

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
City Administration															
Office of the Mayor and Council															
Office Areas															
Mayor	PO-3	150	144	1	1	150	1	1	150	1	1	150	1	1	150
Council Members (shared)	SPO-3	150				0			0	1		150			150
Dept. Assistant to Mayor	en-D	80	58	1	1	80	1	1	80	1	1	80	1	1	80
Subtotal =			202			230	2		380			380	2		380
25% Circulation Allowance						60			110			110			110
Total Council Office (NSF)			202	2		290	2		490	2		490	2		490
Council Chambers Areas															
Council Conference Room	C-6	400				400			400	1		400	1		400
Council Lavatory		42				42			60	1		60	1		60
Chambers (exist 112 seats) (proposed 150 seats)			2888			2888			3500	1		3500	1		3500
Chambers, Lobby Lavatories			292			292			500	1		500	1		500
25% Circulation Allowance									1115			1115			1115
Total Council Chambers Area =			3622			3622	0		5575	0		5575	0		5575
Community Assembly Area															
Multi-Purpose Room (45'x45')			0			0			2025	1		2025	1		2025
Foyer (10%)			0			0			200	1		200	1		200
Catering Kitchen			0			0			200	1		200	1		200
Storage			0			0			150	1		150	1		150
25% Circulation Allowance									644			644			644
Total Community Assembly Area =						0	0		3219	0		3219	0		3219
Total Office of Mayor and Council, NSF			3824	2		3912	2		9284	2		9284	2		9284
Office of the City Manager															
City Manager	PO-7	300	294	1	1	300	1	1	300	1	1	300	1	1	300
Exec. Assistant to City Mgr.	Recept-2	180	186	1	1	180	1	1	180	1	1	180	1	1	180
Assistant City Mgr.	PO-6b	280	391	2	2	420	2	2	560	2	2	560	2	2	560
Assistant to the City Mgr.	en-E	100							100	1	1	100	1	1	100
Management Analyst	en-E	100								1	1	100	1	1	100
Contract Special projects WS	en-E	100												1	100
Copy Room / Supplies	clos-4	60	50			60			60	1		60	1		60
Lobby Reception Area															
Adimin Asst.	en-E	100	117	1	1	80	1	1	100	1	1	100	1	1	100
Equipment / Files		40	incl		1	40		1	40		1	40		1	40
Conference Room	C-3	180	none		1	180		1	180		1	180		1	180
Public Information															
Public Informantion Mgr.	PO-5	210				0			210	1	1	210	1	1	210
Public Information Officer / NBTV	PO-4	180	152	1	1	180	1	1	180	1	1	180	1	1	180
City Manager / Pubic Info. Subtotal,			1190	6		1440	8		1910	9		2010	9		2110
Density (sf/workstation)						240			239			223			234
NBTV															
Remote control cameras WS	en-B	48				0			48			48			48
Audio Booth		60				0			60			60			60
Studio		900				0			900			900			900
Equipment Room		120				0			120			120			120
Editing Stations (2 @ 80 SF)		160				0			160			160			160
Part time shared workstation		150				0			150			150			150
NBTV Subtotal =			0	0		0			1438			1438			1438
Subtotal Assigned SF			1190			1440			3348			3448			3548
Circulation Allowance 25%			0			360			837			862			887
Total City Manager, NSF			1190	6		1800	8		4185	9		4310	9		4435
Total City Administration, NSF=			5014	8		5712	10		13469	11		13594	11		13719

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Administrative Services Department																
Administration/Resource Management																
Director/Treasurer	PO-6b	280	177	1	1	280	1	1	280	1	1	280	1	1	280	
Deputy Director	PO-5	210	180	1	1	210	1	1	210	1	1	210	1	1	210	
Admin. Asst.	en-E	100	57	1	1	100	1	1	100	1	1	100	1	1	100	
Conference Room/Audit Room	C-5	300				300		1	300		1	300		1	300	
Subtotal Assigned SF			414	3		890	3		890	3		890	3		890	
Circulation Allowance			Unit Circ-3	20%		180			178			178			178	
Total ASD Administration,NSF			519	3		1070	3		1068	3		1068	3		1068	
Fiscal Services																
Administration																
Fiscal Ops. Mgr.	PO-4	180	101	1	1	180	1	1	180	1	1	180	1	1	180	
Senior Buyer (moved from warehouse)	PO-3	150					1	1	150	1	1	150	1	1	150	
Buyer (moved from warehouse)	PO-2	120					1	1	120	1	1	120	1	1	120	
Equipment / Files		40						1	40		1	40		1	40	
Subtotal Assigned SF			101	1		180	3		490	3		490	3		490	
Circulation Allowance			Unit Circ-3	20%		40			98			98			98	
Total ASD Fiscal Svcs.Admin., NSF			101	1		220	3		588	3		588	3		588	
Cashiering & Collections																
Cashiering Open Work Area		[417]				[631]			[631]			[631]			[631]	
Fiscal Specialist (supervising)	en-C	64	55	1	1	64	1	1	64	1	1	64	1	1	64	
Equipment (near Supervisor)			32													
File	Lat File	15			1	15		1	15		1	15		1	15	
Typewriter station	stand	15			1	15		1	15		1	15		1	15	
Sr. Fiscal Clerk	en-C	64	59	1	1	64	1	1	64	1	1	64	1	1	64	
Fiscal Clerk	en-C	64	42	1	1	64	1	1	64	1	1	64	2	2	128	
Fiscal Clerk (pt)	en-C	64	102	2	2	128	2	2	128	2	2	128	1	1	64	
Equipment (Counter and Behind)																
Public Counter (each "station")	cntr stn	40	127			3	120		3	120		3	120		3	
Supplies (now closet)	Stg Cab	15	incl.			1	15		1	15		1	15		1	
Printer	print	20	incl.			1	20		1	20		1	20		1	
(other items included in cntr standard)																
Circulation inside work area		inner circ2	25%				126			126			126		126	
Subtotal Assigned SF			417	5		631	5		631	5		631	5		631	
Circulation Allowance			Unit Circ-2	15%		95			95			95			95	
Total ASD Fiscal Svcs.Cashiering, NSF			512	5		721	5		726	5		726	5		726	
Accounts Payable																
Accounts Payable Open Work Area			[174]			[340]			[340]			[340]			[420]	
Fiscal Specialist (supervising)	en-C	64	33	1	1	64	1	1	64	1	1	64	1	1	64	
Sr. Fiscal Clerk	en-C	64	46	1	1	64	1	1	64	1	1	64	2	2	128	
Fiscal Clerk (pt)	en-C	64	16	1	1	64	1	1	64	1	1	64	1	1	64	
Equipment																
Files	file	10			6	60		6	60		6	60		6	60	
Printer	print	20	incl.		1	20		1	20		1	20		1	20	
Circulation inside work area		inner circ2	25%				68			68			68		84	
Subtotal Assigned SF			174	3		340	3		340	3		340	4		420	
Circulation Allowance			Unit Circ-2	15%		31			51			51			63	
Total ASD Fiscal Svcs.A/P, NSF			205	3		390	3		391	3		391	4		483	
Print Shop																
Work Room																
Manager	allow	800	719		1	800		1	800		1	800		1	800	
Specialist			incl.	1			1			1			1			
Equipment			incl.		1			1			1			1		
Subtotal Assigned SF			719	2		800	2		800	2		800	2		800	
Circulation Allowance			Unit Circ-1	10%		incl.	80		80			80			80	
Total ASD Fiscal Svcs.Print Shop, NSF			719	2		880	2		880	2		880	2		880	

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Mailroom/Remittance Processing															
Work Room	allow	600	513		1	600		1	600		1	600		1	600
Coordinator/Fiscal Clerk			incl.	1			1			1			1		
Fiscal Clerk			incl.	1			1			1			1		
Equipment			incl.												
Subtotal Assigned SF			513	2		600	2		600	2		600	2		600
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
Total Fiscal Services			2050	13		2871	15		3245	15		3245	16		3337
Information Technology															
Administration															
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			36			36			36
Total ASD IT, Applications, NSF			141	1		220	1		216	1		216	1		216
Applications															
Supervisor	PO-2	120	121	1	1	120	1	1	120	1	1	120	2	2	240
Senior Analyst	en-E	100	126	1	1	120	1	1	100	1	1	100	1	1	100
Analyst	en-E	100	381	3	3	360	3	3	300	3	3	300	3	3	300
IT Fiscal Technician	en-D	80	82	1	1	80	1	1	80	1	1	80	1	1	80
Subtotal Assigned SF			710	6		680	6		600	6		600	7		720
Circulation Allowance			Unit Circ-3	20%		140			120			120			144
Total ASD, IT, Applications, NSF			735	6		820	6		720	6		720	7		864
GIS															
GIS Open Work Area			[467]			[669]			[733]			[893]			[893]
GIS Supervisor	PO-2	120	58	1	1	80	1	1	120	1	1	120	1	1	120
GIS Analyst	en-E	100	60	1	1	100	1	1	100	2	2	200	2	2	200
Mapping Asst.	en-E	100	160	2	2	200	2	2	200	2	2	200	2	2	200
PT/Temp/Intern	en-D	80	56	1	1	64	2	2	160	2	2	160	2	2	160
Equipment			133												
Counter/Reception (access control)	cntr stn	64			1	40		1	64		1	64		1	64
Plotter	print-3	30			2	60		2	60		2	60		2	60
Printer (shared)	print-1	10			1	10		3	30		3	30		3	30
Files	file	10			6	60		6	60		8	80		8	80
Horizontal flat plan file (stack)	flat plan-h	40			1	40		2	80		2	80		2	80
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			222			252			252
Subtotal Assigned SF			467	5		836	6		1111	7		1261	7		1261
Circulation Allowance			Unit Circ-2	15%		190			167			189			189
Total ASD , IT, GIS, NSF			657	5		966	6		1278	7		1450	7		1450
Operations															
Operations Open Work Area			[390]			[552]			[552]			[711]			[711]
Supervisor	PO-2	120	77	1	1	80	1	1	120	1	1	120	1	1	120
IT Specialist, Sr	en-E	100					1	1	100	1	1	100	1	1	100
IT Specialist III	en-D	80	197	3	3	192	2	2	160	3	3	240	4	4	320
Equipment			116												
Work Table (large)	table	40			1	40		2	80		2	80		2	80
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		4	60		4	60
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		5	100		5	100		5	100
Circulation inside work area			inner circ2	25%		110			168			191			211
Storeroom	Clos-5	200	58		1	90		1	200		3	600		4	800
(note that items now also in circulation corr															
Subtotal Assigned SF			448	4		642	4		1038	5		1556	6		1856
Circulation Allowance			Unit Circ-2	15%		100			156			233			278
Total ASD , IT, Operations NSF			573	4		742	4		1193	5		1790	6		2135

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Computer Room															
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 , IT, Computer Room NSF		443	0		550	0		550	0		550	0		550
Telecommunications/networks															
Telecom Open Work Room			[209]			[381]			[381]			[381]			[381]
Communications Coordinator	PO-2	120	82	1	1	80	1	1	120	1	1	120	1	1	120
	(Combine with pay phone ws, below)														
IT Specialist III	en-D	80	42	1	1	64	1	1	80	1	1	80	1	1	80
Equipment			85												
	Storage wall (equipment)	stg cab	15			7	105		7	105		7	105		7
	Filing	file	10			1	10		1	10		1	10		1
	Cart	cart	10			1	10		1	10		1	10		1
	Workstation (pay phone control)	en-A	36			1	36		1	36		1	36		1
	Circulation inside work area	inner circ2	25%				76			90			90		90
	Pay Phone Control Equipment Room	Clos-3	45			1	45		1	45		1	45		1
	Storage Room	allowance	350			1	350		1	350		1	350		1
	Subtotal Assigned SF		562	2		776	2		846	2		846	2		846
	Circulation Allowance	Unit Circ-2 15%	78			120			127			127			127
	Total ASD , IT, Telecom NSF		640	2		896	2		973	2		973	2		973
	Total IT		3189	18		4194	19		4930	21		5699	23		6188
Revenue															
Manager	PO-4	180	153	1	1	180	1	1	180	1	1	180	1	1	180
Income Contract Administrator	PO-3	150						1	1	150	1	1	150	1	1
	Revenue Open Work Area (Reception)		[120]			[228]			[308]			[308]			[412]
	Counter (can integrate with WS's)	cntr stn	40			2	80		2	80		2	80		3
	Counter - Public workstations	cntr stn	40						2	80		2	80		2
	Fiscal Clerk	en-C	64	120	2	2	128	2	2	128	2	2	128	3	3
	Other Equipment														
	File	file	10			2	20		2	20		2	20		2
	Circulation	(included)													
	Revenue Open Work Area		[595]			[912]			[1328]			[1328]			[1328]
	Revenue Tech	en-D	80	62	1	1	80								
	Revenue auditor	en-E	100					1	1	100	1	1	100	1	1
	Fiscal Specialist	en-C	64	98	2	2	128	2	2	128	2	2	128	2	2
	Fiscal Specialist (pt)	en-C	64	36	1	1	64	1	1	64	1	1	64	1	1
	Sr. Fiscal Clerk	en-C	64	35	1	1	64	3	3	192	3	3	192	3	3
	Fiscal Clerk	en-C	64	64	1	1	64	1	1	64	1	1	64	1	1
	Fiscal Clerk (PT)	en-C	64	64	1	1	64	1	1	64	1	1	64	1	1
	License Inspector	en-A	36	72	2	2	72	2	2	72	2	2	72	2	2
	Film Liason	en-A	36	36	1	1	36	1	1	36	1	1	36	1	1
	Hearing Officer	en-A	36	35	1	1	36	3	3	108	3	3	108	3	3
	Files and Equipment														
	Coffee (See Dept. Shared Areas)		20												
	Work Table	table	40	137		2	80		2	80		2	80		2
	Scanner WS	en-B	48						1	48		1	48		1
	Printer	print-2	20	incl.		2	40		2	40		2	40		2
	Copy	copy-2	40	incl.		1	40		1	40		1	40		1
	Cart	cart	10	incl.		1	10		1	10		1	10		1
	Bookcase/Reference Materials	bc	10	incl.		1	10		1	10		1	10		1
	Coatrack	coat	6	incl.		1	6		1	6		1	6		1
	Circulation inside work area	inner circ2	25%				182			266			266		266
Hearing Room (listed with shared/common areas)															
	Subtotal Assigned SF		932	14		1384	19		1966	19		1966	20		2070
	Circulation Allowance	Unit Circ-2 15%	216			200			295			295			310
	Total ASD Revenue NSF		1148	14		1584	19		2260	19		2260	20		2380

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Accounting															
Finance Officer	PO-4	180	121	1	1	180	1	1	180	1	1	180	1	1	180
Principal Accountant	PO-3	150					1	1	150	1	1	150	1	1	150
Sr. Accountant	PO-2	120					2	2	240	2	2	240	2	2	240
Accountant	PO-2	120	175	2	2	160	1	1	120	2	2	240	2	2	240
Sr. Budget Analyst	PO-3	150					1	1	150	1	1	150	1	1	150
Budget Analyst	PO-2	120					1	1	120	1	1	120	1	1	120
Accounting Open Work Area			[395]			[550]			[598]			[696]			[740]
Fiscal specialist	en-E	100					1	1	100	2	2	200	2	2	200
Mgt. Asst.	en-D	80	92	1	1	80									
Sr. Fiscal clerk	en-E	100					1	1	100						
Fiscal Clerk	en-C	64	40	1	1	64	1	1	64	2	2	128	2	2	128
PT Fiscal clerk	en-C	64	69	1	1	64	1	1	64	1	1	64	1	1	64
Files and Equipment			19												
Files	file	10			4	40		8	80		8	80		10	100
Printer	print	20			1	20		2	40		2	40		2	40
Storage Cabinet (or equal)	stg cab	15			2	30		2	30		3	45		4	60
Circulation inside work area		inner circ2	25%			92			120			139			148
Payroll Work Area			[111]			[268]			[269]			[369]			[369]
Note: This area requires some private space															
Fiscal Specialist (Payroll)	en-D	80	75	1	1	80	1	1	80	2	2	160	2	2	160
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
Printer/Fax	print	20						1	20		1	20		1	20
Files	file	10			2	20		2	20		3	30		4	40
Storage Cabs (mainly printouts)	stg cab	15			3	45		3	45		3	45		3	45
Circulation inside work area		inner circ2	25%			53			59			81			84
Hearing Room (listed with shared/common areas)															
Subtotal Assigned SF			627	7		998	12		1851	15		2183	15		2239
Circulation Allowance		Unit Circ-2	15%			126			150			463			560
Total ASD, Accounting NSF			753	7		1148	12		2314	15		2728	15		2798
Department Shared Areas															
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 bags	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		1	30
Note, no coffee programmed in other divisions except															
Subtotal Assigned SF			317			380			380			380			380
Circulation Allowance		Unit Circ-2	15%			60			57			57			57
Total ASD, Shared Areas NSF			317	0		440	0		437	0		437	0		437
Total Admin Svcs. Department			7912	54		11243	68		14255	73		15438	77		16209
Density (sf/workstation)			147			208			210			211			211

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Building Department Administration															
Building Director	PO-6b	280	272	1	1	280	1	1	280	1	1	280	1	1	280
Open Work Area			[319]			[511]			[781]			[781]			[781]
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
Record Specialist	PO-2	120					1	1	120	1	1	120	1	1	120
Aide	en-B	64					2	2	128	2	2	128	2	2	128
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			164			164			164
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		1121	7		1431	7		1431	7		1431
Circulation Allowance	Unit Circ-2	15%	276			170			215			215			215
Total Bldg. Dept. Admin . NSF			1155	4		1291	7		1646	7		1646	7		1646
Plan Check & Permitting Administration															
Deputy Building 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			42			42			42
Total Bldg. Dept. Plan Check Admin NSF			221	1		250	1		252	1		252	1		252
Customer Service - One Stop Shop Customer Work Area (at One-Stop Shop)															
Sr. Permit Tech.	en-E	100	105	1	1	100	1	1	100	1	1	100	1	1	100
Permit Tech	en-B	48	124	3	3	144	4	4	192	6	6	288	7	7	336
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 were a separate file unit.)															
Circulation inside work area	inner circ2	25%	incl.			142			154			178			201
Counter Allocation															
Public Counter	cntr stn-lg	55	239		4	220		4	220		4	220		6	330
Waiting (allocation)	allowance	200	168		1	200		1	200		1	200		1	200
Subtotal Assigned SF			753	5		1130	6		1190	8		1310	9		1535
Circulation Allowance	Unit Circ-2	15%	158			170			179			197			307
Total Bldg. Dept. Customer Svc (OSS), NSF			911	5		1300	6		1369	8		1507	9		1842
Plan Check - One Stop Shop Civil Engineer															
Civil Engineer	PO-2	120	102	1	1	100	1	1	120	1	1	120	1	1	120
Subtotal Assigned SF			102	1		100	1		120	1		120	1		120
Circulation Allowance	Unit Circ-3	20%	incl.			20			20			20			20
Total Bldg. Dept. Plan Ck (OSS), NSF			102	1		120	1		140	1		140	1		140

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Recreation and Senior Services															
Administration															
Director	PO-6b	280	199	1	1	280	1	1	280	1	1	280	1	1	280
Reception Area/Counter						[382]			[472]			[472]			[472]
Counter/Waiting Area	allowance	120	114		1	120		1	120		1	120		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															
Copy	copy-1	20			1	20		1	20		1	20		1	20
Work Counter (8') with stg	allowance	40			1	40		1	40		1	40		1	40
Table	table	40			1	40		1	40		1	40		1	40
Coffee	cof-3	30	61		1	30		1	30		1	30		1	30
Circulation Inside Work Area	inner circ2	25%	incl.			94			94			94			94
Adminstration Open Work Area						[150]			[272]			[272]			[353]
Admin. Asst.	en-C	64	45	1	1	64	1	1	64	1	1	64	2	2	128
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-ln ft	6	62		15	90		15	90		15	90		15	90
Circulation Inside Work Area	inner circ2	25%	incl.			54			55			55			71
Cith Hall space not provided for:															
(Media Coordinator)															
(Graphic Specialist)															
Subtotal Assigned SF						731	5		1024	5		1025	5		1105
Circulation Allowance			Unit Circ-2	15%		162			150			150			178
Total Rec &Senior Svcs., Admin, NSF						893	5		1174	5		1175	5		1283
Recreation Services															
Recreation Supt.	PO-4	180	168	1	1	180	1	1	180	1	1	180	1	1	180
Recreation Mgr.	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]			[245]			[345]
(can combine with Admin Open Area, above)															
Dept. Asst.	en-D	80	90	1	1	80	1	1	80	1	1	80	1	1	80
Field Desk	en-A	36	incl.	1	1	36	1	1	36	1	1	36	1	1	36
Contract WS	en-D	80													80
Equipment															
Files	file	10			8	80		8	80		8	80		8	80
Circulation Inside Work Area	inner circ2	25%	incl.			49			49			49			69
Closet (lifeguard uniforms, etc.)			clos-2	30	30			1	30		1	30		1	30
Store Room						[102]			[150]			[150]			[150]
Shelving	shv	15			3	45		3	45		3	45		3	45
Storage Cabinet (supplies, etc.)	stg cab	15			1	15		1	15		1	15		1	15
File	file	10			1	10		1	10		1	10		1	10
A/V Cart	cart	10			1	10		1	10		1	10		1	10
Easels, screens, flat storage	allowance	15			1	15		1	15		1	15		1	15
Open floor storage, misc., items	allowance	25			1	25		1	25		1	25		1	25
Circulation Inside Work Area	inner circ2	25%	incl.			30			30			30			30
Cith Hall space not provided for:															
(Rec. Maint. Wkr.)															
Subtotal Assigned SF						1081	9		1385	9		1385	9		1485
Circulation Allowance			Unit Circ-2	15%					210			210			223
Total Rec &Senior Svcs., Rec. Svcs NSF						1081	9		1595	9		1595	9		1708
Total Recreation and Senior Services=						1974	14		2769	14		2770	14		2990
Density (sf/workstation)						148			198			198			199

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Fire Department															
Office of the Chief															
Fire Chief	PO-6b	280	234	1	1	280	1	1	280	1	1	280	1	1	280
Deputy Chief of Operations	PO-5	210					1	1	210	1	1	210	1	1	210
Admin. Asst.	Recept-2	180	174	1	1	180	1	1	180	1	1	180	1	1	180
	Subtotal Assigned SF		408	2		460	3		670	3		670	3		670
	Circulation Allowance	Unit Circ-4 25%	60			120			168			168			168
	Total Fire Admin, NSF		468	2		580	3		838	3		838	3		838
Support Services															
Manager	PO-4	180	198	1	1	180	1	1	180	1	1	180	1	1	180
Fire Information Systems Administrator	PO-3	150					1	1	150	1	1	150	1	1	150
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				60			60			60			60
Administrative Area Reception Point															
Office Assistant	en-recp-1	100	48	1	1	100	1	1	100	1	1	100	1	1	100
Open Work Area															
			[75]			[76]			[76]			[76]			[76]
Field Work Station/Aide	en-A	36	36		1	36		1	36		1	36		1	36
Copier	copy-1	20	20		1	20		1	20		1	20		1	20
Coffee Area	cof-2	20	19		1	20		1	20		1	20		1	20
Conference Room															
	C-6	360	555		1	360		1	360		1	360		1	360
	See discussion with CH Shared/Common Area														
Staff relocated out of City Hall Complex															
Support Services Captain															
Facility & Support Coordinator															
	Subtotal Assigned SF		952	3		840	4		990	4		990	4		990
	Circulation Allowance	Unit Circ-3 20%	140			170			198			198			198
	Total, Fire Dept., Supp. Svcs. NSF		1092	3		1010	4		1188	4		1188	4		1188
Fire Prevention															
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]			[634]			[634]			[893]
Dep. Fire Marshal	en-D	80	543	1	1	80	1	1	80	1	1	80	1	1	80
Fire Prevention Specialist	en-C	64	incl.	1	1	64	1	1	64	1	1	64	1	1	64
Inspector	en-B	48	incl.	1	1	48	1	1	48	1	1	48	1	1	48
Dept. Asst.	en-C	64	incl.	1	1	64	1	1	64	1	1	64	1	1	64
Equipment & Files															
Drafting Work Station	dft	75			1	75		1	75		1	75		1	75
Vertical plan files	roll plan-v	5			2	10		2	10		2	10		2	10
Storage Cabinet	stg cab	15			1	15		1	15		1	15		1	15
Table w/ printers(2)	table	40			1	40		1	40		1	40		1	40
Work Counter with cabinets above	cntr-in ft	6			8	48		8	48		8	48		8	48
Files	file	10			3	30		3	30		3	30		3	30
Plan Check - One Stop Shop															
Fire Plan Checker	en-D	80					1	1	80	1	1	80	2	2	160
Public Counter (4 ft ea section)	ctr stn	40			2	80		2	80		2	80		2	80
	Circulation Inside Work Area	inner circ2 25%	incl.			138			159			159			179
	Subtotal Assigned SF		763	5		902	6		1003	6		1003	7		1103
	Circulation Allowance	Unit Circ-3 15%	146			140			150			150			165
	Total, Fire Dept., Fire Prev. NSF		909	5		1042	6		1153	6		1153	7		1268
EMS Management															
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]			[208]
Dept. Asst.	en-C	64	107	1	1	64	1	1	64	1	1	64	2	2	128
Equipment															
Files	file	10	incl.		6	60		6	60		6	60		6	60
Misc. equipment / shredder	allowance	20	incl.		1	20		1	20		1	20		1	20
	Subtotal Assigned SF		209	2		324	2		324	2		324	3		388
	Circulation Allowance	Unit Circ-2 15%	31			50			49			49			58
	Total, Fire Dept., EMS Mgt. NSF		240	2		374	2		373	2		373	3		446

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)			
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.	
Training/Community Relations /E5																
Training Chief	PO-5	210	163	1	1	180	1	1	210	1	1	210	1	1	210	
Dept. Asst.	en-C	64						1	1	64	1	1	64	2	2	128
Comm. Relations/ES Open Work Area																
			[241]			[343]			[545]			[545]			[545]	
Comm. Relations Ofcr.	en-D	80	100	1	1	80	1	1	80	1	1	80	1	1	80	
Comm. Preparedness Coordinator	en-D	80					1	1	80	1	1	80	1	1	80	
Emerg. Svcs. Coord.	en-D	80	100	1	1	80	1	1	80	1	1	80	1	1	80	
Light Duty Work Space	en-D	80						1	80		1	80		1	80	
Equipment (Emerg. Svcs.)																
Storage Cabinets	stg cab	15			6	90		6	90		6	90		6	90	
Printers (2)	print-1	10			2	20		2	20		2	20		2	20	
Fax	allow	5			1	5		1	5		1	5		1	5	
Circulation Inside Work Area	inner circ2	25%	incl.			68			110			110			110	
Located out of City Hall complex:																
Lifeguard Captain																
Subtotal Assigned SF			404	3	523	5	819	5	819	6	883					
Circulation Allowance			Unit Circ-3	15%	62		80		123		123				132	
Total, Fire Dept., Training/CR/ES NSF			466	3	603	5	942	5	942	6	1015					
Department General Storage																
General Storage																
	Allow	240	242			240			240			240			240	
Circulation Allowance			15%			40			40			40			40	
			242	0	280				280			280			280	
Total Fire Department (Admin)=			3417	15	3889	20	4773	20	4773	23	5035					
Density (sf/workstation)					259		239		239		219				219	
General Services																
Facilities Maintenance Center																
Facilities Maintenance Workstation	desk incl.				1	0		1	0		1	0		1	0	
Storage Area	allowance	180			1	180		1	180		1	180		1	180	
Note: General Janitorial Rooms and related areas are accounted for in the Net-to-Gross allowance																
Subtotal Assigned SF			155	0	180	0	180	0	180	0	180	0	180	0	180	
Circulation Allowance			Unit Circ-2	15%	30		30		30		30			30		
Total, Fire Dept., Training/CR/ES NSF			155	0	210	0	210	0	210	0	210	0	210	0	210	
Total General Services			155	0	210	0	210	0	210	0	210	0	210	0	210	
Density (sf/workstation)			n/a		n/a		n/a		n/a		n/a			n/a	n/a	

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	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Human Resources Department															
Director	PO-6b	280	144	1	1	280	1	1	280	1	1	280	1	1	280
Risk Manager	PO-5	210	148	1	1	180	1	1	210	1	1	210	1	1	210
HR Ops. Mgr.	PO-5	210	138	1	1	180	1	1	210	1	1	210	1	1	210
HR Analyst	PO-2	120	134	2	2	240	2	2	240	2	2	240	2	2	240
HR Assistant	PO-2	120	162	2	2	240									
Senior HR Analyst	PO-3	150					2	2	300	2	2	300	2	2	300
HR Specialist	PO-3	150					1	1	150	1	1	150	1	1	150
HR Open Work Area			[305]			[478]			[809]			[809]			[888]
Admin. Asst.	en-C	64	52	1	1	64	1	1	64	1	1	64	2	2	128
Office Asst.	en-C	64	52	1	1	64									
Department Asst.	en-C	64					2	2	128	2	2	128	2	2	128
Temp. HR analyst	en -E	100						2	200		2	200		2	200
Equipment			127												
Supplies	stg cab	15			2	30		2	30		2	30		2	30
Copy	copy-2	40			1	40		1	40		1	40		1	40
Fax	allowance	5			1	5		1	5		1	5		1	5
Counter (4' each "station")	cntr stn	40	incl.		2	80		2	80		2	80		2	80
Waiting/Display/Application Area	allowance	100	74		1	100		1	100		1	100		1	100
Circulation inside open area	inner circ2	25%	incl.			95			162			162			178
Conference/Interview Room	C-3	180			1	180		1	180		1	180		1	180
Testing Room	C-3	180						1	180		1	180		1	180
File room (employee files - secure)	Allowance	120				120			120			120			120
Subtotal Assigned SF			1031	9		1898	11		2679	11		2679	12		2759
Circulation Allowance	Unit Circ-2	15%	169			280			402			402			414
Total Human Resources NSF			1200	9		2178	11		3081	11		3081	12		3173
Total Human Resources			1200	9		2178	11		3081	11		3081	12		3173
Density (sf/workstation)			133			242			242			242			242
Planning Department															
Administration															
Director	PO-6b	280	283	1	1	280	1	1	280	1	1	280	1	1	280
Planning Manager	PO-5	210					1	1	210	1	1	210	1	1	210
Associate Planner	en-E	100					3	3	300	3	3	300	3	3	300
Administrative Open Work Area			[173]			[220]			[320]			[320]			[568]
Admin. Asst.	en-E	100	138	1	1	100	1	1	100	1	1	100	1	1	100
Assist. Planner	en-E	100					1	1	100	1	1	100	2	2	200
Intern/Student Aide	en-B	48													0
Contract WS	en-E	100												1	100
Additional Equipment															
Reception Area for 2 persons	allowance	60	35		1	60		1	60		1	60		1	60
Files at workstation	file	10			4	40		4	40		4	40		4	40
Mail Center	allowance	20	incl.		1	20		1	20		1	20		1	20
Subtotal Assigned SF			456	2		500	7		1110	7		1110	8		1310
Circulation Allowance	Unit Circ-3	15%	123			130			278			278			328
Total Planning Admin . NSF			579	2		630	7		1388	7		1388	8		1638
Economic Development															
Econ. Dev. Administrator	PO-3	150	104	1	1	150	1	1	150	1	1	150	1	1	150
Econ. Dev. Coordinator	en-E	100	115	1	1	120	1	1	100	1	1	100	1	1	100
Open Work Area															
Intern/Dept. Asst.	en-C	64	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	2		250	2		250	2		250
Circulation Allowance	Unit Circ-3	20%	77			70			50			50			50
Total Planning Econ. Dev. NSF			360	3		404	2		300	2		300	2		300

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	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Current Planning (included in Administration in 2008 Update)															
Sr. Planner	PO-3	150	120	1	1	150									
Sr. Planner	PO-3	150	125	1	1	150									
Assoc. Planner	PO-2	120	115	1	1	120									
Current Planning Open Work Area			[84]			[200]									
Asst. Planner	en-E	100	48	1	1	100									
Files/Equipment	file	10	36			20									
Files (needed)	file	10			1	10									
Cart	cart	10				10									
Boocase	bc	10				20									
Circulation inside work area	inner circ2	25%	incl.			40									
Subtotal Assigned SF			444	4		620									
Circulation Allowance			Unit Circ-2	15%		90									
Planning, Current Planning, Ofc. NSF			564	4		710									
One-Stop Shop Area															
Planning Dept. One Stop Shot Area			[220]			[512]			[738]			[738]			[738]
Assoc. Planner	en -E	100								1	1	100	1	1	100
Planning Tech.	en-D	80	45	1	1	80	2	2	160	2	2	160	2	2	160
Asst. Planner	en-E	100	159	2	2	200	3	3	300	2	2	200	2	2	200
Files/Equipment		16	16												
File	file	10				50		5	50		5	50		5	50
Plan Storage (and overflow)	allowance	80				80		1	80		1	80		1	80
Circulation inside work area	inner circ2	25%	incl.			102			148			148			148
Counter Allocation															
Public Counter	cntr strn-lg	55	0			55		1	55		1	55		1	55
Waiting (allocation)	allowance	80	0			80		1	80		1	80		1	80
Subtotal Assigned SF			220	3		647	5		873	5		873	5		873
Circulation Allowance			Unit Circ-2	25%		100			218			218			218
Total Planning Counter, OSS NSF			378	3		747	5		1091	5		1091	5		1091
Advance Planning															
Prin. Planner	PO-4	180								1	1	180	1	1	180
Sr. Planner	PO-3	150	208	2	2	300	2	2	300	1	1	150	1	1	150
Assoc. Planner	en-E	100											1	1	100
Asst. Planner	en-E	100						1	100	1	1	100	1	1	100
Files & Equipment (in open area near office)			35												
Files (EIR's)	file	10				30		3	30		3	30		3	30
File (General)	file	10				10		1	10		1	10		1	10
Bookcase	bc	10				10		1	10		1	10		1	10
Subtotal Assigned SF			243	2		350	3		450	3		480	4		580
Circulation Allowance			Unit Circ-3	20%		70			90			96			116
Total Advanced Planning (OSS), NSF			309	2		420	3		540	3		576	4		696
Zoning Administrator															
Sr. Planner	PO-3	150						1	150	1	1	150	1	1	150
Assoc. Planner	en-E	100											1	1	100
Asst. Planner	en-E	100						1	100	1	1	100	1	1	100
File and Equipment allowance			50					1	50		1	50		1	50
Subtotal Assigned SF								2	300	2		300	3		400
Circulation Allowance			Unit Circ-2	25%					75			75			100
Total Planning, Zoning Admin, OSS NSF								2	375	2		375	3		500
Technical Support															
GIS Coordinator	PO-2	120								1	1	120	1	1	120
GIS Analyst	PO-2	120						1	120				1	1	120
Subtotal Assigned SF								1	120	1		120	2		240
Circulation Allowance			Unit Circ-2	25%					30			30			60
Total Planning, Tech Support, OSS NSF								1	150	1		150	2		300

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
	Shared: ED/CP/AP														
Planing Dept. Shared Functions Open Area			[488]			[500]			[494]			[494]			[494]
Asst. Planner	en-E	100	110	1	1	100									
Dept. Asst.	en-C	64	49	1	1	64	2	2	128	2	2	128	2	2	128
Office Asst.	en-C	64	45	1	1	64	1	1	64	1	1	64	1	1	64
Interns/Student Aide	en-B	48	41	1	1	48	1	1	48	1	1	48	1	1	48
Intern Work Station (area being redesigned)			135												
Equipment & Filing			35												
Tract map counter/work area	table	40			1	40		1	40		1	40		1	40
Copier	copy-2	40			1	40		1	40		1	40		1	40
Typing Stand	stand	15			1	15		1	15		1	15		1	15
Department Reception/Seating	seat-1	60	73		1	60		1	60		1	60		1	60
Circulation inside work area	inner circ2	25%	incl.			69			99			99			99
Conference/Packet Preparation	C-3	180	84		1	180		1	180		1	180		1	180
Supplies Closet	clos-1	15			1	15		1	15		1	15		1	15
Vault			161			[415]			[415]			[415]			[415]
Files (with storage above)	file	10			17	170		17	170		17	170		17	170
Microfilm file	file	10			1	10		1	10		1	10		1	10
Microfilm reader/printer	sws	45			1	45		1	45		1	45		1	45
Bookcase	bc	10			2	20		2	20		2	20		2	20
Table/Workstation	tws	60			1	60		1	60		1	60		1	60
Card File	file	10			1	10		1	10		1	10		1	10
General Storage (boards, etc.)	allowance	100			1	100		1	100		1	100		1	100
Storage Room (under stairs) (requirement is included in vault)			96												
Subtotal Assigned SF			829	4		1110	4		1104	4		1104	4		1104
Circulation Allowance	Unit Circ-3	20%	225			170			170			170			170
Total Planning Shared Area NSF			1054	4		1280	4		1274	4		1274	4		1274
Total Planning Department			3244	20		4191	24		4592	24		4628	28		5798
Density (sf/workstation)			162			210			191			193			207
Water Quality and Code Enforcement															
Code Enforcement Supv.	PO-4	180	182	1	1	180	1	1	180	1	1	180	1	1	180
Code Enforcement Officer	PO-2	120		1	1	120	4	4	480	4	4	480	5	5	600
Water Conservation Officer	PO-2	120					1	1	120	1	1	120	1	1	120
Trainee/Part Time	en- B	48					2	2	96	2	2	96	1	1	48
Files/storage		80						1	80		1	80		1	80
Subtotal Assigned SF			182	2		300	8		956	8		956	8		1028
Circulation Allowance	Unit Circ-3	20%	49			60			191			191			206
Total Water Quality & Code Enforcement NSF=			231	2		360	8		1147	8		1147	8		1234
Density (sf/workstation)						180			143			143			154

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Public Works Department															
PW Administration															
Director	PO-6	280	280	1	1	280	1	1	280	1	1	280	1	1	280
Deputy Director/City Engineer	PO-5	210					1	1	210	1	1	210	1	1	210
PW Finance/Administrative Manager	PO-5	210					1	1	210	1	1	210	1	1	210
Administrative Assistant	en-E	100					1	1	100	1	1	100	1	1	100
Administrative Manager	PO-4	180	166	1	1	180									
Administrative Open Work Area															
Management Assistant	en-E	100					1	1	100	1	1	100	1	1	100
GIS Analyst	en-E	100					1	1	100	1	1	100	1	1	100
Senior Technician/Records	en-E	100					1	1	100	1	1	100	1	1	100
Intern WS	en-E	100	141	1	1	100		1	100		1	100		1	100
Equipment, Etc.		80						1	80		1	80		1	80
Reception Area for 2 persons	allowance	60	incl.		1	60		1	60		1	60		1	60
Subtotal Assigned SF				587	3	620	7		1340	7		1340	7		1340
Circulation Allowance			Unit Circ-4	25%	127				335			335			335
Total Public Works Admin. NSF				714	3	780	7		1675	7		1675	7		1675
Public Works One-Stop Shop Area															
Public Works One Stop Shop Open Area				[236]		[465]			[1150]			[1150]			[1275]
City Surveyor	PO-2	120					1	1	120	1	1	120	1	1	120
Senior Civil Engineer (Dev Services)	PO-2	120					1	1	120	1	1	120	1	1	120
Associate Civil Engineer (Dev. Service)	en-E	100					2	2	200	2	2	200	2	2	200
Contract Engr. WS	en-E	100												1	100
Admin. Asst.	en-C	64	35	1	1	64									
Dept. Asst.	en-C	64	102	2	2	128									
Public Works Specialists	en-D	80					3	3	240	3	3	240	3	3	240
Files/Equipment				99											
File cart	cart	10			1	10		1	10		1	10		1	10
Vertical Plan File	flat plan-v	20			3	60		3	60		3	60		3	60
Work Table	table	40			1	40		1	40		1	40		1	40
Copier	copy-2	40			1	40		1	40		1	40		1	40
Printer	print	20			1	20		1	20		1	20		1	20
File cart	file	10			1	10		1	10		1	10		1	10
Circulation inside work area	inner circ2	25%	incl.			93			215			215			240
Counter Allocation															
Public Counter	cntr stn-lg	55	185		3	165		3	165		3	165		3	165
Waiting Area (allocation)	allowance	200	107		1	200		1	200		1	200		1	200
(includes display area/counter)															
Subtotal Assigned SF				528	3	830	7		1440	7		1440	7		1565
Circulation Allowance			Unit Circ-2	25%	114				360			360			391
Total Public Works OSS NSF				642	3	1040	7		1800	7		1800	7		1956

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Engineering															
City Engineer	PO-5	210	185	1	1	210									
Assistant City Engineer	PO-4	180					2	2	360	2	2	360	2	2	360
Principal Civil Engineer	PO-3	150	432	3	3	450	1	1	150	1	1	150	2	2	300
Senior Civil Engineer	PO-2	120					3	3	360	3	3	360	3	3	360
Engineering Open Work Area			[446]			[760]			[1135]			[1135]			[1385]
Assoc. CE	en-E	100	190	2	2	200	4	4	400	4	4	400	4	4	400
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	2	2	200
Intern	en-B	48	23	1	1	48			48			48			48
Contract Engineers (Shared WS)	en-E	100							100			100			200
Files & Equipment			96												
Files (near City Engineer)	file	10	incl.		2	20			20			20			20
Files (General)	file	10	incl.		2	20			20			20			20
Copy	copy-1	20	incl.		1	20			20			20			20
Plotter	copy-2	40	incl.		1	40			40			40			40
Print (blueprint)	copy-2	40	incl.		1	40			40			40			40
Coffee	cof-2	20	incl.		1	20			20			20			20
Circulation inside work area	inner circ2	25%	incl.			152			227			227			277
Construction Inspection															
Principal Civil Engineer	PO-3	150	138	1	1	150									
Construction Supervisor	PO-2	120					1	1	120	1	1	120	1	1	120
Inspection Work Area			[193]			[285]			[371]			[371]			[431]
Sr. Public Works Inspector	en-C	64					2	2	128	2	2	128	2	2	128
Public Works Inspector	en-C	64	193	3	3	144	1	1	64	1	1	64	1	1	64
Contract Inspector WS	en-C	64							64			64			128
Equipment															
Layout table	dft	75	incl.		1	75			75			75			75
Vertical flat plan file	flat plan-v	20	incl.		1	20			20			20			20
File	file	10	incl.		1	10			10			10			10
Circulation inside work area	inner circ2	25%	incl.			36			90			90			106
Survey Open Work Area															
Survey Party Chief	en-B	48	53	1	1	48									
Survey Inst. Worker	en-B	48	52	1	1	48									
Allowance for shared equipment	allowance	20	incl.			20									
Circulation inside work area	inner circ2	25%	incl.			29									
Subtotal Assigned SF			1499	15		2000	16		2576	16		2576	18		3056
Circulation Allowance	Unit Circ-2	15%	404			300			644			644			764
Total Public Works Engineering NSF			1903	15		2300	16		3220	16		3220	18		3820
Transportation & Development Services															
Administration															
Manager	PO-4	180	148	1	1	180									
Transportation															
City Traffic Engineer	PO- 5	210					1	1	210	1	1	210	1	1	210
Senior Civil Engineer	PO-3	150					1	1	150	1	1	150	1	1	150
Prin. CE - Transportation Manager	PO-3	150	127	1	1	150									
Transportation Planning Open work Area			[107]			[125]			combined with Dev Services						
Assoc. CE (Needs added privacy)	en-E	100	107	1	1	100									
Engr. Aide/Intern	en-B	48													
Circulation inside work area	inner circ2	25%	inc.			25									
Transportation Ops. Open Work Area			[369]			[535]			[441]			[566]			[791]
Assoc. CE	e-E	100	107	1	1	100				1	1	100	1	1	100
TE Tech.	en-D	80	93	1	1	80	1	1	80	1	1	80	2	2	160
Jr. CE	en-E	100	61	1	1	100	1	1	100	1	1	100	1	1	100
Engr. Aide	en-B	48	39	1	1	48			48			48			48
Contract Engr WS	e-E	100													100
Files & Equipment			69												
Lateral Files	file	10			6	60			60			60			60
Bookcases	bc	10			2	20			20			20			20
Storage Cab (now over files)	stg cab	15			3	45			45			45			45
Circulation inside work area	iner circ2	25%	incl.			82			88			113			158
Traffic Management Center	allowance	200			1	200			560			560			560

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
Development Services															
Development Engineer	PO-3	150	148	1	1	150									
Development Services Open Work Area			[356]			[600]			included in PW One Stop						
Assoc. CE	en-E	100	92	1	1	100									
GIS System Analyst	en-E	100	148	1	1	100									
Engr. Tech	en-D	80	63	1	1	80									
Jr. CE	en-E	100	33	1	1	100									
Files & Equipment			20												
Drafting/Layout table (gen use)	table	40			1	40									
Print (blueprint)	copy-2	40			1	40									
Copy/print (need)	copy-1	20			1	20									
Circulation inside work area	inner circ2	25%	incl.			120									
Plan File Room (combines both existing vaults)			458			[592]			included within Shared Areas						
Vertical Flat Plan File	flat plan-v	12			27	324									
Files (standard)	file	10			5	50									
Scanner	print-3	30			1	30									
Printer	print-3	30			1	30									
Work Table	table	40			1	40									
Added Circulation inside room	inner circ2	25%	incl.			118									
Subtotal Assigned SF			1713	12		2532	4		1361	5		1486	6		1711
Circulation Allowance	Unit Circ-1	10%	386			250			136			149			171
Public Works, Transp., & Dev. Serv. NSF			2099	12		2782	4		1497	5		1635	6		1882
Department Shared Areas															
Plan File Room (combines both existing vaults)															
Vertical Flat Plan File	flat plan-v	12						27	324		27	324		27	324
Files (standard)	file	10						5	50		5	50		5	50
Scanner	print-3	30						1	30		1	30		1	30
Printer	print-3	30						1	30		1	30		1	30
Drafting/Layout table (gen use)	table	40						1	40		1	40		1	40
Print (blueprint)	copy-2	40						1	40		1	40		1	40
Copy/print (need)	copy-1	20						1	20		1	20		1	20
Work Table	table	40						1	40		1	40		1	40
Added Circulation inside room	inner circ2	25%							144			144			144
Conference Room	C-4/C-6	240	176		1	240		1	360		1	360		1	360
Coffee	cof-4	60	48		1	60		1	60		1	60		1	60
General Storage (under stairs)	allowance	120	95		1	120		1	120		1	120		1	120
Subtotal Assigned SF			319			420			1258			1258			1258
Circulation Allowance	Unit Circ-3	20%	46			84			252			252			252
Total Public Works Shared Areas NSF			365	0		504	0		1509	0		1509	0		1509
Total Public Works Department			5723	33		7406	34		9702	35		9839	38		10843
Density (sf/workstation) (less Plan Vault, Traffic Mgmt Ctr)			173			203			224			222			231

Item	Space Standard		Actual		2002 Report		Updated 2008 Report			Projected Needs Near Term (<5yrs)			Projected Needs 12% (30 yrs @ 0.4%)		
	Code	Sq. Ft.	Sq. Ft.	WS	Qty.	Sq. Ft.	WS	Qty	Sq.Ft.	WS	Qty.	Sq.Ft.	WS	Qty.	Sq.Ft.
City Hall Shared / Common Areas															
City Council Chambers						[3622]			[6663]			[6663]			[6663]
Community Assembly Area/ EOC									[3406]			[3406]			[3406]
NBTV									[1438]			[1438]			[1438]
Conference Areas															
Hearing room (Lobby Conf. Room)	C-5	300	244		1	300		1	300		1	300		1	300
Large Conference Room (general use)	C-9	560	nowFD		1	560		1	560		1	560		1	560
Other Conference Rooms Programmed with Departments															
City Admin-Council Conference Room	Existing	400	[400]			[400]			[560]			[560]			[560]
City Mgr. Conference Room	C-3	180	none			[180]			[180]			[180]			[180]
Admin. Svcs. Conference Room	C-5	300	none			[300]			[300]			[300]			[300]
Bldg. Dept. Conference Room	C-3	180	[178]			[180]			[180]			[180]			[180]
City Atty. Law Library	C-5	300	[258]			[300]			[300]			[300]			[300]
City Atty. Conference Room	C-4	240	none			[240]			[240]			[240]			[240]
Fire Dept. Conference Room	C-6	360	[555]			[360]			[360]			[360]			[360]
HR Conference/Interview Room	C-3	180	none			[180]			[180]			[180]			[180]
HR Testing Room	C-3	180	none			[180]			[180]			[180]			[180]
Planning Dept. conf. room / Packet P	C-3	180	[84]			[180]			[180]			[180]			[180]
Public Works Conference Room	C-4	240	[176]			[240]			[360]			[360]			[360]
OSS Shared Conference Room	C-3	180	none			[180]			[180]			[180]			[180]
Rec & Senior Services Conf. Room	C-3	180	none			[180]			[180]			[180]			[180]
Total SF all Conference Rooms						[1895]			[3360]			[4240]			[4240]
Total Number of Conference Rooms						[7]			[12]			[15]			[15]
Average SF/Room						[271]			[280]			[283]			[283]
Subtotal Assigned SF															
Circulation Allowance															
Total Conference Center NSF															
Building Lobby and Related															
Lobby Allowance	Allowance	1000	532		1	1000		1	1000		1	1000		1	1000
Public Lavatories (see n-t-g)															
Other Conference Rooms Programmed with Departments															
Subtotal Assigned SF															
Circulation Allowance															
Total Building Lobby & Related NSF															
Lunch Room															
Lunch Room	Allowance	500	472		1	500		1	600		1	600		1	600
Storage	Allowance	80	68		1	80		1	80		1	80		1	80
Subtotal Assigned SF															
Circulation Allowance															
Total Lunch Room NSF															
One Stop Shop Facility															
Staff & Counter Areas Programmed with Depts. Requested Space															
Bldg. Dept. Cust. Svc (OSS), NSF		[911]			[4]	[1300]		[4]	[1369]		[4]	[1507]		[4]	[1842]
Bldg. Dept. Plan Check (OSS), NSF		[102]				[120]			[140]			[140]			[140]
Planning, OSS NSF		[378]			[1]	[747]		[1]	[1091]		[1]	[1091]		[1]	[1247]
Fire, OSS,					[1]	[80]		[1]	[160]		[1]	[160]		[1]	[240]
Public Works, OSS NSF		[642]			[3]	[1040]		[3]	[1894]		[3]	[1894]		[3]	[2050]
(Note that Cashier & Revenue counters are not accounted for in the OSS Allowance, but should be adjacent)															
Additional Items															
Counter Stations for other users	cntr stn-lg	55	incl.		2	110		2	110		2	110		2	110
Visitor Research Area	allowance	200	incl.		1	200		1	200		1	200		1	200
Waiting Areas (included in Dept areas above)			incl.			[480]			[480]			[480]			[480]
Department PC Stations	allowance	20	incl.		3	60		3	60		3	60		3	60
OSS Shared Conference Room	C-5	180	none		1	180		1	180		1	180		1	180
Subtotal Assigned SF															
Circulation Allowance															
Total OSS Facility Additions NSF															
Warehouse															
Purchasing Warehouse	allowance	600	445		1	600		1	600		1	600		1	600
Subtotal Assigned SF															
Circulation Allowance															
Total Warehouse NSF															
Total City Hall Shared/Common Areas															

