

Department / Room	Revised Program	FTE	Transient	Notes
<b>City Hall</b>				
Admin	588			
Finance	280			
Planning	184			
Building	432			
DPW	640			
Council	2520			
Support	4212			
	<b>NSF 9,186</b>	<b>21</b>	<b>98</b>	
	<b>GSF 11,483</b>			
<b>Police</b>				
Admin	830			
Public	1745			
Support	2675			
Field Services	3235			
Technical Services	660			
Holding / Interview	370			
MEP	650			
	<b>NSF 10,165</b>	<b>27</b>	<b>44</b>	
	<b>GSF 14,454</b>			
<b>Police Ancillary</b>	1730			Not Counted in Overall Totals
<b>Library</b>				
	<b>NSF 7,780</b>	<b>5</b>	<b>67</b>	
	<b>GSF 8,947</b>			
<b>Total New</b>				
	<b>NSF 27,131</b>			
	<b>GSF 34,884</b>			
<b>Existing Town Hall</b>				
Main Room	892			
Side Spaces	732			
	<b>NSF 1,624</b>			
	<b>GSF 1,679</b>	<b>0</b>	<b>7</b>	
<b>Grand Total New</b>				
	<b>NSF 28,755</b>	<b>53</b>	<b>216</b>	
	<b>GSF 36,563</b>			
<b>Parking</b>				
Visitor	27			
Accessible	6			
Staff	37			
Police - Secure	21			
<b>Total</b>	<b>91</b>			

Department / Room	Revised Program	FTE	Transient	Notes	Space Type	Space #
<b>City Management &amp; Finance</b>						
<b>Admin</b>	588		4	assume 4 visitors / day		
City Manager	220	1			PO	CA.1
City Attorney	120	1		needs table for 2	PO	CA.2
City Clerk	120	1		1 lateral 5' tall, 4 regular tall files	PO	CA.3
Office Assistant	64	1		Front office reception/USPS - needs counter space assoc. with post office. Telephone switch board and workstation for package assembly. Package delivery for all departments. Control point to office.	WS	CA.4
Visitor/Auditor Workspace	64	1		can be combo with a small conference room	WS	CA.5
<b>Finance</b>						
<b>Finance</b>	280		4	assume 4 visitors / day		
Finance Director	120	1			PO	CF.1
Accountant	96	1		incl 1-2 file cabinets	PO	CF.2
Finance Assistant	64	1		Close to Director Ofc. Desktop printer/copier for finance use.	WS	CF.3
<b>Admin Support</b>						
<b>Admin Support</b>	396					
Admin. Lobby	180			couch and 2 chairs @ second floor stair and elevator lobby. share some with lower reception.		CA.6
Conference Room	-			360 shared - in common areas		
Conference Room	-			120 shared - in common areas		
Copy / Work Room	-			120 shared - in common areas		
Coffee Area	-			24 shared - in common areas		
Coat Closet	16					CA.7
Filing/Records Room	120			could be files along hallway / alcove		CA.8
Vault - Secure Storage	80			fire proof vault (currently in city clerk but can be relocated outside of clerk's office within distributed new fireproof files)		CA.9
<b>Community Development - Planning Building Public Works</b>						
<b>Building</b>	432		10	assume 10 visitors / day		
Building Official	120	1			PO	CD.1
Plan Reviewer	120	1			PO	CD.2
Inspector	64	1		shared with other inspector	WS	CD.3
Inspector	64	1		shared with other inspector	WS	CD.4
Permit Technician	64	1		Bldg. Reception	WS	CD.5
<b>Planning</b>						
<b>Planning</b>	184		10	assume 10 visitors / day		
Town Planner	120	1			PO	CD.6
Planning Assistant	64	1			WS	CD.7
<b>Public Works</b>						
<b>Public Works</b>	640		10	assume 10 visitors / day		
Community Services Director/Engineer	120	1		Shared with city engineer. Small table with 2 chairs.	PO	CD.8
Associate Engineer	120	1			PO	CD.9
Office Specialist	64	1		DPW reception	WS	CD.10
Public Works Superintendent	120	1			PO	CD.11
MCE / Contract Staff	120	1		shared for 2	WS	CD.12
Town Arborist	96	1		Moved from Planning Some files	WS	CD.13

<b>CD - Planning Building Public Works Support</b>	696				
Plan/Bldg./DPW Lobby	240			Queuing & waiting	CD.14
Counter	90			Seated counter - 3 stations	CD.15
Self serve / walk up terminal	30			computer for look up - number with	see CD.14
Conference room	-			360 shared - in common areas	
Copy / Work Room	-			120 shared - in common areas	
Coffee Area	-			24 shared - in common areas	
Coat Closet	16				CD.16
Filing/Records Room	120				CD.17
Planning / Supplies Storage	100				CD.18
Supply Storage	100			can be exterior shed	CD.19
Additional File Storage	330			Based on list from Gordon. Check vs. Common Building Support Areas	CD.20
<b>Common Areas</b>					
<b>Public Areas</b>	2520				
Council Lobby	320				CC.1
Council Chambers	1800		60	60 ppl x 2 hours Video at each councilperson seat	CC.2
Council Restrooms	400				CC.3
Storage	incl.			Table and Chair Storage	CC.4
AV	incl.			AV/IT Rack	CC.5
Small private meeting room	incl.			could be combo with Main Bldg.	CC.6
<b>Common Staff Areas</b>	1840				
Admin/DPW Staff Lounge	580			incl Kitchenette: Refr., vending machine, micro, sink, counter Check size	CS.1
Admin/ DPW Large Conference	360			flexible up or down. If up then by elevator	CS.2
DPW Small Conference	120			down	CS.3
Admin/ Finance Medium Conference	160			up	CS.4
DPW Copy/Work Room	160			down. incl work counter, paper storage recycling, supply storage (toner)	CS.5
Admin/ Work Room	80			up incl work counter, paper storage recycling, supply storage (toner)	CS.6
Admin / DPW Nursing Room	100				CS.7
Admin / DPW Restrooms	280			incl RR on 1F and 2F	CS.8
<b>Common Building Support Areas</b>	1280				
General Storage	300				CS.9
Janitor's Closets	100			2 x 50	CS.10
Deliveries / Mail Room	120			Storage space to support post office, alcove	CS.11
Mechanical Room	100				CS.12
Elevator	120				CS.13
Main Electrical Room	100				CS.14
Electrical Closets	120			2 x 60 combo with main if possible on main level	CS.15
IT Rooms	120			2 x 60 combo with main if possible on main level	CS.16
Main Server Room	200				CA.17
<b>Net City Hall</b>	<b>9,186</b>	<b>21</b>	<b>98</b>		
<b>Net to Gross %</b>	<b>25%</b>				
<b>Total Gross City Hall</b>	<b>11,483</b>			Original total GSF for City Mgmt./Finance, Planning Bldg. & DPW , Shared Public Spaces = 10,850	
<b>Parking</b>					
Visitor	17			Mgmt. 8 + DPW 8 + Council 1	
Accessible	3			Mgmt. 1 + DPW 1 + Council 1	
Staff	22			Mgmt. 9 + DPW 12 + Council 1	
<b>Total</b>	<b>42</b>				

Department / Room	Revised Program	FTE	Transient	Notes	Space Type	Glass #
<b>Admin</b>	830					
Chief of Police Office	250	1		with table for 4 to meet, closet	PO	A.01
Admin. Assistant	120	1			PO	A.02
Admin. Conference Room	200					A.03
Admin. Storage / Secure File	80			1 lateral, 2 vertical files		A.04
Admin. Restroom	60					A.05
Admin. Work Area / Copy	120					A.06
Mgmt./Personnel Office	0	1		omit		A.07
<b>Public</b>	1745					
Public Lobby	320			Picture Board / Display		B.01
Conference / MPR / EOC	800		40	Seats for 40 Flat screen, white board 40 ppl x 2 hours		B.02
Conf. Rm. Storage	80			Tables and Chairs		B.03
EOC Storage (AV)	60			AV Equipment		B.04
Defensive Tactic Train. Stor.	100			If UG garage put in garage		B.05
Public Restrooms	120					B.06
Citizen Fingerprinting				none		B.07
Interview Room A	85		1	1 pers x 4 hours		B.08
Interview Room B (Soft)	120		1	1 pers x 4 hours		B.09
Staff Work Area / Coffee	60					B.10
<b>Support / Investigations</b>	2675					
Lieutenant	150	1		2 vis. chairs, files - 2 lateral, book shelf, credenza, closet	PO	C.01
Detective Sergeant	120	1			PO	C.02
Detective Officer	120	1		files	WS	C.03
School Resource Officer	120	1			PO	C.04
Traffic Support Sergeant	0			none		C.05
Library/Training Study Room (combined w Report Writing)	see Report Writing D.07	3		3-4 work stations with computers/ Avatar training 3 pers x 2.7 hours x 3 shifts / 8	3x WS	C.06
Traffic Sergeant	0			none		C.07
Investigation Conf. Room	150					C.08
Communications Supervisor	0			none		C.09
Reception	120	3		1 pers x 12 hours x 2 shifts / 8	WS	C.10
Dispatch	345	3		files, supplies, 2-CAD; 3 - 7' x 8' cubes 1 pers x 12 hours x 2 shifts / 8	3x WS	C.11
Communications Work Room	0			none		C.12
Dispatch Break Room	40			Alcove with Micro, Sm. Refr., Sink, Coffee, Cabs		C.13
Dispatch Rest Room	60					C.14
Dispatch Equipment Storage	40			Closet		C.15
Systems Administrator	see Tel/Data room C.21					C.16
Dispatch Records Storage	225			High Density Filing		C.17
Work / Copy / Storage	150			For use by all staff		C.18
Staff Break Room / Kitchen	265			Micro, Refr., Sink, DW, Coffee, Cabs, Pantry		C.19
Radio Equipment	150					C.20
Telephone / Data / Sys. Admin.	220		1	Equipment incl WS 3rd Party/RWC System Admin. Shelves for tapes, manuals 1 pers x 2 hours	WS	C.21
Computer Equip. Storage	80					C.22
Janitor/Supply Storage	200					C.23
Men's & Women's Restrooms	120					C.24

<b>Field Services</b>	3235					
Lieutenant (Future)	150					D.01
Sergeant's Office	225	6		open office, files, book case 2 ppl x 12 hours x 2 shifts / 8	4 WS	D.02
CSO-officer	120	1		Code enforcement from Bldg.	WS	D.03
M Lockers	600			25 Lg /6 Sm Lockers Center bench Lg.: 2' x 2' Sm.: 1' x 2' - full height		D.04
W Lockers	350			8 Lg /10 Sm Lockers Center bench Lg.: 2' x 2' Sm.: 1' x 2' - full height		D.05
Laundry Closet	20					D.06
Report Writing/Training Library	210			combo with Briefing OK	4x WS	D.07
Squad / Briefing	400	3		6 ppl x 2 hours x 2 shifts / 8		D.08
Armory - Patrol	120					D.09
Armory - Tactical Equip.	100					D.10
Patrol Storage	100					D.11
Duty Bag Room	160			Assume bags stacked 4 high. Pursuit bag: 12 x 12 x24 Riot bag: 12 x 12 x 24 Personal protection: 9 x 10 x 16 Baton bag: 36" long		D.12
Fitness	500					D.13
Officer Resting Rooms	180					D.14
<b>Technical Services</b>	660					
Property/Evidence Officer - CSO	120	1			PO	E.01
Laboratory - Evidence Processing						E.02
Property Storage	450			Vent hood - yes Evidence, guns, narcotics, safe, refr/frzr, drying lockers, bike storage, flammables, bulk storage		E.03
Bag and Tag	90			can be an alcove in hall	WS	E.06
<b>Holding / Interview</b>	370					
Pre-Booking	150					F.01
Holding/Interview (3)				none		F.02
Interview (Suspect)	80		1	1 pers x 4 hours		F.03
Detainee Restroom	60					F.04
Janitor Closet	0			in main building		F.05
Sallyport	0			none		F.06
Video Monitor & Viewing	40					F.09
Video Equipment	40			combine into F.09		F.10
Subtotal	9,515			Diff of 80 for Personnel File Storage		
<b>Mech/Elec/IT</b>	650					
Mechanical	300					
Electrical	150					
Fire Alarm Room	0					
UPS Room	0					
Maintenance & Supplies	100					
Recycle/Trash	100					
<b>Net Police</b>	<b>10,165</b>	<b>27</b>	<b>44</b>			
<b>Net to Gross %</b>	<b>42%</b>					
<b>Gross Police</b>	<b>14,454</b>					

<b>Ancillary Building</b>					
Motorcycle Garage	240			If UG garage put in garage	F.07
Patrol Bike	80			If UG garage put in garage	F.08
Stolen Vehicles	400			If UG garage put in garage	E.07
Bike Storage	100			If UG garage put in garage or with Stolen Vehicle Storage	E.05
Large Property Storage	150			If UG garage put in garage or with Stolen Vehicle Storage	E.04
Emergency Supply Storage	200				G.01
Special Ops Storage	320				G.02
Personnel File Storage	80				G.03
Fleet Maintenance Storage	80				G.04
Gun Cleaning	80				D.095
<b>Net Total Ancillary</b>	<b>1730</b>				
	<b>NSF</b>				
<b>Other Exterior Structures</b>					
Kennels	84			includes Kennel supply storage	
Egen & Fuel	430			Day Tank + more for 96 hours total	
Trash	100			5 yard dumpster 5' x 10' x 4'h, 3 x 64 gallon recycle (32" x 25" x 42"h)	
<b>Net Total Other Exterior</b>	<b>614</b>				
	<b>NSF</b>				
<b>Parking</b>					
<b>Public</b>	<b>5</b>				
Visitor	4				
Accessible	1				
<b>Staff - Non Secure</b>	<b>12</b>				
Police Staff	8				
Reserve Officer Parking	3				
Accessible Van Parking	1				
<b>Secure Patrol</b>	<b>16</b>				
Police Patrol	10				
Police Unmarked	6				
Motorcycle in accessory	4				
<b>Secure Equipment</b>	<b>5</b>				
Trailers / DARE Car	6 in 2 spaces	2			
Evidence		3			
<b>Total</b>	<b>38</b>				
				+ 4 police motorcycle assumes 6 trailers in spaces	
Flagpole					
Antenna					

Department / Room	Revised Program	FTE	Transient	Notes	Space #
<b>Collections &amp; Reading</b>					
<b>Adult</b>	1500		20	20 ppl * 3 hours	L.1
Collection					
Seating					
Computer's & Technology					
Reading Rooms / Learning / Conference	500			2 x 250 rooms	L.2, L.3
<b>Young Adult</b>	1000		15	15 ppl * 3 hours	L.4
Collection					
Seating					
Computer's & Technology					
<b>Children</b>	1500		30	30 ppl * 3 hours	L.5
Collection					
Seating					
Computer's & Technology					
<b>Defined Rooms</b>	2120				
Entry & Vestibule	400				L.6
Public Restrooms	400				L.7
Children's Restrooms	120				L.8
Heritage Room	450		2	2 ppl * 1 hours	L.9
Heritage Display	50				L.10
Library MPR	see Town Hall				L.11
Large Conf. / Maker Space	300				L.12
Circulation/Technology / Computers	400				L.13
<b>Café</b>					L.14
<b>Staff &amp; Support</b>	960				
Office	120	1			L.15
Staff & support		3			
Storage/Work/Break		1			
Staff RR					
Storage	250				L.16
Work Room	250				L.17
Sorting / UPS	100				L.18
Break	120				L.19
<b>Mech/Elec/IT</b>					
Server (Town) 4' x 8' min.	60				L.20
Server (Library)	60				L.21
MEP	200				L.22
<b>Net Library</b>	<b>7780</b>	<b>5</b>	<b>67</b>		
<b>Net to Gross %</b>	<b>15%</b>				
<b>Gross Library</b>	<b>8947</b>				
<b>Town Hall</b>	<b>1839</b>	<b>0</b>	<b>7</b>	100 ppl * 1 hour	
	<b>GSF</b>				
<b>Parking</b>					
Visitor	6				
Accessible	1				
Staff	4				
<b>Total</b>	<b>11</b>				