

**City of Aspen - Civic Relocation Project - Program Verified**

SPACE NEEDS SUMMARY						Programming Space Standards (PSS)											
GROUP	Current Location	Actual NSF Occup. Today	Actual GSF Occup. Today	Current NSF Shortfall Based on PSS -# = excess SF	Current GSF Shortfall Based on PSS -# = excess SF	Program Verification Need			2020			2025			2030		
						Seats	NSF	GSF	Seats	NSF	GSF	Seats	NSF	GSF	Seats	NSF	GSF
<b>DOWNTOWN</b>																	
POLICE DEPARTMENT	Courthouse	3,943	6,200	8,046	10,460	39	11,989	14,387	40	12,070	14,484	42	12,233	14,680	44	12,396	14,875
CAPITAL ASSET MANAGEMENT	Rio Grande	1,330	1,729	-506	-658	7	824	1,071	9	893	1,161	10	916	1,191	12	963	1,252
CITY CLERK/MUNICIPAL COURTS	City Hall	2,178	2,831	-448	-582	5	1,730	2,249	6	1,811	2,355	6	1,811	2,355	6	1,811	2,355
CITY MANAGER	City Hall	1,592	2,070	603	784	11	2,195	2,854	12	2,242	2,914	13	2,372	3,084	13	2,372	3,084
COMMUNITY DEVELOPMENT	City Hall/Annex	4,754	6,180	742	964	27	5,496	7,144	29	5,812	7,555	29	5,812	7,555	29	5,812	7,555
ENGINEERING	Annex	3,055	3,972	158	206	20	3,213	4,177	21	3,344	4,347	23	3,483	4,528	23	3,483	4,528
ENVIRONMENTAL HEALTH & SUSTAIN	City Hall	735	956	640	831	10	1,375	1,787	11	1,421	1,847	12	1,552	2,017	12	1,552	2,017
FINANCE	City Hall	2,009	2,612	36	46	15	2,045	2,658	16	2,126	2,763	17	2,207	2,869	17	2,207	2,869
HOUSING -DOWNTOWN	Leased	1,236	1,607	434	565	6	1,670	2,172	8	1,844	2,398	9	1,926	2,503	10	2,056	2,673
HUMAN RESOURCES	City Hall	1,216	1,581	388	504	7	1,604	2,085	8	1,685	2,190	8	1,685	2,190	8	1,685	2,190
INFORMATION TECHNOLOGY	City Hall	1,004	1,305	-163	-212	5	841	1,093	5	841	1,093	6	922	1,199	6	922	1,199
LEGAL	City Hall	497	646	83	108	3	580	754	3	754	980	3	754	980	4	885	1,150
PARKING	Zupancis	4,000	5,200	-1,854	-2,410	10	2,146	2,790	11	2,192	2,850	12	2,239	2,910	12	2,239	2,910
SPECIAL EVENTS	Yellow Brick	2,216	2,881	-865	-1,124	5	1,354	1,757	6	1,433	1,862	6	1,433	1,862	6	1,433	1,862
TRANSPORTATION	Yellow Brick	1,164	1,513	-120	-156	5	1,254	1,657	6	1,125	1,463	6	1,125	1,463	7	1,218	1,583
BLDG COMMON (City Hall & Rio Grande & Annex)		4,636	6,027	6,647	8,640		11,283	14,667		11,283	14,667		11,283	14,667		11,283	14,667
TOTAL SEAT COUNT						175			191			202			209		
TOTAL SF		35,565	47,309	13,820	17,966		49,385	63,001		50,875	64,931		51,752	66,054		52,315	66,770
SF/PP			270				360			340			327				319

police goes from 39 to 44.  
staff growth = + 5

City Administrative Functions  
51,894 GSF

city = 165

city 48,614 to 51,894 = 3280 sf growth

city = 136

deducting police, city goes from 136 to 165 = + 29 from 2015 to 2030

GSF is calculated as the NSF subtotal x 1.30; ie. 30% grossing factor

**Space that needs to be provided, either owned or leased**

ACRA	ACRA	2,068	2,688	780	1,014	14	2,848	3,702	14	2,848	3,702	14	2,848	3,702	14	2,848	3,702
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**Semi-Conditioned Spaces to be accommodated in storage, likely off-site at Truscott or Yellow Brick unless noted otherwise**

	NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF
Police Semi-Conditioned at PD facility	1,466	1,686	1,466	1,686	1,466	1,686	1,466	1,686
ACRA Semi Conditioned	200	200	200	200	200	200	200	200
Capital Asset Semi Conditioned	500	500	500	500	500	500	500	500
City Clerk Semi Conditioned	250	250	250	250	250	250	250	250
City Manager Semi Conditioned	350	350	350	350	350	350	350	350
Engineering Semi Conditioned	350	350	350	350	350	350	350	350
EHS Semi Conditioned	250	250	250	250	250	250	250	250
Finance Semi Conditioned	500	500	500	500	500	500	500	500
Parking Semi Conditioned	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Special Events Semi Conditioned	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456
Transportation Semi Conditioned	500	500	500	500	500	500	500	500
<b>Totals</b>	<b>6,822</b>	<b>7,042</b>	<b>6,822</b>	<b>7,042</b>	<b>6,822</b>	<b>7,042</b>	<b>6,822</b>	<b>7,042</b>

Assuming Semi-Conditioned spaces will be located in existing buildings, the grossing factor has been removed, and is not applicable.

City of Aspen, Colorado  
Police Station  
Space Needs Assessment  
• (Final) Adjustment Tracking •

City of Aspen, CO, Police Station						
Milestones	2029	Stack Option				
	Area Totals	B-2	B-1	Floor 1	Floor 2	
Sworn or Nonsworn						
<b>Administrative Offices</b>						
Admin Offices	938				938	
Front Desk	874			874		
<b>Operations (CRO/Patrol)</b>						
Operations (CRO/Patrol)	1584			1584		
Armory / Weapons Maint.	156		156			
<b>Criminal Investigations Division</b>						
Investigations	730				730	
Evidence Property (Conditioned)	1027		1027			See Also Semi-Conditioned Space
<b>Common Areas</b>						
Lobby Public Areas	680			680		
Lunch Rm.	250				250	
Fitness	460		460			
Lockers	1010		1010			
Sub-Total Main Building	7708	0	2653	3138	1918	7708 Cross Check
<b>Police Station</b>						
Multi-floor Factor (stairs, etc.) - 3 Levels 3 1200	3600		1200	1200	1200	3600 Cross Check
Sub-Total NSF - Main Building	11308	0	3853	4338	3118	11308 Cross Check
Grossing Factor 20%	2262		452	905	905	2262 Cross Check
<b>Total Gross Square Footage - Conditioned Space</b>	<b>13570</b>	<b>0</b>	<b>4306</b>	<b>5242</b>	<b>4022</b>	<b>13570</b> Cross Check
<b>Semi-Conditioned Sections</b>						
Partially-Conditioned Space	1006		1006			1006 Cross Check
Large Evidence / Vehicle Storage	460		460			460 Cross Check
Sub-Total NSF - Semi-Conditioned Space	1466		1466			1466 Cross Check
Grossing Factor 15%	151		151			220 Cross Check
<b>Total Gross Square Footage - Main Building</b>	<b>1617</b>	<b>0</b>	<b>1617</b>	<b>0</b>	<b>0</b>	<b>1686</b> Cross Check
<b>Total Police Station Area W/ Semi-Cond Spaces</b>	<b>15187</b>	<b>0</b>	<b>5923</b>	<b>5242</b>	<b>4022</b>	<b>15256</b> Cross Check

Total with large dept. meeting of 1,305, equals 14,875 GSF, not including semi-conditioned.

City of Aspen, Colorado  
 Police Station  
 Space Needs Assessment  
 • (Final) Adjustment Tracking •

Added SF Needed to Include Department Meeting Room						
Department Meeting Rm. (Seat 40)	1087.5			1087.5	1087.5	Cross Check
Grossing Factor 20%	217.5			217.5	217.5	Cross Check
<b>Total Gross Square Footage - Main Building</b>	<b>1305</b>	0	0	0	<b>1305</b>	Cross Check

need to include above the line

Added SF Needed to Use Department Meeting Rm for Municipal Courts						
Courts Support Spaces	517.5			517.5	517.5	Cross Check
Grossing Factor 20%	103.5			103.5	103.5	Cross Check
<b>Total Gross Square Footage - Main Building</b>	<b>621</b>	0	0	0	<b>621</b>	Cross Check

<b>Total For Department Meeting Room and Courts</b>	<b>1926</b>	0	0	0	<b>1926</b>	Cross Check
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Added SF Needed to Include Training Spaces						
Specialized Training	3510	3510			3510	Cross Check
Additional Multi-Foor Factor B-2 1 1200	1200	1200			1200	Cross Check
Sub-Total Net Square Footage B-2	4710	4710			4710	Cross Check
Grossing Factor 15%	706	706			706	Cross Check
<b>Total Gross Square Footage - Additional Training</b>	<b>5416</b>	<b>5416</b>	0	0	<b>0</b>	Cross Check

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## ACRA

Job Title	Space		Current Need		2020		2025		2030	
	Std	SF	Seats	NSF	Seats	NSF	Seats	NSF	Seats	NSF
<b>Personnel Space</b>										
President	PO-1	120	1	120	1	120	1	120	1	120
Executive Assistant	PO-2	90	1	90	1	90	1	90	1	90
Director of Membership*1 (wants PO)	WS-1	64	1	64	1	64	1	64	1	64
Membership Coordinator*1	WS-1	64	1	64	1	64	1	64	1	64
Membership Comm. Asst.*1	WS-1	64	1	64	1	64	1	64	1	64
VP of Special Events	PO-2	90	1	90	1	90	1	90	1	90
Special Events Manager*2	WS-2	56	1	56	1	56	1	56	1	56
Special Events Intern*2	WS-3	32	1	32	1	32	1	32	1	32
VP Sales and Marketing	PO-2	90	1	90	1	90	1	90	1	90
Marketing Manager*3	WS-1	64	1	64	1	64	1	64	1	64
Content Manager*3	WS-1	64	1	64	1	64	1	64	1	64
Director of Sales*4 (wants PO)^	WS-1	64	1	64	1	64	1	64	1	64
Sales Associate*	WS-1	64	1	64	1	64	1	64	1	64
Director of Guest Services*	WS-1	64	1	64	1	64	1	64	1	64
<b>Seats Sub-Total</b>			<b>14</b>	<b>990</b>	<b>14</b>	<b>990</b>	<b>14</b>	<b>990</b>	<b>14</b>	<b>990</b>
<b>Support Space</b>										
Public Restroom		64	1	64	1	64	1	64	1	64
Communications Closet		40	1	40	1	40	1	40	1	40
File Room		10	10	100	10	100	10	100	10	100
Supplies/Sales Stg/Brochures		192	0	0	0	0	0	0	0	0
Break Area		140	1	140	1	140	1	140	1	140
Collaboration Room		160	0	0	0	0	0	0	0	0
Conference - Medium (8-12)		250	1	250	1	250	1	250	1	250
Dedicated Printer/Copy/Supplies		80	1	80	1	80	1	80	1	80
Lobby/Waiting (inc. Guest Service Assoc. @ desk)		300	1	300	1	300	1	300	1	300
<b>Support Space Sub-Total</b>				<b>974</b>		<b>974</b>		<b>974</b>		<b>974</b>
<b>Total Seat Count</b>			<b>14</b>		<b>14</b>		<b>14</b>		<b>14</b>	
<b>Total ASF</b>				<b>1,964</b>		<b>1,964</b>		<b>1,964</b>		<b>1,964</b>
<b>Total NSF (w/45% Circulation)</b>				<b>2,848</b>		<b>2,848</b>		<b>2,848</b>		<b>2,848</b>
<b>Existing Department NSF</b>		<b>2,068</b>								

<b>Enclosed Storage Off-Site</b>										
Special Events Storage		200	1	200	1	200	1	200	1	200
<b>Enclosed Storage Off-Site Total</b>				<b>200</b>		<b>200</b>		<b>200</b>		<b>200</b>

Note:

^Director of Membership wants a PO-2, Special Events Mgr and Coord want a WS-1, Director of Sales wants a PO-2

\*This group of people can share office spaces, 2 people per office. Note request for Director of Membership to have PO-2.

This program reflects the departments requests as of 8-28-14, and does not include the most recent updates requested by ACRA.

# City of Aspen - Civic Relocation Project - Program Verified

## Capital Asset Management

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Capital Asset Director	PO-1	120	1	120	1	120	1	120	1	120
Project Manager	PO-2	90	3	270	3	270	3	270	3	270
Property Mgr/Maintenance	WS-2	56	1	56	1	56	1	56	1	56
Janitorial	WS-4	16	0	0	1	16	2	32	4	64
Intern	WS-3	32	1	32	2	64	2	64	2	64
Affordable Housing PM (from City Mgr)	PO-2	90	1	90	1	90	1	90	1	90
<b>Seats Sub-Total</b>			<b>7</b>	<b>568</b>	<b>9</b>	<b>616</b>	<b>10</b>	<b>632</b>	<b>12</b>	<b>664</b>
<b>Support Space</b>										
Plan Review Area		160	0	0	0	0	0	0	0	0
Shared Conference - (See Bldg Comm)		250	0	0	0	0	0	0	0	0
<b>Support Space Sub-Total</b>				<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Total Seat Count</b>			<b>7</b>		<b>9</b>		<b>10</b>		<b>12</b>	
<b>Total ASF</b>				<b>568</b>		<b>616</b>		<b>632</b>		<b>664</b>
<b>Total NSF (w/45% Circulation)</b>				<b>824</b>		<b>893</b>		<b>916</b>		<b>963</b>
<b>Existing Department NSF</b>		<b>1,330</b>								

<b>Enclosed Storage Off-Site</b>										
Workshop for Maintenance (bsmt of new facility)		200	1	200	1	200	1	200	1	200
Storage Facility (at ABC)		200	1	200	1	200	1	200	1	200
Storage Facility (at Truscott)		100	1	100	1	100	1	100	1	100
<b>Enclosed Storage Off-Site Total</b>				<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>

Note: Need frequent access to conference room/s.

# City of Aspen - Civic Relocation Project - Program Verified

## City Clerk (inc. Municipal Court Offices)

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
<b>City Clerk</b>										
City Clerk	PO-1	120	1	120	1	120	1	120	1	120
Records Manager	WS-2	56	1	56	1	56	1	56	1	56
Deputy City Clerk	WS-2	56	1	56	1	56	1	56	1	56
Admin Asst.	WS-2	56	0	0	1	56	1	56	1	56
<b>Sub-Total</b>			<b>3</b>	<b>232</b>	<b>4</b>	<b>288</b>	<b>4</b>	<b>288</b>	<b>4</b>	<b>288</b>
<b>Municipal Court Offices</b>										
Municipal Court Clerk	WS-2	56	1	56	1	56	1	56	1	56
Intermittent Judge	N/A	N/A								
Temporary Judge	N/A	N/A								
Admin Asst./Info/Reception/ Dep. Court Clerk	WS-2	56	1	56	1	56	1	56	1	56
<b>Sub-Total</b>			<b>2</b>	<b>112</b>	<b>2</b>	<b>112</b>	<b>2</b>	<b>112</b>	<b>2</b>	<b>112</b>
<b>Seats Sub-Total</b>			<b>5</b>	<b>344</b>	<b>6</b>	<b>400</b>	<b>6</b>	<b>400</b>	<b>6</b>	<b>400</b>
<b>Support Space</b>										
<b>City Clerk</b>										
Locked Election Stg.		60	1	60	1	60	1	60	1	60
Scanning Station/File Review		64	1	64	1	64	1	64	1	64
City Clerk Storage		820	1	541	1	541	1	541	1	541
City Hall Supplies (group manages)		100	1	100	1	100	1	100	1	100
Reception/Waiting		64	1	64	1	64	1	64	1	64
<b>Sub-Total</b>				<b>829</b>		<b>829</b>		<b>829</b>		<b>829</b>
<b>Municipal Court Offices</b>										
Court Storage (near staff)		20	1	20	1	20	1	20	1	20
<b>Sub-Total</b>				<b>20</b>		<b>20</b>		<b>20</b>		<b>20</b>
<b>Support Space Sub-Total</b>				<b>849</b>		<b>849</b>		<b>849</b>		<b>849</b>
<b>Total Seat Count</b>			<b>5</b>		<b>6</b>		<b>6</b>		<b>6</b>	
<b>Total ASF</b>				<b>1,193</b>		<b>1,249</b>		<b>1,249</b>		<b>1,249</b>
<b>Total NSF (w/45% Circulation)</b>				<b>1,730</b>		<b>1,811</b>		<b>1,811</b>		<b>1,811</b>
<b>Existing Department NSF</b>		<b>2,178</b>								
<b>Enclosed Storage Off-Site</b>										
Elections Storage (at Truscott)		250	1	250	1	250	1	250	1	250
<b>Enclosed Storage Off-Site Total</b>				<b>250</b>		<b>250</b>		<b>250</b>		<b>250</b>

# City of Aspen - Civic Relocation Project - Program Verified

## City Manager

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Mayor	PO-1	120	1	120	1	120	1	120	1	120
City Manager	PO-1	120	1	120	1	120	1	120	1	120
Asst. City Manager	PO-1	120	2	240	2	240	2	240	2	240
Business Process Manager	PO-2	90	1	90	1	90	1	90	1	90
Assistant to CM/ Purchasing	WS-2	56	1	56	1	56	1	56	1	56
Affordable Housing PM (See Cap. Asset)	PO-2	90	0	0	0	0	0	0	0	0
Intern	WS-3	32	1	32	2	64	2	64	2	64
Temporary/ Special Projects	WS-2	56	1	56	1	56	1	56	1	56
Community Relations	PO-2	90	1	90	1	90	1	90	1	90
Management Analyst I	WS-2	56	1	56	1	56	1	56	1	56
Future Office	PO-2	90	0	0	0	0	1	90	1	90
Public Works Director	PO-1	120	1	120	1	120	1	120	1	120
<b>Seats Sub-Total</b>			<b>11</b>	<b>980</b>	<b>12</b>	<b>1,012</b>	<b>13</b>	<b>1,102</b>	<b>13</b>	<b>1,102</b>
<b>Support Space</b>										
Dedicated Conference Small (8-12)		250	1	250	1	250	1	250	1	250
Collaboration - currently open		120	1	120	1	120	1	120	1	120
Dedicated Printer/Copier		80	0	0	0	0	0	0	0	0
Dedicated Break Area		120	0	0	0	0	0	0	0	0
Reception/Waiting		64	1	64	1	64	1	64	1	64
Storage (can be in bsmt)		100	1	100	1	100	1	100	1	100
<b>Support Space Sub-Total</b>				<b>534</b>		<b>534</b>		<b>534</b>		<b>534</b>
<b>Total Seat Count</b>			<b>11</b>		<b>12</b>		<b>13</b>		<b>13</b>	
<b>Total ASF</b>				<b>1,514</b>		<b>1,546</b>		<b>1,636</b>		<b>1,636</b>
<b>Total NSF (w/45% Circulation)</b>				<b>2,195</b>		<b>2,242</b>		<b>2,372</b>		<b>2,372</b>
<b>Existing Department NSF</b>		<b>1,592</b>								

<b>Enclosed Storage Off-Site</b>										
Off-Site Storage (Truscott)		200	1	200	1	200	1	200	1	200
Food Storage/Pantry		150	1	150	1	150	1	150	1	150
<b>Enclosed Storage Off-Site Total</b>				<b>350</b>		<b>350</b>		<b>350</b>		<b>350</b>

# City of Aspen - Civic Relocation Project - Program Verified

## Community Development

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
<b>Plan Intake/Review</b>										
Administrative Asst.	WS-1	64	1	64	1	64	1	64	1	64
Administrative Manager	PO-2	90	1	90	1	90	1	90	1	90
Permit Coordinator (see intake counter)	WS-1	64	3	192	3	192	3	192	3	192
<b>Sub-Total</b>			<b>5</b>	<b>346</b>	<b>5</b>	<b>346</b>	<b>5</b>	<b>346</b>	<b>5</b>	<b>346</b>
<b>Comm. Dev &amp; Building Dept.</b>										
Administrative Asst.	WS-1	64	1	64	1	64	1	64	1	64
Senior Planner	PO-2	90	2	180	2	180	2	180	2	180
Zoning Enforcement Officer^ (want PO)	PO-2	90	2	180	2	180	2	180	2	180
Long Range Planner^ (want PO)	PO-2	90	1	90	1	90	1	90	1	90
Comm. Dev Director	PO-1	120	1	120	1	120	1	120	1	120
Planning Tech	WS-1	64	2	128	2	128	2	128	2	128
Deputy Director of Planning	PO-1	120	1	120	1	120	1	120	1	120
Planner* (want PO)	PO-2	90	1	90	2	180	2	180	2	180
Historic Preservation Officer^ (want PO)	PO-2	90	1	90	1	90	1	90	1	90
Intern*	WS-1	64	2	64	1	64	1	64	1	64
Chief Building Official	PO-2	90	1	90	1	90	1	90	1	90
Plans Examiner	WS-1	64	3	192	4	256	4	256	4	256
Plans Examiner Manager	PO-2	90	1	90	1	90	1	90	1	90
Building Inspectors	WS-1	64	2	128	3	192	3	192	3	192
Field Inspection Manager	PO-2	90	1	90	1	90	1	90	1	90
<b>Sub-Total</b>			<b>22</b>	<b>1,716</b>	<b>24</b>	<b>1,934</b>	<b>24</b>	<b>1,934</b>	<b>24</b>	<b>1,934</b>
<b>Seats Sub-Total</b>			<b>27</b>	<b>2,062</b>	<b>29</b>	<b>2,280</b>	<b>29</b>	<b>2,280</b>	<b>29</b>	<b>2,280</b>



<b>Support Space</b>											
<b>Plan Intake/Review</b>											
Intake Counter (@ Permit Coordinators)		30		3	90	3	90	3	90	3	90
Reception/Seated Waiting		120		1	120	1	120	1	120	1	120
<b>Sub-Total</b>					<b>210</b>		<b>210</b>		<b>210</b>		<b>210</b>
<b>Comm. Dev. &amp; Building Dept.</b>											
Secure File Room (Address/Plan)		600		1	600	1	600	1	600	1	600
Dedicated Copy/Scanning & Supplies		200		1	200	1	200	1	200	1	200
Customer Computer Access	WS-3	32		2	64	2	64	2	64	2	64
Customer Service Counter		140		0	0	0	0	0	0	0	0
Dedicated Collaboration Rooms		80		3	240	3	240	3	240	3	240
Dedicated Conference Room (15-20)		350		1	350	1	350	1	350	1	350
Waiting/Informal Gather		64		1	64	1	64	1	64	1	64
<b>Sub-Total</b>					<b>1,518</b>		<b>1,518</b>		<b>1,518</b>		<b>1,518</b>
<b>Support Space Sub-Total</b>					<b>1,728</b>		<b>1,728</b>		<b>1,728</b>		<b>1,728</b>
<b>Total Seat Count</b>				<b>27</b>		<b>29</b>		<b>29</b>		<b>29</b>	
<b>Total ASF</b>					<b>3,790</b>		<b>4,008</b>		<b>4,008</b>		<b>4,008</b>
<b>Total NSF (w/45% Circulation)</b>					<b>5,496</b>		<b>5,812</b>		<b>5,812</b>		<b>5,812</b>
<b>Existing Department NSF</b>		<b>4,754</b>									

Notes: 2 Interns to share a single WS-1

Conference Room shared with Engineering

^Comm Dev Managers request PO-1 @ 120 s.f. to allow meetings in office, planners PO-2 @ 90 s.f. for concentration

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## Engineering

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Administrative Assistant	WS-1	64	2	128	2	128	2	128	2	128
Construction Mitigation Officer	WS-1	64	1	64	1	64	2	128	2	128
Stormwater Inspector	WS-1	64	1	64	1	64	1	64	1	64
Engineering Technician II	WS-1	64	1	64	1	64	1	64	1	64
Project Manager	WS-1	64	1	64	1	64	1	64	1	64
Plans Review/Efficiency*	WS-1	64	1	64	1	64	1	64	1	64
Civil Engineer II	PO-2	90	2	180	2	180	2	180	2	180
Civil Engineer I	WS-1	64	2	128	2	128	2	128	2	128
Development Engineer*	PO-2	90	1	90	1	90	1	90	1	90
City Engineer	PO-1	120	1	120	1	120	1	120	1	120
Stormwater Manager	PO-2	90	1	90	1	90	1	90	1	90
Senior Project Manager	PO-2	90	1	90	1	90	1	90	1	90
GIS Coordinator	PO-2	90	1	90	2	180	2	180	2	180
Summer Intern & Seasonal CMO	WS-3	32	4	128	4	128	5	160	5	160
<b>Seats Sub-Total</b>			<b>20</b>	<b>1,364</b>	<b>21</b>	<b>1,454</b>	<b>23</b>	<b>1,550</b>	<b>23</b>	<b>1,550</b>
<b>Support Space</b>										
Public Counter/Waiting		64	1	64	1	64	1	64	1	64
Storage Room (Equip/Misc)		100	1	100	1	100	1	100	1	100
Dedicated Copy/Printer Area		80	1	80	1	80	1	80	1	80
Scanning Station (Citywide use)		64	1	64	1	64	1	64	1	64
Dedicated Collaboration		120	1	120	1	120	1	120	1	120
Waiting/Reception		64	1	64	1	64	1	64	1	64
Files/Storage		300	1	300	1	300	1	300	1	300
Tool Storage/Erosion Control		60	1	60	1	60	1	60	1	60
Conference Small- (Shared w/CommDev)		250	0	0	0	0	0	0	0	0
Reception/Seated Waiting		64	0	0	0	0	0	0	0	0
<b>Support Space Sub-Total</b>				<b>852</b>		<b>852</b>		<b>852</b>		<b>852</b>
<b>Total Seat Count</b>			<b>20</b>		<b>21</b>		<b>23</b>		<b>23</b>	
<b>Total ASF</b>				<b>2,216</b>		<b>2,306</b>		<b>2,402</b>		<b>2,402</b>
<b>Total NSF (w/45% Circulation)</b>				<b>3,213</b>		<b>3,344</b>		<b>3,483</b>		<b>3,483</b>
<b>Existing Department NSF</b>		<b>3,055</b>								

<b>Enclosed Storage Off-Site</b>										
Storage (Parking Garage)		350	1	350	1	350	1	350	1	350
<b>Enclosed Storage Off-Site Total</b>				<b>350</b>		<b>350</b>		<b>350</b>		<b>350</b>

Note: \*Staff from Water department.

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## Environmental Health and Sustainability

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
EHS Director	PO-1	120	1	120	1	120	1	120	1	120
Climate Action Manager^	PO-1	120	1	120	1	120	1	120	1	120
Sr Environ. Health Spec./Prog. Coord.	PO-2	90	2	180	2	180	2	180	2	180
Environ. Health Specialist - Plan	PO-2	90	1	90	1	90	2	180	2	180
Administrative Assistant	WS-2	56	1	56	1	56	1	56	1	56
Outreach Coordinator	WS-2	56	1	56	1	56	1	56	1	56
Data/Research Project Planner	WS-2	56	1	56	1	56	1	56	1	56
Interns	WS-3	32	1	32	2	64	2	64	2	64
Energy Efficiency Prog. Mgr. (Ryland)	WS-1	64	1	64	1	64	1	64	1	64
<b>Seats Sub-Total</b>			<b>10</b>	<b>774</b>	<b>11</b>	<b>806</b>	<b>12</b>	<b>896</b>	<b>12</b>	<b>896</b>
<b>Support Space</b>										
Reception/Seated Waiting		64	1	64	1	64	1	64	1	64
Product Display/Give Aways		40	1	40	1	40	1	40	1	40
File Storage		10	4	40	4	40	4	40	4	40
Office Supplies in Office		30	1	30	1	30	1	30	1	30
<b>Support Space Sub-Total</b>				<b>174</b>		<b>174</b>		<b>174</b>		<b>174</b>
<b>Total Seat Count</b>			<b>10</b>		<b>11</b>		<b>12</b>		<b>12</b>	
<b>Total ASF</b>				<b>948</b>		<b>980</b>		<b>1,070</b>		<b>1,070</b>
<b>Total NSF (w/45% Circulation)</b>				<b>1,375</b>		<b>1,421</b>		<b>1,552</b>		<b>1,552</b>
<b>Existing Department NSF</b>		<b>735</b>								

<b>Enclosed Storage Off-Site</b>										
Storage (Rio Grande Parking)		250	1	250	1	250	1	250	1	250
<b>Enclosed Storage Off-Site Total</b>				<b>250</b>		<b>250</b>		<b>250</b>		<b>250</b>

Notes: ^Climate Action Manager would like a private office similar to the EHS Director based on increased job function.  
 There is concern about the smaller private office size as the group currently utilizes their offices to meet with multiple people.

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## Finance

Job Title	Space Std	SF	Current Need		2020		2025		2030		
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF	
<b>Personnel Space</b>											
Utility Billing Technician	WS-2	56	1	56	1	56	1	56	1	56	
Sales Tax Technician	WS-2	56	1	56	1	56	1	56	1	56	
Accounts Payable Technician	WS-2	56	1	56	1	56	1	56	1	56	
Utility Billing Coordinator	WS-2	56	1	56	1	56	1	56	1	56	
Utility Billing Specialist	WS-2	56	1	56	1	56	1	56	1	56	
Payroll Specialist	WS-2	56	1	56	1	56	1	56	1	56	
Accountant I	WS-2	56	2	112	2	112	2	112	2	112	
Tax Auditor (private meetings)	WS-2	56	1	56	1	56	1	56	1	56	
Accounting Supervisor	PO-2	90	1	90	1	90	1	90	1	90	
Accounting Manager/Controller	PO-2	90	1	90	1	90	1	90	1	90	
Executive Assistant	WS-2	56	1	56	1	56	1	56	1	56	
Budget Officer	WS-2	56	1	56	1	56	1	56	1	56	
Asst. Finance Director	PO-2	90	1	90	1	90	1	90	1	90	
Finance/Admin Services Director**	PO-1+	160	1	160	1	160	1	160	1	160	
Open Finance Position	WS-2	56	0	0	0	0	1	56	1	56	
Internal Auditor	WS-2	56	0	0	1	56	1	56	1	56	
<b>Seats Sub-Total</b>			<b>15</b>	<b>1,046</b>	<b>16</b>	<b>1,102</b>	<b>17</b>	<b>1,158</b>	<b>17</b>	<b>1,158</b>	
<b>Support Space</b>											
Supplies Storage (duplicate?)		30	0	0	0	0	0	0	0	0	
Dedicated Printer/Copier/Supplies		80	1	80	1	80	1	80	1	80	
Storage for short term filing		60	1	60	1	60	1	60	1	60	
Filing in suite		160	1	160	1	160	1	160	1	160	
Temp/Flex work space	WS-3	32	2	64	2	64	2	64	2	64	
<b>Support Space Sub-Total</b>				<b>364</b>		<b>364</b>		<b>364</b>		<b>364</b>	
<b>Total Seat Count</b>			<b>15</b>		<b>16</b>		<b>17</b>		<b>17</b>		
<b>Total ASF</b>				<b>1,410</b>		<b>1,466</b>		<b>1,522</b>		<b>1,522</b>	
<b>Total NSF (w/45% Circulation)</b>				<b>2,045</b>		<b>2,126</b>		<b>2,207</b>		<b>2,207</b>	
<b>Existing Department NSF</b>		<b>2,009</b>									

<b>Enclosed Storage Off-Site</b>											
Storage (Truscott)		500		1	500	1	500	1	500	1	500
<b>Enclosed Storage Off-Site Total</b>					<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>

Notes: \*\*Currently meet in Directors private office which is 160 sf now. Concerned about having to schedule meeting rooms for impromptu meetings.  
 Will look into options for a general customer service counter, versus departmental counters.  
 Dedicated Printer/Copier is for confidential information generated in Finance  
 Filing will eventually be reduced due to scanning.

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## Housing

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
<b>Housing - City Core</b>										
Housing Director	PO-1	120	1	120	1	120	1	120	1	120
Operations Manager^ (want PO)	PO-2	90	1	90	1	90	1	90	1	90
Sales Manager^ (want PO)	PO-2	90	1	90	1	90	1	90	1	90
Housing Qualifications^ (want PO)	PO-2	90	1	90	1	90	1	90	2	180
Reception/Admin. Asst.	WS-2	56	1	56	1	56	1	56	1	56
Admin Assistant*	WS-2	56	1	56	1	56	1	56	1	56
HOA/Compliance Officer	WS-1	64	0	0	1	64	1	64	1	64
Data Analyst	WS-2	56	0	0	1	56	1	56	1	56
Future Staff	WS-2	56	0	0	0	0	1	56	1	56
<b>Sub-Total</b>			<b>6</b>	<b>502</b>	<b>8</b>	<b>622</b>	<b>9</b>	<b>678</b>	<b>10</b>	<b>768</b>
<b>Support Space</b>										
<b>Housing - City Core</b>										
Waiting/Reception		160	1	160	1	160	1	160	1	160
Dedicated Conference Small (8-12)		250	1	250	1	250	1	250	1	250
Secure Storage		160	1	160	1	160	1	160	1	160
Copy/Printer		80	1	80	1	80	1	80	1	80
<b>Sub-Total</b>				<b>650</b>		<b>650</b>		<b>650</b>		<b>650</b>
<b>Total Seat Count</b>			<b>6</b>		<b>8</b>		<b>9</b>		<b>10</b>	
<b>Total ASF</b>				<b>1,152</b>		<b>1,272</b>		<b>1,328</b>		<b>1,418</b>
<b>Total NSF (w/45% Circulation)</b>				<b>1,670</b>		<b>1,844</b>		<b>1,926</b>		<b>2,056</b>
<b>Existing Department NSF</b>			<b>1,236</b>							

Notes:

Admin. Assistant works half time downtown, and half time at Truscott

Based on confidential information, the group would like to be in a separate suite.

^ This staff feels like they need private offices instead of open workstations due to discussing personal private information with clients on a regular basis.

\* Admin Asst is shared between the two Housing sites.

City Mgmt has requested department growth.

# City of Aspen - Civic Relocation Project - Program Verified

## Human Resources

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Risk Analyst*	PO-2	90	1	90	1	90	1	90	1	90
Human Resources Reception	WS-2	56	1	56	1	56	1	56	1	56
Senior Human Res. Generalist*	PO-2	90	1	90	1	90	1	90	1	90
Benefit Analyst*	PO-2	90	1	90	1	90	1	90	1	90
Human Resource Director*	PO-1	120	1	120	1	120	1	120	1	120
Nutritionist/Wellness*^	PO-2	90	1	90	1	90	1	90	1	90
Intern/Temp	WS-2	56	1	56	2	112	2	112	2	112
<b>Seats Sub-Total</b>			<b>7</b>	<b>592</b>	<b>8</b>	<b>648</b>	<b>8</b>	<b>648</b>	<b>8</b>	<b>648</b>
<b>Support Space</b>										
Dedicated Conference Small (8-12)		250	1	250	1	250	1	250	1	250
File/Storage		200	1	200	1	200	1	200	1	200
Waiting/Reception		64	1	64	1	64	1	64	1	64
<b>Support Space Sub-Total</b>				<b>514</b>		<b>514</b>		<b>514</b>		<b>514</b>
<b>Total Seat Count</b>			<b>7</b>		<b>8</b>		<b>8</b>		<b>8</b>	
<b>Total ASF</b>				<b>1,106</b>		<b>1,162</b>		<b>1,162</b>		<b>1,162</b>
<b>Total NSF (w/45% Circulation)</b>				<b>1,604</b>		<b>1,685</b>		<b>1,685</b>		<b>1,685</b>
<b>Existing Dept NSF</b>		<b>1,216</b>								

<b>Enclosed Storage Off-Site</b>										
Storage (Truscott)		200	1	200	1	200	1	200	1	200
<b>Enclosed Storage Off-Site Total</b>				<b>200</b>		<b>200</b>		<b>200</b>		<b>200</b>

Notes: \* Staff need confidentiality.

^Want Nutritionist in PO-2 due to confidentiality issues.

Director concerned about office size for Sr. Human Resource Gen. and Benefit Analyst. Make sure 2-3 visitors can be accommodated in each.

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## Information Technology

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Information Technology Director	PO-1	120	1	120	1	120	1	120	1	120
IT Network Coordinator*	WS-2	56	1	56	1	56	1	56	1	56
IT Network Administrator*	WS-2	56	1	56	1	56	1	56	1	56
IT Network Application Spec 1	WS-2	56	1	56	1	56	1	56	1	56
Network Support Coordinator	WS-2	56	1	56	1	56	1	56	1	56
Customer Support Spec 1	WS-2	56	0	0	0	0	1	56	1	56
IT Technology PM	WS-2	56	0	0	0	0	0	0	0	0
<b>Seats Sub-Total</b>			<b>5</b>	<b>344</b>	<b>5</b>	<b>344</b>	<b>6</b>	<b>400</b>	<b>6</b>	<b>400</b>
<b>Support Space</b>										
Storage - Equip and Staging		100	1	100	1	100	1	100	1	100
Training (see Bldg. Common)		450	0	0	0	0	0	0	0	0
Staging for Technology Recycle		80	1	80	1	80	1	80	1	80
Vendor Workspace	WS-2	56	1	56	1	56	1	56	1	56
<b>Support Space Sub-Total</b>				<b>236</b>		<b>236</b>		<b>236</b>		<b>236</b>
<b>Total Seat Count</b>			<b>5</b>		<b>5</b>		<b>6</b>		<b>6</b>	
<b>Total ASF</b>				<b>580</b>		<b>580</b>		<b>636</b>		<b>636</b>
<b>Total NSF (w/45% Circulation)</b>				<b>841</b>		<b>841</b>		<b>922</b>		<b>922</b>
<b>Existing Department NSF</b>		<b>1,004</b>								

Notes: \*Network Coordinator and Administrator need to be located at City Hall for proximity to Data Center.

\*\* Training Room is shared with HR

**City of Aspen - Civic Relocation Project - Program Verified**

**Legal**

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
City Attorney	PO-1	120	1	120	1	120	1	120	1	120
Assistant City Attorney	PO-2	90	1	90	1	90	1	90	1	90
Paralegal	PO-2	90	1	90	1	90	1	90	2	180
<b>Seats Sub-Total</b>			<b>3</b>	<b>300</b>	<b>3</b>	<b>300</b>	<b>3</b>	<b>300</b>	<b>4</b>	<b>390</b>
<b>Support Space</b>										
Visiting Attorney/Dedicated Collab.	PO-1	120	0	0	1	120	1	120	1	120
Files/Storage		100	1	100	1	100	1	100	1	100
<b>Support Space Sub-Total</b>				<b>100</b>		<b>220</b>		<b>220</b>		<b>220</b>
<b>Total Seat Count</b>			<b>3</b>		<b>3</b>		<b>3</b>		<b>4</b>	
<b>Total ASF</b>				<b>400</b>		<b>520</b>		<b>520</b>		<b>610</b>
<b>Total NSF (w/45% Circulation)</b>				<b>580</b>		<b>754</b>		<b>754</b>		<b>885</b>
<b>Existing Department NSF</b>		<b>497</b>								



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## Parking

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Director of Parking^	PO-1	120	1	120	1	120	1	120	1	120
Parking Program Manager^	PO-2	90	1	90	1	90	1	90	1	90
Parking Ops. Manager**^	PO-2	90	1	90	1	90	1	90	1	90
Lead Parking Officer**^	PO-2	90	1	90	1	90	1	90	1	90
Customer Services	WS-2	56	2	112	2	112	2	112	2	112
Parking Control Officers*	WS-3	32	4	128	5	160	6	192	6	192
<b>Seats Sub-Total</b>			<b>10</b>	<b>630</b>	<b>11</b>	<b>662</b>	<b>12</b>	<b>694</b>	<b>12</b>	<b>694</b>
<b>Support Space</b>										
Locker Room		180	1	180	1	180	1	180	1	180
Conference Small (8-12)		250	1	250	1	250	1	250	1	250
Material Storage		160	1	160	1	160	1	160	1	160
Communications Closet		40	1	40	1	40	1	40	1	40
Secure Storage (permits, etc)		80	1	80	1	80	1	80	1	80
Hand Held Ticket Writers (charging)		20	1	20	1	20	1	20	1	20
Public Counter		120	1	120	1	120	1	120	1	120
<b>Support Space Sub-Total</b>				<b>850</b>		<b>850</b>		<b>850</b>		<b>850</b>
<b>Total Seat Count</b>			<b>10</b>		<b>11</b>		<b>12</b>		<b>12</b>	
<b>Total ASF</b>				<b>1,480</b>		<b>1,512</b>		<b>1,544</b>		<b>1,544</b>
<b>Total NSF (w/45% Circulation)</b>		<b>4,000</b>		<b>2,146</b>		<b>2,192</b>		<b>2,239</b>		<b>2,239</b>
<b>Existing Department NSF</b>										

<b>Enclosed Storage Off-Site</b>										
Storage (Rio Grande Parking)		200	1	200	1	200	1	200	1	200
Shop/Maintenance/Counting***		400	1	400	1	400	1	400	1	400
Sign Making/Repair***		400	1	400	1	400	1	400	1	400
<b>Enclosed Storage Off-Site Total</b>				<b>1,000</b>		<b>1,000</b>		<b>1,000</b>		<b>1,000</b>

Notes: \*Parking Control Officers share an office. \*\* Currently share an office.

The Shop/Maintenance/Counting and Sign Making Repair areas need to be accessible with a vehicle pull up directly adjacent to the space, and secured.

^Dept is requesting a PO @ 120 s.f. for the Director, and PO @ 90 s.f. for Ops Mgr, Lead Parking Officers, and Programs Mgr.

Public Counter is separate desk from the Customer Service workstations. They walk up to the counter to help visitors, then back to workstation.

\*\*\*Currently located in freestanding garage space on 540 E. Main. Replacement spaces should be adjacent to the department, but do not have to be contiguous.

# City of Aspen - Civic Relocation Project - Program Verified

## Special Events

Job Title	Space Std	SF	Current Need		2020		2025		2030	
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF
<b>Personnel Space</b>										
Director	PO-1	120	1	120	1	120	1	120	1	120
Special Events Coordinator	PO-2	90	1	90	1	90	1	90	1	90
Sales & Marketing Coordinator	PO-2	90	1	90	1	90	1	90	1	90
Permit Coordinator	WS-2	56	1	56	2	112	2	112	2	112
Admin Assistant	WS-2	56	1	56	1	56	1	56	1	56
Special Events (seasonal)	N/A									
<b>Seats Sub-Total</b>			<b>5</b>	<b>412</b>	<b>6</b>	<b>468</b>	<b>6</b>	<b>468</b>	<b>6</b>	<b>468</b>
<b>Support Space</b>										
Dedicated Conference Medium (15-2		350	1	350	1	350	1	350	1	350
Files		50	1	50	1	50	1	50	1	50
Collaboration		120	1	120	1	120	1	120	1	120
<b>Support Space Sub-Total</b>				<b>520</b>		<b>520</b>		<b>520</b>		<b>520</b>
<b>Total Seat Count</b>			<b>5</b>		<b>6</b>		<b>6</b>		<b>6</b>	
<b>Total ASF</b>				<b>932</b>		<b>988</b>		<b>988</b>		<b>988</b>
<b>Total NSF (w/45% Circulation)</b>				<b>1,351</b>		<b>1,433</b>		<b>1,433</b>		<b>1,433</b>
<b>Existing Department NSF</b>		<b>2,216</b>								

<b>Enclosed Storage Off-Site</b>										
Banner Storage (@ Electric)		6	1	6	1	6	1	6	1	6
Equipment Storage (Red Brick&Yellow Brick)		600	2	1,200	2	1,200	2	1,200	2	1,200
Food Storage (Yellow Brick)		250	1	250	1	250	1	250	1	250
<b>Enclosed Storage Off-Site Total</b>			<b>1</b>	<b>1,456</b>		<b>1,456</b>		<b>1,456</b>		<b>1,456</b>

Notes: Food storage should be temperature controlled and bear proof. Does not need to be within the department.

Medium Conference Room for crew/seasonal employees and staging/event coordination as needed. Can be shared.

# City of Aspen - Civic Relocation Project - Program Verified

## Transportation

Job Title	Space Std	SF	Current Need		2020		2025		2030		
			Seats	NSF	2020	NSF	2025	NSF	2030	NSF	
<b>Personnel Space</b>											
Director of Transportation	PO-1	120	1	120	1	120	1	120	1	120	
Transportation Programs Manager	PO-2	90	1	90	1	90	1	90	1	90	
Transportation Coordinator	WS-1	64	2	128	2	128	2	128	3	192	
Transportation Technician	WS-2	56	1	56	1	56	1	56	1	56	
Field Staff	WS-2	56	0	0	1	56	1	56	1	56	
<b>Seats Sub-Total</b>			<b>5</b>	<b>394</b>	<b>6</b>	<b>450</b>	<b>6</b>	<b>450</b>	<b>7</b>	<b>514</b>	
<b>Support Space</b>											
Shared Conference / Spec. Events		250	0	0	0	0	0	0	0	0	
Storage		326	1	326	1	326	1	326	1	326	
<b>Support Space Sub-Total</b>				<b>326</b>		<b>326</b>		<b>326</b>		<b>326</b>	
<b>Total Seat Count</b>			<b>5</b>		<b>6</b>		<b>6</b>		<b>7</b>		
<b>Total ASF</b>				<b>720</b>		<b>776</b>		<b>776</b>		<b>840</b>	
<b>Total NSF (w/45% Circulation)</b>				<b>1,044</b>		<b>1,125</b>		<b>1,125</b>		<b>1,218</b>	
<b>Existing Department NSF</b>		<b>1,164</b>									

<b>Enclosed Storage Off-Site</b>											
Large item storage		500	1	500	1	500	1	500	1	500	
<b>Enclosed Storage Off-Site Total</b>			<b>1</b>	<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>	

Notes: Large item storage is: bicycle storage, vehicle parts, and traffic items  
 See Special Events page for conference room.

**City of Aspen - Civic Relocation Project - Program Verified**  
**Common Spaces for Option 1 Armory Complex, or Option 4 Galena Plaza**

Space	Space Standard	Current Need			Projected	
		Qty		NSF	Qty	NSF
<b>Support Space</b>						
<u>Conference Rooms</u>						
Collaboration 4-6	120	3		360	3	360
Small 10-12 Person	250	1		250	1	250
Medium 15-20 Person (HR/IT Training)	450	1		450	1	450
Large 20-25 Person (Sister Cities)	700	1		700	1	700
Council Chambers	1,400	1		1,400	1	1,400
Council Conference/Kitchenette	300	1		300	1	300
Incoming Mail/Recycle/Shipping/Recd	160	1		160	1	160
Phone Room (private calls)	40	2		80	2	80
Copy/Print/Dept Mail/Recycle	120	3		360	3	360
Coffee/Refridg/Microwave/Break	120	2		240	2	240
Quiet/Mothering Room	60	1		60	1	60
Building Lobby	800	1		800	1	800
Flexible Work Spaces	56	10		560	10	560
Data Center	262	1		262	1	262
Showers (6 unisex?)	64	6		384	6	384
Locker Room (40 ea. 20M/20W half h	10	20		200	20	200
<b>Total ASF</b>				<b>6,566</b>		<b>6,566</b>
<b>Total NSF (w/25% Circulation)</b>				<b>8,208</b>		<b>8,208</b>

locate one room near Council Chambers  
current Sister Cities 432 +252  
100 people  
adjacent to Chambers  
one per floor upper floors  
one per floor  
one ea. upper floors  
one reqd per building (Federal reqmt)

Notes: Base Building Rooms like: Restrooms, IT Comm Rms, Elec/Mech Rms, Stairs, Janitor Closets etc are covered in building grossing factor on the summary sheet  
The City Manager's office would like to include the following: 1) covered/sheltered patio space for gathering, 2) covered bike parking, which will be included in the site and not interior requirement, 3) porches at large public meeting rooms,

**Common Spaces for Option 1 at 540 E. Main, and Option 4 at Galena Plaza (add to needs from above)**

Space	Space Standard	Current Need			Projected	
		Qty		NSF	Qty	NSF
<b>Support Space</b>						
<u>Conference Rooms</u>						
Collaboration 4-6	120	3		360	3	360
Small 10-12 Person	250	1		250	1	250
Medium 15-20 Person (HR/IT Training)	450	1		450	1	450
Kitchenette	180	1		180	1	180
Incoming Mail/Recycle/Shipping/Recd	160	1		160	1	160
Phone Room (private calls)	40	2		80	2	80
Copy/Print/Dept Mail/Recycle	120	3		360	3	360
Coffee/Refridg/Microwave/Break	120	2		240	2	240
Quiet/Mothering Room	60	1		60	1	60
Flexible Work Spaces	80	4		320	4	320
<b>Total ASF</b>				<b>2,460</b>		<b>2,460</b>
<b>Total NSF (w/25% Circulation)</b>				<b>3,075</b>		<b>3,075</b>

one per floor  
one per floor  
one ea. upper floors  
one reqd per building (Federal reqmt)  
2/floor for visiting staff/growth

**Total NSF Building Common**

**11,283**

**11,283**

**NSF, carried to white row on cover sheet**

Notes: Base Building Rooms like: Restrooms, IT Comm Rms, Elec/Mech Rms, Stairs, Janitor Closets etc are covered in building grossing factor on the summary sheet