

Facilities Master Plan Final Report *February 17, 2010*



Architects Design Group, Inc.
Winter Park · Fort Myers, Florida

Volume 2:
Spatial Needs Assessment

**Volume II: Spatial Needs Assessment
Final Report – February 17, 2010**

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Volume II: Spatial Needs Assessment

Overview:

An Organizational Needs Assessment has been prepared by ADG to aid in evaluating the adequacy and current utilization of existing facilities to meet the functional needs of the occupants. A multi-task methodology was employed, which included the distribution of a Space Needs questionnaire to designated department personnel, followed by interviews and facility tours. The evaluation, including staff review and consensus, was completed in January 2009. Thus, the current needs have been analyzed based upon the recommended space requirements for a facility to accommodate the staffing levels as budgeted for the 2009 fiscal year. The spatial needs analysis provides recommended facility areas to meet the current and future needs for each department.

Since the commencement of this study in early 2008, the economic and demographic climate has changed considerably, and forecast models for population growth since the 2000 Census have been adjusted, generally beginning in forecast year 2005. As population is one factor that relates to the provision of City services and a department's spatial needs for operations, this decline in growth may in part mitigate the need for facility expansion to meet current needs in the near term. Directly related, declining revenue and the consolidation of programs and services also factors into projections for facility spatial needs.

In response to this forestalled growth, current need, as utilized for the purposes of this study, is identified as space need that is projected for the short term (5 years: 2010–2014) and which should be considered as the minimum threshold to be provided as the basis of a 5-Year Capital Improvement Program. Future needs have been projected out much further, to 2020 and 2030, and are the basis for establishing a long-range Master Plan and Capital Improvement Program for the City's future.

Included in this volume are the full space needs assessments for each department. In summary, the following schedule compares the currently allocated existing facility area to the area that is recommended to meet the current operational needs of each department, and the needs for potential future growth.

Citywide Space Needs Assessment Summary Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need 2010-14	Future Need ¹ 2020	Future Need ¹ 2030
City Administration	8,102 ²	13,098	13,678	14,458
Engineering/Community Development	8,568 ³	9,182	9,542	10,952
Police/Broward Sheriff Office	17,289	17,289 ⁴	17,289 ⁴	17,289 ⁴
Fire Rescue	20,473	32,834	34,548	38,318
Public Works ⁵	8,500	14,250	16,600	17,750
Parks and Leisure ⁶	4,500	10,057	10,401	11,249
Total	67,432	96,710	102,058	110,016

1 Cumulative totals

2 Approximate existing office area allocated at City Hall for the City Manager, Finance, City Clerk, Human Resources, and ITS.

3 Existing area noted is the area allocated for Engineering/Community Development at the New Municipal Building.

4 A Space Needs Assessment for BSO future needs is excluded from the scope of this report, existing area carried forward as future need.

5 Combined facility area for administrative and crew functions of both Administration and Operations Divisions. (Unconditioned facility area and yard space for maintenance and storage functions is excluded from this summary table).

6 Combined facility area for administrative and crew functions of both Parks & Leisure Services and Parks Division. (Unconditioned facility area and yard space for maintenance and storage functions is excluded from this summary table).

Space Standards:

Over the past 30 years ADG has had the opportunity to provide services for over 160 space needs assessments, for both City and County Facilities. We have in that respect developed and visually represented typical space utilization standards for a wide variety of governmental entities from large County Governmental Facilities to those for smaller Cities and Towns.

Illustrated in Appendix A are floor plans, perspectives, and “standards” for typical office layouts and related areas, such as conference rooms, work spaces, etc. These area standards are the basis for tabulating the required total area to meet the organizational needs of each of the Departments that have been reviewed in this study. The recommended areas that are represented have been developed from a variety of sources, including published County, City and National Standards, as well as Professional Standards. They are in many respects very similar in terms of the general areas that are provided, and their configuration.

Actual Space vs. Needed Space:

In addition to establishing a quantifiable space need, there are other factors that determine the adequacy of the facility to serve its intended purpose. The location, layout, configuration and size of the space is often of greater importance than sheer square footage. Specific room dimensions and adjacencies are often critical to the occupant’s ability to function properly and efficiently. It is in this regard that the space needs standards are intended to establish a guideline base square footage only, from which to begin further refinement through the subsequent design process.

Open Space Planning

There has long been debate relative to the utilization of open-space planning concepts, such as when a larger, open area is provided when function warrants. While private offices are mandated for certain discrete work functions, there are also appropriate uses of less private work environments. There is a direct relationship to both cost and space flexibility, which in buildings of moderate to large size can result in substantial savings or costs, depending upon the decision that is made. Perhaps the greatest advantage to open space systems is the premise of space flexibility and the ability to easily accommodate future change.

It is important to note that there is a cost associated with the acquisition of modular systems, typically utilized in open space planning. These systems vary significantly in cost, related to their quality, flexibility, and integrated technology. It is important to include the cost of these units when considering the issue of open space planning vs. private offices in order to arrive at an “apples-to-apples” comparison of value.

Technology:

Space standards have substantially changed over the past 15 to 20 years with the universal utilization and reliance upon computer systems. Equipment has been added to spaces which has placed a further burden upon existing areas. Computers, hard drives, printers, scanners, etc. are now natural parts of a typical office or work space environment. Conversely, the increasing use of ‘paperless’ technologies in the future may reduce the space needs for equipment and record storage. As we consider future technology we must also envision the increased use of equipment to provide such functions as video conferencing, with an added impact upon space utilization.

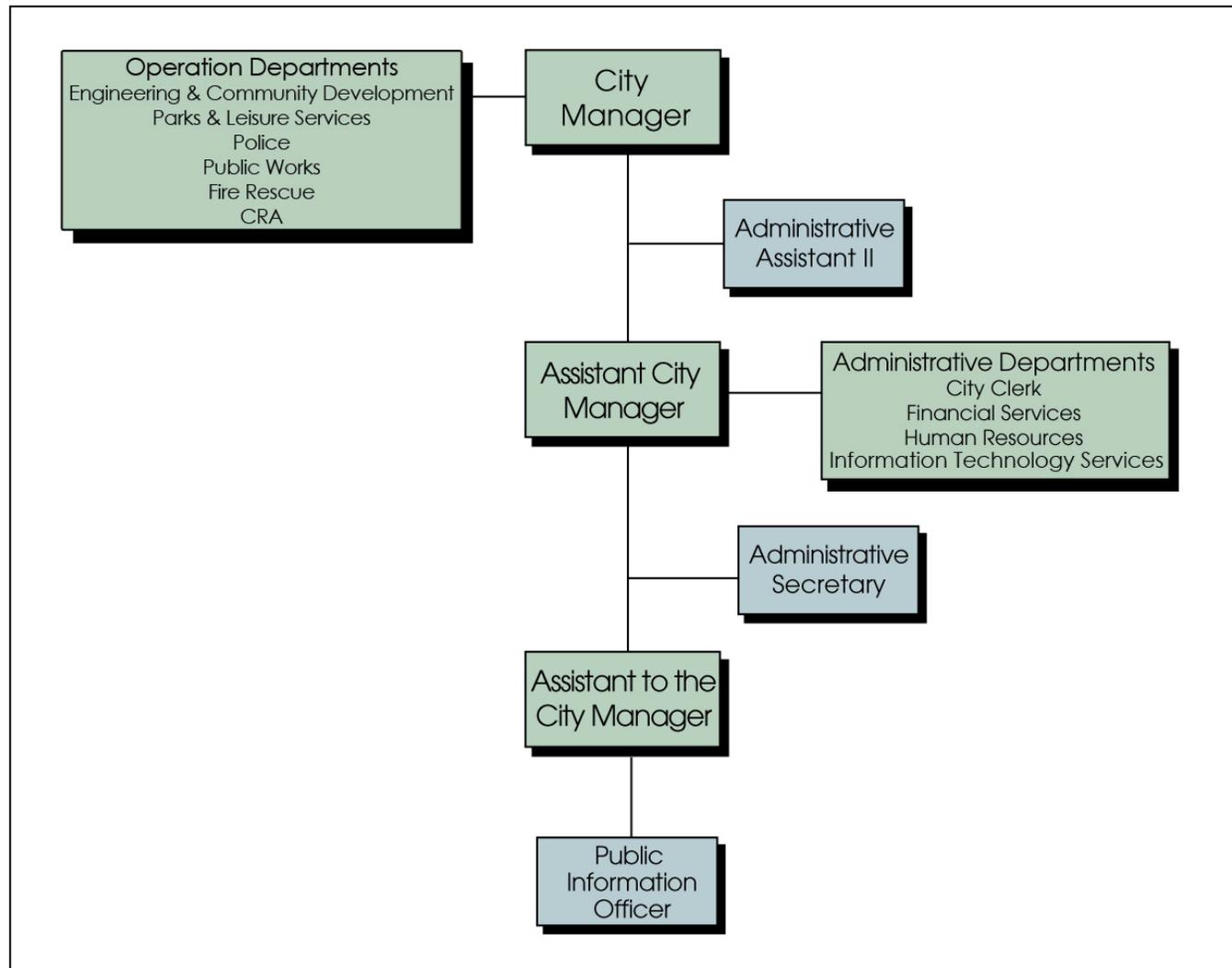
Standardized vs. Specialized Areas:

It is important that individuals understand the need to provide uniform work areas as opposed to personal preference spaces. The adoption of standard office work areas ensures that modifications, changes in personnel, and reorganization can occur in an orderly and cost effective manner.

Conversely, there are various departments in which functions require either larger workstations or individual office space beyond that generally provided to Administrators and Department Directors. For example, Community Development has specific space need requirements to accommodate plan review, resulting in larger workstations and additional plan layout area. In the Financial Services Department, sensitive financial information must be accommodated discreetly, and private offices are standard. Privacy and confidentiality issues are such that Human Resources requires a discreet copy workroom area with document shredder. Within the Police Department, there are significant issues of confidentiality; dealing with witnesses, informants, the planning of case-sensitive operations as well as other service functions, which must be accommodated within secure environments. Many of these spaces, and their respective ability to be secured by access controls, are mandated by both State Guidelines and Standards of Accreditation.

Section 1: City Administration

Section 1: City Administration



Organizational Structure:

The City of Oakland Park’s Administration Departments are currently co-located at City Hall. Contained in this report is an organizational space needs analysis for the following Departments:

- City Manager
- City Clerk
- Financial Services
- Human Resources
- Information Technology Systems

The existing facility is a result of multiple renovations over the years, in which areas were reallocated to meet the current needs at the time. Because of the method of these renovations and due to the age of the building, there are several issues associated with sustainability, ADA accessibility and security that have not been addressed and do not meet present standards of building technology or regulatory compliance codes. These issues are discussed in Volume I / Section 2 of this report.

The former Building Division offices on the first floor (vacated in early 2009) are currently being utilized by Parks & Leisure administration. This study evaluated the opportunity to utilize this area for Human Resources and the City Clerk, in conjunction with the expansion of ITS and the City Commission Chambers, and an internal re-organization of the second floor for Financial Services, the City Manager, CRA office, and related areas. While such a renovation may better utilize the existing area at City Hall to meet short term needs for the City Administration, the investment is to be weighed against a more comprehensive future master plan. In conclusion, this study presents Development Alternatives for consideration (see Volume I).

In general it was observed that record storage is crowding various offices, where space is at a premium. Additionally, at the time of the survey, record storage was observed to be crowding other facilities throughout the City, often being “temporarily” stored in unsuitable locations (spaces at facilities without security or climate control). With the City’s adoption of paper-less technologies and procedures, paper files storage needs will be reduced. Centralized storage area for the City Clerk at the New Municipal Building became available in 2009 to provide for the current and near future needs. Off-site leased storage space will still remain as a viable component to meet these needs, in particular for records to be kept in perpetuity at a secured, storm-hardened facility.

Spatial Need:

Summarized below are the conclusions of the space needs assessment. Following is the room-by-room, space-by-space assessment of the space needs for the staffing and functions of the City Administration Departments. For purposes of this analysis, common facility support (e.g.: restrooms, break room, building services such as mechanical and electrical equipment) has been excluded from each department’s space needs. What is tabulated are the required office spaces and accessory areas for the operational needs of the department.

City Administration: Space Needs Summary Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need 2010-14	Future Need ¹ 2020	Future Need ¹ 2030
City Manager’s Office	2,293	2,488	2,488	2,488
City Clerk ²	715	1,300	1,300	1,300
Financial Services	2,592	4,230	4,350	4,630
Human Resources	1,450	2,250	2,370	2,370
Information Technology Services	1,052	2,830	3,170	3,670
Total	8,102	13,098	13,678	14,458

1 Cumulative totals

2 This excludes record storage, provided at the New Municipal Building FY’09 (approx. 1,500 SF)

Volume II: Citywide Spatial Needs Analysis
Section 1: City Administration - Department Summary

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	1.1	City Manager's Office	2,488	2,488	2,488
	1.2	City Clerk	1,300	1,300	1,300
	1.3	Financial Services	4,230	4,350	4,630
	1.4	Human Resources	2,250	2,370	2,370
	1.5	Information Technology Services	2,830	3,170	3,670
		Total	13,098	13,678	14,458

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
2.3 acting CRA Director	1.	City Manager's Office			
	1.1	Reception/Waiting Area	160	--	--
	1.2	City Manager's Office	240	--	--
	1.3	Admin. Assistant II @140SF	(3) 420	--	--
	1.4	Restroom	90	--	--
	2.	Assistant City Manager's Office			
	2.1	Assistant City Manager's Office	180	--	--
	2.2	Administrative Assistant I	120	--	--
	2.3	Assistant to the City Manager	140	--	--
	2.4	Administrative Aide	--	--	--
	3.	Public Information Officer	140	--	--
	4.	Special Projects Coordinator	--	--	--

Volume II: Citywide Spatial Needs Assessment

Section 1.1: City Manager's Office

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>7. includes office supply</p> <p>8. include storage space for presentation boards</p> <p>12. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.</p>	5.	Grants Specialist	--	--	--
	6.	Conference/Meeting Room	180	--	--
	7.	Copy/Work Room	120	--	--
	8.	Records and File Room	140	--	--
	10.	Mini-Break Room	60	--	--
	11.	Sub-Total	1,990	--	--
	12.	Efficiency Factor @ 25%	498	--	--
	13.	Total	2,488	0	0
	14.	Cumulative Total		2,488	2,488

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>1. record storage to be re-located to new City facility in spring '09.</p> <p>1.3 full-time position, currently filled by temp.</p> <p>3. workstation for document scanning</p> <p>5. electronic processes have eliminated physical space needs</p> <p>6. includes recordings of Commission mtgs, ordinance and resolutions</p> <p>7. active file storage (file boxes/cabinets) excludes archival storage elsewhere</p> <p>9. coffee station</p>	1.	Clerk's Office			
	1.1	City Clerk	220	--	--
	1.2	Deputy City Clerk	180	--	--
	1.3	Administrative Aide	120	--	--
	2.	Records Specialist	140	--	--
	3.	Administrative Assistant	120	--	--
	4.	Mail and Copy Room	--	--	--
	5.	Documents Prep Area	--	--	--
	6.	Secured Records Vault	160	--	--
	7.	File/Record Storage	--	--	--
	8.	Office Storage/copy workroom	80	--	--
	9.	Mini-Break Area	20	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
11. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	10.	Sub-Total	1,040	0	0
	11.	Efficiency Factor @ 25%	260	--	--
	12.	Total	1,300	0	0
	13	Cumulative Total		1,300	1,300

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3. CAFR, accounts payable, payroll 3.4 file cabinets	1.	Reception/Waiting Area	120	--	--
	2.	Director's Office	220	--	--
	3.	Accounting Division			
	3.1	Comptroller	180	--	--
	3.2	Accountant: @140 SF ea.	(2) 280	--	--
	3.3	Accounting Tech II: @80 SF ea.	(2) 160	--	--
	3.4	File Storage	20	--	--
	3.6	Vault	120	--	--
	4.	Capital Projects & Purchasing Division			
	4.1	CIP & Purchasing Manager	180	--	--
	4.2	Accountant	140	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
4.4 file cabinets	4.3	Purchasing Specialist	140	--	--
	4.4	File Storage	20	--	--
5.3 Utility & Billing Services section with cashier functions at first floor of City Hall, proposed to be re-organized with Public Works in FY'09	5.	Treasury Division			
5.5 need ADA service counter	5.1	Treasurer	180	--	--
	5.2	Accounting Tech I	80	--	80
	5.3	Lobby/Service Area	200	--	--
	5.4	Electronic Payment Area	60	--	--
	5.5	Cust. Serv. Rep: @100 SF	(2) 200	--	(1) 100
	5.6	Cust.Serv.Coordinator: @100 SF	(2) 200	--	(1) 100
5.7 meter readers, under purview of Eng/DCD(code enforcement)	5.7	Field Service Tech: (3)	--	--	--
	5.8	Utility/Billing Manager	--	120	--
5.9 currently located at first floor of City Hall	5.9	Cashier Work Area	120	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>6. City annual budget, planning/forecasting</p> <p>6.2 re: property insurance</p> <p>7,8,9. shared by all divisions of Financial Services Dept.</p> <p>8. with work counter for Finance Audit prep., provide paper shredder</p> <p>9. coffee station</p> <p>12. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.</p>	5.10	File/Copy work area	64	--	--
	6.	Financial Management Division			
	6.1	Financial Manager	180	--	--
	6.2	Risk Manager	160	--	--
	7.	Conference Room	180	--	--
	8.	Copy/Workroom	160		
	9.	Mini-Break Area	20	--	--
	10.	Sub-Total	3,384	120	280
	11.	Efficiency Factor @ 25%	846	--	--
	12.	Total	4,230	120	280
	13.	Cumulative Total		4,350	4,630

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. security needs: panic button, bullet-resistant glazing at reception 4. (2)FT/(1)PT, + future station used now by intern 5. private conference, also used for testing 6. with A/V capabilities, also used for private conference 7. reference materials 9. no statute on old employee records, laser-fiche archiving 3 years back 11. confidential area, provide paper shredder 12. coffee station	1.	Reception/Waiting Area	160	--	--
	2.	HR Director	220	--	--
	3.	HR Assistant	160	--	--
	4.	HR Generalist: @ 120 SF ea.	(3) 360	(1) 120	--
	5.	Conference/Work Room	180	--	--
	6.	Training Room	360	--	--
	7.	Training Room Storage	40	--	--
	8.	Secured Employee Records/Files	100	--	--
	9.	Centralized Filing	40	--	--
	10.	Storage Room/Office Supplies	80	--	--
	11.	Copy/Fax/Printer Area	80	--	--
	12.	Mini-Break Area	20	--	--

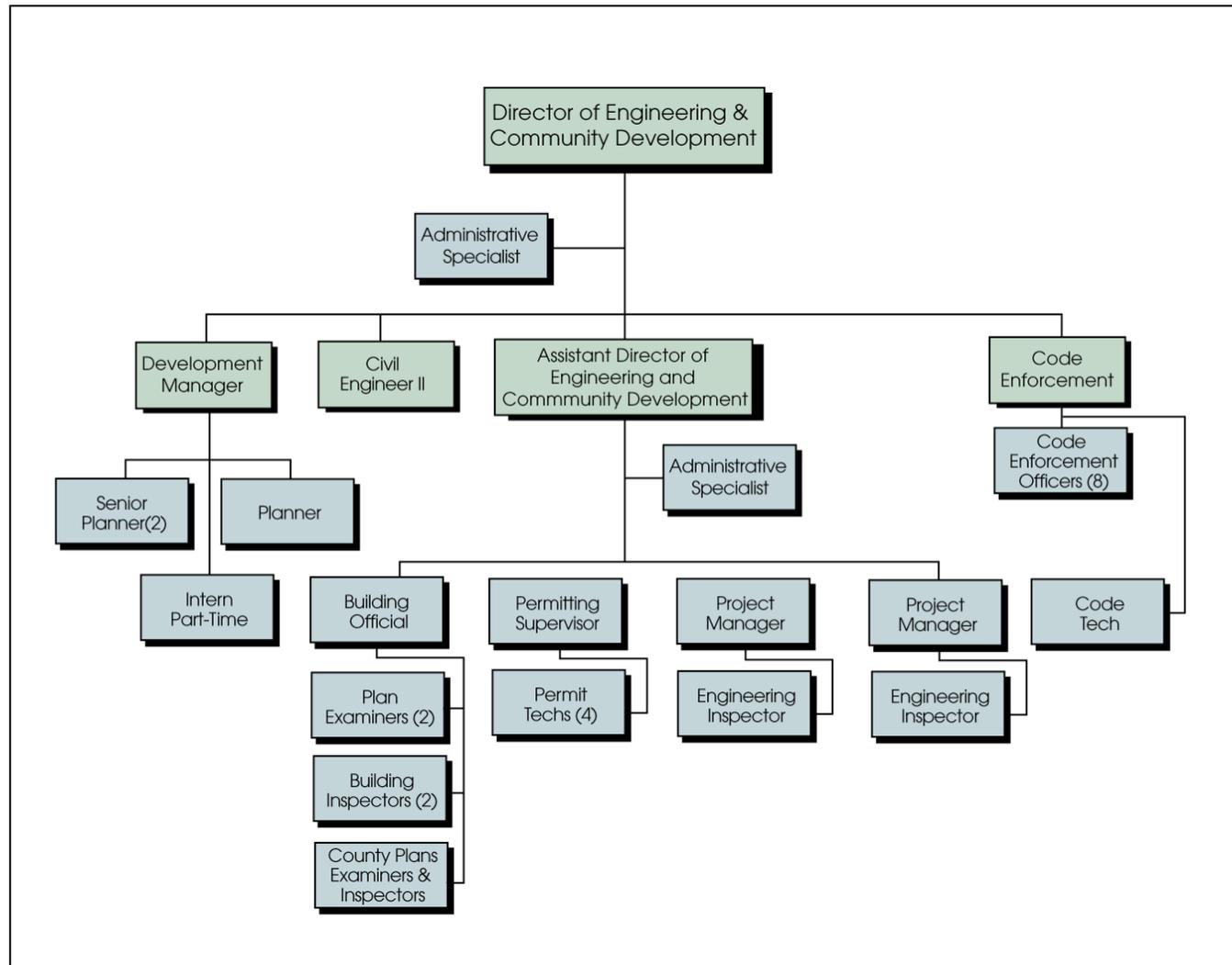
General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
12. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	13.	Sub-Total	1,800	120	0
	14.	Efficiency Factor @ 25%	450	0	0
	15.	Total	2,250	120	0
	16.	Cumulative Total		2,370	2,370

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>1. with small conference table, City CCTV</p> <p>8. work table space, with 3 Engineer Tech @80SF</p> <p>9. w/dedicated HVAC and emergency power</p> <p>9.1 dedicated server for records management needed in 5 years, future virtualized server</p>	1.	ITS Director	220	--	--
	2.	Network Administrator	180	--	--
	3.	Desktop Support Specialist	140	--	120
	4.	E-Government Specialist	140	--	--
	5.	Application Support Specialist	140	--	--
	6.	Enterprise Applications Specialist	140	--	--
	7.	PC Storage Room	140	--	140
	8.	PC Work Room	400	80	80
	9.	Server Room			
	9.1	Data/Mainframe	240	180	100
9.2	Data Program Storage	200	--	60	

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
12. coffee station	9.3	UPS	80	80	--
	10.	Conference/Work Room	160	--	--
	11.	Copy/Supply	64	--	--
	12.	Mini-Break Area	20	--	--
	13.	Sub-Total	2,264	340	500
	14.	Efficiency Factor @ 25%	566	--	--
	15.	Total	2,830	340	500
	16.	Cumulative Total		3,170	3,670

**Section 2: Engineering and
Community Development**

Section 2: Engineering and Community Development Department



Organizational Structure:

The City of Oakland Park's Engineering and Community Development Department consists of the following Divisions:

- Engineering and Construction
- Building Division
- Code Enforcement Division
- Planning & Zoning Division

At the time of the initial survey in 2008, these divisions were operating out of separate facilities at locations throughout the city. All divisions were combined in 2009 as the Engineering and Community Development Department, under the administrative direction of the Engineering Division, and re-located to the New Municipal Building. This consolidation facilitates economies in staffing and workflow, and the elimination of redundant work spaces.

Combining these divisions under one department within one facility provides for the economies of shared facility support (restrooms, central break room, building services such as mechanical, electrical/IT and building maintenance). While one large multi-purpose conference space may be provided as a shared facility amenity, additional smaller meeting rooms and/or accessory work areas are recommended within each division's office area for efficient work flow. For comparative purpose, the space needs assessment that follows accounts for these dedicated functional areas (reception/administrative support, conference rooms, copy/storage/work areas, active file storage) within each division summary, but excludes facility support areas common to the building and its other tenants.

If population growth forecasts hold true, staff increases may be anticipated in the future (2020/30) to maintain a corresponding level of service. In particular, it is anticipated that code enforcement, planning and zoning, and permitting services would be most affected.

In general it can be commented that the services of Engineering and Community Development require additional storage area for oversized documentation (plans). Plan review and engineering services also require larger workstations and/or accessory work areas with adequate desk space for plan layout. The

space standard illustrations included in Appendix A present some options for work room arrangements which provide common layout space within an open office suite.

While ‘paper-less’ plan review is not anticipated in the near future, archival documentation is expected to become increasingly electronic, and area required for plan storage may level off. Adequate area for storage of active applications and documentation (including plans of projects in various stages of permitting and construction) are recommended, and it is assumed that archival storage needs will continue to be met by a combination of off-site leased storage and increasingly, electronic file storage. Additional technical staff may be required in the future as electronic archival documentation services increase.

It is also noted that Fire Prevention services have been co-located with the Engineering and Community Development Department at the new facility, thus office area for fire plan review is not provided within the Building Division area summary. (see Section 4: Fire Rescue for Fire Prevention space needs)

Parking Requirements

Upon occupancy of the New Municipal Building, Engineering and Community Development staff was estimated at 40 employees, including part-time County employees who are contracted to provide plan review services. Additionally, ample customer parking is required for permitting services, beyond what may be code-mandated based upon occupancy. Public parking also requires an allocation of short term (15 minute) parking for permit runners.

Adequate separation and security from the operations of the Broward Sheriff Office, which shares the same facility, also impacts parking and site circulation requirements.

Spatial Need:

Summarized below are the conclusions of the spatial needs assessment. Following is the room-by-room, space-by-space assessment of the space needs for the staffing and functions of this Department.

Engineering and Community Development Department: Space Needs Summary Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)²</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need 2010-14	Future Need ¹ 2020	Future Need ¹ 2030
Engineering & Construction	2,776	1,750	1,750	2,200
Building Division	4,662	2,913	3,153	3,473
Code Enforcement Division	1,130	1,775	1,755	2,055
Planning & Zoning Division	-- ³	1,125	1,245	1,465
Department Support Areas	-- ³	1,619	1,619	1,759
Total	8,568	9,182	9,542	10,952

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1. Cumulative totals.
 2. Existing area provided at the New Municipal Building (FY'09 occupancy).
 3. Included as part of re-structured Engineering & Community Development offices at the New Municipal Building.

Volume II: Citywide Spatial Needs Assessment

Section 2: Engineering & Community Development - Department Summary

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>4-2.5 areas shared by all divisions: copy, conference, storage, etc.</p> <p>* Facility Support (building services such as mechanical and electrical/IT, restrooms, staff lounge/kitchen) are excluded from this Summary Total</p>	2.1	Engineering & Construction	1,750	1,750	2,200
	2.2	Building Division	2,913	3,153	3,473
	2.3	Code Enforcement Division	1,775	1,775	2,055
	2.4	Planning & Zoning Division	1,125	1,245	1,465
	2.5	Department Support	1,619	1,619	1,759
		Total	9,182	9,542	10,952

Volume II: Citywide Spatial Needs Assessment
Section 2.1: Engineering & Construction Management Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	1.	Reception/Waiting Area	120	--	--
	2.	Director's Office	220	--	--
2. Department Head for Engineering/Comm. Dev.	3.	Administrative Specialist	120	--	--
3. open office, also supports Engineering Division	4.	Administrative Secretary	80	--	--
4. workstation at reception					
5. private office	5.	Assistant Director	160	--	--
6. open office	6.	Administrative Specialist	120	--	--
7. open office	7.	Project Manager @ 140 SF ea	(2) 280	--	(1) 140
8. open office	8.	Civil Engineer II	(1) 140	--	(1) 140
9. workstation cubicle	9.	Engineering Inspectors @80SF	(2) 160	--	(1) 80

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
11. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	10.	Sub-Total	1,400	0	360
	11.	Efficiency Factor @ 25%	350	--	90
	12.	Total	1,750	0	450
	13.	Cumulative Total		1,750	2,200

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1.2 ADA: 1 each (M&W)	1.	Public Access			
	1.1	Lobby	150		
	1.2	Public Restrooms @80 SF ea.	(2) 160	--	--
	1.3	Waiting Area	240		
	1.4	Counter/Application Area	180	--	80
2.1 private office 2.2 open office/work area 2.3 incoming/outgoing applications	2.	Permitting			
	2.1	Permitting & Licensing Supervisor	160	--	--
	2.2	Permitting Techs @ 100 SF ea	(4) 400	--	--
	2.3	Processing / Work Area	200		
3.1 cubicles, with adjacency to work room	3.	Plan Review			
	3.1	Plans Examiner @120 SF eac.	(2) 240	(1) 240	(1) 240

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Section 2.2: Building & Permitting Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3.2 full-time City staff	3.2	Building Inspectors @80 SF ea.	(2) 160	--	--
3.3 private office	3.3	County Building Official	140	--	--
3.4 workstation for part-time (County) staff on flex basis as needed	3.4	County Plans Examiners @120 SF ea.	120	--	--
3.5 layout space / reference library	3.5	Plans Review Work Room	180	--	--
5. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	4.	Sub-Total	2,330	240	320
	5.	Efficiency Factor @ 25%	583	--	--
	6.	Total	2,913	240	320
	7.	Cumulative Total		3,153	3,473

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Section 2.3: Code Enforcement Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. include workstation for reception 2. private office 3. open workstation, serves as liason to magistrate and Board, position vacant FY'09 4. private office 5. cubicles, need good noise buffering (phone calls) 6. office space for position to be provided at new co-located BSO facility in FY'09 7. shelving at open work area 8. active files/cases open for many years, no plan review 9. copy/printers in central location, for dedicated use by Code Enf. division 10. coffee station	1.	Public Waiting & Clerical Area	160	--	--
	2.	Administrator	180	--	--
	3.	Administrative Assistant	--	--	--
	4.	Code Enforcement Tech	120	--	--
	5.	Code Enforcement Officer II @ 100 SF ea.	(6) 600	--	(2) 200
	6.	BSO Officer (part-time)	--	--	--
	7.	Reference Library	40	--	--
	8.	Central Filing / workroom	180	--	80
	9.	Office Supply/Copy Room	120	--	--
	10.	Mini-Break Area	20	--	--

General Notes
<p>12. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
11.	Sub-Total	1,420	0	280
12.	Efficiency Factor @ 25%	355	--	--
13.	Total	1,775	0	280
14.	Cumulative Total		1,775	2,055

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Section 2.4: Planning and Zoning Division

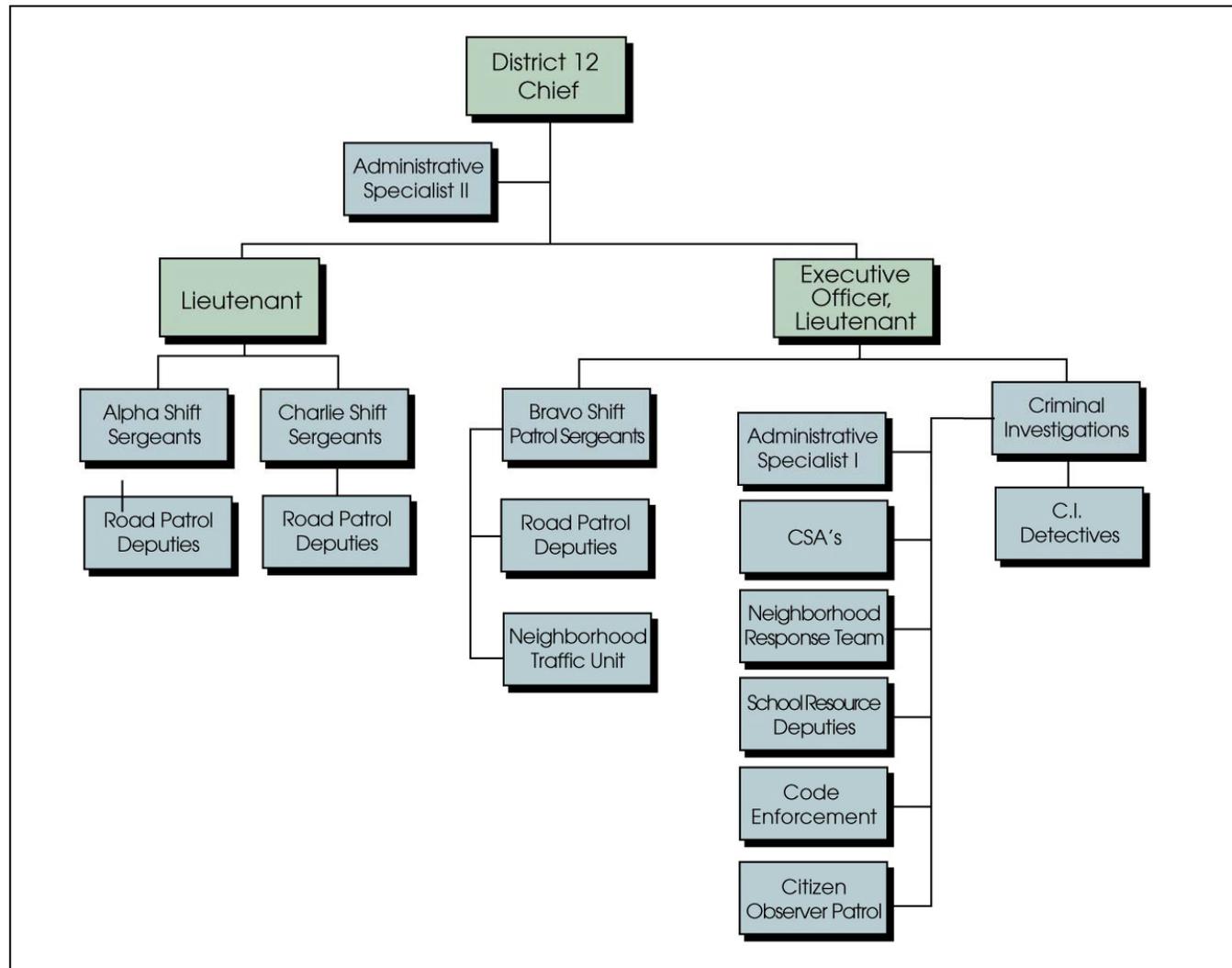
General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. workstation for reception	1.	Reception/Clerical Area	140	--	--
2. private office	2.	Development Manager	180	--	--
	3.	Admin. Secretary @100SF ea.	--		(1) 100
	4.	Senior Planners @160 SF each	(2) 320	--	--
5. open office	5.	Planners @120 SF ea.	(1) 120	--	--
6. flex cubicle, part-time use	6.	Intern @80 SF ea.	(1) 80	--	--
7. flex office space for future staff positions to be determined: Asst. Planner, Dev. Review Tech., GIS...	7.	Future Flex Office Space	--	120	120
8. shelving/file cabinets at open office space	8.	Files/Reference Materials	40	--	--
9. coffee station	9.	Mini-Break Area	20	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
14. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	13.	Sub-Total	900	120	220
	14.	Efficiency Factor @ 25%	225	--	--
	15.	Total	1,125	120	220
	14.	Cumulative Total		1,245	1,465

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. reference library / meeting room, to accommodate review with applicant 6. plan repro: plotter 10. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space	1.	Multi-Purpose/Conference Room	325	--	--
	2.	Small Conference Room	150		
	3.	Plan Storage	300	--	80
	4.	Files & Records Area	200	--	60
	5.	Office Supply/Copy Room	120	--	--
	6.	Copy and Equipment Room	140	--	--
	7.	Mini-Break Area	60	--	--
	8.	Sub-Total	1,295	0	140
	9.	Efficiency Factor @ 25%	324	--	--
	10.	Total	1,619	0	140
	11.	Cumulative Total		1,619	1,759

Section 3: Police - District 12
Broward Sheriff Office

Section 3: Police Department – Broward Sheriff Office



*Fiscal Year 2009

Organizational Structure:

The Broward Sheriff Office re-located to new offices at the New Municipal Building in 2008-09. Organizational planning for the new facility was completed prior to this study. A space needs analysis is therefore not under the purview of this study, however upon review of the facility some comments may be noted.

There are inherent challenges in renovating a building to meet the standards required for a Law Enforcement facility. The new facility was originally constructed as commercial lease space approximately 10-15 years ago. The level of construction for the intended original use, coupled with its age, indicate that the core construction is sub-standard to that of a structure built to the current building code requirements for a Law Enforcement facility. The structure suffered some damage due to 2005 hurricane events, resulting in moisture intrusion, and renovation and repair to the roof and interior construction had commenced prior to planning for the new BSO facility use, requiring the organizational space needs of BSO to adapt to the existing plan layout. Flexibility to accommodate future space needs may be compromised as a result of the adaptation of the existing interior layout for the current BSO needs. Additionally, the non-ADA compliant elevator compromises the use of the second floor offices which are not accessible by individuals in wheelchairs, requiring alternate accommodations on the first floor.

While the BSO offices at the New Municipal Building address the current space needs and provide upgraded security and other technologies, the future needs of BSO may face challenges, particularly with regard to the competing future space needs of the Engineering and Community Development offices in the same facility.

Parking Requirements

Co-locating the functions of the BSO with the daily business (public) functions of Engineering & Community Development presents challenges to site use and vehicle/pedestrian interaction, as well as security. Controlled site access and secure parking for BSO use, and the parking needs and site access requirements of the co-located Community Development offices have since been addressed by the City.

Spatial Need:

Following is a summary of the existing area allocated to the Broward Sheriff Office at the New Municipal Building.

Police Department – Broward Sheriff Office: Existing Facility Area Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)¹</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need ² 2010-14	Future Need ² 2020	Future Need ² 2030
BSO: New Municipal Building Floor 1	1,860	--	--	--
BSO: New Municipal Building Floor 1	15,429	--	--	--
Total	17,289	--	--	--

-
1. Area provided at the New Municipal Building in FY'09.
 2. Excluded from this study.

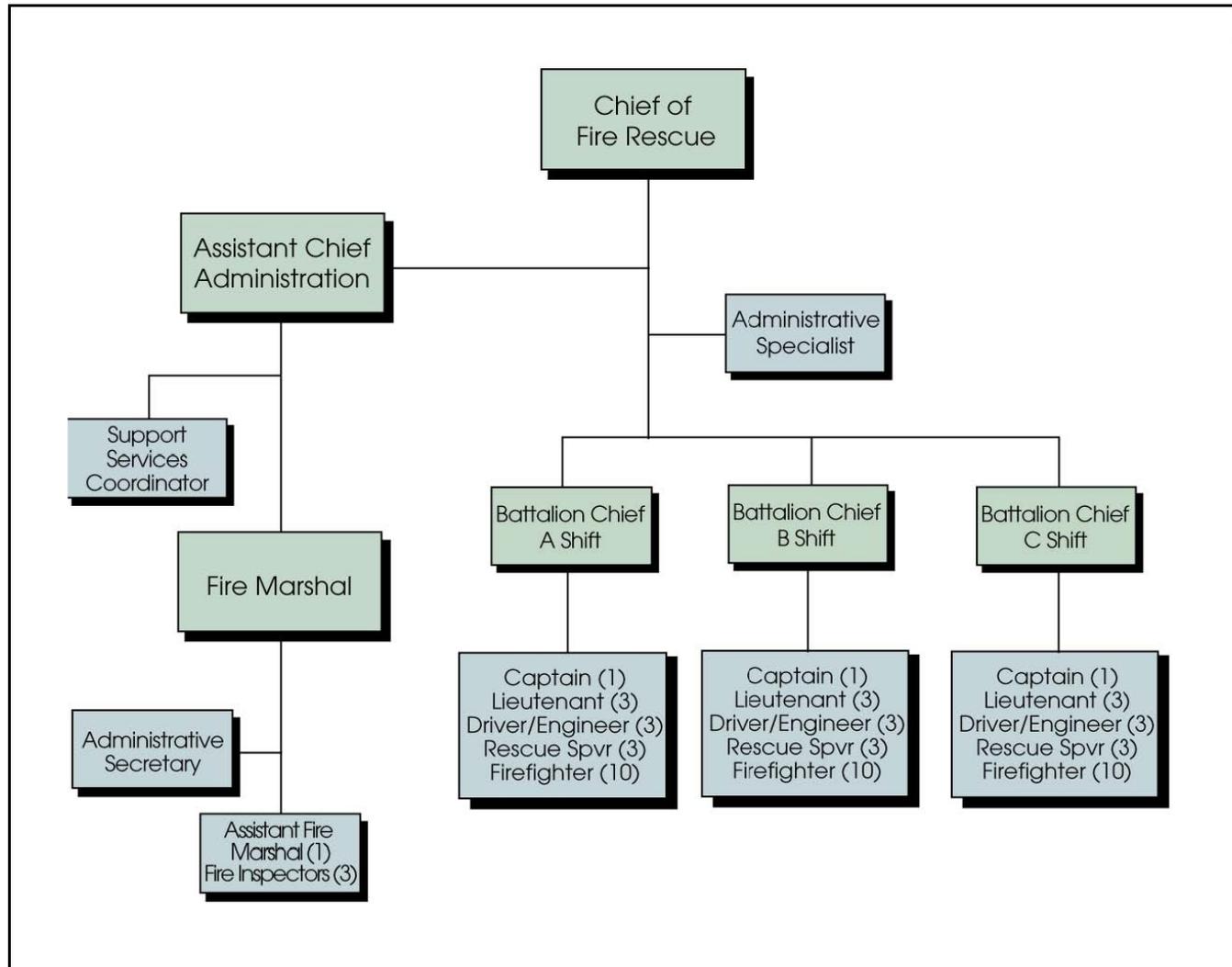
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Section 3: Police / District 12 Broward Sheriff's Office - Department Summary

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2008/09 Existing Area	2020 Future Need	2030 Future Need
	3.1	New Municipal Building: Floor 1	1,860	--	--
	3.2	New Municipal Building: Floor 2	15,429	--	--
		Total	17,289		

Section 4: Fire Rescue

Section 4: Fire Rescue Department



*Fiscal Year 2009

Organizational Structure:

The Oakland Park Fire Rescue Department operates from three facilities: Fire Stations #87, 9, and 20.

In addition to fire rescue functions, Fire Station #87 currently houses Fire Administration and the department's Emergency Operation Center (EOC), allowing for shared personnel support and resources. In FY'09, Fire Prevention re-located to offices adjacent to the Engineering & Community Development Department in the New Municipal Building, to facilitate the functions of plan review and building inspection. Former Fire Prevention office space at FS#87 now supports a multi-purpose room that may be used for training and public education, as well as community meeting space to serve the western region of the City. This space has also been newly equipped to serve as an EOC, re-locating this function from the FS#9/Public Safety Building.

While FS#87 serves in this regard as the main station, Fire Station #9 is the geographic center of the City. FS#9 alone responds to more calls than FS#87 and FS#20 combined, with a response area that extends into the northern and eastern limits of the City. In contrast, FS#20 which was acquired by interlocal lease agreement with the annexation of the North Andrews Garden district in 2005, has a limited strategic response from its location at the fringes of the City limits. In consideration of the City's geography and the three fire station locations, the Department has implemented an Adaptive Response Program to effectively utilize and assign staff to all facilities in response to citywide service needs.

The Space Needs Assessment reflects that the existing facility areas are well under current space standards for fire rescue facilities at comparable municipalities. Notwithstanding the current facility area and staffing, the Department reports a level of service that exceeds established performance measures. The age and condition of these facilities however will warrant future replacement and the opportunity to readdress the department's space needs and the citywide allocation of fire rescue services in a comprehensive master plan. Facility replacement will in the long term be more cost-effective than the renovation which would be required of an existing facility to upgrade the building structure to meet current building code for coastal storm impacts, to comply with current ADA and NFPA code requirements, to provide appropriate security and other technologies, and to address standards for gender separation at crew quarters among other functional space needs.

In consideration of current equipment storage needs, it was observed that reserve apparatus is presently in interim storage at the Parks & Leisure Downtown Center, and that other units such as the marine and disaster assistance response units, are generally stored outdoors, unprotected. While enhanced future facilities may provide bay space for reserve apparatus, consideration is warranted in the interim to provide a

more permanent, protected storage space for reserve apparatus.

A future study is recommended to assess the long range planning and future City-wide fire rescue needs, to include the effective city-wide allocation of resources and facilities, taking into account City geography and access routes, demographics, future population growth and densities, and the corresponding demand upon Fire Rescue services. Proposed renovations of existing fire rescue facilities are to be carefully evaluated against the long-range investment of a new facility at such time that this is required and feasible.

Spatial Need:

Summarized below are the conclusions of the space needs assessment. Following is the room-by-room, space-by-space assessment of the space needs for the staffing and functions of the Department.

Fire Rescue Department: Space Needs Summary Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need 2010-14	Future Need ¹ 2020	Future Need ¹ 2030
Fire Station #87	7,699 ²	11,598 ³	12,708 ³	14,758 ³
Fire Station #9	6,750	9,878	9,986	11,406
Fire Station #20	5,100	9,708	9,984	9,984
Fire Prevention	924 ²	1,650	1,870	2,170
TOTAL, Facility Area	20,473	32,834	35,548	38,318

1. Cumulative totals
2. Existing area for FS#87, including Fire Administration and Fire Prevention office area.
3. Area total includes Fire Administration and Fire Station #87 fire rescue functions at this facility.
4. Area allocated to Fire Prevention at the New Municipal Building (FY'09 occupancy).

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>3.1-3.2 currently served by Fire Prevention personnel</p> <p>3.3 multi-purpose space: training, community meeting, public education, equipped to serve as interim EOC (to accommodate 30 people in classroom setting or 60 people in auditorium type setting)</p>	3.	Training/Public Education			
	3.1	Training Officer	--	120	--
	3.2	Public Information Officer	--	--	120
	3.3	Multi-purpose/Training Room	600	--	--
	3.4	Training Equipment Storage	100	--	--
	3.5	Public Education Storage	80	--	--
	4.	EMS			
	4.1	EMS Coordinator	--	120	--
	4.2	EMS Clerk	--	--	80
	4.3	EMS File/Storage	--	--	60

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	5.	Resource Management			
	5.1	Support Services	120	--	--
	5.2	Equipment Receiving / Storage	--	360	--
	6.	Command Area			
6.1 EOC use	6.1	Overflow Sleeping Quarters			
		- Office	140	--	--
		- Bunk @108 SF	108	--	--
6.2 - 9' x 12' bunk module	6.2	Lieutenant/Captain			
		- Office	140	--	--
		- Bunk @108 SF	108	--	--
6.3 shared by command staff	6.3	Toilet/Shower	120	--	--

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Section 4.1: Fire Station #87

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
7.1 - 9' x 12' bunk module, sixth firefighter per FY'08 budget, or volunteer 7.2 total (3) fixtures: (2) men, (1) unisex for 10. (2) workstations	7.	Crew Quarters			
	7.1	Bunkrooms: @ 108 SF ea.	(5) 540	(1) 108	--
	7.2	Toilet/Shower @120 SF ea.	(3) 360	--	--
	8.	Dayroom	280	--	--
	9.	Physical Agility	280	--	--
	10.	Library/Report Writing	120	--	--
	11.	Laundry	100	--	--
	12.	Kitchen/Dining			
	12.1	Food Preparation	140	--	--
	12.2	Shift Pantry @ 36 SF each	(3) 108	--	--
	12.3	Dining	160	--	--

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Section 4.1: Fire Station #87

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
13. fire rescue & ladder , battalion chief, water rescue and disaster response trailer (additional bay needed for reserve apparatus) 16. department currently shares compressor at FS#9 17. surplus gear, equipment, provisions	13.	Apparatus Bays: @ 16' x 80'	(2) 2,560	--	(1) 1,280
	14.	Bunker Gear	180	--	--
	15.	Hose/Equipment Storage	160	--	--
	16.	Compressor/workshop	--	180	--
	17.	Storage	160	--	--
	18.	Medical Supply/Storage	80	--	--
	19.	Ice Machine	30	--	--
	20.	Breathing Gear			
	20.1	SCBA maintenance/bottle storage	140	--	--
	20.2	Cascade/Tankfill	60	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	21.	Decontamination			
	21.1	Eyewash/shower	60	--	--
	21.2	Hazmat Supply Storage	80	--	--
	21.3	Hazmat Waste	60	--	--
	21.4	Commercial Washer/Dryer	40	--	--
	22.	Facility Support			
	22.1	HVAC Equipment	220	--	--
	22.2	Electrical Equipment	120	--	--
	22.3	IT/Telecommunications	60	--	--
	22.4	Emergency Generator	300	--	--
	22.5	Janitor's Closet	60	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
24. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	23.	Sub-Total	9,278	888	1,640
	24.	Efficiency Factor @ 25%	2,320	222	410
	25.	Total	11,598	1,110	2,050
	26.	Cumulative Total		12,708	14,758

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1.1 secured vestibule, public entry to fire station 1.2 access from public foyer 1.3 single, uni-sex ADA with access from public foyer 1.4 work space for 2 people, surveillance of public foyer 2.1 - 9' x 12' bunk module 2.2 - 9' x 12' bunk module 2.3 - 9' x 12' bunk module	1.	Public Access			
	1.1	Foyer	80	--	--
	1.2	First-Aid	120	--	--
	1.3	Public Restroom	80	--	--
	1.4	Watch Office / Dispatch	120	--	--
	2.	Command Area			
	2.1	Battalion Chief - Office - Bunk @108 SF	140 108	-- --	-- --
	2.2	Captain - Office - Bunk @108 SF	140 108	-- --	-- --
	2.3	Lieutenant - Office - Bunk @108 SF	140 108	-- --	-- --

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
2.4 shared by command staff	2.4	Toilet/Shower	120	--	--
	3.	Crew Quarters			
3.1 - 9' x 12' bunk module, sixth firefighter per FY'08 budget, or volunteer	3.1	Bunkrooms: @ 108 SF ea.	(5) 540	(1) 108	--
3.2 total (3) fixtures: (2) men, (1) unisex for	3.2	Toilet/Shower @120 SF ea.	(3) 360	--	--
	4.	Dayroom/Training	280	--	140
	5.	Physical Agility	280	--	--
6. (2) workstations	6.	Library/Report Writing	120	--	--
	7.	Laundry	100	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	8.	Kitchen/Dining			
	8.1	Food Preparation	140	--	--
	8.2	Shift Pantry 3 @ 36 SF each	108	--	--
	8.3	Dining	160	--	--
9. engine + spare engine, fire rescue, battalion chief, EMS/response vehicle, boat rescue (additional bay needed to store all inside)	9.	Apparatus Bays: @ 16' x 80'	(2) 2,560	--	(1) 1,280
11. to service sub-stations	10.	Bunker Gear	180	--	--
12. to service sub-stations	11.	Hose/Equipment Storage	160	--	--
13. surplus gear, equipment, provisions	12.	Compressor/workshop	180	--	--
	13.	Storage	160	--	--
	14.	Medical Supply/Storage	80	--	--
	15.	Ice Machine	30	--	--

Space Designation		Space Requirements (square feet)		
		2010-14 Current Need	2020 Future Need	2030 Future Need
General Notes	16. Breathing Gear			
	16.1 SCBA maintenance/bottle storage	140	--	--
	16.2 Cascade/Tankfill	60	--	--
	17. Decontamination			
	17.1 Eyewash/shower	60	--	--
	17.2 Hazmat Supply Storage	80	--	--
	17.3 Hazmat Waste	60	--	--
	17.4 Commercial Washer/Dryer	40	--	--
	18. Facility Support			
	18.1 HVAC Equipment	220	--	--
	18.2 Electrical Equipment	120	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
20. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	18.3	IT/Telecommunications	60	--	--
	18.4	Emergency Generator	300	--	--
	18.5	Janitor's Closet	60	--	--
	19.	Sub-Total	7,902	108	1,420
	20.	Efficiency Factor @ 25%	1,976	--	--
	21.	Total	9,878	108	1,420
	22.	Cumulative Total		9,986	11,406

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1.1 secured vestibule, public entry to fire station 1.2 access from public foyer 1.3 single, uni-sex ADA with access from public foyer 1.4 work space for 2 people, surveillance of public foyer 2.2 - 9' x 12' module 2.3 shared by command staff	1.	Public Access			
	1.1	Foyer	80	--	--
	1.2	First-Aid	120	--	--
	1.3	Public Restroom	80	--	--
	1.4	Watch Office / Dispatch	120	--	--
	2.	Command Area			
	2.1	Overflow Sleeping Quarters			
		- Office	140	--	--
		- Bunk @108 SF	108	--	--
	2.2	Lieutenant			
	- Office	140	--	--	
	- Bunk @108 SF	108	--	--	
2.3	Toilet/Shower	120	--	--	

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3.1 - 9' x 12' bunk module 3.2 total (3) fixtures: (2) men, (1) unisex for women 6. (2) workstations	3.	Crew Quarters			
	3.1	Bunkrooms: @ 108 SF ea.	(4) 432	(2) 216	--
	3.2	Toilet/Shower @120 SF ea.	(3) 360	--	--
	4.	Dayroom/Training	280	60	--
	5.	Physical Agility	280	--	--
	6.	Library/Report Writing	120	--	--
	7.	Laundry	100	--	--
	8.	Kitchen/Dining			
	8.1	Food Preparation	140	--	--
	8.2	Shift Pantry @ 36 SF each	(3) 108	--	--
8.3	Dining	160	--	--	

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
5.13 engine, fire rescue, battalion chief, EMS/response vehicle 11. provided at FS#9 12. provided at FS#9 13. surplus gear, equipment, provisions	9.	Apparatus Bays: @ 16' x 65'	(3) 3,120	--	--
	10.	Bunker Gear	180	--	--
	11.	Hose/Equipment Storage	--	--	--
	12.	Compressor/workshop	--	--	--
	13.	Storage	160	--	--
	14.	Medical Supply/Storage	80	--	--
	15.	Ice Machine	30	--	--
	16.	Breathing Gear			
	16.1	SCBA maintenance/bottle storage	140	--	--
	16.2	Cascade/Tankfill	60	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	17.	Decontamination			
	17.1	Eyewash/shower	60	--	--
	17.2	Hazmat Supply Storage	80	--	--
	17.3	Hazmat Waste	60	--	--
	17.4	Commercial Washer/Dryer	40	--	--
	18.	Facility Support			
	18.1	HVAC Equipment	220	--	--
	18.2	Electrical Equipment	120	--	--
	18.3	IT/Telecommunications	60	--	--
	18.4	Emergency Generator	300	--	--
	18.5	Janitor's Closet	60	--	--

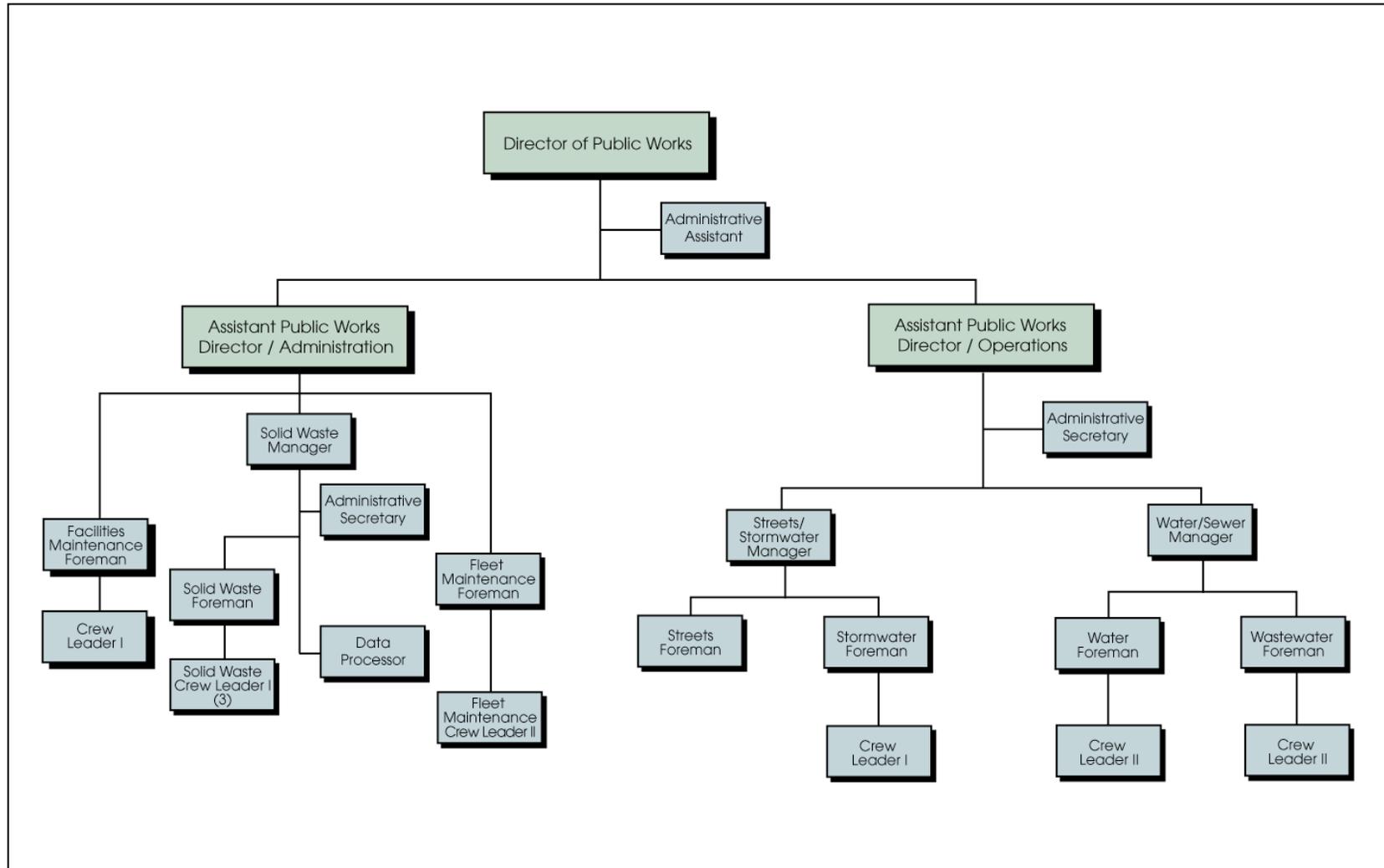
General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
20. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	19.	Sub-Total	7,766	276	0
	20.	Efficiency Factor @ 25%	1,942	--	--
	21.	Total	9,708	276	0
	22.	Cumulative Total		9,984	9,984

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	1.	Fire Marshal	180	--	--
	2.	Assistant Fire Marshal	140	--	--
	3.	Administrative Secretary	100	--	--
	4.	Senior Fire Inspector @ 120 SF ea.	--	--	(1) 120
5. also provides plan review services	5.	Fire Inspectors @ 120 SF each	(3) 360	(1) 120	--
6. storage and workroom with layout space	6.	Plans Review/Storage	200	100	100
7. plan review with applicant and staff meetings	7.	Conference/Reference Library	180	--	--
	8.	Copy/Fax Work Room	80	--	--
	9.	File/Supply Storage	80	--	80

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
11. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	10.	Sub-Total	1,320	220	300
	11.	Efficiency Factor @ 25%	330	--	--
	12.	Total	1,650	220	300
	13.	Cumulative Total		1,870	2,170

Section 5: Public Works

Section 5: Public Works Department



*Fiscal Year 2009

Organizational Structure:

The City of Oakland Park's Public Works Department consists of the following Divisions:

- Public Works Administration
 - Building Maintenance Division
 - Solid Waste Division
 - Fleet Maintenance Division

- Public Works Operations
 - Streets / Stormwater Division
 - Utilities Division (Water / Wastewater)

Presently, the two branches of Public Works Administration and Public Works Operations are located at separate facilities within the City, which lack the proximity to each other that is desired to optimize operations and management. A consolidation of Public Works which would co-locate staff and resources at one Public Works Complex is proposed, and is the basis for the organization of the following space needs analysis.

Consolidating these divisions at one facility provides for the economies of shared functional areas (crew break room, restrooms and lockers) and facility support (central storage and building services such as mechanical, electrical/IT and emergency generator power). In the following space needs analysis, dedicated functional areas (reception/administrative support, conference rooms, copy/work areas, storage) are accounted for within each division's area summary, including crew access to computer workstations for report writing functions and communications. These division offices are also supported by the staff and resources accounted for as part of the central Public Works Office.

Depending upon the arrangement of office areas within the proposed facility, redundant areas may be further consolidated. This space needs analysis establishes baseline recommended areas, which may be further refined in the schematic design phase of a proposed facility.

Current inadequacies in existing facilities include the garage (additional bays needed for future fleet expansion), support areas and meeting space for crews (break areas shared with Parks Division at the Municipal Building, inadequate space at the Operations facility), and office area for the management within each division (foreman and crew leader office space is not consistently provided). Site usage at the Municipal Building also currently includes material storage and yard space in use by the Parks Division.

The most significant impact upon site area requirements for the Public Works facility are those for maintenance and storage facility area, and yard space for vehicles, equipment and materials, and other covered storage. It is anticipated that the Solid Waste Division will need to expand its fleet to provide sanitation services to the 2005 City annexed area by January 2011. This potential fleet expansion may be of impact to the garage and yard area requirements in the near term.

An estimate of the current existing area for “Maintenance/Storage Facility Area” and “Exterior Yard Area” has been tabulated in 2 separate sections (allocated by division), as a baseline starting point from which to establish current needs and future requirements. Maintenance/Storage facility area may include a combination of conditioned and unconditioned facility area, to be factored into the planning for a future facility.

Parking requirements are factored into the yard area requirement, and include secured areas for City service vehicles and heavy equipment, in addition to employee and visitor parking per FY’09 staff.

Spatial Need:

Summarized below are the conclusions of the space needs assessment. Following is the room-by-room, space-by-space assessment of the space needs for the staffing and functions of the Department, assuming the organizational structure of a consolidated facility.

Public Works Department: Space Needs Summary Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)²</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need 2010-14	Future Need ¹ 2020	Future Need ¹ 2030
Public Works Central Office	--	4,625	4,625	4,625
Administration Divisions	5,000 ²	4,269	4,539	4,809
Operations Divisions	3,500 ²	4,156	4,286	4,416
Facility Support	--	1,200	3,150	3,900
TOTAL, Facility Area	8,500	14,250	16,600	17,750
Maintenance/Storage Facility Area	9,500	13,740	15,300	16,500
Exterior Areas: Yard and Parking	--	146,300	158,420	160,340
TOTAL, Unconditioned/yard area	--	160,040	173,720	176,840
SUB-TOTAL, Facility Site Area	-- ³	174,290	190,320	194,590
TOTAL, Facility Site Area	--	217,863⁴ 5.00 acres	237,900⁴ 5.46 acres	243,238⁴ 5.58 acres

1. Cumulative totals.

2. Approximate existing area allocated to administrative and crew functions.

3. Public Works currently utilizes 2 sites, each of which has been assessed in this study for its development potential to accommodate the proposed consolidated Public Works Complex.

4. Includes a 25% site utilization efficiency factor (site area allowance for setbacks, right of way, stormwater retention, etc.)

**Volume II: Citywide Spatial Needs Assessment
Section 5: Public Works - Department Summary**

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	5.1	Central Office	4,625	4,625	4,625
	5.2	Administration Divisions	4,269	4,539	4,809
	5.3	Operations Divisions	4,156	4,286	4,416
	5.4	Facility Support	1,200	3,150	3,900
		Sub-Total, conditioned space	14,250	16,600	17,750
	5.5	Maintenance/Storage Facility Area	13,740	15,300	16,500
	5.6	Exterior Area: Yard and Parking	146,300	158,420	160,340
		Sub-Total, unconditioned/yard	160,040 SF	173,720 SF	176,840 SF
		Sub-Total, site area: Effective Site Utilization @25%	174,290 SF 43,573	190,320 SF 47,580	194,590 SF 48,648
		Total, site area	217,863 SF 5.00 acre	237,900 SF 5.46 acre	243,238 SF 5.58 acre

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Section 5.1: Public Works Central Office

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	1.	Public Access			
	1.1	Lobby / Waiting	160	--	--
	1.2	Reception	60	--	--
1.3 unisex, ADA	1.3	Public Restroom	80	--	--
2. private office	2.	Director	220	--	--
3. private office	3.	Assistant Director: Administration	220	--	--
4. private office	4.	Assistant Director: Operations	220	--	--
5. private office	5.	Administrative Assistant I	160	--	--
6. open office	6.	Admin. Technician @140 SF	(2) 280	--	--
7. open office	7.	Data Processor	120	--	--
8. proposed for FY'09	8.	Utility and Billing Manager	120	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
9. see sec. 4-5.2 and 4-5.3	9.	Division Managers	--	--	--
10.1 Public Works Dept. meetings, EOC equipped	10.	EOC Camp			
	10.1	Multi-Purpose Room	600	--	--
	10.2	Equipment Storage	120	--	--
	11.	Department Resources			
	11.1	Conference Room	180	--	--
	11.2	Library / Reference Materials	80	--	--
	11.3	Copy/Office Supply	120	--	--
	11.4	File//Records Area	180	--	--
	11.5	Computer Networking / Server	100	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
12. M/W: (3) fixtures each	12.	Staff Restrooms @160 SF ea.	(2) 320	--	--
13. unisex, with shower for EOC use	13.	ADA restroom @120 SF eac.	(1) 120	--	--
14. kitchen w/table	14.	Break Room	240	--	--
16. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	15.	Sub-Total	3,700	0	0
	16.	Efficiency Factor @ 25%	925	--	--
	17.	Total	4,625	0	0
	18.	Cumulative Total		4,625	4,625

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. see sec. 4-5.1 2.1 workstation at open office area 2.2 workstation at open office area 2.3 work room and crew meeting space, copy/fax, reference library: maint. manuals, documentation 2.5 computer workstation at crew room	1.	Assistant Director, Administration			
	2.	Building Maintenance Division			
	2.1	Foreman	80	--	--
	2.2	Crew Leader	80	--	--
	2.3	Open Office Area/Crew Room	200	--	--
	2.4	Maintenance Workers	(3) --	(1) --	(1) --
	2.5	Report Writing @40 SF ea.	(1) 40	--	(1) 40
	2.6	Conditioned Storage Space	200	100	100
	2.7	Building Maint. Sub-Total	600	100	140

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	3.	Solid Waste Division			
3.1 private office	3.1	Solid Waste Manager	160	--	--
3.2 workstation at open office area	3.2	Foreman	80	--	--
3.3 workstation at open office area	3.3	Crew Leader @ 80 SF ea.	(3) 240	--	--
3.4 work room and meeting area	3.4	Open Office Area	140	--	--
3.5 will provide services to annex area, effective Jan.2011	3.5	Service Operator	(14) --	(6) --	--
3.6 computer workstations at open office area	3.6	Report Writing @40 SF ea.	(2) 80	(1) 40	--
	3.7	Copy/office supply	60	--	--
	3.8	Conditioned Storage Space	160	--	--
	3.9	Solid Waste Sub-Total	920	40	0

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	4.	Fleet Maintenance Division			
4.1 workstation at open office area	4.1	Foreman	80	--	--
4.2 workstation at open office area	4.2	Crew Leader	80	--	--
4.3 work room and crew meeting space, copy/fax, reference library: maint. manuals, documentation	4.3	Open Office Area	200	--	--
	4.4	Mechanic II	(1) --	--	--
	4.5	Mechanic I	(2) --	--	--
	4.6	Fleet Assistant	(1) --	--	--
4.7 computer workstations at open office area	4.7	Report Writing @40 SF ea.	(1) 40	--	--
	4.8	Conditioned Storage Space	100	--	--
	4.9	Fleet Maint. Sub-Total	500	0	0

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	5.	Common Areas			
5.1 -(4) lockers/50SF, full size, with adjacency to	5.1	Lockers: Mens @50 SF	(6) 300	(1) 100	(1) 100
5.2 -(4) lockers/50SF, full size, with adjacency to	5.2	Lockers: Womens @50 SF	(1) 50	--	--
5.3 uni-sex/ADA, private	5.3	Restroom/Shower @120 SF ea.	(1) 120	--	--
5.4 -(6) shower stalls, adjacent to lockers	5.4	Shower/Changing: Men	220	--	--
5.5 (5) fixtures	5.5	Restroom: Men	180	--	--
	5.6	Vending & Ice Machines	80	--	--
5.7 -(8) per 30SF, 2-tier lockers, for personal items	5.7	Employee Locker Area @30 SF	(4) 120	(1) 30	(1) 30
5.8 kitchen with seating	5.8	Crew Break Room	325	--	--
	5.9	Common Areas Sub-Total	1,395	130	130

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
7. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	6.	Sub-Total all Divisions	3,415	270	270
	7.	Efficiency Factor @ 25%	854	--	--
	8.	Total	4,269	270	270
	9.	Cumulative Total		4,539	4,809

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. see sec. 4-5.1	1.	Assistant Director, Operations			
	2.	Streets/Stormwater Division			
2.1 private office	2.1	Streets/Stormwater Manager	160	--	--
2.2 work room and crew meeting space, copy/fax, reference manuals	2.2	Open Office Area	200	--	--
2.3 computer workstations at open office area	2.3	Report Writing @40 SF ea.	(3) 120	--	--
	2.4	Conditioned Storage Space	100	--	--
2.5 workstation at open office area	2.5	Streets Foreman	80	--	--
	2.6	Streets: Equipment Operators	(1) --	--	--
	2.7	Streets: Service Workers	(4) --	--	--
2.8 workstation at open office area	2.8	Stormwater Foreman	80	--	--
2.9 workstation at open office area	2.9	Stormwater Crew Leader	80	--	--
	2.10	Equipment Operator II	(3) --	--	--

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Section 5.3: Public Works Operations Divisions

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	2.11	Utility Tech II	(4) --	--	--
	2.12	Utility Tech I	(4) --	--	--
	2.13	Streets/Stormwater Sub-Total	820	0	0
	3.	Utilities Division			
3.1 private office	3.1	Utilities Manager	160	--	--
3.2 meeting room, with layout area for document review	3.2	Open Office Area	200	--	--
3.3 computer workstations at open office area	3.3	Report Writing @40 SF ea.	(3) 120	--	--
3.4 storage and layout space, adjacency to open office	3.4	Map Room	150	--	--
	3.5	Copy/office supply	60	--	--
	3.6	Conditioned Storage Space	100	--	--

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Section 5.3: Public Works Operations Divisions

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3.7 workstation at open office area, SCADA PC system	3.7	Water Foreman	80	--	--
3.8 workstation at open office area	3.8	Water Crew Leader	80	--	--
3.9 Water Div.	3.9	Equipment Operator II	(1) --	--	--
3.10 meter reading functions	3.10	Utility Tech II	(1) --	--	--
3.11 meter reading functions	3.11	Utility Tech I	(4) --	--	--
3.12 workstation at open office area	3.12	Wastewater Foreman	80	--	--
3.13 workstation at open office area	3.13	Wastewater Crew Leader	80	--	--
3.15 Wastewater Div.	3.15	Utility Tech: Ops & Maint.	(3) --	--	--
3.15 W6astewater Div.	3.16	Service Workers I	(3) --	--	--
3.17 Wastewater Div.	3.17	Equipment Operator	(1) --	--	--
	3.18	Utilities Sub-Total	1,110	0	0

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Section 5.3: Public Works Operations Divisions

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	4.	Common Areas			
4.1 -(4) lockers/50SF, full size, with adjacency to	4.1	Lockers: Mens @50 SF	(6) 300	(1) 100	(1) 100
4.2 -(4) lockers/50SF, full size, with adjacency to	4.2	Lockers: Womens @50 SF	(1) 50	--	--
4.3 uni-sex/ADA, private	4.3	Restroom/Showers @120 SF ea.	(1) 120	--	--
4.4 -(6) shower stalls, adjacent to lockers	4.4	Shower/Changing: Men	220	--	--
	4.5	Restroom: Men	180	--	--
	4.6	Vending & Ice Machines	80	--	--
4.7 -(8) per 30SF, 2-tier lockers, for personal items	4.7	Employee Locker Area @30 SF	(4) 120	(1) 30	(1) 30
4.8 kitchen with seating	4.8	Crew Break Room	325	--	--
	4.9	Common Areas Sub-Total	1,395	130	130

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
6. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	5.	Sub-Total all Divisions	3,325	130	130
	6.	Efficiency Factor @ 25%	831	--	--
	7.	Total	4,156	130	130
	8.	Cumulative Total		4,286	4,416

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
4. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.	3.	Sub-Total	960	1,560	600
	4.	Efficiency Factor @ 25%	240	390	150
	5.	Total	1,200	1,950	750
	6.	Cumulative Total		3,150	3,900

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Section 5.5: Public Works - Maintenance/Storage Facility Area

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	1.	Building Maintenance Division			
1.1 repair and maintenance	1.1	HVAC Maintenance	300	--	200
1.2 parts / equipment storage	1.2	HVAC Storage	240	--	100
1.3 repair/maintenance workshop	1.3	Cabinet Shop	500	--	--
1.4 material/tool storage	1.4	Cabinet Shop Storage	200	--	200
	1.5	Paint/Sign Shop and Storage	400	--	--
	1.6	Key Shop	40	--	--
1.7 cleaning supplies, paper goods	1.7	Maintenance Supplies	200	--	100
	1.8	Building Maint. Sub-Total	1,880	0	600

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3.4 to be outsourced, need facility per OSHA standards	2.	Solid Waste Division			
	2.1	Tools Storage	180	--	--
	2.2	Misc. Equipment Storage	300	100	--
	2.3	Solid Waste Sub-Total	480	100	0
	3.	Fleet Maintenance Division			
	3.1	Garage/Maintenance Bays 900 SF per Bay (20' x 45')	(4) 3,600	(1) 900	--
	3.2	Parts Storage Room	600	200	--
	3.3	Tool Distribution Room	240	--	--
	3.4	Welding & Fabrication Shop	--	--	--

Volume II: Citywide Spatial Needs Assessment
Section 5.5: Public Works - Maintenance/Storage Facility Area

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	3.5	Small Engine Repair Room	200	--	--
	3.6	Paint Equipment Storage	240	160	--
	3.7	Lubricant Storage	360	--	--
	3.8	Waste Oil Storage	200	--	--
	3.9	Compressor Room	240	--	--
	3.10	Tire Shop	800	--	--
	3.11	New Tire Storage	400	200	--
	3.12	Storage Room	400	--	--
	3.13	Battery Room	320	--	--
	3.15	Fleet Maint. Sub-Total	7,600	1,460	0

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	4.	Streets / Stormwater Division			
	4.1	Storage Area for Equipment, Tools and Lumber	1,200	--	400
	4.2	Locked Storage (equipment)	600	--	--
	4.3	Paint shop/storage	400	--	--
	4.4	Sign Shop/Storage	400	--	--
	4.5	Streets/Stormwater Sub-Total	2,600	0	400
	5.	Utilities Division			
	5.1	Meter Repair Shop / Parts	400	--	--
	5.2	Meter Equipment Storage	280	--	--
	5.3	Equipment Storage	200	--	200

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
5.4 plumbing parts (copper)	5.4	Secure Storage	300	--	--
	5.5	Utilities Sub-Total	1,180	0	200
	6.	Total	13,740	1,560	1,200
	7.	Cumulative Total		15,300	16,500

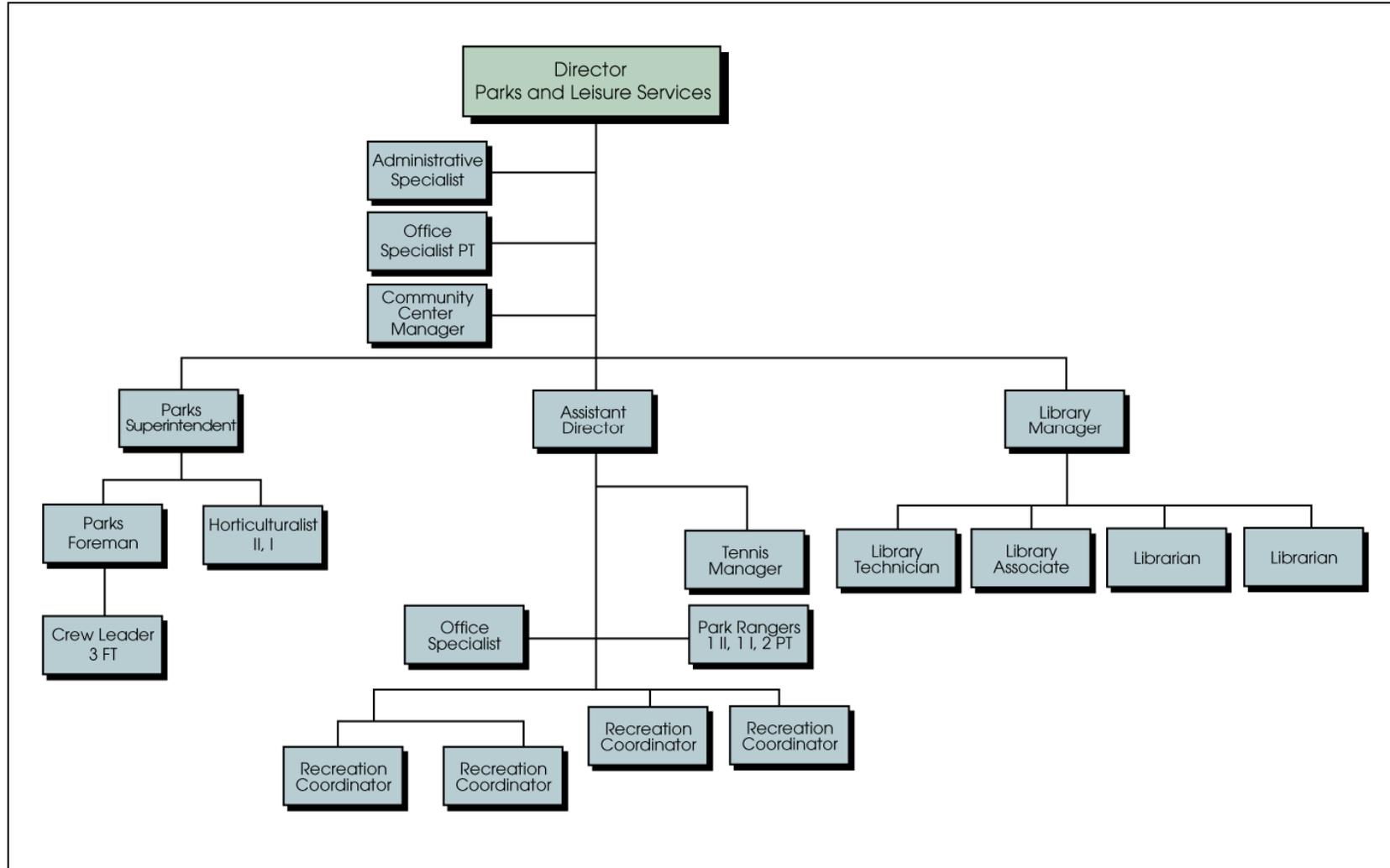
General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
2.1 estimated existing area, at PW Operations yard 2.2 included in yard area total 2.3 abandoned appliances and misc. equipment, included in yard area total 2.4 estimated existing area at Municipal yard, additional sanitation services to be provided to annexed area in Jan.2011	1.	Building Maintenance			
	1.1	Miscellaneous Storage	600	--	--
	1.2	Building Maint. Sub-Total	600	0	0
	2.	Solid Waste Division			
	2.1	Dumpster Bin Storage	15,000	--	--
	2.2	Tire Storage	--	--	--
	2.3	"White Goods" Storage	--	--	--
	2.4	Truck parking / Yard	42,000	7,000	--
	2.5	Solid Waste Sub-Total	57,000	7,000	0

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3.1 estimated existing area at Municipal Services yard 3.2 included in yard area, need oil/water separator 3.3 upgrade underground tanks in 2014, estimated area 3.4 included in yard area total 4.1 gravel /sand, exterior container storage, estimated existing area at PW Operations yard 4.2 included in yard area total	3.	Fleet Maintenance Division			
	3.1	Service Vehicle Parking / Yard	10,000	--	--
	3.2	Vehicle Wash	--	--	--
	3.3	Fueling Station	4,000	3,200	--
	3.4	Tire Storage	--	--	--
	3.5	Fleet Maint. Sub-Total	14,000	3,200	0
	4.	Streets / Stormwater			
	4.1	Materials Storage / Yard	36,000	--	--
	4.2	Service Equipment Parking	--	--	--
	4.3	Streets/Stormwater Sub-Total	36,000	0	0

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
5.1 estimated existing area at PW Operations yard 5.2 included in yard area total 6. 9x18 stall + circulation (factors in ADA required) 7. 9x18 stall + circulation (factors in ADA required)	5.	Utilities			
	5.1	Materials Storage / Yard	11,500	--	--
	5.2	Service Equipment Parking	--	--	--
	5.3	Utilities Sub-Total	11,500	0	0
	6.	Employee Parking @320 SF	(75) 24,000	(3) 960	(3) 960
	7.	Visitor Parking @320 SF	(10) 3,200	--	960
	8.	Total	146,300 SF	12,120 SF	1,920 SF
	9.	Cumulative Total	146,300 SF 3.36 acre	158,420 SF 3.64 acre	160,340 SF 3.68 acre

Section 6: Parks and Leisure Services

Section 6: Parks and Leisure Services Department



*Fiscal Year 2009

Organizational Structure:

The City of Oakland Park's Parks and Leisure Services Department consists of the following Divisions:

- Parks and Leisure Services Administration
- Parks Division
- Library Division

The department's main administrative offices are presently located at City Hall, and include all administration for the department, including that for the Parks Division (Landscape/Horticulturists). However, maintenance operations for the Parks Division are located at the Public Works Municipal Services facility, where a trailer provides office space for the Parks Superintendent and Crew, and yard space and crew support areas are shared with Public Works.

A need has been identified for the Parks Division administration and maintenance to be centralized within its own facility, to provide more effective management and oversight of daily operations and staff. Managerial staff has previously been combined in one office area, compromising the private office space that is needed for crew supervisory functions. Meeting space and restroom/locker areas are also needed for the maintenance crews, which currently share these spaces with Public Works. Landscape review services require adequate plan layout space, reference material storage, and accessory areas for daily operations (now more appropriately accommodated at City Hall offices).

Parks Division also requires significant site area for material storage and equipment. As a baseline starting point, existing area for Parks Division use at the Public Works yard is estimated at approximately 7,500 square feet, consisting of service vehicle parking, exterior material storage, open bays for covered material storage and tools (2,200 square feet), and a Park Foreman office.

In response to these identified needs, the analysis that follows accounts for the area required to support Parks and Leisure Administration and Parks Division in separate facilities, potentially co-located on the same site.

A space needs analysis for the City library, which operates as a division within Parks & Leisure Services, is excluded from the scope of this study.

Spatial Need:

Summarized below are the conclusions of the space needs assessment. Following is the room-by-room, space-by-space assessment of the spatial needs for the staffing and functions of the Department, based upon the provision to accommodate Parks & Leisure Administration and Parks Division in separate facilities.

Parks and Leisure Services Department: Space Needs Summary Table

Department	Existing Facility Area 2009 <i>(estimated gross square feet)</i>	Spatial Requirements <i>(in gross square feet)</i>		
		Current Need 2010-14	Future Need ¹ 2020	Future Need ¹ 2030
Parks and Leisure Administration	4,500 ²	5,708	5,972	6,500
Exterior Area: Parking	--	14,400	15,680	17,280
TOTAL: Parks and Leisure Facility Site Area	-- 1.40 acres³	25,134⁵ .58 acres	27,064⁵ .62 acres	29,724⁵ .68 acres
Parks Division Administration	-- ²	4,349	4,429	4,749
Unconditioned Facility Area	1,500 ⁴	2,120	2,120	3,540
Exterior Areas: Yard and Parking	10,000 ⁴	19,600	19,600	25,360
TOTAL: Parks Division Facility Site Area	11,500 .26 acres	32,586⁵ .75 acres	32,686⁵ .75 acres	42,061⁵ .97 acres

1. Cumulative totals
2. Existing Parks Division administration area included in existing area total for Parks and Leisure administration.
3. Estimated site area at Collins, includes parking and recreational site activities.
4. Estimated existing area allocated for Parks Division at the Municipal Services site.
5. Includes a 25% site utilization efficiency factor.

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Section 6: Parks and Leisure Services - Department Summary

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
6.1	Parks & Leisure: Administration	5,708	5,972	6,500
	Parks & Leisure: Parking	14,400	15,680	17,280
	Sub-Total, site area: Effective Site Utilization @25%	20,108 5,027	21,652 5,413	23,780 5,945
	Total, P&L site area:	25,134 SF 0.58 acre	27,064 SF 0.62 acre	29,724 SF 0.68 acre
6.2	Parks Division: Administration	4,349	4,429	4,749
6.3	Parks Division: Unconditioned Facility Area	2,120	2,120	3,540
6.4	Parks Division: Yard/Parking	19,600	19,600	25,360
	Sub-Total, site area: Effective Site Utilization @25%	26,069 6,517	26,149 6,537	33,649 8,412
	Total, Parks site area:	32,586 SF 0.75 acre	32,686 SF 0.75 acre	42,061 SF 0.97 acre

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1.1 information kiosks, help-desk/registration 1.2 reception staffed by Admin. Secretary 1.3 ADA, 1 each (M&W)	1.	Public Access			
	1.1	Lobby	150	--	--
	1.2	Reception / Waiting Area	160	--	--
	1.3	Public Restrooms @80 SF ea.	(2) 160	--	--
	2.	Administrative Offices			
	2.1	Director's Office	220	--	--
	2.2	Administrative Specialist	120	--	--
	2.3	Office Specialist (part-time)	120	--	--
	2.4	Assistant Director	160	--	--
	2.5	Office Specialist	100	--	100
2.6	Community Center Manager	120	--	--	

General Notes	Space Designation		Space Requirements (square feet)					
	No.	Space Function	2010-14 Current Need		2020 Future Need		2030 Future Need	
2.7 1 full-time, 2 part-time located at Tennis facility	2.7	Tennis Manager	(1 FT)	120	--		--	
	3.	Recreation Programs						
3.1 full-time, cubicles	3.1	Park Rangers @64 SF ea.	(2 FT)	128	--		(1 FT)	64
3.2 part-time, share cubicle	3.2	Park Rangers @64 SF ea.	(2 PT)	64	(2 PT)	64	(2 PT)	64
3.3 open office	3.3	Recreation Coordinator @100 SF each	(4)	400	(1)	100	(1)	100
3.4 open office	3.4	Recreation Specialist @100 SF each	(2)	100	(1)	100	(1)	100
3.5 located at various rec facilities: 10 PT (2009)	3.5	Recreation Leaders	(1 FT)	64	--		--	
3.6 located at various rec facilities: 24 PT (2009)	3.6	Summer Recreation Aides	--		--		--	
4. for meetings of recreation coordinators and leaders, also with public access from lobby for community use	4.	Multi-Purpose Meeting Room	800		--		--	

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need	
5. A/V equipment and other materials, adjacency to multi-purpose meeting room	5.	Equipment Storage	200	--	100	
	6.	Conference Room	180	--	--	
	7.	Copy/Office Supply work room	120	--	--	
	8.	Record File Storage	100	--	--	
	9.	Facility Support				
	9.2 ADA, (3) fixtures each (men and women)	9.1	Kitchen/Break Room	240	--	--
		9.2	Staff Restrooms @ 160 SF ea.	(2) 320	--	--
		9.3	Mechanical Equipment	180	--	--
9.4		Electrical Room	100	--	--	
9.5		IT Room	80	--	--	
9.6		Janitor / Maintenance Closet	60	--	--	

Volume II: Citywide Spatial Needs Assessment

Section 6.1: Parks and Leisure Administration

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
<p>11. The efficiency factor is space used for corridors, wall thicknesses, etc. and will range from 25%-30% depending on the type and function of the space.</p> <p>14. -9x18 stall + circulation (factors in ADA parking)</p> <p>14.1 -(18) staffed positions, with overflow for (34) Rec Leaders/Aides</p> <p>14.2 per LDC: 1/200 SF for office, 1/100 SF for public assembly</p>	10.	Sub-Total	4,566	264	528
	11.	Efficiency Factor @ 25%	1,142	--	--
	12.	Total	5,708	264	528
	13.	Cumulative Total		5,972	6,500
	14.	Parking			
	14.1	Employee Parking @320 SF	(34) 10,880	(4) 1,280	(5) 1,600
	14.2	Visitor Parking @320 SF	(11) 3,520	--	--
	14.3	Total	14,400	1,280	1,600
	14.4	Cumulative Total		15,680	17,280

Volume II: Citywide Spatial Needs Assessment

Section 6.2: Parks Division Administration

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	1.	Administrative Offices			
	1.1	Lobby/Reception	60	--	--
1.2 private office with space for one-on-one meetings	1.2	Superintendent's Office	160	--	--
1.3 with plan layout desk	1.3	Horticulturalist I	140	--	--
1.4 with plan layout desk	1.4	Horticulturalist II	140	--	--
1.5 also to serve for landscape plan review	1.5	Conference/Reference Library	200	--	--
	1.6	Record Files Storage	80	40	40
	1.7	Copy/Office Supply	64	--	--
	1.8	Mini Break Area	60	--	--
1.9 uni-sex, ADA	1.9	Staff restroom @80 SF ea.	(1) 80	--	--

Volume II: Citywide Spatial Needs Assessment

Section 6.2: Parks Division Administration

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	2.	Maintenance Office			
2.2 private office needed for evaluations/disciplinary meetings with crew	2.1	Parks Forman's Office	140	--	--
2.3 meeting space for 20 field tech /crew	2.2	Crew Leader's Office @120 SF	(3) 360	--	(1) 120
2.4 shared computer workstations for crew	2.3	Crew Muster	325	--	--
2.6 coffee/microwave/refrig., at crew muster space	2.4	Report Writing @40 SF ea.	(3) 120	(1) 40	(1) 40
2.8 (4) lockers/50 SF module	2.5	Copy/Record File Storage	80	--	60
2.9 (4) lockers/50 SF module	2.6	Break area	60	--	--
2.10 uni-sex, private bath with toilet/sink/shower, provide 1 ADA compliant	2.7	Ice Machine/Vending	80	--	--
2.11 (4) fixtures	2.8	Lockers: Mens @50 SF	(5) 250	--	(2) 60
	2.9	Lockers: Womens @50 SF	(2) 100	--	--
	2.10	Restroom/Showers @120 SF ea.	(3) 360	--	--
	2.11	Restroom: mens	220	--	--

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
	3.	Facility Support			
	3.1	HVAC Equipment	180		
	3.2	Electrical Closet	100		
	3.3	IT Closet	60		
	3.4	Janitor/Maintenance Storage	60		
	4.	Sub-Total	3,479	80	320
	5.	Efficiency Factor @ 25%	870	--	--
	6.	Total	4,349	80	320
	7.	Cumulative Total		4,429	4,749

Volume II: Citywide Spatial Needs Assessment
Section 6.3: Parks Division - Unconditioned Facility Area

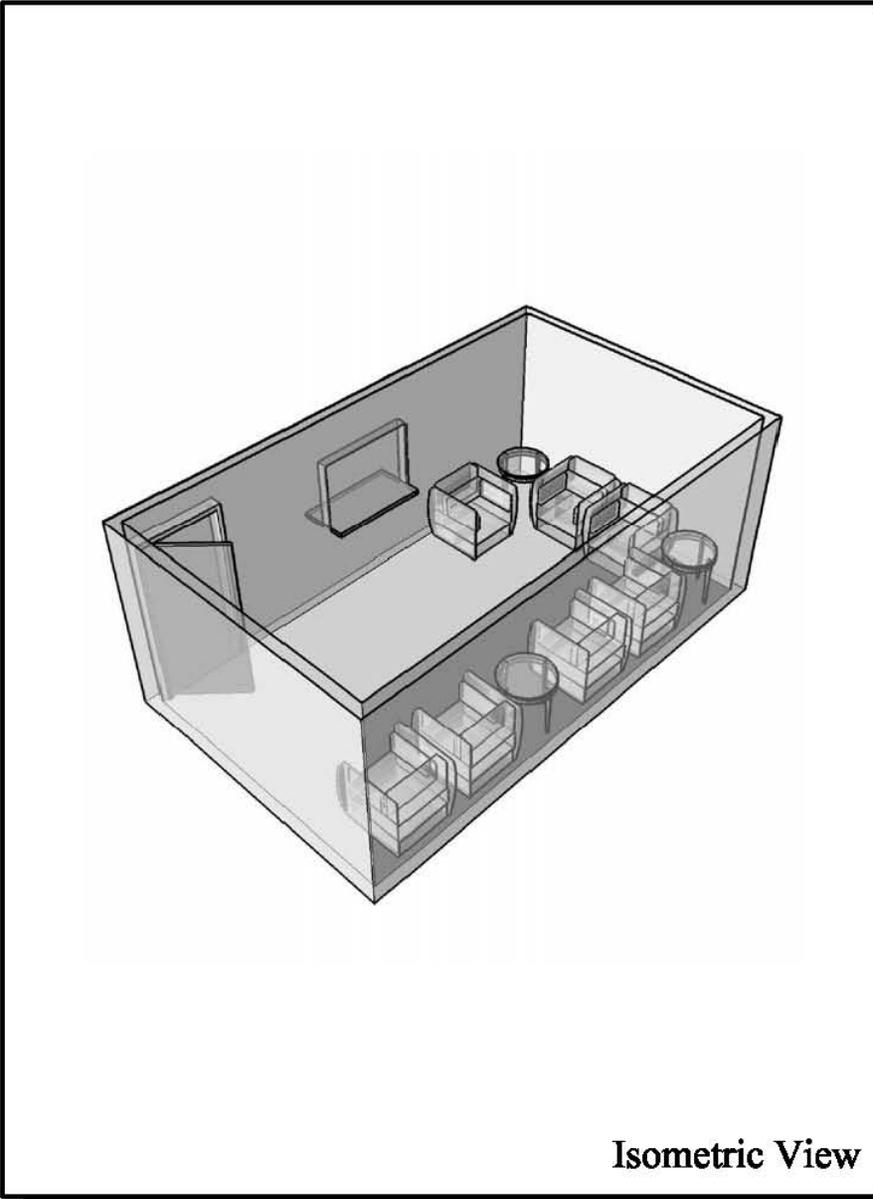
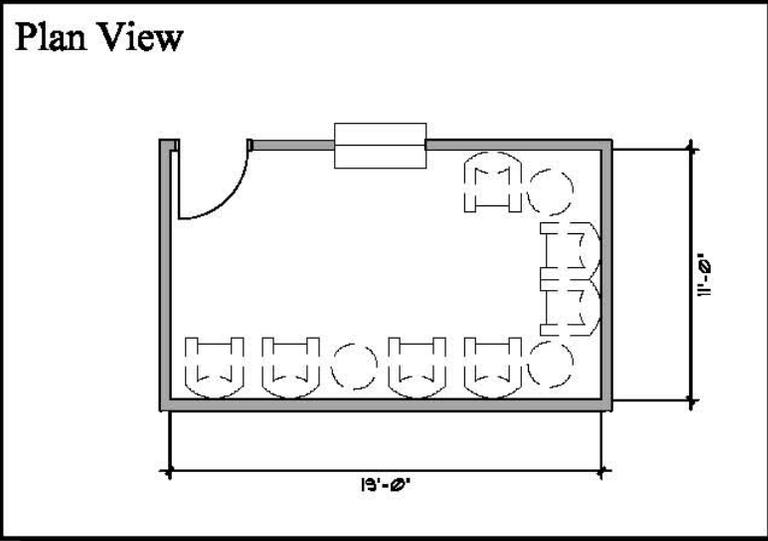
General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
1. recreation equipment, including special events trailer 3. maintenance equipment 4. fertilizers, other 5. landscape material, non-combustible fertilizers	1.	Central Storage Bay @14'x50'	700	--	700
	2.	Workshop	240	--	160
	3.	Tool/Equipment Storage	300	--	80
	4.	Flammable Storage	80	--	80
	5.	Covered Material Storage	800	--	400
	6.	Total	2,120	0	1,420
	7.	Cumulative Total		2,120	3,540

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	2010-14 Current Need	2020 Future Need	2030 Future Need
3. 12x18 stall + circulation 4. 9x18 stall + circulation (factors in ADA parking) 5. 9x18 stall + circulation (factors in ADA parking)	1.	Landscaping Materials	1,000	--	--
	2.	Equipment	1,000	--	--
	3.	Department Vehicles @400 SF	(20) 8,000	--	(8) 3,200
	4.	Employee Parking @320 SF	(27) 8,640	--	(8) 2,560
	5.	Visitor Parking @320 SF	(3) 960	--	--
	6.	Total	19,600 SF	0 SF	5,760 SF
	7.	Cumulative Total	19,600 SF 0.45 acre	19,600 SF 0.45 acre	25,360 SF 0.58 acre

Appendix A: Space Needs Standards

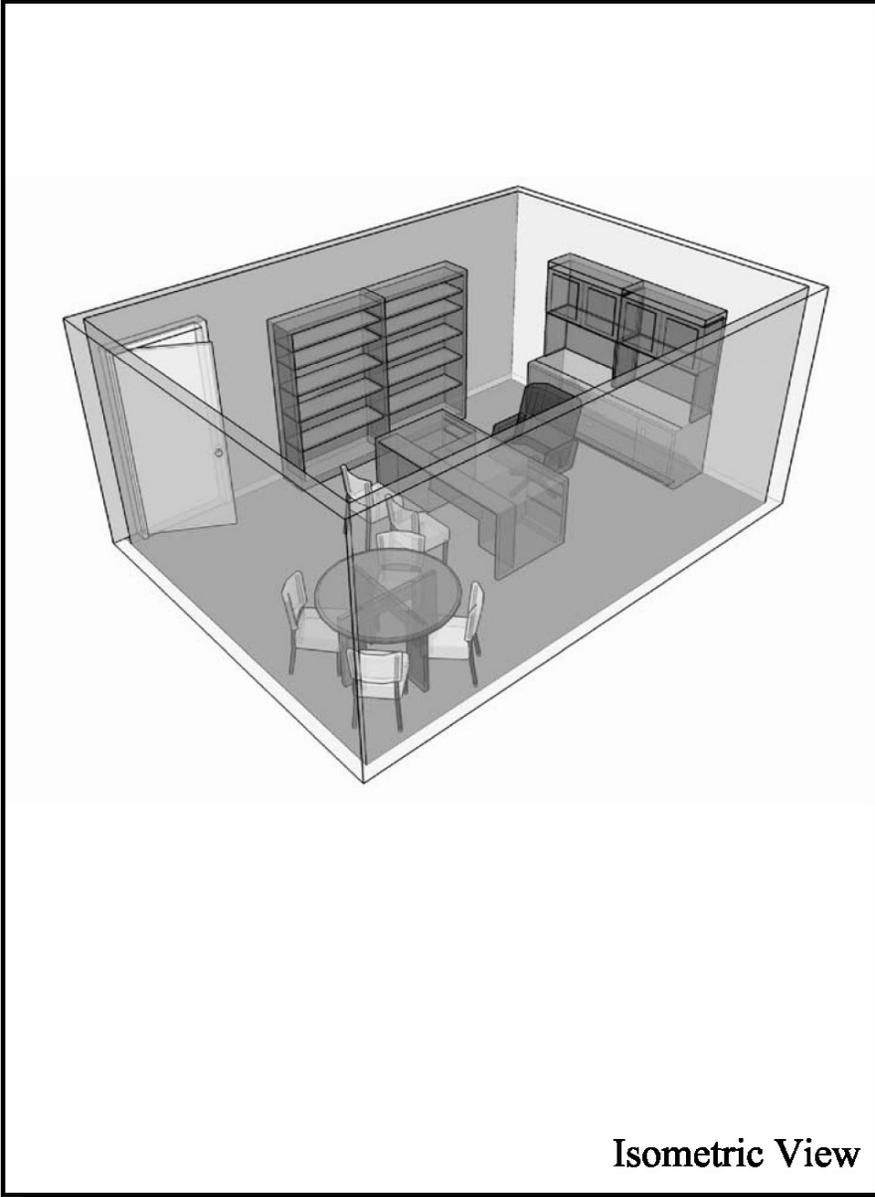
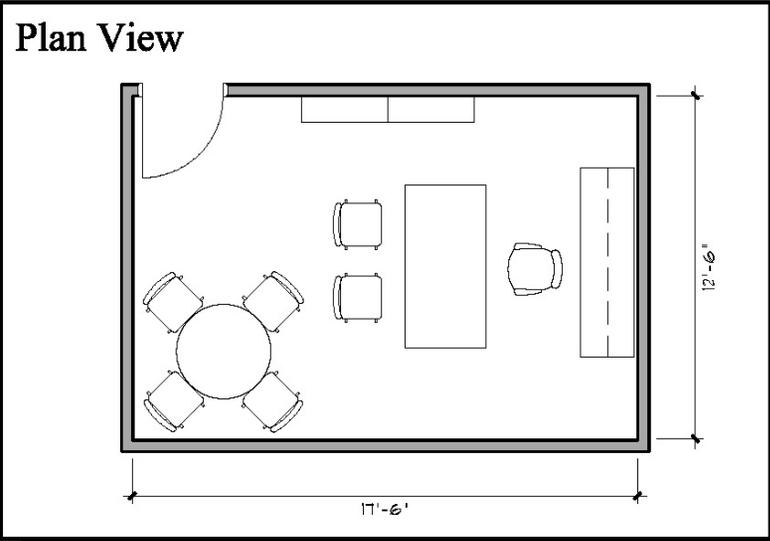
Appendix A: Space Needs Standards

Area Standards:	
Area:	209 S.F.
Dimensions:	19'-0" x 11'-0"
Descriptions:	Lobby
Components:	Options: Service Counter 6-8 Lounge Chairs 3 End Tables
Comments:	



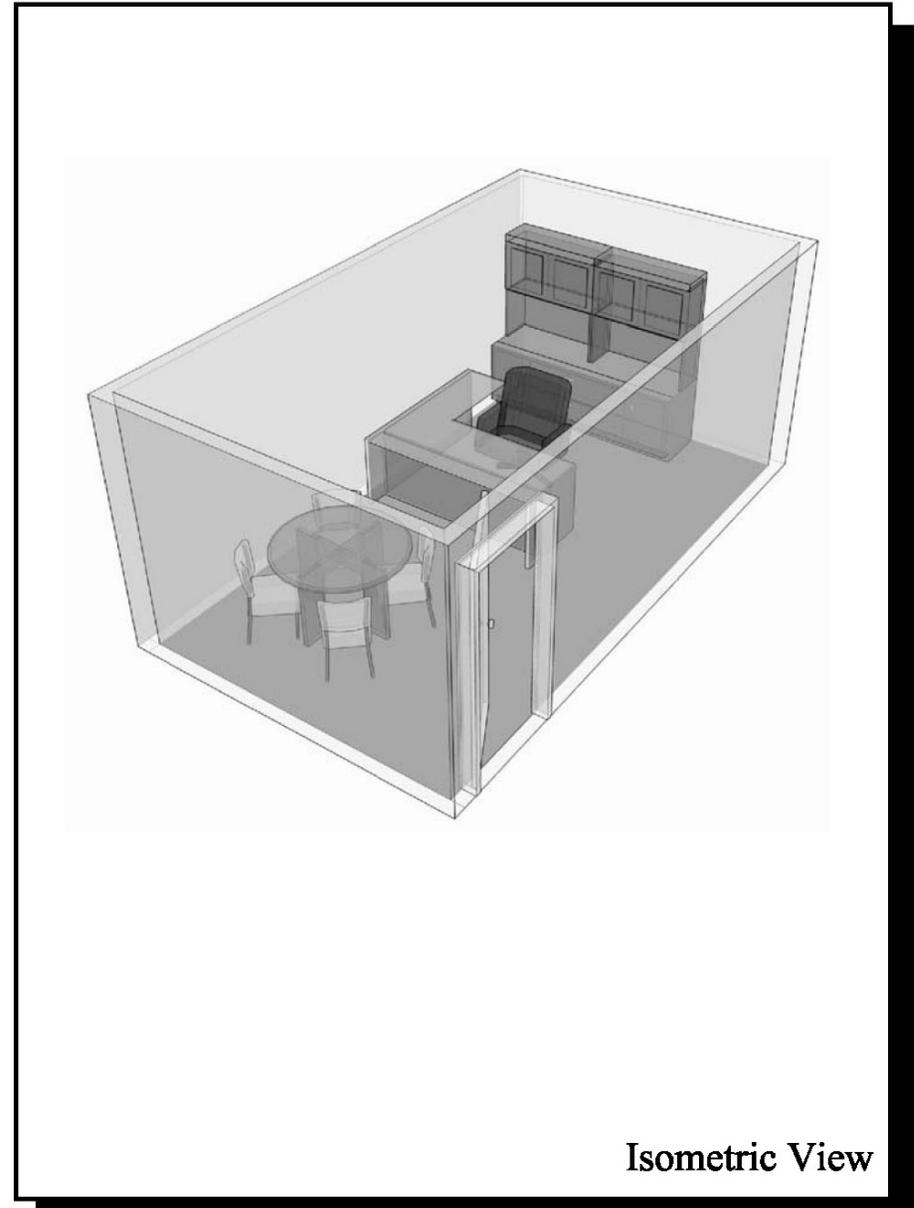
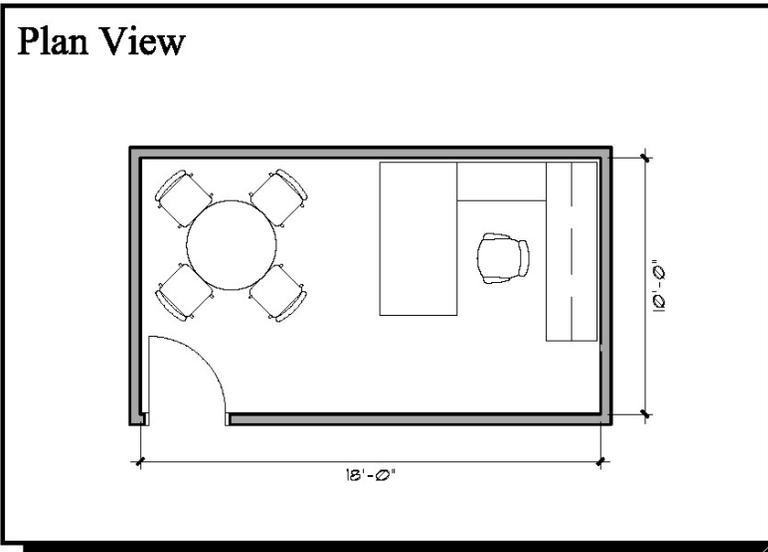
Appendix A: Space Needs Standards

Area Standards:	
Area:	220 S.F.
Dimensions:	12'-6" x 17'-6"
Descriptions:	Enclosed office.
Components:	Desk 36" x 72" Credenza w/ hutch 24" x 84" Manager's chair Guest chair (6) Work Table 42" Diameter Bookcase (2) 15" x 48"
Comments:	Fabric wall covering.



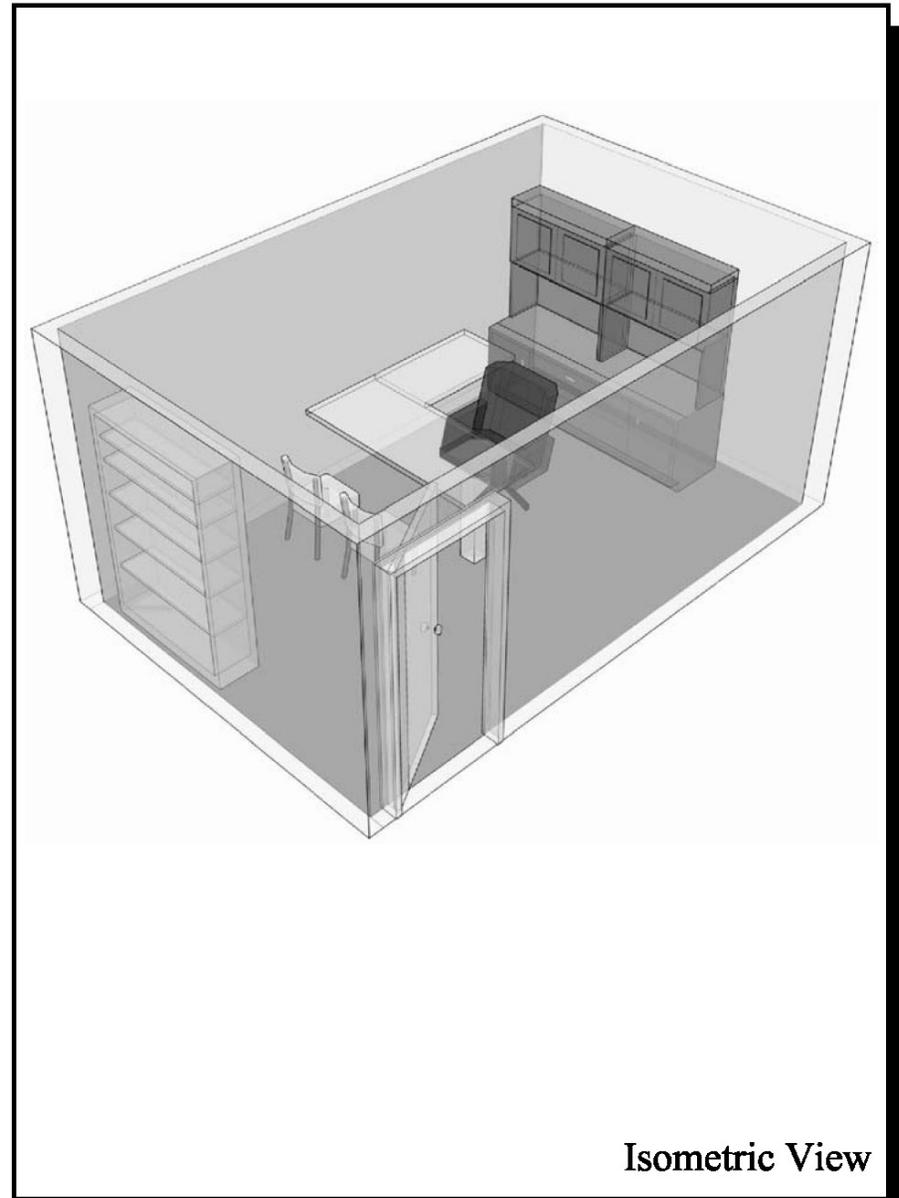
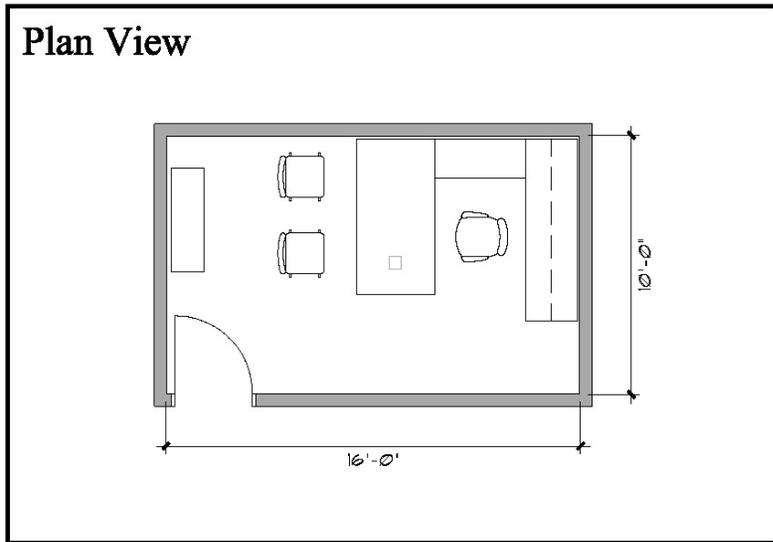
Appendix A: Space Needs Standards

Area Standards:															
Area:	180 S.F.														
Dimensions:	10'-0" x 18'-0"														
Descriptions:	Enclosed office.														
Components:	<table border="0"> <tr> <td>Desk</td> <td>36" x 72"</td> </tr> <tr> <td>Return</td> <td>18" x 42"</td> </tr> <tr> <td>Lateral file</td> <td>24" x 36"</td> </tr> <tr> <td>Credenza w/ hutch</td> <td>24" x 84"</td> </tr> <tr> <td>Work table</td> <td>42" Diameter</td> </tr> <tr> <td>Managers chair</td> <td></td> </tr> <tr> <td>Guest chairs (4)</td> <td></td> </tr> </table>	Desk	36" x 72"	Return	18" x 42"	Lateral file	24" x 36"	Credenza w/ hutch	24" x 84"	Work table	42" Diameter	Managers chair		Guest chairs (4)	
Desk	36" x 72"														
Return	18" x 42"														
Lateral file	24" x 36"														
Credenza w/ hutch	24" x 84"														
Work table	42" Diameter														
Managers chair															
Guest chairs (4)															
Comments:	High STC rating. Additional files may be required.														



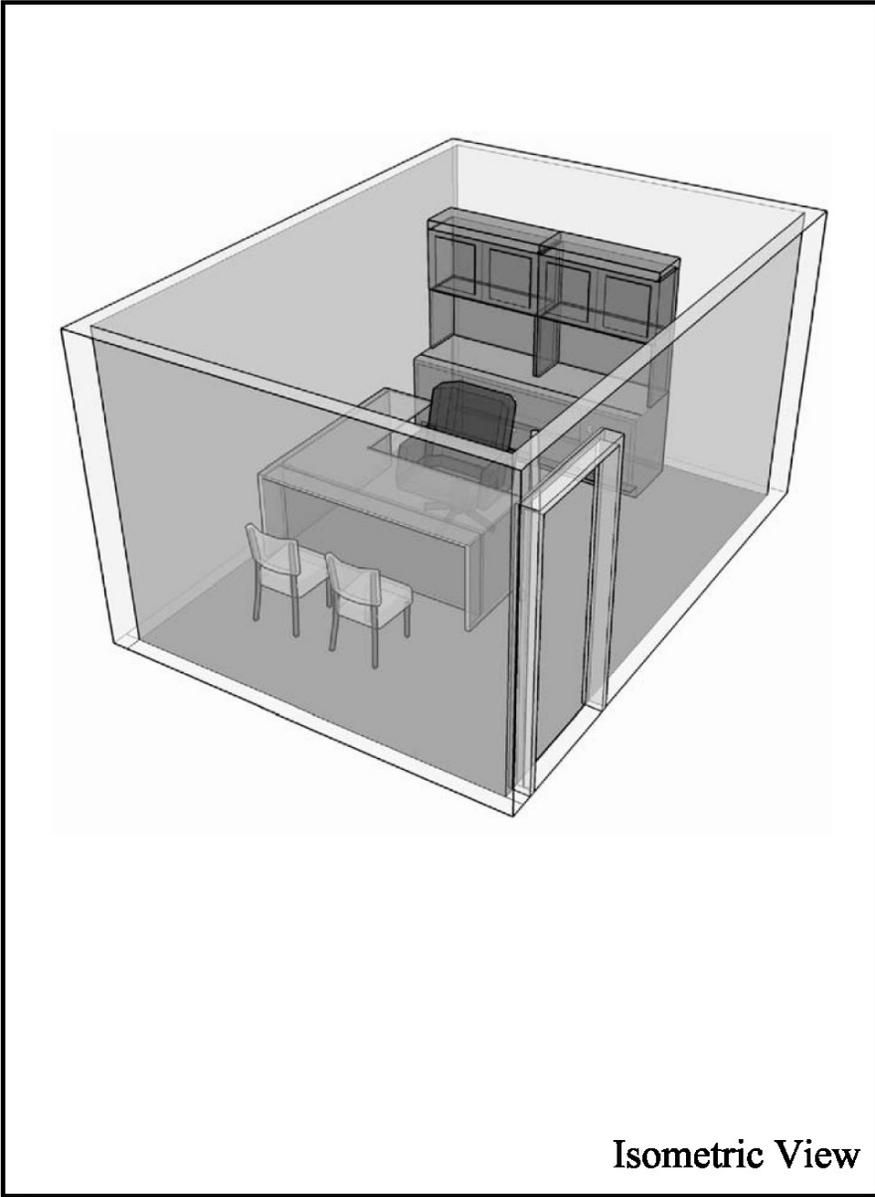
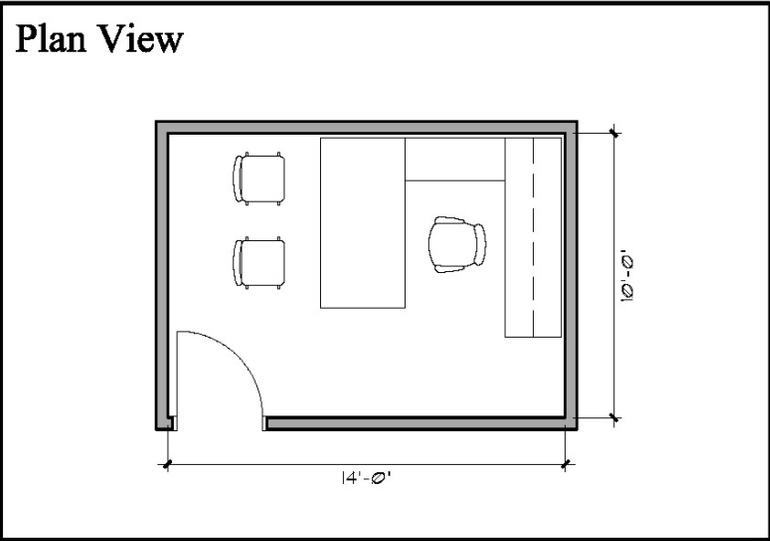
Appendix A: Space Needs Standards

Area Standards:															
Area:	160 S.F.														
Dimensions:	10'-0" x 16'-0"														
Descriptions:	Enclosed office.														
Components:	<table border="0"> <tr> <td>Desk</td> <td>30" x 72"</td> </tr> <tr> <td>Return</td> <td>24" x 42"</td> </tr> <tr> <td>Lateral file</td> <td>24" x 36"</td> </tr> <tr> <td>Credenza w/ hutch</td> <td>24" x 84"</td> </tr> <tr> <td>Bookcase</td> <td>15" x 48"</td> </tr> <tr> <td>Managers chair</td> <td></td> </tr> <tr> <td>Guest chairs (2)</td> <td></td> </tr> </table>	Desk	30" x 72"	Return	24" x 42"	Lateral file	24" x 36"	Credenza w/ hutch	24" x 84"	Bookcase	15" x 48"	Managers chair		Guest chairs (2)	
Desk	30" x 72"														
Return	24" x 42"														
Lateral file	24" x 36"														
Credenza w/ hutch	24" x 84"														
Bookcase	15" x 48"														
Managers chair															
Guest chairs (2)															
Comments:	High STC rating. Additional files may be required.														



Appendix A: Space Needs Standards

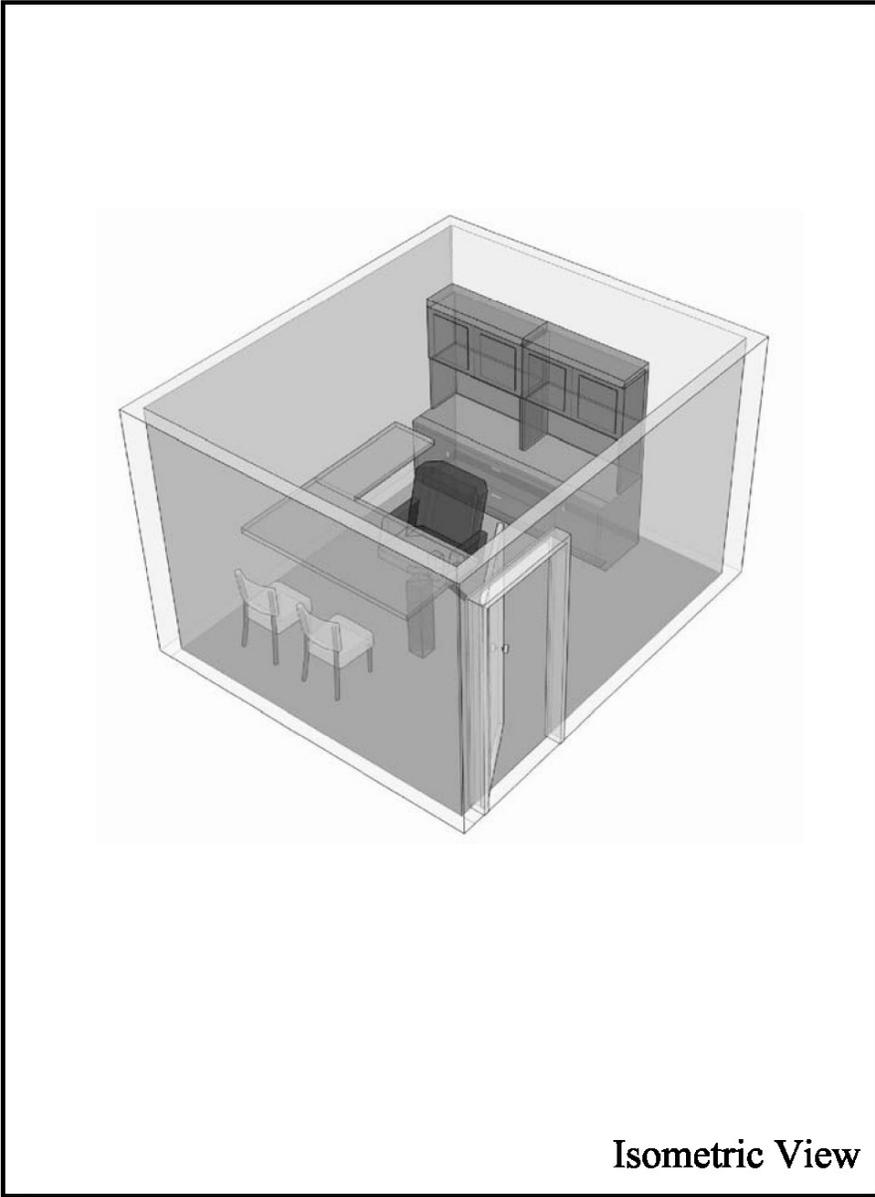
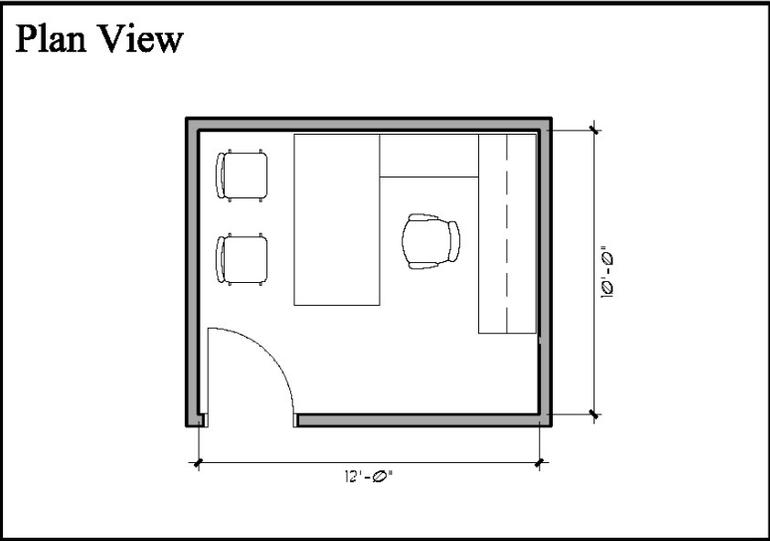
Area Standards:											
Area:	140 S.F.										
Dimensions:	10'-0" x 14'-0"										
Descriptions:	Enclosed office.										
Components:	<table border="0"> <tr> <td>Desk</td> <td>36" x 72"</td> </tr> <tr> <td>Return</td> <td>18" x 42"</td> </tr> <tr> <td>Credenza w/ hutch</td> <td>24" x 84"</td> </tr> <tr> <td>Managers chair</td> <td></td> </tr> <tr> <td>Guest chairs</td> <td>2</td> </tr> </table>	Desk	36" x 72"	Return	18" x 42"	Credenza w/ hutch	24" x 84"	Managers chair		Guest chairs	2
Desk	36" x 72"										
Return	18" x 42"										
Credenza w/ hutch	24" x 84"										
Managers chair											
Guest chairs	2										
Comments:	High STC rating. Additional files may be required.										



Isometric View

Appendix A: Space Needs Standards

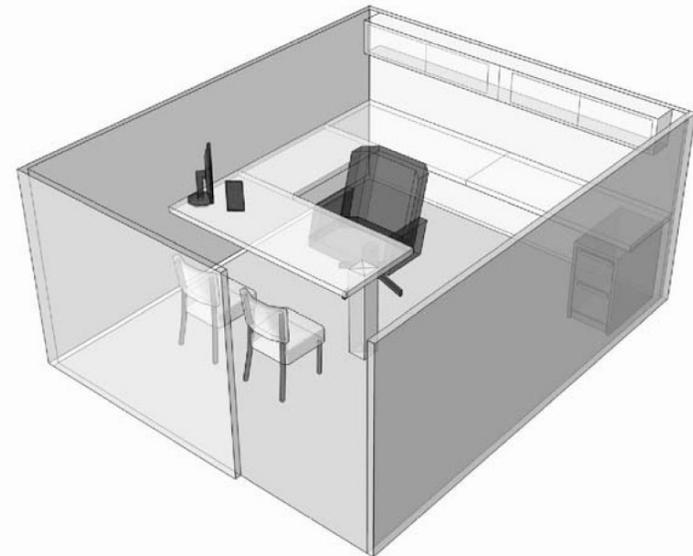
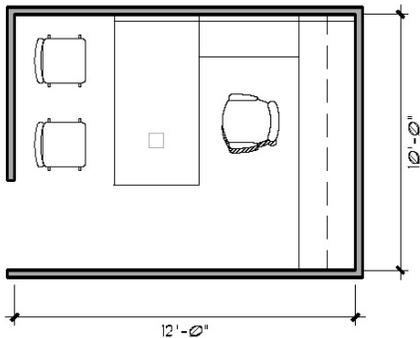
Area Standards:	
Area:	120 S.F.
Dimensions:	10'-0" x 12'-0"
Descriptions:	Enclosed office.
Components:	Desk 36" x 72" Return 18" x 42" Credenza w/ hutch 24" x 84" Managers chair Guest chairs (2)
Comments:	High STC rating. Additional files may be required.



Appendix A: Space Needs Standards

Area Standards:	
Area:	120 S.F.
Dimensions:	10'-0" x 12'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Desk 30" x 72" Return 24" x 42" Back work surface (2) 24" x 54" Panel mounted binder bins 2 @ 48" Manager's chair Guest chairs (2)
Comments:	High STC rating. Additional files may be required.

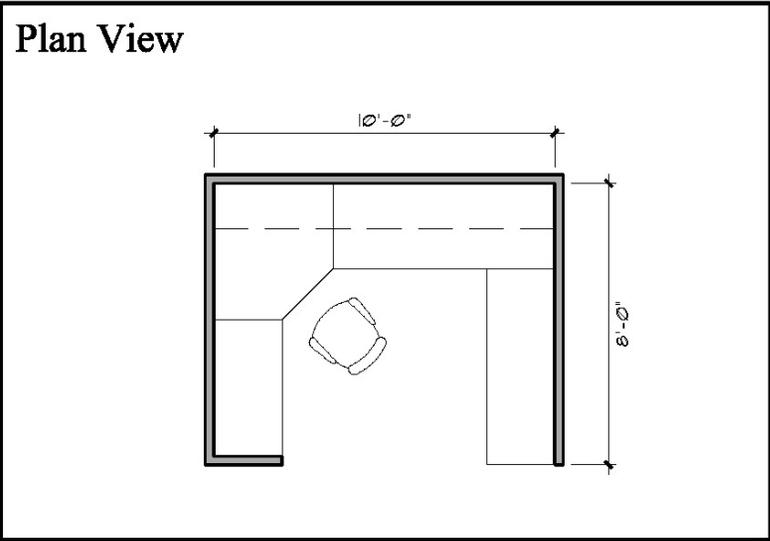
Plan View



Isometric View

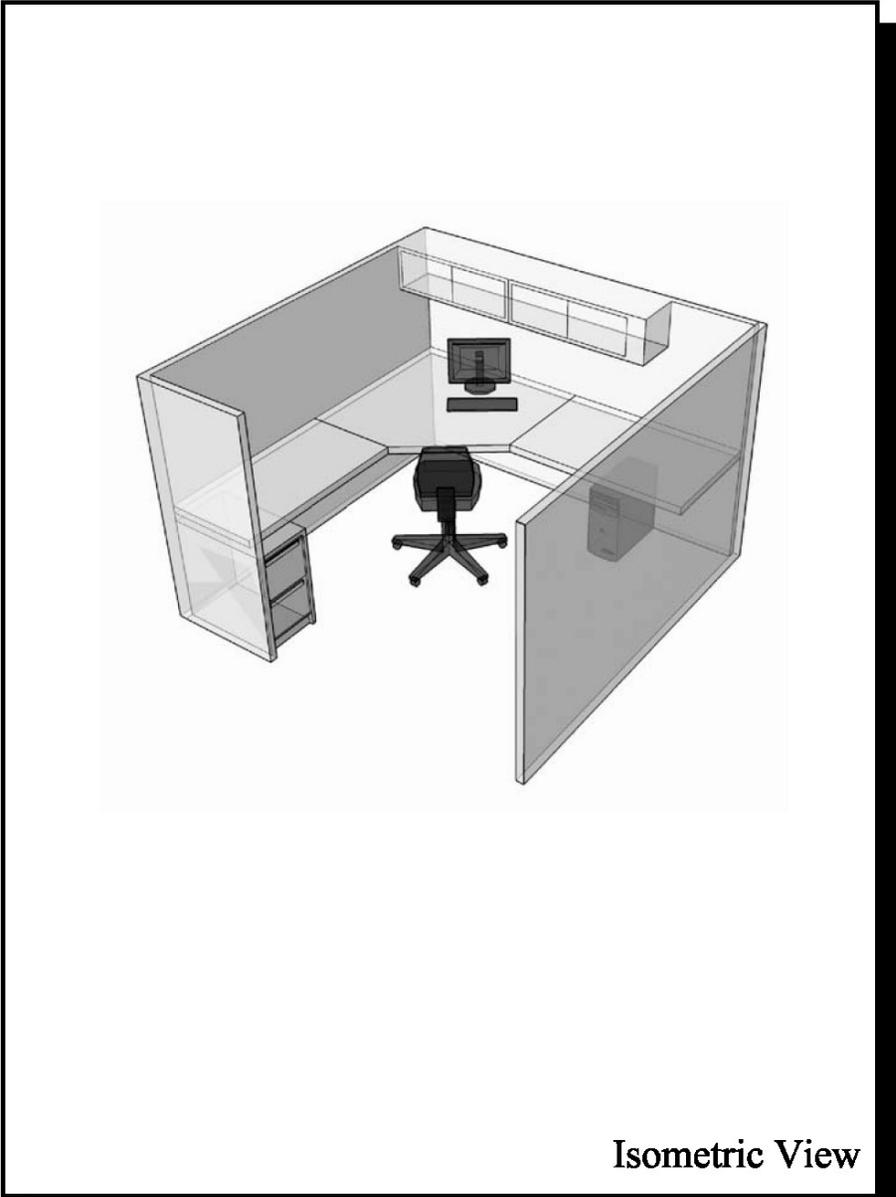
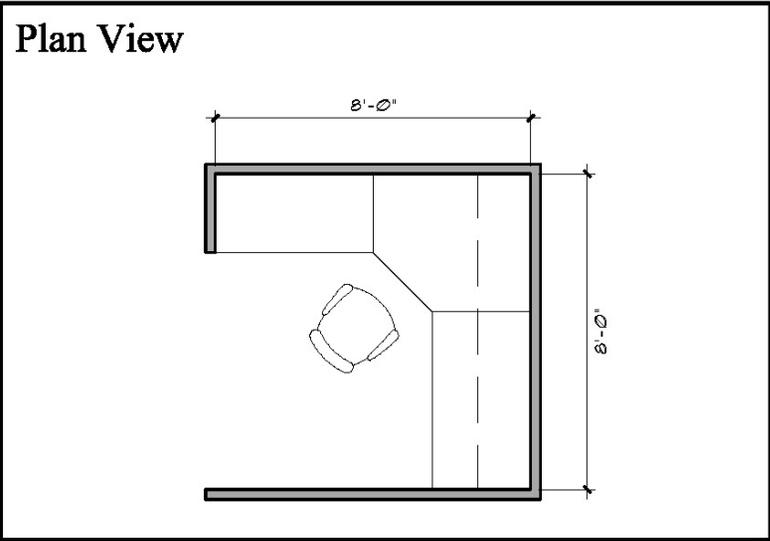
Appendix A: Space Needs Standards

Area Standards:	
Area:	80 S.F.
Dimensions:	8'-0" x 10'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Side work surface 24" x 48" Side work surface 24" x 66" Corner CRT work surface 24" x 30" Back work surface 30" x 72" Panel mounted binder bins 2 @ 48" Lateral file Task chair
Comments:	High STC rating. Additional files may be required.



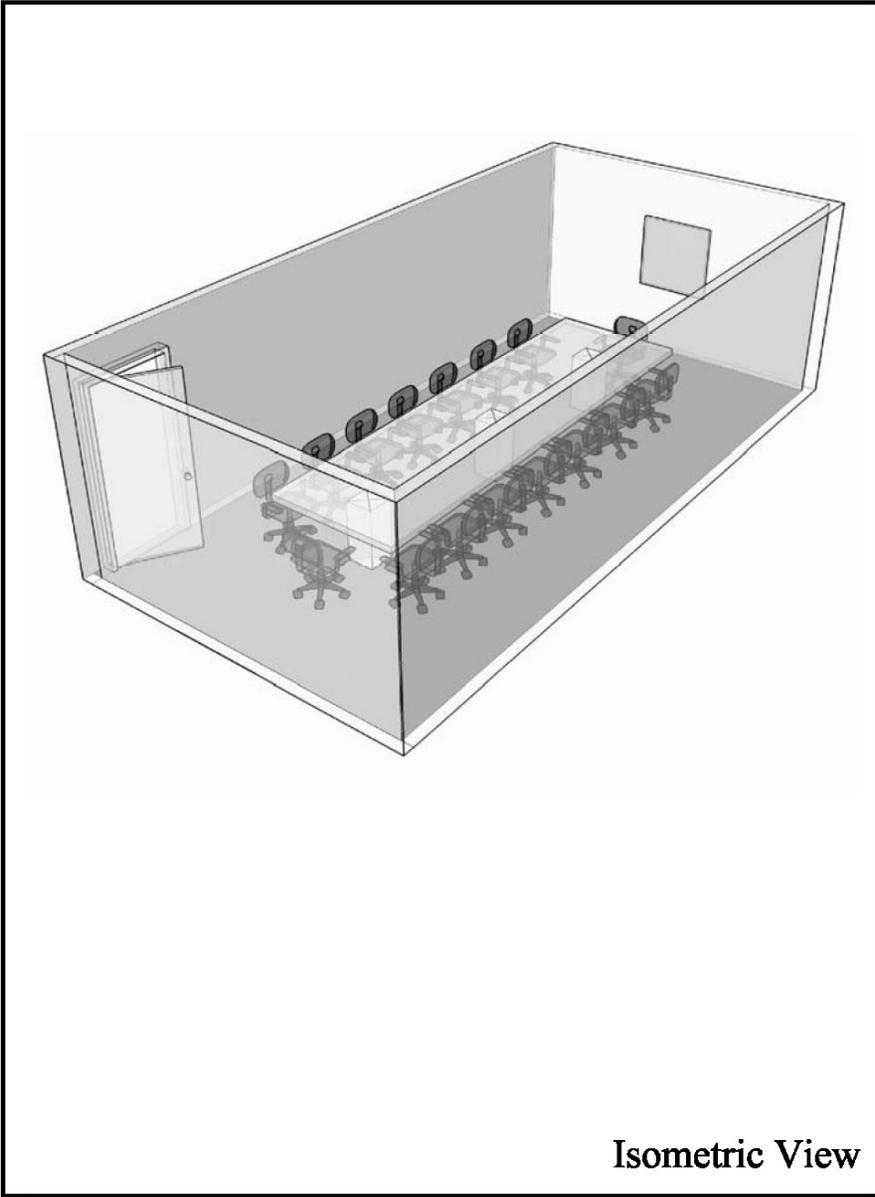
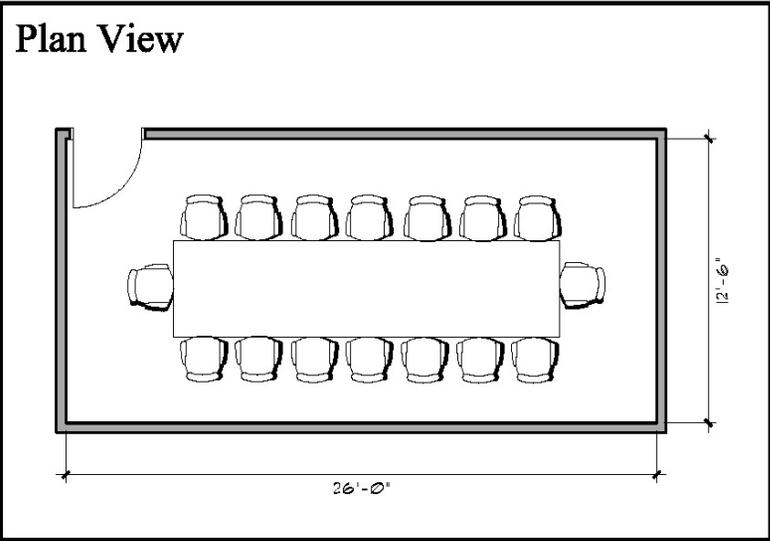
Appendix A: Space Needs Standards

Area Standards:	
Area:	64 S.F.
Dimensions:	8'-0" x 8'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Side work surface 24" x 48" Corner CRT work surface Back work surface 30" x 48" Panel mounted binder bins 2 @ 36" Lateral file Task chair
Comments:	High STC rating. Additional files may be required.



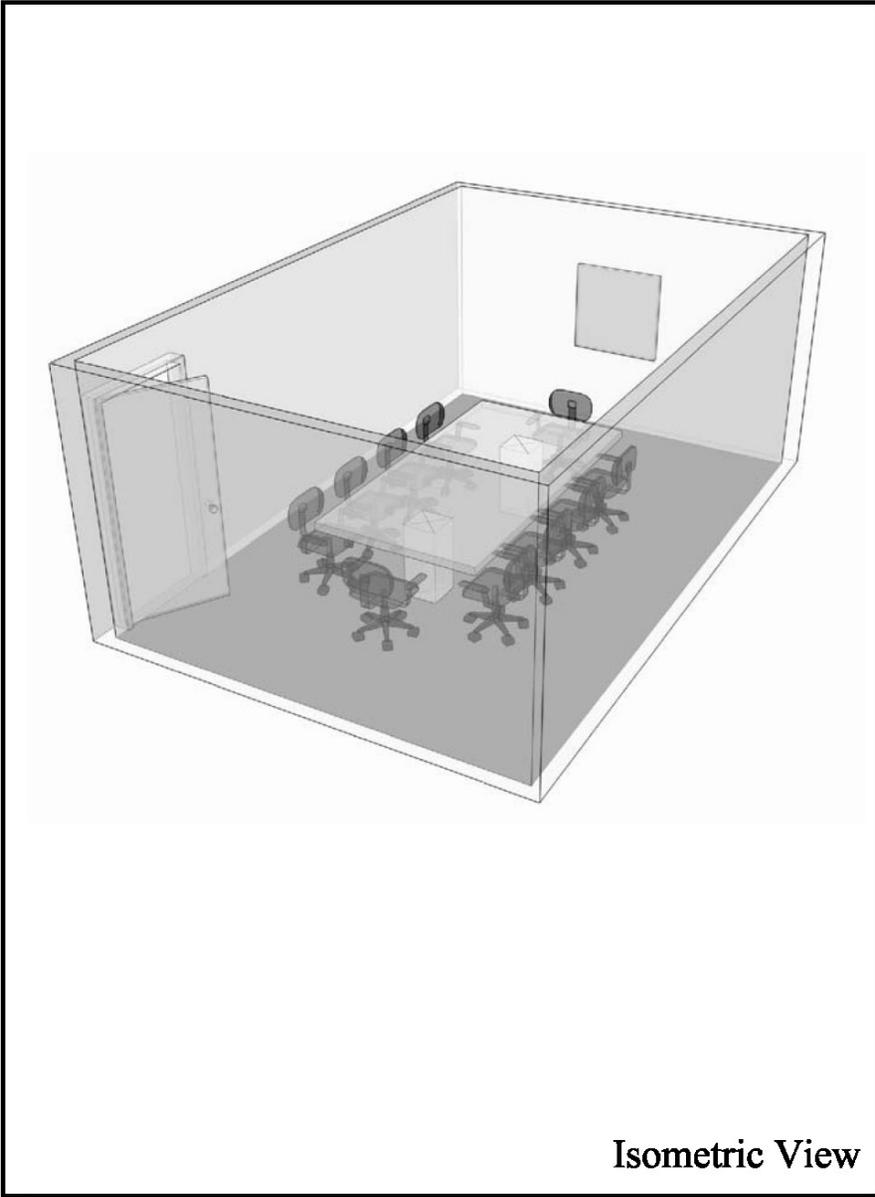
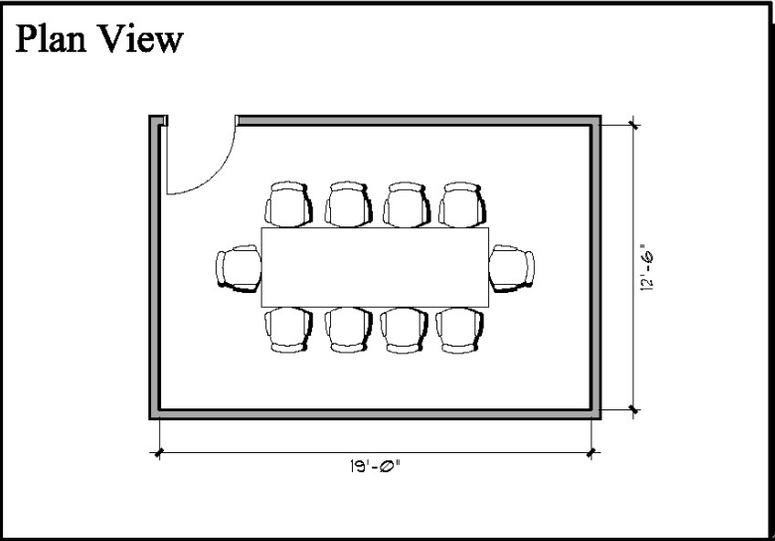
Appendix A: Space Needs Standards

Area Standards:	
Area:	325 S.F.
Dimensions:	12'-6" x 26'-0"
Descriptions:	Large Conference Room
Components:	Table 5'-0" x 17'-0" Sixteen castor chairs.
Comments:	



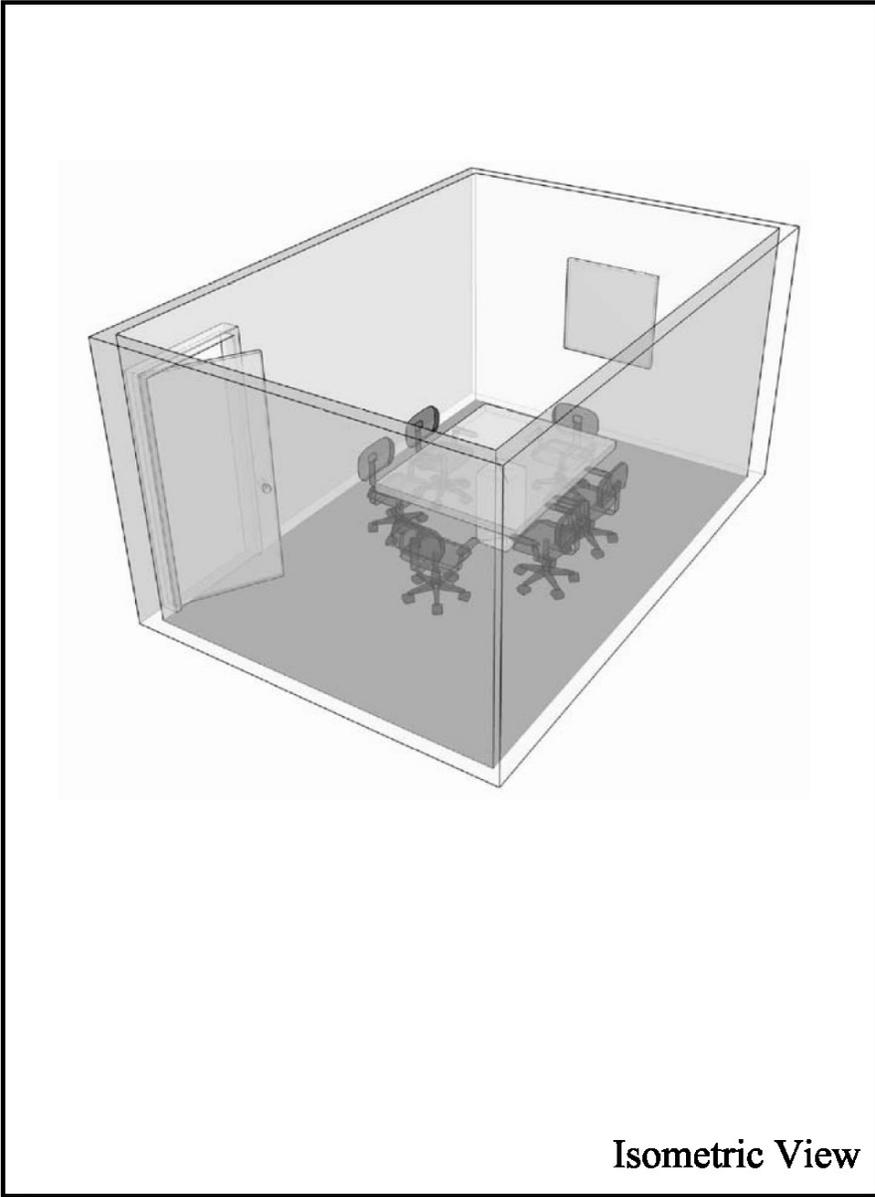
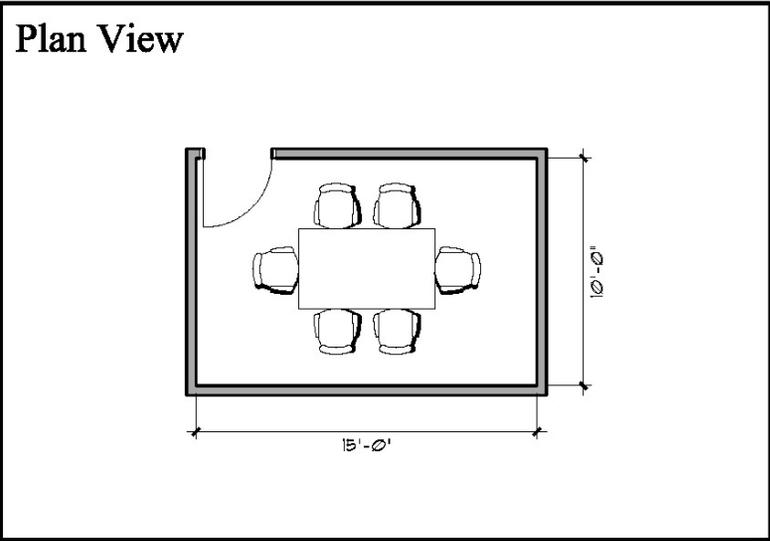
Appendix A: Space Needs Standards

Area Standards:	
Area:	240 S.F.
Dimensions:	12'-6" x 19'-0"
Descriptions:	Enclosed office.
Components:	Table 3'-6" x 10'-0" Ten caster chairs.
Comments:	



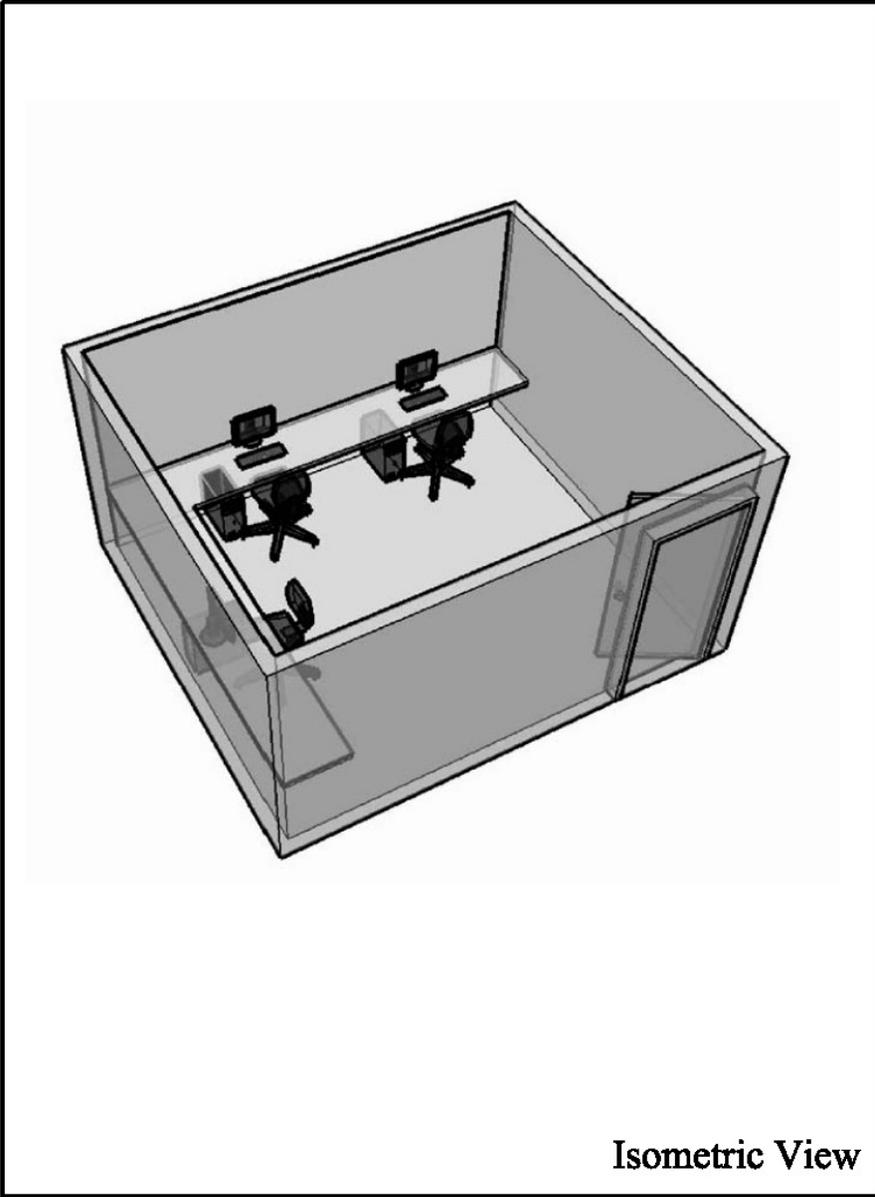
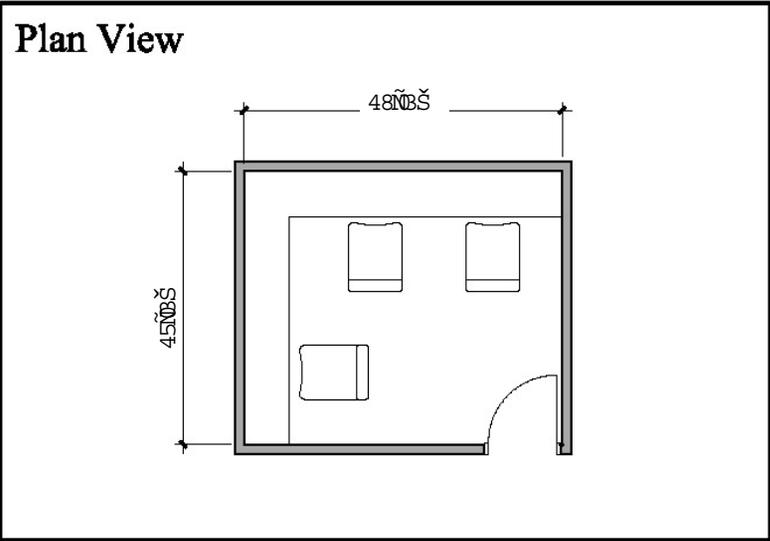
Appendix A: Space Needs Standards

Area Standards:	
Area:	150 S.F.
Dimensions:	10'-0" x 15'-0"
Descriptions:	Enclosed Office
Components:	Table 3'-6" x 6'-0" Six Caster Chairs
Comments:	



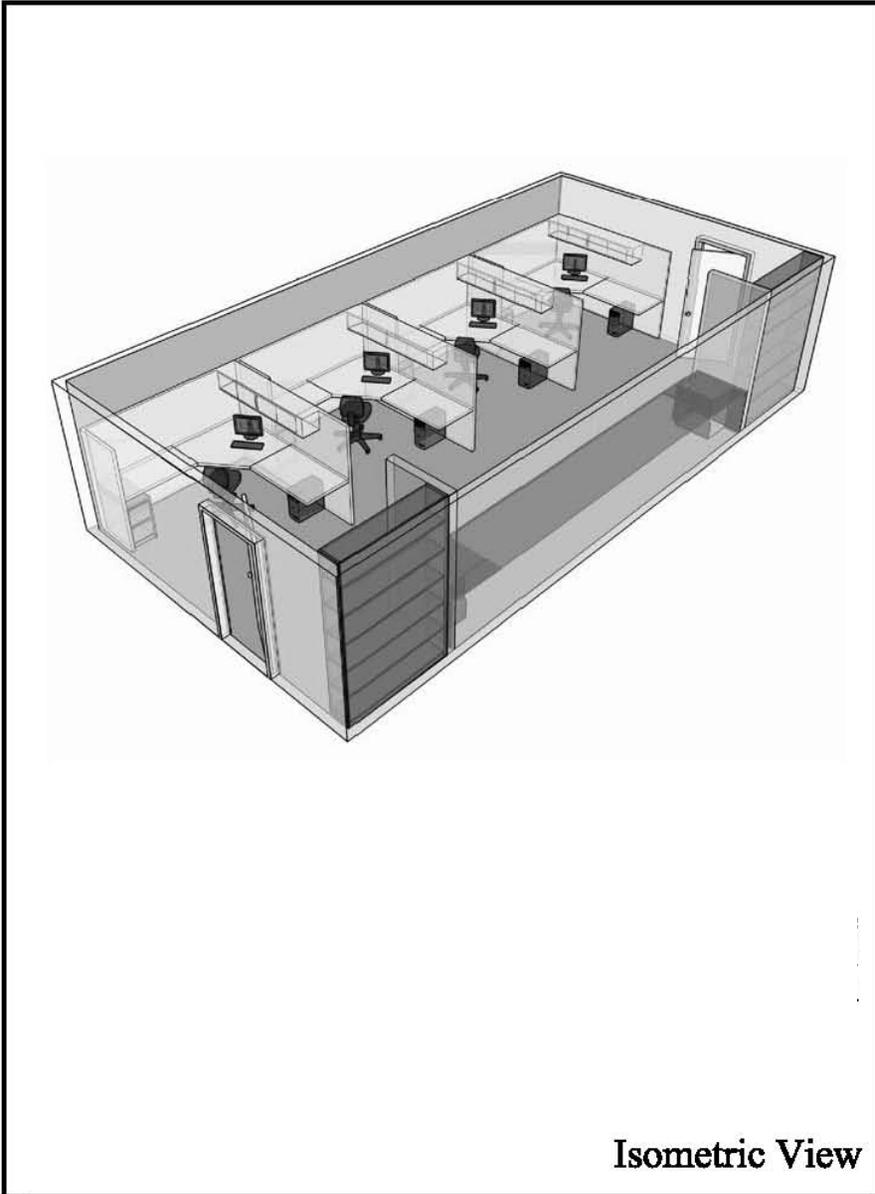
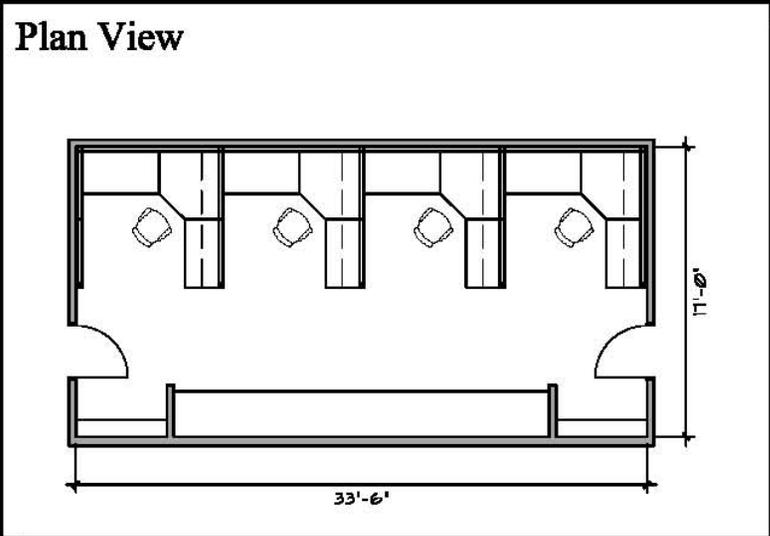
Appendix A: Space Needs Standards

Area Standards:	
Area:	180 SF
Dimensions:	12'-0" x 15'-0"
Descriptions:	Writing Room
Components:	Built-in Desk Surface 3 Desk Chairs
Comments:	Interior Access



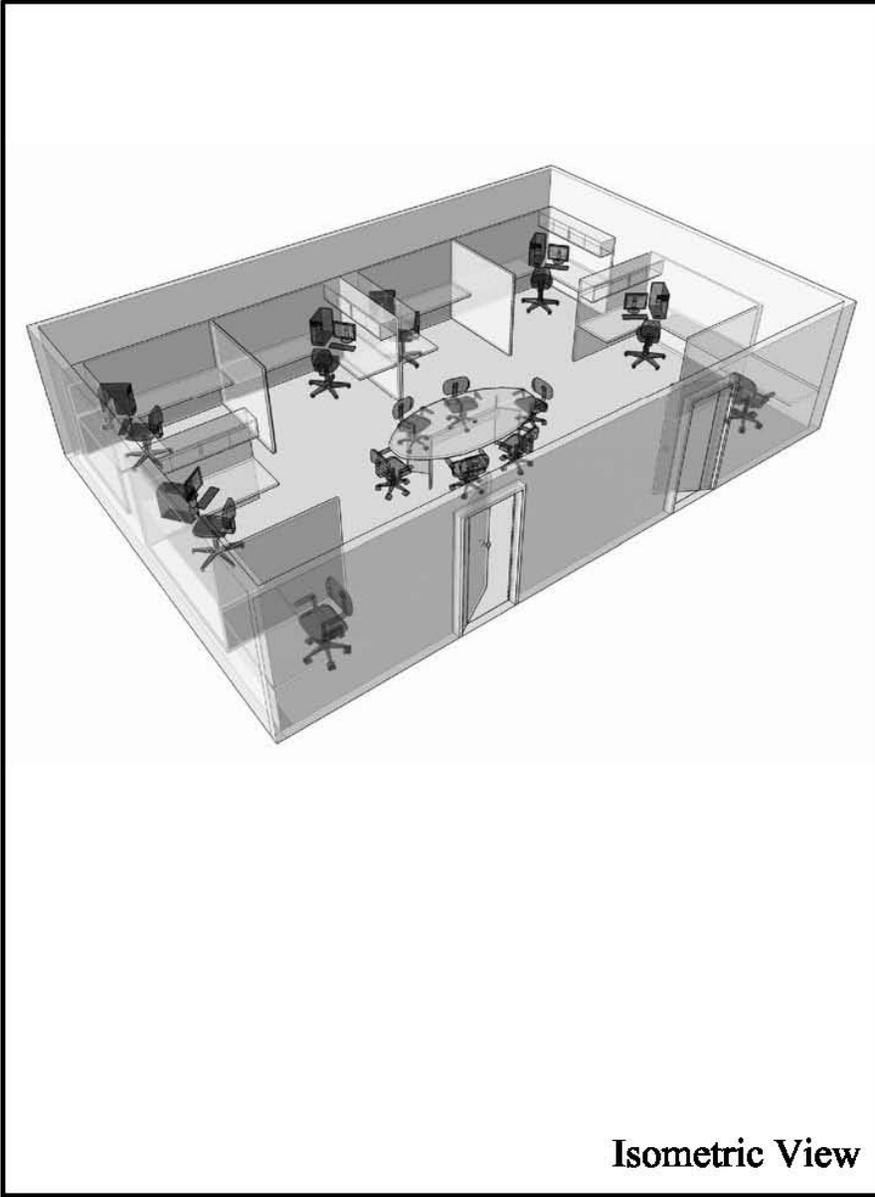
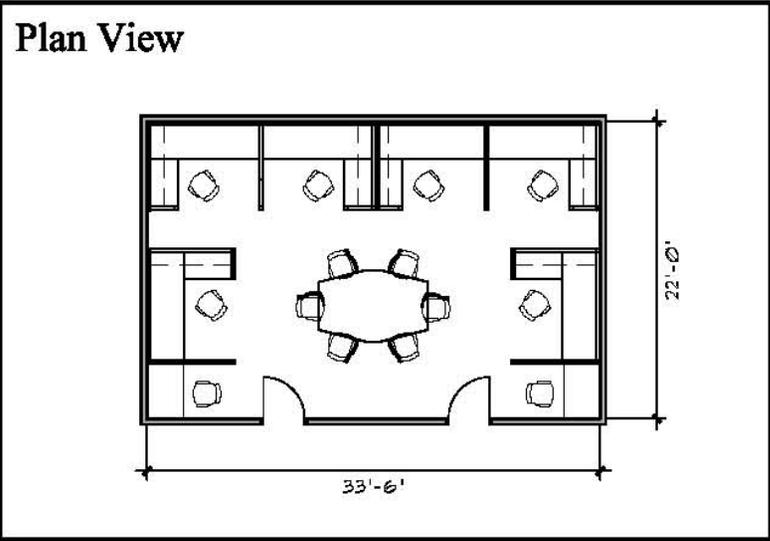
Appendix A: Space Needs Standards

Area Standards:	
Area:	570 S.F.
Dimensions:	17'-0" x 33'-6"
Descriptions:	Enclosed Work Room
Components:	Work Stations (4) 8'-0" x 8'-0" Back Work Surface 4'-6" x 2'-6" Side Work Surface 4'-0" x 2'-0" Corner Work Surface Lateral File Panel Mounted Binder Bins (2) @48" Task Chairs (4) Work Bench 22'-0" x 2'-8" Open Book Shelves (2) 5'-0" x 1'-0"
Comments:	



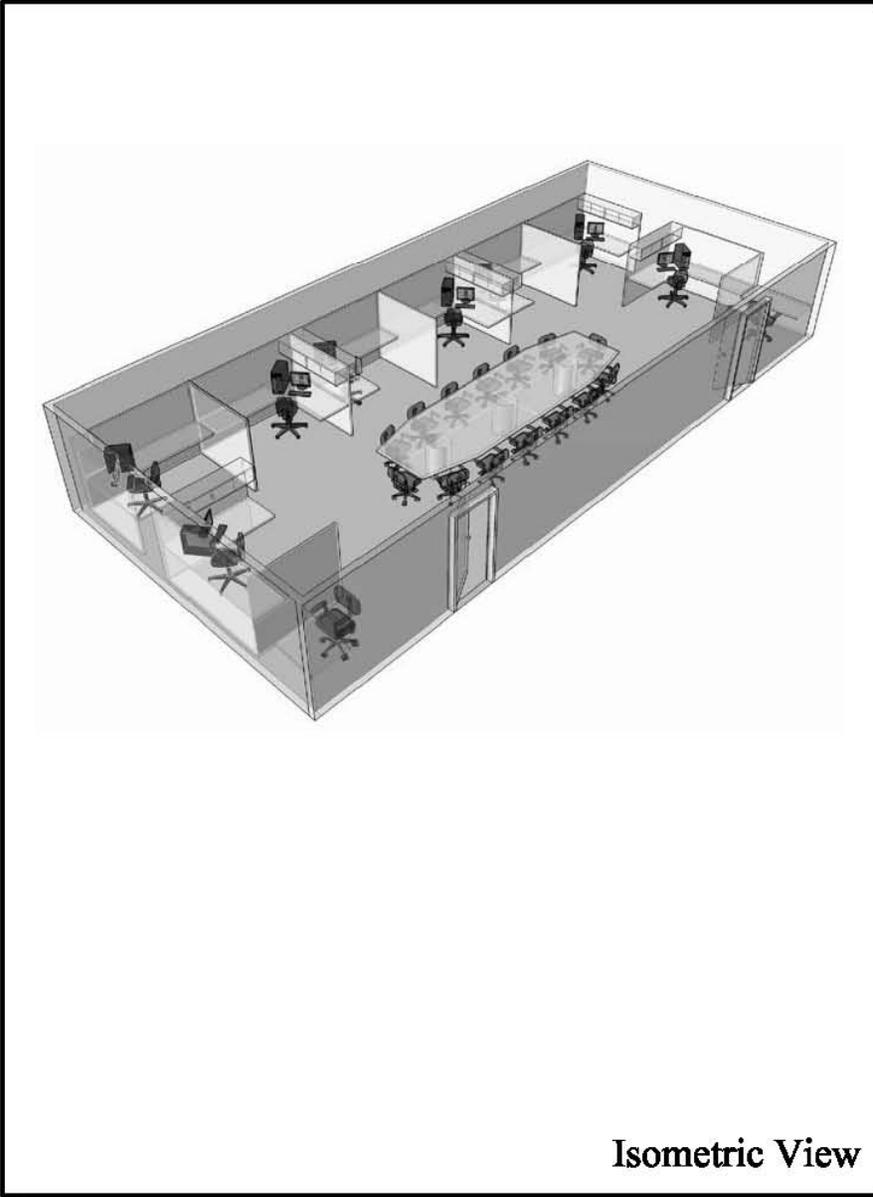
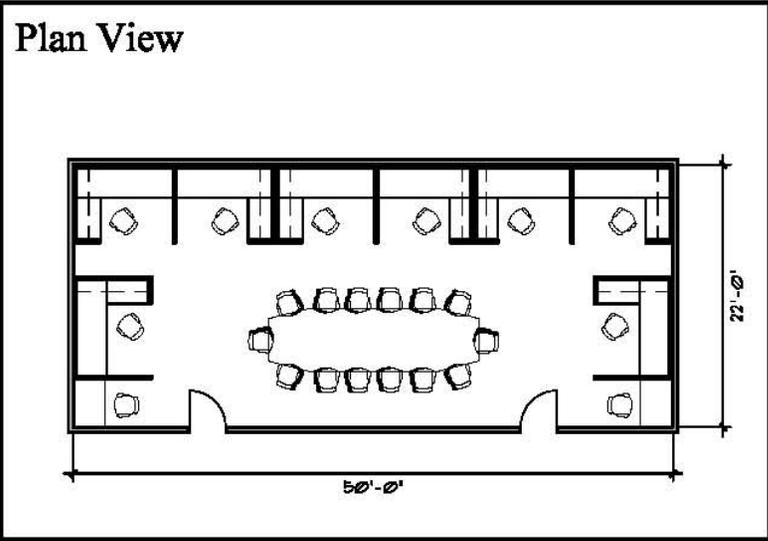
Appendix A: Space Needs Standards

Area Standards:	
Area:	737 S.F.
Dimensions:	22'-0" x 33'-6"
Descriptions:	Enclosed Work Room
Components:	Table 4'-6" x 9'-0" Task Chairs (14) Work Stations (6) 6'-0" x 8'-0" Work Surfaces (2) 2'-6" x 4'-6"
Comments:	



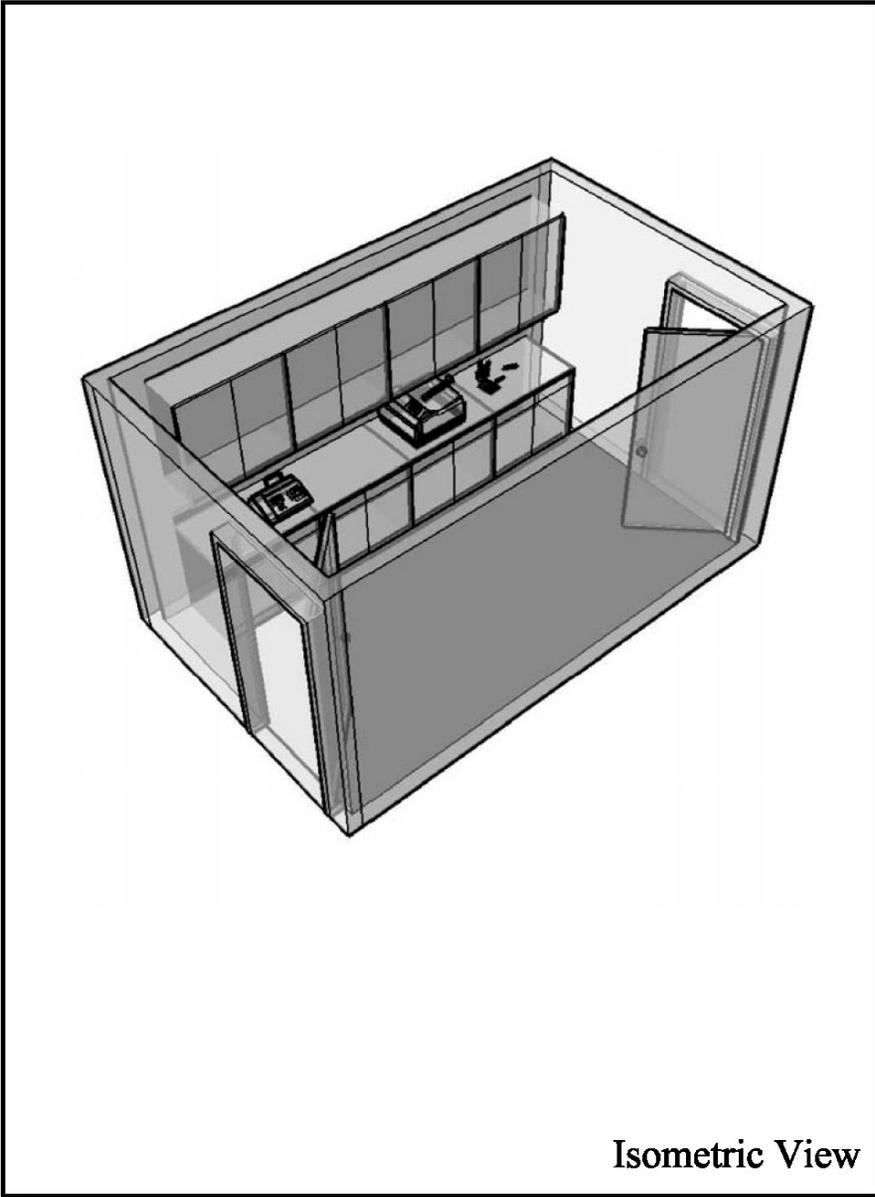
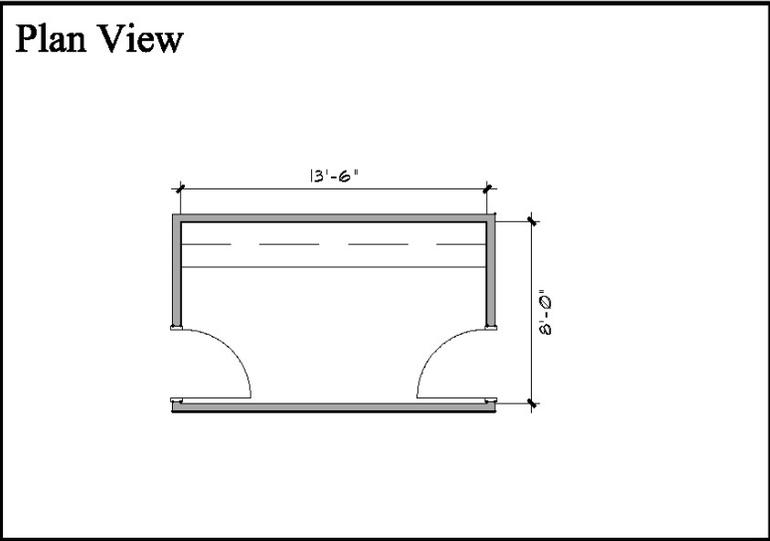
Appendix A: Space Needs Standards

Area Standards:	
Area:	1100 S.F.
Dimensions:	22'-0" x 50'-0"
Descriptions:	Enclosed Work Room
Components:	Table 6'-0" x 20'-0" Task Chairs (24) Work Stations (8) 6'-0" x 8'-0" Work Surfaces (2) 2'-6" x 4'-6"
Comments:	



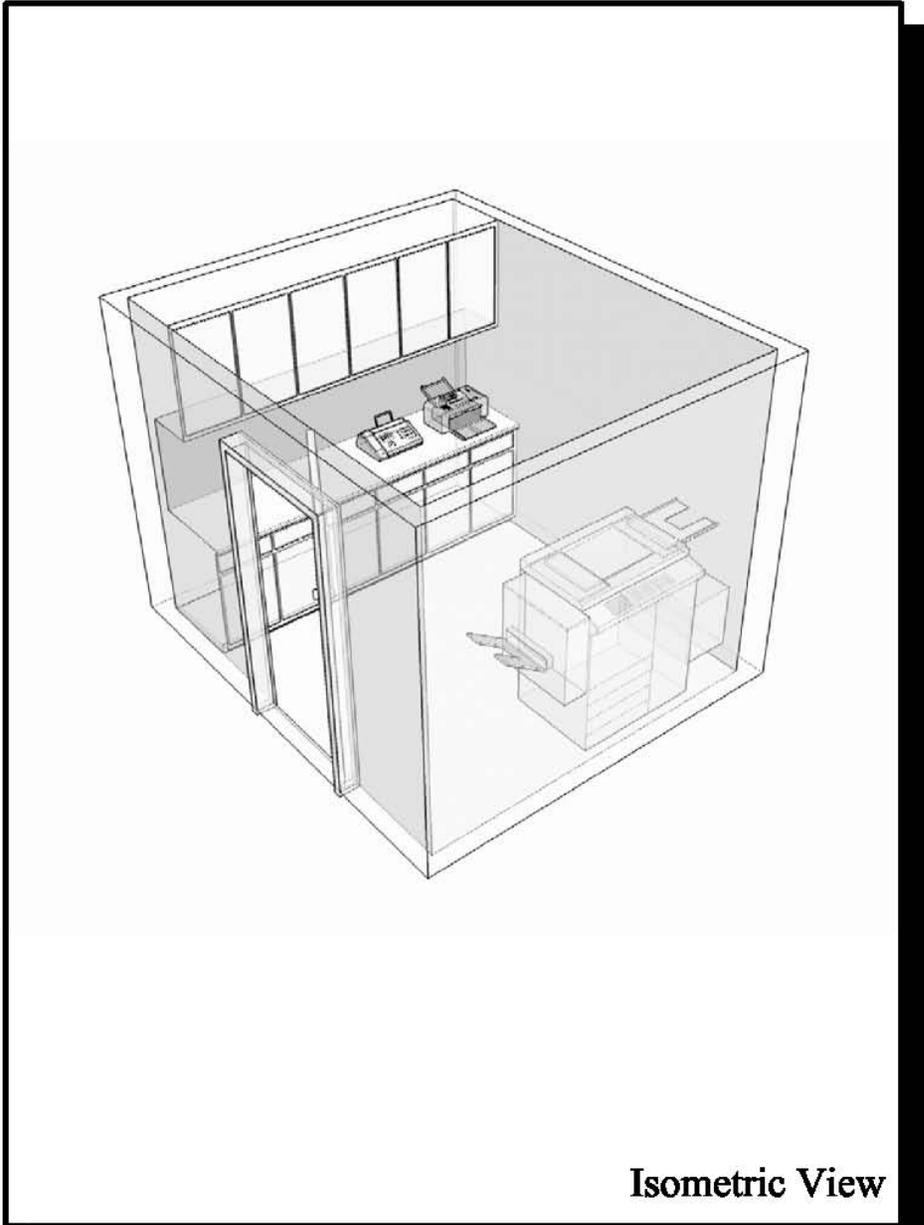
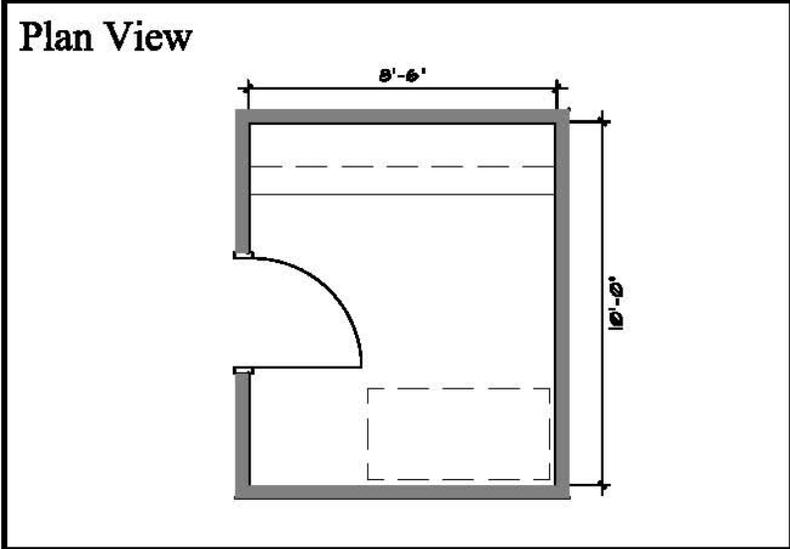
Appendix A: Space Needs Standards

Area Standards:	
Area:	64 S.F.
Dimensions:	8'-0" x 8'-0"
Descriptions:	Walk Through Copy Room.
Components:	Base Cabinet with Counter Top Above Cabinets
Comments:	



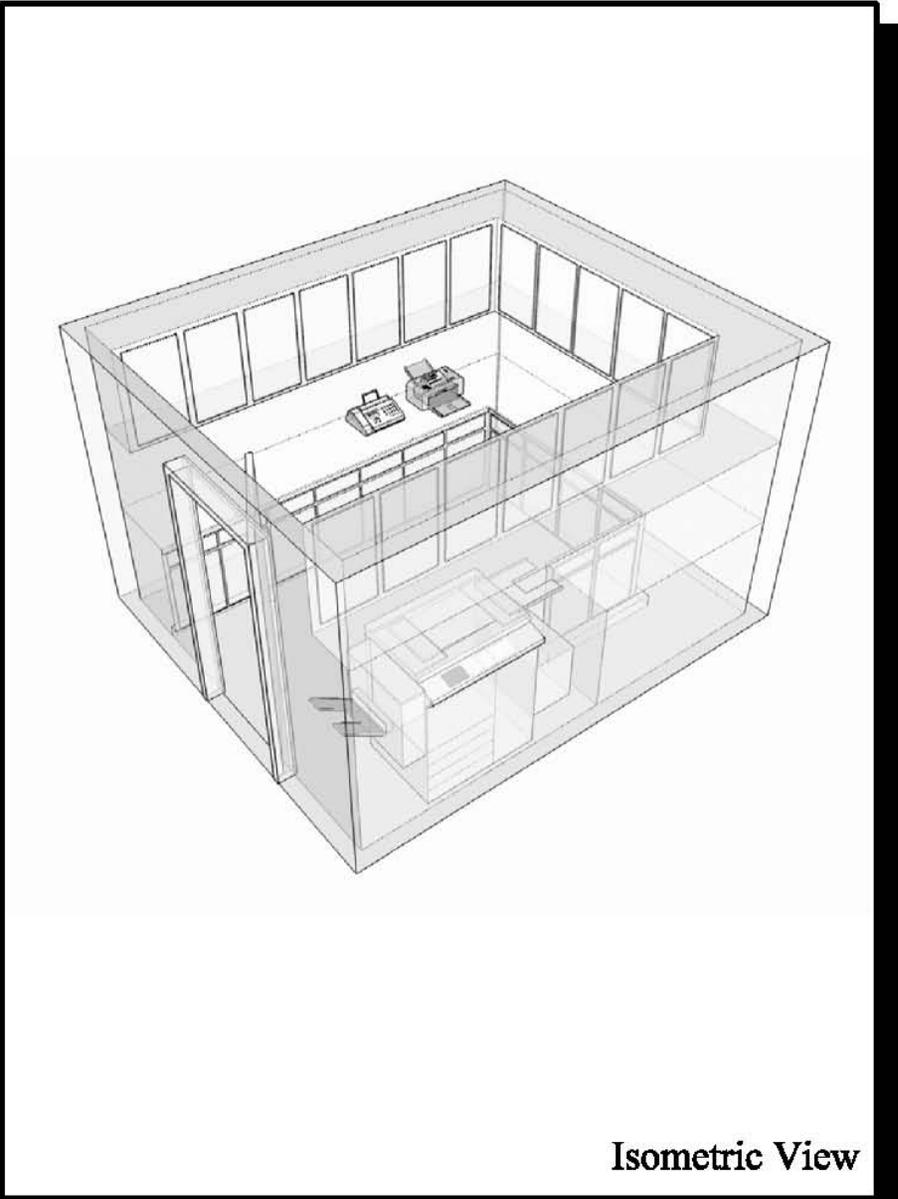
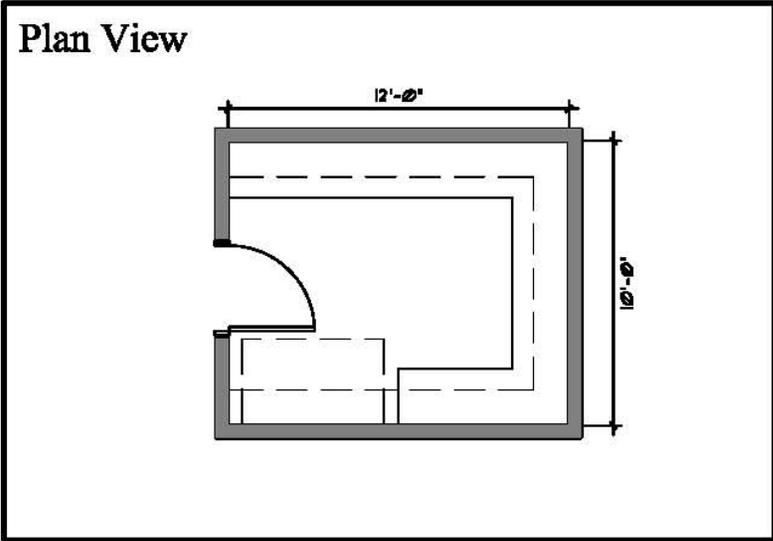
Appendix A: Space Needs Standards

Area Standards:	
Area:	85 S.F.
Dimensions:	8'-6" x 10'-0"
Descriptions:	Small Copy Room
Components:	Base Cabinets Wall Cabinets Copy Machine Fax Machine Printer
Comments:	



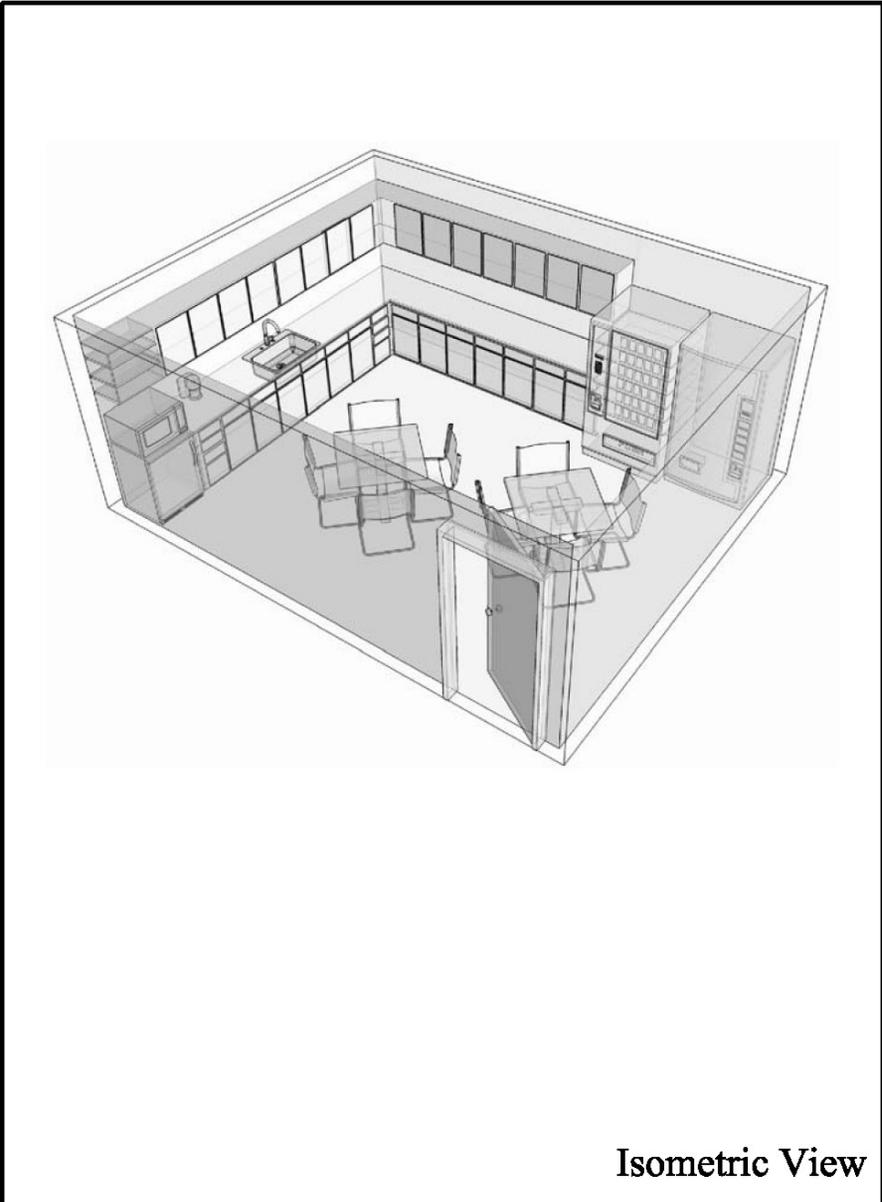
Appendix A: Space Needs Standards

Area Standards:	
Area:	120 S.F.
Dimensions:	12'-0" x 10'-0"
Descriptions:	Copy Room
Components:	Base Cabinets Wall Cabinets Copy Machine Fax Machine Printer
Comments:	

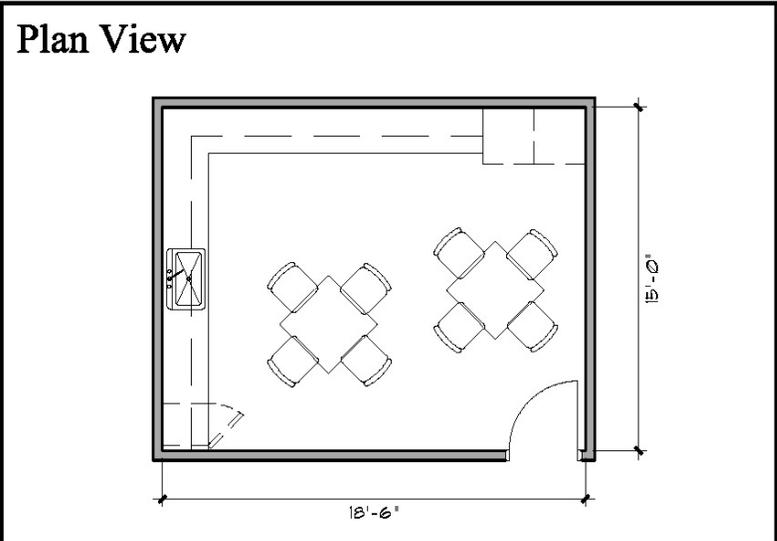


Appendix A: Space Needs Standards

Area Standards:	
Area:	280 S.F.
Dimensions:	15'-0" x 18'-6"
Descriptions:	Break area with seating
Components:	Tables (2) 3'-0" x 3'-0" Chairs (8) Options: Under counter refrigerator Microwave Coffe Pot Vending machines
Comments:	



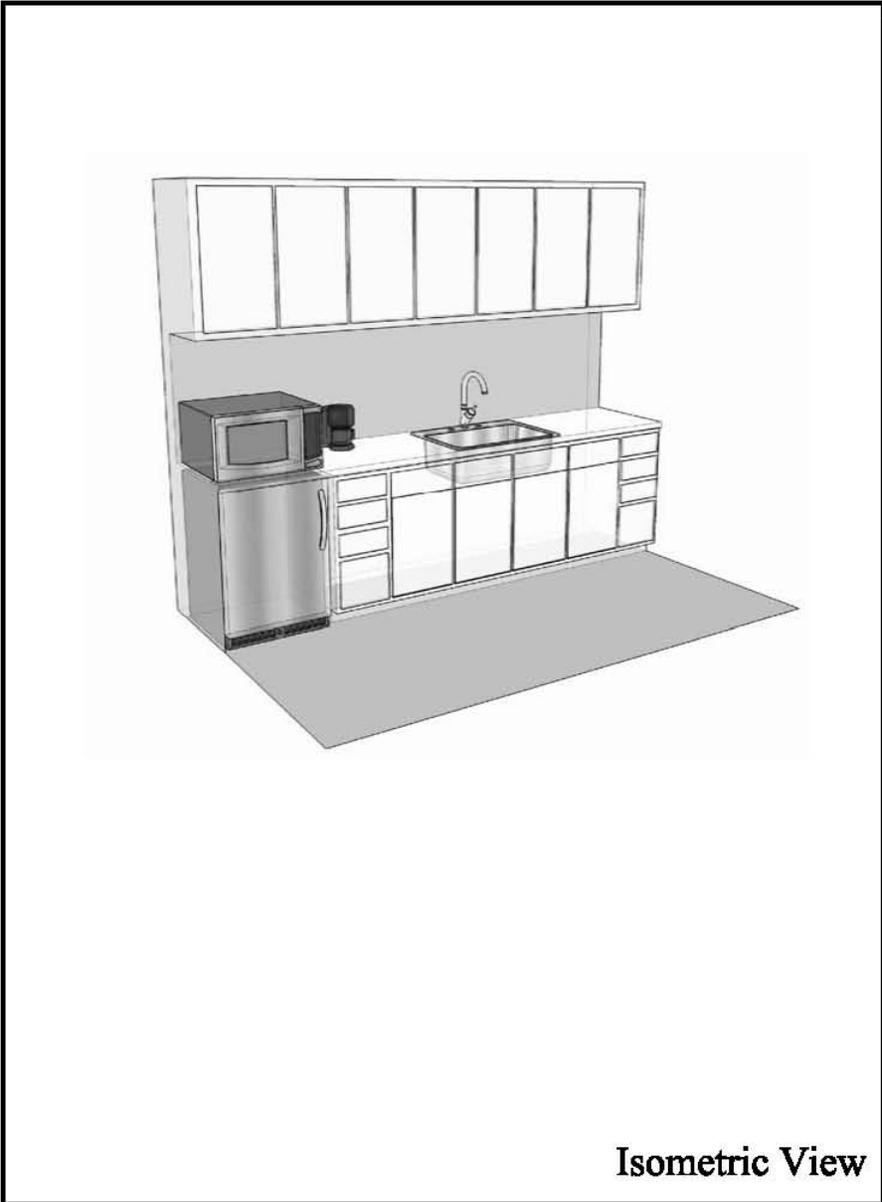
Isometric View



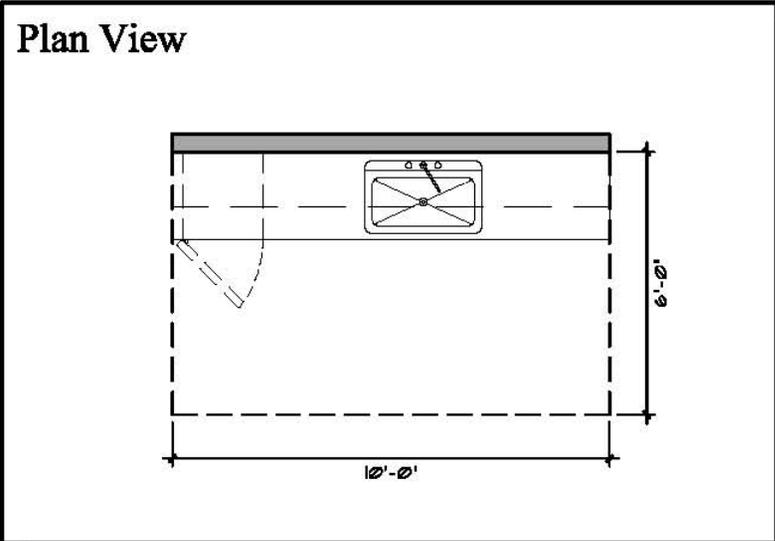
Plan View

Appendix A: Space Needs Standards

Area Standards:	
Area:	60 S.F.
Dimensions:	10'-0" x 6'-0"
Descriptions:	Coffee Bar
Components:	Options: Under counter refrigerator Microwave Coffee Pot
Comments:	



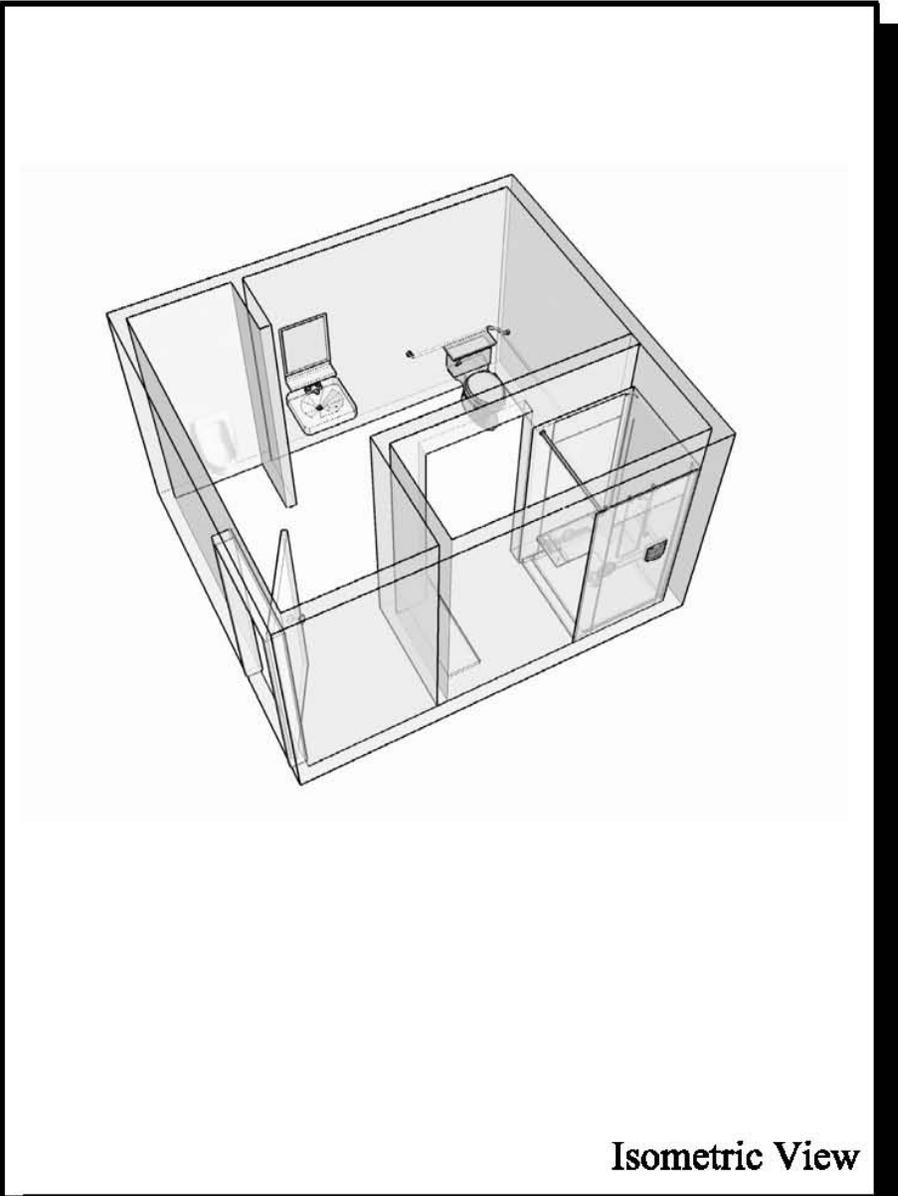
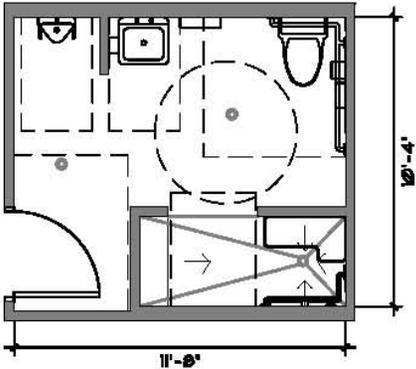
Isometric View



Appendix A: Space Needs Standards

Area Standards:	
Area:	120 S.F.
Dimensions:	11-8" x 10-4"
Descriptions:	ADA Restroom and Shower
Components:	Toilet w/ Grab Bar Urinal Changing Bench Large Shower w/ Seat and Grab Bar Floor Drains
Comments:	

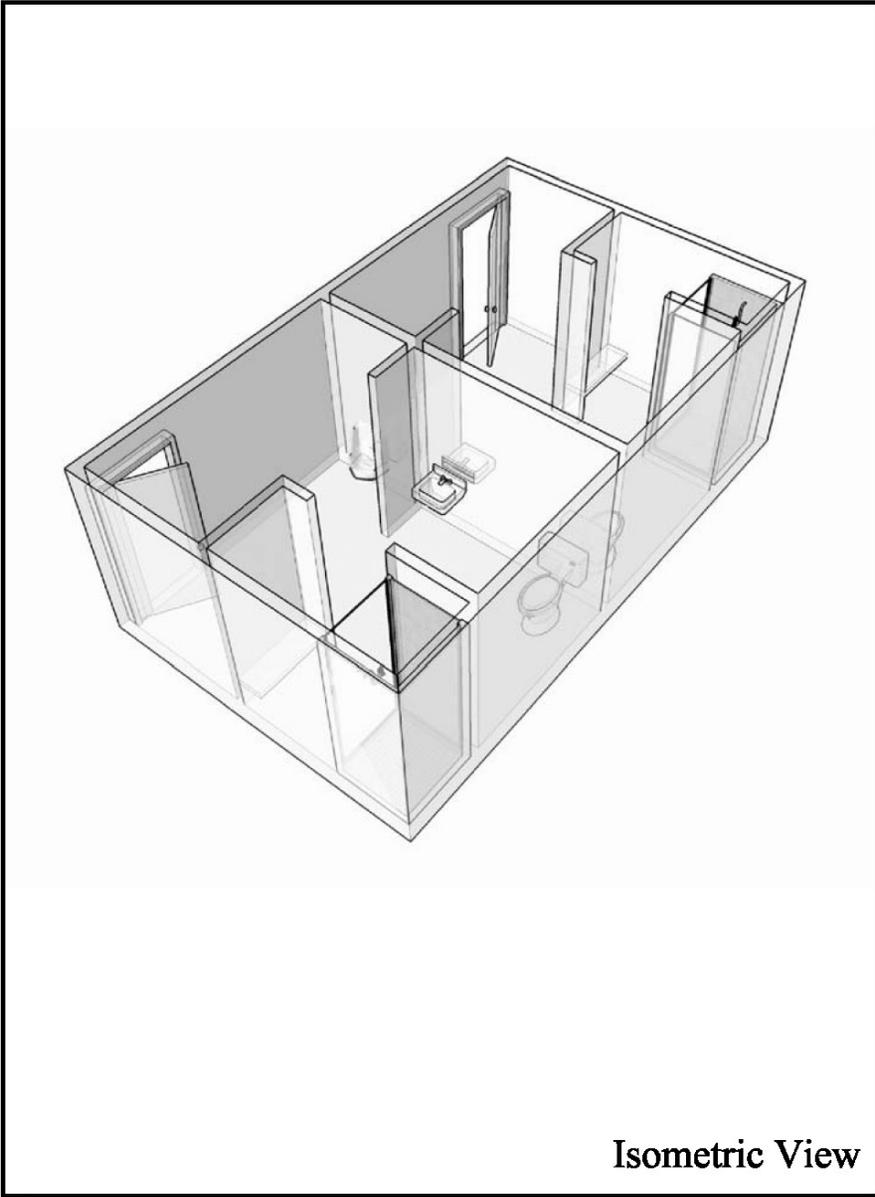
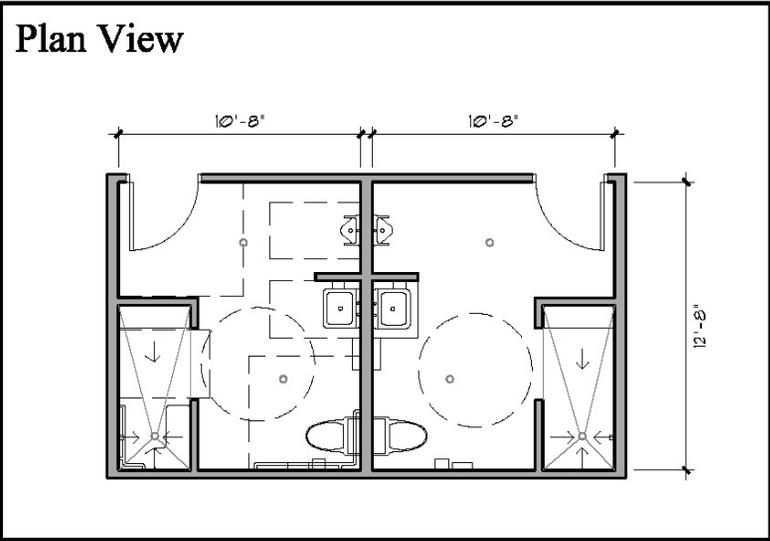
Plan View



Isometric View

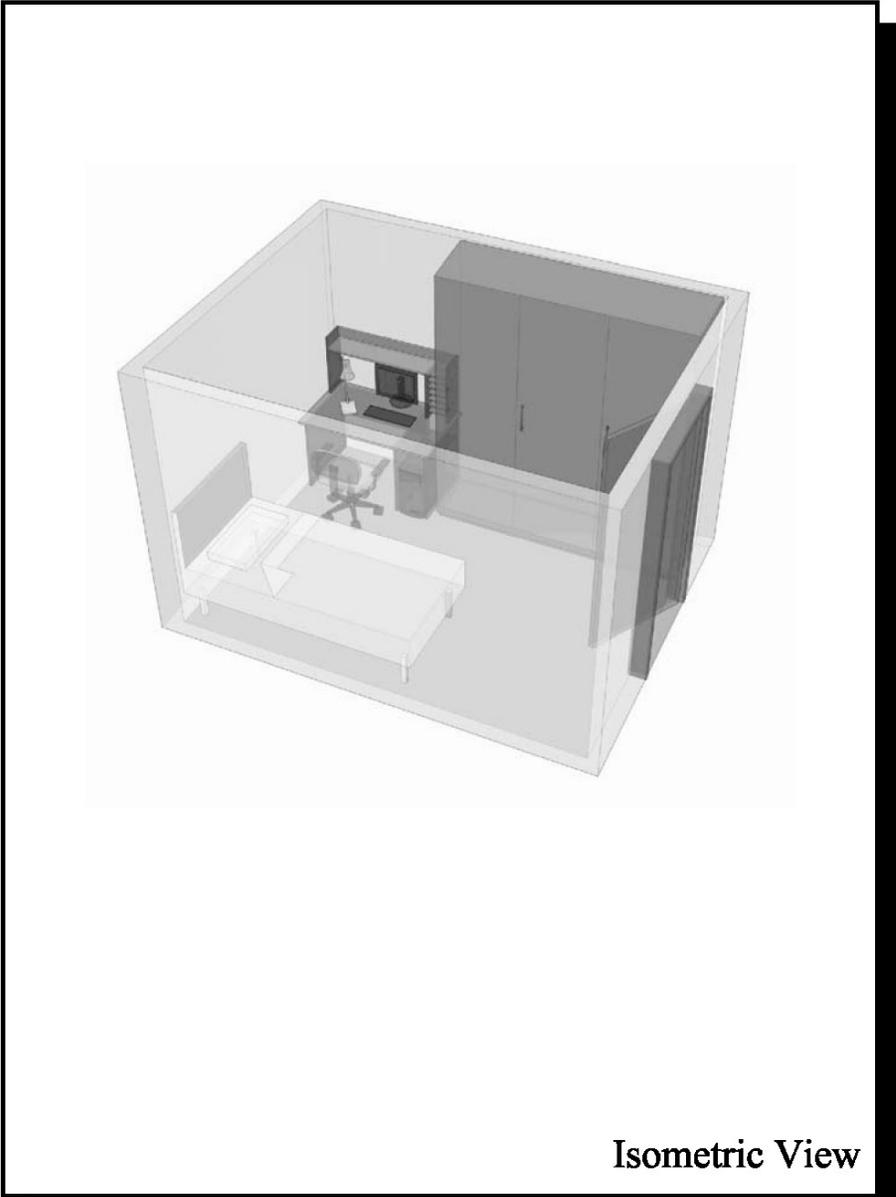
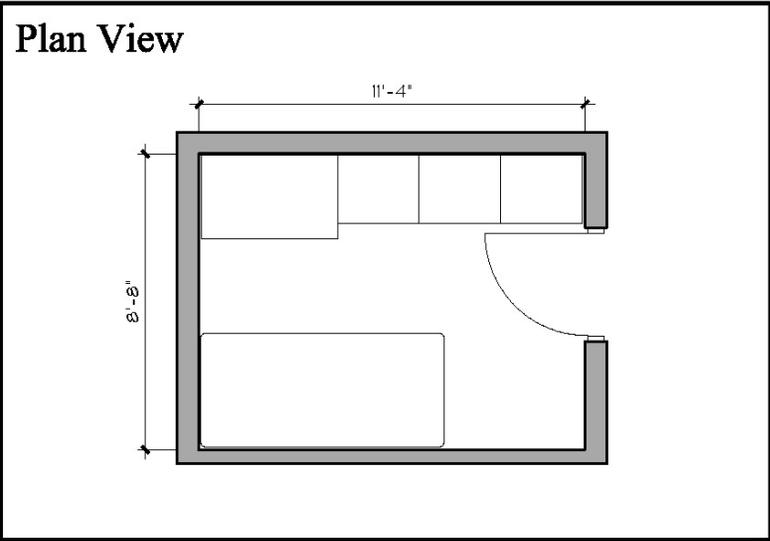
Appendix A: Space Needs Standards

Area Standards:	
Area:	130 to 260 S.F. per Module
Dimensions:	12'-8" x 10'-8"
Descriptions:	Toilet & Shower Module
Components:	Toilet Urinal Large Shower w/ Changing Space Lavatory
Comments:	Interior Access



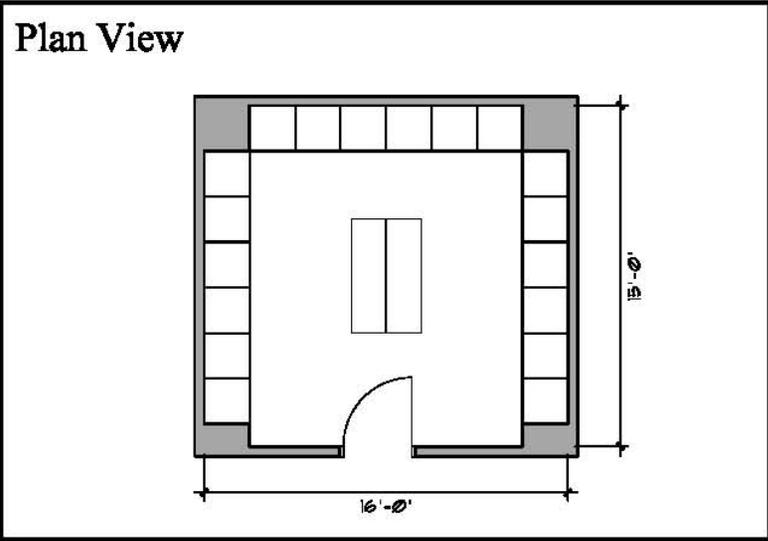
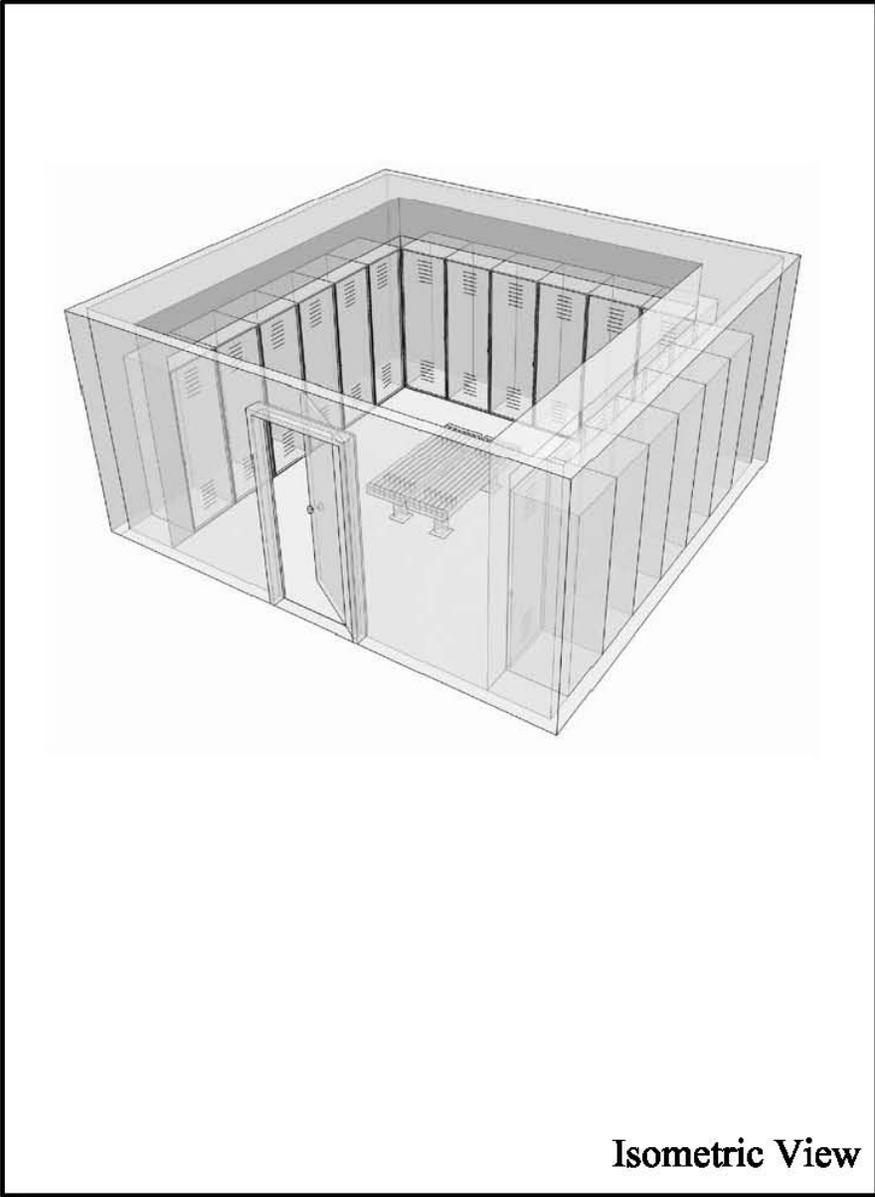
Appendix A: Space Needs Standards

Area Standards:	
Area:	90 S.F.
Dimensions:	8'-8" x 11'-4"
Descriptions:	Bunk Room
Components:	Built-in Desk Surface Task Chair Bed Three Lockers
Comments:	Interior Access



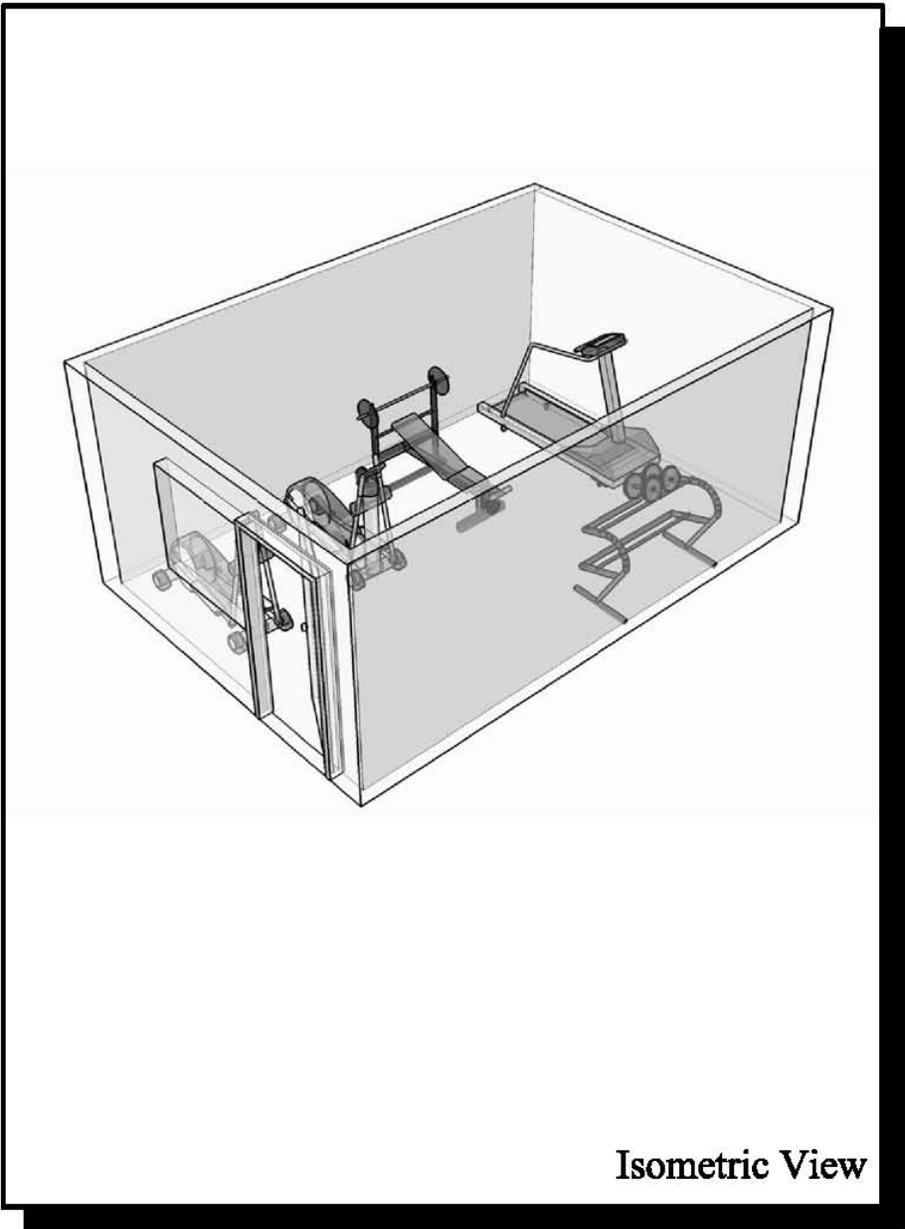
Appendix A: Space Needs Standards

Area Standards:	
Area:	240 S.F.
Dimensions:	15'-0" x 16'-0"
Descriptions:	Locker Room for 18
Components:	Lockers (18) 2'-0" x 2'-0" x 6'-0" Benches (2) 5'-0" x 1'-6"
Comments:	

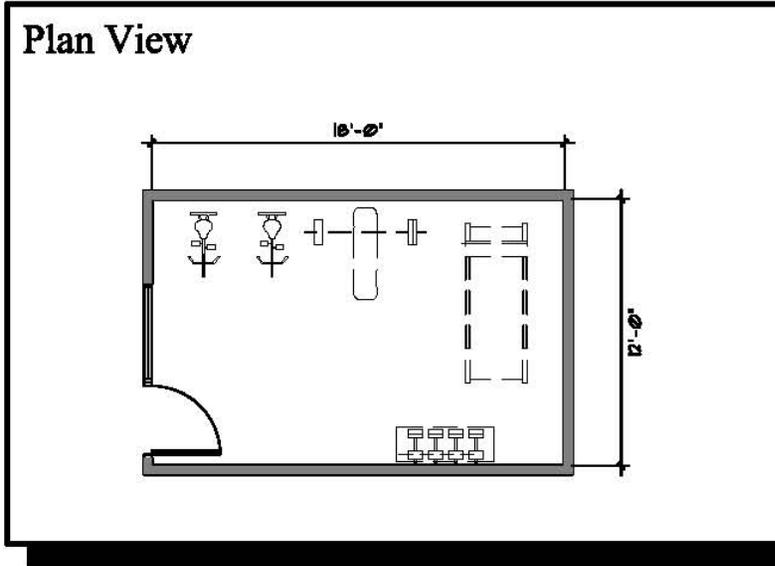


Appendix A: Space Needs Standards

Area Standards:	
Area:	216 S.F.
Dimensions:	18'-0" x 12'-0"
Descriptions:	Enclosed Work Out Room
Components:	Exercise Bikes (2) Bench Press Treadmill Barbell Set
Comments:	Mirror Wall



Isometric View



Appendix A: Space Needs Standards

Area Standards:	
Area:	201 S.F.
Dimensions:	17'-5" x 11'-6"
Descriptions:	Decon/ Laundry Room
Components:	Options: Utility Sink Washer/ Dryer Extractor Utility Hooks
Comments:	

