

**TOTAL PROGRAM SUMMARY**

JUSTICE CENTER

	NSF	Grossing Factor	GSF	Total
1.0 Leadership	3069	28%	879	3948
2.0 Support Services (Admin Ops + Admin Coms)	4426	29%	1274	5700
3.0 Investigative Services (Detective Bureau)	5840	27%	1676	7516
4.0 Field Services (Operations)	6294	33%	1974	8268
5.0 Equipment Storage Facilities	6250	23%	1563	7813
6.0 Detention Areas	7430	28%	1886	9091
7.0 Police Support Functions	24883	25%	6221	31104
8.0 Mayor Court Functions & Support	11890	26%	3125	15015
Subtotal	70082	27%	18596	88453
Building GSF @ 5%			4423	
TOTAL BUILDING	70082		23019	92876

**GRAND TOTAL JUSTICE CENTER & CITY HALL BUILDING AREA 100911 33957 134643 GSF**

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
1.0.0 Justice Center									
1.0	<b>Leadership</b>								<b>2nd Floor</b>
1.1	Director of Public Safety	CO	240	1	240	30%	72	312	Each office includes 30" x 60" desk with two visitor chairs, filing cabinet, tall wardrobe, small conference table seating up to 4.
1.2	Chief of Police	CO	240	1	240	30%	72	312	Each office includes 30" x 60" desk with two visitor chairs, filing cabinet, tall wardrobe, small conference table seating up to 4.
1.3	Deputy Chief	CO	200	2	400	30%	120	520	Each office includes 30" x 60" desk with two visitor chairs, filing cabinet, tall wardrobe, small conference table seating up to 4.
1.4	Management Analyst	CO	150	2	300	30%	90	390	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
1.5	Program & Compliance Administration	CO	150	1	150	30%	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
1.5	Crime Analyst	CO	150	1	150	30%	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
1.6	Work Station - Clerical Staff	WS	64	1	64	30%	19	83	Seating for 4-6, end table, etc. Adjacent to work station, Leadership offices entrance.
1.7	Reception/ Waiting	WS	150	1	150	30%	45	195	8' x 8' work station with built in file storage
1.8	Executive Conference Room (Large)	CO	550	1	550	30%	165	715	Seating for up to 8. Provide power, A/V, data connections.
1.9	Supply/ Copier/ Mail alcove	WS	150	1	150	25%	38	188	Near clerical/ admin
1.10	Kitchenette		200	1	200	25%	50	250	Refrigerator, sink, microwave, counter/ storage, coffee station
1.11	Male Restroom/ Shower		175	1	175	25%	44	219	Male restroom with separate single shower and lockers. See Staff lockers for locker features.
1.12	Female Restroom/ Shower		150	1	150	25%	38	188	Female restroom with separate single shower and lockers. See Staff lockers for locker features.
1.12	Locker Space - Shared		150	1	150	25%	38	188	
<b>Subtotal</b>					<b>3069</b>	<b>28 %</b>	<b>879</b>	<b>3948</b>	
2.0.0 Justice Center									
2.0	<b>Support Services (Admin Ops + Admin Coms)</b>								<b>1st Floor</b>
2.1	Office - Lt. Level	CO	180	1	180	30%	54	234	Office includes 30" x 60" desk with two visitor chairs, filing cabinet, tall wardrobe

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
2.2	Office - Sgt. Level (Admin/ Training Sgt.)	CO	180	1	180	30%	54	234	Office includes 30" x 60" desk with two visitor chairs, filing cabinet
2.3	Office - Community Outreach & Crime Prevention Coordinator	CO	150	1	150	30%	45	195	Office includes 30" x 60" desk with two visitor chairs, filing cabinet
2.4	Office - Mental Health	CO	200	2	400	30%	120	520	with meeting space, Office includes 30" x 60" desk with two visitor chairs, filing cabinet
2.4	Office - Records Clerk	CO	150	2	300	30%	90	390	
2.4	Records Room Storage	CO	700	1	700	30%	210	910	
2.5	Workstation - Sergeant Level (Records Clerk, Add'l Support Service admin. (future))	WS	64	4	256	30%	77	333	
2.6	Office - IT Specialist (Future)	CO	130	1	130	30%	39	169	
2.7	Office - Management Analyst	CO	150	1	150	30%	45	195	
2.8	Office - Sgt. Level (Procurement Coordinator)	CO	150	1	150	45%	68	218	
2.9	Office - Sergeant Level (Property Officer\Coordinator)	CO	150	2	300	30%	90	390	
2.10	Backup Comms Center/ EOC support + Adjacent Restroom	CO	700	1	700	25%	175	875	5 consoles
2.11	Backup Comms Bathrooms	CO	70	2	140	25%	35	175	
2.11	Backup Comms Supervisor Office - Sgt. Level	CO	150	1	150	25%	38	188	
2.12	IT Work Area/ Equipment/ Secured Servers/ Radio stack	CO	200	1	200	25%	50	250	
2.13	Supply/ Copier/ Mail/ Work Room	CO	100	1	100	25%	25	125	
2.14	Kitchenette		100	1	100	25%	25	125	
2.15	Single Occupant Restroom		70	2	140	25%	35	175	
<b>Subtotal</b>					<b>4426</b>	<b>29 %</b>	<b>1274</b>	<b>5700</b>	

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
3.0.0 Justice Center									
<b>3.0</b>	<b>Investigative Services (Detective Bureau)</b>								<b>2nd Floor</b>
3.1	Office - Lt. Level	CO	180	1	180	30%	54	234	
3.2	Office - Sergeant Level	CO	150	2	300	30%	90	390	
3.3	Office - Court Liaison & Victim Advocate	CO	150	1	150	30%	45	195	
3.4	Office - Victim Advocate	CO	150	1	150	30%	45	195	
3.5	Office - Management Analyst	CO	150	1	150	30%	45	195	
3.6	Office - Detective Offices	CO	150	12	1800	30%	540	2340	
3.7	Record Storage	CO	150	1	150	25%	38	188	
3.8	Conference Room (large)	CO	400	1	400	30%	120	520	
3.9	Interview Rooms	CO	180	2	360	30%	108	468	
3.10	Interview Room - Sound isolated	CO	120	1	120	30%	36	156	
3.11	Crime Lab\Evidence Processing	CO	500	1	500	30%	150	650	
3.12	Secure Evidence Storage	CO	500	1	500	30%	150	650	
3.13	Technical Equipment Storage	CO	500	1	500	25%	125	625	
3.14	A/V Processing Interview Room - Monitoring & Recording	CO	200	1	200	25%	50	250	
3.15	Kitchenette		100	1	100	10%	10	110	
3.16	Male Restroom		140	1	140	25%	35	175	
3.17	Female Restroom		140	1	140	25%	35	175	
				<b>Subtotal</b>	<b>5840</b>	<b>27 %</b>	<b>1676</b>	<b>7516</b>	

4.0.0 Justice Center									
<b>4.0</b>	<b>Field Services (Operations)</b>								<b>2nd floor</b>
4.1	Office - Lt. Level	CO	180	2	360	45%	162	522	
4.2	Office - Shift Sergeant	CO	130	8	1040	45%	468	1508	cluster - some close door mtg space - 2 per office - conf in center
4.3	Office - Sergeant Level (Admin Sgt)	CO	150	1	150	30%	45	195	
4.4	Office - Management Analyst	CO	150	1	150	100%	150	300	
4.5	Office - Court Bailiff	CO	150	2	300	25%	75	375	
4.6	Workstations (Patrol)	WS	64	15	960	25%	240	1200	
4.7	Workstations (School Resource Officers)	WS	64	6	384	25%	96	480	
4.8	Mobile Filing Storage		150	1	150	25%	38	188	
4.9	Conference Room (large)	CO	440	1	440	25%	110	550	
4.10	Public Report & Consultation Rooms	CO	180	3	540	25%	135	675	
4.11	Roll Call/ Briefing Room	CO	940	1	940	25%	235	1175	8-10 (special event - 30 people max)
4.13	Mud Room/ Gear Bag Storage		200	1	200	25%	50	250	70 go bags
4.14	Kitchenette		150	1	150	25%	38	188	
4.15	Supply/ Copier/ Work Room		250	1	250	25%	63	313	
4.16	Male Restroom		140	1	140	25%	35	175	
4.17	Female Restroom		140	1	140	25%	35	175	
				<b>Subtotal</b>	<b>6294</b>	<b>33 %</b>	<b>1974</b>	<b>8268</b>	

	Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
5.0.0 Justice Center								
5.0	<b>Equipment Storage Facilities</b>							<b>1st floor</b>
5.1	Tactical Storage PPE	1000	1	1000	25 %	250	1250	
5.2	Technical Equipment Storage	500	1	500	25 %	125	625	
5.3	Procurement Officer Storage Room	500	1	500	25 %	125	625	
5.4	Armory Weapon Cleaning Stations Gunsmithing Work Room	1000	1	1000	25 %	250	1250	
5.5	Ammunition Storage (Hardened)	750	1	750	25 %	188	938	
5.6	Weapons Storage (Hardened)	200	1	200	25 %	50	250	
5.7	Property Intake Room	200	1	200	25 %	50	250	
5.8	Evidence Property Room	1400	1	1400	25 %	350	1750	
5.9	Police Bike Storage	500	1	500	25 %	125	625	
5.10	Kennel Space for Transitory Animals	200	1	200	25 %	50	250	
		0	0	0	0 %	0	0	
<b>Subtotal</b>				<b>6250</b>	<b>23 %</b>	<b>1563</b>	<b>7813</b>	

6.0.0 Justice Center								
6.0	<b>Detention Areas</b>							<b>1st floor</b>
6.1	Male Detention (Hold up to 8 detainees at one time)	70	8	560	30 %	168	728	stainless - low/high
6.2	Female Detention (Hold up to 6 detainees at one time)	70	6	420	45 %	189	609	
6.3	Juvenile Detention (Hold up to 4 detainees at one time)	70	4	280	10 %	28	308	
6.4	Main Building Detention Area Access Vestibules	100	2	200				
6.5	Detention Supply Storage	25	1	25				
6.6	Sally Port	3900	1	3900	30 %	1170	5070	drive thru (part of addition)
6.7	Decontamination Area	275	1	275	45 %	124	399	
6.8	Medical Assessment	200	1	200	25 %	50	250	
6.9	Interview Rooms	140	2	280	10 %	28	308	
6.10	Booking/ Slating	750	1	750	10 %	75	825	Shielding, BAC
6.11	Processing & Suspect storage w/ single Occupant Restroom	300	1	300	10 %	30	330	
6.12	Janitorial	100	1	100	10 %	10	110	
6.13	Single Occupant Restroom	70	2	140	10 %	14	154	
<b>Subtotal</b>				<b>7430</b>	<b>28 %</b>	<b>1886</b>	<b>9091</b>	

7.0.0 Justice Center								
7.0	<b>Police Support Functions</b>							<b>1st floor and addition</b>
7.1	Emergency Operations Center	1800	1	1800	25 %	450	2250	City wide - Activate - @ 30 - can be dual use for training
7.2	Interview Room	140	1	140	25 %	35	175	

	Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
7.3	Family Interview Room	200	1	200	25%	50	250	
7.4	GPD Lobby/ Reporting Windows	600	1	600	25%	150	750	
7.5	"Safe Room"/ Interview Room	240	1	240	25%	60	300	
7.6	Staff - Female Locker Room	650	1	650	25%	163	813	
7.7	Staff - Female showers/ restrooms	440	1	440	25%	110	550	
7.8	Staff - Male Locker Room	1320	1	1320	25%	330	1650	
7.9	Staff - Male showers/ restrooms	748	1	748	25%	187	935	
7.1	Staff - Gender Neutral Locker Room	120	1	120	25%	30	150	
7.11	Staff - Gender Neutral Shower/Restroom	300	1	300	25%	75	375	
7.12	Staff - Lactation Room	70	1	70	25%	18	88	refrig and sink
7.13	Mud Room/ Gear Bag Storage	750	1	750	25%	188	938	
7.14	Firing Range (10 bays)	4800	1	4800	25%	1200	6000	Training. Locate adjacent classroom
7.15	Fitness/ Weight Room	2000	1	2000	25%	500	2500	Community Use
7.16	Gym/ Physical Training/ Grappling/ Mat Exercises	2000	1	2000	25%	500	2500	DT
7.17	City Staff - Male Locker Room	120	1	120	25%	30	150	
7.18	City Staff - Female Locker Room	120	1	120	25%	30	150	
7.19	City Staff - Gender Neutral Locker Room	120	1	120	25%	30	150	
7.2	City Staff - Male Shower/Restrooms	300	1	300	25%	75	375	
7.21	City Staff - Female Shower/Restrooms	300	1	300	25%	75	375	
7.22	City Staff - Gender Neutral Shower/Restrooms	300	1	300	25%	75	375	
7.23	Training/Public Meetings/Press Briefings	2275	1	2275	25%	569	2844	
7.24	Training/Public Meetings/Press Briefings Storage	350	1	350	25%	88	438	
7.25	Lounge/ Kitchenette/ Break	1500	1	1500	25%	375	1875	
7.26	Indoor Vehicle Garage	1440	1	1440	25%	360	1800	
7.27	Evidentiary Vehicle Storage w/ Additional Storage	1080	1	1080	25%	270	1350	
7.28	General GPD storage (includes traffic control equip.)	800	1	800	25%	200	1000	Min. 100 spaces for marked/ unmarked/ personal staff vehicles. Min. 25- 30 covered vehicle carport spaces for marked/ unmarked vehicles near staff entrance. Controlled access gate, fenced parking area with razor wire, security cameras.
<b>Subtotal</b>				<b>24883</b>	<b>25 %</b>	<b>6221</b>	<b>31104</b>	

	Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
8.0.0	Justice Center							
<b>8.1.0</b>	<b>Mayor Court Functions</b>							<b>1st floor</b>
8.1.1	Mayor Court/ Public entrance lobby	240	1	240	30%	72	312	
8.1.2	Mayor's Court waiting area	600	1	600	30%	180	780	
8.1.3	Conference Room (medium)	220	1	220	30%	66	286	can be shared with City
8.1.4	Conference room (small)	150	1	150	30%	45	195	
8.1.5	Conference room (small)	150	1	150	30%	45	195	
8.1.6	Enclave/ Phone Booth	40	1	40	25%	10	50	
8.1.7	<del>Mayor's Court/ Training/ Public meeting/ Press Briefings</del>	<del>0</del>	<del>1</del>	<del>0</del>	<del>30%</del>	<del>0</del>	<del>0</del>	don't duplicate
8.1.8	Mayor's Court/ Training/ Meeting storage	250	1	250	25%	63	313	
			<b>Subtotal</b>	<b>1650</b>	<b>29 %</b>	<b>481</b>	<b>2131</b>	
<b>8.2.0</b>	<b>Mayor's Court/ Clerk Staff</b>							<b>1st floor</b>
8.2.1	Mayor's Court	0	1	0	10%	0	0	See City Hall Program
8.2.2	Magistrate's Office	CO 150	1	150	30%	45	195	located off the court room
8.2.3	Prosecutor offices (Gahanna, New Albany/ TBD)	CO 180	3	540	30%	162	702	
8.2.4	Clerk of Court	CO 200	1	200	30%	60	260	
8.2.5	Clerk Support Staff (three deputy Clerks)	WS 64	5	320	25%	80	400	
8.2.6	Clerk secure storage	CO 800	1	800	30%	240	1040	high density
8.2.7	Counter	50	1	50	25%	13	63	
8.2.7	Public Family Restrooms	80	4	320	25%	80	400	
8.2.8	Staff Kitchenette	150	1	150	25%	38	188	
8.2.9	Supply/ Copy/ work room	100	1	100	25%	25	125	
			<b>Subtotal</b>	<b>2630</b>	<b>26 %</b>	<b>742</b>	<b>3372</b>	
<b>8.3.0</b>	<b>Building Support Functions</b>							<b>ground floor building/shared space</b>
8.3.1	General building operations storage	250	1	250	25%	63	313	
8.3.2	Delivery/ Receiving	240	1	240	25%	60	300	
8.3.3	Mechanical	4000	1	4000	25%	1000	5000	Shared
	Electrical	2000	1	2000	25%	500	2500	Shared
8.3.3	IT/Data Equipment	600	1	600	25%	150	750	Shared
	IDF Closet	50	6	300	25%	75	375	Shared
8.3.3	Janitorial	110	2	220	25%	55	275	
			<b>Subtotal</b>	<b>7610</b>	<b>25 %</b>	<b>1903</b>	<b>9513</b>	
			<b>SUBTOTAL SUPPORT</b>	<b>11890</b>	<b>26 %</b>	<b>3125</b>	<b>15015</b>	

**TOTAL PROGRAM SUMMARY**

CITY HALL

		NSF	Grossing Factor	GSF	Total
1.0	Mayor's Office	1448	29%	419	1867
2.0	Marketing & Communication	1116	28%	318	1434
3.0	Administrative Services	5074	28%	1506	6580
4.0	Planning	2052	27%	689	3061
5.0	Development	1000	28%	286	1286
6.0	Public Services	2832	24%	803	3315
7.0	Attorney	536	29%	159	695
8.0	Parks and Recreation	2198	28%	617	2815
9.0	Senior Center	6318	27%	1791	8109
10.0	City Council	3526	29%	1056	4582
11.0	Shared City Hall Spaces/ Functions	4729	27%	1305	6034
Subtotal		30829	28%	8949	39778
Building GSF @ 5%				1989	
<b>TOTAL BUILDING</b>		<b>30829</b>		<b>10938</b>	<b>41767</b>



		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
<b>1.0</b>	<b>Mayor's Office</b>								<b>3rd Floor</b>
1.1	Office - Mayor	CO	250	1	250	30 %	75	325	Office with 30" x 60" desk, two visitors chairs, filing cabinet, printer, conference table seating 4-6. Attached private restroom. Sound isolated.
1.2	Chief of Staff\City Manager\City Administrator (Future)	CO	180	1	180	30 %	54	234	Office w/ short term file storage for contract consultant
1.3	Community Liaison Coordinator	CO	150	1	150	30 %	45	195	Office w/ short term file storage for contract consultant
1.4	Administrative Assistant	WS	64	1	64	30 %	19	83	8' x 8' work station and built-in file storage.
1.5	Intern	WS	64	2	128	30 %	38	166	8' x 8' work station and built-in file storage.
1.6	Supply/ Copy/ Mail Alcove		36	1	36	30 %	11	47	
1.7	Mayor's Lobby/ Vestibule		200	1	200	25 %	50	250	Enclosed reception area for Mayor's Office. Electric, data, phone connections, seating for 4-5.
1.8	Conference Room (large)		330	1	330	30 %	99	429	Conference/ training room seating up to 15. Provide power, A/V, data connections.
1.9	Storage / Work Room		110	1	110	25 %	28	138	Need to define storage needs for Mayor's Office. Sized for ability to convert to future office if required.
<b>Subtotal</b>					<b>1448</b>	<b>29 %</b>	<b>419</b>	<b>1867</b>	

<b>2.0</b>	<b>Marketing &amp; Communication</b>								<b>3rd Floor</b>
2.1	Public Information Officer	CO	180	1	180	30 %	54	234	Office with 30" x 60" desk, two visitors chairs/ small table with 2 chairs, filing cabinet.
2.2	Marketing Manager	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
2.3	Communications Manager	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
2.4	Digital Media Coordinator	CO	150	2	300	30 %	90	390	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
2.5	Media Room	CO	150	1	150	25 %	38	188	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
2.6	Storage/ Work room	CO	150	1	150	25 %	38	188	Determine Marketing & Communications storage needs; Sized for ability to convert to future office if required.
2.7	Supply/ Copy/ Mail alcove		36	1	36	25 %	9	45	
<b>Subtotal</b>					<b>1116</b>	<b>28 %</b>	<b>318</b>	<b>1434</b>	

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
3.0.0 Administrative Services									
<b>3.1.0</b>	<b>Administrative Services</b>								<b>3rd Floor</b>
3.1.1	Office - Director of Administrative Services	CO	180	1	180	30 %	54	234	Office with 30" x 60" desk, table with 4 chairs, filing cabinet, printer.
3.1.2	Office - Administrative Assistant	WS	64	1	64	25 %	16	80	
3.1.3	Office - Interns Work Space	WS	64	3	192	25 %	48	240	
3.1.4	Conference/ Training Room (Medium)	CO	220	2	440	30 %	132	572	Conference/ training room seating up to 10. Provide power, A/V, data connections.
<b>Subtotal</b>					<b>876</b>	<b>28 %</b>	<b>250</b>	<b>1126</b>	
<b>3.2.0</b>	<b>Information Technology - 4470</b>								<b>2nd Floor</b>
3.2.1	IT Manager	CO	180	1	180	30 %	54	234	Office with 30" x 60" desk, two visitors chairs/ small table with 2 chairs, filing cabinet.
3.2.2	Network Administrator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.2.3	GIS Administrator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.2.4	Systems Administrator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.2.5	Support Specialist/ Help Desk	CO	150	1	150	30 %	45	195	Help Desk - slightly larger than standard workstation; "customer" facing.
3.2.6	Application Specialist	CO	150	1	150	30 %	45	195	Help Desk - slightly larger than standard workstation; "customer" facing.
3.2.7	Supply/ Copy/ Mail alcove		36	1	36	25 %	9	45	
3.2.8	Secured Storage	CO	110	1	110	30 %	33	143	Secured storage for IT equipment, spare parts, etc. Adjacent to Support Specialist.
3.2.9	Storage/ Work room	CO	110	1	110	30 %	33	143	Short-term storage and work bench area; space for set up, decommissioning of equipment. Adjacent to Secured Storage, may be combined or kept separate.
3.2.10	Server Room	CO	0	0	0	0 %	0	0	<b>SHARED WITH BUILDING WIDE.</b> Server racks in island configuration for front and back access, space for additional racks (expandable for future transition to more digital capacity). Well ventilated; CRAC unit for year-round cooling. Circuit to UPS and emergency generator.
3.2.11	UPS/Battery Backup	CO	0	0	0	0 %	0	0	<b>SHARED WITH BUILDING WIDE.</b> Immediately adjacent to server room.
<b>Subtotal</b>					<b>1186</b>	<b>24 %</b>	<b>354</b>	<b>1540</b>	

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
<b>3.3.0</b>	<b>Finance - 4060</b>								<b>2nd Floor</b>
3.3.1	Office - Finance Director	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, table with 4 chairs, filing cabinet, printer.
3.3.2	Office - Finance Manager	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, table with 4 chairs, filing cabinet, printer.
3.3.3	Management Analyst	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.3.4	Finance Coordinator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.3.5	Payroll Coordinator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet, printer. Secured office located adjacent to HR
3.3.6	Accounting Clerk	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.3.7	Purchasing Coordinator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
3.3.8	Finance Reception	CO	110	1	110	30 %	33	143	Able to convert to future office when required
3.3.9	Supply/ Copy/ Mail alcove		36	1	36	30 %	11	47	
3.3.10	Storage/ Work room	CO	110	1	110	30 %	33	143	Able to convert to future office when required
3.3.11	Conference (small)/ Auditors	CO	150	1	150	30 %	45	195	Conference room seating up to 6. Auditor use for extended periods of time. Provide power, A/V, data connections.
3.3.12	File Storage	CO	110	1	110	30 %	33	143	Secured/ access controlled. Includes built-in safe. Finance physical storage needs now require only three medium sized filing cabinets - design for future conversion to office/conference.
<b>Subtotal</b>					<b>1616</b>	<b>30 %</b>	<b>485</b>	<b>2101</b>	
<b>3.4.0</b>	<b>Human Resources - 4457</b>								<b>2nd Floor</b>
3.4.1	HR Manager	CO	200	1	200	30 %	60	260	
3.4.2	HR Administrator	CO	150	3	450	30 %	135	585	
3.4.3	HR Risk Manager	CO	150	1	150	30 %	45	195	
3.4.4	HR Assistant	CO	120	1	120	30 %	36	156	
3.4.5	HR Reception	CO	110	1	110	30 %	33	143	
3.4.6	Supply/ Copy/ Mail alcove		36	1	36	25 %	9	45	
3.4.7	Storage/ Work room	CO	110	1	110	30 %	33	143	
3.4.8	Conference/ Training Room (medium)	CO	220	1	220	30 %	66	286	
<b>Subtotal</b>					<b>1396</b>	<b>29 %</b>	<b>417</b>	<b>1813</b>	

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
4.0.0 Planning									
<b>4.1.0 Planning</b>									<b>3rd Floor</b>
4.1.1	Director of Planning	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, review table, two visitors chairs, filing cabinet.
4.1.2	Planner Office	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, review table, two visitors chairs, filing cabinet.
4.1.3	Planning and Zoning Administrator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, review table, two visitors chairs, filing cabinet.
4.1.4	Administrative Assistant	CO	64	1	64	30 %	19	83	Workstation that is counter-adjacent from their own desk to the public counter.
4.1.5	Plan/ File Storage/ Work Room	CO	440	1	440	30 %	132	572	One large shared storage area for all of planning and development. Should include open shelving, flat storage, lateral/ file cabinets, and file shelving. Binders, bookshelf-type, maps, etc.
<b>Subtotal</b>					<b>1004</b>	<b>30 %</b>	<b>301</b>	<b>1305</b>	
4.2.0 Building - 4010									
<b>4.2.1</b>									<b>3rd Floor</b>
4.2.1	Office - Chief Building Official	CO	250	1	250	30 %	75	325	Office with 30" x 60" desk, drafting/ review table, two visitors chairs, filing cabinet.
4.2.2	Office - Building Inspector	CO	150	2	300	30 %	90	390	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
4.2.3	Workspace - Building and Zoning Specialist	WS	64	1	64	25 %	16	80	Workstation that is counter-adjacent... can "roll over" on their chair from their own desk to the customer-facing counter.
4.2.4	Conference Room (make sure shared - min one each floor) - 1st floor - need to be accessible to public		220	1	220	30 %	66	286	Need for table space with plans laid out, for 8-10 people; close proximity to counter; doors leading to both public and staff areas.
4.2.5	Workspace Staff submittal review/ plan layout	WS	150	1	150	30 %	45	195	Includes flat file storage with tabletop work surface directly adjacent to the Plan/ File storage room.
<b>Subtotal</b>					<b>984</b>	<b>29 %</b>	<b>292</b>	<b>1276</b>	
4.3.0 Code Enforcement - 4022									
<b>4.3.1</b>									<b>3rd Floor</b>
4.3.1	Code Enforcement Officer	WS	64	3	192	25 %	48	240	
4.3.2	Departmental Workspaces	WS	64	2	128	25 %	32	160	
<b>Subtotal</b>					<b>320</b>	<b>25 %</b>	<b>80</b>	<b>400</b>	
4.4.0 Zoning - 4025									

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
4.4.1	Zoning Clerk	WS	64	1	64	25 %	16	80	Workstation that is counter-adjacent... can "roll over" on their chair from their own desk to the customer-facing counter.
<b>Subtotal</b>					<b>64</b>	<b>25 %</b>	<b>16</b>	<b>80</b>	

<b>5.0 Development - 4015</b>		<b>3rd Floor</b>							
5.1	Office - Director of Economic Development	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
5.2	Office - Economic Development Manager	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
5.3	Office - Economic Development Coordinator	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
5.3	Administrative Assistant	WS	64	1	64	25 %	16	80	8' x 8' work station and built-in file storage. Secure printer
5.3	Planning & Development Conference Room Medium	CO	220	1	220	30 %	66	286	Conference/ training room seating up to 10. Provide power, A/V, data connections. Convenient to public counter, provide both public and staff access.
5.3	Public Counter		180	1	180	25 %	45	225	space for 6 dpts.
5.4	Supply/ Copy/ Mail alcove		36	1	36	25 %	9	45	
<b>Subtotal</b>					<b>1000</b>	<b>28 %</b>	<b>286</b>	<b>1286</b>	

<b>6.0.0 Public Services</b>		<b>3rd Floor</b>							
<b>6.1.0 Public Services - 4005</b>									
6.1.1	Director of Public Services	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
6.1.2	Operations Manager	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
6.1.3	Compliance & Program Coordinator	CO	125	1	125	30 %	38	163	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.1.4	Administrative Technician	CO	125	1	125	30 %	38	163	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.1.5	Administrative Assitant	CO	64	1	64	25 %	16	80	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.1.6	Conference Room (medium) - same concept - shared	CO	220	1	220	30 %	66	286	Conference/ training room seating up to 10. Provide power, A/V, data connections.
6.1.7	Supply/ Copy/ Mail alcove	CO	36	1	36	25 %	9	45	consider mail room
6.1.8	Storage/ Work room	CO	220	1	220	30 %	66	286	Secured/ access controlled. Conventional shelving/ fie cabinets. Allow for future conversion to office/conference.
<b>Subtotal</b>					<b>1140</b>	<b>29 %</b>	<b>337</b>	<b>1477</b>	

<b>6.2.0 Engineering - 4050</b>		<b>3rd Floor</b>							

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
6.2.1	City Engineer	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
6.2.2	Assistant City Engineer	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.2.3	Project Engineer	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.2.4	Water Resources Engineer	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.2.5	Development Engineer	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
6.2.6	Project Administrator	WS	64	1	64	30 %	19	83	8' x 8' work station and built-in file storage.
6.2.7	Project Inspector (2)	WS	64	1	64	25 %	16	80	8' x 8' work stations and built-in file storage.
6.2.8	Engineering Program Tech	WS	64	1	64	25 %	16	80	8' x 8' work station and built-in file storage.
6.2.9	Admin Assistant	WS	64	1	64	25 %	16	80	8' x 8' work station and built-in file storage.
6.2.10	Staff submittal review/ layout	WS	220	1	220	25 %	55	275	Includes flat file storage with tabletop work surface.
<b>Subtotal</b>					<b>1276</b>	<b>28 %</b>	<b>362</b>	<b>1638</b>	
<b>6.3.0</b>	<b>Utility Billing - 4440</b>								<b>3rd Floor</b>
6.3.1	Utility Billing Specialist (3)	WS	64	4	256	25 %	64	320	
6.3.2	Public counter - consolidate		0	0	0	0 %	0	0	Storage under counter on staff side. Includes waiting/ queing area. Swivel monitor, 24" deep standing height counter, portion of counter at accessible height. Min. 10' linear feet of counter for two concurrent transaction windows. Secure area for payments. Electric, data, phone connections for POS System.
<b>Subtotal</b>					<b>256</b>	<b>13 %</b>	<b>64</b>	<b>320</b>	
<b>6.4.0</b>	<b>Facilities Maintenance</b>								<b>3rd Floor</b>
6.4.1	Facilities Foreman	WS	80	1	80	25 %	20	100	Work area with 30" x 60" desk, filing cabinet.
6.4.2	Facilities Maintenance Coordinator	WS	80	1	80	25 %	20	100	Work area with 30" x 60" desk, filing cabinet.
<b>Subtotal</b>					<b>160</b>	<b>25 %</b>	<b>40</b>	<b>200</b>	
<b>7.0</b>	<b>Attorney - 4096</b>								<b>3rd Floor</b>

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
7.1	City Attorney	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
7.2	Assistant City Attorney	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
7.3	Conference Room (Small)	CO	150	1	150	30 %	45	195	Conference/ training room seating up to 6. Provide power, A/V, data connections. Soundproofing.
7.4	Supply/ Copy/ Mail alcove		36	1	36	25 %	9	45	
<b>Subtotal</b>					<b>536</b>	<b>29 %</b>	<b>159</b>	<b>695</b>	

8.0	Parks and Recreation - 4250								
<b>Addition</b>									
8.1	Director of Parks and Recreation	CO	200	1	200	30 %	60	260	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
8.2	Recreation Superintendent	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
8.3	Recreation Supervisors	CO	150	3	450	30 %	135	585	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
8.4	Projects Manager	CO	150	1	150	30 %	45	195	Office with 30" x 60" desk, small table w/ two chairs, filing cabinet.
8.5	Office Coordinator	CO	150	1	150	30 %	45	195	closed office - with safe
8.6	Rec Coordinator Workstations	WS	64	4	256	30 %	77	333	
8.7	Rec Coordinator Workstations - Seasonal	WS	64	4	256	25 %	64	320	
8.8	Working Counter		64	1	50	25 %	13	63	storage
8.9	Supply/ Copy/ Mail alcove		64	1	36	25 %	9	45	
8.10	Storage/ Records	CO	220	1	500	25 %	125	625	Space size to be defined.
<b>Subtotal</b>					<b>2198</b>	<b>28 %</b>	<b>617</b>	<b>2815</b>	

9.0	Senior Center								
<b>Addition</b>									
9.1	Senior Center Supervisor	CO	220	1	220	30 %	66	286	
9.2	Admin Asst.	WS	64	2	128	25 %	32	160	
9.3	Large Multi-Purpose Space		2500	1	2500	30 %	750	3250	dividable
9.4	Art Room	CO	1500	1	1500	30 %	450	1950	with Kiln Room
9.5	Serving Kitchen		1000	1	1000	25 %	250	1250	
9.6	Gender Neutral Restrooms		80	2	160	25 %	40	200	
9.7	Storage		750	1	750	25 %	188	938	table storage/chairs/facilities
9.8	Supply/mail/alcove		60	1	60	25 %	15	75	
<b>Subtotal</b>					<b>6318</b>	<b>27 %</b>	<b>1791</b>	<b>8109</b>	

10.0	City Council - 4090								
<b>1st Floor &amp; 3rd Floor</b>									
10.1	Office - Clerk of Council	CO	130	1	130	30 %	39	169	Office with 30" x 60" desk, two visitors chairs, filing cabinet.
10.2	Office - Deputy Clerk	CO	110	1	110	30 %	33	143	Office with 30" x 60" desk, two visitors chairs, filing cabinet.

		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor	GSF	Total	Comments
10.3	Council Room/ Training Room/ Large Meeting Space	CO	2200	1	2200	30 %	660	2860	Council room min. 35' wide, built-in dais (number of seating positions TBD), public lectern, seating for up to 130 occupants. Provide power, A/V, data connections. Provide permanent speakers connected to AV system, mic jack locations at each dais position, others TBD. Provide movable acoustical separation panel system incorporating marker/ tack/ presentation surfaces as required to allow use as two separate training spaces, relative size TBD.
10.4	Table/ chair storage	CO	150	1	150	30 %	45	195	Short-term use as required for needs of Council/ Training Room. Fold-down tables, stacked seating.
10.5	Caucus Room/ Executive Session/ Law Library	CO	520	1	520	30 %	156	676	Meeting space for about 20 occupants. Also functions as Law Library. Sound isolated. Provide four (4) hoteling stations for City Council use shared as Lexis/ Nexus stations when not in use by Council. Provide 105 linear feet of adjustable shelving for hard copy legal reference.
10.6	Project Room	CO	160	1	160	30 %	48	208	Staff only room seating two (2) and storage for up to 60 banker boxes for processing w/ commercial shredder (records destruction and disposal). Provide access from receiving area and storage.
10.7	Clerk Storage	CO	220	1	220	30 %	66	286	Mid-term storage w/ secured high density storage, approx. 80 banker boxes (dedicated). Long term storage approx. 50 banker boxes (shared but secured).
10.8	Supply/ Copy/ Mail alcove		36	1	36	25 %	9	45	
<b>Subtotal</b>					<b>3526</b>	<b>29 %</b>	<b>1056</b>	<b>4582</b>	
<b>11.0</b>	<b>Shared City Hall Spaces/ Functions</b>								<b>1st Floor &amp; 3rd Floor</b>
11.1	Staff - Men's Restrooms 1st floor		220	1	220	25 %	55	275	2 toilets/ 2 urinals/ 2 lavs
11.2	Staff - Women's Restroom 1st floor		250	1	250	25 %	63	313	5 toilets/ 2 lavs
11.3	Staff - Men's Restrooms 2nd floor		190	1	190	25 %	48	238	2 toilets/ 1 urinal/ 2 lavs
11.4	Staff - Women's Restroom 2nd floor		190	1	190	25 %	48	238	3 toilets/ 2 lavs
11.5	Public Family restroom(s) (1st floor)		80	4	320	25 %	80	400	Provide toilet, lav, changing table in each.
11.6	Janitorial (1 per floor)		110	2	220	25 %	55	275	Mop sink, equipment rack, supply shelving



		Space Code	Area/ Unit	Proposed # Units	NSF	Grossing Factor		GSF	Total	Comments
11.7	Staff Kitchenette/ Break	CO	545	1	545	25 %		136	681	Kitchenette to have 1 to 2 full size or large commercial refrigerators, sink/ disposal, microwave, counter/storage, coffee station, dishwasher, icemaker. 2-3 tables with 2-4 chairs at each table, plus "standing" island. Smart TV w/ CATV.
11.8	Auxiliary Staff Kitchenette	CO	100	1	100	25 %		25	125	Shared, located on opposite floor from the large Kitchenette/ Break. Sink, microwave, counter/storage, coffee station, refrigerator.
11.9	Public - Lactation room (1st floor)	CO	90	1	90	25 %		23	113	Room for nursing mothers. Sink, small table, comfortable chair.
11.10	Enclave/ Phone Booth	CO	36	4	144	25 %		36	180	Single occupant room with desk and chair for private conversations. 2 per floor.
11.11	Delivery/ Receiving	CO	240	1	240	30 %		72	312	Adjacent to MEP support spaces, storage rooms. Design for exterior parked straight body 24' - 26' trucks. min. 12'h. clearances. Overhead door with external truck seal. Flat slab transition from apron into dock, trench drain. Provide recessed scissor lift/ flush platform inside receiving area.
11.12	Mail/ Package Deliveries	CO	150	1	150	30 %		45	195	USPS and internal departmental distribution bins, package deliveries from couriers/ shipping companies, adjacent to Delivery/ Receiving.
11.13	General storage	CO	600	1	600	30 %		180	780	Near Delivery/ Receiving. A large room with connected smaller secured rooms for specialized storage. Maintenance equipment, seasonal furniture.
11.14	General building operations storage	CO	250	1	250	30 %		75	325	Near Delivery/ Receiving. Attic stock, filters, consumable supplies.
11.15	Lobby/ Reception Desk	CO	1000	1	1000	30 %		300	1300	Assumes a common area for reception/ public transaction windows.
11.16	Lobby Conference Room	CO	220	1	220	30 %		66	286	Conference/ training room seating up to 10. Provide power, A/V, data connections. Soundproofing due to adjacency to public space.
<b>Subtotal</b>					<b>4729</b>	<b>27 %</b>		<b>1305</b>	<b>6034</b>	