

Appendix I 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

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*Building Gross Square
Footage*

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.

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.

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

1 Civic Center

Index	Space Name	Staff Current Projected	Work Mode	Space Quantity Unit NSF	Total	Comments	Use Designation	Space Designation
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
Subtotal Staff					264	Subtotal NSF		
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
Subtotal Staff					664	Subtotal NSF		
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
						To support Community Room and other adjacent spaces to be used as an EOC, replacing current use of Program Room at Neighborhood Center.		
Subtotal Staff					6,390	Subtotal NSF		

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Master Program Summary

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.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	

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Master Program Summary

1 Civic Center									
Index	Space	Name	Staff	Work Mode	Space	Comments	Use	Space	
			Current	Projected	Quantity	Unit NSF	Total	Designation	Designation
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		
							Subtotal Staff		
							3,000	Subtotal NSF	
B.02. Council Workspace									
1.B.02.01	Collaborative Office		1	1	M-2	1	180	180	Low
							Subtotal Staff		Optional
			1	1			180	Subtotal NSF	
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)		
							Subtotal Staff		
							300	Subtotal NSF	
B. Town Council									
			Total Staff	1	1	Total Space	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	

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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

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Master Program Summary

1 Civic Center									
<i>Index</i>	<i>Space</i>	<i>Name</i>	<i>Staff</i>		<i>Work Mode</i>	<i>Space</i>		<i>Comments</i>	<i>Use</i>
			<i>Current</i>	<i>Projected</i>		<i>Quantity</i>	<i>Unit NSF</i>	<i>Total</i>	<i>Designation</i>
									<i>Space</i>
									<i>Designation</i>
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	Low Core
								605 annual hours in the Los Gatos 2002/2003 Operating Budget.	
		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	

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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	Total Space		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		

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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	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	Medium	Core
1.F.02.03	Tech Support/Storage/Staging				1	240	240	Low	Core
1.F.02.04	Server/Infrastructure Room				1	240	240	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		Optional
	Subtotal Staff						160	Subtotal NSF	

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1 Civic Center

Index Space Name

Staff	Work Mode	Space	Comments	Use	Space
Current	Projected	Quantity	Unit NSF	Total	Designation

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

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1 Civic Center

Index Space Name

Staff	Work Mode	Space	Comments	Use	Space
Current	Projected	Quantity	Unit NSF	Total	Designation

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

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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		
1.H.01.02	Human Resources Specialist	2	2	A-2	2	120	240	Low	Core
1.H.01.03	File/Reference Space				1	120	120	Medium	Core
1.H.01.04	Small Workstation			R-1	1	60	60	Medium	Core
							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		

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1 Civic Center

Index	Space Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation	
		Current	Projected		Quantity	Unit NSF				Total
I. Community Development Department										
I.01. Staff Workspace										
1.1.01.01	Community Development Director	1	1	P-2	1	240	240	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	Medium	Core	
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		2	0	0	Workstations located at Development Services Counter	Medium	Core
1.1.01.08	Code Compliance Officer	1	1	A-3	1	80	80	Medium	Core	
1.1.01.09	Sr. Building Inspector	1	1	M-2	1	180	180	Low	Core	
1.1.01.10	Building Inspector	4	4	F-1	4	60	240	Medium	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	Low	Core	
1.1.01.13	File/Reference Area				1	180	180	Medium	Core	
1.1.01.14	Large Format Copier				1	70	70	Medium	Core	
1.1.01.15	Compact Shelving				1	180	180	Medium	Core	
Subtotal Staff		19	21			2,650	Subtotal NSF			
I.02. Growth Contingency										
1.1.02.01	Projected Growth				1	300	300	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)	Optional	
Subtotal Staff						300	Subtotal NSF			

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1 Civic Center

Index Space Name

Staff	Work Mode	Space	Comments	Use	Space	
Current	Projected	Quantity	Unit NSF	Total	Designation	Designation

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

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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
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Review Draft April 21, 2006

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1 Civic Center

Index	Space Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation	
		Current	Projected		Quantity	Unit NSF				Total
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

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Index	Space Name	Staff		Work Mode	Space			Comments	Use Designation	Space Designation	
		Current	Projected		Quantity	Unit	NSF				Total
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			

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1 Civic Center											
Index	Space	Name	Staff		Work Mode		Space		Comments	Use Designation	Space Designation
			Current	Projected	Quantity	Unit	NSF	Total			
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.		

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

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			

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1 Civic Center

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

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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

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

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1 Civic Center										
<i>Index</i>	<i>Space</i>	<i>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 NSF</i>	<i>Total</i>	<i>Designation</i>	<i>Designation</i>
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
<i>Subtotal Staff</i>			5	7				1,680	<i>Subtotal NSF</i>	
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
<i>Subtotal Staff</i>								160	<i>Subtotal NSF</i>	

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Master Program Summary

1 Civic Center

Index Space Name

<i>Staff</i>	<i>Work Mode</i>	<i>Space</i>	<i>Comments</i>
<i>Current</i>	<i>Projected</i>	<i>Quantity Unit NSF</i>	<i>Total</i>

<i>Use</i>	<i>Space</i>
<i>Designation</i>	<i>Designation</i>

L. Community Services Department

L. Community Services Department

<i>Total Staff</i>	<i>5</i>	<i>7</i>	<i>Total Space</i>	<i>1,840</i>	<i>Departmental Net Square Footage</i>
				<i>1.35</i>	<i>Departmental Grossing Factor</i>
				<i>2,484</i>	<i>Departmental Gross Square Footage</i>
				<i>1,400</i>	<i>(Existing) Departmental Gross Square Footage</i>
				<i>1,084</i>	<i>Difference Between Program and Existing Available Square Footage</i>

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

1 Civic Center

Index	Space Name	Staff		Work Mode		Space		Comments	Use Designation	Space Designation
		Current	Projected	Quantity	Unit	NSF	Total			
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	

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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

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1 Civic Center

Index	Space Name	Staff		Work Mode		Space		Comments	Use Designation	Space Designation
		Current	Projected	Quantity	Unit	NSF	Total			
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

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1 Civic Center

Index	Space Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation	
		Current	Projected		Quantity	Unit NSF				Total
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	Library Server Room to include technology staging and repair.	Low	Core
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	10% of Programmed Departmental Square Footage (nominal modularity in s.f. allocation)	Medium	Optional
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		

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Master Program Summary

1 Civic Center									
Index	Space	Name	Staff	Work Mode	Space	Comments	Use	Space	
			Current	Projected	Quantity	Unit NSF	Total	Designation	Designation
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	High	Core
							Dependent upon configuration of departments in site options, satellite break rooms will be necessary.		
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	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
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	High
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		

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1 Civic Center									
<i>Index</i>	<i>Space</i>	<i>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>
									<i>Designation</i>
N. Support Space									
N.05. Departmental Storage									
I.N.05.01.		Departmental Storage			10	40	400		Low Core
		<i>Subtotal Staff</i>					400	<i>Subtotal NSF</i>	
N.06. Growth Contingency									
I.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>					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>	

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

1 Civic Center							
Index	Space	Name	Staff	Work Mode	Space	Comments	Use
			Current	Projected	Quantity	Unit NSF	Total
							Designation
							Designation
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
Subtotal Staff			Subtotal NSF				
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
Subtotal Staff			Subtotal NSF				
O.03. Plaza							
1.O.03.01		Plaza				hard surface area provide electrical connection for performances	Optional
Subtotal Staff			Subtotal NSF				
O.04. Parking							
1.O.04.01		Required Parking				[XX] Parking spaces required to support Civic Center.	Core
Subtotal Staff			Subtotal NSF				

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Master Program Summary

1 Civic Center

Index	Space Name	Staff		Work Mode		Space		Comments	Use Designation	Space Designation
		Current	Projected	Quantity	Unit	NSF	Total			

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

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

1 Civic Center

Index Space Name

Staff Work Mode Space
Current Projected Quantity Unit NSF Total

Use Space
Designation Designation

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

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

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		

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

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
Subtotal Staff		2	2			320	Subtotal NSF		
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
Subtotal Staff					4,200		Subtotal NSF		
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	
Subtotal Staff					480		Subtotal NSF		
B. The Museums of Los Gatos									
Total Staff		2	2	Total Space		5,000	Departmental Net Square Footage		
						1.40	Departmental Grossing Factor		
						7,000	Departmental Gross Square Footage		
							(Existing) Departmental Gross Square Footage		
							Difference Between Program and Existing Available Square Footage		

Los Gatos Civic Center and Library Strategic Master Plan

Master Program Summary

2 Partner Organizations

Index	Space	Name	Staff		Work Mode	Space		Comments	Use Designation	Space Designation
			Current	Projected		Quantity	Unit NSF			

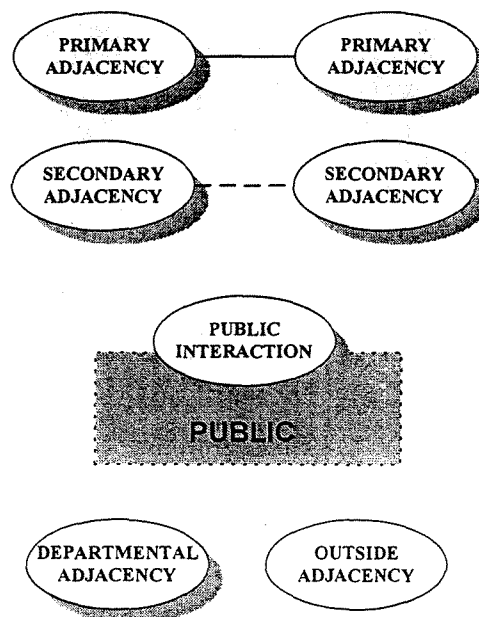
2 Partner Organizations Total

<i>Total Staff</i>	18	18	<i>Total Space</i>	20,552	<i>Site Component Departmental Gross Square Footage</i>					
				1.15	<i>Site Component Building Grossing Factor</i>					
				23,635	<i>Site Component Gross Square Footage</i>					
				15,466	<i>Site Component (Existing) Available Gross Square Footage</i>					
				8,169	<i>Difference Between Program and Existing Available Square Footage</i>					

Appendix 3 Functional Relationships

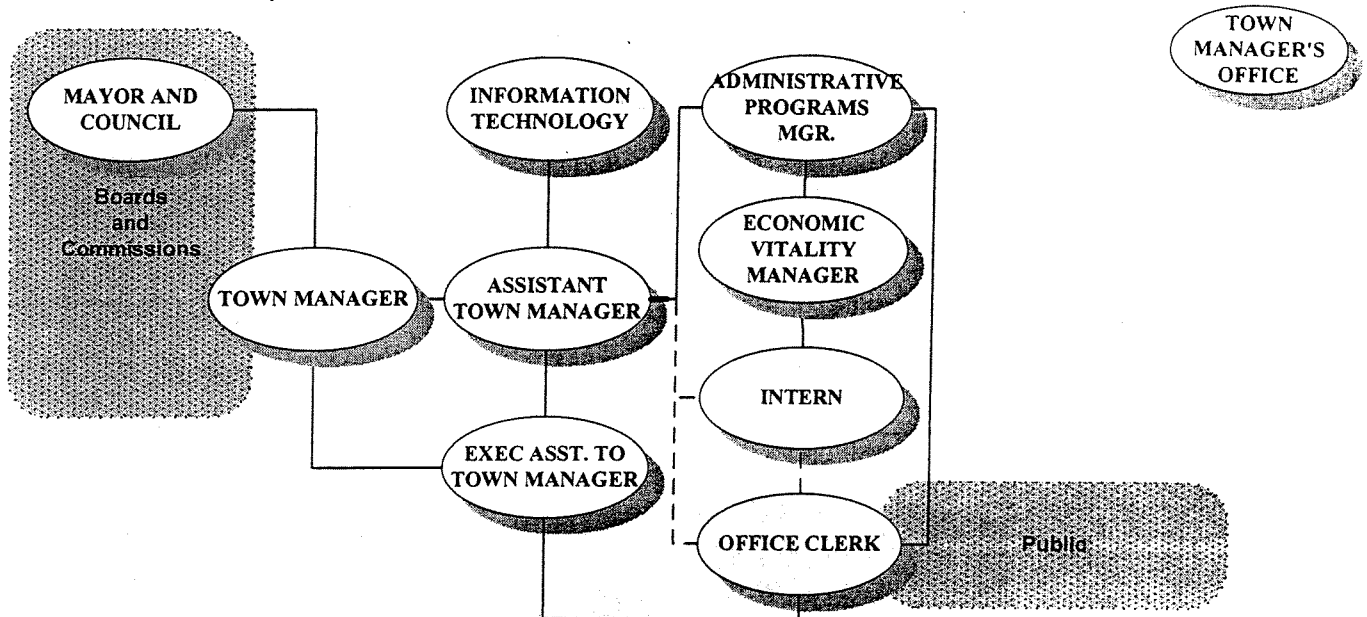
Functional Relationships

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.

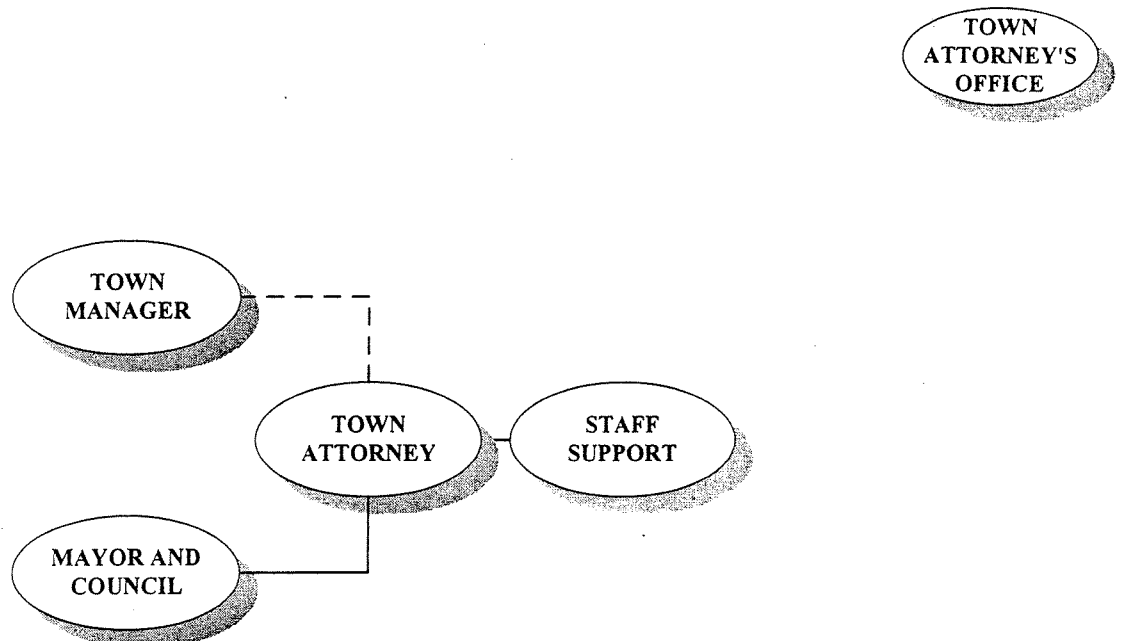


Appendix 3 Functional Relationships

Town Manager's Office



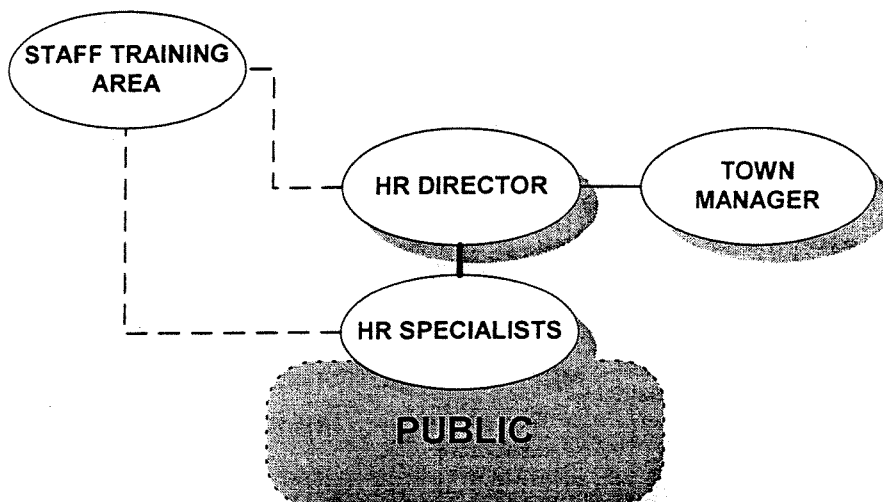
Town Attorney



Appendix 3 Functional Relationships

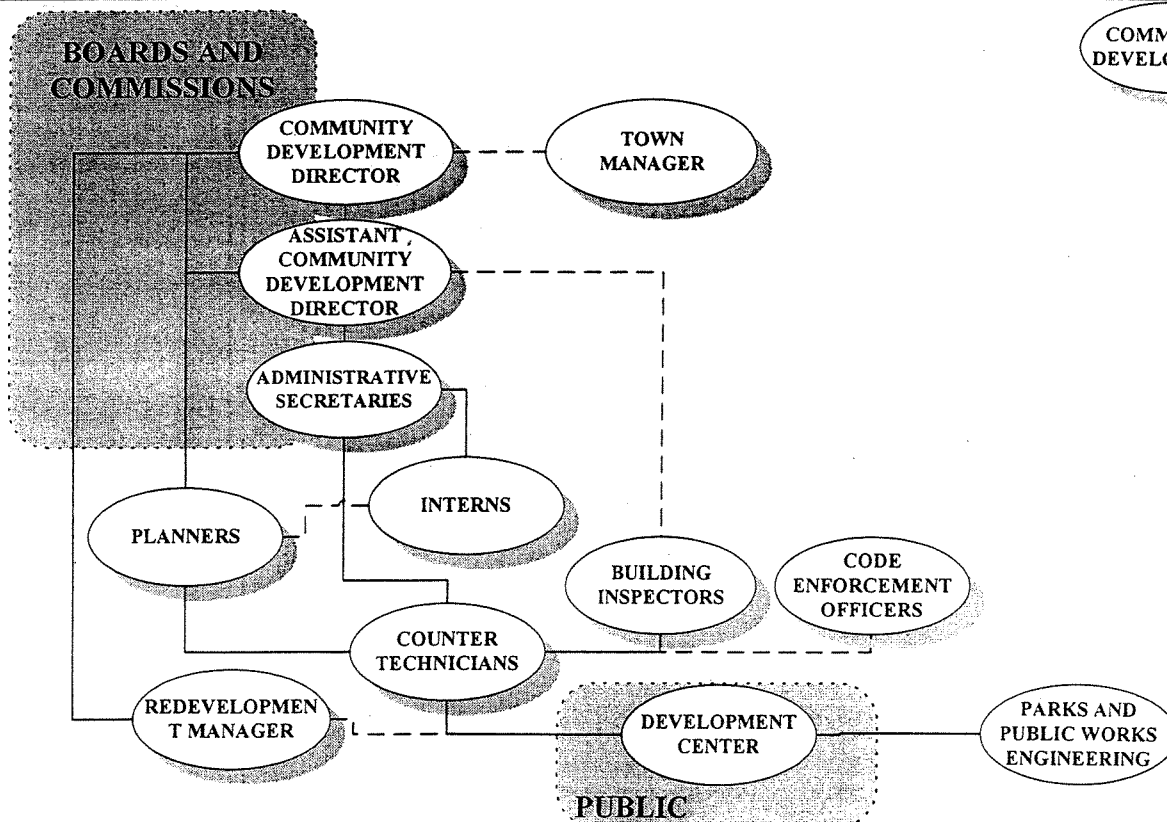
Human Resources

HUMAN RESOURCES

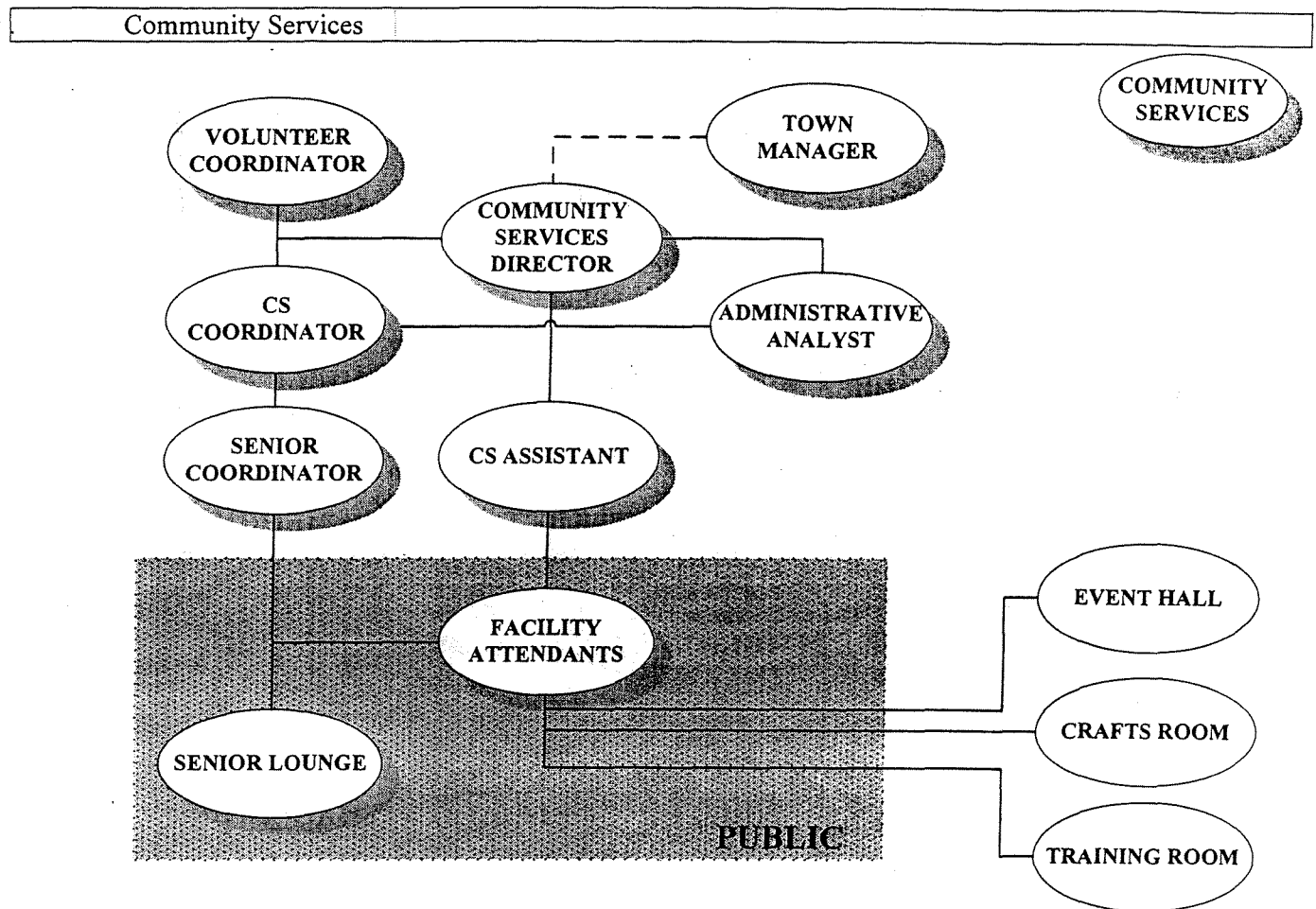


Community Development

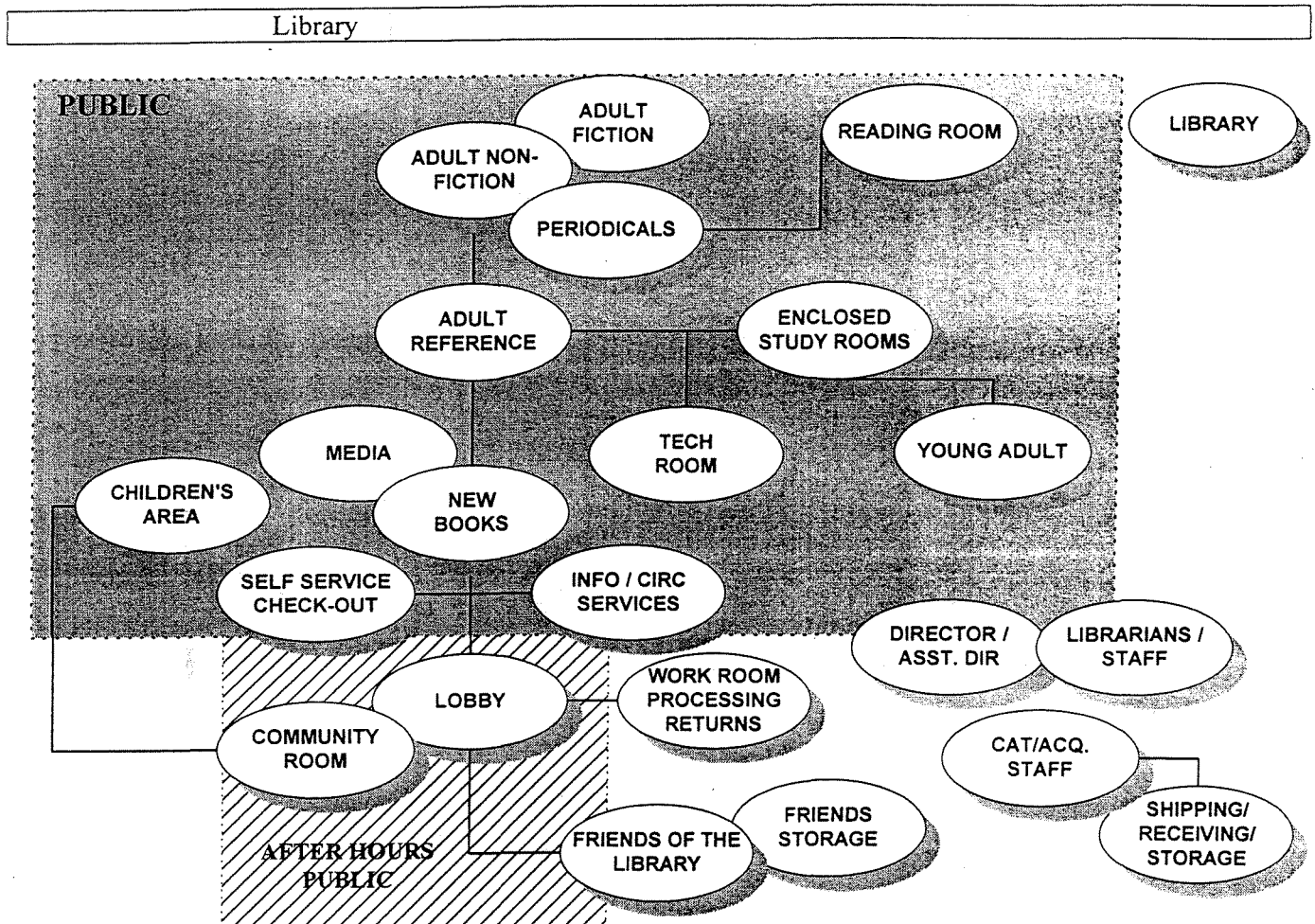
COMMUNITY DEVELOPMENT



Appendix 3 Functional Relationships



Appendix 3 Functional Relationships



Appendix 5

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.