



Town of Los Gatos, California

Space Program

Last Updated April 21, 2006



ANDERSON BRULÉ ARCHITECTS

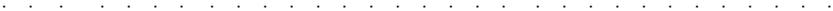


Table of Contents

Section	Page
A. Introduction.....	2
B. Space Program	4
1. Introduction	
2. Programming Assumptions	
1. Space Allocation Strategies	
2. Functional Relationships	
3. Space Needs Assessment	
4. Program Document Overview	
C. Next Steps in the Planning Process.....	20
D. Appendix	
1. Definition of Terms	
2. Space Program Summary Report – Core and Optional	
3. Functional Relationship Diagrams for Individual Departments	
4. Phone and Visitor Customer Counts	
E. Space Program Data Sheets	
(Recorded document at Town Manager’s Office)	
1. Building Standard Assumptions and Functional Work Modes	
2. Individual Space Data Sheets	

Introduction Section A

Context and Key Concepts

The Town of Los Gatos seeks to develop a strategic master plan that will describe the long-term needs of the community for civic and library services, as well as define the facilities necessary to accommodate those needs. This planning effort, which began in Spring, 2002, is scheduled for completion in 2006. The strategic master plan includes the review of the existing Civic Center, Library, Neighborhood Center, and the R.J. Bryant Service Center.

Purpose of this Document –Space Program

Space Program

The purpose of this document is to define the space, technical and functional requirements of the Civic Center based upon the Strategic Operational Plan. The Space Program defines Site and Building Criteria, Site Relationships, Space Allocation and Functional Relationships (adjacencies and stacking).

This document will serve as a working guide for the remaining strategic master planning effort. This information will provide the space needs and functional relationships of the services and operations of the Civic Center. Site options can then be developed to diagram solutions that address these needs.

Master Plan

At completion, the master plan will include the service assessment, operational plan and space programs, as well as site options for configuration of space requirements, cost models associated with improvements or new construction (if necessary to meet the needs), financing and funding strategies, and a phasing plan. These options could include current or future new or improved facilities, or may simply identify more effective use of the existing facilities. With this information, the Town Council will be able to make the necessary decisions regarding any improvements to services or facilities that will serve the Town today and in the future.

Process Overview

This process focuses on understanding the service delivery needs of the community and customers now and in the future. Three fundamental questions are asked:

- **What** services are needed?
- **How** will they be delivered?
- **Where** will they be provided?

The Town Service Assessment (current Working Document dated October 2, 2002) evolved from various public and staff outreach efforts to define the “**what** services are needed” question. The Strategic Operational Plan defines “**how** services will be delivered.” This Space Program document, in conjunction with the site options to be developed, defines “**where**” services are provided. Each part of the process builds upon information developed earlier. Concurrent to the effort described, above, are assessments and analysis

Introduction Section A

Process Overview

of the existing facilities and sites.

A Core Team, which includes staff from the Town of Los Gatos and the consultant team, is responsible for the design and management of the strategic master planning process. A Community Advisory Committee, comprised of Board and Commission, School District, Library and Community representatives, is working with the Core Team at an advisory level and in advocating community participation in the planning process.

In addition to the community and staff outreach used to develop the Strategic Operational Plan, the consultant team documented existing space utilization and interviewed staff to develop an assessment of space needs. Specific needs, generally accepted planning principles and allocations for future growth were used to develop the space program requirements included in this document.

Role and Vision of the Civic Center and Library

The Service Assessment contains a service-oriented role and vision for the Civic Center and Library developed through outreach to the community and staff, and represents the community's voice regarding priorities for Civic Center services. The seven key concepts that drive operational planning and space requirements are:

1. Continue to provide personalized services to the community, including residents, businesses and visitors, through a **small town service model**.
2. Provide **coordinated and comprehensive access to information** about Town services
3. Ensure **accessibility and convenience of services**
4. Utilize available and **emerging technologies to extend and enhance individual interaction** with the Town through options for self-service and extended hours
5. Provide **space for community and staff** meetings, dialogue, gathering, celebration, learning and reflection
6. Provide access to **greater resources and opportunities for learning**, development and entertainment for all ages through programs, services, and materials
7. **Partner with other public, private and non-profit** organizations to extend and leverage resources and enhance services

The key findings in the service assessment are foundational to the space program requirements proposed within this document. The service delivery approaches within the Strategic Operational Plan are designed to enhance or improve customer service at a town-wide level, and can only be accomplished through interdepartmental coordination and town management's leadership.

Introduction Section A

Role and Vision of the Civic Center and Library

The implementation of these approaches will depend considerably on the use of technology and must be coordinated with the Information Technology Strategic Plan.

Space Program Section B

Introduction

This section, and the information included in Appendix 2, 3, 4a, 4b, and 5 focus on the factors affecting development of space program requirements, as well as the proposed space program for the Civic Center.

The proposed space program reflects the minimum space necessary to support the service approaches defined in the Strategic Operational Plan. Each department was assessed for its current space utilization, and gaps were identified in service delivery or operational functions due to space constraints.

Interviews with staff and the Executive Team, as well as onsite tours, contributed to the development of the proposed space requirements. Spaces that were identified as not necessary to delivery core services, but which would provide opportunities for enhanced efficiencies or services, are included in Appendix 3 as additional, optional space program components. Through development of site options, these spaces may be accommodated where opportunities exist.

Factors also include strategies for development of standardized work modes, which identify the amount of space required to perform functions, as well as strategies for modularity, which provide for future flexibility in adaptive reuse of space. Projections for future growth and change in both service area population and staff, as well as an evolution of current service delivery approaches based on information gathered and developed in the Service Assessment and Strategic Operational Plan have been factored into the space program as well.

Space Allocation Strategies

Functional Work Modes

Space allocation in organizations can be addressed through standards developed around hierarchy, parity, or functionality. The Core Team and consultant team have developed a series of workspace prototypes that support the different functional requirements of staff in the organization. These prototypes are defined as Work Modes, and are used in space programming to identify the square feet necessary to accommodate the different functions and specific tasks of staff. This can refer to the actual inventory and size of furnishings and equipment needed in a particular space. The Functional Work Mode determines the actual net square feet (NSF) necessary for an individual workspace, but does not identify hierarchical organizational structure, actual final furniture selections or partition material (hard wall vs. panel system). (Work Modes are also used as a way of calculating other spaces such as conference rooms, storage and resource areas.) Work Modes are shown as individual workspaces, however these spaces can be clustered together to create collaborative teaming areas.

Work modes have been developed for application to all departmental

Space Program Section B

Space Allocation Strategies

	<p>workspaces. Not every site component will utilize each work mode. The full set of work modes that are applicable to all site components are included in Appendix 4a. Please note that the work modes are conceptual representations of the workspace ‘footprint’ necessary to accommodate functional requirements and generate space allocation. The work modes do not represent actual furniture, which will be addressed later in the design phase. Please see Appendix 4a., Building Standard Assumptions and Functional Work Modes, for fixtures, furniture and equipment, as well as space allocation projections.</p> <p>Storage in excess of that for each Work Mode is accommodated in storage areas, file rooms or other spaces as required.</p>
Modular Planning Approach	<p>Staff offices and conference room spaces have been designed within 10 foot by 12 foot modules to create flexibility in spaces and easier transformation of space from one use to another. Spaces developed as hard wall areas should consider the future adaptation of their intended use to another when planning adjacencies, access and security.</p> <p>Director’s level private offices that require more intensive conferencing are in a 12’D x 20’W module of 240 square feet. This footprint is also used for a medium conference room that seats 10. In the future, the medium conference room could accommodate an additional director or a vacant director’s office due to reorganization could become an additional conference space without much structural change.</p> <p>Manager’s level private offices with conferencing are in a 12’D x 10’W module of 120 square feet. This footprint is also used for a small conference room that seats 6. Offices and conference spaces could be changed out dependent on spatial and staffing needs.</p> <p>Work Modes M-2, P-3, T-1 and T-2 all share the footprint of 12’D x 15’W. These spaces could be interchanged as the need arises. Large conference rooms that seat 20 in a 24’D x 20’W module of 480 square feet could be divided to create (2) director’s offices or (4) manager’s offices.</p> <p>Work modes that are 8’D x 10’W can be accommodated within a 12’ module allowing for 4’ of circulation aisles.</p> <p>Modular Planning approach:</p> <ul style="list-style-type: none">□ Based on a 10’ by 12’ module (5’ increments on X axis and 4’ increments on Y axis)□ Flexibility in spaces, for example larger conference spaces could be subdivided into future offices□ Workstations fit on module with 4’ aisle widths
Support Space Ratios	<ul style="list-style-type: none">□ Industry standard ratio for a collaborative work scenario consisting of

Space Program Section B

Space Allocation Strategies

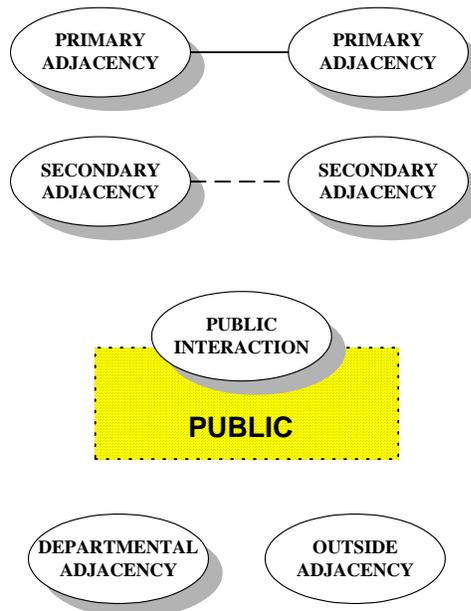
	<p>1/3 private office to 2/3 open office is 1 conference room for every 15-30 people (1:15-30)</p> <ul style="list-style-type: none">□ Industry standard ratio for shared printer/fax stations is 1:15
Future Growth	<p>Future growth is identified as an optional requirement in the space program, reflecting a priority in space allocation for support of core services and service delivery approaches in the strategic operational plan. While incorporating future growth would be prudent, the designation of this type of space as optional provides the Town with options in the decision-making process.</p>
Additional Optional Space Program Components	<p>The Space Program reflects spatial, functional, and technical requirements to meet the needs of the Town in delivery of core services. Additional, optional space program components were identified in the space programming process, which consider spaces that are not necessary for immediate function, but may provide enhances efficiency or services. The Space Program Summary is included as Appendix 2.</p>
Library Planning Principles	<p>Although adopted standards for space allocation in public libraries do not exist in California, generally accepted library planning principles were used to identify future space needs associated with current and envisioned services delivered in Los Gatos. Those applicable to the space program include:</p> <ul style="list-style-type: none">□ This is a Main Branch Library responsible for processing all books□ The Program's Collection Development is based on population growth, 32,500 in 2025 (4 items/capita)□ Program includes 33 Technology stations based on 1:1,000 Service Population□ 130 Seats based on 4:100 Service Population□ Based on 2025 projections, the program provides 2 s.f. per capita (Service Population**)

Space Program Section B

Functional Relationships

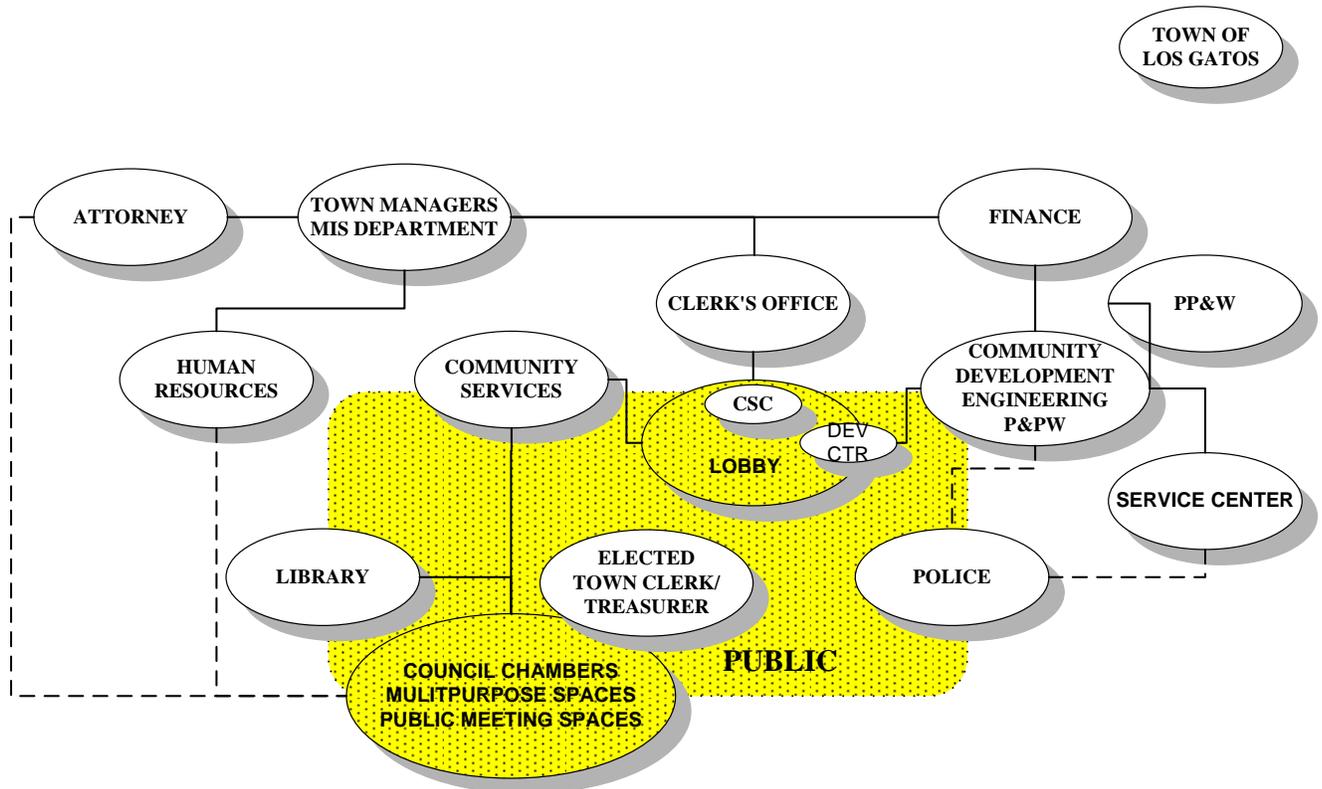
The future desired functional relationships of the Town of Los Gatos and its departments are illustrated below. Diagrams which illustrate the spatial relationships of projected space requirements within each department are included in Appendix 3. The function and square footage of each space represented in the diagrams is located in summary form in Appendix 3, Space Program Summary and in further detail in Appendix 4b., Individual Space Data Sheets. Departments or areas that have a primary adjacency are indicated with a solid connecting line. These departments or areas have frequent contact with each other and require a close physical adjacency. Departments or areas that have a secondary adjacency are indicated with a dotted connecting line. These departments or areas have less frequent contact with each other but do require a relatively close physical adjacency or the aid of excellent communication technology for connection.

Legend:



Space Program Section B

The Town of Los Gatos



Space Program Section B

Space Needs Assessment

Visitor and Customer Phone Tallies

The purpose of this section is to identify the current state of the Town of Los Gatos operations compared to the desired future state as is documented in the Town Service Assessment, Strategic Operational Plan and Space Program. The identified gaps between current service, operations and space may be resolved through development of site options that accommodate the space and functional requirements. The eventual design of any reorganized or new spaces will need to address these gaps.

Staff with first point of contact duties at the Town of Los Gatos recorded the number, time, and reason for incoming phone calls and visitors for a period of two work weeks (ten days). It was also indicated whether the incoming call or visitor had to be redirected to another department or entity for service. The purpose of these tallies was to develop a better understanding of how, when and why customers contact the Town of Los Gatos. The counts are largely representative of external customers as internal interaction between departments was not logged. The results of each departmental tally is included in Appendix 6.

Space Needs Assessment - Customer Service Center

Identified Gaps

- Visitors to the Civic Center have the choice of five reception areas, 2 buildings and 2 levels at which to access information
- There is no area for confidential meetings immediately adjacent to any of these reception areas
- There is no access to phone or online assistance for customers at these reception areas
- The Town Clerk Department is usually the first point of contact for the Civic Center
- Current signage is difficult to read on the outside of the buildings and from parking.
- There is no direct visual connection to the parking lot from the various reception areas
- With the exception of the Neighborhood Center reception area, visitors must ascend up or down one level from the Parking lot to receive service

Space Needs Assessment - Centralized Information and Referral

Identified Gaps

- There is no central source of information for staff questions and customers call whichever staff they have a relationship with in the

Space Program Section B

Space Needs Assessment - Centralized Information and Referral

Town to ask a variety of questions. Additionally, information requests come through walk-ins and web based requests.

- The majority of questions are asked by telephone
- Security of confidential information is often compromised with a lacking of confidential meeting places

Staff and Community Meeting and Event Spaces

Identified Gaps

- 206 employees with access to two enclosed staff meeting rooms at the Civic Center supports a conference ratio of 95 employees for every conference room.
- The size of these available conference rooms limits the types of meetings supported, and many meetings must be scheduled off-site at expense
- The RJ Bryant Service Center has two meeting rooms for its 49 Parks and Public Works employees and supports a conference ratio of 25 employees for every conference room.
- The ideal ratio for a collaborative work scenario consisting of both private office and open office configuration is approximately 15 employees for every conference room. This industry standard would dictate the need for a total of between 7 and 13 conference rooms at the Civic Center, and between 2 and 3 conference rooms at the RJ Bryant Service Center.
- There are currently no private conferencing areas in Human Resources and Finance. Staff is limited to using Director's private office space for this purpose.
- Public meeting rooms consist of the Council Chambers, which is primarily reserved for Town government functions involving the public, and the Event Hall at the Neighborhood Center for large functions both public and staff.
- Currently the Library and the Police department have no enclosed spaces for meetings or programs, to address employee issues and/or conduct meetings with disgruntled customers or citizens.
- The kitchen intended for use with the Event Hall does not meet current California Building Codes
- The Event Hall cannot adequately support the acoustic and technological needs of public and council presentations.
- Current onsite space is challenging to support a computer training class for staff or the public.
- The Neighborhood Center's Room 214 is inadequate for current training needs.

Space Program Section B

Space Needs Assessment - Partnering to Provide Services

Identified Gaps

- The Recreation Department does not currently have enough spaces to support its program need.
- The museum has meeting space that often goes unutilized due to a limited time of operation; although it is not functional meeting space.
- Partnering between the Library and Museums of Los Gatos has increased in the last few years, mostly through a large, joint local history digitization project.

Space Needs Assessment - Parking at the Civic Center

Identified Gaps

- One of the largest customer complaints identified in the community outreach process was the unavailability of convenient and adequate parking.
- There are currently 109 spaces (5 accessible) designated for the Civic Center including Police and Library
- Based on the programmatic needs for the Civic Center, 484 parking spaces would be required and 110 parking spaces would be required for the Library; however, these amounts may be altered as the plan progresses.
- There are currently 24 spaces (1 accessible) designated for the Neighborhood Center, 12 less than the Town Code requires for off-street parking

Space Needs Assessment - Departmental Operations

Town Council

An issue that affects all staff is the limited availability of restrooms, their dual use by public and staff, and their location relevant to staff workspaces.

- The Council Chamber is adequate in size, and has recently been improved to accommodate televised meetings and audiovisual presentations. However, the space still has limitations and does not fully support presentations at a professional level, due to technological, visual, and acoustical reasons.
- The Council Chamber is the only available space, other than staff offices, for the Council to conduct work.
- The Town Manager's office is used for Closed Session meetings, in which refreshments or dinner is often required.
- There is no adjacent overflow meeting area for high attendance

Space Program Section B

Space Needs Assessment - Departmental Operations

	<p>council or commission meetings or closed sessions.</p>
<i>Clerk Department</i>	<ul style="list-style-type: none">▫ This department functions as a the “Customer Service Center” and as a default receptionist (and shipping and receiving) for the departments located in this building due to their location at the front door and presence of a transaction counter▫ Current Vault space is not fire-proof due to an air vent cut through the wall of the vault into the main office area▫ The department currently provides clerical and administrative support for the Town Attorney’s office.▫ There is no area out of the public eye for staff to have meetings or make private phone calls other than the current private office when it is vacant▫ The programmatic requirements include 837 square feet for this department, while their current space is 1060 square feet including a service counter.
<i>Town Attorney</i>	<ul style="list-style-type: none">▫ This department has inadequate teleconferencing technology for the large amount of teleconferencing that must occur.▫ Current storage of legal files is extremely constricted▫ The Town Attorney relies upon the Clerk Department for clerical and administrative support.▫ The programmatic requirements include 729 square feet for this department; current space is 750 square feet.
<i>Town Manager</i>	<ul style="list-style-type: none">▫ There is no enclosed space for staff in this department to meet other than the Town Manager or Assistant Town Manager’s private offices when vacant.▫ Development, layout and assembly of council information must be done in open areas and within the staff break room due to the lack of layout space.▫ The Administrative Program Manager must hold sometimes confidential meetings in an overcrowded and inadequately sized workstation.▫ The Economic Vitality Manager must hold the majority of meetings with clients off-site.▫ The programmatic requirements include 2943 square feet for this department, current space is 900 square feet.
<i>Information Systems</i>	<ul style="list-style-type: none">▫ There is no Shipping/Receiving or Tech Support/Storage/Staging areas within the Civic Center so all MIS equipment must be held at an open workstation.

Space Program Section B

Space Needs Assessment - Departmental Operations

Finance and Administrative Services

- Although staff have identified central location of MIS workstations to serve as a Help Desk, the Town is moving toward more capability for remote support which would make this less necessary.
- The programmatic requirements are indicated within the Town Manager's section above.
- Auditing of Town Finances must be done in the Lobby of the Council Chambers due to the lack of an adjacent conference area to the Finance Department; this department needs space for consultants, and/or temporary audit staff.
- Finance staff with payroll responsibilities do not have an adjacent area for confidential conversations with staff.
- Current storage of records more recent than three years are held at individual Finance staff workstations due to the lack of a central file area.
- Finance staff need space for document assembly and meetings with other staff
- Checks and other printing supplies should be located adjacent to / within Finance areas for security purposes and use.
- The programmatic requirements include 1,620 square feet for this department, current space is 1,825 square feet.

Human Resources

- Majority of conversations are confidential, however there are no areas for Human Resource Specialists to have private conversations with staff.
- Currently available conference and meeting spaces are inadequate for staff testing or training, offsite venues must be used at expense. Multipurpose spaces, designed to support training and learning, could be utilized for this purpose
- Human Resource reference material is currently scattered among workstations due to the lack of a central reference area
- The programmatic requirements include 945 square feet for this department, current space is 355 square feet.

Community Development

- Development Engineering staff is located at the RJ Bryant Service Center.
- Due to space constraints, Town of Los Gatos Building Inspectors are located at the Neighborhood Center.
- Confidential customer meetings must be held in the Council Chambers or other offices due to an absence of meeting space.
- There is no room for a large format copier to assist in plan duplication.

Space Program Section B

Space Needs Assessment - Departmental Operations

Police

- The programmatic requirements include 3,983 square feet for this department with an additional 664 square feet for a Development Center, while existing space is 3,375 square feet.
- Most issues are due to space constraints or other facility issues
- Safety and security of staff and the public are a concern, especially upon entrance or exit to police facilities and when appropriate spaces are not available to segregate suspects and witnesses
- The current reception area is inappropriately small and unwelcoming; there is no convenient private interview area near the lobby which might accommodate public interviews or children.
- There is no access to restrooms in public areas.
- There is only one room for both interrogations of suspects and interview of witnesses and it lacks acoustical privacy for confidential meetings. There is no dedicated space for monitoring ongoing interviews.
- There is not enough room to have workstations for Department interns or VIPs; or an undesignated formal workspace for partner agency use.
- There is no designated storage area for Parking Control officers to have belongings storage or touchdown space. Touchdown space is defined as shared workstation space utilized by individuals who perform most of their daily tasks in the field or at another location.
- Dispatch Room is used as an impromptu coffee/break area due to the lack of these facilities for staff. Distractions affect dispatch procedure
- Designated Dispatch restroom is used by all due to the lack of these facilities for staff. Distractions affect dispatch procedure
- There is not enough room within Dispatch for an additional dispatch station to be set up in case of an emergency.
- Police Captains must share an office and do not have access to another space for confidential meetings.
- There is not adequate space for Patrol Sergeants, all six share one space and do not have access to another space for confidential meetings.
- The Report Writing Room is inadequate to support Patrol and Traffic Officers. It does not have appropriate technology needs.
- The CSO Evidence Technician must locate much of the stored evidence at the RJ Bryant Service Center. The storage facility is outdated and decrepit and does not have the appropriate climate controlled storage needs. The workstation for this position is at the Civic Center.

Space Program Section B

Space Needs Assessment - Departmental Operations

- There is no public access to the evidence function. Returned property must be carried to the front counter or taken to the rear exit (restricted public access).
- The Evidence Prep Room is not able to be secured as it also serves as the patrol flashlight and radio charging station as well as vehicle key storage. The space and area configuration is inefficient and limiting.
- There is no touchdown space for Reserve Officers.
- There is not an adequate processing area for suspects including a weapon's locker for handguns, adjacency to fingerprinting and photo identification area, separation from staff area and access to restrooms.
- Suspects must use staff restrooms.
- Holding cells do not meet Title 24 California Code of Regulations Minimum Standards for Local Adult Detention Facilities. Separation of adult and juveniles is required, and not currently available.
- There is no conference or training space within the department for staff, with the exception of the Briefing Area or Chief's office.
- The patrol briefing area is too small and not correctly configured. It serves as a conference, break and interview/processing space.
- The female locker room entry does not meet ADA requirements. Both male and female locker rooms have lockers that are too small and lack power and ventilation; rooms are crowded and do not have benches.
- There is no break room area for staff. There is not space for an officer to rest after a shift.
- There is no space for personnel to exercise.
- There is no space for quiet counseling (i.e. peer support)
- No space exists to properly store ammunition
- There is no support space for K-9 officers, or any other specialty unit.
- Emergency Operations Center has facility and technology limitations; the shared Neighborhood Center space is not efficient or optimum. There is no Departmental Operations Center (DOC) to support the EOC and serve as an investigative coordination center.
- There is very limited storage space for all operations, general supplies and specialized equipment
- Recently the Police Department has done some reconfiguration and moved some of its staff to a Town owned residential home on the Civic Center site. This alleviated some of the overcrowding although added distance between members of the department,

Space Program Section B

Space Needs Assessment - Departmental Operations

- Parks and Public Works*

 - however the separation limits coordination..
 - The programmatic requirements include 18,268 square feet for staff spaces in this department, current space is 5,275 square feet.
 - Touchdown spaces (shared workspaces for offsite employees) to access online information databases and employment related material are required.
 - Development customers must travel between Town Hall and PPW to obtain approvals.
 - Offsite employee break rooms, showers, restrooms and locker areas are undersized and extremely outdated [Sam to confirm if these have been renovated]
 - The programmatic requirements include 31,405 square feet for staff and support spaces in this department, the current space is 25,102 square feet within two buildings and other structures.
- Community Services*

 - The lobby and reception for the Neighborhood Center is insufficient in size, unwelcoming and ineffective.
 - Two levels and the rectilinear nature of the building requires two reception areas, one located at the first floor main entry and an additional reception on the second floor above the main entry.
 - The Event Hall has inappropriate acoustical conditions for presentations.
 - Of the Hall and five meeting spaces located in this department / building, two rooms are reserved for Civic Center employees. The other areas are offered for use to the public and staff on a first-come, first-served basis.
 - Greater opportunities for Partner organizations to supply programming, activities and events could be accomplished through additional and more flexible spaces.
 - The programmatic requirements include 2,484 square feet for staff spaces in this department, while current staff space is 1,400 square feet.
- Library*

 - A major weakness of the current building is the lack of a central, obvious place for patrons entering the building to ask questions.
 - There are no spaces for staff or public meeting areas
 - No adequate area for computer instruction for the public. The new Computer Lab at the High School may provide some opportunities for shared use of space; although it may not be realistic to rely on this external space due to conflicts in times of use, as well as access to the school campus, etc.

Space Program Section B

Space Needs Assessment - Departmental Operations

- Severely limited space for programs of any kind (children’s, book clubs, etc.)
- Need quiet reading area and study areas, collection space, technology space, better restroom locations, Friends Book Sale area, and general ADA accessibility
- Space constraints create collection restrictions
- Staff spaces are very overcrowded
- The lower level of the Library is unwelcoming, dark and difficult to access.
- The programmatic requirements include 38,205 square feet in this department; current space is 12,125 square feet.

*Space Needs: Program
Summary*

Civic Center/Library Site Components Gross Square Footage	151,862
Existing Square Footage	79,474
Difference	67,411

Please note that the gross square footage represents both core and optional space requirements for the Town. Partner Organizations space needs represent an additional 23,635 sq. ft.

Space Program

Space Program Documents

The Space Program documents contain the following:

Appendix 2: Space Program Summary (Core and Optional)

Appendix 3: Functional Relationship Diagrams for Individual Departments

Appendix 4a: Building Standard Assumptions and Functional Work Modes

Appendix 4b: Individual Space Data Sheets

Appendix 5: Phone and Visitor Customer Counts

The Space Program Summary designates the total sum of square footage by Department, Functional Group, Staff or Support Area, and individual workspace. This includes storage rooms, conference rooms, resource areas and other non-workspace areas. The Summary contains current and projected staffing, quantity, and unit net square footage per space, use designation and brief comments to explain the space, as well as identifies the space program requirement designation of either core or optional and provides a total sum of both core and optional square footage requirements

A numbering scheme was created and each space was assigned a unique Index Number for reporting purposes. The scheme is organized as follows:

1. Department

A. Functional Group

01 Staff or Support Space

01) Individual workspace or non-workspace area

Building Standard Assumptions and Functional Work Modes (WM-1, WM-2 etc.) are provided in Appendix 4a. The Building Standard Assumptions describe the technical quality of all spaces. The Work Mode examples provide a diagram and specific functional requirements for each workspace.

Individual Space Data Sheets are provided for each space in the Summary and are located in Appendix 4b. The Space Data Sheets define each individual area and include the function and quality of each space, and provide any technical requirements atypical of Building Standard Assumptions. The Space Data Sheets include equipment, furniture, storage space (expressed in linear feet) and any unique details that are necessary to properly design the space.

Next Steps in the Planning Process Section C

Next Steps in the Planning Process

The next steps in the planning process focus on the development of site concepts that provide options for accommodating the space requirements and functional relationships described in this report. Exploration, discovery and solutions developed in Phase 3 may impact the Service Assessment, Strategic Operational Plan and Space Program documents through identification of opportunities and challenges associated with existing site and building reconfigurations and adaptive reuse, thus all Strategic Master Plan documents should be considered dynamic in nature.

- I.** Core Team, select staff and community members to begin development of Site Options for the operations, space requirements and functional relationships described in this document.
 - A. Develop four site alternatives through design charrette
 - B. Conduct community forum to solicit input and feedback on alternatives
 - C. Develop one concept, informed by community dialogue
 - D. Present one concept to Town Council, and receive direction on development of the preferred concept
- II.** Revisit Service Assessment document based upon Strategic Operational Planning and Space Programming Process
- III.** Develop Building Re-Organization and Adaptive Re-use Opportunities and Constraints
- IV.** Develop Preliminary Conceptual Cost Model based upon a range of construction costs associated with quality of materials and complexity of construction, the Strategic Operational Plans and Space Program

Appendix 1 Definition of Terms

Definition of Terms

General Information

For the purpose of this document, a standard definition of terms has been used to describe space. These have been classified into three (3) categories:

- Net Square Footage (NSF)
- Departmental Net Square Footage
- Departmental Gross Square Footage
- Building Gross Square Footage

All of these square footages represent a mathematical exercise for planning purposes and should ***not necessarily be considered the exact square footage*** that is required. Ultimately, it will be the approved space plans that will be the physical confirmation of the Space Program requirements and square footage requirements for final planning and/or leasing negotiations.

These square footages are easily converted to BOMA’s (Building Owners and Managers Association International) “Standard Method for Measuring Floor Area in Office Buildings,” if required during the real estate search for any type of comparison.

Unit Net Square Feet (NSF)

The NSF is the square foot area assigned to an individual workstation, private office, or to a support function such as filing, conferencing, break rooms, etc. The Space Program Report is first assigned and computed in net square footage for workstations and support areas.

Example:

A 10’x15’ private office would be assigned 150 Unit Net Square Feet (NSF) in the Space Program Report.

Departmental Net Square Feet

This Unit Net Square Footage (NSF) multiplied by the quantity of each staff or support area in the Space Program becomes the total Net Square Footage (NSF) for the Department.

Departmental Gross Square Feet

The cumulative NSF area for a department, ***plus*** a Departmental Grossing “factor” (expressed typically as a percentage) equals the Departmental Gross Square Footage.

This assignable factor accounts for primary and secondary circulation and corridors necessary to access workstations, offices, support areas, etc. This factor can vary from department to department but is usually in a range of 30%-40% and is based on the utilization of space within a particular department and therefore described as an intra-departmental one.

Example:

A department consisting mostly of 10’x15’ private offices (150 net square feet each) would only require a department grossing factor of 35%, or 1.35 times the NSF to account for the typical corridor outside the office. A department consisting of mostly open plan workstations which are typically less square

Appendix 1 Definition of Terms

Definition of Terms

	<p>footage than private offices, would require a higher factor of say 40%, or 1.40 times the NSF to account for the multiple corridors required around the workstations.</p>
<i>Building Gross Square Footage</i>	<p>The total Departmental Gross Square Footage, <i>plus</i> a Building Grossing “factor” equals the Building Gross Square Footage. For a project of this type, this factor is defined as 15% or 1.15 to include the area occupied in the building core by toilet rooms, elevator lobbies, fan rooms, janitor/electrical/telephone closets, thickness of exterior walls, etc. as well as vertical circulation (stairs).</p>
<i>Adjacency</i>	<p>There are three levels of adjacency:</p> <ul style="list-style-type: none">□ Primary - these adjacencies are a requirement and must be met□ Secondary - these adjacencies are not vital, but are important□ None - there is no need for an adjacency
<i>Functional Work Mode</i>	<p>The Functional Work Mode is a method of creating the necessary individual work area needed for specific job tasks. This can refer to the actual inventory and size of furnishings and equipment needed in a particular space. The Functional Work Mode determines the actual NSF for an individual workspace, but does not identify hierarchical organizational structure, actual final furniture selections or partition material (hard wall vs. panel system). Work Modes are also used as a way of calculating other spaces such as conference rooms, storage and resource areas. Work Modes are shown as individual workspaces, however these spaces can be clustered together to create collaborative teaming areas.</p>
<i>Linear Feet</i>	<p>Storage capacity is represented in linear feet (LF). The total LF includes filing (lateral and pedestal), open shelving, overhead shelving (in work spaces) and bookcases. A special type of filing such as plan storage is represented in total square feet of space for the storage unit. This storage unit can vary in height and that will determine total capacity.</p>

Appendix 1 Definition of Terms

1 Civic Center									
Index	Space Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit NSF			
A. Customer and Community Oriented Spaces									
A.01. Customer Service Area									
1.A.01.01	Customer Service Desk				1	120	120	High	Core
1.A.01.02	Waiting Area				1	120	120	High	Core
1.A.01.03	Self-serve Kiosk				1	24	24	High	Core
<i>Subtotal Staff</i>							264	<i>Subtotal NSF</i>	
A.02. Development Services Area									
1.A.02.01	Development Services Counter				1	80	80	High	Core
1.A.02.02	Development Services Staff Area				3	80	240	High	Core
								Counter Technicians. Include (1) touchdown space for Dev services offsite staff - remote from public transaction.	
1.A.02.03	Business License Staff Area				1	80	80	High	Core
1.A.02.04	Customer Consultation Area				4	36	144	Medium	Core
1.A.02.05	Customer Waiting Area				1	120	120	High	Core
<i>Subtotal Staff</i>							664	<i>Subtotal NSF</i>	
A.03. Community and Staff Shared Use									
1.A.03.01	Entrance / Lobby				1	400	400	High	Core
1.A.03.02	Program Hall				1	2,200	2,200	High	Core
1.A.03.03	Program Hall Storage				1	400	400	Medium	Core
1.A.03.04	Event Catering/Prep Kitchen				1	240	240	High	Core
1.A.03.05	Crafts Room				1	400	400	High	Core
1.A.03.06	Community Room				1	2,000	2,000	High	Core
1.A.03.07	Community Room Storage				1	250	250	High	Core
1.A.03.08	EOC Storage				1	500	500	Low	Core
<i>Subtotal Staff</i>							6,390	<i>Subtotal NSF</i>	

1 Civic Center										
Index	Space Name	Staff		Work Mode		Space		Comments	Use Designation	Space Designation
		Current	Projected	Quantity	Unit	NSF	Total			
A. Customer and Community Oriented Spaces										
A.04. Growth Contingency										
1.A.04.01	Projected Growth			1	480	480		10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff						480	Subtotal NSF			
A. Customer and Community Oriented Spaces										
		Total Staff		Total Space		7,798	Departmental Net Square Footage			
						1.40	Departmental Grossing Factor			
						10,917	Departmental Gross Square Footage			
						7,925	(Existing) Departmental Gross Square Footage			
						2,992	Difference Between Program and Existing Available Square Footage			

1 Civic Center										
Index	Space	Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit NSF			
B. Town Council										
B.01. Public										
1.B.01.01	Council Chambers					1	2,000	2,000	High	Core
1.B.01.02	Lobby					1	1,000	1,000	High	Core
1.B.01.03	Exhibits, Art and Display						200		High	Core
										Sister Cities Gifts to the Town Public Art
								3,000		Subtotal NSF
										Subtotal Staff
B.02. Council Workspace										
1.B.02.01	Collaborative Office				M-2	1	180	180	Low	Optional
										Subtotal NSF
								180		Subtotal Staff
										Subtotal Staff
B.03. Growth Contingency										
1.B.03.01	Projected Growth					1	300	300		Optional
										10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)
								300		Subtotal NSF
										Subtotal Staff
B. Town Council										
								3,480		Departmental Net Square Footage
								1.40		Departmental Grossing Factor
								4,872		Departmental Gross Square Footage
								3,150		(Existing) Departmental Gross Square Footage
								1,722		Difference Between Program and Existing Available Square Footage

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
C. Town Clerk											
C.01. Staff Workspace											
1.C.01.01	Clerk Administrator		1	1	M-2	1	180	180		Low	Core
1.C.01.02	Senior Deputy Clerk		0	1	A-1	1	120	120		Medium	Core
1.C.01.03	Deputy Clerk		2	1	A-3	1	80	80		High	Core
1.C.01.04	File/Reference					1	120	120		Medium	Core
1.C.01.05	Records Vault					1	120	120		Low	Core
Subtotal Staff			3	3			620	Subtotal NSF			

C. Town Clerk											
Total Staff			3	3	Total Space		620	Departmental Net Square Footage			
							1,35	Departmental Grossing Factor			
							837	Departmental Gross Square Footage			
							1,060	(Existing) Departmental Gross Square Footage			
							-223	Difference Between Program and Existing Available Square Footage			

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
D. Town Treasurer											
D.01. Staff Workspace											
1.D.01.01		Treasurer	1	1	A-3	1	80	80		Low	Core
1.D.01.02		Elected Town Clerk	1	1	A-3	1	80	80	605 annual hours in the Los Gatos 2002/2003 Operating Budget.	Low	Core
Subtotal Staff			2	2				160	Subtotal NSF		
D. Town Treasurer											
Total Staff			2	2		Total Space	160	Departmental Net Square Footage			
							1.35	Departmental Grossing Factor			
							216	Departmental Gross Square Footage			
							100	(Existing) Departmental Gross Square Footage			
							116	Difference Between Program and Existing Available Square Footage			

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
E. Town Attorney											
E.01. Staff Workspace											
1.E.01.01	Town Attorney		1	1	M-1	1	240	240		Low	Core
1.E.01.02	Support Workspace		0	1	A-3	1	80	80		Low	Core
1.E.01.03	File/Reference Area					1	120	120		Medium	Core
		Subtotal Staff	1	2				440	Subtotal NSF		
E.02. Growth Contingency											
1.E.02.01	Projected Growth					1	100	100	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
		Subtotal Staff						100	Subtotal NSF		
E. Town Attorney											
		Total Staff	1	2				540	Departmental Net Square Footage		
								1.35	Departmental Grossing Factor		
								729	Departmental Gross Square Footage		
								750	(Existing) Departmental Gross Square Footage		
								-21	Difference Between Program and Existing Available Square Footage		

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
F. Town Manager's Department										
F.01. Staff Workspace										
1.F.01.01	Town Manager	1	1	M-1	1	240	240		Low	Core
1.F.01.02	Assistant Town Manager	1	1	M-2	1	180	180		Medium	Core
1.F.01.03	Administrative Programs Manager	1	1	A1	1	120	120		Medium	Core
1.F.01.04	Secretary to the Town Manager	1	1	A-3	1	80	80		Medium	Core
1.F.01.05	Economic Vitality Manager	0	1	A-1	1	120	120			
1.F.01.06	Office Clerk	1	1	A-3	1	80	80		Medium	Core
1.F.01.07	File/Layout Space				1	120	120		Low	Core
1.F.01.08	Intern/Special Projects	1	2	F-1	2	60	120	600 annual hours in the Los Gatos 2002/2003 Operating Budget.	Medium	Optional
Subtotal Staff		6	8				1,060	Subtotal NSF		
F.02. MIS Department										
1.F.02.01	MIS Manager	1	1	T-2	1	120	120		Low	Core
1.F.02.02	MIS Workstation	2	2	T-2	1	120	120	Shared workspace for (2).	Medium	Core
1.F.02.03	Tech Support/Storage/Staging				1	240	240	[IT Planning Consultant]	Low	Core
1.F.02.04	Server/Infrastructure Room				1	240	240	[IT Planning Consultant]	Low	Core
1.F.02.05	MIS Workstation		2	T-2	2	120	240		Low	Optional
Subtotal Staff		3	5				960	Subtotal NSF		
F.03. Growth Contingency										
1.F.03.01.	Projected Growth				1	160	160	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff							160	Subtotal NSF		

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
F.	Town Manager's Department									
F.	Town Manager's Department									
		Total Staff	9	13	Total Space	2,180	Departmental Net Square Footage			
						1.35	Departmental Grossing Factor			
						2,943	Departmental Gross Square Footage			
						900	(Existing) Departmental Gross Square Footage			
						2,043	Difference Between Program and Existing Available Square Footage			

1 Civic Center										
<i>Index</i>	<i>Space Name</i>	<i>Staff</i>		<i>Work Mode</i>	<i>Space</i>			<i>Comments</i>	<i>Use Designation</i>	<i>Space Designation</i>
		<i>Current</i>	<i>Projected</i>		<i>Quantity</i>	<i>Unit</i>	<i>NSF</i>	<i>Total</i>		
G. Finance										
G.01. Staff Workspace										
1.G.01.01	Finance & Administrative Services Director	1	1	M-2	1		180	180		Low Core
1.G.01.02	Accounting Manager - FAS	1	1	A-2	1		120	120		Low Core
1.G.01.03	Project Accountant - FAS	1	1	A-3	1		80	80		Medium Core
1.G.01.04	Senior Account Technician - FAS	2	2	A-3	2		80	160		Medium Core
1.G.01.05	Account Technician - FAS	2	2	A-3	2		80	160		Medium Core
1.G.01.06	Senior Account Clerk - FAS	1	1	A-3	1		80	80		High Core
1.G.01.07	Finance Back-File Storage				1		80	80		Medium Core
1.G.01.08	File/Reference Space				1		120	120		Medium Core
1.G.01.09	Temporary/Auditor's Workspace			R-1	2		60	120		Medium Optional
Subtotal Staff		8	8				1,100	Subtotal NSF		
G.02. Growth Contingency										
1.G.02.01	Projected Growth				1		100	100	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)	Optional
Subtotal Staff							100	Subtotal NSF		
G. Finance										
Total Staff		8	8		Total Space		1,200	Departmental Net Square Footage		
							1.35	Departmental Grossing Factor		
							1,620	Departmental Gross Square Footage		
							1,825	(Existing) Departmental Gross Square Footage		
							-205	Difference Between Program and Existing Available Square Footage		

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
H. Human Resources										
H.01. Staff Workspace										
1.H.01.01	Human Resources Director	1	1	M-2	1	180	180		Low	Core
1.H.01.02	Human Resources Specialist	2	2	A-2	2	120	240		Medium	Core
1.H.01.03	File/Reference Space				1	120	120		Medium	Core
1.H.01.04	Small Workstation			R-1	1	60	60	For staff and recruiting use; reference and online transactions.	Low	Optional
Subtotal Staff		3	3				600	Subtotal NSF		
H.02. Growth Contingency										
1.H.02.01	Projected Growth				1	100	100	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff							100	Subtotal NSF		
H. Human Resources										
Total Staff		3	3		Total Space		700	Departmental Net Square Footage		
							1.35	Departmental Grossing Factor		
							945	Departmental Gross Square Footage		
							355	(Existing) Departmental Gross Square Footage		
							590	Difference Between Program and Existing Available Square Footage		

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
I. Community Development Department										
I.01. Staff Workspace										
1.I.01.01	Community Development Director	1	1	P-2	1	240	240		Low	Core
1.I.01.02	Assistant Community Development Director	1	1	P-3	1	180	180	[verify]	Low	Core
1.I.01.03	Administrative Analyst	1	1	A-3	1	120	120		Medium	Core
1.I.01.04	Administrative Secretary	1	1	A-3	1	80	80		Medium	Core
1.I.01.05	Secretary III	1	1	A-3	1	80	80		Medium	Core
1.I.01.06	Associate / Assistant Planner	6	6	P-1	6	120	720		Medium	Core
1.I.01.07	Counter Technician	2	2		2	0	0	Workstations located at Development Services Counter	Medium	Core
1.I.01.08	Code Compliance Officer	1	1	A-3	1	80	80		Medium	Core
1.I.01.09	Sr. Building Inspector	1	1	M-2	1	180	180		Low	Core
1.I.01.10	Building Inspector	4	4	F-1	4	60	240		Medium	Core
1.I.01.11	Plan Check Engineer	0	1	P-1	1	120	120		Medium	Core
1.I.01.12	Redevelopment Manager	0	1	M-2	1	180	180		Low	Core
1.I.01.13	File/Reference Area				1	180	180		Medium	Core
1.I.01.14	Large Format Copier				1	70	70		Medium	Core
1.I.01.15	Compact Shelving				1	180	180		Medium	Core
Subtotal Staff		19	21				2,650	Subtotal NSF		
I.02. Growth Contingency										
1.I.02.01	Projected Growth				1	300	300	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff							300	Subtotal NSF		

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
I. Community Development Department											
I. Community Development Department											
			Total Staff	19	21	Total Space	2,950	Departmental Net Square Footage			
							1.35	Departmental Grossing Factor			
							3,983	Departmental Gross Square Footage			
							3,375	(Existing) Departmental Gross Square Footage			
							608	Difference Between Program and Existing Available Square Footage			

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
J. Police Department										
J.02. Lobby/Reception										
1.J.02.01	Reception Area				1	360	360	Includes waiting area / seating. Provide Public Restrooms if Police Dept. is located separately.	High	Core
1.J.02.02	Interview Conference Room - Public				1	120	120	Public interaction, witnesses, victims. Include ability to 'soften' space for children.	Low	Core
Subtotal Staff							480	Subtotal NSF		
J.03. Records and Communication										
1.J.03.01	Administrative Services Manager	1	1	M-2	1	180	180		Low	Core
1.J.03.02	Police Records Specialist	3	3	A-3	3	80	240	3 - Records and Communication Program	High	Core
1.J.03.03	MIS Specialist	1	1	T-2	1	120	120		Low	Core
1.J.03.04	Dedicated Database Workstations			R-1	3	60	180		High	Core
1.J.03.06	File Storage				1	180	180	Separate, secure area.	Medium	Core
1.J.03.07	Compact Shelving				1	180	180		Medium	Core
1.J.03.08	CSO Interns	2	2	F-1	2	60	120	2080 annual hours in the Los Gatos 2002/2003 Operating Budget.	Medium	Optional
1.J.03.09	MIS/IT Support Space					360		Uninterrupted Power Supply Radio Room Server Tower Room		
1.J.03.10	Public Fingerprinting Area				1	80	80			
Subtotal Staff		7	7				1,280	Subtotal NSF		
J.04. Parking										
1.J.04.01	Police Records Specialist	0	1	A-3	1	80	80		Medium	Core
1.J.04.02	Parking Control Storage				1	24	24		Low	Core
1.J.04.03	Parking Control Officers	10	3	R-1	2	60	120		Medium	Core
Subtotal Staff		10	4				224	Subtotal NSF		
J.05. Dispatch										
1.J.05.01	Communications Dispatcher	7	8		2	80	160		Low	Core

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
J. Police Department										
J.05. Dispatch										
1.J.05.02	Additional Dispatch Workstation				1	80	80	520 annual hours in the Los Gatos 2002/2003 Operating Budget.	Low	Optional
1.J.05.03	Staff Restroom - Single Occupancy				1	60	60		High	Core
1.J.05.04	Kitchenette				1	40	40		Low	Core
1.J.05.05	Storage				1	24	24		None	Core
		Subtotal Staff	7	8			364	Subtotal NSF		
J.06. Chief of Police										
1.J.06.01	Chief of Police	1	1	M-1	1	240	240		Low	Core
1.J.06.02	Secretary to the Chief	1	1	A-3	1	80	80		Low	Core
1.J.06.03	Special Projects Workstation	0	1	A-3	1	80	80			Core
1.J.06.04	File Storage				1	120	120		Low	Core
		Subtotal Staff	2	3			520	Subtotal NSF		
J.07. Captains										
1.J.07.01	Operations Captain	1	1	M-2	1	180	180		Low	Core
1.J.07.02	Support Services Captain	1	1	M-2	1	180	180		Low	Core
		Subtotal Staff	2	2			360	Subtotal NSF		
J.08. Sergeants										
1.J.08.01	Investigative Sergeant	1	1	A-2	1	120	120		Low	Core
1.J.08.02	Traffic and Special Projects Sergeant	1	1	A-2	1	120	120		Low	Core
1.J.08.03	Personnel and Community Services	1	1	A-2	1	120	120		Low	Core
1.J.08.04	Patrol Sergeants	6	6	A-2	3	120	360	Additional Storage noted under 1.J.15.03 SPECIAL TEAM STORAGE	Medium	Core
		Subtotal Staff	9	9			720	Subtotal NSF		
J.09. Police Officers										
1.J.09.01	Investigative Officers	6	5	A-3	6	80	480	(5) dedicated and one general use workstation	Medium	Core

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
J. Police Department										
J.09. Police Officers										
1.J.09.02	Patrol Officers	22	22					no designated individual Work Space SEE REPORT WRITING ROOM	Medium	Core
1.J.09.03	Traffic Officers	4	2					no designated individual Work Space SEE REPORT WRITING ROOM	Medium	Core
1.J.09.04	Personnel and Community Service Officers	2	1	A-3	1	80	80	Includes School Resource Officer	Medium	Core
1.J.09.05	Report Writing Room			A-3	6	80	480		Medium	Core
Subtotal Staff		34	30				1,040	Subtotal NSF		
J.10. Community Service Officers										
1.J.10.01	Investigations	1	1	A-3	1	80	80		Medium	Core
1.J.10.02	Personnel and Community Services	2	2	A-3	2	80	160		Medium	Core
1.J.10.03	CSO Intern	1	1	F-1	1	60	60		Medium	Optional
Subtotal Staff		4	4				300	Subtotal NSF		
J.11. Investigations										
1.J.11.01	Crime Analyst	1	1	A-3	1	80	80		Low	Core
1.J.11.02	CSO Evidence Technician	1	1	A-2	1	0	0		Low	Core
1.J.11.03	Evidence Prep Room				1	350	350		Low	Core
1.J.11.04	Evidence Storage Room				1	3,000	3,000		Low	Core
1.J.11.05	Evidence Vehicle Storage							External, fenced and gated area. No building square footage required. Provide parking for 3 to 4 vehicles.	Low	Optional
Subtotal Staff		2	2				3,430	Subtotal NSF		
J.12. Reserve Officers										
1.J.12.01	Reserve Officers	8	8	R-1	4	60	240	Touch Down Space	Medium	Optional
Subtotal Staff		8	8				240	Subtotal NSF		

1 Civic Center									
Index	Space Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit NSF			
J. Police Department									
J.13. Holding Cell Area									
1.J.13.01	Weapons Locker				1	36	36	Medium	Core
1.J.13.02	Personal Belonging Storage				1	24	24	Medium	Core
1.J.13.03	Adult Holding Cells				2	100	200	Low	Core
1.J.13.04	Juvenile Holding Cell				1	100	100	See Adult Holding Cell Space Data Sheet.	
1.J.13.05	Secure Restroom - Single Occupancy				1	60	60	High	Core
1.J.13.06	Shower in Secured Area				1	80	80	Low	Optional
1.J.13.07	Fingerprinting and Photo Identification Area				1	80	80	Medium	Core
1.J.13.08	Secure Seating Area				1	24	24	Medium	Optional
1.J.13.09	Secure Entrance							Sally Port for Prisoners; designated entry for suspects, etc. not associated with or adjacent to public entry.	
Subtotal Staff							604	Subtotal NSF	
J.14. Police Support Spaces									
1.J.14.01	VIP Support Space			R-1	2	60	120	Medium	Core
1.J.14.02	Interview Conference Room - Suspect				2	120	240	Low	Core
1.J.14.03	Training / Conference Room				1	320	320	Medium	Core
1.J.14.04	Briefing Room				1	240	240	Medium	Core
1.J.14.05	Male Locker Room				1	750	750	Medium	Core
1.J.14.06	Female Locker Room				1	750	750	Medium	Core
Subtotal Staff							2,420	Subtotal NSF	
J.15. Special Team Storage									
1.J.15.01	SWAT Team Storage				1	120	120	None	Core
1.J.15.02	Patrol Gear / Equipment Storage				1	160	160	None	Core
1.J.15.03	K-9 Support Space				1	120	120	Low	Optional
1.J.15.04	Armory				1	120	120	Weapons maintenance, repair and storage.	

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
J. Police Department										
J.15. Special Team Storage										
1.J.15.05	Ammunitions Storage				1	30	30	Include in Armory.	None	Core
1.J.15.06	Kennel (Holding)							Exterior kennel space - not K-9 use specific, but for other animals.		
Subtotal Staff							550	Subtotal NSF		
J.16. Growth Contingency										
1.J.16.01	Projected Growth				1	1,000	1,000	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff							1,000	Subtotal NSF		
J. Police Department										
		Total Staff	85	77	Total Space		13,532	Departmental Net Square Footage		
							1.35	Departmental Grossing Factor		
							18,268	Departmental Gross Square Footage		
							5,275	(Existing) Departmental Gross Square Footage		
							12,993	Difference Between Program and Existing Available Square Footage		

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
K. Parks & Public Works											
K.01. Staff Workspace											
1.K.01.01		Parks & Public Works Director	1	1	P-2	1	240	240		Low	Core
1.K.01.02		Administrative Analyst	1	1	A-2	1	120	120		Medium	Core
1.K.01.03		Administrative Specialist	1	1	A-3	1	80	80		Medium	Core
1.K.01.04		Administrative Secretary	1	0	A-3	1	80	80	PPW Admin	Medium	Core
1.K.01.05		Public Works Specialist	2	2	A-3	2	80	160	1 - PPW Admin 1 - Parks & Forestry Engineering & Capital	Medium	Core
1.K.01.06		Superintendent	2	2	A-3	2	120	240	1 - Parks & Forestry 1 - Streets and Signals	Medium	Core
1.K.01.07		Parks & Public Works Supervisor	1	0	A-3	0	80	0		Medium	Core
1.K.01.08		Town Arborist	1	1	A-3	1	80	80	Parks & Forestry		Core
1.K.01.09		Lead Parks & Maintenance Worker	1	2	A-3	2	80	160	1 - Parks & Forestry 1 - Streets and Signals	Medium	Core
1.K.01.10		Senior Parks & Maintenance Worker	2	3	A-3	2	80	160	1 - Parks & Forestry 2 - Streets and Signals Shared workstations		Core
1.K.01.11		Tree Trimmer / High Climber	1	1					Parks & Forestry. Utilizes 1.K.01.11 Touch-down space.		Core
1.K.01.12		Parks Service Officer	2	2	A-3	2	80	160	Parks & Forestry	Low	Core
1.K.01.13		Town Engineer	1	1	P-2	1	240	240	Engineering & Capital	Low	Core
1.K.01.14		Associate Civil Engineer	3	4	P-1	4	120	480	Engineering & Capital	Medium	Core
1.K.01.15		Assistant Civil Engineer	3	0	P-1	0	120	0		Medium	Core
1.K.01.16		Sr. Engineer Technician	1	1	P-1	1	120	120	Engineering & Capital	Medium	Core
1.K.01.17		Sr. Engineering Inspector	1	1	P-1	1	120	120	Engineering & Capital	Medium	Core
1.K.01.18		Engineering Inspector	1	1	P-1	1	120	120	Engineering & Capital, Streets and Signals	Medium	Core
1.K.01.19		Chief Inspector	0	0	P-1	1	120	120	Streets and Signals		Core
1.K.01.20		Public Works Maintenance Supervisor	0	0	A-2	0	120	0	Streets and Signals	Medium	Core

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
K. Parks & Public Works										
K.01. Staff Workspace										
1.K.01.21	Facilities Coordinator	0	1	A-2	1	120	120		Low	Core
1.K.01.22	Sweeper/Operator	1	1					Utilizes 1.K.01.11 Touch-down space.		Core
1.K.01.23	File/Reference Space				2	120	240		Medium	Core
1.K.01.24	Engineering Plan File Storage				1	400	400		Low	Core
1.K.01.25	Parks & Maintenance Worker	13	13	R-1	2	60	120	7 - Parks & Forestry 6 - Streets and Signals Touch-down space for field workers.		Optional
	Subtotal Staff	40	39				3,560	Subtotal NSF		
K.02. PPW Support Spaces										
1.K.02.01	Landscaping Storage							Existing Space at Service Center		Core
1.K.02.02	Vehicle Maintenance Bay/Mechanics Office				1	1,800	1,800	Existing Space at Service Center	Medium	Core
1.K.02.03	Equipment and Vehicle Storage				1	7,620	7,620	Existing Space at Service Center	Medium	Core
1.K.02.04	Sign Shop/Storage				1	900	900	Existing Space at Service Center	Medium	Core
1.K.02.05	Wood Shop				1	369	369	Existing Space at Service Center	Low	Core
1.K.02.06	Locker Room				1	664	664	Existing Space at Service Center		Core
1.K.02.07	Showers/Restroom				2	332	664	Existing Space at Service Center		Core
1.K.02.08	Sewer Equipment/Weekend Work Crew Storage				1	1,650	1,650	Existing Space at Service Center	Low	Core
1.K.02.09	Small Equipment/Tree Crew Storage				1	711	711	Existing Space at Service Center	Low	Core
1.K.02.10	Vehicle Wash Station				1	3,000	3,000	Existing Space at Service Center		Core
1.K.02.11	Disaster Aid Response Team Storage				1	120	120	Existing Space at Service Center		Core
1.K.02.12	Tool Storage				1	626	626	Existing Space at Service Center	Low	Core
1.K.02.13	Waste and Materials Storage							Existing Space at Service Center		Core
1.K.02.14	Metal Shop				1	569	569	Existing Space at Service Center	Low	Core
1.K.02.15	Pesticides and Flammable Storage				1	250	250	Existing Space at Service Center	Low	Core

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
K. Parks & Public Works										
K.02. PPW Support Spaces										
1.K.02.16	Tree Nursery Area				1	400	400	Existing Space at Service Center	High	Core
					Subtotal Staff		19,343	Subtotal NSF		
K.03. Growth Contingency										
1.K.03.01	Projected Growth				1	360	360	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
					Subtotal Staff		360	Subtotal NSF		
K. Parks & Public Works										
		Total Staff	40	39	Total Space		23,263	Departmental Net Square Footage		
							1.35	Departmental Grossing Factor		
							31,405	Departmental Gross Square Footage		
							25,102	(Existing) Departmental Gross Square Footage		
							6,303	Difference Between Program and Existing Available Square Footage		

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
L. Community Services Department										
L.01. Staff Workspace										
1.L.01.01	Community Services Director	1	1	M-2	1	180	180	Administration, Neighborhood Center, Community Services, Community Grants, Arts & Culture	Low	Core
1.L.01.02	Administrative Analyst	1	1	A-3	1	120	120	Administration, Community Services, Community Grants	Medium	Core
1.L.01.03	Community Services Assistant	1	1	A-1	1	120	120	Administration, Neighborhood Centers, Community Grants	Medium	Core
1.L.01.04	Secretary II	0	1	A-3	1	80	80	Administration, Neighborhood Center, Arts & Culture	High	Core
1.L.01.05	Senior Coordinator	1	1	A-2	1	120	120	Neighborhood Center	High	Core
1.L.01.06	Volunteer Coordinator	1	1	A-2	1	120	120	Neighborhood Center	Low	Core
1.L.01.09	Recycling Coordinator	0	1	A-3	1	80	80		Medium	Core
1.L.01.10	Lobby/Waiting Area				1	480	480		High	Core
1.L.01.11	Senior Lounge				1	240	240		Medium	Core
1.L.01.12	File/Reference Space				1	80	80		Medium	Core
1.L.01.13	Intern				1	60	60		Low	Optional
Subtotal Staff		5	7				1,680	Subtotal NSF		
L.02. Growth Contingency										
1.L.02.01	Projected Growth				1	160	160	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff							160	Subtotal NSF		

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
L. Community Services Department											
L. Community Services Department											
			Total Staff	5	7	Total Space	1,840	Departmental Net Square Footage			
							1.35	Departmental Grossing Factor			
							2,484	Departmental Gross Square Footage			
							1,400	(Existing) Departmental Gross Square Footage			
							1,084	Difference Between Program and Existing Available Square Footage			

1 Civic Center										
<i>Index</i>	<i>Space Name</i>	<i>Staff</i>		<i>Work Mode</i>		<i>Space</i>		<i>Comments</i>	<i>Use Designation</i>	<i>Space Designation</i>
		<i>Current</i>	<i>Projected</i>	<i>Quantity</i>	<i>Unit</i>	<i>NSF</i>	<i>Total</i>			
M. Library										
M.01. Entrance and Lobby										
1.M.01.01	Entrance / Lobby			1	200	200		Include opportunities to display public art.	High	Core
1.M.01.02	Information Desk			1	120	120		Information, Circulation Services	High	Core
1.M.01.03	Self-Serve Check-Out			5	80	400		Includes queuing space and "My Accounts"	High	Core
1.M.01.04	Bookstore			1	200	200		Friends of the Library. Integral to Café space.	High	Core
1.M.01.05	Self Serve Reserves			1	240	240			High	Core
1.M.01.06	Interior Book Return			1	60	60			High	Core
1.M.01.07	Exterior Book Return			1	0	0			High	Core
1.M.01.08	Exterior Friends Donations			1	0	0		Utilized when library is closed.	High	Core
1.M.01.09	Coffee / Café			1	480	480		Could be operated by Friends of the Library. Integral to Bookstore space.	High	Optional
1.M.01.10	Drive Up Book Return			1	0	0				Optional
						Subtotal Staff	1,700	Subtotal NSF		
M.02. New / Popular Materials										
1.M.02.01	New Books and Media			1	800	800		Includes New Books and Adult / Teen Media. Refer to Collection Allocation and Shelving Reports.		Core
1.M.02.02	Technology Stations			1	80	80		Public Access Computers		Core
						Subtotal Staff	880	Subtotal NSF		
M.03. Reading and Activity Areas										
1.M.03.01	Reading Room			1	1,500	1,500		Includes periodicals (magazines and newspapers, including back issues). Refer to Collection Allocation and Shelving Report.	Low	Core
1.M.03.02	Technology Room			1	480	480			Medium	Core
1.M.03.03	Medium Group Study			1	240	240			High	Core
1.M.03.04	Small Group Study			2	120	240			High	Core

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation	
			Current	Projected		Quantity	Unit NSF				Total
M. Library											
M.03. Reading and Activity Areas											
1.M.03.05	History / Special Collection					1	240	240	Develop History / Special Collections Area into discrete space, but open to general library areas. Staffing provided by volunteers and rare / valuable collections can be displayed in locked cases.	Medium	Core
1.M.03.06	History / Special Collection Seating					1	240	240		Low	Core
1.M.03.07	History / Special Collection Technology Stations					1	80	80		Low	Core
1.M.03.08	History / Special Collection Workspace					1	240	240	Staff and Volunteer efforts developing History Collection.		
1.M.03.09	Copy / Print Area					1	120	120	Self contained area.		
Subtotal Staff								3,380	Subtotal NSF		
M.04. Children's Services											
1.M.04.01	Service Area					1	120	120		High	Core
1.M.04.02	Media Collections					1	150	150		Medium	Core
1.M.04.03	Print Collections					1	2,100	2,100		High	Core
1.M.04.04	Reference Collection					1	100	100		High	Core
1.M.04.06	Storytelling Area					1	600	600		High	Core
1.M.04.07	Storytelling Storage Room					1	120	120		Low	Core
1.M.04.08	Seating					1	1,000	1,000		Medium	Core
1.M.04.09	Technology Stations					1	240	240		Medium	Core
1.M.04.10	Family Restroom					1	100	100		Low	Core
Subtotal Staff								4,530	Subtotal NSF		
M.05. Teen Services											
1.M.05.01	Print Collections					1	700	700		High	Core
1.M.05.02	Seating					1	400	400		High	Core

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
M. Library											
M.05. Teen Services											
1.M.05.03		Technology Stations				1	160	160		High	Core
Subtotal Staff								1,260	Subtotal NSF		
M.06. Adult Services											
1.M.06.01		Service Area				1	120	120		High	Core
1.M.06.02		Media Collections				1	450	450		Medium	Core
1.M.06.03		Print Collections				1	7,200	7,200		Medium	Core
1.M.06.04		Reference Collection				1	500	500		Medium	Core
1.M.06.05		Seating				1	840	840		Medium	Core
1.M.06.06		Technology Stations				1	640	640		High	Core
Subtotal Staff								9,750	Subtotal NSF		
M.07. Staff Workspace											
1.M.07.01		Library Director	1	1	M-2	1	180	180	Administration, Adult Services, Youth Services, Technical Services, Circulation / Systems Admin	Low	Core
1.M.07.02		Assistant Library Director	1	1	M-2	1	180	180	Administration, Adult Services, Youth Services, Technical Services, Circulation / Systems Admin	Low	Core
1.M.07.03		Circulation Supervisor	1	1	A-1	1	120	120	Technical Services, Circulation / Systems Admin	Low	Core
1.M.07.04		Principal Librarian	2	2	A-1	2	120	240	1 - Adult Services 1 - Youth Services	Low	Core
1.M.07.05		Librarian	3	3	A-1	3	120	360	1 - Adult Services 1 - Youth Services 1 - Technical Services	Low	Core
1.M.07.06		Library Assistant	3	3	P-1	3	120	360	Adult Services, Youth Services, Technical Services, Circulation / Systems Admin	Low	Core
1.M.07.07		Workspace			A-3	1	80	80		Low	Core
1.M.07.08		Secretary III	1	1	A-3	1	80	80	Administration	Low	Core
1.M.07.09		Administrative Analyst		1	A-3	1	80	80	Touchdown / temporary workspace	Low	Optional
1.M.07.10		Clerks			F-1	4	60	240		Low	Core

1 Civic Center									
<i>Index</i>	<i>Space Name</i>	<i>Staff</i>		<i>Work Mode</i>	<i>Space</i>		<i>Comments</i>	<i>Use Designation</i>	<i>Space Designation</i>
		<i>Current</i>	<i>Projected</i>		<i>Quantity</i>	<i>Unit NSF</i>	<i>Total</i>		
M. Library									
M.07. Staff Workspace									
1.M.07.11	Pages			F-1	4	60	240	Low	Core
1.M.07.12	Check-in and Sorting Area				1	480	480	High	Core
1.M.07.13	Shipping and Receiving				1	160	160	Medium	Core
1.M.07.14	Friends Storage				1	320	320	Medium	Core
1.M.07.15	Storage				1	240	240	Low	Core
1.M.07.16	Processing Area				1	280	280	Medium	Core
1.M.07.17	Server Room				1	160	160	Low	Core
								Library Server Room to include technology staging and repair.	
1.M.07.18	Staff Restrooms								
		Subtotal Staff	12	13			3,800	Subtotal NSF	
M.08. Growth Contingency									
1.M.08.01	Projected Growth				1	3,000	3,000	Medium	Optional
								10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)	
		Subtotal Staff					3,000	Subtotal NSF	
M. Library									
		Total Staff	12	13	Total Space	28,300	Departmental Net Square Footage		
						1.35	Departmental Grossing Factor		
						38,205	Departmental Gross Square Footage		
						12,125	(Existing) Departmental Gross Square Footage		
						26,080	Difference Between Program and Existing Available Square Footage		

1 Civic Center											
Index	Space Name	Staff		Work Mode		Space		Comments	Use Designation	Space Designation	
		Current	Projected	Quantity	Unit	NSF	Total				
N. Support Space											
N.01. Staff Support											
1.N.01.01	Restroom							Square footage accounted for in grossing factor. Allocate appropriate number of fixtures and designate as staff or public restrooms.	High	Core	
1.N.01.02	Staff Break Room			1	480	480			High	Core	
1.N.01.03	Satellite Break Room			4	240	960		Dependent upon configuration of departments in site options, satellite break rooms will be necessary.	High	Core	
Subtotal Staff						1,440	Subtotal NSF				
N.02. Conference Rooms											
1.N.02.01	Small Conference Room			3	120	360			Medium	Core	
1.N.02.01.	Informal/Impromptu Conference Rooms			3	80	240			High	Optional	
1.N.02.02.	Medium Conference Room			2	240	480			Medium	Core	
1.N.02.03.	Large Conference Room			1	480	480		Accommodate	Medium	Core	
1.N.02.04.	Large Conference Room			1	1,200	1,200		Accommodate 40 staff.			
Subtotal Staff						2,760	Subtotal NSF				
N.03. Copy/ Mail / Printer / Fax											
1.N.03.01	Copy/Mail Area			1	240	240		Central	High	Core	
1.N.03.01	Printer/Fax Station			12	80	960		Distributed	High	Core	
1.N.03.02	Copy Satellite Spaces			6	80	480		Distributed	High	Core	
1.N.03.03	Supplies Storage			8	80	640		Distributed			
Subtotal Staff						2,320	Subtotal NSF				
N.04. Flexible Work Spaces											
1.N.04.01	Remote Staff Workstations				R-1	2	60	120		Low	Optional
Subtotal Staff						120	Subtotal NSF				

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
N. Support Space										
N.05. Departmental Storage										
1.N.05.01.	Departmental Storage				10	40	400		Low	Core
<i>Subtotal Staff</i>							400	<i>Subtotal NSF</i>		
N.06. Growth Contingency										
1.N.06.01	Projected Growth				1	720	720	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
<i>Subtotal Staff</i>							720	<i>Subtotal NSF</i>		
N. Support Space										
		<i>Total Staff</i>		<i>Total Space</i>		7,760	<i>Departmental Net Square Footage</i>			
						1.35	<i>Departmental Grossing Factor</i>			
						10,476	<i>Departmental Gross Square Footage</i>			
						7,000	<i>(Existing) Departmental Gross Square Footage</i>			
						3,476	<i>Difference Between Program and Existing Available Square Footage</i>			

1 Civic Center											
Index	Space	Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit	NSF			
O. Exterior Spaces											
O.01. Open Space											
1.O.01.01.		Green Lawn Area							provide electrical outlets for performances and lectures. Access to restrooms or areas for portable restrooms		Optional
<i>Subtotal Staff</i>						<i>Subtotal NSF</i>					
O.02. Pageant Grounds											
1.O.02.01.		Pageant Grounds							provide visual screening from the heating and cooling unit for the Civic Center repair and renovate the waterfall provide power connectivity or wireless opportunities for staff and public to have meetings in this area		Optional
<i>Subtotal Staff</i>						<i>Subtotal NSF</i>					
O.03. Plaza											
1.O.03.01		Plaza							hard surface area provide electrical connection for performances		Optional
<i>Subtotal Staff</i>						<i>Subtotal NSF</i>					
O.04. Parking											
1.O.04.01		Required Parking							[XX] Parking spaces required to support Civic Center.		Core
<i>Subtotal Staff</i>						<i>Subtotal NSF</i>					

1 Civic Center										
<i>Index</i>	<i>Space Name</i>	<i>Staff</i>		<i>Work Mode</i>	<i>Space</i>			<i>Comments</i>	<i>Use</i>	<i>Space</i>
		<i>Current</i>	<i>Projected</i>		<i>Quantity</i>	<i>Unit</i>	<i>NSF</i>		<i>Total</i>	<i>Designation</i>
O. Exterior Spaces										
O. Exterior Spaces										

Total Staff

Total Space

Departmental Net Square Footage

0.00 *Departmental Grossing Factor*

Departmental Gross Square Footage

(Existing) Departmental Gross Square Footage

Difference Between Program and Existing Available Square Footage

1 Civic Center										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
1 Civic Center Total										
		Total Staff	188	189	Total Space	132,052	Site Component Departmental Gross Square Footage			
						1.15	Site Component Building Grossing Factor			
						151,860	Site Component Gross Square Footage			
						79,474	Site Component (Existing) Available Gross Square Footage			
						67,611	Difference Between Program and Existing Available Square Footage			

2 Partner Organizations										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
A. Los Gatos-Saratoga Community Education & Recreation										
A.01. Staff Workspace										
2.A.01.01	Director's Office	1	1	M-1	1	240	240		Low	Optional
2.A.01.02	Program Supervisors	6	6	A-2	6	120	720		Medium	Optional
2.A.01.03	Program Registrars	6	6	F-1	6	60	360		High	Optional
2.A.01.04	Bookkeepers	3	3	A-3	3	80	240		Low	Optional
Subtotal Staff		16	16				1,560	Subtotal NSF		
A.02. Program & Support Space										
2.A.02.01	Registration Counter				1	120	120		High	Optional
2.A.02.02	Small All-Purpose Room				2	1,440	2,880		High	Optional
2.A.02.03	Large All-Purpose Room				2	2,160	4,320		High	Optional
2.A.02.04	Mat Storage				1	80	80		Low	Optional
Subtotal Staff							7,400	Subtotal NSF		
A.03. Growth Contingency										
2.A.03.01.	Projected Growth				1	720	720	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
Subtotal Staff							720	Subtotal NSF		
A. Los Gatos-Saratoga Community Education & Recreation										
Total Staff		16	16		Total Space		9,680	Departmental Net Square Footage		
							1.40	Departmental Grossing Factor		
							13,552	Departmental Gross Square Footage		
								(Existing) Departmental Gross Square Footage		
								Difference Between Program and Existing Available Square Footage		

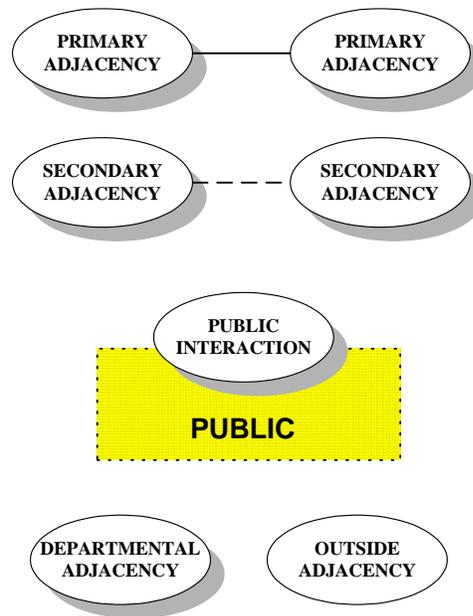
2 Partner Organizations										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
B. The Museums of Los Gatos										
B.01. Staff Workspace										
2.B.01.01	Director's Office	1	1	M-1	1	240	240		Low	Optional
2.B.01.02	Docent	1	1	A-3	1	80	80		High	Optional
<i>Subtotal Staff</i>		2	2				320	<i>Subtotal NSF</i>		
B.02. Exhibit, Program & Support Space										
2.B.02.01	Exhibit Space				3	1,000	3,000		Medium	Optional
2.B.02.02	Program Space				1	240	240		Medium	Optional
2.B.02.03	Collection Storage				1	480	480		Low	Optional
2.B.02.04	Exhibit Layout and restoration Space				1	480	480		Low	Optional
<i>Subtotal Staff</i>							4,200	<i>Subtotal NSF</i>		
B.03. Growth Contingency										
2.B.03.01.	Projected Growth				1	480	480	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
<i>Subtotal Staff</i>							480	<i>Subtotal NSF</i>		
B. The Museums of Los Gatos										
<i>Total Staff</i>		2	2		<i>Total Space</i>		5,000	<i>Departmental Net Square Footage</i>		
							1.40	<i>Departmental Grossing Factor</i>		
							7,000	<i>Departmental Gross Square Footage</i>		
								<i>(Existing) Departmental Gross Square Footage</i>		
								<i>Difference Between Program and Existing Available Square Footage</i>		

2 Partner Organizations										
Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation
		Current	Projected		Quantity	Unit	NSF			
2 Partner Organizations Total										
	Total Staff	18	18		Total Space	20,552	Site Component Departmental Gross Square Footage			
						1.15	Site Component Building Grossing Factor			
						23,635	Site Component Gross Square Footage			
						15,466	Site Component (Existing) Available Gross Square Footage			
						8,169	Difference Between Program and Existing Available Square Footage			

Appendix 3 Functional Relationships

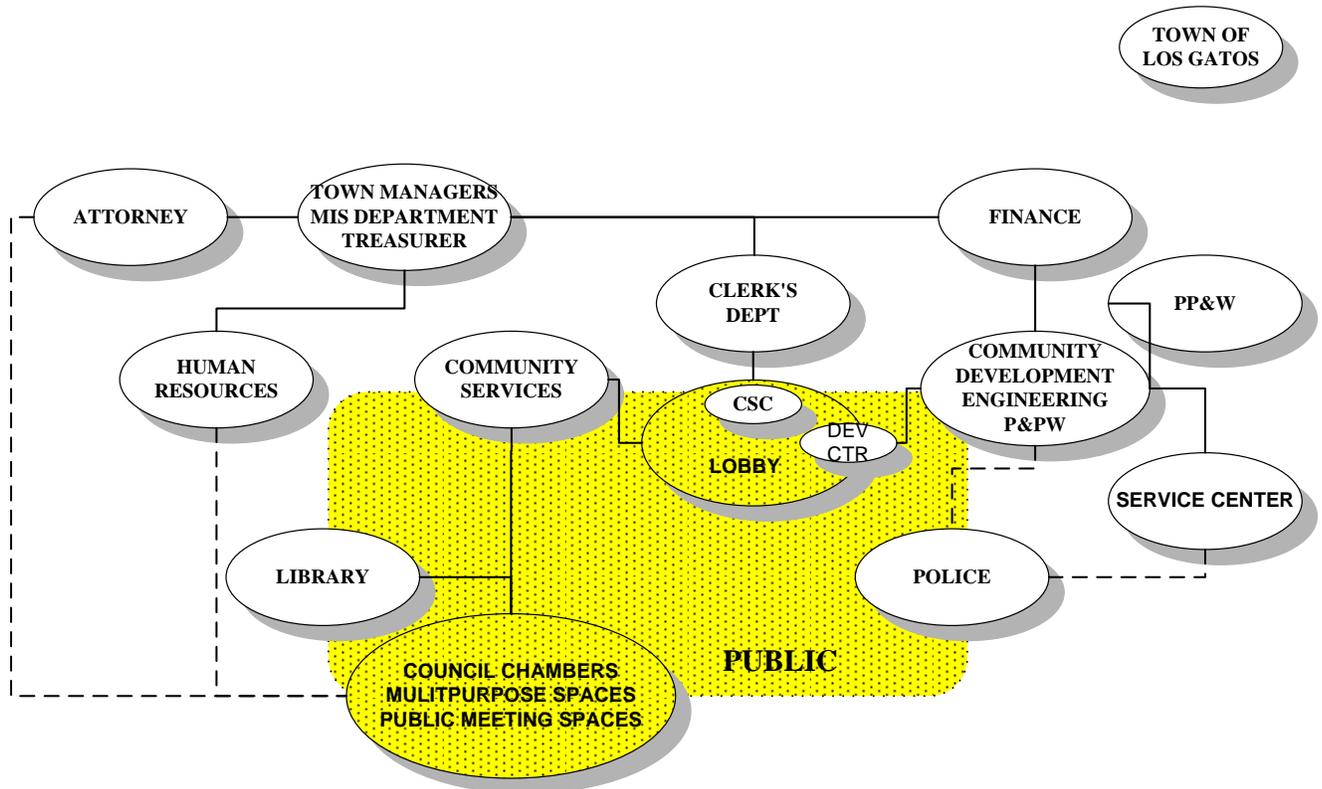
Functional Relationships

The Functional Relationships of the Town of Los Gatos and its departments are illustrated below. These diagrams illustrate the spatial relationships of projected space requirements for each department, and represent departmental and program adjacencies rather than individual positions. The function and square footage of each space represented in the diagrams is located in summary form in Appendix 3, Space Program Summary and in further detail in Appendix 5b., Individual Space Data Sheets. Departments or areas that have a primary adjacency are indicated with a solid connecting line. These departments or areas have frequent contact with each other and require a close physical adjacency. Departments or areas that have a secondary adjacency are indicated with a dotted connecting line. These departments or areas have less frequent contact with each other but do require a relatively close physical adjacency or the aid of excellent communication technology for connection.



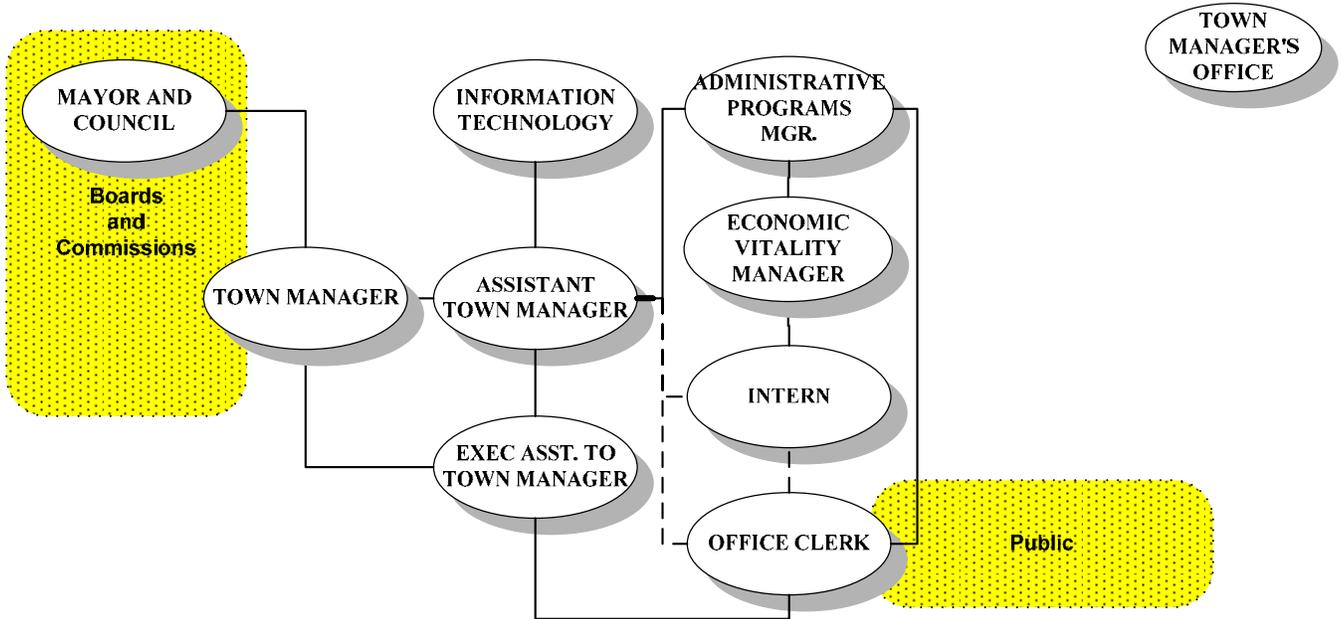
Appendix 3 Functional Relationships

The Town of Los Gatos

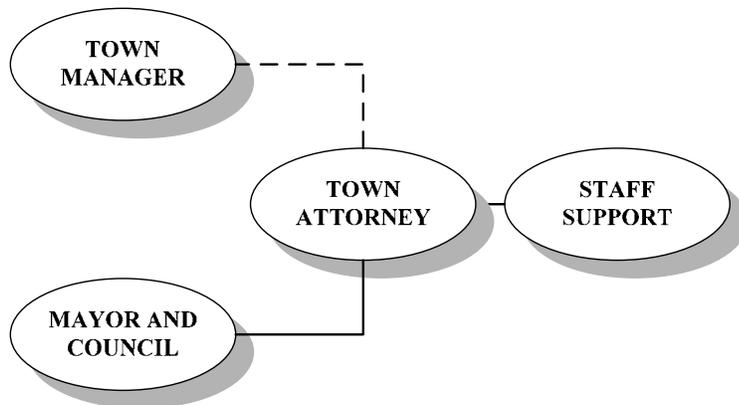


Appendix 3 Functional Relationships

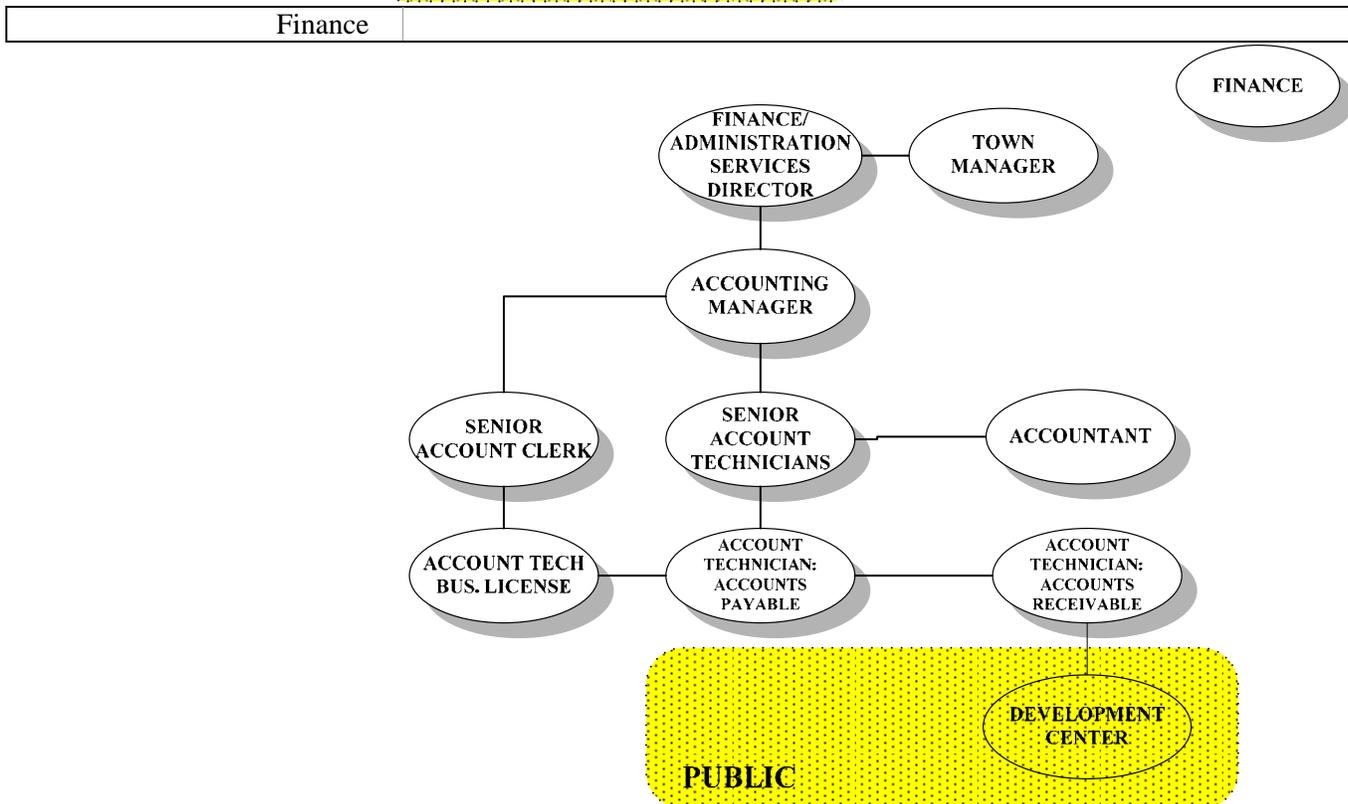
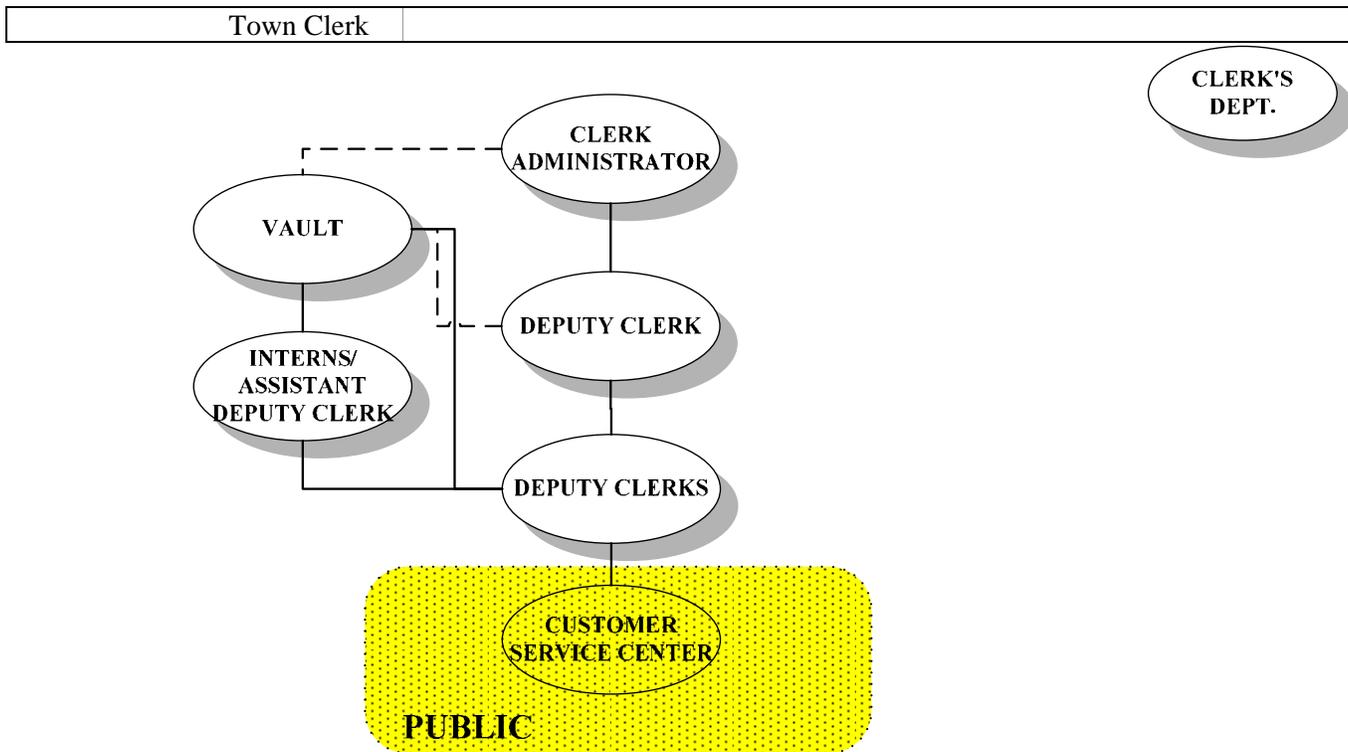
Town Manager's Office



Town Attorney



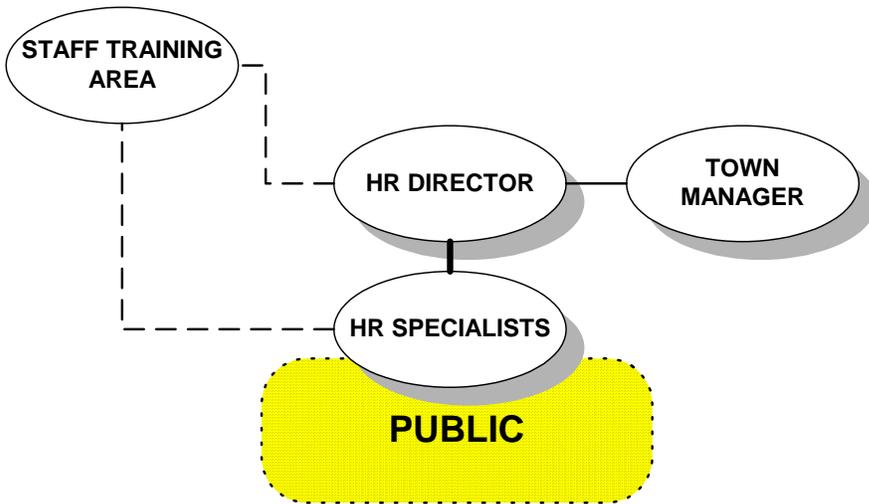
Appendix 3 Functional Relationships



Appendix 3 Functional Relationships

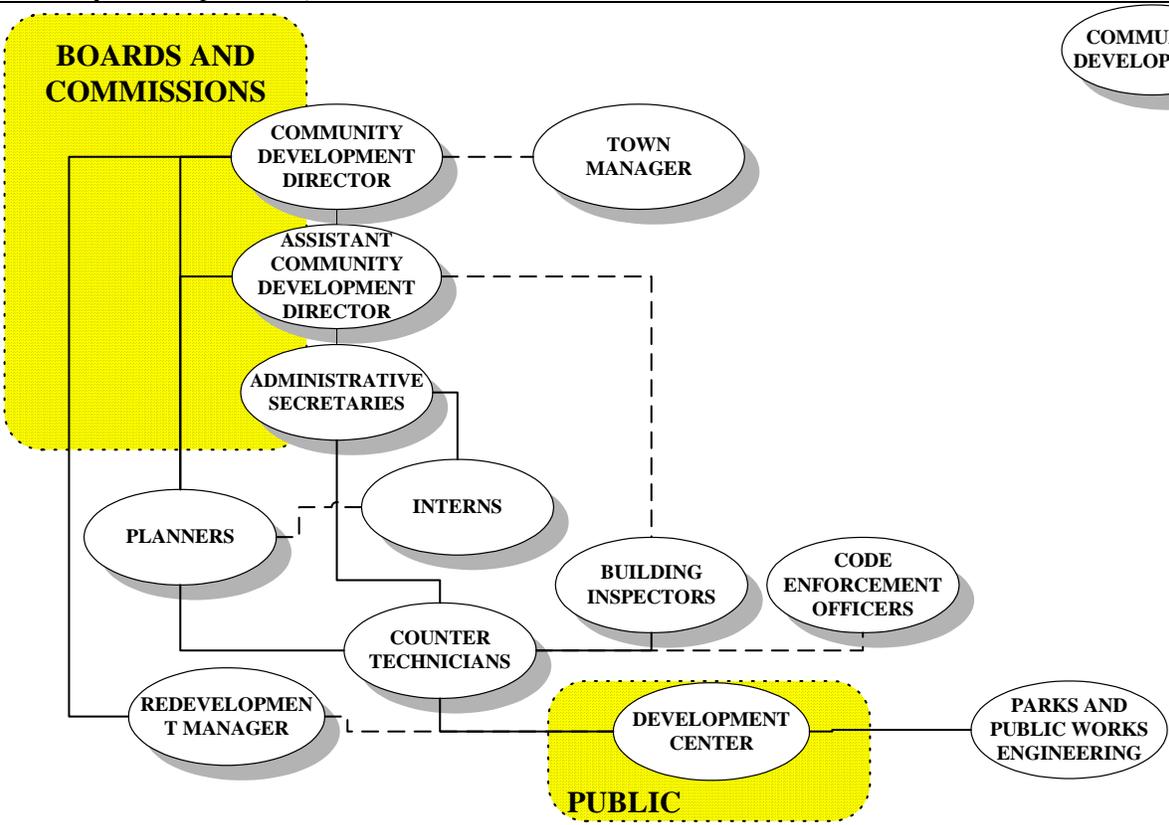
Human Resources

HUMAN RESOURCES

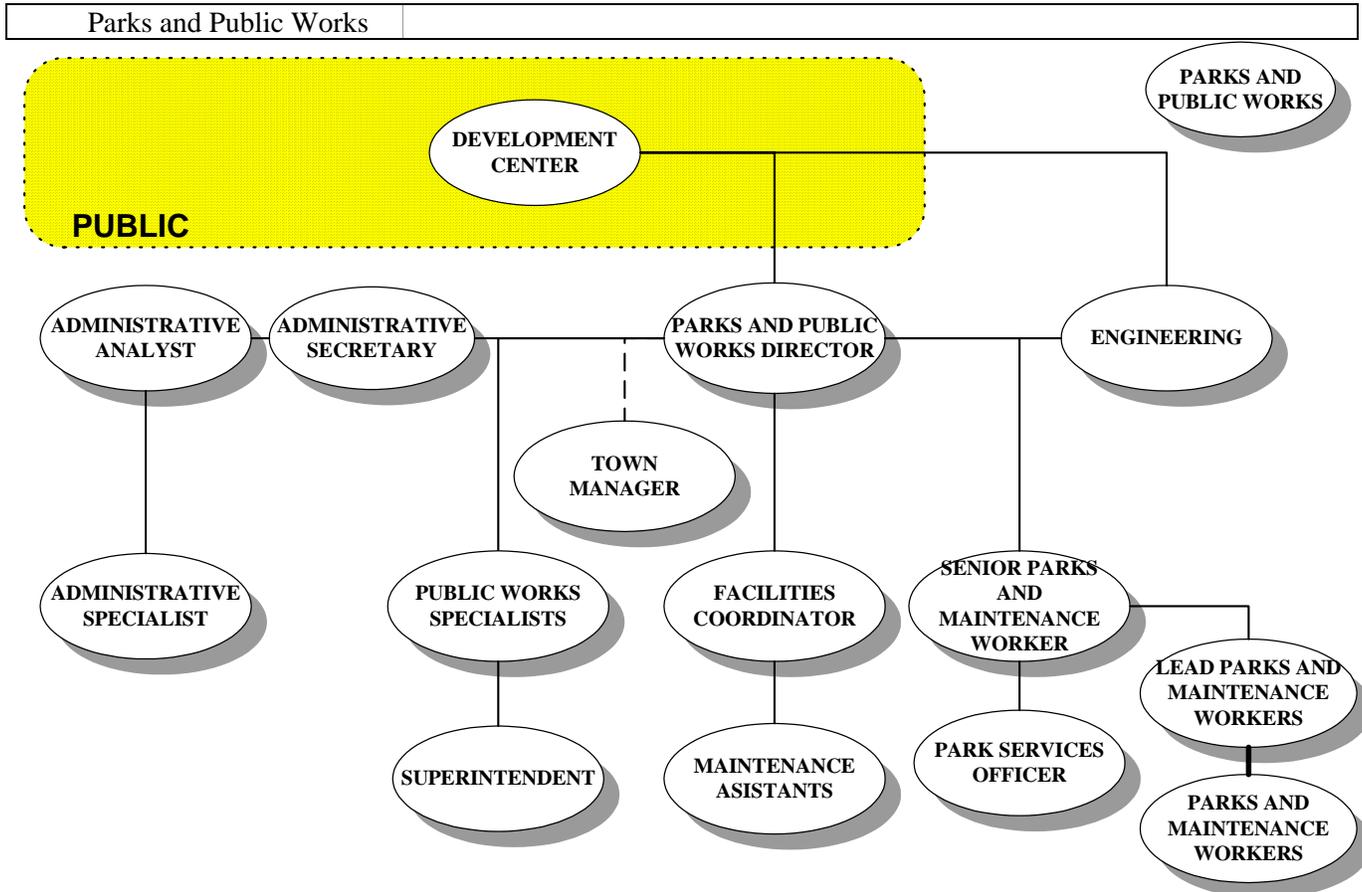


Community Development

COMMUNITY DEVELOPMENT

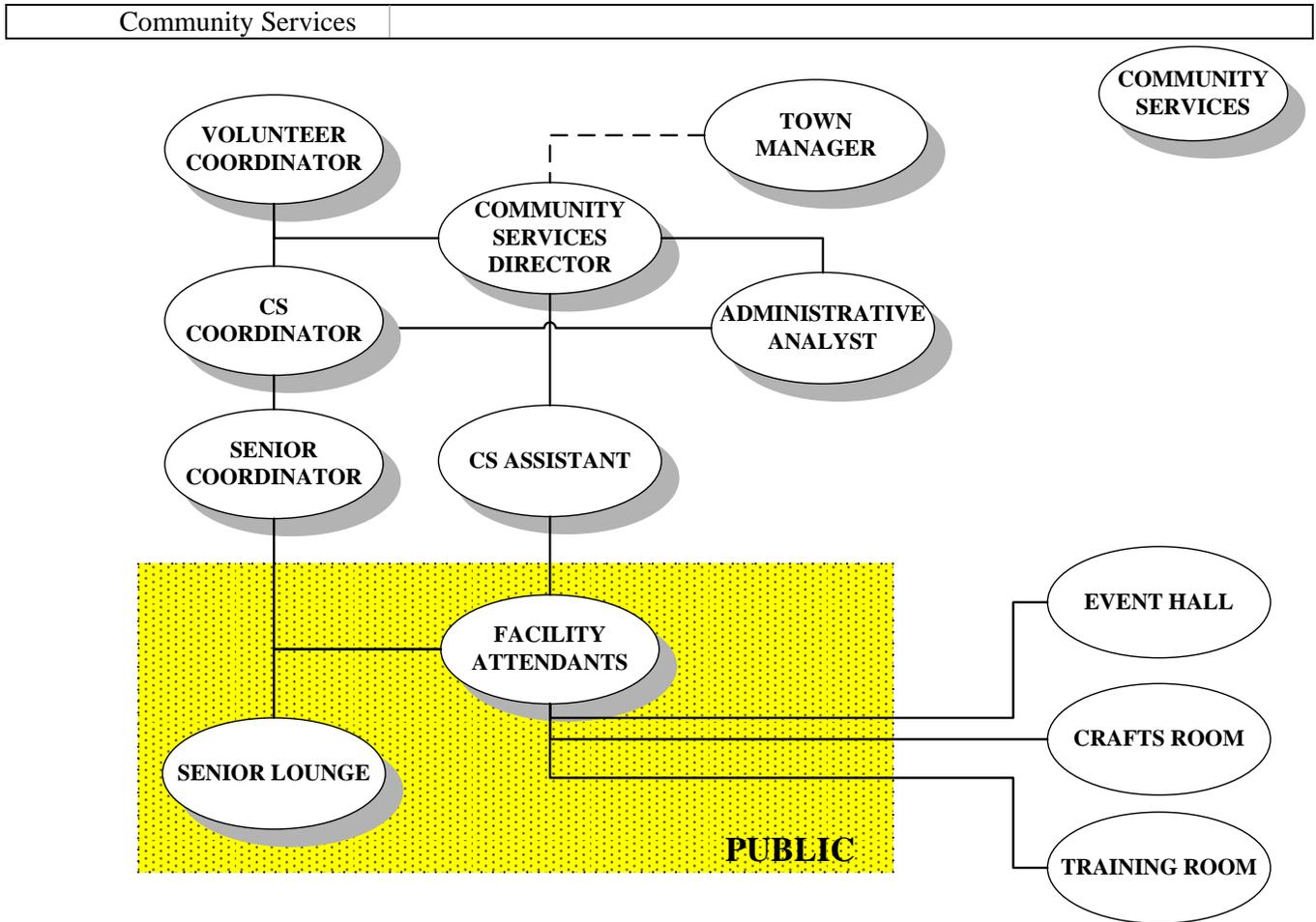


Appendix 3 Functional Relationships

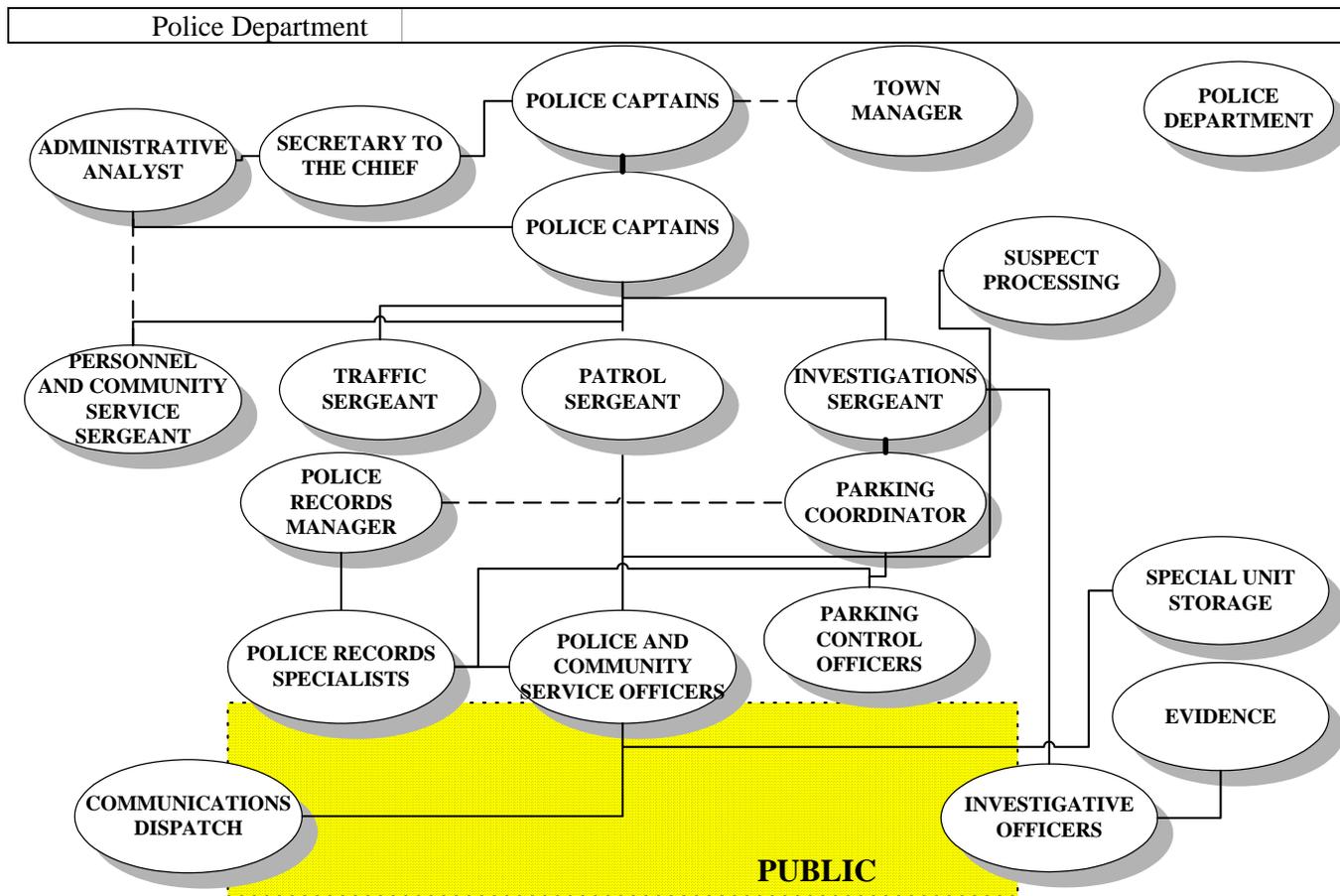


- Public Interface:
- CIP Projects
 - Tree Issues
 - Traffic Calming
 - Park Maintenance
 - Street Maintenance
 - Park Reservations

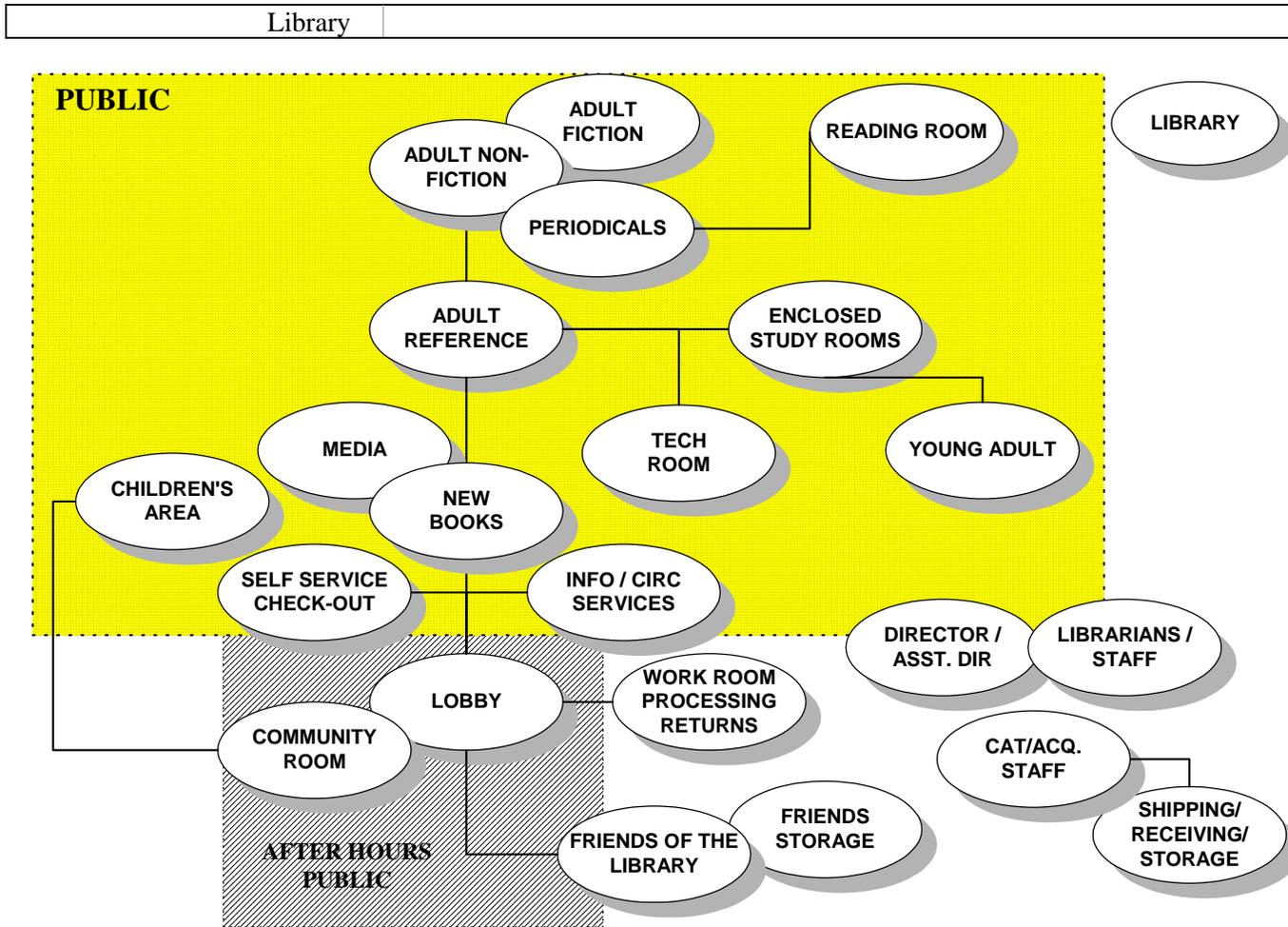
Appendix 3 Functional Relationships



Appendix 3 Functional Relationships



Appendix 3 Functional Relationships



Appendix 6

Los Gatos Civic Center/Library Strategic Master Plan:

Phone and Visitor (and Library Gate) Customer Counts for 10 Days

Beginning February 3, 2003

	Pre 8 a.m.	8:00 - 11:00 a.m.	11:00 - 2:00 p.m.	2:00 - 5:00 p.m.	After 5:00 p.m.	Dept. (10 Day) Totals	Daily Average	Reference / Referral	Total Cars Parked	Daily Average	% of Total Visits	Total Alternate Transportation	Daily Average	% of Total Visits
Visits Logged														
Clerk	7	70	113	171		361	36.1	62	348	34.8	96.4%	13	1.3	3.6%
Community Development		135	145	155		435	43.5	11	430	43.0	98.9%	5	0.5	1.1%
Community Services		105	63	75		243	24.3		215	21.5	88.5%	28	2.8	11.5%
Engineering		36	10	14		60	6.0		60	6.0	100.0%	0	0.0	0.0%
Finance		65	48	57		170	17.0		156	15.6	91.8%	14	1.4	8.2%
Library		493	714	898	397	2502	250.2		2294	229.4	91.7%	208	20.8	8.3%
Parks and Public Works	7	51	25	20		103	10.3		103	10.3	100.0%	0	0.0	0.0%
Police		70	107	159		336	33.6	12	316	31.6	94.0%	20	2.0	6.0%
Total Visits (Staff Interaction)	14	1025	1225	1549	397	4210	421.0	85	3922	392.2	95.2%	288	28.8	4.8%
Phone Calls Logged														
Clerk		132	144	136		412	41.2	123	N/A	N/A	N/A	N/A	N/A	N/A
Community Development		315				315	31.5	10	N/A	N/A	N/A	N/A	N/A	N/A
Community Services		58	38	24		120	12.0	2	N/A	N/A	N/A	N/A	N/A	N/A
Engineering		28	13	12		53	5.3	5	N/A	N/A	N/A	N/A	N/A	N/A
Finance		70	73	97		240	24.0	7	N/A	N/A	N/A	N/A	N/A	N/A
Library		52	85	93	46	276	27.6	6	N/A	N/A	N/A	N/A	N/A	N/A
Parks and Public Works	26	133	61	50		270	27.0		N/A	N/A	N/A	N/A	N/A	N/A
Police		178	139	181		498	49.8	13	N/A	N/A	N/A	N/A	N/A	N/A
Town Manager		28	30	34		92	9.20	19	N/A	N/A	N/A	N/A	N/A	N/A
Total Phone Calls (Staff Interaction)	26	994	583	627	46	2276	227.6	185						
Total Customer Interactions	40	2019	1808	2176	443	6486	648.6	270						
Library Gate Counts														
Library Gate Counts M-F						7897	790							
Library Gate Counts Sat/Sun						889	445							
Total Library Visitors						8786	1234							
Total Customers Logged**						11881	1188							

* Phone and Visitor Tallies were performed for 10 consecutive work days. Library Gate counts are provided for Saturday and Sunday as well.

**Calculation: Total Customer Interactions + Total Library Visitors, excluding Library Visits - Staff Interaction and Sat/Sun Gate Counts.