

# City of Carlsbad, California

## Scoping and Space Planning Analysis for a New City Hall





# Table of Contents

Acknowledgments .....	4
Section 1: Executive Summary .....	7
Section 2: Space Needs Planning Analysis .....	11
2.1 Introduction .....	11-12
2.2 Background .....	12
2.3 Planning & Analysis – Workshop #1 .....	12-13
2.4 Space Planning .....	13-18
2.5 Department Adjacencies Detailed Data Gathering .....	19-21
2.6 Detailed Data Gathering .....	22-51
Section 3: Community Outreach .....	55
3.1 Introduction .....	55
3.2 Survey Response: City Hall and/or Faraday Center .....	55-62
3.3 Survey Response: City Council Chambers .....	63-69

# Acknowledgments

## City of Carlsbad

### COMMUNITY SERVICES BRANCH

Gary Barberio, Deputy City Manager

#### **Office of the City Clerk**

- Sheila Cobian, City Clerks Services Manager

#### **Community & Economic Development Department**

- Debbie Fountain, Community & Economic Development Director
- Jeremy Riddle, Development Services Manager

#### **Community Outreach & Engagement**

- Kristina Ray, Communications Manager

#### **Library & Cultural Arts Department**

- Heather Pizzuto, Library & Cultural Arts Director

#### **Parks & Recreations Department**

- Kyle Lancaster, Parks & Recreation Director

#### **Real Estate Department**

- Curtis M. Jackson, Real Estate Manager

### ADMINISTRATIVE SERVICES/FINANCE BRANCH

Laura Rocha, Deputy City Manager

#### **Finance Department**

- Kevin Branca, Finance Director

#### **Information Technology**

- Maria Callander, IT Director

#### **Human Resources**

- Judy Von Kalinowski, Human Resources Director

### PUBLIC WORKS BRANCH

Paz Gomez, Deputy City Manager

#### **Public Works Department**

- Craddock Stropes, Senior Management Analyst
- Steven Stewart, City Projects Manager

#### **City Manager's Office**

- Jason Haber, Assistant to the City Manager

#### **City Attorney's Office**

- Walter Chung, Assistant City Attorney

#### **Fire Department**

- Michael Lopez, Fire Division Chief

## Consultant Team

### **MIG**

Architects, Landscape Architects, Interpretive Planners

- Rick Barrett, Principal, Director of Design, Urban Design
- Dennis Meyer, ASLA, LEED AP, Principal, Landscape Architect
- Johanna Schorr, AIA, Principal/Director of Architecture, Architect, Project Manager

### **ID Studios, Inc.**

Interior Design

- Amy Morway, Principal, CID, LEED AP
- Jill Russell, Associate, CID, NCIDQ
- Dana Field, Designer

### **The Participation Company**

Community Outreach

- Doug Sarno, President



AVENUE PARK  
*Carlsbad*

# Section One: **Executive Summary**



# 1. Executive Summary

## Background

The Space Needs Analysis captures the projected needs for interior square footage to support the City of Carlsbad's scoping for a new City Hall. This evaluation studies how to utilize workspace for the City of Carlsbad services and the local community. The Space Needs Analysis is in support of the city government and city administration services through the year 2035.

The City of Carlsbad has reviewed several workplace concepts with the consultants and is recommending an approach for long-term, flexible, modular workspace. This approach increases open work environments; standardizes private office, open workstation and conference room sizes; increases shared collaborative spaces; and focuses on design for well-being including access to daylight, fresh air, and indoor/outdoor spaces.

## Analysis

In Phase 1 of the analysis, consultants from ID Studios, Inc. facilitated a workshop which helped identify space needs through a series of informative and interactive data gathering exercises with the City of Carlsbad administration leaders.

Phase 2 of the analysis focused on personnel growth projections. Interior workspace programming questionnaires were issued to city government and administration department leaders to gather individual workspace requirements for current and future city government members and city employees. The team followed up with individual interviews of key department leaders and city staff. The consultant team reviewed the square footage utilized for private office space, open office workstations, general conference rooms and applied growth factors to provide projections for 2035.

## Limitations

Space needs are preliminary and concept level only. Final design will require further studies, exploration, and updated city needs through an interactive design process. Among other requirements, during final design, measures such as the current California building codes, CalGreen codes, stormwater capture requirements, traffic demand management, and fire prevention will be evaluated as the project develops.

## Results

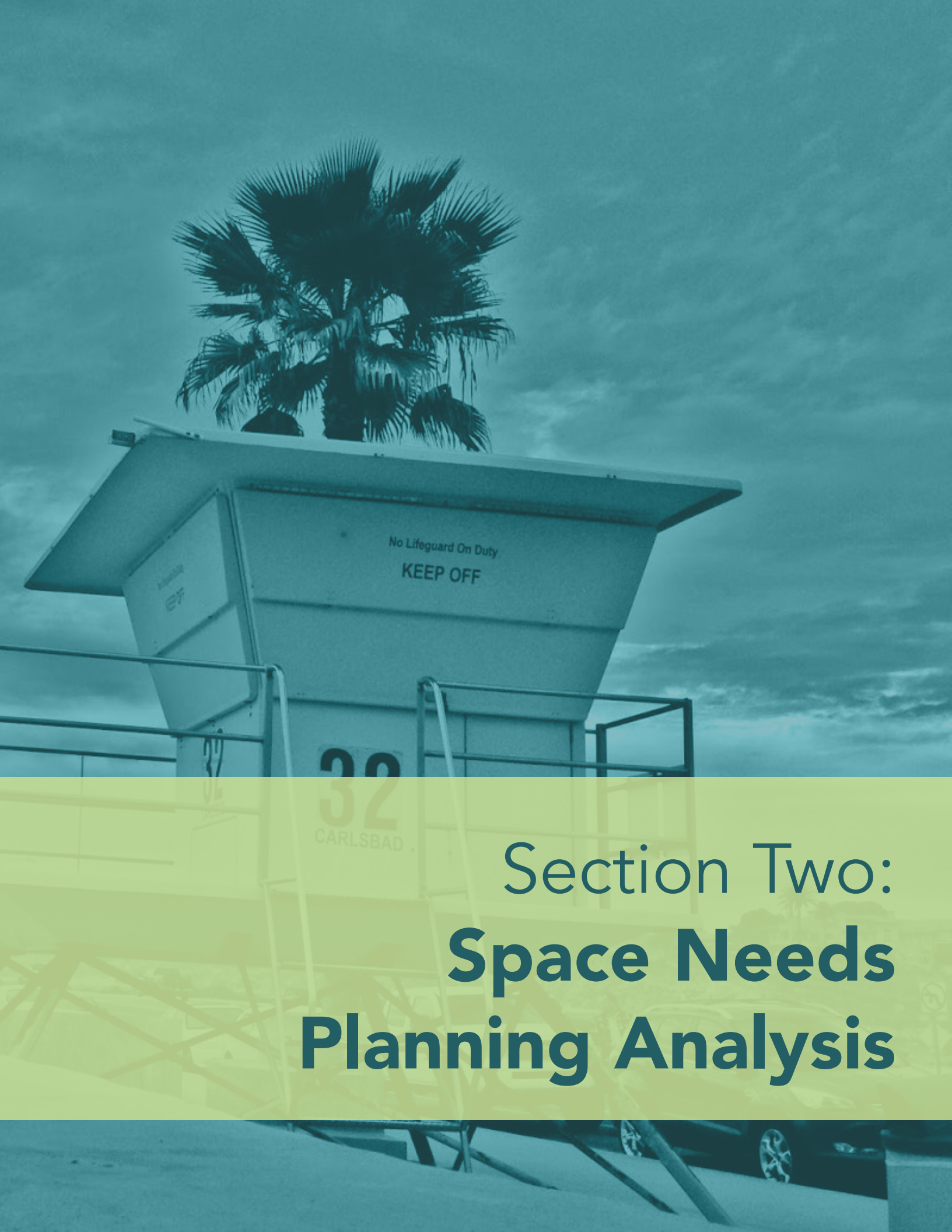
The consulting team developed an overall Space Needs Analysis Summary for workforce projections to the year 2035.

The overall building summary has been estimated for a single building, single story scenario, and for a multi-story/multiple building scenario. The baseline square footage for a single building/single story scenario is 141,761 SF. The baseline square footage for a multi-story/multiple building scenario is 184,289 SF. Current square footage provided in the Scoping & Space Planning Analysis Request for Proposals (RFP) indicated that the City's existing City Hall property has a cumulative total of 43,500 SF, and the Faraday Center has 68,000 SF, for a total of 111,500 SF.

2019 staff total 278 people for the departments identified in this study. Staff projections for 2035 are estimated at 333 people for the same departments.







# Section Two: **Space Needs Planning Analysis**



## 2. Space Needs Planning Analysis

### 2.1 Introduction

This Space Analysis was prepared in 2018 by a team of consultants from MIG | Portico and ID Studios, Inc. The consulting team collaborated to create a future site selection process that is rooted in data, and informed by the City of Carlsbad leaders, administration and public input.

The purpose of this segment of the process is Space Needs Analysis. It captures projected needs for interior square footage to support the City of Carlsbad's initiative to evaluate how they might best utilize workspace for the city government, City of Carlsbad administration, the delivery of associated services and to enrich the sense of local community in the future. The City of Carlsbad administrative staff has grown to accommodate the city's increasing population and currently houses the administrative staff in multiple locations throughout the City of Carlsbad; Pine Avenue, City Hall and Faraday Center buildings. One consideration is to consolidate and possibly relocate City Hall and administration to a single site location that could accommodate a place-making Civic Center Campus that could also include cultural arts space, community meeting space, plazas and gathering spaces.

One component necessary in the evaluation of the delivery of services and supporting an informed site selection includes assisting the City of Carlsbad in understanding their overall city government and city administration space needs. How much space is really needed in the support of the city government and administration services? Can the City of Carlsbad be more efficient in their usage of space? These questions are just two of the many that the City of Carlsbad wishes to evaluate. To help guide the process and develop a road map for space needs and site selection, the City of Carlsbad contracted with the consulting team to develop this Space Needs Analysis.

#### Assumptions – Overall

This Space Needs Analysis identifies projected space requirements through the year 2035, as identified by the City of Carlsbad in their request for proposal pre-proposal meeting dated October 3, 2017. Personnel growth projections were provided by city government and administration leaders. Future advancements in technology were taken into consideration, understanding that it would impact how the

City delivered services, communicated with its citizens and how jobs would function. However, this study space was determined by 2019 job practices and standards, making the building usable for "Day One."

It is the assumption that the information included in this study is intended to serve as a basis for decision making, a starting point for future planning and that this information is dynamic. Once a site selection is determined and an architectural team is selected, all data should be validated and adjusted as required for modifications or changes in city government, city administration, service provision, methods of delivery and any modifications in the City of Carlsbad's overall workspace goals for a future Civic Center Campus.

#### Assumptions – Planning

The data outlined in this Space Needs Analysis is based on a single building scenario, assuming all requirements are accommodated on a single site. Factors are applied as explained in further detail later in this document to estimate a multi-story/multiple building scenario.

Square footage utilized for private office space, open office workstations and general conference rooms reflects standard sizes recommended by City of Carlsbad's administration leadership.

Space type and square footage utilized for all other areas included in this analysis is based on existing facility tours, questionnaire responses from and interviews with city government and city administration leaders, as well as public survey input.

Some City departments and/or functions and services within these departments are to remain at other locations such as the safety center, maintenance and operations center, public libraries, community centers and portions of Fire, and Parks & Recreation.

## PLANNING DEFINITIONS:

### **Assignable Square Footage (ASF):**

The actual interior area between the enclosing walls of any space.

### **Circulation Factor (CF):**

A numerical percentage applied to areas derived from office, workstation and ancillary spaces that accounts for general circulation.

### **Interior Core Factor (ICF):**

A numerical percentage applied for supporting areas necessary to a functioning building such as hallways, stairs, elevators, restrooms, utility rooms, etc.

### **Gross Factor (GF):**

A numerical percentage applied to allow for all unassignable space within and including the exterior walls of a building.

### **Multiple Story Factor (MSF):**

A numerical percentage that will increase the baseline area for a (1) one story (1) one building baseline.

### **Multiple Building Factor (MBF):**

A numerical percentage that will increase the baseline area for a (1) one building baseline.

## PLANNING ASSUMPTIONS:

### **Circulation Factor (CF):**

A circulation factor of 50% has been applied to department and shared ancillary spaces for total Assignable Square Footage (ASF). A factor of 50% circulation is aligned with current industry standards for workspace planning with the intent of allowing for flexible future planning.

### **Interior Core Factor (ICF):**

An interior core factor of 1.15 has been applied to the Assignable Square Footage.

### **Gross Factor (GF)/ Multiple Story Factor (MSF)/ Multiple Building Factor (MBF):**

A factor of 1.3 has been applied to the overall sum of Assignable Square Footage (ASF) plus Circulation Factor (CF) and Interior Core Factor (ICF) to accommodate Gross Factor (GF)/ Multiple Story Factor (MSF)/ Multiple Building Factor (MBF).

## 2.2 Background

The following information has been gathered through existing facility tours, an intensive two-day workshop, departmental surveys, community surveys and program data gathering meetings with city government and administration leaders. This information gathering exercise took place between March of 2018 and July of 2018.

## 2.3 Planning & Analysis – Workshop #1

The consulting team began the site selection and space analysis planning process through a series of informative and interactive data gathering exercises over the course of an intensive two-day workshop with the City of Carlsbad administration leaders.

The goals of the workshop were to identify key site selection criteria, identify components of meaningful place making and visitor experience, define goals for style, aesthetics and qualities of City Hall structures and develop a basis for city government and administration program data gathering.



**Workshop 1 Exercise**

## Workshop Key Topics

- Site selection criteria
- Location adjacencies
- Qualities and materials
- Place making and visitor experience
- Site activities and uses
- City Hall structures and interiors
- Style, aesthetics and qualities
- Staff experience and workspace trends



Workshop 1 Exercise

## 2.4 Space Planning

This segment of space analysis dives deeper into interior space planning for the City of Carlsbad's government and administration. Focused discussions on workspace engagement and trends, long range flexible planning methods and design for well-being assisted in the determination of interior space standards and methods utilized in this Space Needs Analysis. The City of Carlsbad believes they will be able to increase spatial efficiency within the workspace and provide a more convenient visitor experience for its citizens in the future.

### Guiding Principles – Interior Space Planning

The following Guiding Principles for interior space analysis were developed and defined during the two-day workshop by City of Carlsbad administration leaders. An overarching guiding principle emerged: *Reflect Quality and Character of the City of Carlsbad and Community Vision*. Other primary guiding principles are:

#### ENGAGEMENT

- Create a sense of belonging
- Increase shared spaces to allow for more efficient use of real estate and promote collaboration
- Provide a balance of employee individual workspace and shared collaborative workspace
- Allow for high quality user experiences

#### FUTURE PROOFING

- Allow for flexible workspace
- Long term: allow departments to expand and contract without construction
- Short term: provide day to day flexibility
- Infuse upgraded technology throughout workspace

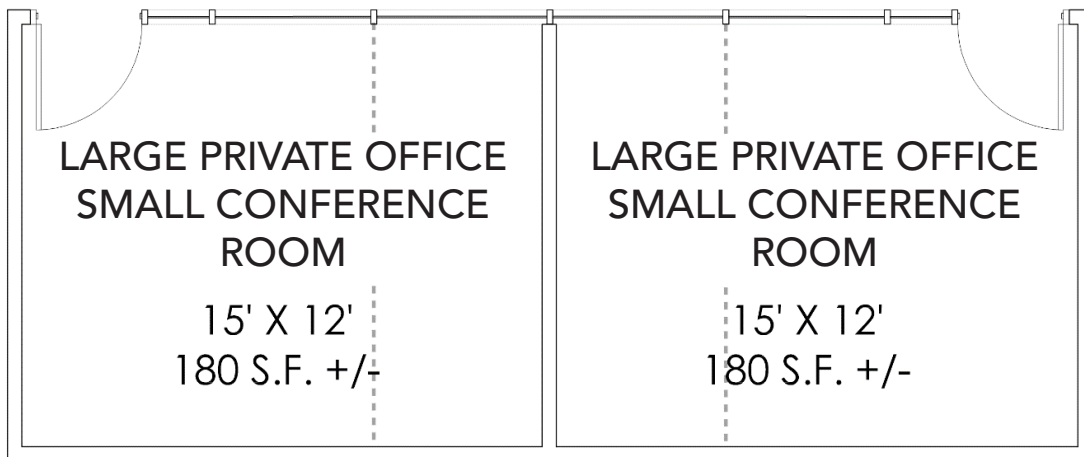
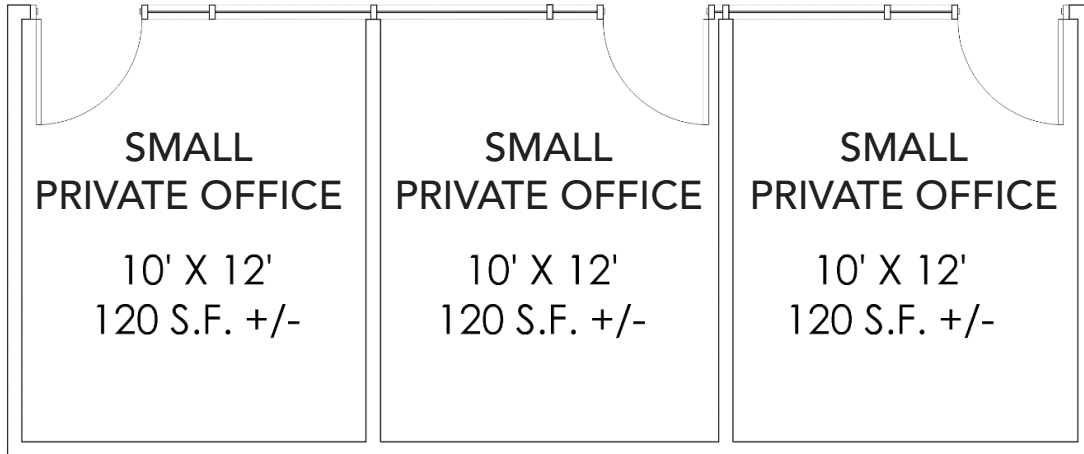
#### WELL-BEING

- Allow for the distinction of public access space and employee workspace
- Security and safety are important, visual security and physical security
- Allow for indoor outdoor connection(s)
- Provide access to natural daylight for all employees

### Space Planning Approach

The City of Carlsbad has directed the planning team to develop a long term flexible modular workspace planning approach after careful review of multiple planning methods in Workshop #1 for the development of this Space Needs Analysis. A modular planning approach allows for flexibility and change over time by allowing for departmental expansion and contraction across work environments with limited or no interior building modifications. This is achieved through the standardization of private office, open workstation and conference room sizes and an increase in shared spaces versus spaces dedicated for the use of a single department. In addition to a modular planning approach, the City of Carlsbad would like to employ a focus on design for well-being including access to natural daylight, fresh air and indoor/outdoor connection spaces.

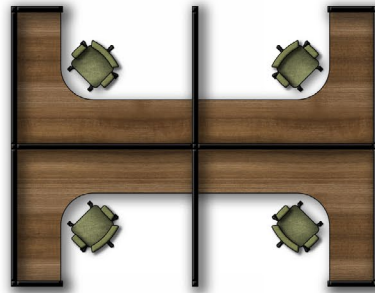
## Planning Approach: Modular Planning



## Workpace Standards: Workstations

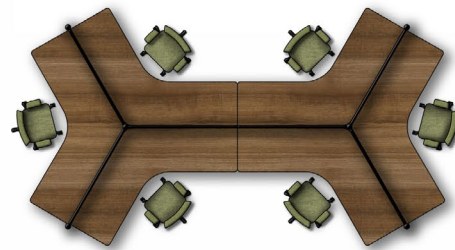


+/- 56 Square Feet Rectangular

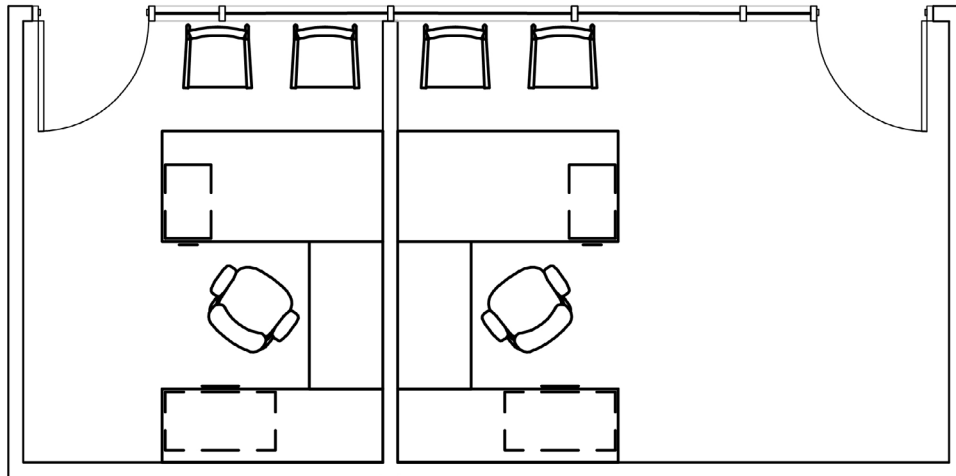


+/- 56 Square Feet 120 Degree

*Images Courtesy of Steelcase*



## Workspace Standards: Private Offices



+/- 120 Square Feet

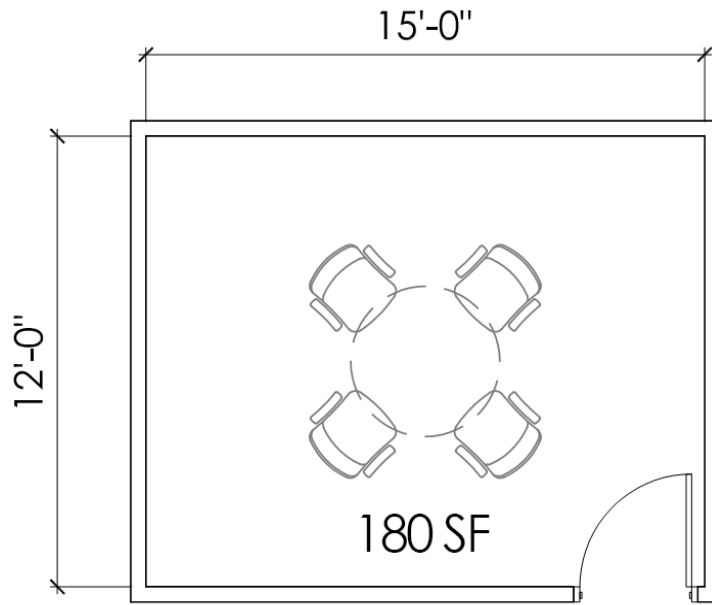
+/-180 Square Feet



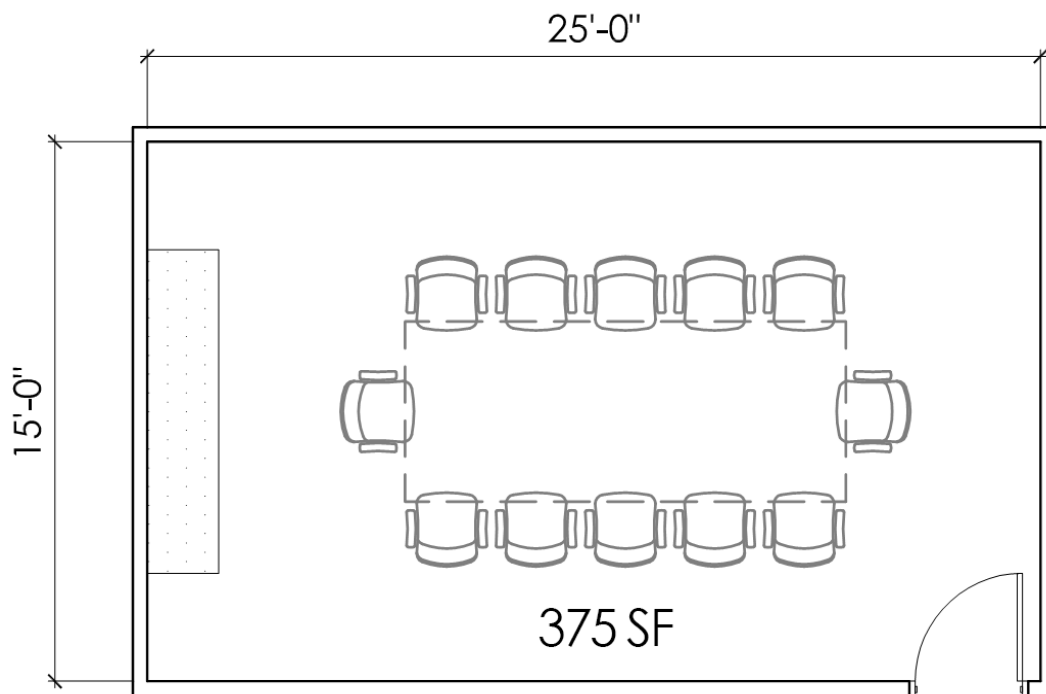
Image Courtesy of Steelcase



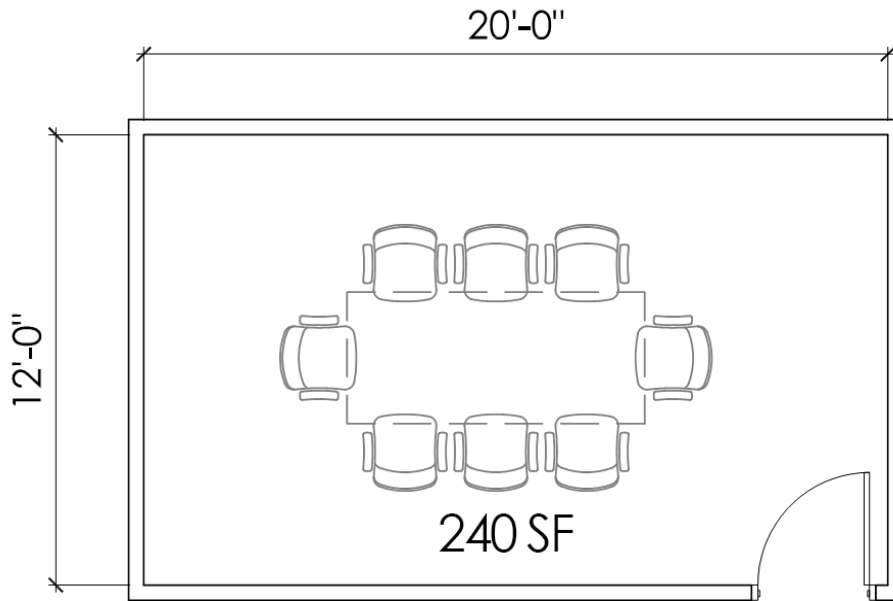
## Workpace Standards: Conference Rooms



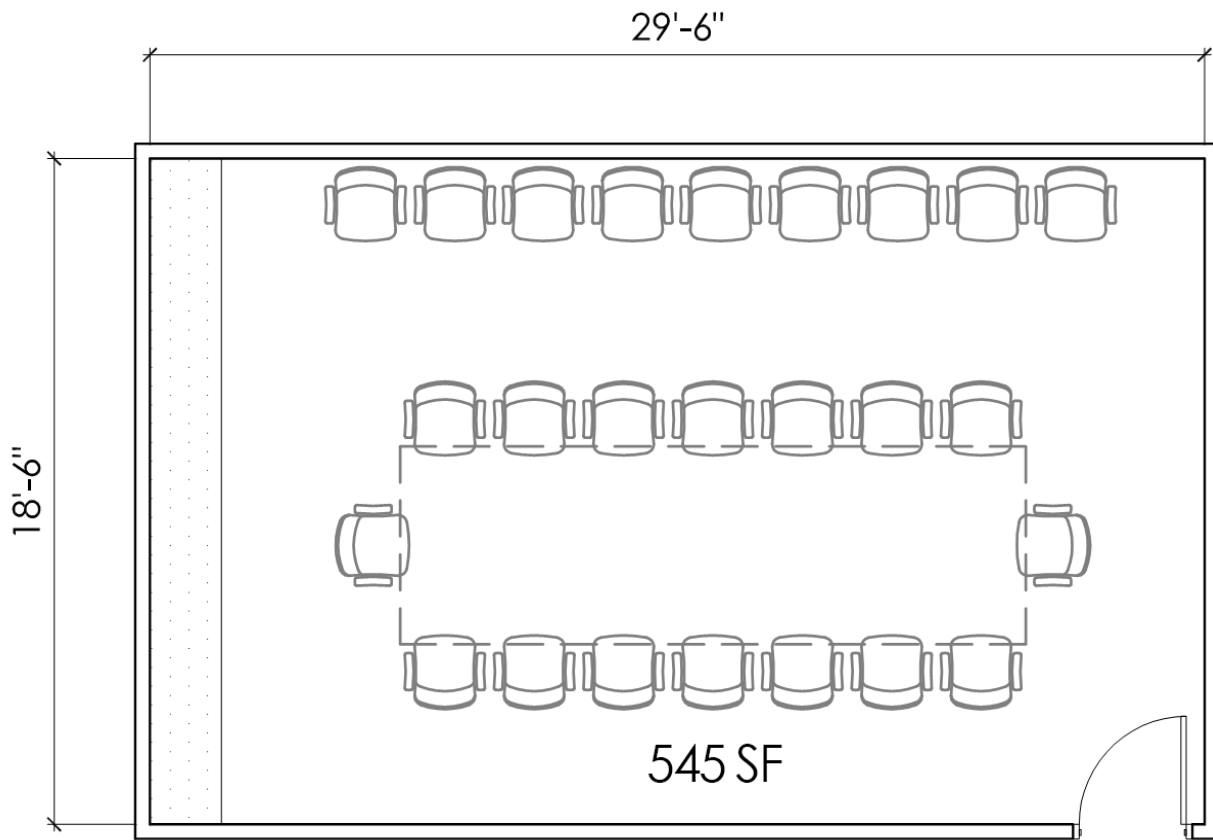
**STANDARD SMALL CONFERENCE**



**STANDARD LARGE CONFERENCE**



**STANDARD MEDIUM CONFERENCE**



**STANDARD EXTRA LARGE CONFERENCE**

## 2.5 Department Adjacencies

This matrix was developed by City of Carlsbad department leaders during Workshop #1 and identifies the relative priority for adjacencies between departments

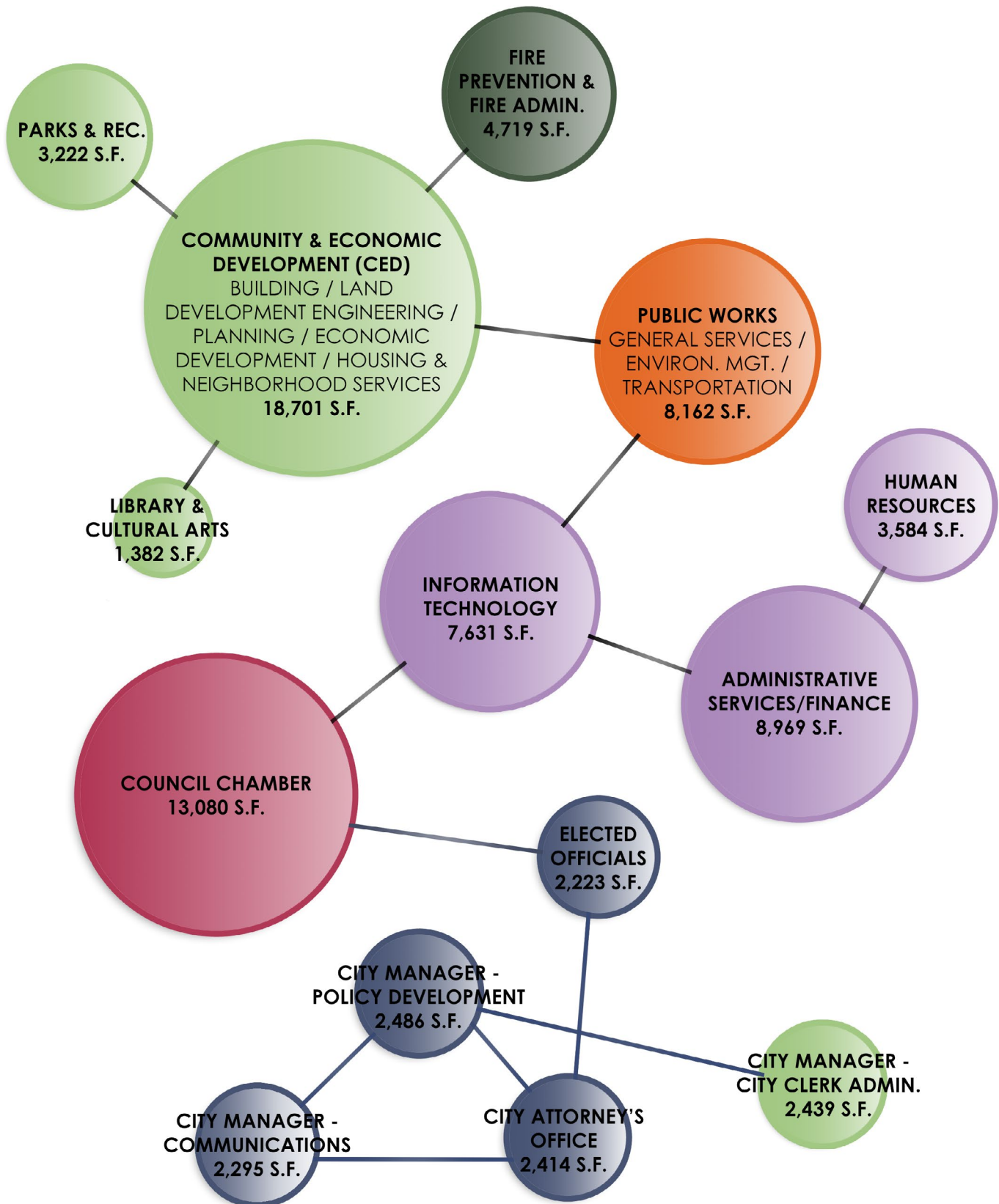


- = DIRECT ADJACENCY
- = SAME FLOOR
- = SAME BUILDING

	ADMINISTRATIVE SERVICES	CED - ECONOMIC DEVELOPMENT	CED - BUILDING	CED - HOUSING & NEIGHBORHOOD SERVICES	CED - LAND DEVELOPMENT ENGINEERING	CED - PLANNING	CITY ATTORNEY'S OFFICE	CITY MANAGER - CITY CLERK ADMIN	CITY MANAGER - COMMUNICATIONS	CITY MANAGER - POLICY DEVELOPMENT	CITY GOVERNMENT - ELECTED OFFICIALS	FIRE PREVENTION / FIRE ADMIN	HUMAN RESOURCES	INFORMATION TECHNOLOGY	LIBRARY & CULTURAL ARTS	PARKS & RECREATION	PUBLIC WORKS ADMIN.	PUBLIC WORKS - ENVIRONMENTAL MANAGEMENT	PUBLIC WORKS - GENERAL SERVICES	PUBLIC WORKS - TRANSPORTATION/CM/ENG & CIP	
ADMINISTRATIVE SERVICES/FINANCE	—						◊	◊	◊	◊	◊		●	●							
CED - ECONOMIC DEVELOPMENT		—	●	●	●	●		●				●		●		●					●
CED - BUILDING		●	—	●	●	●		●				●		●		●					
CED - HOUSING & NEIGHBORHOOD SERVICES		●	●	—	●	●		●				●		●		●					
CED - LAND DEVELOPMENT ENGINEERING		●	●	●	—	●		●				●		●		●					●
CED - PLANNING		●	●	●	●	—		●				●		●		●					
CITY ATTORNEY'S OFFICE							—	●	●	●	●										
CITY MANAGER - CITY CLERK ADMIN		●	●	●	●	●	●	—	●	●	●										
CITY MANAGER - COMMUNICATIONS							●	●	—	●	●										
CITY MANAGER - POLICY DEVELOPMENT	●						●	●	●	—	●		●	●							
CITY GOVERNMENT - ELECTED OFFICIALS							●	●	●	●	—										
FIRE PREVENTION / FIRE ADMIN.		●	●	●	●	●						—									
HUMAN RESOURCES	●									●			—	●							
INFORMATION TECHNOLOGY	●	●	●	●	●	●				●			●	—							●
LIBRARY & CULTURAL ARTS															—						
PARKS & RECREATION		●	●	●	●	●										—					
PUBLIC WORKS ADMIN.																	—	●	●	●	
PUBLIC WORKS - ENVIRONMENTAL MANAGEMENT																		—	●	●	●
PUBLIC WORKS - GENERAL SERVICES																		●	●	—	●
PUBLIC WORKS - TRANSPORTATION/CM/ENG & CIP		●			●									●				●	●	●	—

1 **NOTE:** THE ELECTED CITY TREASURER, LOCATED WITHIN THE ADMINISTRATIVE SERVICES DEPARTMENT, WOULD PREFER TO HAVE A DIRECT ADJACENCY TO THE FOLLOWING DEPARTMENTS: CITY ATTORNEY'S OFFICE, CITY MANAGER - CITY CLERK ADMIN., CITY MANAGER - COMMUNICATIONS, CITY MANAGER - POLICY DEVELOPMENT, AND CITY GOVERNMENT - ELECTED OFFICIALS.

This bubble diagram represents adjacency requirements as defined by the leadership of the City of Carlsbad. The sizes of each bubble graphically depict the relative size of each department in relation to other departments based on the assignable square footage (ASF) requirements outlined in this Space Needs Analysis.



## Table by Department

COLOR	DEPARTMENT	ASSIGNABLE S.F. 2018	ASSIGNABLE S.F. 2035
	<b>ADMINISTRATIVE SERVICES / FINANCE BRANCH</b> ADMINISTRATIVE SERVICES / FINANCE HUMAN RESOURCES INFORMATION TECHNOLOGY	10,940 S.F. 2,695 S.F. 4,500 S.F.	8,969 S.F. 3,584 S.F. 7,631 S.F.
	<b>COMMUNITY SERVICES BRANCH</b> <b>COMMUNITY &amp; ECONOMIC DEVELOPMENT (CED)</b> BUILDING LAND DEVELOPMENT ENGINEERING PLANNING ECONOMIC DEVELOPMENT HOUSING & NEIGHBORHOOD SERVICES  CITY MANAGER - CITY CLERK ADMIN. LIBRARY & CULTURAL ARTS ADMIN. PARKS & RECREATION ADMIN.	16,878 S.F.       2,000 S.F. N/A* N/A*	18,701 S.F.       2,439 S.F. 1,382 S.F. 3,222 S.F.
	<b>COUNCIL CHAMBER</b>	2,500 S.F.	13,080 S.F.
	CITY ATTORNEY'S OFFICE CITY GOV. - ELECTED OFFICIALS CITY MANAGER - COMMUNICATIONS CITY MANAGER - POLICY DEV.	3,450 S.F. N/A 2,400 S.F. 4,750 S.F.	2,414 S.F. 2,223 S.F. 2,295 S.F. 2,486 S.F.
	<b>FIRE PREVENTION &amp; FIRE ADMIN.</b>	3,917 S.F.	4,719 S.F.
	<b>PUBLIC WORKS</b> GENERAL SERVICES ENVIRONMENT MANAGEMENT TRANSPORTATION	5,850 S.F.	8,162 S.F.

\* These departments currently have areas in other parts of the city – not in either Faraday Center or the existing City Hall – but are anticipated to have a presence in the Civic Center.

## 2.6 Detailed Data Gathering

Interior workspace programming questionnaires were developed for city government, city administration and ancillary shared spaces. The questionnaires were based on the outcomes of Workshop #1. These programming questionnaires were issued to representatives of city government and administration departments for gathering of individual workspace requirements for all current and projected future city government members and city administration department employees. In addition to individual workspace for city government members and city administration department employees, the questionnaires asked for input on the following topics: dedicated departmental support space, department adjacencies, shared ancillary spaces and any associated public facing services. Dedicated departmental support space is additional work or storage space to support the primary workspace. These areas are specific to a department's functional requirements and are not shared by staff outside the department. Areas such as council chamber, conference rooms, copy/print stations, break/coffee areas and lobbies are shared ancillary support spaces.

### Conference and Multipurpose Rooms – Usage Studies

Conference Room Use Summaries are the result of feedback from department leaders during the program questionnaire process and departmental interviews. Each department identified how many times a week they currently utilize small, medium, large and extra-large conference rooms. The results can be found in the following summary tables. This information was considered in determining the quantities and types of conference and meeting spaces identified in the Ancillary Summary portion of this Space Needs Analysis.

#### CONFERENCE ROOMS: SUMMARIES OF 2018 USAGE

##### CONFERENCE ROOMS: USE PER WEEK BY DEPARTMENT

DEPARTMENT	SMALL (4-6)	MEDIUM (6-8)	LARGE (10-12)	EXTRA LARGE (16+)
Administrative Services	12	7	1	2
CED	10	4	8	6
City Attorney's Office	0	1	0	0
City Clerk	3	0	2	0
City Manager's Office - Communications	0	0	5	0
City Manager's Office - Policy Development	10	10	8	4
Fire Prevention & Fire Admin.	10	8	0	5
Human Resources	1	5	1	1
Information Technology	5	5	5	0
Library & Cultural Arts	6	1	0	2
Parks & Recreation	4	0	3	0
Public Works	10	0	20	20
<b>TOTALS</b>	<b>71</b>	<b>41</b>	<b>53</b>	<b>40</b>

**CONFERENCE ROOMS: EXISTING VS. PROPOSED**

	SMALL (4-6)	MEDIUM (6-8)	LARGE (10-12)	EXTRA LARGE (16+)
<b>EXISTING</b>				
Existing: Faraday 1st Floor	0	0	3	0
Existing: Faraday 2nd Floor	1	2	4	0
Existing: City Hall	0	0	2	0
<b>TOTAL</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>0</b>
<b>TOTAL EXISTING 2018: 12</b>				

<b>PROPOSED</b>				
Proposed: Dispersed	8	4	2	2
<b>TOTAL</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>2</b>
<b>TOTAL PROPOSED 2035: 16</b>				

**NOTES**

(1) proposed extra large conference room included in this count is the Conference/Green Room in the council chamber (550 SF). The space is to function as a meeting space when City Council is not in session.

**MULTIPURPOSE ROOMS: SUMMARY OF 2018 USAGE**

**Multipurpose/Training Rooms: Use Per Month by Department**

DEPARTMENT	30 SEATS	50 SEATS	75 SEATS	100 SEATS
Administrative Services	0	1	0	0
CED	0	1	0	0
City Attorney's Office	0	0	0	0
City Clerk	1	0	0	0
City Manager's Office - Communications	0	0	0	0
City Manager's Office - Policy Development	4	0	0	0
Fire Prevention & Fire Admin.	8	0	0	0
Human Resources	3	3	3	3
Information Technology	0	1	0	0
Parks & Recreation	8	0	0	0
Public Works	4	0	0	1
<b>TOTALS</b>	<b>28</b>	<b>6</b>	<b>3</b>	<b>4</b>

**PROVIDED:** 6,500 SF MULTIPURPOSE ROOM DIVISIBLE BY 4 (40 SEATS EACH)

## Restroom Code Requirements and Calculations

The following code requirement study is for informational purposes only.

The restroom calculations included in this analysis utilize the 2016 California Plumbing Code for occupant load factor and fixture counts. As the California Plumbing Code is updated every three years, the current information and factors may change and will need to be verified prior to the final design process. The calculations identify the minimum required

restroom fixtures. The City of Carlsbad may decide in the future to increase this number for convenience and/or desired needs for public and private restroom access and separation (for example, gender neutral restrooms might be added). To determine the fixture count we utilized the overall usable or assignable square footage. This number does not include a multiple building factor or circulation. Accessory spaces like hallways and stairs are not included in the calculations. This analysis has broken the restroom calculations in two segments, Council Chamber and all other administration spaces. In addition, it assumes a (1) one building on (1) one site baseline scenario. Additional restrooms would be required to accommodate a multiple building campus.

### RESTROOM CODE REQUIREMENTS SUMMARY

#### (B) OCCUPANCY : OFFICE

	# OF OCCUPANTS*	WATER CLOSETS		URINALS	LAVATORIES		DRINKING FOUNTAINS
		MALE	FEMALE	MALE	MALE	FEMALE	
<b>CALCULATED</b>	<b>398</b>	<b>4</b>	<b>11</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>3</b>
<b>ACTUAL**</b>	<b>398</b>	<b>6</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>3</b>

\* The number of occupants is half the total number of the (B) occupancy to represent a 50 percent male and 50 percent female ratio. Calculated with (B) Office occupancy from CPC Table 422.1.

\*\*The Actual number of fixtures adjusts the calculated totals to comply with the CPC requirement that the fixture count shall be equal for both sexes.

#### (A-1) OCCUPANCY : COUNCIL CHAMBER

	# OF OCCUPANTS*	WATER CLOSETS		URINALS	LAVATORIES		DRINKING FOUNTAINS
		MALE	FEMALE	MALE	MALE	FEMALE	
<b>CALCULATED</b>	<b>156</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>ACTUAL**</b>	<b>156</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>

\* The number of occupants is half the total number of the (A) occupancy to represent a 50 percent male and 50 percent female ratio. Calculated with (A-1) Assembly occupancy from CPC Table 422.1.

\*\*The Actual number of fixtures adjusts the calculated totals to comply with the CPC requirement that the fixture count shall be equal for both sexes.



**TOTAL RESTROOM FIXTURES REQUIRED**

	WATER CLOSETS		URINALS	LAVATORIES		DRINKING FOUNTAINS
	MALE	FEMALE	MALE	MALE	FEMALE	
<b>TOTAL</b>	<b>8</b>	<b>15</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>4</b>

**GENERAL NOTES**

1	The square footage used is assignable and does not include circulation, core factor or building factor.
2	The calculations use 2016 California Plumbing Code <b>Table A</b> for occupant load factor.
3	The calculations use 2016 California Plumbing Code <b>Table 422.1</b> for fixture counts.
4	The calculations identify the minimum number of fixtures required.
5	The calculations assume a (1) building scenario.

**RESTROOM CODE REQUIREMENTS: COUNCIL CHAMBER**

(A) OCCUPANCY AREA - PUBLIC ACCESS	QUANTITY	S.F. PER AREA	ASSIGNABLE S.F.
	2035		2035
Dais Area	1	500	500
Multipurpose Area	1	500	500
Seating	1	2,000	2,000
Press Area	1	250	250
<b>TOTAL SQUARE FOOTAGE</b>			<b>3,250</b>
<b>OCCUPANT LOAD FACTOR: GROUP (A-1)</b>			<b>15</b>
<b>OCCUPANT LOAD OF (A-1) OCCUPANCY AREA:</b>			<b>217</b>

(A) OCCUPANCY AREA	QUANTITY	S.F. PER AREA	ASSIGNABLE S.F.
	2035		2035
Over Flow Room	1	1,500	1,500
Lobby	1	500	500
Conference Room/Green Room	1	550	550
<b>TOTAL SQUARE FOOTAGE</b>			<b>2,550</b>
<b>OCCUPANT LOAD FACTOR: GROUP (A-2)</b>			<b>30</b>
<b>OCCUPANT LOAD OF (A-2) OCCUPANCY AREA:</b>			<b>85</b>

(B) OFFICE OCCUPANCY AREA	QUANTITY	S.F. PER AREA	ASSIGNABLE S.F.
	2035		2035
Council Chamber Storage	1	700	700
Over Flow Storage	1	240	240
Council Chamber Supply Storage	1	120	120
AV & Electrical Equipment Room	1	400	400
Server Room	1	200	200
<b>TOTAL SQUARE FOOTAGE</b>			<b>1,660</b>
<b>OCCUPANT LOAD FACTOR: GROUP (B)</b>			<b>200</b>
<b>OCCUPANT LOAD OF (B) OCCUPANCY AREA:</b>			<b>9</b>

<b>TOTAL SQUARE FOOTAGE OF COUNCIL CHAMBER AREA</b>	<b>7,460</b>
<b>TOTAL OCCUPANTS IN COUNCIL CHAMBER AREA</b>	<b>311</b>

#### GENERAL NOTES

1	The square footage used is assignable and does not include circulation, core factor or building factor.
2	The calculations use 2016 California Plumbing Code <b>Table A</b> for occupant load factor.
3	The calculations assume a (1) building scenario.

#### RESTROOM CODE REQUIREMENTS: OFFICE

(A) OCCUPANCY AREA	QUANTITY	S.F. PER AREA	ASSIGNABLE S.F.	KEY NOTES
	2035		2035	
Conference Rooms - General Use	2	180	360	
Multipurpose Rooms	1	6,500	6,500	
Conference Rooms - Small (4 people)	6	180	1,080	
Conference Rooms - Medium (6-8 people)	7	240	1,680	
Conference Rooms - Large (10-12 people)	3	375	1,125	
Conference Rooms - Extra Large (14-24)	3	550	1,650	
Central Café and Game/Media Room	1	1,000	1,000	
Fitness Facility	1	1,000	1,000	
Multipurpose Breakout Area	1	500	500	
Coffee Bars/Break Hubs	4	100	400	
<b>TOTAL SQUARE FOOTAGE</b>			<b>15,295</b>	
<b>OCCUPANCY LOAD FACTOR OF (A-2) OCCUPANCY AREA</b>			<b>30</b>	
<b>OCCUPANT LOAD OF (A) OCCUPANCY AREA</b>			<b>510</b>	

(S) OCCUPANCY AREA - STORAGE	QUANTITY	S.F. PER AREA	ASSIGNABLE S.F.	KEY NOTES
	2035		2035	
Warehouse Storage	1	1,000	1,000	
<b>TOTAL SQUARE FOOTAGE</b>			<b>1,000</b>	
<b>OCCUPANCY LOAD FACTOR OF (S) OCCUPANCY AREA</b>			<b>5,000</b>	
<b>OCCUPANT LOAD OF (S) OCCUPANCY AREA</b>			<b>1</b>	

(B) OCCUPANCY AREA - ANCILLARY SPACE	QUANTITY	S.F. PER AREA	ASSIGNABLE S.F.	KEY NOTES
	2035		2035	
Central Lobby and Waiting Area	1	2,000	2,000	
Public Reception Desk	1	150	150	
Locker Rooms	2	600	1,200	
Central Supply Storage	1	1,000	1,000	
Biz Hubs/Copy Print Areas	8	120	960	
Collation Area at Biz Hub	2	120	240	
Collaboration Areas	3	250	750	
Wellness Rooms	4	120	480	
Prayer or Meditation Rooms	1	80	80	
Electrical Room	4	100	400	
Janitorial Closet	4	60	240	
Elevator Lobby	4	600	2,400	
Monument Stair	1	500	500	
Storage Room/ Supply Closet	3	100	300	
Quiet Work Rooms	4	120	480	
<b>TOTAL SQUARE FOOTAGE</b>			<b>11,180</b>	
<b>OCCUPANCY LOAD FACTOR OF (B) OCCUPANCY AREA</b>			<b>200</b>	
<b>OCCUPANT LOAD OF (B) OCCUPANCY AREA ANCILLARY</b>			<b>56</b>	

(B) OCCUPANCY AREA - DEPARTMENT OFFICE SPACE	ASSIGNABLE S.F.	KEY NOTES
	2035	
Administrative Services	5,979	
CED	12,467	
City Attorney's Office	1,609	
City Manager - City Clerk Admin.	1,626	
City Manager - Communications	1,530	
City Manager - Policy Dev.	1,657	
Elected Officials	1,482	
Fire Prevention & Fire Admin.	3,146	
Human Resources	2,389	
Information Technology	5,087	
Library & Cultural Arts	921	
Parks & Recreation	2,148	
Public Works	5,441	
<b>TOTAL SQUARE FOOTAGE</b>	<b>45,482</b>	
<b>OCCUPANCY LOAD FACTOR OF (B) OCCUPANCY AREA</b>	<b>200</b>	
<b>OCCUPANT LOAD OF (B) OCCUPANCY AREA DEPARTMENT OFFICE SPACE</b>	<b>228</b>	

<b>TOTAL SQUAREFOOTAGE IN OFFICE AREA</b>	<b>72,957</b>
<b>TOTAL OCCUPANT LOAD IN OFFICE SPACE</b>	<b>795</b>

GENERAL NOTES	
1	The square footage used is assignable and does not include circulation, core factor or building factor.
2	The calculations use 2016 California Plumbing Code <b>Table A</b> for occupant load factor.
3	The calculations assume a (1) building scenario.

## Space Summary

Based upon the Goals identified in the Introduction, Backgrounds, Phase One Workshop, Guiding Principles, Assumptions, Workspace Planning Standards and Planning Definitions described in the previous sections, the consulting team developed an overall program building summary. The following sections summarize this information.

## Overall Building Summary

The following table shows the overall building summary. Categories include Council Chamber, administration departmental workspace and ancillary space. The departmental spaces include offices, open workspaces and any support space specific to a department's functional requirements. The ancillary spaces include all of the shared support space required within City of Carlsbad administration departments and Council Chamber, and includes the main Council Chamber and associated support spaces. Building Factors are calculated based on the planning assumptions outlined in this Space Needs Analysis. Square footage per employee is calculated for both Assignable Square Footage (ASF) and overall Gross Square Footage.

### PROGRAM SUMMARY - 2035 PROJECTIONS

#### OVERALL ASSIGNABLE SQUARE FOOTAGE (ASF)

DEPARTMENT TOTAL	68,227
ANCILLARY TOTAL	41,963
COUNCIL CHAMBER TOTAL	13,080
ASSIGNABLE SQUARE FOOTAGE (ASF) SUBTOTAL	123,270 *

\* THIS SUBTOTAL INCLUDES A 50% CIRCULATION FACTOR

#### OVERALL SQUARE FOOTAGE WITH BUILDING FACTORS

##### ASSIGNABLE SQUARE FOOTAGE (ASF) WITH INTERIOR CORE FACTOR (ICF) -1 BUILDING / 1 STORY SCENARIO

ASSIGNABLE SQUARE FOOTAGE (ASF) SUBTOTAL	123,270
INTERIOR CORE FACTOR (ICF) OF 1.15	18,491
(ASF) + (ICF) SUBTOTAL	141,761 *

##### ASSIGNABLE SQUARE FOOTAGE (ASF) WITH INTERIOR CORE FACTOR (ICF) AND [GROSS FACTOR (GF), MULTIPLE STORY FACTOR (MSF) + MULTIPLE BUILDING FACTOR (MBF)]

(ASF) + (ICF) SUBTOTAL	141,761
GROSS, MULTIPLE STORY AND MULTIPLE BUILDING FACTOR OF 1.3	42,528
TOTAL (ASF) + (ICF) + (GF, MSF, MBF)	184,289 *

\*THIS TOTAL REPRESENTS A BASELINE FOR A MULTIPLE STORY/MULTIPLE BUILDING SCENARIO

### SQUARE FOOTAGE PER PERSON

ASSIGNABLE (ASF)	2018	2035
TOTAL ASSIGNABLE SQUARE FOOTAGE (ASF)	111,500	123,270
TOTAL EMPLOYEES	278	333
ASSIGNABLE SQUARE FEET/PERSON	401	370

### ASSIGNABLE (ASF) WITH INTERIOR CORE FACTOR (ICF)

TOTAL ASSIGNABLE SQUARE FOOTAGE (ASF) WITH (ICF)		141,761
TOTAL EMPLOYEES		333
(ASF) WITH (ICF) SQUARE FEET/PERSON		426

### ASSIGNABLE (ASF) WITH (ICF) AND (GF, MSF, MBF)

TOTAL (ASF) WITH (ICF) AND (GF, MSF, MBF) SQUARE FOOTAGE		184,289
TOTAL EMPLOYEES		333
(ASF) WITH (ICF) AND (GF, MSF, MBF) SQUARE FEET/PERSON		553

## Overall Department, Council Chamber and Ancillary Space Summaries

The following tables identify space needs for city government, administration departments, Council Chamber and ancillary support space. This includes the assignable square footage

as well as current staff and staff projections through the year 2035. This staffing, Council Chamber and ancillary information was provided to the consulting team through a series of questionnaires and interviews completed with City of Carlsbad leadership.

### DEPARTMENT SUMMARY

DEPARTMENT	CURRENT STAFF		STAFF PROJECTIONS	NET S.F.
	2018	2018	2035	2035
Administrative Services Finance	33	33	38	8,969
CED	87	87	103	18,701
City Attorney's Office	7	7	9	2,414
City Manager-City Clerk Admin.	8	8	10	2,439
City Manager-Communications	12	12	12	2,295
City Manager-Policy Dev.	8	8	10	2,486
City Gov.-Elected Officials	7	7	7	2,223
Fire Prevention & Fire Admin.	17	17	25	4,719
Human Resources	15	15	18	3,584
Information Technology	29	29	37	7,631
Library & Cultural Arts	6	6	7	1,382
Parks & Recreation	15	15	17	3,222
Public Works	34	34	40	8,162
<b>TOTALS</b>	<b>278</b>	<b>278</b>	<b>333</b>	<b>68,227</b>

## ANCILLARY SUMMARY - COUNCIL CHAMBER

AREA	QUANTITY 2035	S.F. PER AREA	NET S.F. 2035	KEYNOTES
Dais Area	1	500	500	1
Multipurpose Area	1	500	500	
Seating	1	2,000	2,000	
Press Area	1	250	250	
Over Flow Room	1	1,500	1,500	
Council Chamber Storage	1	700	700	
Over Flow Storage	1	240	240	
Council Chamber Supply Storage	1	120	120	
AV & Electrical Equipment Room	1	400	400	
Server Room	1	200	200	5
Conference Room/Green Room	1	550	550	2, 3, 4
Lobby	1	500	500	
Restrooms - Public	2	550	1,100	6
Restrooms - Staff	2	80	160	7
<b>SUB-TOTAL</b>			8,720	
<b>CIRCULATION FACTOR:</b>	<b>50%</b>		4,360	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS COUNCIL CHAMBER</b>			<b>13,080</b>	

### KEYNOTES

1	Raised dais to seat 8-10 people.
2	Conference Room to seat 20 staff members.
3	Conference Room to flex as multi-purpose space and hold meetings when City Council is not in session.
4	Conference Room to hold break area, with coffee machines, microwave, refrigeration, sink, and food layout space.
5	Server Room to accommodate (2) staff workstations and (2) equipment racks
6	Public Restrooms to include (3) water closets each.
7	Single occupancy restrooms (2) for City Council and staff.

## ANCILLARY SUMMARY

AREA	S. F. PER			S.F. PER			KEYNOTES
	QUANTITY 2018	AREA 2018	Net S.F. 2018	QUANTITY 2035	AREA 2035	NET S.F. 2035	
Central Lobby and Waiting Area	2	Varies	1,897	1	2,000	2,000	6
Public Reception Desk	1	153	153	1	150	150	
Conference Rooms - General Use	N/A	N/A	N/A	2	180	360	5
Conference Rooms - Small (4 people)	N/A	N/A	N/A	6	180	1,080	
Conference Rooms - Medium (6-8 people)	10	250	2,583	7	240	1,680	
Conference Rooms - Large (10-12 people)	1	585	585	3	375	1,125	

ANCILLARY SUMMARY - CONTINUED

AREA	S. F. PER			S.F. PER			KEYNOTES
	QUANTITY	AREA	Net S.F.	QUANTITY	AREA	NET S.F.	
	2018	2018	2018	2035	2035	2035	
Conference Rooms - Extra Large (14-24)	N/A	N/A	N/A	3	550	1,650	
Central Café/Media Room	1	625	625	1	1,000	1,000	1
Fitness Facility	1	485	485	1	1,000	1,000	
Locker Rooms	2	250	500	2	600	1,200	
All Gender Single Use Restroom and Shower	0	0	0	1	500	500	
Central Supply Storage	1	550	550	1	1,000	1,000	
Multipurpose Room	1	4,000	4,000	1	6,500	6,500	2
Multipurpose Breakout Area	1	0	0	1	500	500	
Coffee Bars/Biz Hubs	7	81	567	4	100	400	
Biz Hubs/Copy Print Areas	0	0	0	8	120	960	
Collation Area at Biz Hub	0	0	0	2	120	240	
Collaboration Areas	0	0	0	3	250	750	
Wellness Rooms	1	120	120	4	120	480	
Prayer/Meditation Room	0	0	0	1	80	80	
Electrical Room	2	208	416	4	100	400	3
Janitorial Closet	2	90	180	4	60	240	3
Elevator Lobby	2	61	122	4	600	2,400	3
Monument Stair	1	600	600	1	500	500	3
Storage Room/Supply Closet	3	100	300	3	100	300	
Warehouse Storage	1	1,000	1,000	1	1,000	1,000	4
Quiet Work Rooms	2	77	154	4	120	480	
<b>SUB-TOTAL</b>			<b>14,837</b>			<b>27,975</b>	
<b>CIRCULATION FACTOR: 50%</b>						<b>13,988</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS ANCILLARY SPACE</b>						<b>41,963</b>	

KEYNOTES

1	Central Café square footage includes vending or micro market area, and gaming/media area.
2	Multipurpose Room to be divisible into 4 separate rooms with 40 seats each (total of 160 seats).
3	The quantity of this space type could increase with additional floors/buildings. A 2-story building is assumed in this exercise.
4	Warehouse SF assumes that the City of Carlsbad will engage off-site storage, square footage includes 300 SF of Janitorial Storage, and 700 SF for department storage.
5	Conference Rooms to be located in public area near building entry.
6	Waiting Area to seat 15 -20 visitors.

GENERAL NOTES

A	Mail Room SF is held under Admin./Finance Department
B	Server Room and IDF Room SF is held under IT Department
C	Restroom SF is captured in the Core Factor and explained further in the Restroom Code Requirement Section.

## Detailed Department Summaries

The following summaries represent detailed workspace requirements for each administration department and city government officials. The top segment of each summary indicates projected staff and associated private office or workstation assignment. The bottom segment defines any support spaces that are required to be dedicated to that

administration department or city government official. Each administration department and city government official's document includes a square footage sum total for staff assigned space and dedicated department support space based on defined space standards, dedicated department support space and circulation space. This information was provided to the consulting team through questionnaires and interviews completed with City of Carlsbad leadership.

### DEPARTMENT DATA:

Administrative Services | Finance

### WORKSPACE OVERVIEW

	PO-1	PO-2	WS-1	TOTALS
2018	1	16	16	33
2035	1	18	19	38

### WORKSPACE REQUIREMENTS FOR STAFF

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Administrative Services Director	1	1	PO-1	180	180	180	
Administrative Secretary	1	1	PO-2	120	120	120	
Finance Manager - Budget	1	1	PO-2	120	120	120	
Management Analyst	1	1	PO-2	120	120	120	
Senior Accountant - Internal Audit	1	1	PO-2	120	120	120	
Finance Manager - Risk	1	1	PO-2	120	120	120	
Risk Administrative Asst.	1	1	WS-1	56	56	56	
Finance Director	1	1	PO-2	120	120	120	
Finance Assistant Director	0	1	PO-2	120	0	120	
Business Systems Specialist	2	2	PO-2	120	240	240	
Finance Manager - HCMS	1	1	PO-2	120	120	120	
Accountant - Payroll	1	1	PO-2	120	120	120	
AP - Finance Technician	1	1	PO-2	120	120	120	
AP - Account Clerk II (FT)	1	1	WS-1	56	56	56	
Customer Service - Finance Manager - Operations	1	1	PO-2	120	120	120	



Customer Service - Accounting Supervisors	2	2	WS-1	56	112	112
Customer Service - Finance Technician	2	2	WS-1	56	112	112
Customer Service - Account Clerk II (FT)	7	8	WS-1	56	392	448
P/M - Senior Contract Administrator	1	1	WS-1	56	56	56
P/M - Accounting Technician - Purchasing	0	1	WS-1	56	0	56
P/M - Storekeeper	1	1	WS-1	56	56	56
P/M - Mail Clerk/Messenger	1	2	WS-1	56	56	112
Finance Manager - FRAG	1	1	PO-2	120	120	120
Senior Accountant - FRAG	1	1	PO-2	120	120	120
Accountant - FRAG	1	2	PO-2	120	120	240
City Treasurer	1	1	PO-2	120	120	120
<b>SUB-TOTAL:</b>	<b>33</b>	<b>38</b>			<b>2,996</b>	<b>3,404</b>
CIRCULATION FACTOR 50%					<b>1,498</b>	<b>1,702</b>
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>4,494</b>	<b>5,106</b>

FLEX WORKSPACE	MAX # OF SPACES 2035	NET S.F. /AREA	NET S.F. 2035	KEY NOTES
Audit Conference Room	1	120	120	
Account Clerk II (PT)	1	28	28	
Office Specialist (PT)	1	28	28	
Assistant to the City Treasurer	2	28	56	1
<b>SUB-TOTAL:</b>			<b>232</b>	
CIRCULATION FACTOR 50%			<b>116</b>	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>348</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES 2035	NET S.F. /AREA	NET S.F. 2035	KEY NOTES
Shipping/ Receiving/ Delivery Area	1	96	96	
Receiving Outside Staging Area	1	105	105	
Receiving Bulk Storage	1	100	100	
Supply Storage - Central	1	500	500	
Shipping/Receiving Store Room	1	100	100	
Mail Room	1	300	300	
Finance Work Room	1	120	120	
General Dedicated Support Space (30%)	1	1022	1,022	
<b>SUB-TOTAL:</b>	<b>8</b>		<b>2,343</b>	
CIRCULATION FACTOR 50%			1,172	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>3,515</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>8,969</b>	

**INTERNAL ADJACENCIES:**

- A Require adjacency to each other: Finance, Accounting, Customer Service, Risk, Treasurer, and Mail.
- B Mailroom to be adjacent to IT Department, as IT regularly receives large orders and equipment.

**GENERAL ADJACENCIES:**

- a Public facing department, requested first floor presence.

**KEYNOTES:**

- 1 For the purpose of this analysis, Part Time Employees have been allocated the use of (1) 56 SF WS-1 based on half time use. Therefore, a Part Time Employee's square footage is 50% of the standard Workstation size of 56 SF, translated to 28 SF per Part Time position. Please note that in circumstances where there is an odd number of Part Time Employees, the number of employees has been rounded up to the closest even number. For example, if there are (3) Part Time Employees identified, it would be rounded up to (4) as (1) 56 SF Workstation per (2) employees is required. In these circumstances, you will note that the increased staff count number is identified in the color red.

**DEPARTMENT DATA: CED**

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	28	58	87
2035	1	31	71	103

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
CED Director	1	1	PO-1	180	180	180	
Building Official	1	1	PO-2	120	120	120	
Engineering Manager	1	1	PO-2	120	120	120	
City Planner	1	1	PO-2	120	120	120	
Economic Development Manager	1	1	PO-2	120	120	120	
Development Services Manager	1	1	PO-2	120	120	120	
Senior Program Manager	1	1	PO-2	120	120	120	
Special Projects Manager	1	2	PO-2	120	120	240	
Principal Planner	2	2	PO-2	120	240	240	
Assistant Engineer	2	2	WS-1	56	112	112	
Associate Engineer	3	4	WS-1	56	168	224	
Engineer Hourly	2	0	WS-1	56	112	0	
Senior Planner	4	4	PO-2	120	480	480	
Senior Building Inspector	1	1	PO-2	120	120	120	
Assistant Planning Director	0	1	PO-2	120	0	120	
Planning Technician I	2	2	WS-1	56	112	112	
Planning Technician II	1	2	WS-1	56	56	112	
Assistant Planner	1	2	PO-2	120	120	240	
Associate Planner	8	6	PO-2	120	960	720	
Planner Hourly	0	2	WS-1	56	0	112	
Engineering Technician I	0	1	WS-1	56	0	56	
Engineering Technician II	3	3	WS-1	56	168	168	
Building Inspector I	2	3	WS-1	56	112	168	
Building Inspector II	2	3	WS-1	56	112	168	
Technician I	1	0	WS-1	56	56	0	
Building Technician I	0	1	WS-1	56	0	56	
Building Technician II	2	2	WS-1	56	112	112	
Business Systems Specialist	1	2	WS-1	56	56	112	

### WORKSPACE REQUIREMENTS FOR STAFF

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Administrative Secretary	1	1	WS-1	56	56	56	
Senior Office Specialist	4	5	WS-1	56	224	280	
Senior Office Specialist 3/4	1	2	WS-1	56	56	112	
Management Analyst	2	2	PO-2	120	240	240	
Hourly Admin. Assistant	3	4	WS-1	56	168	224	
Hourly Office Assistant	5	5	WS-1	56	280	280	
Hourly Professional	1	2	WS-1	56	56	112	
HNS Director	1	1	PO-2	120	120	120	
Program Assistant	3	3	WS-1	56	168	168	
Program Manager	1	2	PO-2	120	120	240	
Business Systems Specialist	0	1	WS-1	56	0	56	
Administrative Secretary	1	1	WS-1	56	56	56	
Housing Assistant	1	2	WS-1	56	56	112	
Program Assistant	3	3	WS-1	56	168	168	
Housing Specialist I	1	2	WS-1	56	56	112	
Housing Specialist II	1	1	WS-1	56	56	56	
Principal Code Enforcement Officer	0	1	PO-2	120	0	120	1
Senior Code Enforcement Officer	1	1	WS-1	56	56	56	1
Code Enforcement Officer I	1	2	WS-1	56	56	112	1
Code Enforcement Officer II	3	3	WS-1	56	168	168	1
Senior Program Manager	2	0	WS-1	56	112	0	
Code Enforcement Technician	2	2	WS-1	56	112	112	1
Management Analyst	1	1	PO-2	120	120	120	
Office Specialist I	2	3	WS-1	56	112	168	
Office Specialist II	1	1	WS-1	56	56	56	
<b>SUB-TOTAL:</b>	<b>87</b>	<b>103</b>			<b>6,788</b>	<b>7,876</b>	
<b>CIRCULATION FACTOR 50%</b>					<b>3,394</b>	<b>3,938</b>	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>10,182</b>	<b>11,814</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Professional/Hourly	1	28	28	
Admin. Assistant Hourly	1	28	28	
SUB-TOTAL:			56	
CIRCULATION FACTOR 50%			28	
TOTAL S.F. FLEX WORKSPACE:			84	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Document Storage Room	2	150	300	
Plan Storage Room	1	150	150	
Planning Service Counter	3	150	450	
Computer Kiosk Counter for Project Status and Updates	4	40	160	
Records Research Area	4	48	192	
Breakout Meeting Rooms	4	80	320	
Plan/Project Review Rooms	4	120	480	
Breakout Meeting Room	1	120	120	
General Dedicated Support Space (30%)	1	2,363	2,363	
SUB-TOTAL:			4,535	
CIRCULATION FACTOR 50%			2,268	
TOTAL S.F. SUPPORT SPACE:			6,803	
TOTAL SQUARE FOOTAGE REQUIREMENTS			18,701	

INTERNAL ADJACENCIES:		GENERAL ADJACENCIES:	
A	Housing & Neighborhood Services can be located separately from CED department, operates independently.	a	Public facing department with high number of visitors, has requested a first floor presence.
B	Land Development Engineering (CED) to be adjacent to Transportation (Public Works).		
C	Adjacent to large shared conference rooms.		

KEYNOTES:	
1	This Code Enforcement position does not need to be located on first floor.

**DEPARTMENT DATA:** City Attorney's Office

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	3	2	2	7
2035	1	5	3	9

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
City Attorney	1	1	PO-1	180	180	180	
Assistant City Attorney	2	0	PO-1	180	360	0	
Assistant City Attorney	0	2	PO-2	120	0	240	
Deputy City Attorney	2	3	PO-2	120	240	360	
Paralegal	1	2	WS-1	56	56	112	
Legal Assistant	1	1	WS-1	56	56	56	
<b>SUB-TOTAL:</b>	<b>7</b>	<b>9</b>			<b>892</b>	<b>948</b>	
CIRCULATION FACTOR 50%					446	474	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>1,338</b>	<b>1,422</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Hoteling Visitor/Small Conference	1	120	120	
Legal Intern/Seasonal Hire	1	56	56	
<b>SUB-TOTAL:</b>			<b>176</b>	
CIRCULATION FACTOR 50%			88	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>264</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Legal File Storage	1	200	200	
General Dedicated Support Space (30%)	1	285	285	
<b>SUB-TOTAL:</b>			<b>485</b>	
CIRCULATION FACTOR 50%			243	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>728</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>2,414</b>	

INTERNAL ADJACENCIES:	GENERAL ADJACENCIES:
A Department adjacent to City Manager's Office and City Council.	a No floor requirements.
	b Secure department, visitors to go through reception.

**DEPARTMENT DATA:** City Manager-City Clerk Admin.

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	4	3	8
2035	1	5	4	10

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
City Clerk Service Manager	1	1	PO-1	180	180	180	
Records Supervisor	1	1	PO-2	120	120	120	
Sr. Deputy City Clerk	1	1	PO-2	120	120	120	
Deputy City Clerk	1	1	PO-2	120	120	120	
Records Technician	1	2	PO-2	120	120	240	
Sr. Office Specialist	1	1	WS-1	56	56	56	
Office Assistant	2	3	WS-1	56	112	168	
<b>SUB-TOTAL:</b>	<b>8</b>	<b>10</b>			<b>828</b>	<b>1,004</b>	
CIRCULATION FACTOR 50%					414	502	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>1,242</b>	<b>1,506</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Records Reviewer Station	1	56	56	1
<b>SUB-TOTAL:</b>			<b>56</b>	
CIRCULATION FACTOR 50%			28	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>84</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
			2035	
Secure File Room	1	144	144	
Scanning, Copying and Supply Room	1	120	120	
General Dedicated Support Space (30%)	1	302	302	
<b>SUB-TOTAL:</b>			<b>566</b>	
CIRCULATION FACTOR 50%			283	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>849</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>2,439</b>	

**INTERNAL ADJACENCIES:**

- A City Attorney's office is the most critical adjacency.
- B Department to be adjacent to CED for scanning support.

**GENERAL ADJACENCIES:**

- a Public facing department, first floor presence not requested but should be accessible to public.

**KEYNOTES:**

- 1 Workstation reserved for members of the public when reviewing city records.

**GENERAL NOTES:**

- I This department has off-site storage needs

**DEPARTMENT DATA:** City Manager-Communications

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	0	3	9	12
2035	0	3	9	12

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Communications Manager	1	1	PO-2	120	120	120	
Community Relations Manager	2	2	PO-2	120	240	240	
Communications Coordinator	1	1	WS-1	56	56	56	
Graphics Supervisor	1	1	WS-1	56	56	56	
Admin Assistant	1	1	WS-1	56	56	56	
Admin Assistant	2	2	WS-1	56	112	112	
Graphic Artist	4	4	WS-1	56	224	224	
<b>SUB-TOTAL:</b>	<b>12</b>	<b>12</b>			<b>864</b>	<b>864</b>	
CIRCULATION FACTOR 50%					432	432	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>1,296</b>	<b>1,296</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
Contractor/Potential Future TBD Employee	1	56	56	
<b>SUB-TOTAL:</b>			56	
CIRCULATION FACTOR 50%			28	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>84</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
Production Work Room	1	350	350	
General Dedicated Support Space (30%)	1	260	260	
<b>SUB-TOTAL:</b>			<b>610</b>	
CIRCULATION FACTOR 50%			305	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>915</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>2,295</b>	

INTERNAL ADJACENCIES:	GENERAL ADJACENCIES:
A Requested adjacency to City Manager's Office, City Attorney and City Clerk departments.	a No floor requirements.

GENERAL NOTES:
I This department's contractors regularly use the A/V room in the Council Chamber for video production.



**DEPARTMENT DATA:** City Manager-Policy Dev.

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	3	3	2	8
2035	3	4	3	10

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
City Manager	1	1	PO-1	180	180	180	
Chief Operations Officer	1	1	PO-1	180	180	180	
Assistant City Manager	1	1	PO-1	180	180	180	
Administrative Assistant	2	3	WS-1	56	112	168	
Assistant to the City Manager	1	1	PO-2	120	120	120	
Real Estate Manager	1	1	PO-2	120	120	120	
Secretary to City Manager	1	1	PO-2	120	180	120	
Chief Innovation Officer	0	1	PO-2	120	0	120	
<b>SUB-TOTAL:</b>	<b>8</b>	<b>10</b>			<b>1,072</b>	<b>1,188</b>	
CIRCULATION FACTOR 50%					536	594	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>1,608</b>	<b>1,782</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Touch-down/Briefing Workstation	4	28	112	1, 2
<b>SUB-TOTAL:</b>			<b>112</b>	
CIRCULATION FACTOR 50%			56	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>168</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
General Dedicated Support Space (30%)	1	357	357	
<b>SUB-TOTAL:</b>			<b>357</b>	
CIRCULATION FACTOR 50%			179	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>536</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>2,486</b>	

INTERNAL ADJACENCIES:	GENERAL ADJACENCIES:
A Department adjacent to City Attorney, City Clerk, and City Council.	a Secure department, public access through reception for meetings and open office hours.

**KEYNOTES:**

- 1 Workstations dedicated to city staff on Council briefing days, consultants, visitors.
- 2 For the purpose of this analysis, Part Time Employees have been allocated the use of (1) 56 SF WS-1 based on half time use. Therefore, a Part Time Employee's square footage is 50% of the standard Workstation size of 56 SF, translated to 28 SF per Part Time position. Please note that in circumstances where there is an odd number of Part Time Employees, the number of employees has been rounded up to the closest even number. For example, if there are (3) Part Time Employees identified, it would be rounded up to (4) as (1) 56 SF Workstation per (2) employees is required. In these circumstances, you will note that the increased staff count number is identified in the color red.

**DEPARTMENT DATA:** City Gov.-Elected Officials

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	5	2	0	7
2035	5	2	0	7

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Mayor	1	1	PO-1	180	180	180	
Mayor Pro Tem	1	1	PO-1	180	180	180	
Council Member #1	1	1	PO-1	180	180	180	
Council Member #2	1	1	PO-1	180	180	180	
Council Member #3	1	1	PO-1	180	180	180	
Support Staff	1	1	PO-2	120	120	120	
Elected City Clerk	1	1	PO-2	120	120	120	
<b>SUB-TOTAL:</b>	<b>7</b>	<b>7</b>			<b>1,140</b>	<b>1,140</b>	
<b>CIRCULATION FACTOR 50%</b>					<b>570</b>	<b>570</b>	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>1,710</b>	<b>1,710</b>	

FLEX WORKSPACE	MAX # OF SPACES 2035	NET S.F. /AREA	NET S.F. 2035	KEY NOTES
Not Applicable	0	0	0	
<b>SUB-TOTAL:</b>			<b>0</b>	
<b>CIRCULATION FACTOR 50%</b>			<b>0</b>	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>0</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES 2035	NET S.F. /AREA	NET S.F. 2035	KEY NOTES
General Dedicated Support Space (30%)	1	342	342	
<b>SUB-TOTAL:</b>			<b>342</b>	
<b>CIRCULATION FACTOR 50%</b>			<b>171</b>	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>513</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>2,223</b>	

INTERNAL ADJACENCIES:		GENERAL ADJACENCIES:	
A	Adjacent to City Manager's Office and City Clerk Department.	a	No floor requirements.

GENERAL NOTES:	
I	Additional Dedicated Support Space is captured in the Council Chamber Ancillary Section.

DEPARTMENT DATA:	Fire Prevention & Fire Admin.
------------------	-------------------------------

### WORKSPACE OVERVIEW

	PO-1	PO-2	WS-1	TOTALS
2018	1	7	9	17
2035	1	10	14	25

### WORKSPACE REQUIREMENTS FOR STAFF

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Fire Chief	1	1	PO-1	180	180	180	
Assistant Fire Chief	1	1	PO-2	120	120	120	
Division Chief	1	1	PO-2	120	120	120	
Battalion Chief	1	1	PO-2	120	120	120	
Management Analyst	1	1	PO-2	120	120	120	
EMS Manager	1	1	PO-2	120	120	120	
Emergency Prep. Manager	1	1	PO-2	120	120	120	
Administrative Assistant	1	1	WS-1	56	56	56	
Office Specialist I	1	1	WS-1	56	56	56	
Lifeguard	2	2	WS-1	56	112	112	
Business Systems Specialist	0	1	WS-1	56	0	56	
Assistant Fire Marshal	1	2	PO-2	120	120	240	
Fire Plans Examiner	0	2	PO-2	120	0	240	
Sr. Fire Inspector	2	4	WS-1	56	112	224	
Fire Inspector	0	2	WS-1	56	0	112	
Hazard Reduction Officer	1	1	WS-1	56	56	56	
Sr. Permit Technician	1	1	WS-1	56	56	56	
Secretary	1	1	WS-1	56	56	56	
<b>SUB-TOTAL:</b>	<b>17</b>	<b>25</b>			<b>1,524</b>	<b>2,164</b>	
<b>CIRCULATION FACTOR 50%</b>					<b>762</b>	<b>1,082</b>	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>2,286</b>	<b>3,246</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Preparedness Coordinator	1	28	28	
Fire Inspector (Part Time)	2	28	56	
Office Specialist (Part Time)	3	28	84	
Public Education Officer (Part Time)	2	28	56	1
SUB-TOTAL:			224	
CIRCULATION FACTOR 50%			112	
TOTAL S.F. FLEX WORKSPACE:			336	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Evidence Locker	1	108	108	
General Dedicated Support Space (30%)	1	650	650	
SUB-TOTAL:			758	
CIRCULATION FACTOR 50%			379	
TOTAL S.F. SUPPORT SPACE:			1,137	
TOTAL SQUARE FOOTAGE REQUIREMENTS			4,719	

**INTERNAL ADJACENCIES:**

A Adjacent to Building & Safety (w/in CED).

**GENERAL ADJACENCIES:**

a Public facing department, has requested a first floor presence.

**KEYNOTES:**

1 For the purpose of this analysis, Part Time Employees have been allocated the use of (1) 56 SF WS-1 based on half time use. Therefore, a Part Time Employee's square footage is 50% of the standard Workstation size of 56 SF, translated to 28 SF per Part Time position. Please note that in circumstances where there is an odd number of Part Time Employees, the number of employees has been rounded up to the closest even number. For example, if there are (3) Part Time Employees identified, it would be rounded up to (4) as (1) 56 SF Workstation per (2) employees is required. In these circumstances, you will note that the increased staff count number is identified in the color red.

**DEPARTMENT DATA:** Human Resources

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	5	8	14
2035	1	6	10	17

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Director	1	1	PO-1	180	180	180	
Manager	5	6	PO-2	120	600	720	
Technician	4	5	WS-1	56	224	280	
Support	4	4	WS-1	56	224	224	
Administrative Asst. (Reception Desk)	1	1		0	0	0	1
Recruiter (Full Time)	0	1	WS-1	56	0	56	
<b>SUB-TOTAL:</b>	<b>15</b>	<b>18</b>			<b>1,228</b>	<b>1,460</b>	
CIRCULATION FACTOR 50%					<b>614</b>	<b>730</b>	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>1,842</b>	<b>2,190</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Recruiter (Part Time)	2	28	56	
<b>SUB-TOTAL:</b>			<b>56</b>	
CIRCULATION FACTOR 50%			<b>28</b>	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>84</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
HR Reception Counter	1	75	75	
Work/ Meeting/ Interview Room	3	120	360	
General Dedicated Support Space (30%)	1	438	438	
<b>SUB-TOTAL:</b>			<b>873</b>	
CIRCULATION FACTOR 50%			<b>437</b>	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>1,310</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>3,584</b>	

**INTERNAL ADJACENCIES:**

A Prefer to be located on same floor as IT.

**GENERAL ADJACENCIES:**

- a No floor requirement.
- b The department needs access from the main building entrance to the Human Resources reception counter for the public.

**KEYNOTES:**

1 Administrative Assistant is located at reception counter, square footage is captured in dedicated support space.

**DEPARTMENT DATA:** Information Technology

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	7	21	29
2035	1	10	26	37

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Director	1	1	PO-1	180	180	180	
Sr. Mgmt. Analyst	1	1	PO-2	120	120	120	
Secretary	1	1	WS-1	56	56	56	
PMO Manager	1	1	PO-2	120	120	120	
Project Manager	1	2	PO-2	120	120	240	
Apps. Manager	1	1	PO-2	120	120	120	
Sr. Web Admin.	1	1	WS-1	56	56	56	
Sr. App. Analyst	4	5	WS-1	56	224	280	
SQL DBA	1	1	WS-1	56	56	56	
GIS Manager	1	1	PO-2	120	120	120	
GIS Administrator	1	1	WS-1	56	56	56	
GIS Analyst	1	1	WS-1	56	56	56	
GIS Assoc. Analyst	1	2	WS-1	56	56	112	
Operations Manager	1	1	PO-2	120	120	120	
Sr. Systems Admin.	1	1	WS-1	56	56	56	
Sys. Admin.	1	1	WS-1	56	56	56	
Network Engineer	1	2	WS-1	56	56	112	
Sys. Admin. PS	1	1	WS-1	56	56	56	
Sr. Network Engr	2	2	WS-1	56	112	112	
Sr. Network Engr PS	1	1	WS-1	56	56	56	
Network Engineer	1	2	WS-1	56	56	112	
Security Position	0	1	PO-2	120	0	120	
Network Engineer (Security)	0	1	PO-2	120	0	120	
Client Services Mgr.	1	1	PO-2	120	120	120	
Client System Assoc.	3	3	WS-1	56	168	168	
Client System Assoc. II	0	1	WS-1	56	0	56	
<b>SUB-TOTAL:</b>	<b>29</b>	<b>37</b>			<b>2,196</b>	<b>2,836</b>	
<b>CIRCULATION FACTOR 50%</b>					<b>1,098</b>	<b>1,418</b>	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>3,294</b>	<b>4,254</b>	

FLEX WORKSPACE	MAX # OF SPACES		NET S.F. /AREA	NET S.F.	KEY NOTES
	2035				
Asst. Secretary (Part Time)	1		28	28	
PT Assoc. Analyst	1		28	28	
PT Client System Assoc.	2		28	56	1
Contractor Room	2		80	160	

SUB-TOTAL:	272
CIRCULATION FACTOR 50%	136
TOTAL S.F. FLEX WORKSPACE:	408

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Bench Stock Storage Area	1	288	288	
Lab/Staging Room	2	100	200	
Server Room	1	400	400	
IDF	2	120	240	
General Dedicated Support Space (30%)	1	851	851	
SUB-TOTAL:			1,979	
CIRCULATION FACTOR 50%			990	
TOTAL S.F. SUPPORT SPACE:			2,969	
TOTAL SQUARE FOOTAGE REQUIREMENTS			7,631	

<b>INTERNAL ADJACENCIES:</b>	<b>GENERAL ADJACENCIES:</b>
A No adjacencies required.	a No critical adjacencies or floor requirements.

<b>KEYNOTES:</b>	
1	For the purpose of this analysis, Part Time Employees have been allocated the use of (1) 56 SF WS-1 based on half time use. Therefore, a Part Time Employee's square footage is 50% of the standard Workstation size of 56 SF, translated to 28 SF per Part Time position. Please note that in circumstances where there is an odd number of Part Time Employees, the number of employees has been rounded up to the closest even number. For example, if there are (3) Part Time Employees identified, it would be rounded up to (4) as (1) 56 SF Workstation per (2) employees is required. In these circumstances, you will note that the increased staff count number is identified in the color red.

<b>GENERAL NOTES:</b>	
I	This department would prefer a dedicated suite in the building.
II	This department has off-site storage needs.

**DEPARTMENT DATA:** Library & Cultural Arts

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	3	2	6
2035	1	3	3	7

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Director	1	1	PO-1	180	180	180	
Senior Office Specialist	1	1	WS-1	56	56	56	
Senior Management Analyst	1	1	PO-2	120	120	120	
Management Associate	1	1	PO-2	120	120	120	
Accounting Technician	1	1	PO-2	120	120	120	
Administrative Assistant	1	2	WS-1	56	56	112	
<b>SUB-TOTAL:</b>	<b>6</b>	<b>7</b>			<b>652</b>	<b>708</b>	
CIRCULATION FACTOR 50%					326	354	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					<b>978</b>	<b>1,062</b>	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Not Applicable	0	0	0	
<b>SUB-TOTAL:</b>			<b>0</b>	
CIRCULATION FACTOR 50%			0	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			<b>0</b>	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
General Dedicated Support Space (30%)	1	213	213	
<b>SUB-TOTAL:</b>			<b>213</b>	
CIRCULATION FACTOR 50%			107	
<b>TOTAL S.F. SUPPORT SPACE:</b>			<b>320</b>	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			<b>1,382</b>	

**INTERNAL ADJACENCIES:**

A No adjacencies required.

**GENERAL ADJACENCIES:**

a No critical adjacencies or floor preference.



**DEPARTMENT DATA:** Parks & Recreation

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	9	5	15
2035	1	9	7	17

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Director	1	1	PO-1	180	180	180	
Manager	7	7	PO-2	120	840	840	
Planner	2	2	PO-2	120	240	240	
Office Specialist	1	2	WS-1	56	56	112	
Admin. Secretary	1	1	WS-1	56	56	56	
Business Systems Specialist	1	1	WS-1	56	56	56	
Rec. Program Services Coordinator	2	3	WS-1	56	112	168	
<b>SUB-TOTAL:</b>	15	17			1,540	1,652	
CIRCULATION FACTOR 50%					770	826	
<b>SUB-TOTAL S.F. OFFICE/ WORK STATIONS:</b>					2,310	2,478	

FLEX WORKSPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
Not Applicable	0	0	0	
<b>SUB-TOTAL:</b>			0	
CIRCULATION FACTOR 50%			0	
<b>TOTAL S.F. FLEX WORKSPACE:</b>			0	

DEDICATED SUPPORT SPACE	MAX # OF SPACES	NET S.F. /AREA	NET S.F.	KEY NOTES
	2035		2035	
General Dedicated Support Space (30%)	1	496	496	
<b>SUB-TOTAL:</b>			496	
CIRCULATION FACTOR 50%			248	
<b>TOTAL S.F. SUPPORT SPACE:</b>			744	
<b>TOTAL SQUARE FOOTAGE REQUIREMENTS</b>			3,222	

<b>INTERNAL ADJACENCIES:</b>	<b>GENERAL ADJACENCIES:</b>
A No adjacencies required.	a No critical adjacencies or floor preference.

**GENERAL NOTES:**  
I Department has off-site storage needs.

**DEPARTMENT DATA: Public Works**

**WORKSPACE OVERVIEW**

	PO-1	PO-2	WS-1	TOTALS
2018	1	19	14	34
2035	1	23	16	40

**WORKSPACE REQUIREMENTS FOR STAFF**

POSITION/TITLE	MAX # OF STAFF		SPACE TYPE	NET S.F.	NET S.F.		KEY NOTES
	2018	2035			2018	2035	
Public Works Director	1	1	PO-1	180	180	180	
<b>Transportation</b>							
Director	1	1	PO-2	120	120	120	
Secretary	1	1	WS-1	56	56	56	
Management Analyst	1	1	PO-2	120	120	120	
Engineering Manager	1	1	PO-2	120	120	120	
Senior Engineer	1	1	PO-2	120	120	120	
Associate Engineer	3	4	PO-2	120	360	480	
Engineering Tech II	2	3	WS-1	56	112	168	
City Traffic Engineer	0	1	PO-2	120	0	120	
Senior Engineer	3	3	PO-2	120	360	360	
Associate Engineer	1	2	PO-2	120	120	240	
<b>Traffic Signal</b>							
Operations Specialist	1	1	PO-2	120	120	120	
Engineering Tech II	1	1	WS-1	56	56	56	
<b>Administrative</b>							
Secretary	1	1	WS-1	56	56	56	
Senior BSS	1	1	PO-2	120	120	120	
BSS	2	2	WS-1	56	112	112	
Engineering Tech	0	1	WS-1	56	0	56	
<b>Senior Management</b>							
Analyst	1	1	PO-2	120	120	120	
Sr. Contract Admin.	1	1	WS-1	56	56	56	
Administrator	1	1	WS-1	56	56	56	
Assoc. Contract Admin.	1	1	WS-1	56	56	56	
<b>Environmental</b>							
Manager	1	1	PO-2	120	120	120	
<b>Senior Program</b>							
Manager	2	2	PO-2	120	240	240	
Management Analyst	0	1	PO-2	120	0	120	
Env. Spec. I	1	1	WS-1	56	56	56	
Env. Spec. II	1	1	WS-1	56	56	56	
Env. Spec. II	1	1	WS-1	56	56	56	
Sr. Office Specialist	1	1	WS-1	56	56	56	
<b>Senior Program</b>							
Manager	2	2	PO-2	120	240	240	
<b>SUB-TOTAL:</b>	<b>34</b>	<b>40</b>			<b>3,244</b>	<b>3,836</b>	

CIRCULATION FACTOR 50%	1,622	1,918
SUB-TOTAL S.F. OFFICE/ WORK STATIONS:	4,866	5,754

FLEX WORKSPACE	MAX # OF SPACES 2035	NET S.F. /AREA	NET S.F. 2035	KEY NOTES
Part Time (Shared Workspace)	8	28	224	
SUB-TOTAL:			224	
CIRCULATION FACTOR 50%			112	
TOTAL S.F. FLEX WORKSPACE:			336	

DEDICATED SUPPORT SPACE	MAX # OF SPACES 2035	NET S.F. /AREA	NET S.F. 2035	KEY NOTES
Traffic Management Center	1	180	180	
Traffic Management Center Server	1	50	50	1
General Dedicated Support Space (30%)	1	1151	1,151	
SUB-TOTAL:			1,381	
CIRCULATION FACTOR 50%			691	
TOTAL S.F. SUPPORT SPACE:			2,072	
TOTAL SQUARE FOOTAGE REQUIREMENTS			8,162	

INTERNAL ADJACENCIES:	GENERAL ADJACENCIES:
A Traffic Management Center to be adjacent to IT Department.	a No floor requirements.

KEYNOTES:
1 If location allows, Traffic Management Server could be consolidated with IT Server.

GENERAL NOTES:
I Department would like access to public facing 4 person conference rooms to meet all visitors. Conference rooms to be adjacent to building entrance.
II Department has off-site storage needs.
III Department to be secured from public.





# Section Three: **Community Outreach**



# 3. Community Outreach

## 3.1 Introduction

The community outreach component of The Scoping and Planning Analysis process incorporated a robust component. *The Participation Company* assisted the City in outreach and communication to key stakeholders in formulating a plan for public input on the Civic Center project. This work includes assisting in the design of workshops and online engagement with the community for this project.

The first week of June 2018, the City released its direct mailer which provided:

- information on the future City Hall and Civic Center
- a link to the City's online survey which went live July 1, 2018 and
- invited the public to attend the two community meetings the City hosted.

The two community outreach meetings were held on:

- Workshop No. 1: Thursday, June 21, 2018 (6:00 pm - 8:00 pm) at the Faraday Center
- Workshop No. 2: Saturday, June 23, 2018 (10:00 am -12:00 pm) at the Senior Center

The workshops included a general introduction to the City Hall selection process, provision of project background (including a short video about the project and the need for a new City Hall), a discussion about community values and a placemaking and City Hall criteria discussion.

Online electronic surveys were developed for City of Carlsbad resident's input on current and desired future public use spaces at / for City Hall Services, including: Building, Planning, Administrative Services, and City Council Chamber. Input was solicited from frequent users of these services<sup>1</sup> and associated public use spaces.

Over 400 people participated in either the workshops or online survey providing a wide range of input.

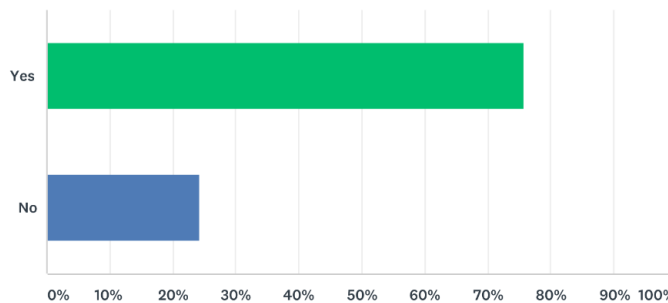
Please find the following data representing the number of survey respondents and percentage tabulations related to their responses.

<sup>1</sup> Frequent users included a list of City of Carlsbad customers who were part of a 2016/2017 "customer survey" conducted by the Planning Department. This included frequent users of the services provided at the Faraday Center.

## 3.2 Survey Response: City Hall and/or Faraday Center

### 1. Are you satisfied with the current City Hall and/or Faraday Center entry and reception?

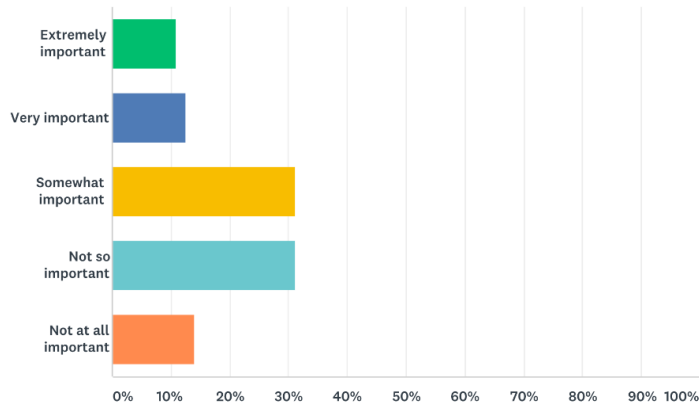
Answered: 62 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	75.81%	47
No	24.19%	15
TOTAL		62

**2. How important is a building entry that is large in size and provides access to a grand reception and waiting space?**

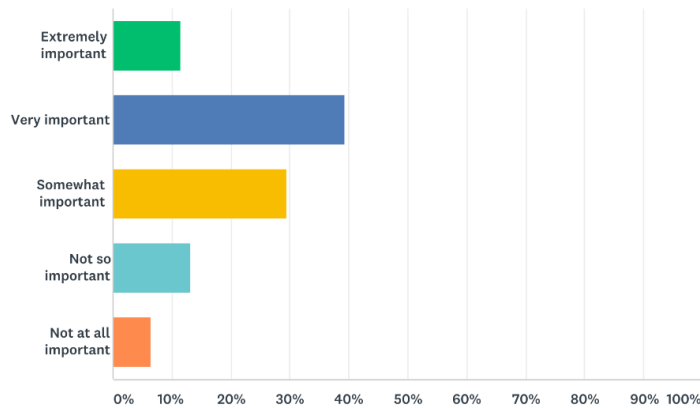
Answered: 64 Skipped: 1



ANSWER CHOICES	RESPONSES	
Extremely important	10.94%	7
Very important	12.50%	8
Somewhat important	31.25%	20
Not so important	31.25%	20
Not at all important	14.06%	9
TOTAL		64

**3. How important is a building entry that is medium in size and provides access to a moderate reception and waiting space?**

Answered: 61 Skipped: 4

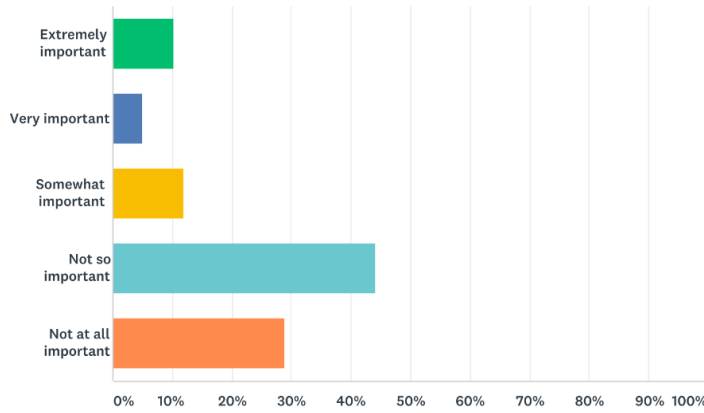


ANSWER CHOICES	RESPONSES	
Extremely important	11.48%	7
Very important	39.34%	24
Somewhat important	29.51%	18
Not so important	13.11%	8
Not at all important	6.56%	4
TOTAL		61



**4. How important is a building entry that is small in size and provides access to a basic reception and waiting space?**

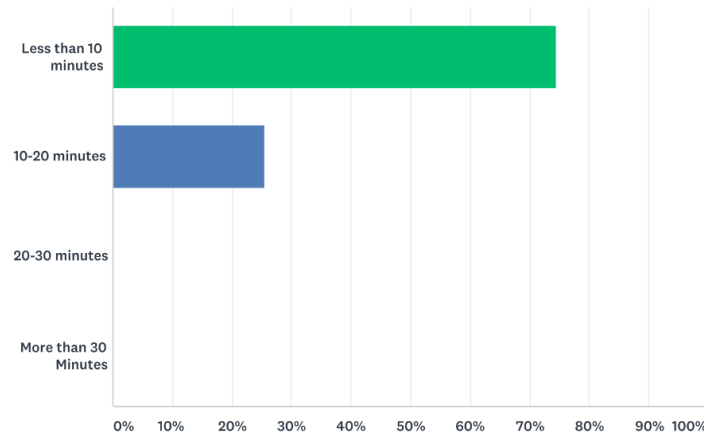
Answered: 59 Skipped: 6



ANSWER CHOICES	RESPONSES	
Extremely important	10.17%	6
Very important	5.08%	3
Somewhat important	11.86%	7
Not so important	44.07%	26
Not at all important	28.81%	17
TOTAL		59

**5. How long is the typical wait before meeting with City staff?**

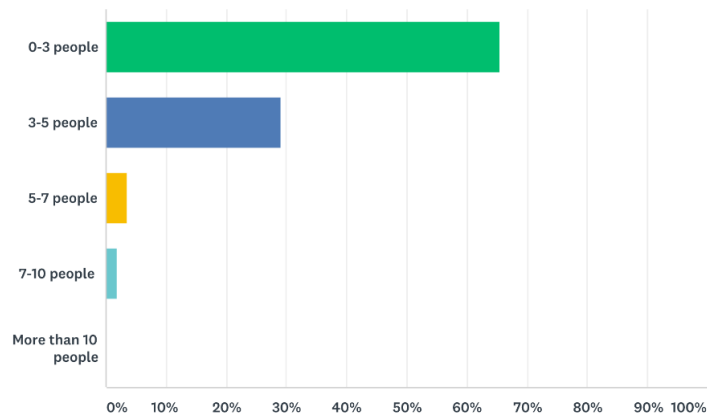
Answered: 55 Skipped: 10



ANSWER CHOICES	RESPONSES	
Less than 10 minutes	74.55%	41
10-20 minutes	25.45%	14
20-30 minutes	0.00%	0
More than 30 Minutes	0.00%	0
TOTAL		55

### 6. On average, how many people are waiting in the waiting area at the same time you are waiting?

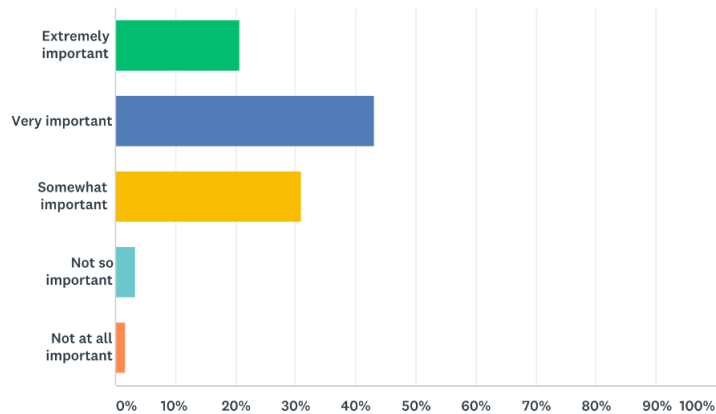
Answered: 55 Skipped: 10



ANSWER CHOICES	RESPONSES	
0-3 people	65.45%	36
3-5 people	29.09%	16
5-7 people	3.64%	2
7-10 people	1.82%	1
More than 10 people	0.00%	0
TOTAL		55

### 7. How important is the amount of seating provided for those waiting?

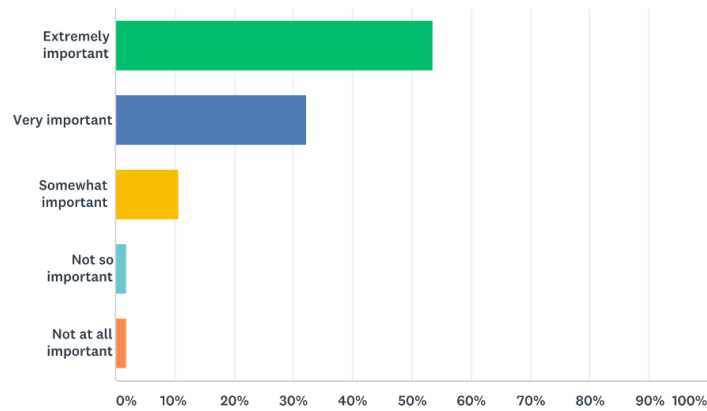
Answered: 58 Skipped: 7



ANSWER CHOICES	RESPONSES	
Extremely important	20.69%	12
Very important	43.10%	25
Somewhat important	31.03%	18
Not so important	3.45%	2
Not at all important	1.72%	1
TOTAL		58

### 8. How important is a large counter to review plans?

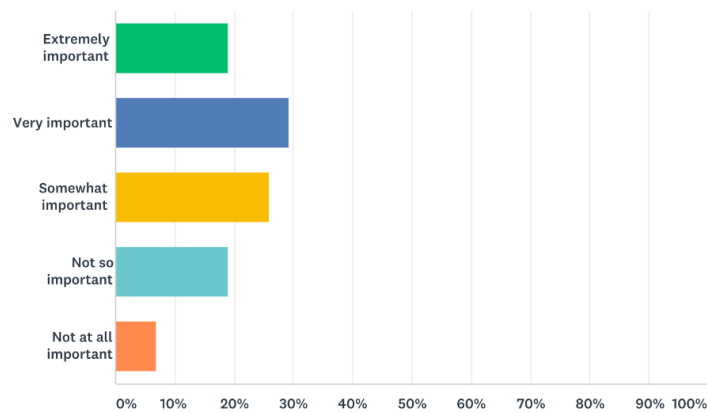
Answered: 56 Skipped: 9



ANSWER CHOICES	RESPONSES	Count
Extremely important	53.57%	30
Very important	32.14%	18
Somewhat important	10.71%	6
Not so important	1.79%	1
Not at all important	1.79%	1
TOTAL		56

### 9. How would you rate the need for a bar height work counter while waiting with accessible power outlets?

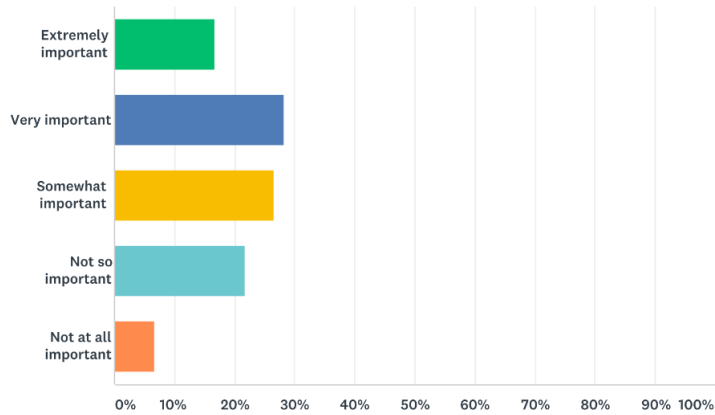
Answered: 58 Skipped: 7



ANSWER CHOICES	RESPONSES	Count
Extremely important	18.97%	11
Very important	29.31%	17
Somewhat important	25.86%	15
Not so important	18.97%	11
Not at all important	6.90%	4
TOTAL		58

### 10. How would you rate the need for furniture with accessible power outlets?

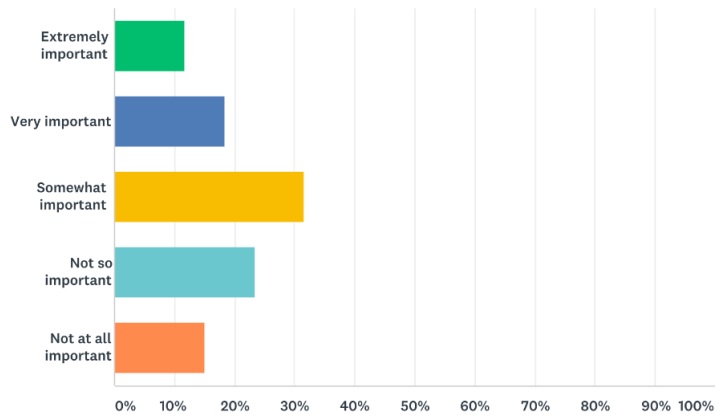
Answered: 60 Skipped: 5



ANSWER CHOICES	RESPONSES	
Extremely important	16.67%	10
Very important	28.33%	17
Somewhat important	26.67%	16
Not so important	21.67%	13
Not at all important	6.67%	4
TOTAL		60

### 11. How would you rate the need for work stations with access to a computer?

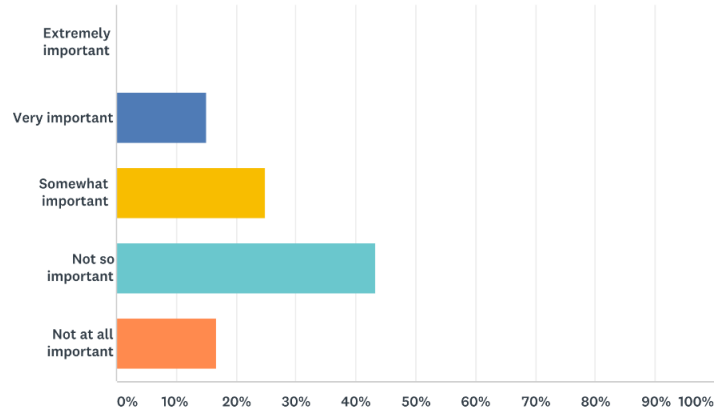
Answered: 60 Skipped: 5



ANSWER CHOICES	RESPONSES	
Extremely important	11.67%	7
Very important	18.33%	11
Somewhat important	31.67%	19
Not so important	23.33%	14
Not at all important	15.00%	9
TOTAL		60

**12. How would you rate the need for a small child waiting/play area?**

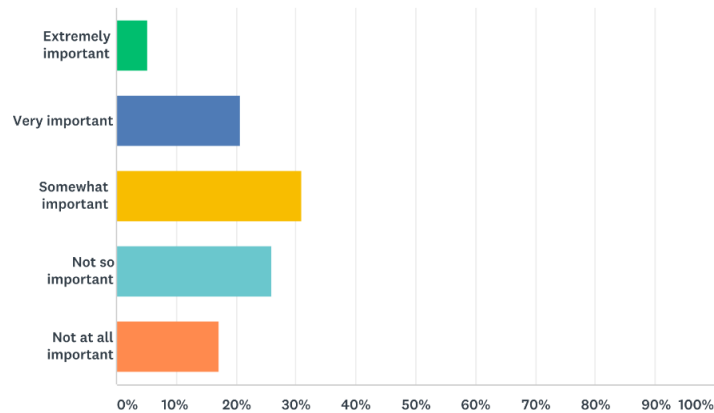
Answered: 60 Skipped: 5



ANSWER CHOICES	RESPONSES	Count
Extremely important	0.00%	0
Very important	15.00%	9
Somewhat important	25.00%	15
Not so important	43.33%	26
Not at all important	16.67%	10
<b>TOTAL</b>		<b>60</b>

**13. How would you rate the need for a separate Community and Economic Development Services waiting area from other City services waiting areas, such as utility billing?**

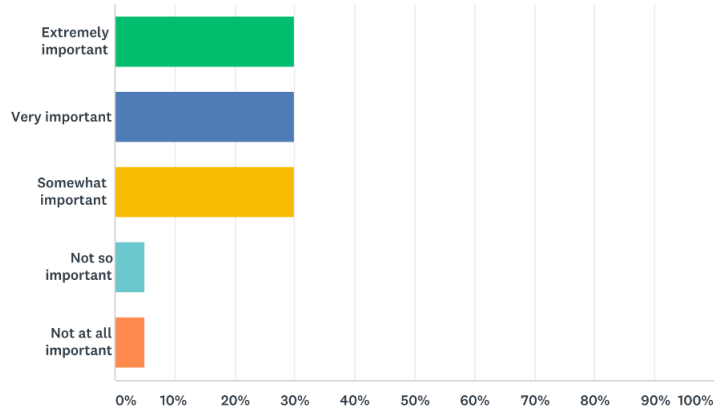
Answered: 58 Skipped: 7



ANSWER CHOICES	RESPONSES	Count
Extremely important	5.17%	3
Very important	20.69%	12
Somewhat important	31.03%	18
Not so important	25.86%	15
Not at all important	17.24%	10
<b>TOTAL</b>		<b>58</b>

**14. How would you rate the need for an enclosed meeting space to have a private conversation with a City employee?**

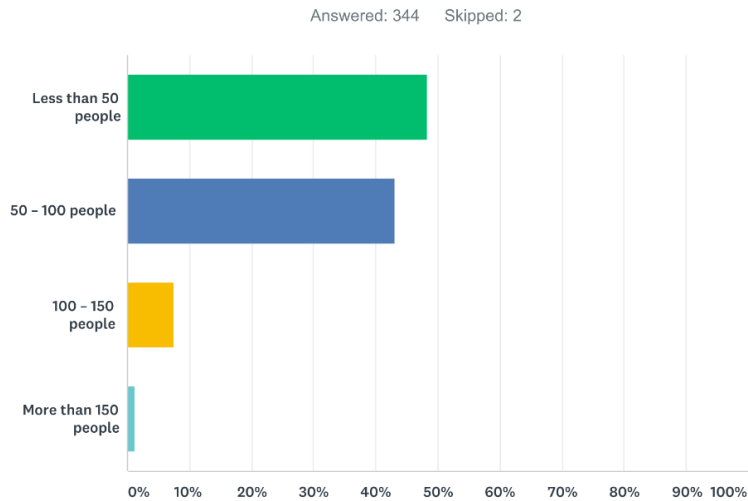
Answered: 60 Skipped: 5



ANSWER CHOICES	RESPONSES	
Extremely important	30.00%	18
Very important	30.00%	18
Somewhat important	30.00%	18
Not so important	5.00%	3
Not at all important	5.00%	3
<b>TOTAL</b>		<b>60</b>

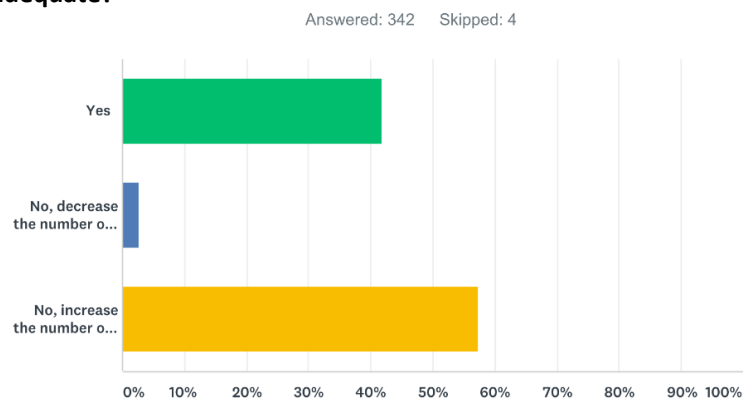
### 3.3 Survey Response: City Council Chamber

#### 1. What is the average number of people who you believe attend City Council Meetings?



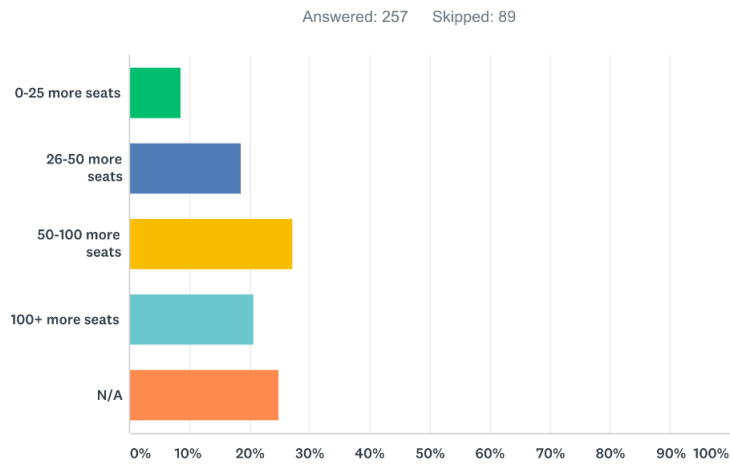
ANSWER CHOICES	RESPONSES	
Less than 50 people	48.26%	166
50 - 100 people	43.02%	148
100 - 150 people	7.56%	26
More than 150 people	1.16%	4
TOTAL		344

#### 2. The current City Council Chamber has 92 seats. Do you think the number of seats in the current City Council Chamber is adequate?



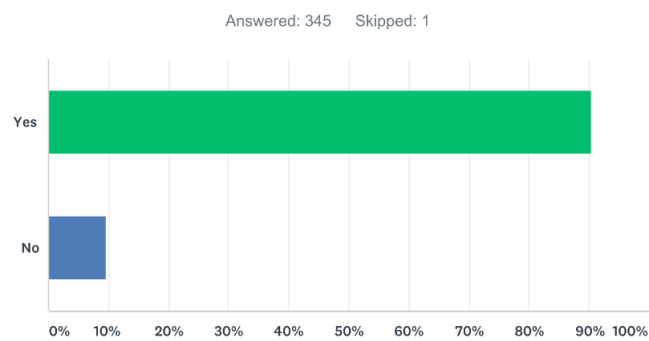
ANSWER CHOICES	RESPONSES	
Yes	41.81%	143
No, decrease the number of seats	2.63%	9
No, increase the number of seats	57.31%	196
Total Respondents: 342		

**3. If you selected “No, increase the number of seats” in the previous question, please tell us by how many seats.**



ANSWER CHOICES	RESPONSES	
0-25 more seats	8.56%	22
26-50 more seats	18.68%	48
50-100 more seats	27.24%	70
100+ more seats	20.62%	53
N/A	24.90%	64
TOTAL		257

**4. If there is a large number of attendees at a City Council meeting would an overflow space be desired?**

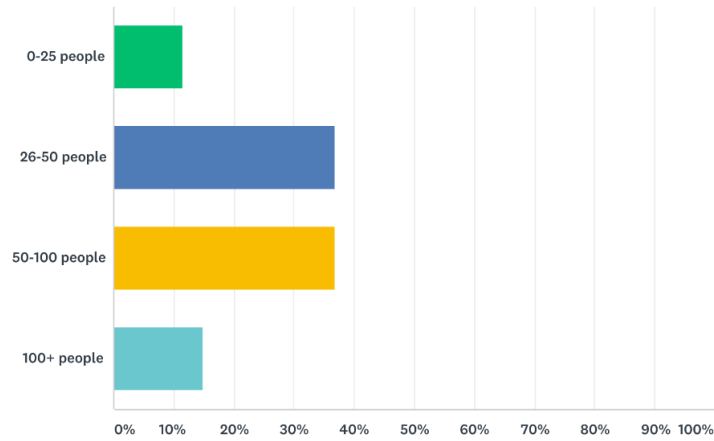


ANSWER CHOICES	RESPONSES	
Yes	90.43%	312
No	9.57%	33
TOTAL		345



5. If “yes,” how large of an overflow space? Adequate space for:

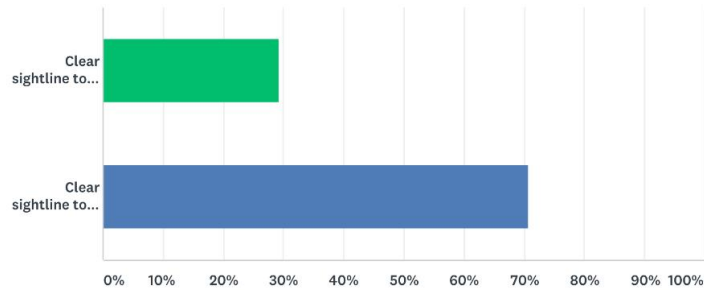
Answered: 315 Skipped: 31



ANSWER CHOICES	RESPONSES	
0-25 people	11.43%	36
26-50 people	36.83%	116
50-100 people	36.83%	116
100+ people	14.92%	47
TOTAL		315

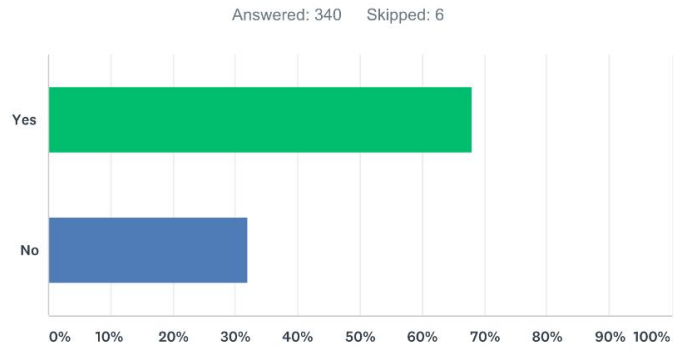
6. Which of the following items is most important in an overflow space?

Answered: 331 Skipped: 15



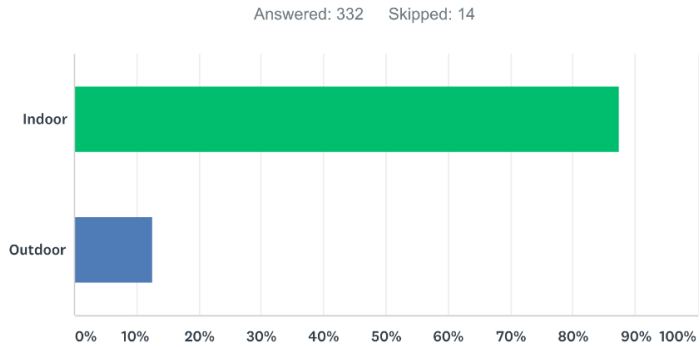
ANSWER CHOICES	RESPONSES	
Clear sightline to the Dais/Council Members from seat.	29.31%	97
Clear sightline to projection screens with live video coverage from seats.	70.69%	234
TOTAL		331

### 7. Is the proximity of an overflow space to the City Council Chamber important to you?



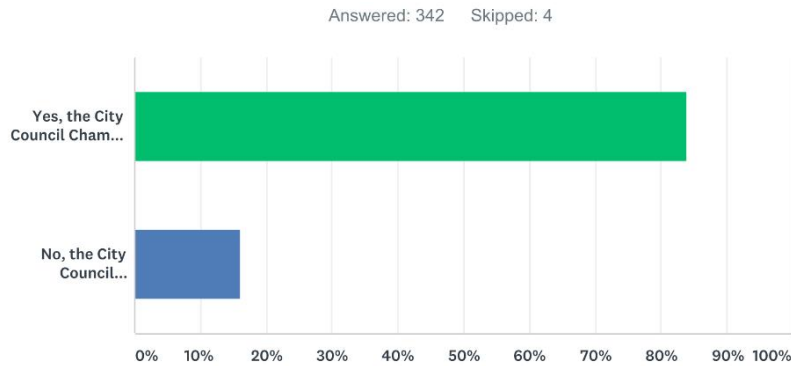
ANSWER CHOICES	RESPONSES	
Yes	67.94%	231
No	32.06%	109
TOTAL		340

### 8. Would you prefer an overflow space to be indoor or outdoor?



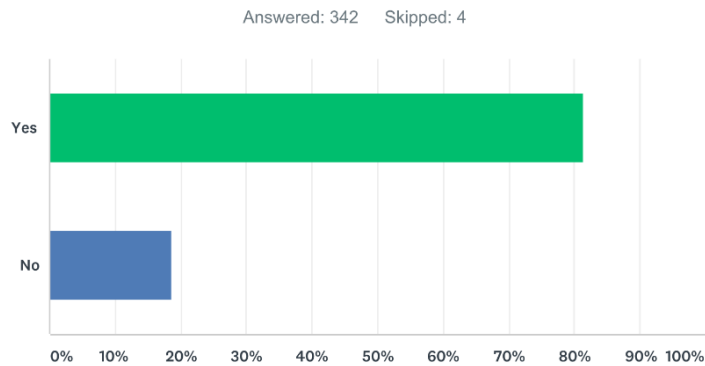
ANSWER CHOICES	RESPONSES	
Indoor	87.35%	290
Outdoor	12.65%	42
TOTAL		332

**9. Do you think the City Council Chamber should be used as a multifunctional space for the City of Carlsbad’s events?**



ANSWER CHOICES	RESPONSES
Yes, the City Council Chamber plan should be flexible to allow for multipurpose use.	83.92% 287
No, the City Council Chamber should be dedicated to City Council purposes only.	16.08% 55
TOTAL	342

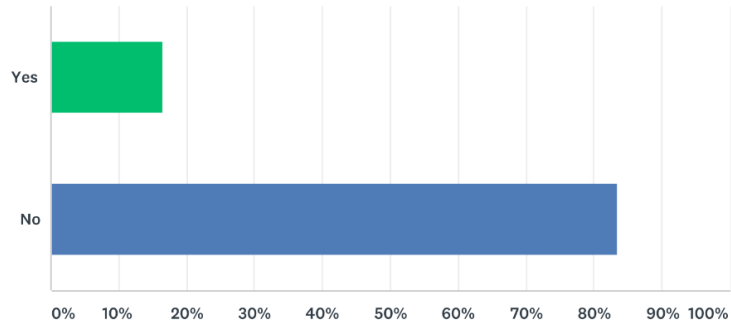
**10. When attending City Council meetings to you utilize the public restroom?**



ANSWER CHOICES	RESPONSES
Yes	81.29% 278
No	18.71% 64
TOTAL	342

**11. When attending City Council meetings would you utilize vending machines?**

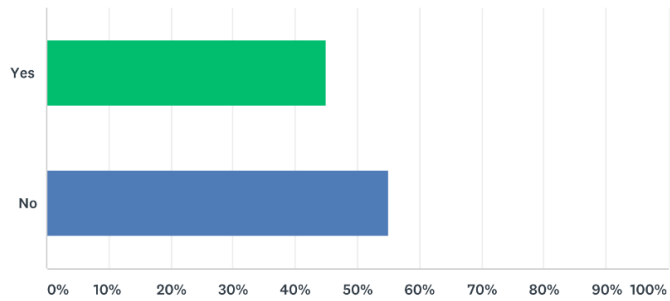
Answered: 343 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	16.62%	57
No	83.38%	286
TOTAL		343

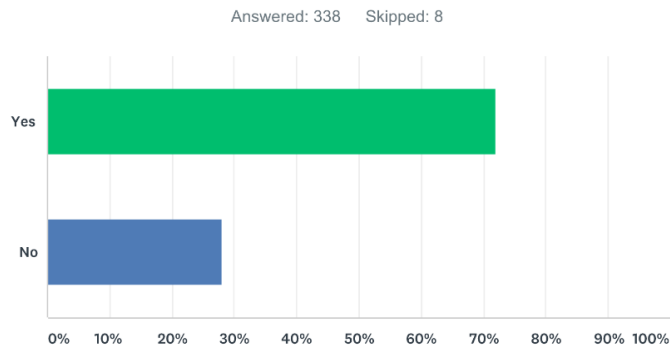
**12. Is the availability of parking at the current City Council Chamber adequate?**

Answered: 336 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	44.94%	151
No	55.06%	185
TOTAL		336

**13. Is the proximity of parking at the current City Council Chamber adequate?**



ANSWER CHOICES	RESPONSES	
Yes	71.89%	243
No	28.11%	95
<b>TOTAL</b>		<b>338</b>

