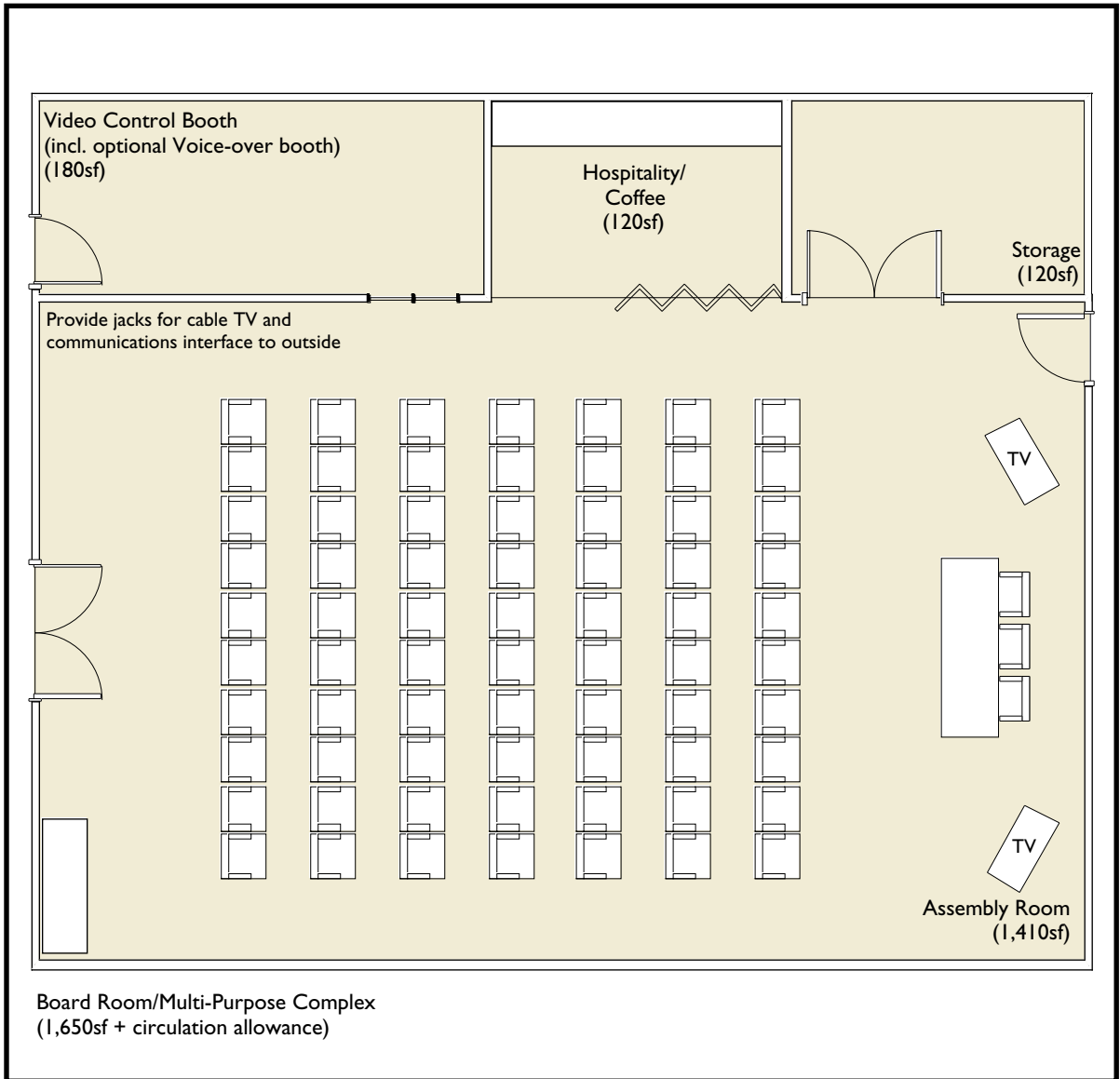
**Illustration  
Training or Meeting Room I**



**Illustration  
Training or Meeting Room II**

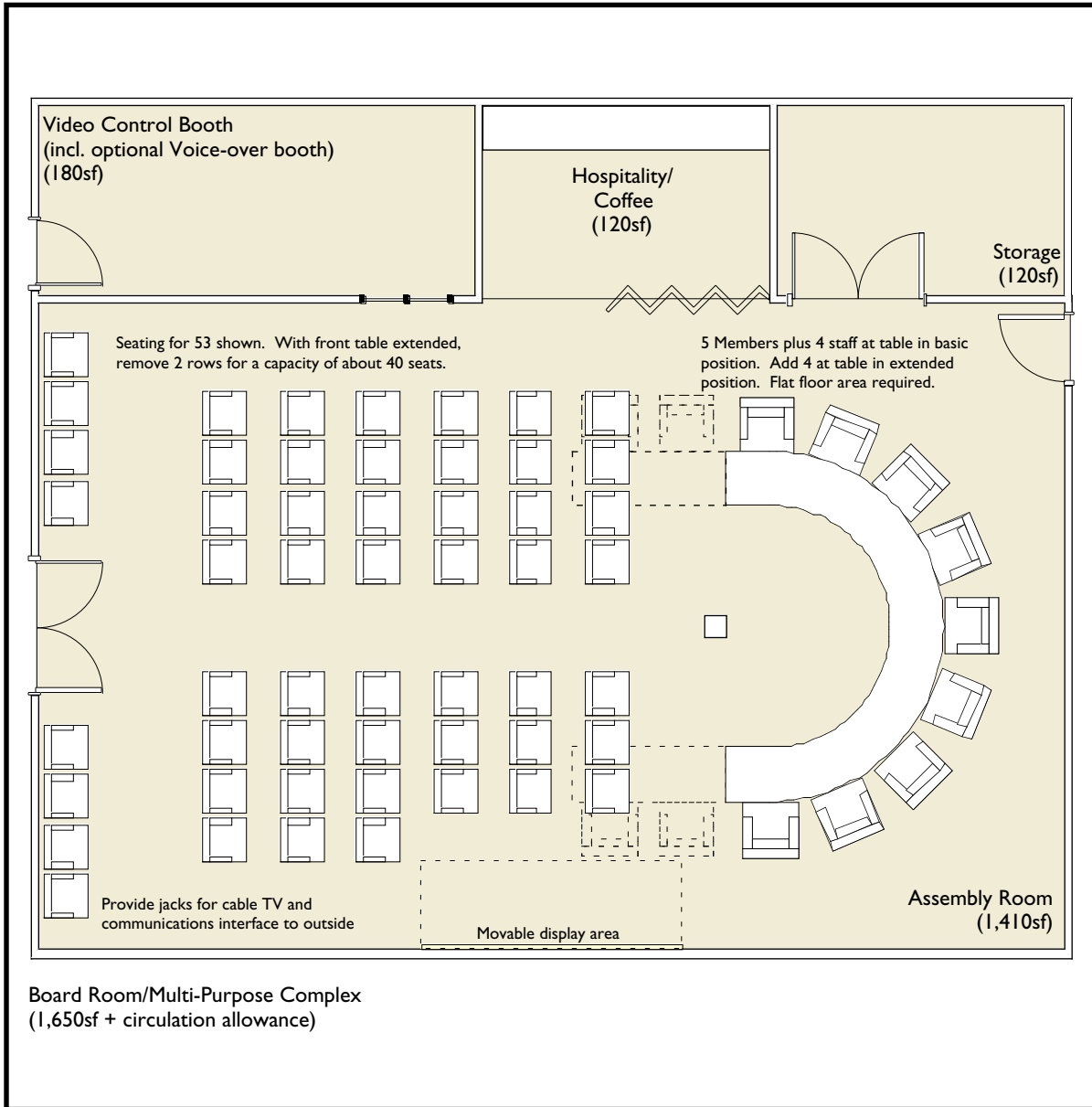


**Illustration  
Sample Assembly and Meeting Room  
(Flat Floor Multi-use Room)**



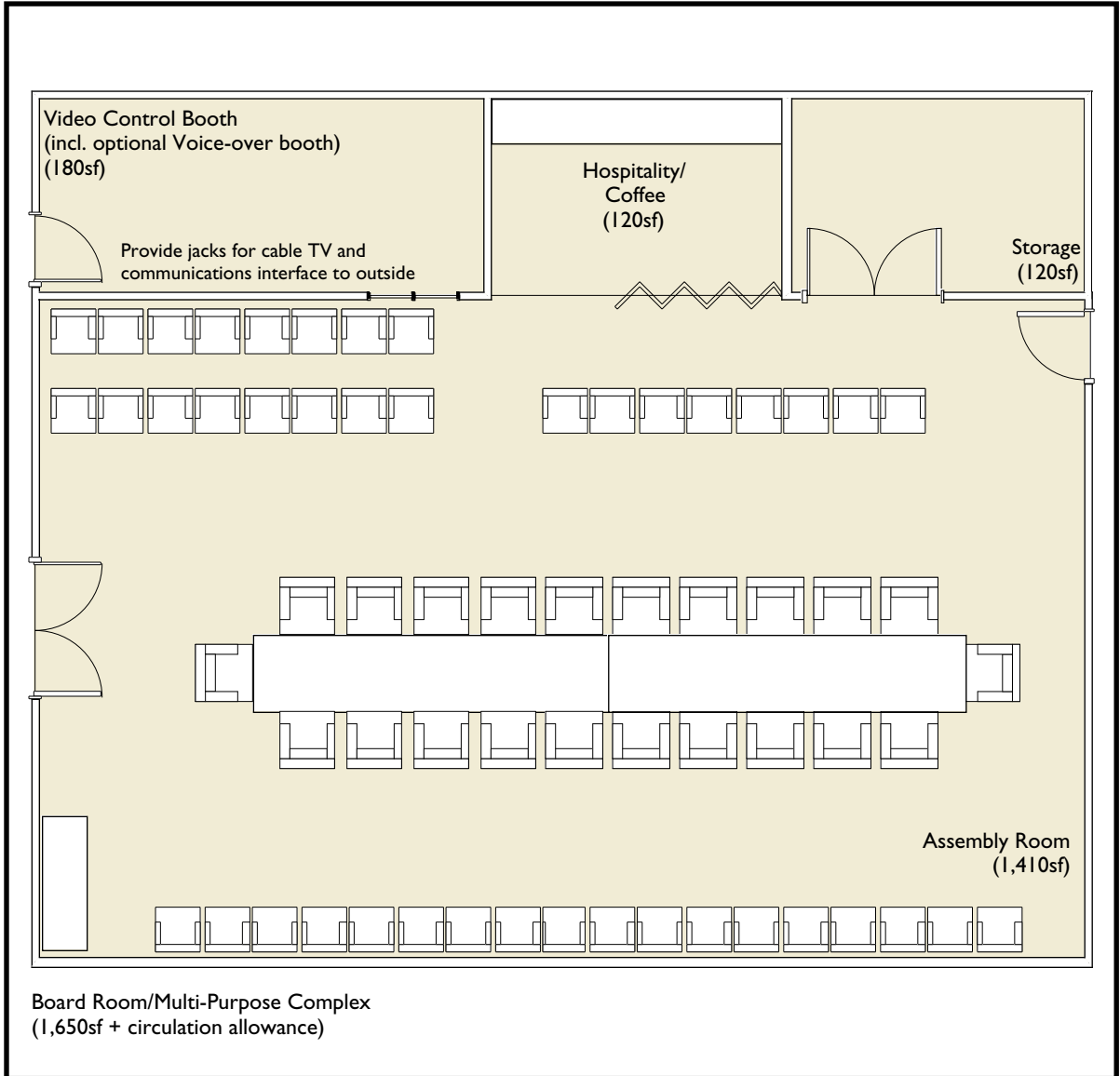
Audience seating  
for 70 is shown.

**Illustration**  
**Sample Small Board and Commission Meeting Room**  
**(Flat Floor Multi-use Room)**



Audience seating for 53 is shown.

**Illustration**  
**Sample Medium Board and Commission Meeting Room**  
**(Flat Floor Multi-use Room)**

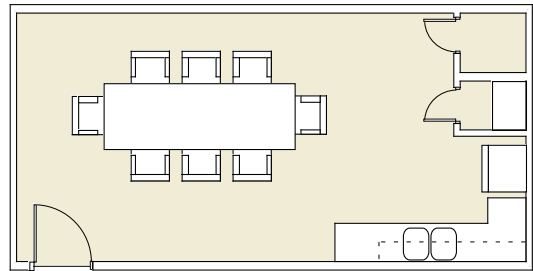


Audience seating  
for 42 is shown.

## STANDARDS FOR OTHER ROOMS

Other rooms, such as copy rooms, computer rooms, mail rooms, storage rooms, and so on are sized based on individual content needs. That is, standard requirements for the workstations, unit equipment, counters, and other items in the room are added together, with an allowance for extra circulation (when needed) and for the use of the items. The need for added circulation allowance is typically based on test layouts to assure an efficient yet workable standard is developed. As with other rooms in this project, we have generally sized the (smaller) rooms in multiples of 60 sq. ft., to allow the design and layout process greater flexibility and modularity. Illustrations of standards and assumptions for selected “other rooms” appear below.

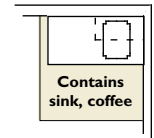
Typical Break Room



360 sf  
Typical Breakroom

Typical Coffee/Service Counter (small area)

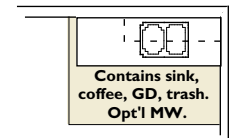
(standard “cof-2”)



20 sf  
Coffee (type 2)

Typical Coffee/Service Counter

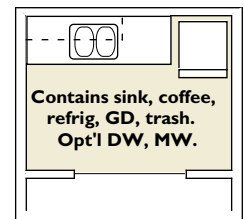
(standard “cof-3”)



30 sf  
Coffee (type 3)

Typical Coffee/Service Alcove

(standard “cof-4”)



60 sf  
Coffee (type 4)  
shown as an alcove

## **APPENDIX C – FLOOR PLANS OF EXISTING BUILDINGS**

The following pages present detailed CAD drawings of the existing Civic Center buildings under the scope of this project. The base outlines and major partitions represented in these drawings were obtained from the City and were modified in some cases according to observed field conditions at the time of our physical survey.

We also identified the functions of each space, and have color-coded the areas according to department and use. Some colors are reused, so a general knowledge of the buildings and the location of occupants is needed to track the designations we have used. The area quantities shown on the drawings are given in square feet. Faint red lines bound the areas, so that the exact assumptions of areas, work station sizes, and allocations used in this report are discernable. In some cases, access space is included in the workstation, where this appears to be integral to it, but generally this is not the case. In applying space standards, however, some access and circulation allowances are incorporated into the standard, and so it may not be true that a direct correlation between an allocation identified in the drawing will equal the size of a comparable space standard.

# Site Plan

## Newport Beach Civic Center

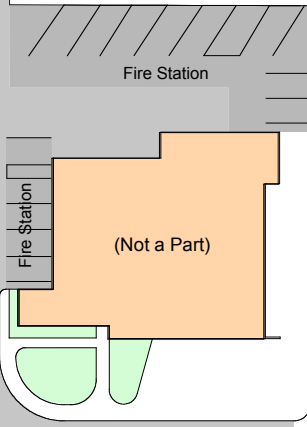
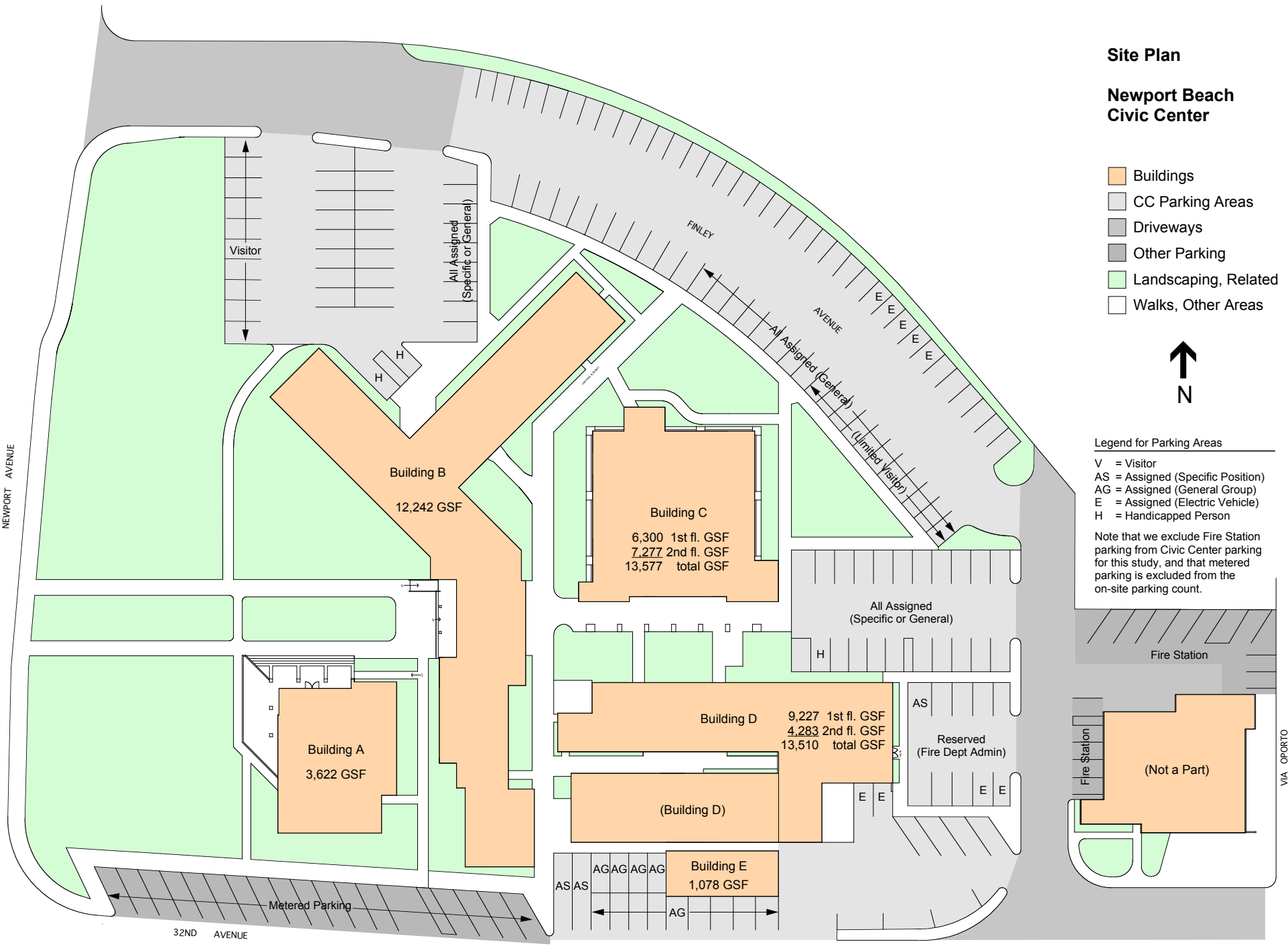
- Buildings
- CC Parking Areas
- Driveways
- Other Parking
- Landscaping, Related
- Walks, Other Areas



### Legend for Parking Areas

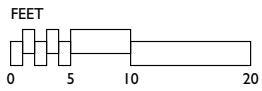
- V = Visitor
- AS = Assigned (Specific Position)
- AG = Assigned (General Group)
- E = Assigned (Electric Vehicle)
- H = Handicapped Person

Note that we exclude Fire Station parking from Civic Center parking for this study, and that metered parking is excluded from the on-site parking count.



# Building C.1

- Public Works: Usable Assigned
- Public Works: Usable Circulation
- Building: Usable Assigned
- Building: Usable Circulation Shared with Planning
- Planning: Usable Assigned
- Planning: Usable Circulation Shared with Building
- Building Stairwells, Corridors
- Building Lavatories, Janitor Rooms, Mechanical Rooms
- Building Vertical Penetrations, Shafts, Elevators

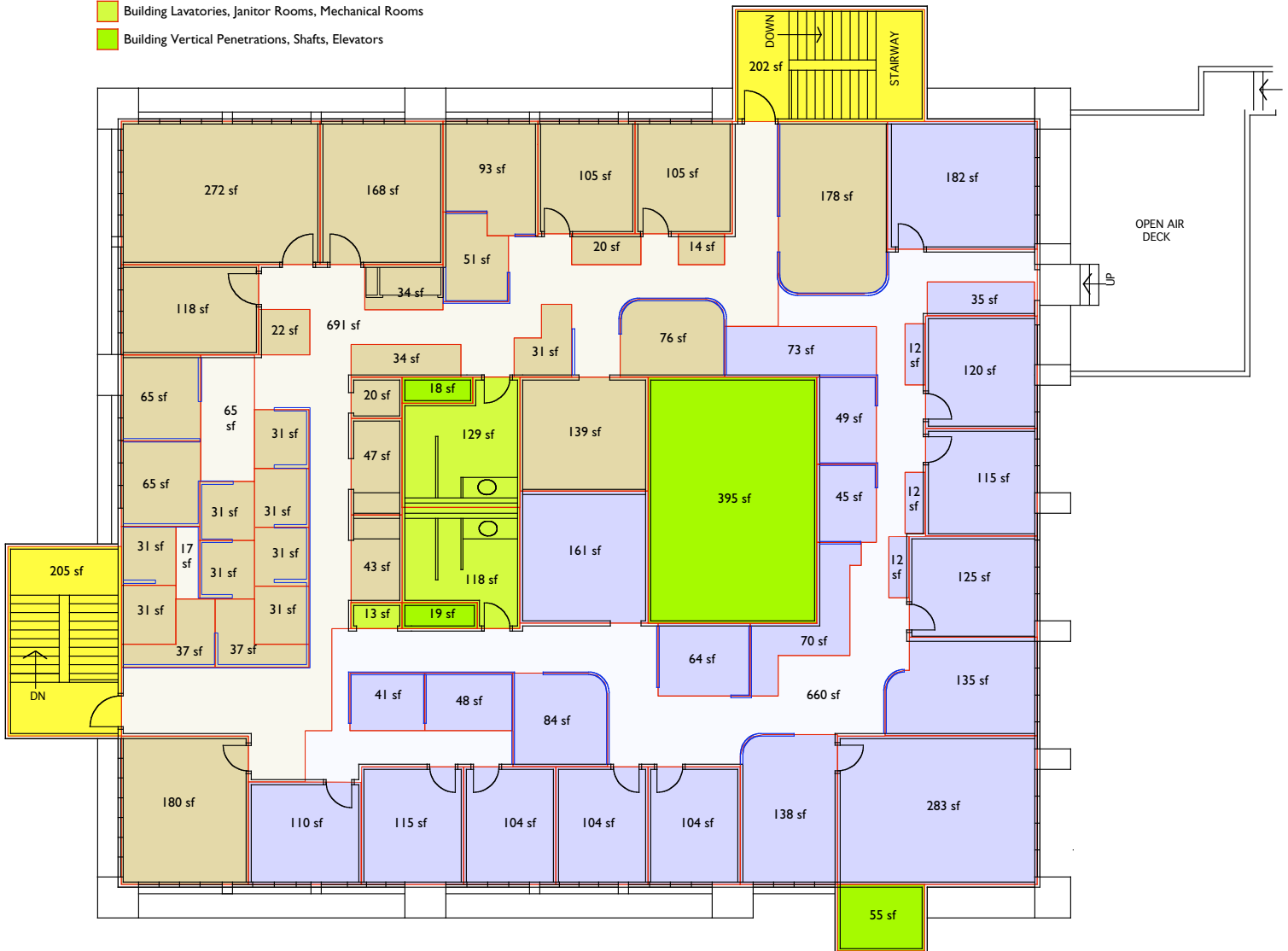




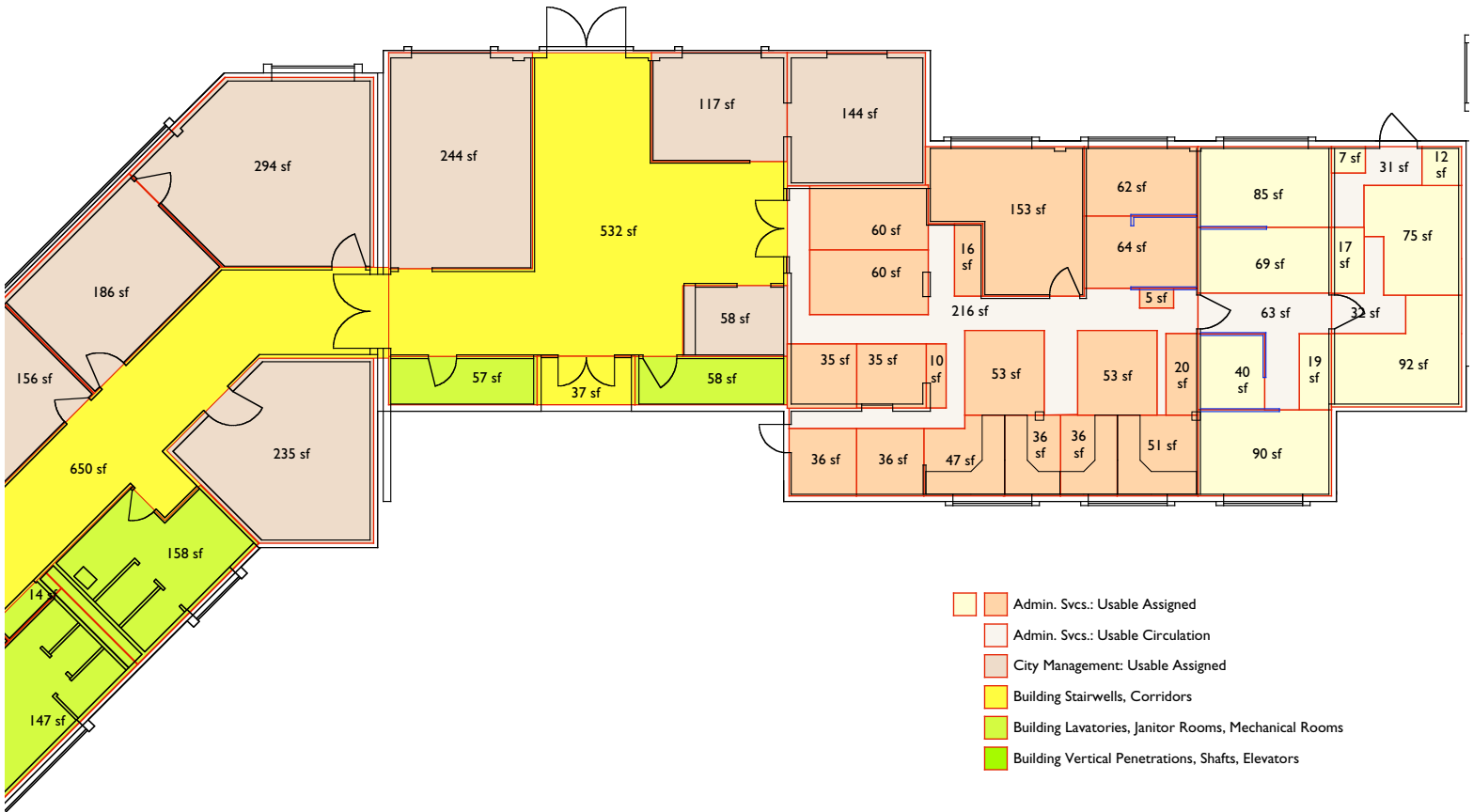
Building B (north section)

# Building C.2

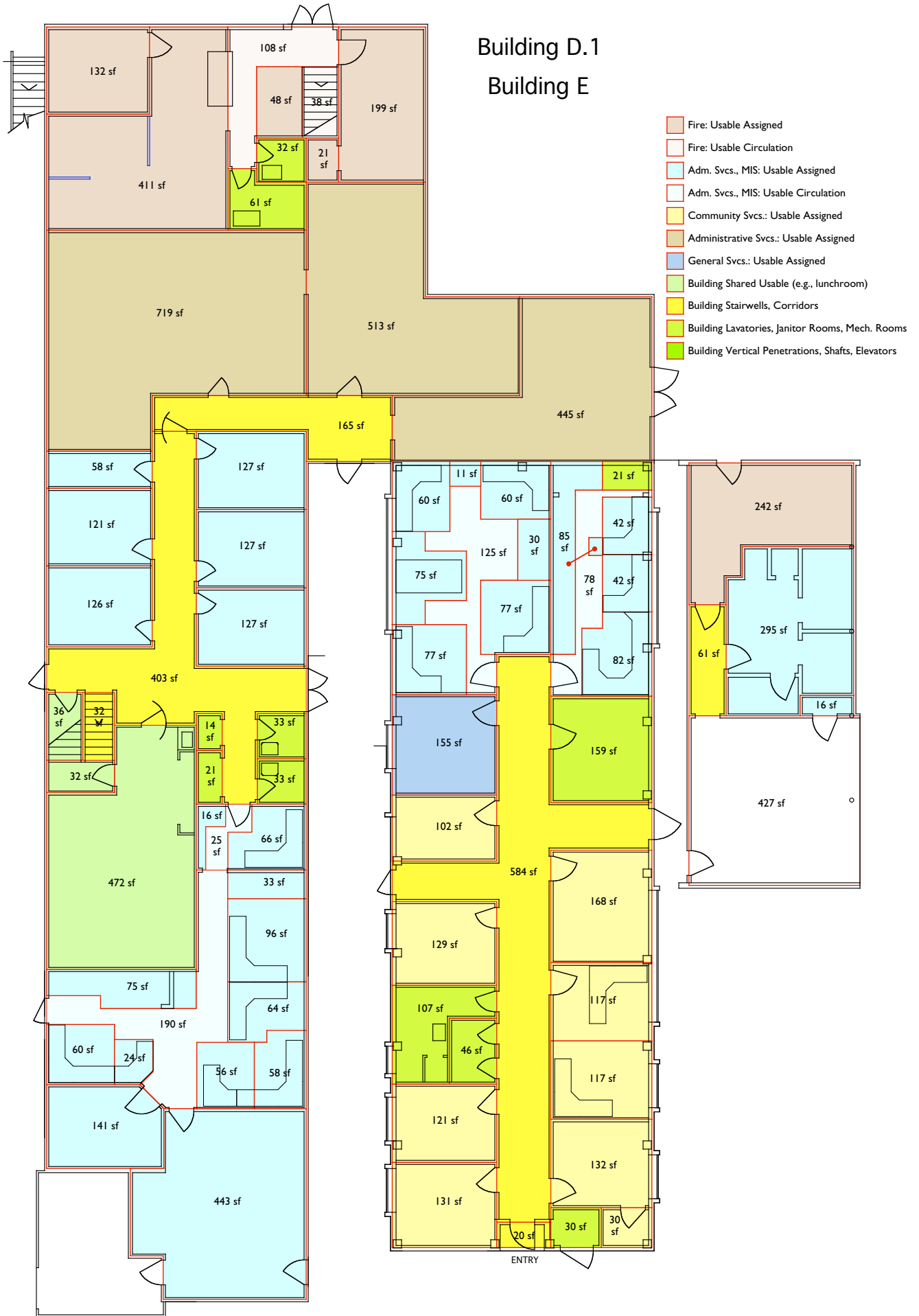
- Building: Usable Assigned
- Building: Usable Circulation
- Planning: Usable Assigned
- Planning: Usable Circulation
- Building Stairwells, Corridors
- Building Lavatories, Janitor Rooms, Mechanical Rooms
- Building Vertical Penetrations, Shafts, Elevators



# Building B (central section)

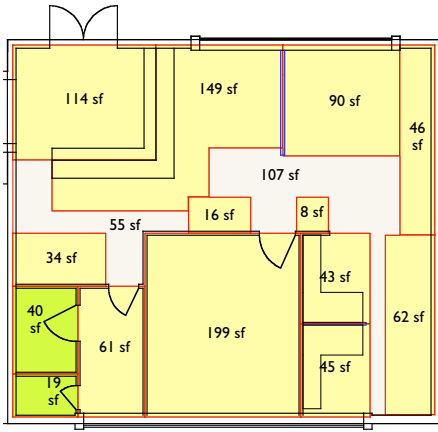


# Building D.1 Building E

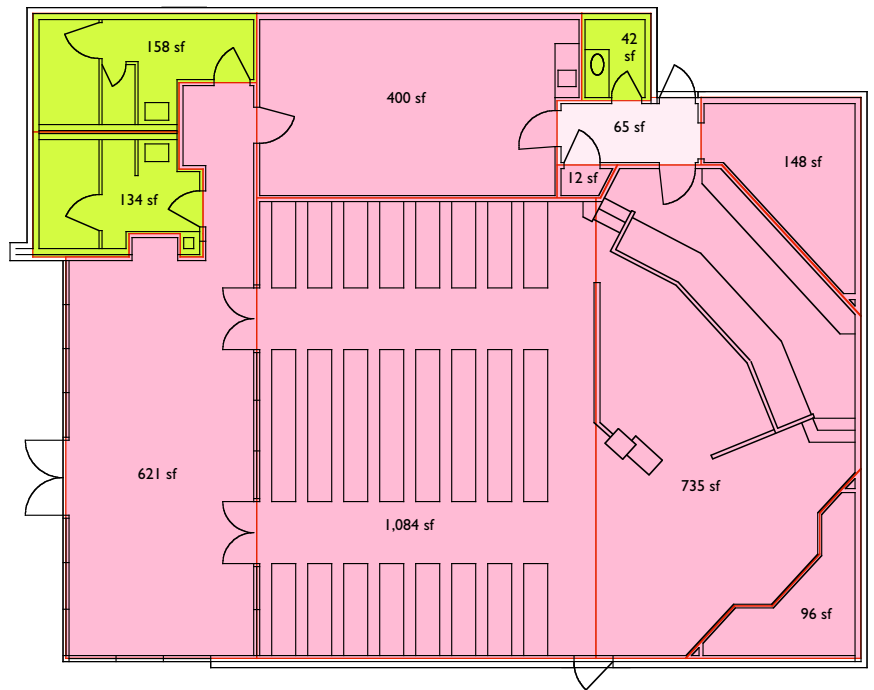


# Building A

## Building B (south section)



- Community Svcs.: Usable Assigned
- Community Svcs.: Usable Circulation
- City Management, Council Areas: Usable Assigned
- City Management, Council Areas: Usable Circulation
- Building Stairwells, Corridors
- Building Lavatories, Janitor Rooms, Mechanical Rooms
- Building Vertical Penetrations, Shafts, Elevators



# Building D.2

