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 <u>planning purposes</u> 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

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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.

Building Gross Square Footage

The total Departmental Gross Square Footage, *plus* 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).

Adjacency

There are three levels of adjacency:

- 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

Functional Work Mode

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.

Linear Feet

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.

1	Civic Center	¥.						
Index	Space Name	Staff	Work Mode	Space	i di constitución de la constitu	Comments	Use	
		Current Projecte	ed Quan	tity Unit NS.	F Tota		Designation	Space Designation
Α.	Customer and Community Orient	a.I.C				BBB 18-BB 18		
A.01.	Customer Service Area	ed Spaces						
1.A.01.01	Customer Service Desk		1	120	120	and the state of t		2000000
1.A.01.02	Waiting Area		1		120		High	Core
1.A.01.03	Self-serve Kiosk		1	120	120		High	Core
	Subtotal Sta	ıff	1	24	24	0.4	High	Core
A.02.	v zvistaka nen dana z zamen.	<i>9</i>)		STEP Profit States and seasons	264	Subtotal NSF		
1.A.02.01	Development Services Area			ed to a state of	Marie Salah	and the second s		
1.A.02.01	Development Services Counter		. 1	80	80		High	Core
1.A.02.02	Development Services Staff Area		3	80	240	Counter Technicians.	High	Core
•						Include (1) touchdown space for Dev services		
1.A.02.03	Business License Staff Area		1	80	90	offsite staff - remote from public transaction.		
1.A.02.04	Customer Consultation Area		1	36	80		High	Соге
1.A.02.05	Customer Waiting Area		1	120	144.		Medium	Core
	Subtotal Sta	aff	1	120	120	0.1	High	Core
A.03.	Community and Staff Shared Use	gg Frank i trok	. The State of the Control of the Co	Section 1860 and additional	664	Subtotal NSF		
1.A.03.01	Entrance / Lobby	All said to		400	Ř.		4.2	1. S.
1.A.03.02	Program Hall .		1	400	400		High	Core
1.A.03.03	Program Hall Storage		1		2,200	·	High	Соге
1.A.03.04	Event Catering/Prep Kitchen		1	400	400		Medium	Core
1.A.03.05	Crafts Room		. 1	240	240		High	Core
1.A.03.06	Community Room		1	400	400		High	Core
	•		1	2,000	2,000		High	Core
	Community Room Storage		1	250	250		High	Core
1.7.05.00	EOC Storage		1	500	500	To support Community Room and other adjacent	Low	Core
						spaces to be used as an EOC, replacing current		
	Subtotal Sta	ff			C 300	use of Program Room at Neighborhood Center.		
	= Stroville Stray	J		1	6,390	Subtotal NSF		

1	Civic Center					The state of the s	a de la companya de	
Index	Space Name	Staff Work Mod	de	Space	Marine 2	Comments	Use	Space
		Current Projected	Quantity	Unit NSF	Tota	ıl .	Designation	Designation
A.	Customer and Community Orient	ed Spaces					Skepanon www.	Al Laster Communication of the
A.04.	Growth Contingency					[2] A.	1.2	
1.A.04.01	Projected Growth	(335)	1	480	480	10% of Programmed Departmental Square		Optional
	Subtotal Sta	uff			400	Footage (nominal modularity in s.f. allocation)		o priorita.
A	an indicate an analysis of the second		Allebert and Service Communication	No. Service and a service.	480	Subtotal NSF		
Α.	Customer and Community Orient		Marie Land		2.22			
	Total Sta	uff To	tal Space	7,	798	Departmental Net Square Footage	444444455555	
					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 Ava.	ilable Squar	e Footage

1	Civic Center						and the second	46.53	- 1925 - 1925	3	***************************************
Index	Space Name			aff	Work M		Space		Comments	Use	Space
		C	urrent P	rojecte	ed	Quanti	ty Unit 1	VSF Tota	al	Designation	Designation
В.	Town Council						•				
B.01.	Public	2.6							Performance of the Control of the Co		
1.B.01.01	Council Chambers					1	2,000	2,000	And Court of the C	High	Core
1.B.01.02	Lobby					1	1,000	1,000		High	Core
1.B.01.03	Exhibits, Art and Disp	lay					200	ŕ	Sister Cities	High	Core
									Gifts to the Town	•••	Coic
		Subtotal Staff							Public Art		
P 02	· And a substitute of the subs	Suototat Stajj	42826686.cov	distribution (on acc)	i o talo i salenda como	Remiedio di cono c	Water Subanana Anam	3,000	Subtotal NSF		
B.02. 1.B.02.01	Council Workspace Collaborative Office								Control of the Contro		
1.02.01	Conadorative Office	Cubantal Card	1	l	M-2	1	180	180	The state of the s	Low	Optional
CONTRACTOR	Marie III - Marie III albert (1888)	Subtotal Staff	l 84/1460sien/al	l Marking day	CANAGES 12 NOVEMBER AND	Me .		180	Subtotal NSF		
B.03. 1.B.03.01	Growth Contingency Projected Growth		et grande in the	20000				Carl Star	E Company of the Comp		
1.5.05.01	Projected Growth					1	300	300	10% of Programmed Departmental Square	e e e e e e e e e e e e e e e e e e e	Optional
		Subtotal Staff						300	Footage (nominal modularity in s.f. allocation)		
В.	Town Council		อังกลัสกิจกับของ C. โ	Balandaria	erica odrávani	Marie Della essa a	an an and the	300	Subtotal NSF		
2 91 1	town Council	- company of the second		-020 ₋₁ 41	u side sage		7.5		Market Transport Control of the Cont		
		Total Staff	1	1	7	otal Spac	:e	3,480	Departmental Net Square Footage		****
								1.40	Departmental Grossing Factor		
								4,872	Departmental Gross Square Footage		
								3,150	_	re	
									Difference Between Program and Existing Av		
									2. Con Frogram and Existing Av	anabie Squar	e Footage

	Civic Center					3			To the second		•
Index	Space Name		<u>St</u> irrent P		Vork M d		Space ty Unit NSF	Tota	Comments	Use Designation	Space
C. C.01. 1.C.01.01	Town Clerk Staff Workspace Clerk Administrator		1	1	M-2	- 1	180	180			Designation
1.C.01.02 1.C.01.03	Senior Deputy Clerk Deputy Clerk		0 2	1	A-1 A-3	1	120	120		Low Medium	Core Core
1.C.01.04 1.C.01.05	File/Reference Records Vault		~		M-3	· 1	80 120	80 120		High Medium	Core Core
	Trooping Value	Subtotal Staff	3	3			120	120 620	Subtotal NSF	Low	Core
C.	Town Clerk	T-1-10, 0		_	. .	aris in				A. C. L. L.	
		Total Staff	3	3	7	otal Spac	re		Departmental Net Square Footage Departmental Grossing Factor		and a second commence of the second control
									Departmental Gross Square Footage		
									(Existing) Departmental Gross Square Footag		
								-223	Difference Between Program and Existing Ave	ailable Squar	e Footage

	Civic Center Space Name	Curre	Staff nt Proje		ork Mo		Space Unit NSF	Tota	Comments	Use Designation	Space Designation
D, D,01, 1.D.01.01 1.D.01.02	Town Treasurer Staff Workspace Treasurer Elected Town Clerk	Subtotal Staff	1 1 2	1 1 2	A-3 A-3	1	80 80	80 80 80	605 annual hours in the Los Gatos 2002/2003 Operating Budget. Subtotal NSF	Low Low	Core Core
	Town Treasurer	Total Staff	2	2 2	To	otal Space		1.35 216 100	Departmental Net Square Footage Departmental Grossing Factor Departmental Gross Square Footage (Existing) Departmental Gross Square Footage Difference Between Program and Existing Avai		re Footage

1	Civic Center			100							· 4	
Index	Space Name			Staff		Mode		Space		Comments	Use	Space
		1	Curren	t Projec	cted	Que	antity	y Unit NSF	Tota	al	Designation	Designation
E.	Town Attorney											· Andrewski state at
E.01.	Staff Workspace										4	
1.E.01.01	Town Attorney		,	l 1	M-	1	1	240	240	marine de la companya	Low	C
1.E.01.02	Support Workspace		()]	A	3	1	80	80			Core
1.E.01.03	File/Reference Area						l	120	120		Low	Core
		Subtotal Staj	j i	1 2	2				440	Subtotal NSF	Medium	Core
E.02,	Growth Contingency										SARANANA AN ANNA AN AN AN	
1.E.02.01	Projected Growth						ì	100	100	10% of Programmed Departmental Square	a suit	
		Subtotal Staf	¥							Footage (nominal modularity in s.f. allocation)		Optional
t turktu esta ur	The second section of the second section of the second section of	Subibilit Stuf	<i>,</i>						100	Subtotal NSF		
E.	Town Attorney		ال بو									lais the Areas
		Total Staf	<i>j</i> 1	. 2		Total S	расы	e		Departmental Net Square Footage		
										Departmental Grossing Factor		
									729	Departmental Gross Square Footage		
									750	(Existing) Departmental Gross Square Footage	?	
	•								-21	Difference Between Program and Existing Ava	ilable Squar	e Footage

1	Civic Center					9915 S				al Villa de Cirile
Index	Space Name			Work M	ode	Space	1	Comments	Use	Space
		Current	Project	ed	Quanti	ty Unit N	SF Tota		Designation	Space Designation
F,	Town Manager's Department								C-Arviscossociano	
F.01.	Staff Workspace			or other and						
1.F.01.01	Town Manager	1	1	M-1	1	240	240	A Landaudite and Charles Charles		4.66
1.F.01.02	Assistant Town Manager	1	1	M-2	1	180	180		Low	Core
1.F.01.03	Administrative Programs Manager	1	1	Αl	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		Medium	Core
1.F.01.06	Office Clerk	1	1	A-3		80	80	en e		
1.F.01.07	File/Layout Space	_	-		1	120	120		Medium .	Core
1.F.01.08	Intern/Special Projects	1	2	F-1	2	60		(00	Low	Core
	· •	-	_	1-1	2	00	120	600 annual hours in the Los Gatos 2002/2003 Operating Budget.	Medium	Optional
	Subtotal Sta	eff 6	8				1,060	Subtotal NSF		
F.02.	MIS Department						_,			
1.F.02.01	MIS Manager	1	1	T-2	1	120	120	And the state of t	lov 62 m	
1.F.02.02	MIS Workstation	2	2	T-2	1	120	120	Shorad washes S. (2)	Low	Core
1.F.02.03	Tech Support/Storage/Staging				1	240	240	Shared workspace for (2).	Medium	Core
1.F.02.04	Server/Infrastructure Room				1	240	-	[IT Planning Consultant]	Low	Core
1.F.02.05	MIS Workstation		2	T-2	2	120	240	[IT Planning Consultant]	Low	Core
	Subtotal Sta	ff 3	5		2	120	240		Low	Optional
F.03.	Growth Contingency	,, s	i Andrin Jak	de ve a car	- i a sudden strekti	uff in Assessment	960	Subtotal NSF		
	Projected Growth		Charles (A	4.2		144,63	Mar 13	And the second second second	S. &	
	<u> </u>				I	160	160	10% of Programmed Departmental Square	orania (m. 1920)	Optional
	Subtotal Staj	ff					160	Footage (nominal modularity in s.f. allocation)		
		-					100	Subtotal NSF		

5271	Civic Center					75 William State College Colle		· Summing
	Space Name	Curre			ace	Comments al	Use Designation	Space Designation
F.	Town Manager's Depart Town Manager's Depart		9 13	Total Space	and the second	Departmental Net Square Footage	La constituent	
	•					Departmental Grossing Factor Departmental Gross Square Footage		
						(Existing) Departmental Gross Square Food Difference Between Program and Existing	-	re Footage

.1	Civic Center	a d								
Index	Space Name	A Anna Commission of the Commi	aff	Work Me	ode	Space		Comments	Use	Space
		Current F	Project	ed	Quantii	ty Unit NSI	Tota		Designation	Designation
G.	Finance				77				. Pro 1985 po attributo con con esta con	and the state of t
G.01,	Staff Workspace									
1.G.01.01	Finance & Administrative Services Director	l	1	M-2	1	180	180		Ĺow	Core
1.G.01.02	Accounting Manager - FAS	1	1	A-2	1	120	120			
1.G.01.03	Project Accountant - FAS	1	1	A-3	1	80	80		Low Medium	Core
1.G.01.04	Senior Account Technician - FAS	2	2	A-3	2	80	160			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		Medium	Core
1.G.01.07	Finance Back-File Storage				1	80	80		High	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	Core
	Subtotal Sta	ff 8	8				1,100	Subtotal NSF	Medium	Optional
G.02.	Growth Contingency						-,100	Substitute 1401		
1.G.02.01	Projected Growth	aran Janahan Barre	383363		1	100	100	100/ of Process 1 P	13.22	Sa.
					-	*00	100	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)		Optional
	Subtotal Sta _j	ff					100	Subtotal NSF		
G.	Finance					e tale				e 1886 ha shake e e e e e e e
	Total Staj	ff 8	8	Te	otal Spac	e :	1,200	Departmental Net Square Footage		12/01/E
							1.35	Departmental Grossing Factor		
							1,620	Departmental Gross Square Footage		
							1,825	(Existing) Departmental Gross Square Footage	e	
							-205	Difference Between Program and Existing Ave	iilable Squar	e Footage

Index	Space Name	Ci	St urrent P	aff rojecti	Work N ed		Space ly Unit NSF	Tota	Comments al	Use Designation	Space
H.01,	Human Resources Staff Workspace									Pesignation	Designatio
H.01.01	Human Resources Director	ee and a second	1	1	M-2	1	180	180	The state of the s	w ex	enger ham be e
	Human Resources Specialist		2	2	A-2	2	120	240		Low	Core
	File/Reference Space					1	120	120		Medium	Core
H.01.04	Small Workstation				R-1	1	60	60	For staff . 1	Medium	Core
danah Li bbadan	Subtotal	Staff	3	3			00	600	For staff and recruiting use; reference and online transactions. Subtotal NSF	Low	Optional
1.02.01	Projected Growth					1	100	100	10% of Programmed Departmental Square		Optional
*.2 ***	Subtotal	Staff						100	Footage (nominal modularity in s.f. allocation) Subtotal NSF		
н.	Human Resources		-								
	Total .	Staff	3	3	7	otal Space	2	700	Departmental Net Square Footage	12.27.25.4.2	
									Departmental Grossing Factor		
									Departmental Gross Square Footage		
									(Existing) Departmental Gross Square Footage		
									Difference Between Program and Existing Availa		

1000	Civic Center	***	188	the way to be a			1. 24 M. 1. 14-5	2.50		
Index	Space Name		Staff	Work M	ode	Space	Acceptant Spice	Comments	Use	6
		Current	Projec	ted	Quanti	ty Unit N	SF Total		Designation	Space Designation
I.		ment								
1.01,										
1.1.01.01	Community Development Director	1	1	P-2	1	240	240	a contract to the contract of	Low	Core
1.1.01.02	Assistant Community Development Director	1	1	P-3	1	180	180	[verify]	Low	Core
1.1.01.03	Administrative Analyst	1	1	A-3	1	120	120	•		
1.1.01.04	Administrative Secretary	1	1	A-3	1	80	80		Medium	Core
1.1.01.05	Secretary III	1	1	A-3	1	80	80		Medium	Core
1.1.01.06	Associate / Assistant Planner	6	6	P-1	6	120	720		Medium	Core
1.1.01.07	Counter Technician	2	_	• •	2	0		W.	Medium	Соге
•		_	-		2	U	0	Workstations located at Development Services Counter	Medium	Core
1.1.01.08	Code Compliance Officer	1	1	A-3	1	80	80	Counter		
1.1.01.09	Sr. Building Inspector	l	1	M-2	1	180	180	and the second	Medium	Core
1.1.01.10	Building Inspector	4	4	F-1	4	60	240		Low	Core
1.1.01.11	Plan Check Engineer	0	1	P-1	1	120	120		Medium	Core
1.1.01.12	Redevelopment Manager	0	1	M-2	1	180	180		Medium	Core
1.1.01.13	File/Reference Area				1	180	180		Low	Core
1.1.01.14	Large Format Copier				1	70			Medium	Core
1.1.01.15	Compact Shelving				1	-	70		Medium	Core
	Subtotal Sta	<i>iff</i> 19	21		1	180	180		Medium	Core
1.02.	Growth Contingency	Market i		Frod William	Splan Todak		2,650	Subtotal NSF		
1.1.02.01	Projected Growth	29 (20g) - 1	2.00	4 V 13438 (9.)	1	نشند 300	200	Santa de la constanta de la co	9 mg 46.00	
						300	300	10% of Programmed Departmental Square	- TO THE PART OF T	Optional
	Subtotal Sta	ff					300	Footage (nominal modularity in s.f. allocation) Subtotal NSF		•

1	Civic Center							usier Progran	Summary
	Space Name		Staff ent Projec	_	Space Unit NSF		Comments	Use Designation	Space Designation
I. I.	Community Developme Community Developme	ent Department							
		Total Staff	19 21	1 Total Space	-,-		Departmental Net Square Footage Departmental Grossing Factor		
						983	Departmental Gross Square Footage		
					3,	375	(Existing) Departmental Gross Square Foo	tage	
							Difference Between Program and Existing		e Footage

1	Civic Center								2.08/4//	Summary
	Space Name	C	es. Secuell	11/	egargaga.	- 40		The state of the s		**
	•	Current I	<i>Staff</i> Project	Work M		Space		Comments	Use	Space
. Security	war s		rojeci	cu	Quani	ity Unit NSF	Tota	al	Designation	Designation
J.	Police Department								Selasio menistra e e e e e e e e e e e e e e e e e e e	
J.02.						and the second			1	
1.J.02.01	Reception Area		•	***************************************	1	360	360	Includes waiting area / _ ti		and the same of th
1.J.02.02	Internity C. C.						300	Includes waiting area / seating. Provide Public Restrooms if Police Dept. is located separately.	High	Core
1.5.02.02	Interview Conference Room - Public	;			1	120	120	Public interaction, witnesses, victims. Include	Low	0
	Cultural St							ability to 'soften' space for children.	LOW	Core
Too	Subtotal Sta	IJ					480	Subtotal NSF	1.00 - 100 - 100 mm - 100 mm - 1	or reviews a
J.03. 1.J.03.01	Records and Communication								and the same of	ilas detekti karancari menara a
1.J.03.01	Administrative Services Manager	1	1	M-2	1	180	180			
	Police Records Specialist	3	3	A-3	3	80	240	3 - Records and Communication Program	Low	Core
1.J.03.03	MIS Specialist	1	1	T-2	1	120	120	and Communication Program	High	Core
1.J.03.04	Dedicated Database Workstations			R-1	3	60	180		Low	Core
1.J.03.06	File Storage				1	180	180	Sanorota	High	Core
1.J.03.07	Compact Shelving				1	180	180	Separate, secure area.	Medium	Соге
1.J.03.08	CSO Interns	2	2	F-1	2	60	120	2000	Medium	Core
1.J.03.09	Mouro				-	00	120	2080 annual hours in the Los Gatos 2002/2003 Operating Budget.	Medium	Optional
1.3.03.09	MIS/IT Support Space					360		Uninterrupted Power Supply		
								Radio Room		
1.J.03.10	Public Fingerprinting Area							Server Tower Room		
	Subtotal Staf	· -	_		1	80	80			
J.04.	Parking Subtotal Stay	<i>f</i> 7	7 .			1	,280	Subtotal NSF		
1.J.04.01	Police Records Specialist	. Was a li	in this is	Many.		4. 4.			January State Company	r.
		0	1	A-3	1	80	80			SEA NOTE:
	Parking Control Storage				1	24	24		Medium	Core
1.3.04.03	Parking Control Officers	10	3	R-1	2	60	120		Low	Core
	Subtotal Staff	7 10	4					Subtotal NOE	Medium	Core
	Dispatch	Jackstein.	901 (9)	No.			≈47 etkkisso:	Subtotal NSF		
1.J.05.01	Communications Dispatcher	7	8	Sample Book I .	2	80	160		Market State	ASSINE.
Parian Dont	421.22		-		2	ου	160	t eth dim e st in law	Low	Core

1	Civic Center	2.0			1.5	ar ili i	ila III.	And the second s	As the getting	an and a salah
Index	Space Name	Sta		Work M	***	Space	m .	Comments	Use Designation	Space Designation
		urrent Pr	ојесте	ad	Quantit	y Unit NSF	Tota	il .	Designation	Designation
J.	Police Department									
J.05.	Dispatch					7516246	awii tir	The second secon		
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			
1.J.06.01	Chief of Police	1	1	M-1	1	240	240	Later the second se	Low	Core
1.J.06.02	Secretary to the Chief	1	1	A-3	1	80	80		Low	Corc
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	l	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 Stafj	2	2				360	Subtotal NSF		
J.08.	Sergeants	Paul A							Black marking	sidhaniy 1971
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	i	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 Stafj	<i>f</i> 9	9				720	Subtotal NSF		
J.09.	Police Officers			. Augst	} }				·	
1.J.09.01	Investigative Officers	6	5	A-3	6	80	480	(5) dedicated and one general use workstation	Medium	Core

	Civic Center		area les sus	e war dies de d	141. 1441			<u> </u>	Jip.	
Index	Space Name	Current P		Vork Mo d		Space ty Unit NS	F Tota	Comments	Use Designation	Space Designation
		oras to de la calendaria	Secialization order	6 - 4900-2004-00-04-		iz v. inima Whataineo tea			an all the state of the state o	a Sandra Variation state (see Section 2012)
J. J.09.	Police Department 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 Sta	<i>iff</i> 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	Соге
1.J.10.03	CSO Intern	1	1	F-1	1	60	60		Medium	 Optional
	Subtotal Sta	iff 4	4				300	Subtotal NSF		
J.11,	Investigations								V 286.	
1.J.11.01	Crime Analyst	1	1	A-3	l	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 lo	Optional
	Subtotal Sta	uff 2	2				3,430	Subtotal NSF		
J.12.	Reserve Officers		i ing	. Y Rodin					W. 11.2	
1.J.12.01	Reserve Officers	8	8	R-1	4	60	240	Touch Down Space	Medium	Optional
	Subtotal Sta	ıff 8	8				240	Subtotal NSF		Opnonia

1	Civic Center					wani			
Index	Space Name		ork Mod		Space		Comments	Use	Space
		Current Projected	9	Quantity	Unit NSF	Tota	l	Designation	Designation
J. J.13,	Police Department Holding Cell Area							90	
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	Juvenille Holding Cell			1	100	100	See Adult Holding Cell Space Data Sheet.		
1.J.13.05	Secure Restroom - Single Occupand	су		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 Si	aff				604	Subtotal NSF		
J.14.	Police Support Spaces	304. C. Teleg				e e de la compa	trade and a first transfer and the same and		
1.J.14.01	VIP Support Space		R-1	2	60	120	The state of the s	Medium	Core
1.J.14.02	Interview Conference Room - Susp	ect		2	120	240		Low	Core
1.J.14.03	Training / Conference Room			ļ	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 Si	taff			2	2,420	Subtotal NSF		
J.15. 1.J.15.01	Special Team Storage SWAT Team Storage			Cons 1	120	120	A STATE OF THE STA	None	Core
1.J.15.02	Patrol Gear / Equpment Storage			1	160	160		None	Core
1.J.15.03	K-9 Support Space			1	120	120		Low	
1.J.15.04	Armory			1	120	120	Weapons maintenance, repair and storage.	LUW	Optional
Review Draft A	pril 21, 2006		Civi	ic Center I	-		many Page 16 of 24	Andarran Buili	

1	Civic Center						en de la companya de La companya de la co		S. Carlotte
Index .	Space Name	Staff Current Proj	Work M		Space Unit NSF		Comments	Use Designation	Space Designation
		Current 110j		Quantity	/ Omi 1151	10.0.	and the state of t	and the state of the	1
J,	Police Department								
J.15.	Special Team Storage		•	1	30	30	Include in Armony	None	Core
1.J.15.05	Ammunitions Storage			1	30	30	Include in Armory.		
1.J.15.06	Kennel (Holding)						Exterior kennel space - not K-9 use specific, but for other animals.		
	Subtotal St	aff				550	Subtotal NSF		
J.16.	Growth Contingency	44.			ALL SAPEL SE	er e	and the state of t		
1.J.16.01	Projected Growth			1	1,000	,000	10% of Programmed Departmental Square		Optional
•							Footage (nominal modularity in s.f. allocation)		
	Subtotal St	aff			1	1,000	Subtotal NSF		
J.	Police Department	1	an in the same of the		734-377-61			i vervent a	
	Total St	aff 85	77	Total Spac	e 13	3,532	Departmental Net Square Footage		
						1.35	Departmental Grossing Factor		
					1	8,268	Departmental Gross Square Footage		
						5,275	(Existing) Departmental Gross Square Footage	e	
					. 1	2,993	Difference Between Program and Existing Ava	ailable Squa	re Footage

1	Civic Center		2017					and the second seco		-
Index	Space Name			Work M		Space		Comments	Use	Space
		Current	Projecte	ed .	Quantity	Unit NSF	Tota	l	Designation	Designation
K,	Parks & Public Works									
K.01.	Staff Workspace			mer of the						
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	Medium	Core
								1 - Parks & Forestry		
1.K.01.06	Superintendent	2	2	4.2	2	100	2.40	Engineering & Capital		
1.10.01.00	Supermendent	2	2	A-3	2	120	240	1 - Parks & Forestry1 - Streets and Signals	Medium	Core
1.K.01.07	Parks & Public Works Supervisor	1	0	A-3	0	80	0	1 - Succis and Signals	Medium	Core
1.K.01.08	Town Arborist	1	1	A-3	1	80	80	Parks & Forestry	Wiculaiti	Core
1.K.01.09	Lead Parks & Maintenance Worker	1	2	A-3	2	80	160	1 - Parks & Forestry	Medium	Core
					_	00	100	1 - Streets and Signals	Medium	Core
1.K.01.10	Senior Parks & Maintenance Worker	r 2	3	A-3	2	80	160	1 - Parks & Forestry		Core
								2 - Streets and Signals		•
1.K.01.11	Tree Trimmer / High Climber	1	1					Shared workstations		
	8	•	•					Parks & Forestry. Utilizes 1.K.01.11 Touchdown 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	
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 Engineering & Capital, Streets and Signals	Medium	Core
1.K.01.19	Chief Inspector	0	0	P-1	1	120	120	Streets and Signals	Medium	Core
1.K.01.20	Public Works Maintenance Supervise	or 0	0	A-2	0	120	0	Streets and Signals	14. E	Core
	•			_	Ü		U	oncors and orginals	Medium	Core

Index	Space Name	Curi	Sta ent Pr		Vork Mo d		Space ty Unit NS	F Tota	Comments l	Use — Designation	Space Designation
K. K.01.	Parks & Public Works Staff Workspace										
.K.01.21	Facilities Coordinator	(())	0	1	A-2	1	120	120	t dan er verken treiner at einem forste den den den den den den den den den de	Low	Core
.K.01.22	Sweeper/Operator		1	1					Utilizes 1.K.01.11 Touch-down space.		Core
.K.01.23	File/Reference Space					2	120	240		Medium	Core
.K.01.24	Engineering Plan File Storage					1	400	400		Low	Core
.K.01.25	Parks & Maintenance Worker		13	13	R-1	2	60	120	7 - Parks & Forestry6 - Streets and SignalsTouch-down space for field workers.		Optional
	Subtotal St	aff	40	39			and the control of th	3,560	Subtotal NSF		
K.02.	- activities of the contract o						-272	and it become	and the state of t		
.K.02.01	Landscaping Storage								Existing Space at Service Center		Core
.K.02.02	Vehicle Maintenance Bay/Mechani Office	cs				1	1,800	1,800	Existing Space at Service Center	Medium	Core
.K.02.03	Equipment and Vehicle Storage					1	7,620	7,620	Existing Space at Service Center	Medium	Core
.K.02.04	Sign Shop/Storage					1	900	900	Existing Space at Service Center	Medium	Core
.K.02.05	Wood Shop					1	369	369	Existing Space at Service Center	Low	Core
.K.02.06	Locker Room					1	664	664	Existing Space at Service Center		Core
.K.02.07	Showers/Restroom					2	332	664	Existing Space at Service Center		Core
.K.02.08	Sewer Equipment/Weekend Work Crew Storage					1	1,650	1,650	Existing Space at Service Center	Low	Core
.K.02.09	Small Equipment/Tree Crew Storage	ge				1	711	711	Existing Space at Service Center	Low	Core
.K.02.10	Vehicle Wash Station					1	3,000	3,000	Existing Space at Service Center		Core
.K.02.11	Disaster Aid Response Team Storag	ge				1	120	120	Existing Space at Service Center		Соге
.K.02.12	Tool Storage					1	626	626	Existing Space at Service Center	Low	Core
.K.02.13	Waste and Materials Storage						** **		Existing Space at Service Center		Core
.K.02.14	Metal Shop					1	569	569	Existing Space at Service Center	Low	Core
.K.02.15	Pesticides and Flammable Storage					,	250	250	Existing Space at Service Center	Low	Core

1	Civic Center		24.00	1935 E-133		i i i i i i i i i i i i i i i i i i i	Line in the second of the seco		2.00.24.2.20.20
Index	Space Name	Sta	***************************************		Space		Comments	Use Designation	Space Designation
		Current Pr	ojected	Quantity) Unit N	ISF Total	<i>l</i>	Designation	Designation
K.	Parks & Public Works								
K.02.	PPW Support Spaces		11.7	All and the second	117		The first state of the second state of the sec		
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	*	Optional
							Footage (nominal modularity in s.f. allocation)		
	Subtotal	Staff				360	Subtotal NSF		
K.	Parks & Public Works		state G .22. c	55.25 su	a Selaz		· Constitution of the William Constitution of the Constitution of		
	Total	Staff 40	39	Total Spac	re	23,263	Departmental Net Square Footage		
						1.35	Departmental Grossing Factor		
						31,405	Departmental Gross Square Footage		
						25,102	(Existing) Departmental Gross Square Footag	ge	
						6,303	Difference Between Program and Existing Av	ailable Squa	re Footage

4	Civic Center			ez f = 800katas					4.	o. Jan tiskininkiski
Index	Space Name		Staff	Work		Space		Comments	Use Designation	Space Designation
		Current	Proje	cted	Quantii	y Unit NSI	Tota	l	Designation	Designation
L. L.01.	Community Services Departments	nt								
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	y Medium	Соге
1.L.01.03	Community Services Assistant]		1 A-	1	120	120	Administration, Neighborhood Centers, Community Grants	Medium	Core
1.L.01.04	Secretary II	()	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	i	1 A-	2 1	120	120	Neighborhood Center	Low	Core
1.L.01.09	Recycling Coordinator	()	1 A-	3 1	80	80	The second state of the se	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		18.1						- 	
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			- 114 0 427 (3)	140		10012		
Index	Space Name			Work Mode	Space		Comments	Use	Space
		Current	Project	ted Qua	ntity Unit NSF	Tota	l	Designation	Designation
.L.	Community Services Departmen	ıt							
L.	Community Services Departmen	harman and a second and		•			the second secon	•	
	Total S	Staff 5	5 7	Total S	pace 1	,840	Departmental Net Square Footage		
						1.35	Departmental Grossing Factor		
						2,484	Departmental Gross Square Footage		
						1,400	(Existing) Departmental Gross Square Footag	re	
						1,084	Difference Between Program and Existing Av.	ailable Squai	re Footage

1	Civic Center						999	
Index	Space Name	Staff Work M		Space		Comments	Use	Space
		Current Projected	Quantit	y Unit NSF	Tota	l	Designation	Designation
M.	Library	and the second second	and the same					
M.01.	Entrance and Lobby					14.5		
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	ti di salam da salam	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	The second se		Optional
	Subtotal St	aff			1,700	Subtotal NSF		
M.02.	New / Popular Materials		4					
1.M.02.01	New Books and Media		1	800	800	Includes New Books and Adult / Teen Media.	Social Policy (1997)	Core
						Refer to Collection Allocation and Shelving Reports.		
1.M.02.02	Technology Stations		1	80	80	Public Access Computers		Core
	Subtotal St	aff			880	Subtotal NSF		
M.03.	Reading and Activity Areas							1 a. 4 a. 4. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3.
1.M.03.01	Reading Room		1	1,500	1,500	Includes periodicals (magazines and newspaper	s Low	Core
						including back issues). Refer to Collection	5 ,	
1.M.03,02	Technology Room		1	400	400	Allocation and Shelving Report.		
1.M.03.03	Medium Group Study		1	480	480		Medium	Core
1.M.03.04	Small Group Study		1	240	240		High	Core
	Time Stoup Diday		2	120	240		High	Core

1.1	Civic Center			and the second				
Index	Space Name		Mode	Space		Comments	Use	Space
		Current Projected	Quanti	ty Unit N	SF Tota	d	Designation	Designation
M.03.	100000000000000000000000000000000000000						•	Transfer Fr
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 Sta	uff			3,380	Subtotal NSF		
M.04.	Children's Services	· ·						
1.M.04.01	Service Area	0.0000000000000000000000000000000000000	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		l	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 Sta	uff			4,530	Subtotal NSF	2011	Coic
M.05. 1.M.05.01	Teen Services Print Collections			700	700			
1.M.05.02	Seating		1	400	400		High Hìgh	Core

Country brings wearing	Civic Center Space Name		Staf nt Pro		Vork M		Space	SF Tota	Comments	Use Designation	Space Designation
	•	Curre	ni i ro	yecte	u	Quanti	iy Onii IV	51. 10ta		- Universal Act to Van Aug	a A Alexa Abelia dan 3 / 111
M,	Library									•	
M.05.	Teen Services			eration (Shi	andre vers					111.1	Core
1.M.05.03	Technology Stations					1	160	160		High	Core
	Subto	tal Staff						1,260	Subtotal NSF		
M.06.	Adult Services		12.666	A		da L	<u>.</u>		in the final and the second of		e Carlos de Carl
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
	Subto	otal Staff						9,750	Subtotal NSF		
M.07.	Staff Workspace										
1.M.07.01	Library Director	S 12.880 + 1.25 (100 964) Infrascondi	1	l	M-2	1	180	180	Administration, Adult Services, Youth Service Technical Services, Circulation / Systems Ad		Core
1.M.07.02	Assistant Library Director		1	1	M-2	1	180	180	Administration, Adult Services, Youth Servi Technical Services, Circulation / Systems Ad		Core
1.M.07.03	Circulation Supervisor		1	1	A-1	1	120	120	Technical Services, Circulation / Systems Ad	min 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 Services1 - Youth Services1 - 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	ì	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
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1	Civic Center								
Index	Space Name		aff Work I		Space		Comments	Use	Space
		Current P	rojected	Quantit	y Unit NS.	F Tota	l	Designation	Designation
М.	Library						a on the same of the same		
M:07.	Staff Workspace		Margarate Control				and the second s		1.5
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	Library Server Room to include technology staging and repair.	Low	Core
1.M.07.18	Staff Restrooms								
	Subtota	l Staff 12	13			3,800	Subtotal NSF		
M.08.	Growth Contingency						territoria de la companya de la comp		
1.M.08.01	Projected Growth	~ > "\$ -> ~ > > ()	ALL COMMENTS CONTROL OF THE CONTROL	1	3,000	3,000	10% of Programmed Departmental Square	Medium	Optional
							Footage (nominal modularity in s.f. allocation)		*
	Subtota	l Staff				3,000	Subtotal NSF		,
M.	Library						A Section of the Control of the Cont		
	Tota	l Staff 12	13	Total Space	ce .	28,300	Departmental Net Square Footage		
						1.35	Departmental Grossing Factor		
						38,205	Departmental Gross Square Footage		
						12,125	(Existing) Departmental Gross Square Footage	ge .	
						26,080	Difference Between Program and Existing Av	ailable Squa	re Footage

No. Support Space Staff Support Staff	1	Civic Center	1.7.000.28		i al ann	Minister 4.			
No. Support Space Staff Support Restroom Restroom Restroom Substitute Substitute Substitute Support Supp	Index	Space Name		***************	Space	E Tota	Comments	Use Designation	Space Designation
No.01 Staff Support			Current Projected	Quanti	y Onn NSI	r Tolui	•	-	
No. No.	N.	Support Space							
A commodate a proper printer number of fixtures and designate as staff or public restrooms.	2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2	ACCUPATION OF STREET AND ACCUSATION AND ACCUSATION OF STREET ACCUSATIONS AND ACCUSATION AND ACCUSATION AND ACCUSATION AND ACCUSATION AND ACCUSATION ACCUSATION AND ACCUSATION AC				in the same	teritada (dilikus nendi siskidi e t alid i	11:-1	Core
1. N. 01. 02 Staff Break Room	1.N.01.01	Restroom					Allocate appropriate number of fixtures and	High	Core
Subtotal Staff	1.N.01.02	Staff Break Room		1	480	480	·	High	Corc
N.02. Conference Rooms Sablotal Staff Substation Substation	1.N.01.03	Satellite Break Room		4	240	960	site options, satellite break rooms will be	High	Core
No. No.		Subtotal S	taff			1,440			
1.N.02.01 Small Conference Room 3 120 360 Medium One of the constant of the cons	N/02	and the second s							
1.N.02.01. Informal/Impromptu Conference Rooms	- 1.1288626 (250) V.	344 (344) 4 (344) 5 (34		3	120	360		Medium	Core
1.N.02.03. Large Conference Room 1 480 480 Accommodate Medium 0 1.N.02.04. Large Conference Room 1 1,200 1,200 Accommodate 40 staff. Subtotal Staff N.03. Copy/Mail / Printer / Fax 1.N.03.01 Copy/Mail Area 1 240 240 Central High 1.N.03.01 Printer/Fax Station 12 80 960 Distributed High 1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed High 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff	1.N.02.01.			3	80	240		High	Optional
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 1 240 240 Central High 1.N.03.01 Printer/Fax Station 12 80 960 Distributed High 1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed High 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF	1.N.02.02.	Medium Conference Room		2	240	480		Medium	Core
Subtotal Staff 2,760 Subtotal NSF N.03. Copy/Mail / Printer / Fax 1.N.03.01 Copy/Mail Area 1 240 240 Central High 1.N.03.01 Printer/Fax Station 12 80 960 Distributed High 1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed High 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF	1.N.02.03.	Large Conference Room		1	480	480	Accommodate	Medium	Core
N.03. Copy/ Mail / Printer / Fax 1.N.03.01 Copy/Mail Area 1 240 240 Central High 1.N.03.01 Printer/Fax Station 12 80 960 Distributed High 1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed High 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF	1.N.02.04.	Large Conference Room		1	1,200	1,200	Accommodate 40 staff.		
1.N.03.01 Copy/Mail Area 1 240 240 Central High 1.N.03.01 Printer/Fax Station 12 80 960 Distributed High 1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed High 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF		Subtotal S	Staff .			2,760	Subtotal NSF		
1.N.03.01 Printer/Fax Station 12 80 960 Distributed High 1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed High 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF	N.03.	Copy/ Mail / Printer / Fax							
1.N.03.02 Copy Satellite Spaces 6 80 480 Distributed 1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF	1.N.03.01	Copy/Mail Area		1	240	240	Central	High	Core
1.N.03.03 Supplies Storage 8 80 640 Distributed Subtotal Staff 2,320 Subtotal NSF	1.N.03,01	Printer/Fax Station		12	80	960	Distributed	High	Core
Subtotal Staff 2,320 Subtotal NSF	1.N.03.02	Copy Satellite Spaces	•	6	80	480	Distributed	High	Core
	1.N.03.03	Supplies Storage		8	80	640	Distributed		
N.04. Flexible Work Spaces		Subtotal S	Staff			2,320	Subtotal NSF		
	N.04.	Flexible Work Spaces							a waliotali ili.
1.N.04.01 Remote Staff Workstations R-1 2 60 120 Low	1.N.04.01	Remote Staff Workstations	R-	1 2	60	120	- Control of the Co	Low	Optional
Subtotal Staff 120 Subtotal NSF		Subtotal S	Staff			120	Subtotal NSF	•	

	Civic Center Space Name	12 12 12	C	toff Wa	- J. X (- J	_	C.				
тиех	<i>Space Name</i>	\bar{c}		Staff Wor Projected	rk Mode		Space Unit NSF	Total	Comments	Use Designation	Space Designation
N. N.05.	Support Space Departmental Storage	 ##*****		On the second of the second							
1.N.05.01.	Departmental Storage					10	40	400		Low	Core
L Disease	1. Control Service services and the control of the	Subtotal Staff	e Nasia. – Subst	do la trimonotitula denta	mini dimensi kat	KNOVAS SOCIETA A.A.	BATTO - EMOLECULARIO LA LA CASTA CONTRA	400	Subtotal NSF		
N.06. 1.N.06.01	Growth Contingency Projected Growth			341.863.00			70 0				
1.14.00.01		Subtotal Staff	•			i	720		10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation) Subtotal NSF		Optional
Ŋ.	Support Space	and the second									
		Total Staff	r		Tot	al Space		,760	Departmental Net Square Footage		
							•	1.35	Departmental Grossing Factor		
							10	0,476	Departmental Gross Square Footage		
								7,000	(Existing) Departmental Gross Square Footage	2	
							,	3,476	Difference Between Program and Existing Ava	ilable Squar	e Footage

- 100 SARA SARA	Civic Center Space Name	<u>Staff Work M</u> Current Projected	ode Space Quantity Unit NSF To	Comments otal	Use Designation	Space Designation
O. 0.01. 1.O.01.01.	Exterior Spaces Open Space Green Lawn Area			provide electrical outlets for performances and lectures. Access to restrooms or areas for portable restrooms		Optional
		Subtotal Staff		Subtotal NSF		
O.02. 1.O.02.01.	Pageant Grounds Pageant Grounds	Subtotal Staff		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 Subtotal NSF		Optional
O.03. 1.O.03.01	Plaza Plaza	Subtotal Staff	William	hard surface area provide electrical connection for performances Subtotal NSF		Optional
O.04. 1.O.04.01	Parking Required Parking	Subtotal Staff		[XX] Parking spaces required to support Civic Center. Subtotal NSF		Core

1	Civic Center					11. 2. 7			
Index	Space Name	Sta		rk Mode	Space		Comments	Use	Space
		Current Pr	rojected	Quantity	Unit NSF	Total		Designation	Designation
O.	Exterior Spaces								
О.	Exterior Spaces		And the copies			Settina (The state of the s	A STATE OF THE	
	Total St	aff		Total Space			Departmental Net Square Footage		
						0.00	Departmental Grossing Factor		
							Departmental Gross Square Footage		
							(Existing) Departmental Gross Square Footage	2	
							Difference Between Program and Existing Ava	ilable Squar	re Footage

1 Civic Center			and the second second	england military		or care our rest.	100000
Index Space Name		taff Work		расе	Comments	Use	Space
	Current I	Projected	Quantity U	nit NSF Tota	d	Designation	Designation
1 Civic Center Total		and the second second				• • • • • • • • • • • • • • • • • • • •	
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 S	quare Footag	re
				67,611	Difference Between Program and Existing A	vailable Squa	re Footage

2	Partner Organizations							Allen en tipper.		
Index	Space Name			Work M		Space		Comments	Use	Space
		Current l	Projecte	ed	Quant	ity Unit l	VSF Tota	al ·	Designation	Designation
А.	Los Gatos-Saratoga Community	Education	& Rec	reation						
A.01,										
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 S	taff 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	entranta de la composição	High	Optional
2.A.02.04	Mat Storage				1	80	80		Low	Optional
	Subtotal S	taff					7,400	Subtotal NSF		
A.03.	Growth Contingency							Marie Carlos		
2.A.03.01.	Projected Growth				1	720	720	10% of Programmed Departmental Square		Optional
	Stubtofal C	4						Footage (nominal modularity in s.f. allocation)		
	Subtotal S						720	Subtotal NSF		
Α.	Los Gatos-Saratoga Community	Education	& Rec	reation			2		Wille Built	
	Total S	taff 16	16	7	Total Spa	ice		Departmental Net Square Footage	is reconstruction [] .] .	
							1.40	Departmental Grossing Factor		
								Departmental Gross Square Footage		
							,			
								(Existing) Departmental Gross Square Footag		
								Difference Between Program and Existing Av	ailable Squai	re Footage

2	Partner Organization	S		****		1.50	10.415.01.2	naro n asta ng	The second of th	-10-10-10-10-10-10-10-10-10-10-10-10-10-	
Index	Space Name		Staf	***********	Work Me		Space		Comments	Use	Space
		Си	rrent Pro	jecte	ed	Quanti	ty Unit NS	SF Tota		Designation	Designation
В.	The Museums of Los	Gatos									
B.01.	Staff Workspace					distribution of the second	Sept. App.		e de la companya de La companya de la co		
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
		Subtotal Staff	2	2				320	Subtotal NSF		
В.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	THE CONTRACT OF THE CONTRACT O	Medium	Optional
2.B.02.03	Collection Storage					1	480	480		Low	Optional
2.B.02.04	Exhibit Layout and re-	storation Space				1	480	480		Low	Optional
		Subtotal Staff						4,200	Subtotal NSF		
B.03,	Growth Contingency	1									
2.B.03.01.	Projected Growth		ANTON BUILDING STOOMS STOOMS STOOMS	See 100	 	1	480	480	10% of Programmed Departmental Square		Optional
									Footage (nominal modularity in s.f. allocation)		
		Subtotal Staff						480	Subtotal NSF		
В.	The Museums of Los	Gatos			40.57						Edwin Ar Gre no do
		Total Staff	2	2	7	Total Spa	ice	5,000	Departmental Net Square Footage	Andrews Schoolsky, 1977	
								1.40	Departmental Grossing Factor		
									-		
								7,000	Departmental Gross Square Footage		
									(Existing) Departmental Gross Square Footage	e	
									Difference Between Program and Existing Ava	ailable Squa	re Footage

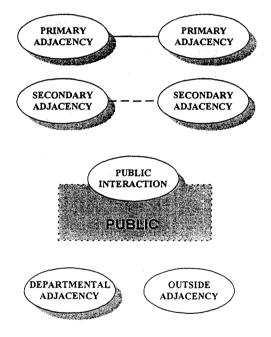
2 Partner Organizations						The state of the springer and the state of t		
Index Space Name	*****		Mode	Space		Comments	Use	Space
	Current	Projected	Quantit	y Unit NSF	Tota	ıl	Designation	Designation
2 Partner Organizations Total		<u> </u>		11	i sa		a Income	v A. A. Bibballara
Total Staff	18	18	Total Spac	<i>ce</i> 20	,552	Site Component Departmental Gross Square I	₹ootage	
					1.15	Site Component Building Grossing Factor		
				23,	635	Site Component Gross Square Footage		,
				15,	466	Site Component (Existing) Available Gross Sq	uare Footage	2
				8,	,169	Difference Between Program and Existing Av	ailable Squar	re Footage

Town of Los Gatos, California

Appendix 3 Functional Relationships

Functional Relationships

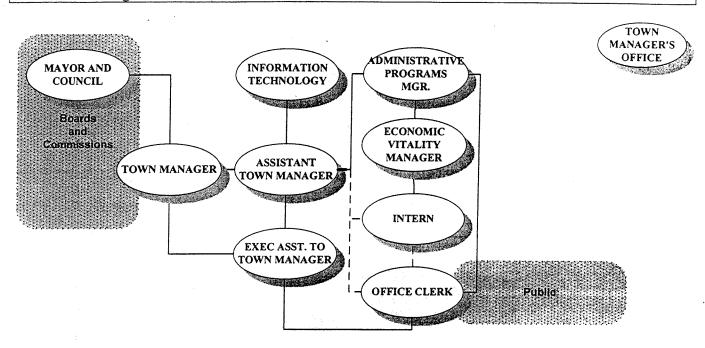
The Functional Relationships of the Town of Los Gatos and its departments are illustrated below. These diagrams illustrate the spatial relationships of projected space requirements for each department, and represent departmental and program adjacencies rather than individual positions. The function and 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.



Space Program

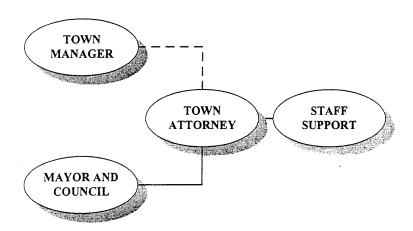
Appendix 3 Functional Relationships

Town Manager's Office

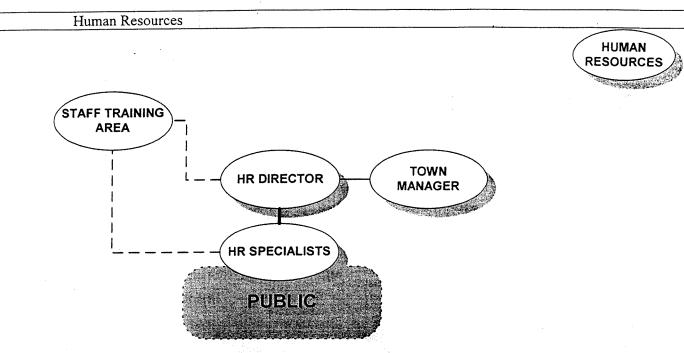


Town Attorney

TOWN ATTORNEY'S OFFICE



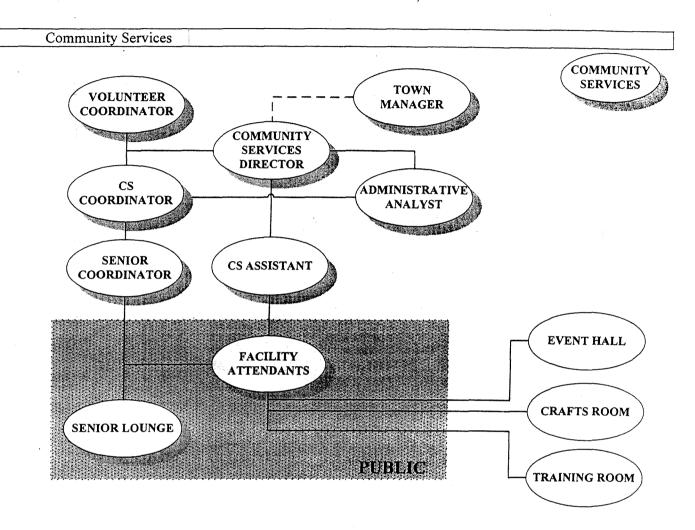
Appendix 3 Functional Relationships



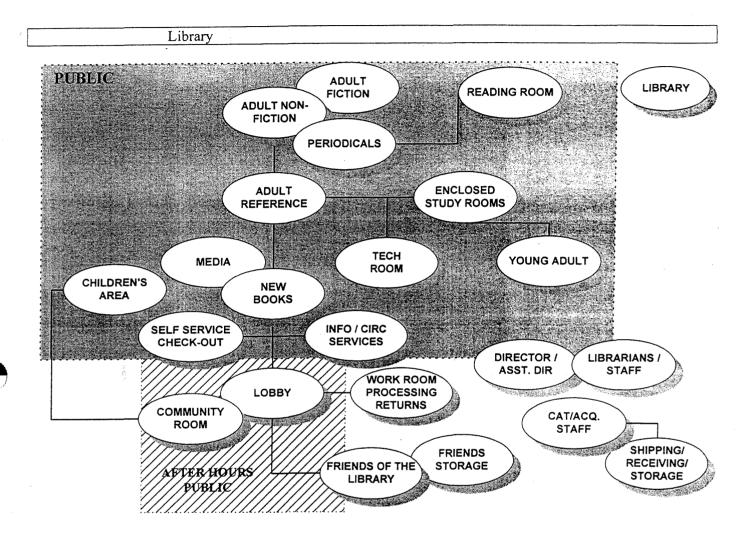
Community Development COMMUNITY BOARDS AND DEVELOPMENT COMMISSIONS COMMUNITY TOWN DEVELOPMENT DIRECTOR MANAGER ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR ADMINISTRATIVE SECRETARIES INTERNS **PLANNERS** CODE BUILDING **ENFORCEMENT INSPECTORS OFFICERS** COUNTER TECHNICIANS REDEVELOPMEN PARKS AND DEVELOPMENT T MANAGER PUBLIC WORKS CENTER ENGINEERING PUBLIC

Space Program

Appendix 3 Functional Relationships



Appendix 3 Functional Relationships



Appendix 5
Los Gatos Civic Center/Library Strategic Master Plan:
Phone and Visitor (and Llbrary 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		Daily Average	% of Total Visits
Visits Logged														
Clerk	7	70	113	171		361	00.4							
Community Development	•	135	145	155		435	36.1	62	348	34.8	96.4%	13	1.3	3.6%
Community Services	•	105	63	75			43.5	11	430	43.0	98.9%	5	0.5	1.1%
Engineering		36	10	14		243 60	24.3		215	21.5	88.5%	28	2.8	11.5%
Finance		65	48	57			6.0		60	6.0	100.0%	0	0.0	0.0%
Library		493	714	898	397	170	17.0		156	15.6	91.8%	14	1.4	8.2%
Parks and Public Works	7	51	25	20	397	2502	250.2		2294	229.4	91.7%	208	20.8	8.3%
Police	,	70	107	159		103	10.3		103	10.3	100.0%	0	0.0	0.0%
Total Visits (Staff Interaction)	14	1025	1225			336	33.6	12	316	31.6	94.0%	20	2.0	6.0%
The traine (than meration)	1.4	1025	1225	1549	397	4210	421.0	85	3922	392.2	95.2%	288	28.8	4.8%
Phone Calls Logged												200	20.0	4.8%
Clerk		400							•					
Community Development		132	144	136		412	41.2	123	N/A	N/A	N/A	N/A	N/A	
Community Services		315				315	31.5	10	N/A	N/A	N/A	N/A		N/A
Engineering		58	38	24		120	12.0	2	N/A	N/A	N/A	N/A N/A	N/A	N/A
Finance		28	13	12		53	5.3	5	N/A	N/A	N/A	N/A N/A	N/A	N/A
Library		70	73	97		240	24.0	7	N/A	N/A	N/A		N/A	N/A
Parks and Public Works		52	85	93	46	276	27.6	6	N/A	N/A	N/A	N/A	N/A	N/A
Police	26	133	61	50		270	27.0		N/A	N/A	N/A	N/A	N/A	N/A
Town Manager		178	139	181		498	49.8	13	N/A	N/A	N/A	N/A	N/A	N/A
Total Phone Calls (Staff Interaction)		28	30	34		92	9.20	19	N/A	N/A	N/A	N/A	N/A	N/A
Total Frione Cans (Staff Interaction)	26	994	583	627	46	2276	227.6	185		. 18//	N/A	N/A	N/A	N/A
Total Customer Interactions	40	2019	1808	2176	443	6486	648.6	270						
Library Gate Counts														
Library Gate Counts M-F														
Library Gate Counts Sat/Sun						7897	790							
Total Library Visitors						889	445							
Total Library Visitors						8786	1234							
Total Customers I Its														
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.