

# Appendix E - Detailed Program



**Table of Contents //**

Detailed Program

02.2014

ATHERTON CIVIC CENTER MASTER PLAN PROGRAM SUMMARY

	2013				Notes
	DGSF 1ST FLR	DGSF 2ND FLR	BLDG DGSF TOTAL	TOTAL AREA	
<b>Building Areas</b>					
<b>ADMINISTRATION BUILDING</b>					
CITY MANAGEMENT & FINANCE	225	1,604	1,829		
PLANNING, BUILDING, & PUBLIC WORKS	-	2,295	2,295		
POLICE DEPARTMENT	11,001	3,076	14,078		
SHARED PUBLIC AREAS	3,754	2,973	6,726		Includes Council Chambers on 1st Floor
<b>ADMINISTRATION BUILDING</b>	<b>14,980</b>	<b>9,948</b>	<b>24,928</b>	<b>24,928</b>	
<b>LIBRARY</b>					
			8,958	8,958	Includes Multi-Purpose Room
<b>Total Building Area (BGSF)</b>			<b>33,887</b>	<b>33,887</b>	
<b>Exterior Areas</b>					
POLICE DEPT ANCILLARY BUILDING				1,246	
PUBLIC WORKS STORAGE SHED				2,000	Existing
PARKING & MISCELLANEOUS				32,823	
<b>Total Exterior Areas</b>				<b>36,069</b>	
<b>Total Available Site Area</b>				<b>273,361</b>	

POLICE DEPARTMENT SUMMARY

	2013		Notes
	No. of Staff	GSF	
Office of the Chief of Police/Administration	4	1,485	
Police Dispatch and Records	4	1,351	
Investigations	2	478	
Property and Evidence	2	1,696	
Field Operations	17	1,894	
Interviewing		594	
Staff Support		4,057	
Facility Support		2,523	
<b>Department Gross Area TOTAL</b>	<b>29</b>	<b>14,078</b>	
	Building Gross Factor		
	15%	2,112	
<b>Building Gross Area TOTAL</b>		<b>16,189</b>	

Ancillary Support Building	1,246 w/o Grossing Factor
Total Building Spaces (Main Bldg + Ancillary)	17,435
Exterior Spaces	22,943
Total Exterior and Building Spaces (GSF)	40,378

POLICE DEPARTMENT

	Space Type	Space Capacity	Unit Area	2013		Notes	Two Story Stacking			
				No. Units	NSF		Essential Services Facility		Non-Essen'l	
							1st FI	2nd FI	Ancillary	
Office of the Chief of Police/Administration							Office of the Chief of Police/Administration			
Office of the Chief/Administration										
Police Chief	PO	1	220	1	220	with table for 4 people to meet		220		
Police Chief's Closet		1	40	-	-	incl in rm area 12/1/13		-		
Lieutenant	PO	1	180	1	180	2 visitor chairs, file space - 2 laterals, book shelves, credenza		180		
Lieutenant Chief's Closet		1	40	-	-	incl in rm area 12/1/13		-		
Management/Personnel Office	PO	1	180	1	180	book shelf, 2 visitor chairs; responsible for training mgt/parks rental/records, HR, finance, personnel matters mgr		180		
Administrative Manager	PO	1	120	1	120	Added per staff review 12/1/13		120		
Admin Manager Secure File Room	CL-3	1	40	2	80	1 lateral, 2 vertical files for internal affairs, citizen complaints, personnel files		80		
Work Counter	F-3	1	40	2	80			80		
Conference Room	C-3	8	240	1	240			240		
Division Subtotal						1,100		-	1,100	-
35%						385		-	385	-
X Office of the Chief/Administration TOTAL						1,485		-	1,485	-
Police Dispatch and Records							Police Dispatch and Records			
Police Dispatch Staff										
Public Safety Dispatcher2	OS	2	72	2	144	4 FT + 8 per diem dispatchers	144			
Dispatch Support										
Dispatch Files, Supplies	F-2	1	14	4	56		56			
Work Counter		1	40	1	40	including space for fax machine, LETS/CLETS terminal; rev 12/1/13 per staff comments	40			
Dispatch Reference Books	SH-4	1	12	2	24		24			
Communications Work Room		1	150	1	150		150			
Break Room										
Kitchenette	K-1	1	40	1	40	refrigerator, microwave, cabinets, sink	40			
Table and chairs		4	15	-	-	deleted per staff comments 12/1/13				
Staff Restrooms	T-4	1	60	1	60		60			
Ergonomic Equipment Storage										
Chairs	None	1	8	2	16		16			
Shelving	SH-1	1	40	1	40		40			
Radio and 911 Equipment Room		1	120	1	120		120			
Public Reception										
Counter		1	25	1	25	rev per staff comments 12/1/13	25			



POLICE DEPARTMENT

	Space Type	Space Capacity	Unit Area	2013		Notes	Two Story Stacking		
				No. Units	NSF		Essential Services Facility		Non-Essen'l
							1st FI	2nd FI	Ancillary
Bulky Evidence Storage	CL-4	1	40	1.5	60	rev per staff comments 12/1/13	60		
Evidence Receiving/Processing Work Area						rev per staff comments 12/1/13	-		
Processing Area							-		
Evidence Processing Work Counter	F-3	1	40	1	40		40		
Hand Wash Sink and Counter	F-3	1	20	1	20	vent hood	20		
Emergency Eyewash		1	10	1	10		10		
Equipment Storage	CL-3	1	20	1	20		20		
Evidence Processing/Temporary Storage							-		
Evidence Processing		1	100	0.5	50		50		
Temporary Storage Lockers		1	60	0.5	30	includes locker with refrig/freezer	30		
Temporary Storage Closet		1	20	0.5	10		10		
Large Evidence and Vehicle Storage		1	400	1	400	non-conditioned	400		
Subtotal					1,413		1,293	120	-
20%					283		259	24	-
X Property and Evidence TOTAL					1,696		1,552	144	-
<b>Field Operations</b>							<b>Field Operations</b>		
Sergeants' Office									
Shared Office	SO	1	140	2	280	2 sergeants share one office with 2 desks, total of 4 sergeants in 2 offices including space for files and bookcases	280		
Field Training Office							-		
Police Officer Support	PO	1	140	1	140	rev per staff comments 12/1/13	140		
Traffic Office							-		
Traffic Officer	OS	1	64	1	64		64		
Color Printer/Copier	F-3	1	40	1	40		40		
Forms Storage	F-1	1	5	4	20		20		
Storage Cabinet		1	16	-	-	PAS (preliminary alcohol screening) devices, hand-held, accident investigation; deleted per staff comments 12/1/13	-		
Briefing Room							-		
Seating	B-1	1	25	8	200	wide charis, doors	200		
Presentation Area		1	40	1	40	flat screen, white board, CLETS; rev per staff comments 12/1/13	40		
Duty Bag Room							-		



POLICE DEPARTMENT

	Space Type	Space Capacity	Unit Area	2013		Notes	Two Story Stacking		
				No. Units	NSF		Essential Services Facility		Non-Essen'l
							1st Fl	2nd Fl	Ancillary
Computer/conference area		1	50	2	100	workstations with computers (Avatar training); rev per staff comments 12/1/13	100		
Men's Locker Room					-		-		
Officer Lockers	L-1	1	11	30	330	2' x 2' lockers, center bench, includes sworn staff and reserves	330		
Non-Sworn Lockers	L-3	1	6	4	24	1' x 2' lockers, full length	24		
Restroom Facilities	T-2	1	150	1	150		150		
Shower Facilities	T-5	1	32	1	32		32		
Women's Locker Room					-		-		
Officer Lockers	L-1	1	11	12	132	2' x 2' lockers, center bench, includes sworn staff and reserves	132		
Non-Sworn Lockers	L-3	1	6	10	60	1' x 2' lockers, full length	60		
Restroom Facilities	T-3	1	125	1	125		125		
Shower Facilities	T-5	1	32	1	32		32		
Officers Resting Rooms		2	80	2	160		160		
Fitness Room		1	500	1	500	shared; rev per staff comments 12/1/13	500		
Break Room							-		
Vending Machines	V-1	1	15	2	30		30		
Kitchen	K-1	1	40	3	120	MW, refrigerator, DW, sink, cabinets, pantry	120		
Seating	S-2	1	15	6	90		90		
Lounge Area		1	120	1	120		120		
Dry Cleaning Closet	CL-3	1	20	2	40		40		
Men's Staff Toilets	T-3	1	125	1	125			125	
Women's Staff Toilets	T-3	1	125	1	125			125	
Subtotal					3,381		3,131	250	-
20%					676		626	50	-
X	Staff Support TOTAL				4,057		3,757	300	-
Facility Support							Facility Support		
Public Lobby									
Lobby Area		1	400	1	400		400		
Seats for Waiting	S-1	1	15	3	45		45		
Standing Area/Reception Line		1	6	4	24	Shared with City Admin/Building & Planning; rev per staff comments 12/1/13	24		
Reception Counter		1	25	1	25		25		
Public Telephones	-	1	14	1	14		14		
Pamphlet Rack	-	1	12	-	-		-		
Display Area	-	1	40	-	-		-		
Public Restrooms		1	80	2	160		160		
Janitor Closet	J-1	1	50	2	100			50	50



POLICE DEPARTMENT

	Space Type	Space Capacity	Unit Area	2013		Notes	Two Story Stacking			
				No. Units	NSF		Essential Services Facility		Non-Essen'l	
							1st FI	2nd FI	Ancillary	
Computer and Network Room						must be secured separately from other server rooms, ideally near dispatch area for troubleshooting support	-			
System Administrator Workstation	OS	1	72	1	72			72		
Work bench		1	25	2	50	rev per staff comments 12/1/13		50		
Network Racks		1	48	2	96			96		
Storage		1	16	5	80	equipment cabinets, books/manuals, tape back-up archives, IT equipment		80		
Electrical Room		1	150	1	150		150			
Mechanical Rooms		1	250	1	250		250			
Fire Alarm Room		1	60	1	60		60			
UPS Room		1	100	1	100		100			
Elevator		2	64	2	128	1 for staff, one for public - could be a maintenance issue	64	64		
Stairs		2	120	2	240		120	120		
Maintenance and Supplies		1	100	1	100		100			
Recycling Areas		1	100	1	100		50	50		
Subtotal					2,194		1,612	582	-	
15%					329		242	87	-	
X Facility Support TOTAL					2,523	BRTF circulation factor	1,854	669	-	
Department Gross Area TOTAL						14,078	includes 30% grossing factor in NMR program	11,001	3,076	-

Ancillary Support Building							Ancillary Support Building		
Emergency Operations Supplies		1	200	1	200	Food, water, emergency rations, shelving			200
Special Operations Storage Room		1	40	8	320	Range gear (secure cage) - props, eye protection, ammunition SWAT (secure cage) - bags with equipment, rifle, miscellaneous equipment Hostage Negotiation - minimal K-9 - bite sleeves, bite suits Motors - special equipment Crime Scene Investigation - special equipment large boxes; rev per staff comments 12/1/13			320
Personnel Files Storage		1	80	1	80				80
Fleet Maintenance Storage		1	16	5	80				80
Bicycle Patrol Storage					-				-

POLICE DEPARTMENT

	Space Type	Space Capacity	Unit Area	2013		Notes	Two Story Stacking		
				No. Units	NSF		Essential Services Facility		Non-Essen'l
							1st FI	2nd FI	Ancillary
Bicycles			9	2	18				18
Lockers			11	-	-	rev per staff comments 12/1/13			-
Storage Cabinets/Shelving			40	1	40				40
Work Bench			50	1	50				50
Motorcycle Garage					-				-
Motorcycle Parking			40	4	160				160
Officer Locker			11	-	-	rev per staff comments 12/1/13			-
Storage Cabinets/Shelving			40	1	40				40
Work bench			50	1	50				50
Subtotal					1,038		-	-	1,038
20%					208		-	-	208
Ancillary Support Building TOTAL					1,246		-	-	1,246

Exterior Spaces							Exterior Spaces		
Covered Vehicle Service Bay		1	300	1	300		300		
Evidence Loading Area		1	200	1	200		200		
Suspect Drop-Off Area		1	400	1	400	for suspect interviews, covered, controlled exterior area for staff and community safety	400		
Kennels for K-9, Strays					-				
Kennels		1	32	2	64	with shade and water			64
Supplies Storage		1	20	1	20				20
Parking							-		
Visitor Parking		1	350	4	1,400		1,400		
Disabled Access Parking		1	500	1	500		500		
Police Staff Parking		1	350	10	3,500		3,500		
Reserve Officer Parking		1	350	3	1,050		1,050		
Police Patrol Vehicle Parking		1	400	3	1,200		1,200		
Police Unmarked Vehicle Parking		1	350	2	700		700		
Trash Can at Official Vehicle Parking Area		1	9	1	9		9		
Site Development					-		-		
Landscaped Areas		1	10,000	1	10,000		10,000		
Outdoor Plazas		1	1,500	1	1,500		1,500		
Flagpole		1	50	1	50		50		
Staff Courtyards		1	400	1	400		400		
Patrol Ingress and Egress Points		1	600	1	600		600		
Entries					-		-		
Public Entry		1	200	1	200		200		
Staff Entry		1	200	1	200		200		
Patrol Entry		1	200	1	200		200		
Trash Dumpsters					-		-		

POLICE DEPARTMENT

	Space Type	Space Capacity	Unit Area	2013		Notes	Two Story Stacking			
				No. Units	NSF		Essential Services Facility		Non-Essen'l	
							1st Fl	2nd Fl	Ancillary	
General Trash		1	100	1	100		100			
Emergency Power					-		-			
Emergency Generator		1	150	1	150		150			
Fuel Tank		1	200	1	200		200			
Exterior Spaces TOTAL						22,943		22,859		84
						Acres			Acres	
Estimated Building and Site TOTAL								33,944		0.78

CITY MANAGEMENT & FINANCE

	Space Type	Space Capacity	Unit Area	2013		Notes
				No. Units / No. Staff	NSF	
<b>City Management</b>						
City Manager	PO	1	220	1	220	Desk/workstation + table & chairs for meeting
City Attorney	PO	1	120	2	240	
City Clerk	PO	1	120	1	120	
Office Assistant	OS	1	64	1	64	
Visitor/Auditor workspace	OS	1	64	1	64	Table area; not computer workstation
					708	
					248	
				6	956	
<b>Finance</b>						
Finance Director	PO	1	120	1	120	
Accountant	PO	1	96	1	96	rev per staff comments 12/1/13
Finance Assistant	OS	1	64	1	64	
					280	
					98	
				3	378	
<b>Support Areas</b>						
Department Lobby/Reception/ Waiting		1	30	6	180	Includes Post Office counter service area; can be shared or collocated w/other depts
Conference Room		12	360	-	-	Shared - See Common Areas
Conference Room		4	120	-	-	Shared - See Common Areas
Copy Room/Work Room		N/A	120	-	-	Shared - See Common Areas
Coffee Area		N/A	24	-	-	Shared - See Common Areas
Coat Closet		N/A	16	1	16	
Filing/Records Room (ACTIVE & INACTIVE)		N/A	120	1	120	also has off site storage
Vault – Secure Storage		N/A	80	1	80	
					396	
					99	
					495	
<b>DEPARTMENT NET AREA (NSF) TOTAL</b>					<b>1,384</b>	
<b>DEPARTMENT GROSS AREA (DGSF) TOTAL</b>					<b>9</b>	<b>1,829</b>

CITY MANAGEMENT & FINANCE

	Space Type	Space Capacity	Unit Area	2013		Notes
				No. Units / No. Staff	NSF	
<b>Exterior Spaces</b>						
Covered Loading Dock		1	200	-	-	Assume shared w/ Public Works
Parking						
Visitor Parking		1	180	8	1,440	Standard / no compact; rev per staff comments 12/1/13
Disabled Access Car Parking		1	180	1	180	Standard / no compact
Staff Parking		1	180	9	1,620	Standard / no compact
Entries						
Public Entry Canopy		1	80	-	-	See Common Areas
Staff Entry Canopy		1	80	-	-	
Trash Dumpsters		1	200	-	-	Assume shared w/ Public Works
<b>EXTERIOR GROSS AREA (DGSF) TOTAL</b>					<b>3,240</b>	

PLANNING, BUILDING, PUBLIC WORKS

	Space Type	Space Capacity	Unit Area	2013		Notes
				No. Units / No. Staff	NSF	
<b>Building Department</b>						
Building Official	PO	1	120	1	120	
Plan Reviewer / Building Inspector	PO	1	120	1	120	Space needs deeper worksurface for laying out plans
Inspector	OS	1	64	-	-	Can be shared / utilize hotelling station
Office Specialist	OS	1	64	1	64	Share counter & workstation space w/ Permit Tech, Admin Assist
Permit Technician	OS	1	64	1	64	Share counter & workstation space w/ Office Spec, Admin Assist
Code Enforcement Specialist	OS	1	64	1	64	Shared / hotelling station
					432	
					151	
				5	583	
<b>Planning Department</b>						
Deputy Planning Director	OS	1	120	1	120	Planning Dept workstations grouped in single shared office; hotelling stations shared with Town Planner
Planning Assistant	OS	1	64	1	64	
Town Arborist	OS	1	64	1	64	
Town Planner	OS	1	64	-	-	
					248	
					87	
				4	335	
<b>Public Works Department</b>						
Community Services Director	PO	1	120	1	120	2 Offices shared by 3 staff positions: CS Director, Engineers; hotelling
Engineer	PO	2	120	1	120	
Administrative Assistant	OS	1	64	-	-	Share counter & workstation space w/ Office Spec, Permit Tech
Public Works Superintendent	PO	1	120	1	120	
Contract Staff	OS	1	64	1	64	Does not need to be collocated with Public Works; can be off site/at alternate location
					424	
					148	
				6	572	

PLANNING, BUILDING, PUBLIC WORKS

	Space Type	Space Capacity	Unit Area	2013		Notes
				No. Units / No. Staff	NSF	
<b>Support Areas</b>						
Department Lobby/Waiting		8	240	1	240	Queuing & waiting space
Counter		3	90	1	90	Seated counter stations - 3 stations
Self Serve Walk Up Station/Computer Terminal		1	30	1	30	
Conference Room		12	360	-	-	Shared - See Common Areas
Copy Room/Work Room		N/A	120	-	-	Shared - See Common Areas
Coffee Area		N/A	24	-	-	Shared - See Common Areas
Coat Closet		N/A	16	1	16	
Filing Records Room		N/A	120	1	120	
Planning / Supplies Storage		N/A	100	1	100	
Public Works Storage		N/A	100	-	-	Does not need to be collocated with Public Works; can be off site/at alternate location
Office	PO	1	120	-	-	Can use PO from Public Works if collocated
Workstation	OS	1	64	-	-	Can use OS from Public Works if collocated
Ham Radio Desk	OS	1	48	1	48	
Supply Storage		N/A	100	-	-	Can be exterior shed
	Subtotal				644	
	25%				161	
	<b>Support Areas TOTAL</b>				<b>805</b>	
<b>DEPARTMENT NET AREA (NSF) TOTAL</b>					<b>1,748</b>	
<b>DEPARTMENT GROSS AREA (DGSF) TOTAL</b>				<b>15</b>	<b>2,295</b>	
<b>Exterior Spaces</b>						
Covered Loading Dock		1	400	1	400	Co-locate with Police Dept parking
Storage Shed - Public Works			2,000	1	2,000	Retain existing shed
Parking						
Visitor Parking		1	180	8	1,440	Standard / no compact
Disabled Access Car Parking		1	180	1	180	
Staff Parking		1	180	12	2,160	Standard / no compact
Entries						
Public Entry Canopy		1	80	-	-	See Common Areas
Staff Entry Canopy		1	80	-	-	
Trash Dumpsters		1	300	1	300	Assume shared by all departments
<b>EXTERIOR GROSS AREA (DGSF) TOTAL</b>					<b>6,480</b>	

LIBRARY

	Space Type	Space Capacity	Unit Area	2013		Notes	
				No. Units / No. Staff	NSF		
<b>Collections Spaces</b>							
Adult					1,472	No growth projected	
Young Adult					93		
Children					959		
Y					Subtotal	2,524	
					0%	-	Grossing factors included within individual unit space areas
X					Collections TOTAL	- 2,524	
<b>Seating</b>							
Adult		20			540		
Young Adult		6			150		
Children		27			390		
Y					Subtotal	1,080	
					0%	-	
X					Seating TOTAL	53 1,080	
<b>Computers &amp; Technology</b>							
Adult		6			180		
Young Adult		-			-		
Children		2			60		
Y					Subtotal	240	
					0%	-	
X					Computers & Technology TOTAL	240	
<b>Defined Rooms</b>							
Entry				1	300		
Public Restrooms				2	700		
Children's Restroom				-	-		
Reading Rooms				2	600		
Heritage/Archive Room				1	450		
Library Program Room		100		1	1,500	Community / Multi-purpose Room	
Y					Subtotal	3,550	
					0%	-	
X					Defined Rooms TOTAL	3,550	



LIBRARY

	Space Type	Space Capacity	Unit Area	2013		Notes
				No. Units / No. Staff	NSF	
<b>Staff &amp; Support Areas</b>						
Office				1	150	
Staff				4	320	
Storage/Work/Break				1	280	
	Subtotal				750	
	0%				-	
	Staff & Support Areas TOTAL				750	
<b>DEPARTMENT NET AREA (NSF) TOTAL</b>					<b>8,144</b>	
<b>DEPARTMENT GROSS AREA (DGSF) TOTAL</b>					<b>8,958</b>	
<b>Exterior Spaces</b>						
Parking						
Visitor Parking		6	180	6	1,080	Standard / no compact
Disabled Access Car Parking		1	180	1	180	Standard / no compact
Staff Parking		4	180	4	720	Standard / no compact
<b>EXTERIOR GROSS AREA (DGSF) TOTAL</b>					<b>1,980</b>	

COMMON AREAS

	Space Type				Space Capacity	Unit Area	2013		Notes
							No. Units / No. Staff	NSF	
<b>Public Areas</b>									
Main Lobby / Reception						320	1	320	
Council Chambers					40 - 60	1,800	1	1,800	Seats 7 on dais; 6 staff positions; seating for 50-60; flexible - can be configured into workshop setting; table/chair storage; can consider smaller alternative that seats 30 - 40
Restroom - Men						200	1	200	
Restroom - Women						200	1	200	
								2,520	
								378	
								2,898	
<b>Staff Areas</b>									
Staff Lounge					16-20	480	1	480	Shared - All City Deps
Kitchenette						100	1	100	Shared - All City Deps
Conference Room					12	360	1	360	Shared - Requested by City Mgr & Planning/Bldg/Pub Wks
Conference Room					4	120	2	240	Shared - Requested by City Atty
Copy Room/Work Room					N/A	120	2	240	Shared - 1 per Dept, City Admin + Planning/Bldg/Pub Wks
Coffee Area					N/A	24	2	48	Shared - 1 per Dept, City Admin + Planning/Bldg/Pub Wks
Nursing Room						100	1	100	
Restroom - Men						70	1	70	Includes lockers & showers
Restroom - Women						70	1	70	Includes lockers & showers
								1,708	
								598	
								2,306	
<b>Building Support Areas</b>									
General Storage						300	1	300	Serves City Administration Building
Janitor's Closets						50	2	100	
Deliveries/Mail Room						100	1	100	
Mechanical Room(s)						100	1	100	
Elevator						64	1	64	
Main Electrical Room						100	1	100	
Electrical Closet(s)						60	2	120	
IT Rooms						120	2	240	
Main Server Room						200	1	200	
								1,324	
								199	
								1,523	

COMMON AREAS

	Space Type				Space Capacity	Unit Area	2013		Notes
							No. Units / No. Staff	NSF	
DEPARTMENT NET AREA (NSF) TOTAL								5,552	
DEPARTMENT GROSS AREA (DGSF) TOTAL							-	6,726	

Exterior Spaces										
Parking										
Visitor Parking					1	180	-	-	Covered in each department	
Disabled Access Car Parking					1	180	-	-		
Staff Parking					1	180	-	-		
Entries										
Public Entry Canopy					1	100	1	100	Assume common entrances shared by City Management & Planning-Building-Public Works	
Staff Entry Canopy					1	80	1	80		
Trash Dumpsters					1	300	-	-	Covered under Public Works	
EXTERIOR GROSS AREA (DGSF) TOTAL								180		