

Department / Room	Revised Program	Original Program	FTE	Transient	Notes
City Hall					
Admin	588	708			
Finance	280	280			
Planning	184	248			
Building	432	432			
DPW	640	424			
Council	2520	2520			
Support	4092	4072			
	NSF 8,736	NSF 8,684	25	99	
	net to gross 25%	net to gross 25%			
	2,184	2,166			
	GSF 10,920	GSF 10,850			
Police					
Admin	780	920			
Public	1745	1948			
Support	2750	2934			
Field Services	3104	2944			
Technical Services	660	761			
Holding / Interview	300	220			
MEP	650	760			
	NSF 9,989	NSF 10,487	24	44	
	net to gross 33%	net to gross 35%			16% DGSF to Bldg GSF was missing.
	GSF 14,909	GSF 16,189			
Police Ancillary	1600	1478			Not Counted in Overall Totals
Library					
	NSF 7,780	NSF 8,144	5	67	
	net to gross 15%	net to gross 9%			
	GSF 9,153	GSF 8,958			
Total New					
	NSF 26,505	NSF 27,315			
	net to gross 24%	net to gross 24%			
	GSF 34,982	GSF 35,997			
Existing Town Hall					
Main Room	892	892			
Side Spaces	732	732			
	NSF 1624	NSF 1624			
	net to gross 3%	net to gross 3%			
	GSF 1679	GSF 1679	0	7	
Grand Total New					
	NSF 28129	NSF 28939	54	217	
	GSF 36661	GSF 37676			
Parking					
Visitor	#REF!	27			
Accessible	#REF!	5			
Staff	#REF!	39			
Police - Secure	28	9			
Total	#REF!	80			

Department / Room	Revised Program	Original Program	FTE	Transient	Notes
City Management & Finance					
Admin	588	708		4	assume 4 visitors / day
City Manager	220	220	1		
City Attorney	120	120	1		needs table for 2
City Attorney		120	1		
City Clerk	120	120	1		1 lateral 5' tall, 4 regular tall files
Office Assistant	64	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.
Visitor/Auditor Workspace	64	64	1	1	can be combo with a small conference room
Finance	280	280		4	assume 4 visitors / day
Finance Director	120	120	1		
Accountant	96	96	1		incl 1-2 file cabinets
Finance Assistant	64	64	1		Close to Director Ofc. Desktop printer/copier for finance use.
Admin Support	396	396			
Admin. Lobby	180	180			couch and 2 chairs @ second floor stair and elevator lobby
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	16			
Filing/Records Room	120	120			could be files along hallway / alcove
Vault - Secure Storage	80	80			fire proof vault (currently in city clerk but can be relocated outside of clerk's office within distributed new fireproof files)
Planning Building Public Works					
Building	432	432		10	assume 10 visitors / day
Building Official	120	120	1		
Plan Reviewer	120	120	1		
Inspector	64	0	1		shared with other inspector
Inspector	64	64	1		shared with other inspector
Permit Technician	64	64	1		Bldg Reception
Code Enforcement Specialist		64	1		shared / hoteling station (now in police)
Planning	184	248		10	assume 10 visitors / day
Town Planner	120	120	1		
Planning Assistant	64	64	1		
Town Arborist		64	1		Move to DPW
Town Planner		0	1		64 share with Planning Assist / Town Arborist
Public Works	640	424		10	assume 10 visitors / day
Community Services Director/Engineer	120	120	1		Shared with city engineer. Small table with 2 chairs.
Associate Engineer	120	120	1		
Office Specialist	64	0	1		DPW reception
Public Works Superintendent	120	120	1		
MCE / Contract Staff	120	64	1		shared for 2
Town Arborist	96		1		Moved from Planning Some files
Planning Building Public Works Support	596	644			
Plan/Bldg/DPW Lobby	240	240			Queing & waiting
Counter	90	90			Seated counter - 3 stations
Self serve / walk up terminal	30	30			computer for look up
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	16			

Filing/Records Room	confirm: 120	120			Need total lateral and vertical file count from Grodon
Planning / Supplies Storage	confirm: 100	100			Need total lateral and vertical file count from Grodon
Ham Radio Desk		48			
Supply Storage	0	0			can be exterior shed
Common Areas					
Public Areas	2520	2520			
Council Lobby	320	320			
Council Chambers	1800	1800		60	60 ppl x 2 hours Video at each councilperson seat
Council Restrooms	400	400			
Storage	incl.				Table and Chair Storage
AV	incl.				AV/IT Rack
Small private meeting room	?				could be combo with Main Bldg
Common Staff Areas					
	1700	1708			
Admin/DPW Staff Lounge	580	580			incl Kitchenette: Refr., vending machine, micro, sink, counter Check size
Admin/ DPW Large Conference	360	360			flexible up or down. If up then by elevator
DPW Small Conference	120	120			down
Admin/ Finance Medium Conference	160	120			up
DPW Copy/Work Room	160	240			down. incl work counter, paper storage recycling, supply storage (toner)
Admin/ Work Room	80				up incl work counter, paper storage recycling, supply storage (toner)
Admin / DPW Coffee		48			
Admin / DPW Nursing Room	100	100			Verify if required by code, omit if not required
Admin / DPW Restrooms	140	140			
Common Building Support Areas					
	1400	1324			
General Storage	300	300			
Janitor's Closets	100	100			2 x 50
Deliveries / Mail Room	120	100			Storage space to support post office, alcove
Mechanical Room	100	100			
Elevator	120	64			
Main Electrical Room	100	100			
Electrical Closets	120	120			2 x 60 combo with mainif possible on main level
IT Rooms	240	240			2 x 120 combo with mainif possible on main level
Main Server Room	200	200			
Net City Hall	8,736	8,684	25	99	
Net to Gross %	25%	25%			Result based on 8,684 net subtotal & 10,850 gross total
Gross Add	2184	2166			
Total Gross City Hall	10,920	10,850			Original total GSF for City Mgmt/Finance, Planning Bldg. & DPW , Shared Public Spaces = 10,850
Parking					
Visitor	17	17			
Accessible	3	3			
Staff	22	22			
Total	42	42			

Department / Room	Revised Program 6/17/15	Original Program	FTE	Transient	Notes	Space Type	Glass #
Admin	780	920					
Chief of Police Office	200	220	1		with table for 4 to meet, closet	PO	A.01
Admin. Assistant	120	120	1			PO	A.02
Admin. Conference Room	200	240				CONF	A.03
Admin. Storage / Secure File	80	80			1 lateral, 2 vertical files		A.04
Admin. Restroom	60	0					A.05
Admin. Work Area / Copy	120	80				WC	A.06
Mgmt./Personnel Office	0	180	1		2 vis. chairs, book shelf	PO	A.07
Public	1745	1948					
Public Lobby	320	508			Picture Board / Display		B.01
Conference / MPR / EOC	800	800		40	Seats for 40 Flat screen, white board 40 ppl x 2 hours		B.02
Conf. Rm. Storage	80	100			Tables and Chairs		B.03
EOC Storage (AV)	60	60			AV Equipment		B.04
Defensive Tactic Train. Stor.	100	100			If UG garage put in garage		B.05
Public Restrooms	120	160					B.06
Interview Room A	85	0		1	1 pers x 4 hours		B.08
Interview Room B (Soft)	120	120		1	1 pers x 4 hours		B.09
Staff Work Area / Coffee	60	100					B.10
Support / Investigations	2750	2934					
Lieutenant	150	180	1		2 vis. chairs, files - 2 lateral, book shelf, credenza, closet	PO	C.01
Detective Sergeant	120	120	1			PO	C.02
Detective Officer	120	134	1		files	WS	C.03
School Resource Officer	120	0	1		New Position?	PO	C.04
Traffic Support Sergeant	0	140			omit		C.05
Library/Training Study Room	75	126			work stations with computers/ Avatar training	WS	C.06
Traffic Sergeant	0	124			omit		C.07
Investigation Conf. Room	150	0				CONF	C.08
Reception	120	25	3		1 pers x 12 hours x 2 shifts / 8		C.10
Dispatch	345	264	3		files, supplies, 2-CAD; 3 - 7' x 8' cubes 1 pers x 12 hours x 2 shifts / 8	2x WS, WC	C.11
Communications Work Room	0	150			omit		C.12
Dispatch Break Room	40	40			Alcove with Micro, Sm. Refr., Sink, Coffee, Cabs		C.13
Dispatch Rest Room	60	60					C.14
Dispatch Equipment Storage	40	56			Closet	STOR	C.15
Dispatch Records Storage	225	88			High Density Filing		C.17
Work / Copy / Storage	150	199			For use by all staff		C.18
Staff Break Room / Kitchen	265	360			Micro, Refr., Sink, DW, Coffee, Cabs, Pantry		C.19
Radio Equipment	150	120					C.20
Telephone / Data / Sys. Admin.	220	218		1	Equipment incl WS 3rd Party/RWC System Admin. Shelves for tapes, manuals 1 pers x 2 hours	WS	C.21 & C.16
Computer Equip. Storage	80	80					C.22
Janitor/Supply Storage	200	200					C.23
Men's & Women's Restrooms	120	250					C.24
Field Services	3104	2944					
Lieutenant (Future)	150						
Sergeant's Office	225	280	6		open office, files, book case 2 ppl x 12 hours x 2 shifts / 8	4 WS	D.02
CSO (volunteer) officer	64	120	1		Code enforcement from Bldg	WS	D.03
M Lockers	600	536			25 Lg /6 Sm Lockers Center bench Lg.: 2' x 2' Sm.: 1' x 2' - full height		D.04
W Lockers	350	349			8 Lg /10 Sm Lockers Center bench Lg.: 2' x 2' Sm.: 1' x 2' - full height		D.05
Laundry Closet	20	40					D.06
Report Writing	135	230			4 WS?	4x WS?	D.07
Squad / Briefing	400	240	3		6 ppl x 2 hours x 2 shifts / 8		D.08
Armory - Patrol	120	129					D.09
Armory - Tactical Equip.	100	100			ADD GUN CLEARING ROOM		D.10
Patrol Storage	100	100					D.11
Duty Bag Room	160	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	500					D.13
Officer Resting Rooms	180	160					D.14
Technical Services	660	761					
Property/Evidence Officer - CSO	120	131	1			PO	E.01
Property Storage	450	540			Vent hood - yes Evidence, guns, narcotics, safe, refr/frzr, drying lockers, bike storage, flammables, bulk storage		E.03
Bag and Tag	90	90				WS	E.06
Holding / Interview	300	220					
Pre-Booking	80	0					F.01

Interview (Suspect)	80	80		1	1 pers x 4 hours		F.03
Detainee Restroom	60	60					F.04
Video Monitor & Viewing	40	40					F.09
Video Equipment	40	40					F.10
Subtotal	9,339	9,727			Diff of 80 for Personnel File Storage		
Mech/Elec/IT	650	760					
Mechanical	300	250					
Electrical	150	150					
Fire Alarm Room	0	60					
UPS Room	0	100					
Maintenance & Supplies	100	100					
Recycle/Trash	100	100					
Net Police	9,989	10,487	24	44			
Net to Gross %	33%	35%			16% DGSF to Bldg GSF was missing.		
		3,670					
Gross Police	14,909	16,189					
Ancillary Building							
Motorcycle Garage	240	250			If UG garage put in garage		F0.7
Patrol Bike	100	108			If UG garage put in garage		F.08
Stolen Vehicles	400	400			If UG garage put in garage		E.07
Bike Storage	100	120			If UG garage put in garage or with Stolen Vehicle Storage		E.05
Large Property Storage	80	0			If UG garage put in garage or with Stolen Vehicle Storage		E.04
Emergency Supply Storage	200	200					
Special Ops Storage	320	320					
Personnal File Storage	80	0					
Fleet Maintenace Storage	80	80					
Net Total Ancillary	1600	1478					
	NSF	NSF					
Other Exterior Structures							
Kennels	84	84			includes Kennel supply storage		
Egen & Fuel	430	350			Day Tank + more for 96 hours total		
Trash	100	100			5 yard dumpster 5' x 10' x 4'h, 3 x 64 gallon recycle (32" x 25" x 42"h)		
Net Total Other Exterior	614	534					
	NSF	NSF					
Parking							
Public	5	5					
Visitor	4	4					
Accessible	1	1					
Staff - Non Secure	12	13					
Police Staff	11	10					
Reserve Officer Parking	0	3					
Accessible Van Parking	1						
Secure Patrol	20	9					
Police Patrol	10	3					
Police Unmarked	6	2					
Motorcycle	4	4					
Secure Equipment	8	0					
Trailers / DARE Car	5	0					
Evidence	3	0					
Total	45	27					
Flagpole							
Antenna							

Department / Room	Revised Program	Original Program	FTE	Transient	Notes
Collections & Reading					
Adult	1500	1320		20	20 ppl * 3 hours
Collection		1472			
Seating		540			
Computer's & Technology		180			
Reading Rooms / Learning / Confernece	500	600			2 x 250 rooms
Young Adult	1000	243		15	15 ppl * 3 hours
Collection		93			
Seating		150			
Computer's & Technology		0			
Children	1500	1409		30	30 ppl * 3 hours
Collection		959			
Seating		390			
Computer's & Technology		60			
Defined Rooms	2120				
Entry & Vestibule	400	300			
Public Restrooms	400	700			
Children's Restrooms	120	0			
Heritage Room	450	450		2	2 ppl * 1 hours
Heritage Display	50				
Library MPR	see Town Hall	1500			
Large Conf. / Maker Space	300	0			
Circulation/Technology / Computers	400				
Café					
Staff & Support	960				
Office	120	150	1		
Staff & support		320	3		
Storage/Work/Break		280	1		
Staff RR					
Storage	250				
Work Room	250				
Sorting / UPS	100				
Break	120				
Mech/Elec/IT					
Server (Town) 4' x 8' min.	60				
Server (Library)	60				
MEP	200				
Net Library	7780	8144	5	67	
Net to Gross %	15%	9%			
Gross Library	9153	8958			
Town Hall	1839	1839	0	7	100 ppl * 1 hour
	GSF	GSF			
Parking					
Visitor	6	6			
Accessible	1	1			
Staff	4	4			
Total	11	11			