



C I T Y   O F   G A H A N N A

## 20-Year Facilities Assessment / Master Plan

# DEPARTMENT PROGRAMS

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## ■ PROGRAM NOMENCLATURE

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The following is an explanation of the abbreviations, offices versus workstations and tare factors used in the Department Programs:

- **Abbreviations:**

- **W - Workstation:** Refers to an open-office cubical
- **PT - Part-Time:** Refers to a part-time employee
- **FT - Full-Time:** Refers to a full-time employee

- **Office vs. Workstation Cubical Areas:**

- **200 square feet or more:** A spacious executive office with a desk/workstation that includes a peninsula worksurface, computer return with hutch and long credenza. The room contains space for a 4- or 6-person conference table, guest chairs and a few lateral files or bookcases. The room is designed for small private meetings.
- **180 square feet:** A functional executive office with a desk/workstation that includes a peninsula worksurface, computer return with hutch and long credenza. The room contains space for a 4-person conference table, guest chairs and a few lateral files or bookcases. The room is designed for small private meetings.
- **160 square feet:** A managerial office with a desk/workstation that includes a peninsula worksurface, computer return and credenza. The room contains space for 2 or 3 guest chairs and a few lateral files or bookcases. The room is designed for meeting with staff or visitors.
- **120 square feet:** A standard office with a workstation that includes a desk and computer return. The room contains space for 2 guest chairs and a lateral file and bookcase. The room is designed only as a functional workspace requiring privacy.
- **100 square feet:** An open-office cubical with an L-shaped worksurface and overhead cabinets where privacy is not required. The space may contain a guest chair, lateral file, wardrobe cabinet or bookcase leaving space for personal items.
- **80 square feet:** A functional open-office cubical with an L-shaped worksurface and overhead cabinets where privacy is not required and the employee has minimal responsibility, is part-time or is transient (i.e., seasonal help). The space may contain a guest chair allowing a little space for personal items.

- **Tare Factor:** The area of all unprogrammed spaces such as corridors, stairwells, elevators, mechanical rooms, server rooms and wall thicknesses. For one story office buildings, the Tare Factor is typically 15% to 20% of the gross area of the building. For two or more story office buildings, the Tare Factor is typically 20% to 25% of the gross area of the building.

## **CITY HALL COMMON SPACE PROGRAM**

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Except for the once-used Breakroom in the Basement, common space in City Hall is non-existent. This program identifies program spaces which would be available to all City employees in City Hall.

- **Existing Space Conditions:** The only defined common area is the once-used Breakroom in the Basement. The uninviting space is now used for storage and has a cold and “dungeon-like” feeling with the concrete block walls.
- **Program Highlights:**
  - The Breakroom would contain a non-cooking Kitchenette, vending area and table seating for approximately 25% of the City Hall staff or (estimated by 2025 to be) 30 people.
  - With the instituted City’s voluntary wellness program, if the intent is to improve overall fitness and retention of staff, then providing a fitness and locker space is a small investment to encourage a healthy lifestyle. The Fitness Room would contain cardiovascular equipment (treadmills, stairclimbers, etc.) and free weights.
  - In order to conserve space and cost, the most cost-effective method of providing lockers and shower facilities is to provide small lockers with coin-operated locks in the corridor leading to the Fitness Room and separate/private Unisex Toilet/Shower Rooms each with a water closet, shower, lavatory and changing bench. The quantity of lockers would be based upon approximately 20% of City employees (or estimated by 2025 to be) 30 lockers.
  - A small day care center with a breast-feeding room was suggested by the staff during the Department interviews as a way to accommodate City employees with young children, especially newborns, which would aide with staff retention and recruitment while encouraging shorter maternity leaves. However, since the inclusion of a day care center involves other staffing and legal considerations, these spaces were not programmed at this time. A day care center would be better located in the desired Community Center.
- **Future Needed Program Areas:** The following table shows current and future Common Area Program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Breakroom	472	600	700	800
• Fitness Room	--	500	600	700
• Locker Room (in Corridor)	--	60	80	100
• 4 Unisex Toilet/Shower Rooms	--	400	400	400
Sub-Totals:		1,560	1,780	2,000
Tare Factor (20%):		390	445	500
<b>Totals:</b>	<b>1,950</b>	<b>2,225</b>		<b>2,500</b>

- **Summary Recommendation:** Both the Breakroom and Fitness Room should be located where there is natural light and access to the exterior to encourage use. Based upon the expansion of other areas in the building, we recommend locating them under the expanded Committee Meeting Rooms on the north side of the building. An adjacent terrace could be constructed that is partially in-ground and screened from the public with landscaping.

## ■ CLERK OF COUNCIL PROGRAM

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The Clerk of Council Department provides clerical support for City Council, Planning Commission, Board of Zoning Appeals, City Attorney and the Civil Service Commission. Clerical support includes preparing meeting agendas, minutes, legislation and scheduling the Council Chambers and the Committee Meeting Rooms as well as being a liaison between City Council, City administration and residents.

- **Location and Access:** The department occupies approximately 5,540 square feet on the west side of the First Floor of the City Hall building. Included in the existing area is the Council Chambers and the Committee Meeting Rooms. Access to the area is from the west end of the Center Lobby space on the First Floor.
- **Existing Working Conditions:** The Clerk of Council Department has many spaces that are being utilized by other departments and many spaces have become storage collectors.
- **Program Highlights:**
  - Because of the high volume of documents produced by the Clerk of Council office, much more counter space is needed in offices, clerical workstations and workroom. While the Clerk of Council staff feel their offices are adequate, enlarging them with more appropriate furnishings will help alleviate the “lack of space” feeling.
  - While there is an office designated for the City Attorney, this office is utilized by the Records Administrator. With our recommendation that the Records Administrator be relocated to the Basement with the Records Administration Department, the City Attorney’s office becomes available with the intent to hire a full-time City Attorney.
  - The Law Library was originally intended to be used as a law Reading Room, Conference Room and workstations for Council Members. Unfortunately, the Clerk of Court uses the room for attorneys, the prosecutor and the magistrate who meet and work there on court days. If the Clerk of Court functions are allocated elsewhere and space can be provided for their many items stored in the Law Library, then it is determined the Law Library space is adequate for its intended use including the Council Members workstations. The Law Library needs an audio/visual system and data connectivity.
  - The Law Library also needs to serve as a relaxation lounge for the staff’s 12 to 15 hour days on evenings when they are responsible for documenting meetings with City Council, Council Committee, Planning Commission and various Boards meetings.
  - All agree that the Council Chambers is adequate in size, configuration and general audio, visual and lighting control. However, some data connectivity is needed.

- Due to not having meeting space for larger meetings, civic gatherings, association meetings and training sessions, more than doubling the Committee Rooms is necessary. Such a size would accommodate approximately 58 people conference style and 135 people auditorium style. In addition, providing more flexibility in being able to divide the space into three or four rooms would allow other departments to utilize the spaces as back-up Conference Rooms and a needed training room.

The enlarged Committee Meeting Rooms would be an ideal arrangement for the variety of training needs of the Human Resources Department. A kitchenette with plenty of countertop space is needed for catering or serving food for large functions.

The rooms need to be designed with improved audio, visual, data and lighting controls. The room could be used as an alternative Emergency Operations Center until a more appropriate hardened location can be provided.

- While the existing Copy/Workroom is nearly adequate, the room suffers from a poor countertop layout and inefficient workspace. A bit more area better designed for copy production will improve the functionality of the room.
- Most of the department's storage is spread throughout various offices, the Law Library and Copy/Workroom. Space is needed to access active files while archive files can move to the Records Administration Department.
- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area	0	100
• Clerk of Council	115	160
• Senior Deputy Clerk	115	120
• Deputy Clerk (W)	64	100
• City Attorney	115	160
• Clerical Assistant 1 (PT, W)	42	80
• Law Library	265	400
• Copy/Workroom	240	300
• File Storage	40	200
• Council Chambers	2,080	2,080
• Committee Meeting Rooms	965	2,025
• Table & Chair Storage	190	500
• Kitchenette	--	120
Sub-Totals:	4,231	6,345
Tare Factor (24/20%):	<u>1,309</u>	<u>1,585</u>
<b>Totals:</b>	<b>5,540</b>	<b>7,930</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area	0	100	100	100
• Clerk of Council	115	160	160	160
• Senior Deputy Clerk	115	120	120	120
• Deputy Clerk (W)	64	100	100	100
• City Attorney	115	160	160	160
• Clerical Assistant 1 (PT, W)	42	80	80	80
• Law Library	265	400	400	400
• Copy/Workroom	240	300	300	400
• File Storage	40	200	200	200
• Council Chambers	2,080	2,080	2,080	2,080
• Committee Meeting Rooms	965	2,025	2,025	2,025
• Table & Chair Storage	190	500	500	500
• Kitchenette	--	120	120	120
• Assistant City Attorney			160	160
• City Attorney Assistant 1 (W)			100	100
• City Attorney Assistant 2 (W)				100
• City Attorney Assistant 3 (W)				100
• Clerical Assistant 2 (W)			80	80
Sub-Totals:	4,231	6,345	6,685	6,985
Tare Factor (24/20%):	<u>1,309</u>	<u>1,585</u>	<u>1,670</u>	<u>1,745</u>
<b>Totals:</b>	<b>5,540</b>	<b>7,930</b>	<b>8,355</b>	<b>8,730</b>

- **Summary Recommendation:** The current area needed is approximately 7,930 square feet compared to the 5,540 square feet currently occupied by the Clerk of Council Department. We recommend the Clerk of Council expand south of their existing space and the Committee Meeting Rooms expand north of the existing space.

## **■ CLERK OF COUNCIL / RECORDS ADMINISTRATION DEPARTMENT PROGRAM**

Storing the current (active) and permanent (archive) files has forced departments to put files into already over-crowded File/Storage Rooms. In fact, files were observed in several mechanical rooms in front of furnaces and electric panels. A lot of space is being wasted in offices and corridors that could otherwise be used for needed reception areas, offices, conference rooms and other program areas. As a result, we recommend creating a Records Administration Department for the handling, storing and retrieving of rarely used active files and archive files. The City staff in all Departments interviewed overwhelmingly supported the creation of centrally-located records storage area.

Establishing a Records Administration Department would require making the Records Administrator a full-time employee and hiring additional administrative staff in the future. While there may be security concerns regarding the logistics of filing and retrieving confidential information, any concerns would be addressed with proper administrative procedures and protocol.

- **Location and Access:** Since the Basement is already being used for a variety of file storage, we recommend the Basement be used for the Records Administration Department. Access would be via the two exit stairs or the elevator.
- **Existing Space Conditions:** With the suggestion to relocate the Breakroom from the Basement to the First Floor, we can make suggestions for organizing files in a way that will make the best use of the existing space that is available until the Basement area can be expanded as a result of other Department expansion projects.
- **Program Highlights:**
  - The Records Storage area must be secure from visitors and City employees as confidential information, such as tax records, financial data and personnel information will be stored there.
  - The Transfer Counter is for receiving and obtaining files from the Records Administrator. The area needs to include a small waiting area for those waiting for files. However, with the City Intranet system, documents requiring retrieving could be “preordered” to minimize wait time. The Transfer Counter should be located as close to the elevator as possible.
  - A Copy/Workroom with an abundant amount of countertop workspace is required for the sorting, labeling and organizing of files and file boxes prior to being stored as well as for scanning documents and the microfilm reader and printer.
  - A portion of the records storage area will be designed with a dry-chemical fire suppression system for safe-keeping.
  - The Basement environment is already conducive for file storage but a humidity and environmental control system needs to be added for preserving documents requiring indefinite retention.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception/Transfer Counter	--	120
• Records Administrator (FT)	* 115	160
• Records Clerk 1 (PT, W)	64	100
• Copy/Workroom	--	300
• Unisex Toilet	--	50
• Records Storage	** 870	2,000
Sub-Totals:	1,049	2,730
Tare Factor (10%):		305
<b>Totals:</b>		<b>3,035</b>

\* Currently occupying in the City Attorney Office

\*\* Located in rooms throughout City Hall but number represents space currently allocated to storage in the Basement.

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception/Transfer Counter	--	120	120	120
• Records Administrator Office	115	160	160	160
• Records Clerk 1 (FT, W)	64	100	100	100
• Copy/Workroom	--	300	300	300
• Unisex Toilet	--	50	50	50
• Records Storage	870	2,000	3,000	4,000
• Records Clerk 2 (W)			100	100
Sub-Totals:	1,049	2,730	3,830	4,830
Tare Factor (10%):		305	425	535
<b>Totals:</b>		<b>3,035</b>	<b>4,255</b>	<b>5,365</b>

- **Summary Recommendation:** The current area needed is approximately 3,035 square feet. However, since the Basement (available storage area) is only 1,592 square feet, until the Basement can be expanded, alternative rooms in the building may have to be used to offset the storage requirements and/or the Records Administrator may have to share an office with the Copy/Workroom.

When the building is expanded for the Clerk of Council and a new Breakroom, we recommend constructing the new space over a Basement area so that the Records Administration Department can be expanded into that space to allow for the continued retention of current and future records.

## ■ CLERK OF COURT PROGRAM

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The Clerk of Court is responsible for maintaining all court records, dockets and case files for all traffic and criminal charges within the City of Gahanna filed by the Police Department, Tax Department, Zoning Department and Animal Control. This program defines the spaces needed to operate adequately today in its current location or in a separate Justice Center.

- **Location and Access:** The department occupies approximately 1,950 square feet at the western side of the inner core of the Floor Floor of the City Hall building. Access to the area is via two doors in the Center Lobby space on the First Floor.
- **Existing Working Conditions:** All those who work in and visit City Hall are aware of the safety concerns of having the Clerk of Court at the end of the Lobby with no secure means of transporting prisoners from the Police Department to City Hall. The Clerk of Court Department is squeezed in a windowless space with inadequate space for files as well as inadequate space for attorneys, prosecutor and magistrate as well as the prosecutor to safely and effectively work.
- **Program Highlights:**
  - The Clerk of Court offices should have a Reception Area for those (i.e., attorneys, prosecutor, magistrate) visiting the Clerk on “good” terms.
  - The existing Public Waiting Area with approximately 50 seats is barely adequate for cases heard on Court days and the high quantity of chairs (in the space available) do not meet the current building code. This area will need to be expanded as the City grows and the quantity of cases rise.
  - Larger offices and workstation cubicals are needed to allow for more efficient and desirable work environment.
  - Offices are needed for the Prosecutor and Magistrates to work privately.
  - Conference Rooms are needed for attorneys to meet with their Clients. A separate Conference Room is needed for the Clerk staff and visitors who meet with the Clerk staff, prosecutor and magistrate. A small break area with Kitchenette is needed on Court day because there is no “lunch hour” for the staff, prosecutor and magistrate. This function could be combined with the staff Conference Room.
  - A Copy/Workroom with layout space is needed in lieu of making copies in an exit corridor and scanning documents in a workstation cubical. Copy paper is stored in an exit Vestibule.
  - While a case File Storage Room exists, it is severely undersized as active case files are being stored in an exit corridor.
  - The Law Library is used infrequently but a necessary function for processing court cases. When it is needed, it is inconveniently located in the Council Office which is *their* Conference Room and for Council workstations. Thus, a separate Law Library dedicated solely for the Clerk of Court needs to be created.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their exist area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area	56	120
• Public Waiting Area (for 60)	360	500
• Clerk of Court	133	200
• 2 Deputy Clerk of Courts (W)	80	200
• Clerical Support 1 (PT,W)	40	80
• Staff Conference Room (for 6)	--	170
• Prosecutor 1	--	160
• Prosecutor 2	--	160
• Magistrate 1	--	160
• Attorney Conference Room 1	133	140
• Attorney Conference Room 2	--	140
• Law Library	--	265
• Copy/Workroom	--	120
• File Storage Room	465	800
Sub-Totals:	<u>1,267</u>	<u>3,215</u>
Tare Factor (35/20%):	<u>681</u>	<u>805</u>
<b>Totals:</b>	<b>1,950</b>	<b>4,020</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area	56	120	120	120
• Public Waiting Area (for 60)	360	500	500	500
• Clerk of Court	133	200	200	200
• 2 Deputy Clerk of Courts (W)	80	200	200	200
• Clerical Support 1 (PT, W)	40	80	80	80
• Staff Conference Room (for 6)	--	170	170	170
• Prosecutor 1	--	160	160	160
• Prosecutor 2	--	160	160	160
• Magistrate 1	--	160	160	160
• Attorney Conference Room 1	133	140	140	140
• Attorney Conference Room 2	--	140	140	140
• Law Library	--	265	265	265
• Copy/Workroom	--	120	120	120
• File Storage Room	465	800	800	800
• Probation Officer			160	160
• Probation Assistant (W)			100	100
• Deputy Clerk 3 (W)			100	100
• Deputy Clerk 4 (W)				100
Sub-Totals:	<u>1,267</u>	<u>3,215</u>	<u>3,575</u>	<u>3,675</u>
Tare Factor (35/20%):	<u>681</u>	<u>805</u>	<u>895</u>	<u>920</u>
<b>Totals:</b>	<b>1,950</b>	<b>4,020</b>	<b>4,470</b>	<b>4,495</b>

- **Summary Recommendation:** The current area needed is approximately 4,020 square feet compared to the 1,950 square feet currently occupied by the Clerk of Court. Until the Clerk of Court is relocated to a Justice Center, we recommend the Clerk of Court expand south of their existing space with the Clerk of Council.

## ■ DEVELOPMENT DEPARTMENT PROGRAM

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The Development Department oversees all zoning, building and code enforcement as well as economic development, land use planning, community development, business support and business incentives.

- **Location and Access:** The department occupies approximately 2,240 square feet on the south side of the Second Floor of the City Hall building in a space shared with the Mayor's Office. Access to the area is from the Center Lobby space on the Second Floor or via two staff entrances on the east and west exit corridors to the Exit Stairs.
- **Existing Space Conditions:** As with many other departments, the Development Department has continued to grow with no additional space available. In addition, a once-used Storage Room was recently converted into a Community Room.
- **Program Highlights:**
  - There are frequent walk-in visitors and others who have made appointments with staff. As a result, the Reception Area becomes congested with no where to sit. In addition, those who frequently visit the Development Department use the side entrances and go unnoticed to the person they are there to see which is distracting to others.
  - A formal entrance with an enclosed Reception Area should be created with easy access to a Conference Room. There is a lot of wasted circulation space that could be better utilized for a Reception Area or offices. The Reception control area will prevent visitors from wandering through the department.
  - Offices are needed for staff personnel working in open cubicals discussing confidential or sensitive matters, such as the Code Enforcement Officer who many times deals with angry residents.
  - Two 16-person Conference Rooms are needed for private meetings with residents and or developers. In many instances, matters discussed are sensitive or confidential.
  - A Copy/Workroom is needed for preparing packets for Planning Commission meetings and workshops in addition to other promotional and information packets that are prepared for businesses, developers, Groundhog Day, Columbus Monthly insert, etc. While there is currently a central location for the copy machine, there is no layout counter space.
  - A File/Storage Room of sufficient size is needed for a variety of items such as project files, Planning Commission submittals, drawings, promotional items, display booth, etc.
  - The suggestion of a Records Administration Department was determined acceptable.
  - There is a lot of wasted space devoted to corridors and circulation (as seen with the Tare Factor for the current department listed below) that could otherwise be used more effectively for program spaces.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area (8 seats)	--	200
• Director of Development	218	200
• Deputy Dir. of Development	156	180
• Zoning Administrator	144	160
• Environ. & Comm. Planner	119	160
• Chief Building Official	120	200
• Code Enforcement Officer 1	60	120
• Building Inspector 1 (W)	60	80
• Administrative Assistant (W)	70	100
• Admin. Secretary/Recep. (W)	88	100
• Asst. Admin. Sec./Recep (W)	69	100
• 2 Summer Intern Planners (W)	75	160
• 2 Conference Room (16 seats)	--	560
• Copier/Workroom	109	160
• File Storage	<u>109</u>	<u>300</u>
Sub-Totals:	1,397	2,780
Tare Factor (38/20%):	<u>843</u>	<u>695</u>
<b>Totals:</b>	<b>2,240</b>	<b>3,475</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area (8 seats)	--	200	300	300
• Director of Development	218	200	200	200
• Deputy Dir. of Development	156	180	180	180
• Zoning Administrator	144	160	160	160
• Environ. & Comm. Planner	119	160	160	160
• Chief Building Official	120	200	200	200
• Code Enforcement Officer	60	120	120	120
• Building Inspector 1 (W)	60	80	80	80
• Administrative Assistant (W)	70	100	100	100
• Admin. Secretary/Recep. (W)	88	100	100	100
• Asst. Admin. Sec/Recep. (W)	69	100	100	100
• 2 Summer Intern Planners (W)	75	160	160	160
• 2 Conference Room (16 seats)	--	560	560	560
• Copier/Workroom	109	160	160	160
• File Storage	<u>109</u>	<u>300</u>	<u>400</u>	<u>400</u>
• Planner			160	160
• Code Enforcement Officer 2			<u>120</u>	<u>120</u>
Sub-Totals:	1,397	2,780	3,300	3,300
Tare Factor (38/20%):	<u>843</u>	<u>695</u>	<u>825</u>	<u>825</u>
<b>Totals:</b>	<b>2,240</b>	<b>3,475</b>	<b>4,125</b>	<b>4,125</b>

- **Summary Recommendation:** The current area needed is approximately 3,475 square feet compared to the 2,240 square feet currently occupied by the Development Department. We recommend expanding the Department in one or several directions to achieve the needed area.

## ■ FINANCE DEPARTMENT PROGRAM

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The Finance Department is responsible for caring for the revenue of the City, paying bills timely and assuring accurate reporting as well as the budgeting, accounting, reporting, payroll, and accounts payable and receivables for the City's finances.

- **Location and Access:** The department occupies approximately 2,325 square feet on the west side of the Second Floor of the City Hall building. Access to the area is from the Center Lobby space on the Second Floor or via two staff entrances on the east and west exit corridors to the Exit Stairs.
- **Existing Working Conditions:** The Finance Department shares an area, including the use of Conference Room for approximately 8 people, with the Human Resources Department and the Information Technology Department. While the Finance Department Account Clerk and the Human Resources Coordinator are stationed near the entrance to the area, there is no formal reception or greeting area, thus allowing visitors to freely roam the area. People seeking seasonal work positions with the Human Resources Department and the Information Technology staff coming and going is disruptive to the Finance Department.
- **Program Highlights:**
  - The Finance Department should be in its own secure area not shared with other departments. Since the Finance Department does not interact with the public as much as the Human Resources and Information Technology Departments, its location public view is not critical.
  - A Reception/control area is recommended for preventing pedestrian traffic from roaming through the department
  - Offices are needed for staff personnel working in open cubicals discussing confidential matters.
  - City employees requesting Purchase Orders and the Finance Department processing them is awkward without needed privacy. The desired forthcoming on-line software is hopeful of minimizing the problem.
  - Storage space is needed for the multitude of confidential payroll and financial records of the City.
  - Future space needs are somewhat dependent upon availability of future computer software which may reduce requirements for data entry.
  - While a Conference Room is not needed on a daily basis, private space for the County and State Auditors is needed either in a Conference Room or in workstations (as programmed).
  - Prior to adding an Administrative Assistant who would also serve as the Receptionist, the Accounting Technician would remain the unofficial Receptionist until the position is filled.
  - The suggestion of a Records Administration Department was determined acceptable but further discussion is needed about the logistics of filing and retrieving confidential information.

- There is a lot of wasted space devoted to corridors and circulation (as seen with the Tare Factor for the current department listed below) that could otherwise be used more effectively for program spaces.
- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area (4 seats)	--	250
• Director of Finance	231	200
• Deputy Director of Finance	189	180
• Payroll Coordinator	108	160
• Accounting Technician (or W)	108	120
• 2 Part-time Clerks (W)	60	160
• 2 Auditors Workstations (W)	117	160
• Administrative Assistant (W)	--	100
• Copier/Workroom	25	120
• Conference Room (10 seats)	342	240
• File Storage	154	400
• Auction Item Storage (off site)	--	400
Sub-Totals:	1,334	2,490
Tare Factor (43/20%):	991	625
<b>Totals:</b>	<b>2,325</b>	<b>3,115</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area (5 seats)	--	250	200	200
• Director of Finance	231	200	200	200
• Deputy Director of Finance	189	180	180	180
• Payroll Coordinator	108	160	160	160
• Accounting Technician (or W)	108	120	120	120
• 2 Part-time Clerks	60	160	160	160
• 2 Auditors Workstations (W)	117	160	160	160
• Administrative Assistant (W)	--	100	100	100
• Copier/Workroom	25	120	120	120
• Conference Room (10 seats)	342	240	240	240
• File Storage	154	400	400	400
• Auction Item Storage (off site)	--	200	200	200
Sub-Totals:	1,334	2,490	2,490	2,490
Tare Factor (43/20%):	991	625	625	625
<b>Totals:</b>	<b>2,325</b>	<b>3,115</b>	<b>3,115</b>	<b>3,115</b>

- **Summary Recommendation:** The current area needed is approximately 3,115 square feet compared to the 2,325 square feet currently occupied by the Finance Department. Considering the Information Technology Department's main server room is in a fixed location, we recommend moving the Human Resources Department to another location and splitting the remaining area into two separate departments for Finance Department and the Information Technology Department.

## **■ FINANCE DEPARTMENT / TAX ACCOUNTING AREA PROGRAM**

The Tax Accounting Department is responsible for collecting and processing City revenue including income and real estate taxes as well as collecting fines for the Clerk of Courts, collecting deposits from other Departments and coordinating City employee withholdings.

- **Location and Access:** The Tax Accounting Department occupies approximately 1,365 square feet on the eastern portion of the south side of the First Floor of the City Hall building. Access to the area is from the east side of Center Lobby space on the First Floor combined with Water Utilities Billing and the Parks and Recreation Department payment counters.
- **Existing Working Conditions:** The department suffers from a misuse of excessive wasted space devoted to corridors and circulation. More importantly, private space is needed to discuss confidential financial information with residents. Future space needs are somewhat dependent upon availability of future computer software which may reduce requirements for data entry and the hiring of additional staff.
- **Program Highlights:**
  - The Tax Accounting Department should remain on the First Floor since a lot of Gahanna residents and other City employees come to the Department frequently. In addition, the night drop box is on the east face of the building.
  - While most of the staff of this department can function in cubical workstations, additional workstations are needed for the part-time and seasonal staff and the workstations need to be large enough to spread out paperwork.
  - A more secure Reception/Counter Area is needed due to the exchange of tax payments which many times paid in cash.
  - Individual meeting rooms or privacy screens are needed for discussing confidential financial information with citizens that last up to 15 minutes per visit. The quantity of visits by citizens requiring a consultation vary from an average of 5 to 6 per day up to 15 per day, especially in March and April when a line forms in the Corridor.
  - A Copy/Workroom is needed for copying and collating tax documents, checks and deposits.
  - A secure File Storage Room is needed for the multitude of tax records and paper supply. This Department would benefit from the creation of a Records Administration Department. However, the suggestion of a Records Administration Department was determined acceptable but further discussion is needed about the logistics of filing and retrieving confidential information.
  - There is a lot of wasted space devoted to corridors and circulation (as seen with the Tare Factor for the current department listed below) that could otherwise be used more effectively for program spaces.
  - A larger night drop box is needed that is comparable to a bank night deposit box for other departments that drop off money.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Tax Administrator	150	180
• Income Tax Clerk (W)	36	80
• 3 Tax Auditors (W)	108	240
• 3 Filing Clerks (PT, W)	108	240
• Reception Area/Counter	54	200
• Consultation Rooms (2)	--	200
• Vault Room	--	100 (incl. in File/Storage Room)
• Copy/Workroom	64	160
• File Storage Room	<u>223</u>	<u>300</u>
Sub-Totals:	743	1,700
Tare Factor (46/20%):	<u>622</u>	<u>425</u>
<b>Totals:</b>	<b><u>1,365</u></b>	<b><u>2,125</u></b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Tax Administrator	150	180	180	180
• Income Tax Clerk (W)	36	80	80	80
• 3 Tax Auditors (W)	108	240	240	240
• 3 Filing Clerks (PT, W)	108	240	240	240
• Reception Area/Counter	54	200	200	200
• Consultation Rooms (2)	--	200	200	200
• Vault Room	--	100	100	100
• Copy/Workroom	64	160	160	160
• File Storage Room	223	300	300	300
• Clerk/Tax Auditor (W)			80	80
Sub-Totals:	743	1,700	1,780	1,780
Tare Factor (46/20%):	<u>622</u>	<u>425</u>	<u>445</u>	<u>445</u>
<b>Totals:</b>	<b><u>1,365</u></b>	<b><u>2,125</u></b>	<b><u>2,225</u></b>	<b><u>2,225</u></b>

- **Summary Recommendation:** The current area needed is approximately 2,225 square feet compared to the 1,365 square feet currently occupied by the Tax Administration Department. Until additional space becomes available in City Hall as a result of Parks and Recreation moving to a Community Center, we recommend expanding the Tax Administration area south and west to accommodate the needed spaces.

## ■ HUMAN RESOURCES DEPARTMENT PROGRAM

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The Human Resources Department is responsible for employment issues of the City's personnel including recruiting, hiring, employee relations, labor relations, discipline, salary and benefit administration, labor law, policy and contract interpretation, worker's compensation, safety administration, coaching and training.

- **Location and Access:** The department occupies approximately 570 square feet on the west side of the Second Floor of the City Hall building. Access to the area is from the Center Lobby space on the Second Floor or via two staff entrances on the east and west exit corridors to the Exit Stairs.
- **Existing Working Conditions:** The Human Resources Department shares an area, including the use of Conference Room for approximately 8 people, with the Finance Department and the Information Technology Department. While the Human Resources Coordinator and the Finance Department Account Clerk are stationed near the entrance to the area, there is no formal reception or greeting area, thus allowing visitors to freely roam the area. People seeking seasonal work positions with the Human Resources Department is disruptive to the Finance Department.

- **Program Highlights:**

- The Human Resources Department should be in a more private area not shared with other Departments due to confidential matters that are discussed frequently by all staff members of the department with job applicants.
- A Reception Area with a service counter is necessary to greet and welcome citizens applying for positions in the City. The Human Resources Coordinator would continue in this capacity until an Administrative Assistant is hired.
- While the office and workstation of the current staff is adequate, there is not space for accommodating additional staff.
- A Conference Room is needed for interviews with potential employees and discussing confidential personal matters with City employees. Daily meetings with 2 to 5 people are common with meetings of 6 to 15 people common several times a month.
- A Workroom is needed for copying and collating of personnel handbooks and frequent projects.
- A secure Storage Room is needed for storing personnel files, insurance policies and regulations.
- It is desirable to have an information area that allows citizens to learn more about available positions and for filling out job applications.
- A flexible Training Room is needed for coaching and training City employees, which must have proper audio/visual capabilities. With the recommendation of the Committee Meeting Rooms expanding as part of the Clerk of Council, the expansion should meet the needs of the Human Resources Department. Included with the expanded Committee Meeting Rooms is additional storage and a Kitchenette for catering meals.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Director of Human Resources	272	225
• Human Resources Coord. (W)	117	100
• Reception Area (for 8)	65	160
• Conference Room (for 16)	--	280
• Copy/Workroom	--	160
• File Storage Room/Area	--	120
• Training Room	--	* --
Sub-Totals:	454	1,045
Tare Factor (21/20%):	<u>116</u>	<u>260</u>
<b>Totals:</b>	<b>570</b>	<b>1,305</b>

\* Refer to Clerk of Council Program for description of Training Room

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Director of Human Resources	272	225	225	225
• Human Resources Coord. (W)	117	100	100	100
• Reception Area (for 8)	65	160	160	160
• Conference Room (for 16)	--	280	280	280
• Copy/Workroom	--	160	160	160
• File Storage Room/Area	--	120	120	120
• Deputy Director of HR			160	160
• Administrative Assistant (W)			100	100
• Human Resources Aide (PT, W)			<u>80</u>	<u>80</u>
Sub-Totals:	454	1,045	1,385	1,385
Tare Factor (21/20%):	<u>116</u>	<u>260</u>	<u>345</u>	<u>345</u>
<b>Totals:</b>	<b>570</b>	<b>1,305</b>	<b>1,730</b>	<b>1,730</b>

- **Summary Recommendation:** The current area needed is approximately 1,305 square feet compared to the 570 square feet currently occupied by the Human Resources Department. Until additional spaces become available in City Hall, we recommend the Human Resources Department be expanded west above the expanded Committee Meeting Rooms.

## ■ INFORMATION TECHNOLOGY PROGRAM

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The Information Technology Department is responsible for maintaining the City's computer systems, including hardware and software, and providing the necessary technical support. The Department also manages the City's Geographic Information System (GIS).

- **Location and Access:** The department occupies approximately 1,005 square feet on the west side of the Second Floor of the City Hall building. Access to the area is from the Center Lobby space on the Second Floor or via two staff entrances on the east and west exit corridors to the Exit Stairs.
- **Existing Working Conditions:** The Information Technology Department shares an area, including the use of Conference Room for approximately 8 people, with the Finance Department and the Human Resources Department.
- **Program Highlights:**
  - The Information Technology Department should be in its own secure area not shared with other Departments with limited access doors.
  - Since the main Server Room has already been wired to a location in the northeast corner of the Second Floor, the Information Technology Department should remain in its current location but with their offices and workstations located closer together.
  - Larger workstation cubicals are needed for workspace and storage of technical manuals.
  - A Reception area and Conference Room are not needed but access to a Conference Room is needed for staff meetings.
  - A large Workroom is needed for the storage of new and used computers, storage of computer parts and work area for unpacking and testing new equipment as well as repairing existing equipment.
  - There is little contact with the public but staff in this department visit computers in other departments frequently.
  - Larger, enclosed and secure wiring and server closets are needed in all of the City's facilities (a part of the Tare Factor of all other department programs).
  - It is desirable to have access to a Training Room for computer and software training. The expanded Committee Meeting Rooms should accommodate this need.
  - Since the room is secure and air conditioned, new computers and printers are stored in the already-cramped Server Room while used computers are stored wherever possible. Space that is properly air conditioned and ventilated is needed to appropriately store new and used computer equipment.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Director of Information Tech.	126	200
• Network Administrator 1 (W)	36	100
• Desktop Support Tech 1 (W)	36	100
• GIS Administrator	170	180
• GIS Technician 1 (W)	36	100
• Computer Repair Room	210	300
• New Hardware Storage Room	--	160
• Used Hardware Storage Room	--	160
• Building Server Room	<u>220</u>	<u>220</u>
Sub-Totals:	834	1,520
Tare Factor (17/20%):	<u>171</u>	<u>380</u>
<b>Totals:</b>	<b>1,005</b>	<b>1,900</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Director of Information Tech.	126	200	200	200
• Network Administrator 1 (W)	36	100	100	100
• Desktop Support Tech 1 (W)	36	100	100	100
• GIS Administrator	170	180	180	180
• GIS Technician 1 (W)	36	100	100	100
• Computer Repair Room	210	300	300	300
• New Hardware Storage Room	--	160	160	160
• Used Hardware Storage Room	--	160	160	160
• Building Server Room	220	220	220	220
• Project Manager (W)			80	80
• Network Administrator 2 (W)				80
• Desktop Support Tech 2 (W)				80
• Desktop Support Tech 3 (W)				80
• GIS Technician 2 (W)				80
• GIS Technician 3 (W)				80
Sub-Totals:	834	1,520	1,600	2,000
Tare Factor (23/20%):	<u>171</u>	<u>380</u>	<u>400</u>	<u>500</u>
<b>Totals:</b>	<b>1,005</b>	<b>1,900</b>	<b>2,000</b>	<b>2,500</b>

- **Summary Recommendation:** The current area needed is approximately 1,900 square feet compared to the 1,005 square feet currently occupied by the Information Technology Department. Considering that the Information Technology Department's main Server Room is in a fixed location, we recommend expanding the department in its current location by adjusting the location of the Finance and Human Resources Departments as indicated in their respective programs with the Information Technology hidden from public view with limited access by other City employees.

## ■ MAYOR'S OFFICE PROGRAM

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The Mayor's Office is responsible for managing and overseeing the operation of all City services and departments while taking into consideration the desires of the residents, local businesses and Council. For the purposes of programming, the Emergency Management Office is also included with the Mayor's Office. The Emergency Management Office is responsible for facility security, safety and protocol for emergency situations such as terrorism or violent storms.

- **Location and Access:** The Mayor's Office was recently relocated to the southwest corner of the Second Floor of the City Hall building and occupies approximately 1,450 square feet. Access to the area is from the Center Lobby space on the Second Floor or via two staff entrances on the east and west exit corridors to the Exit Stairs.
- **Existing Working Conditions:** The Administrative Assistants for the Development Department serve as Receptionists for the Mayor's Office but the entrance space is not secure and allows for visitors to roam freely.
- **Program Highlights:**
  - The current size and arrangement of offices for the Mayor and Executive Assistant are adequate with the Development Department Administrative Assistants continuing as Receptionists.
  - A modest size Copy/Workroom is needed but could be shared with another Department if located appropriately. For programming purposes, a Copy/Workroom was not included herein.
  - Having one full-time Clerical Assistant is being considered in lieu of two part-time Clerical Assistants. If so, then the space noted below as 160 square feet could be reduced to 100 square feet.
  - The future offices noted below are defined as executive offices since the positions require a 4-top conference table in their offices due to expected frequency of meeting with small groups.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Mayor's Office	275	275
• Executive Assistant	144	145
• Clerical Assistants (FT, W)	96	100
• 2 Clerical Assistants (PT, W)	100	160
• Director of Emerg. Mgmt.	130	180
• Conference Room (for 12)	220	240
• File Storage Room	--	<u>100</u>
Sub-Totals:	965	1,200
Tare Factor (33/20%):	<u>485</u>	<u>300</u>
<b>Totals:</b>	<b>1,450</b>	<b>1,500</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Mayor's Office	275	275	275	275
• Executive Assistant	144	145	200	200
• Clerical Assistants (FT, W)	96	100	100	100
• 2 Clerical Assistants (PT, W)	100	160	160	160
• Director of Emerg. Mgmt.	130	180	180	180
• Conference Room (for 12)	220	240	240	240
• File Storage Room	--	100	100	100
• Director of Admin. Services			180	180
• Public Information Officer			180	180
• Purchasing Agent			<u>180</u>	<u>180</u>
Sub-Totals:	965	1,200	1,795	1,795
Tare Factor (26/20%):	<u>485</u>	<u>300</u>	<u>450</u>	<u>450</u>
<b>Totals:</b>	<b>1,450</b>	<b>1,500</b>	<b>2,245</b>	<b>2,245</b>

- **Summary Recommendation:** The current area needed is approximately 1,500 square feet compared to the 1,450 square feet currently occupied by the Mayor's Office.

## **PARKS & RECREATION DEPARTMENT**

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### **ADMINISTRATIVE OFFICES PROGRAM**

The Parks and Recreation Department maintains the City's parks and pools and provides a variety of recreational opportunities for young children and adults. The Parks and Recreation Department facilities include the Administrative Offices, Senior Center, Golf Course and Clubhouse, and Park Maintenance Building. The Department is also responsible for the public pools and parks but these facilities were addressed in the 2006 Parks & Recreation 10-Year Master Plan.

- **Location and Access:** The department occupies approximately 1,290 square feet on the west portion of the south side of the Floor Floor of the City Hall building. Access to the area is from the Center Lobby space on the First Floor shared with the Utilities Billing and Tax Accounting Departments.
- **Existing Space Conditions:** The Parks and Recreation Department recently relocated to a more confined space with no space for growth. In fact, a few workstations are shared by multiple people.
- **Program Highlights:**
  - Ultimately, the Parks and Recreation Department should be located in the future Community Center. This Program addresses the space needs for the Department either remaining at City Hall or at a new location.
  - Being combined with Utilities Billing and Tax Accounting bill payment counters, the space is loud, uninviting and difficult to control young children, thus disrupting the work environment. The Parks and Recreation Department should have its own Reception Area and payment counter including a place for brochures and seating in an environment that is exciting and encourages involvement in the City's recreational opportunities.
  - Offices are needed for the many staff positions crammed into existing cubicals. The Deputy Director's office is a windowless, once-used storage room while others share cubicals with barely a 36" wide worksurface. A Marketing Coordinator position is budgeted to be filled this year and an office is not available.
  - The Parks and Recreation Department relies on community meeting space, which is minimal, to conduct its activities. For example, summer day camps are closed out because there is not sufficient space available. The Golf Course Community Room is the City's only "community space" and is booked nearly fulltime and has many permanent weekly commitments.
  - While the Golf Course Superintendent and the Senior Center Supervisor are a part of the Parks and Recreation Department, please refer to their respective Needs Assessment Programs for the offices and related program spaces of these positions.
  - A Conference Room is needed for a variety of uses including interviewing summer positions and frequent staff meetings.

- A Copy/Workroom is needed for preparing a multitude of workshop and day camp handouts in addition to other promotional and information packets prepared for marketing the recreational opportunities.
- Although the Department does not create an endless flow of paper files, a Storage Room of sufficient size is needed for storing a variety of items such as promotional items, display booth, etc.
- The suggestion of a Records Administration Department was determined acceptable.
- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area/Counter (4 seats)	73	120
• Director of Parks & Recs	144	200
• Deputy Director of Parks & Recs	81	160
• Recreation Superintendent (W)	64	100
• Recreation Supervisor 1 (W)	48	100
• Adult Sports League Coordinator (W)	* 12	100
• Birthday Party Coordinator (W)	* 12	100
• Public Information Coordinator (W)	* 12	100
• Aquatics Coordinator (W)	24	100
• Administrative Assistant 1 (W)	64	100
• Front Desk Coordinator (W)	85	100
• Conference Room (10 seats)	80	240
• Copy/Workroom	10	160
• Storage Room	60	400
Sub-Totals:	769	2,080
Tare Factor (40/20%):	521	520
<b>Totals:</b>	<b>1,290</b>	<b>2,600</b>

\* All three positions share a 36 s.f. workstation

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area/Counter (4 seats)	73	120	120	120
• Director of Parks & Recs	144	200	200	200
• Deputy Director of Parks & Recs	81	160	160	160
• Recreation Superintendent (W)	64	100	100	100
• Recreation Supervisor (W)	48	100	100	100
• Adult Sports League Coordinator (W)	12	100	100	100
• Birthday Party Coordinator (W)	12	100	100	100
• Public Information Coordinator (W)	12	100	100	100
• Aquatics Coordinator (W)	24	100	100	100
• Administrative Assistant 1 (W)	64	100	100	100
• Front Desk Coordinator (W)	85	100	100	100
• Conference Room (10 seats)	80	240	240	240
• Copy/Workroom	10	160	160	200
• Storage Room	60	400	500	600
• Marketing Coordinator			160	160
• Recreational Supervisor 2 (W)			100	100
• Recreational Supervisor 3 (W)				100
• Recreational Supervisor 4 (W)				100
• Administrative Assistant 2 (W)				<u>100</u>
Sub-Totals:	769	2,080	2,440	2,880
Tare Factor (40/20%):	<u>521</u>	<u>520</u>	<u>610</u>	<u>720</u>
<b>Totals:</b>	<b>1,290</b>	<b>2,600</b>	<b>3,050</b>	<b>3,600</b>

- **Summary Recommendation:** The current area needed is approximately 2,600 square feet compared to the 1,290 square feet currently occupied by the Parks and Recreation Department. We recommend the Parks and Recreation Department expand to the south and west to achieve the required area until a Community Center is constructed. A separate Reception Area should be created from the area combined with the Utilities Billing and Tax Accounting Departments.

## **PARKS & RECREATION DEPARTMENT /** **COMMUNITY CENTER PROGRAM**

The City of Gahanna is considering a Community Center administered by the Parks and Recreation Department. A Community Center would include the Senior Center.

- **Location and Access:** A location has not been determined but the preferred location is on the site of the existing Parks Maintenance Building and the Service Department Streets and Utilities Division. As a result, the Community Center would be near the "center" of the community.
- **Existing Space Conditions:** Most of the functions of the Community Center are not currently located within the City of Gahanna. However, the Gahanna YMCA and Senior Center already contain several functions but are limited on community meeting space.
- **Proposed Program Areas:** The following lists the program spaces with the approximate area (square footage):

<u>Administrative Areas:</u>	<u>Area (square feet)</u>
• <b>Entrance Vestibule</b> - Airlock	100
• <b>Central Gathering Area</b> - Seating, hidden vending area, directories, activity boards	300
• <b>Registration Counter</b> - 20' countertop to monitor visitors, sign-in, registration - 2-3 workstations with visibility to program areas - Security monitors, form storage	300
• <b>Director</b> - Executive office with 4-top conference table	180
• <b>Assistant Director</b> - Managerial office	160
• <b>Copy/Workroom</b> - Copier, fax, office supplies	100
• <b>Men's Toilet/Locker Room</b> - 2 water closets, 2 urinals, 2 lavatories, 4 showers, 40 lockers (100 lockers, 6 showers with Natatorium Option - 750 sf)	500
• <b>Women's Toilet/Locker Room</b> - 2 water closets, 2 urinals, 2 lavatories, 4 showers, 40 lockers (100 lockers, 6 showers with Natatorium Option - 750 sf)	500
• <b>Special Needs Toilet/Locker Room (4 @ 100 sf each)</b> - ADA accessible private family room with water closet, shower & lav - 10 lockers in corridor	400

• <b>Janitor Closet</b>	100
- Mop basin, janitor cart, cleaning & toiletry supplies	
• <b>General Building Storage</b>	400

**Activity Areas:**

• <b>Gymnasium</b>	7,350
- 1 Full BB court, 2 half BB courts, volleyball, badminton	
- Sideline area for folding/movable bleachers, cubbies	
- Overhead running track	
• <b>Gym Storage</b>	500
- Sports equipment storage (doors to face Gym!!)	
• <b>Physical Fitness Director's Office</b>	120
- Staff office to work and meet with users overlooking Gym	
- Within Gymnasium	
• <b>Wellness Center</b>	3,000
- Cardiovascular area, free weight area, floor exercise area	
- Mirror, televisions, fans, cubbies, etc.	
• <b>Wellness Director</b>	120
- Staff office to work and meet with users overlooking Wellness Center	
- Within Wellness Center	
• <b>Aerobics/Dance/Gymnastics Room</b>	1,700
- Aerobics dance floor, gymnastics, cheerleading practice, cubbies	
• <b>Aerobics/Dance/Gymnastics Storage Room</b>	500
- Exercise mats, gymnastics equipment	
• <b>Youth Center</b>	2,000
- Ping pong, billiards, video games, lounge area	
- Snack shop with wireless internet, outdoor lounge	
• <b>Nursery</b>	200
- Temporary care of infants and toddlers	
- Attached toilet	
• <b>Multi-Purpose Rooms (3 @ 750 sf each)</b>	2,250
- 750 sf will accommodate 20 people conference style,	
- 50 people auditorium style; combined room of 2,250 sf	
- will accommodate 90 banquet style	
- Each room with 12' countertop, sink, wall & base cabinets	
- Audio/visual/network outlets in walls & ceiling	
- Movable sound wall partitions between rooms	
• <b>Equipment Storage Room</b>	200
- Tables, chairs, A/V equipment	

• <b>Kitchen</b>	200	
- Food prep area for in-house and catered events		
- Island for cooking classes		
- Dual use for Senior Center		
• <b>Pantry</b>	100	
- Storage of bulk items		
<b><u>Senior Center:</u></b>		
• <b>Entrance Vestibule</b>	100	
- Connected to Community Center but with separate front door and parking area		
• <b>Reception/Lounge Area</b>	400	
• <b>Coat Room</b>	80	
• <b>Senior Center Director's Office</b>	180	
• <b>Assistants' Workspace</b>	120	
• <b>Copy/Workroom</b>	100	
• <b>Health Screening Room</b>	220	
- Medical Supply Closet (50)		
- Toilet (50)		
• <b>Men's Toilet Room</b>	240	
• <b>Women's Toilet Room</b>	240	
• <b>Multi-Purpose Room (2 @ 1,000 sf each)</b>	2,000	
- Locate adjacent to Community Center Multi-Purpose Rooms		
- Raised stage at one end		
- Combined room of 2,000 sf will accommodate 80 banquet style		
• <b>Arts and Crafts Rooms (2 @ 450 sf each)</b>	900	
• <b>Kiln/Drying Room</b>	100	
• <b>Craft Storage Room</b>	200	
• <b>Kitchen</b>	0	
- Combined with Community Center		
• <b>Reading Room</b>	<u>350</u>	
	Sub-Total:	26,510
	Tare Factor (20%):	<u>6,630</u>
	<b>Total:</b>	<b>33,140</b>

**Natatorium Option:**

• <b>Natatorium</b>	7,000
- 6-Lane lap pool, Olympic length, no diving boards, cubbies	
• <b>Youth/Therapy Pool</b>	7,000
- Zero clearance entry, slide(s), lazy river, whirlpool	
• <b>Aquatic Director's Office</b>	120
- Staff office to work and meet with users	
• <b>Pool Storage</b>	500
- Pool supplies, paddle boards, educational equipment	
• <b>Pool Mechanical Room</b>	300
- Not a part of Tare Factor due to size significance	
• <b>Pool Viewing Area</b>	500
- Parent viewing area not accessible to pool, vending nearby	
Sub-Total:	15,420
Tare Factor (20%):	<u>3,855</u>
Total:	<b>19,275</b>

## **PARKS & RECREATION DEPARTMENT /** **GOLF COURSE FACILITIES PROGRAM**

The Golf Course is a 65-acre 9-hole golf course within the City of Gahanna. The Golf Course Supervisor is responsible for operating and maintaining the golf course as well as managing the Golf Course Clubhouse operations. This program is based upon the golf course remaining a 9-hole golf course in its existing location and assumes community meeting space is expanded elsewhere or relocated to a future Community Center.

- **Location and Access:** The Golf Course is located between the south side of Olde Ridenour Road and the north side of the Big Walnut Creek. Access is to the Golf Course is off of Olde Ridenour Road.
- **Existing Working Conditions:** The Golf Course Clubhouse building has undergone various modifications over the years but it has not been upgraded to meet the demands of the Golf Course Clubhouse functions, the greenskeeping needs nor the community meeting space needs. In addition, the toilets do not meet the requirements of the ADA and the lower level, where gas-fueled greenskeeping equipment is kept, does not provide adequate fire protection from the rest of the building.
- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
<b>Clubhouse Areas:</b>		
• Supervisor's Office	31	120
• Pro Shop	* 85	300
• Snack Bar/Food Prep Area	85	120
• Eating Area	467	1,000
• Men's Toilet/Locker Room	48	150
• Women's Toilet/Locker Room	44	150
• Food Storage	40	100
• Supply Storage	87	200
• Golf Cart Storage Room (30 carts)	--	3,000
Sub-Totals:	887	5,140
Tare Factor (22/20%):	<u>253</u>	<u>1,285</u>
<b>Totals:</b>	<b>1,140</b>	<b>6,425</b>

\* The Pro Shop is a partial counter shared with the Snack Shop

<b>Community Meeting Space Areas:</b>		
• Large Community Meeting Room	1,010	1,010
• Small Community Meeting Room	230	230
• Party Room	295	295
• Meeting Room Equipment Storage	100	120
• Kitchenette	125	125
• Men's Public Toilet	40	50
• Women's Public Toilet	40	50
• Janitor Closet	12	40
Sub-Totals:	1,852	1,852
Tare Factor (23/23%):	<u>548</u>	<u>548</u>
<b>Totals:</b>	<b>2,400</b>	<b>2,400</b>

**Golf Course Maintenance Areas:**

• Men's Staff Shower/ Locker Room	72	200		
• Women's Staff Shower/Locker Room	--	150		
• Staff Breakroom	--	150		
• Golf Cart Storage Room (30 carts)	--	1,000		
• Greenskeeping Equip. Storage Room	<u>940</u>	<u>2,000</u>		
Sub-Totals:	1,012	3,500		
Tare Factor (20/20%):	<u>248</u>	<u>875</u>		
<b>Totals:</b>	<b>1,260</b>	<b>4,375</b>		

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
<b>Clubhouse Areas:</b>				
• Supervisor's Office	31	120	120	120
• Pro Shop	85	300	300	300
• Snack Bar/Food Prep Area	85	120	120	120
• Eating Area	467	1,000	1,000	1,000
• Men's Toilet/Locker Room	48	150	150	150
• Women's Toilet/Locker Room	44	150	150	150
• Food Storage	40	100	100	100
• Supply Storage	87	200	200	200
• Golf Cart Storage Room (30 carts)	--	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Sub-Totals:	887	5,140	5,140	5,140
Tare Factor (22/20%):	<u>253</u>	<u>1,285</u>	<u>1,285</u>	<u>1,285</u>
<b>Totals:</b>	<b>1,140</b>	<b>6,425</b>	<b>6,425</b>	<b>6,425</b>

**Community Meeting Space Areas:**

• Large Community Meeting Room	1,010	1,010	1,010	1,010
• Small Community Meeting Room	230	230	230	230
• Party Room	295	295	295	295
• Meeting Room Equipment Storage	100	120	120	120
• Kitchenette	125	125	125	125
• Men's Public Toilet	40	50	50	50
• Women's Public Toilet	40	50	50	50
• Janitor Closet	<u>12</u>	<u>40</u>	<u>40</u>	<u>40</u>
Sub-Totals:	1,852	1,852	1,852	1,852
Tare Factor (23/23%):	<u>548</u>	<u>548</u>	<u>548</u>	<u>548</u>
<b>Totals:</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>

**Golf Course Maintenance Areas:**

• Men's Staff Shower/ Locker Room	72	200	200	200
• Women's Staff Shower/Locker Room	--	150	150	150
• Staff Breakroom	--	150	150	150
• Greenskeeping Equip. Storage Room	<u>940</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Sub-Totals:	1,012	3,000	3,000	3,000
Tare Factor (20/20%):	<u>248</u>	<u>750</u>	<u>750</u>	<u>750</u>
<b>Totals:</b>	<b>1,260</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>

**Total Area All Buildings:** 4,800 12,575 12,575 12,575

- **Summary Recommendation:** Construct a new Golf Course Clubhouse on the north side of the property and renovate the existing Clubhouse into the Golf Course Maintenance area.

**Golf Course Clubhouse:** Construct a new, freestanding Golf Course Clubhouse. The new clubhouse would either contain space for golf carts or a separate adjacent building could be constructed solely for storage of the golf carts

Constructing a new Clubhouse will require either restructuring golf course hole order so that the start of hole No. 1 and the end of hole No. 9 are located at the new Clubhouse location or reconfiguring a few golf course holes to accommodate an improved hole order. This will also require relocating the public parking lot to the new location.

**Golf Course Maintenance Building:** Renovate and expand the existing Clubhouse lower level to accommodate the Golf Course Maintenance areas. An addition to the existing building to accommodate the additional needed space would be approximately 2,500 square feet.

Until improved or additional community meeting space can be provided in other facilities or in a Community Center, the upper level of the existing Clubhouse should continue to be used for community meeting space but the toilets need to be renovated to be ADA compliant.

The following golf course maintenance items should be more appropriately located out of public view:

- Fuel dispensing equipment
- Equipment washpad
- Dumpster
- Sand & mulch piles

## **PARKS & RECREATION DEPARTMENT /** **PARKS MAINTENANCE BUILDING PROGRAM**

The Parks Maintenance Building of the Parks & Recreation Department is responsible for maintaining the City's parks and recreational facilities.

- **Location and Access:** The Parks & Recreation Department/Parks Maintenance Division is currently located on approximately 2 acres on the south side of Friendship Park shared with the Streets & Utilities Department/Streets & Utilities Division. The Parks Maintenance Division occupies several buildings as follows:

• Parks Maintenance Building:	5,757
• Streets & Utilities Cold Storage Building (partial):	* 2,440
• Streets & Utilities Vehicle Storage Building (partial):	** 2,940

- \* For storage of cold items
- \*\* For storage of Junior Leagues baseball/sports equipment

Access to the site is from Lincoln Circle or Oklahoma Avenue to the north and through Friendship Park on the south.

- **Existing Space Conditions:** The Parks Maintenance Building has made due with the limited amount of space they have for quite some time. Short of constructing a new facility on a larger site, the Parks Maintenance Building is in need of replacement for their intended use. Most importantly, vehicles should be stored inside to preserve their useful life.

- **Program Highlights:**

- Overall, the existing facility is extremely undersized for protecting the vehicles that should be stored in an enclosed garage. In addition, space needs to be provided for the many bulk items requiring appropriate storage and containage (i.e., chemicals, fertilizer, sand, etc.). Items able to be stored open to weather need an organized method of storage, similarly as proposed to the Service Department/Streets & Utilities Division.
- Office workspaces need to be provided for the Superintendent and the Parks Crew Leaders.
- With the Parks Maintenance Building located adjacent to Friendship Park, numerous walk-ins occur weekly. Therefore, a defined Entrance/Reception area should be provided to greet visitors while controlling their access to other parts of the building.
- The staff Meeting/Breakroom is undersized for the many fulltime and seasonal parttime staff that must meet for daily instruction, safety training and lunch breaks.
- It is understood that the Junior Leagues' sports equipment currently stored in the Streets & Utilities Division Office & Maintenance Building is intended to be relocated to other facilities currently being planned or constructed at various parks throughout the City, financed through private donations. However, until these storage facilities are made available, space has been programmed in the Parks Maintenance Building.

- Covered exterior storage bins are needed for organizing various items such as mulch, sand, gravel, etc.
- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area	--	120
• Superintendent Office	105	160
• 3 Crew Leaders (W)	238	300
• Map Room	24	100
• Staff Meeting/Breakroom (for 36)	336	900
• Copy/Workroom	96	100
• Men's Toilet/Locker Room (for 30)	196	320
• Women's Toilet/Locker Room (for 10)	69	160
• Clean Uniform Storage Room	--	120
• Laundry Room	--	80
• EMS Washroom	--	80
• Wood/Sign Shop	356	600
• Wood Storage	--	200
• Tool Storage Room	634	1,200
• Chemical Storage	72	200
• Small Item/Warm Storage Room	105	400
• Large Item/Cold Storage Room	* 800	6,000
• Vehicle Storage Building (25 vehicles)	1,868	8,000
• Washbay	** --	800
• Junior Leagues Sports Equip. Storage	** --	3,500
Sub-Totals:	4,899	23,340
Tare Factor (15/15%):	858	4,120
<b>Totals:</b>	<b>5,757</b>	<b>27,460</b>

\* An additional 2,940 sf shared at Streets & Utilities Department Cold Storage Bldg.

\*\* Washbay and Junior Leagues baseball/sports equipment shared at Streets & Utilities Department Offices and Maintenance Building; space programmed until alternative storage building construction in park(s).

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area	--	120	120	120
• Superintendent Office	105	160	160	160
• 3 Crew Leaders (W)	238	300	300	300
• Map Room	24	100	100	100
• Staff Meeting/Breakroom (for 36)	336	900	900	900
• Copy/Workroom	96	100	100	100
• Men's Toilet/Locker Room (for 30)	196	320	320	320
• Women's Toilet/Locker Room (for 10)	69	160	160	160
• Clean Uniform Storage Room	--	120	120	120
• Laundry Room	--	80	80	80
• EMS Washroom	--	80	80	80
• Wood/Sign Shop	356	600	600	600
• Wood Storage	--	200	200	200
• Tool Storage Room	634	1,200	1,400	1,600
• Chemical Storage	72	200	200	200
• Small Item/Warm Storage Room	105	400	600	800
• Large Item/Cold Storage Room	800	6,000	8,000	10,000
• Vehicle Storage Building (25 vehicles)	1,868	8,000	10,000	12,000
• Washbay	--	800	800	800
• Junior Leagues Sports Equip. Storage	--	3,500	4,000	5,000
Sub-Totals:	4,899	23,340	27,740	32,140
Tare Factor (15/15%):	858	4,120	4,895	5,670
<b>Totals:</b>	<b>5,757</b>	<b>27,460</b>	<b>32,635</b>	<b>37,810</b>

- **Site Program Areas:** The following are site areas needed and/or accessory buildings:

- 4 Covered Equipment Storage Bins of approximately 20' x 20' for a total amount of 1,600 square feet for the following items:
  - Mulch
  - Sand
  - Gravel
- Staff parking spaces for 100 cars; 120 spaces by 2025.

## **PARKS & RECREATION DEPARTMENT /** **SENIOR CENTER PROGRAM**

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The Senior Center is a free-standing facility that has nearly complete amenities for a variety of activities. Unfortunately, besides the aging population factor, the interest of seniors in the community has far exceeded expectations from when the building was built 15 years ago. In addition, program activities are offered based upon the size of the current Senior Center rather than the interest in the programs which exceeds the space available.

The program below is based upon the Senior Center remaining in its current location. With the notion of the Senior Center being relocated to a new Community Center, a separate Building Program is being discussed for a combined facility.

- **Location and Access:** The Senior Center is located on the south side of the Municipal Complex along Rocky Fork Boulevard. Access to the building is on the east and west sides of the building from Rocky Fork Boulevard. The parking lot is located on the north side of the building where access can also originate from the west.
- **Program Highlights:**
  - The Reception/Waiting Area, in addition to being a reception area, serves as the reference area, reading area and lounge. The biggest problem with the Reception/Waiting Area is that it needs to be separated from the Multi-Purpose Room as it is difficult for the Receptionist to carry on a normal conversation due to the noise level and commotion radiating from the Multi-Purpose Room. The Reception/Waiting Area should be enlarged to accommodate the quantity of people on registration day or when health screenings are available, which frequently has 10 people waiting in line with some people using walkers and wheelchairs.
  - Currently, the receptioning duties are shared by two part-time volunteer seniors (Assistants). With frequent telephone calls, preparation of newsletters and special event planning, separating the Reception/Waiting Area from the Multi-Purpose Room will reduce the noise levels and improve hearing. Counter/workspace is needed for the duties of the Assistants. Since the Assistants are also the receptionists, locating the Assistants' Workspace adjacent to the Reception/Waiting Area reception desk will allow both functions to occur simultaneously.
  - The Copy/Workroom is also used for health screenings that include, but are not limited to, hearing, blood pressure, glaucoma and cholesterol as well as for giving flu shots. Each type of screening is done once per month. The Copy/Workroom, where paper and office supplies are kept and the fax and printers should be kept, must be separated from the health screenings. The Health Screening Room, for the service that is provided, needs to be designed as a medical exam room with a service sink and *should* include an attached medical supply storage room (for storage of health screening equipment and supplies) and a toilet.
  - The Coat Room has become a storage closet. For safety reasons, storage should be provided elsewhere so that the Coat Room can be used for its intended purpose.
  - The existing Multi-Purpose space is sufficient in size but a portion of the space is used for circulation to the Arts and Crafts Room and the Toilets and contains equipment that could be better utilized in other rooms, thus reducing its overall available area.

- The Arts and Crafts Room is used twice daily for up to 2-1/2 hours with a maximum amount of 12 people. There are a variety of crafts offered but only one craft can be taught at a time. Since the existing room contains a lot of wasted floor space, two separate Arts and Crafts Rooms would allow additional crafts to be programmed simultaneously in nearly the same space. In addition, a Drying Room is needed for the kiln and ceramics being dried as well as an (indoor) Storage Room to accommodate the many arts and crafts items kept in the outbuilding.
- A Reading Room is needed as a quiet room for relaxing, reading books and reference materials, games and puzzles. Today, puzzles have to be torn down when larger activities are set-up in the Multi-Purpose Rooms and in the Arts and Craft Room.
- The Kitchen does not get used for its full potential because of its layout. It is desired to have the Kitchen more functionally designed so it could be used as a teaching Kitchen for cooking classes, teaching proper nutrition and can be used for catered events. A separate service driveway off of Rocky Fork Boulevard up to the rear of the Kitchen would be helpful for catered events or for deliveries.
- Neither of the Men's and Women's Toilets are ADA accessible or compliant. Each has 3 fixtures, 2 lavatories and a Supply Closet. The Director reports that the Men's Toilet is rarely used but the Women's Toilet needs additional water closets which is consistent for the quantity of users of the facility. If the building was just an office building, the Toilets could be renovated to be ADA compliant. However, since the building is used solely for seniors, we recommend reworking the Toilets to be 100% ADA compliant for legal and convenience reasons. In addition, the fixtures in the Men's Toilet could be reduced while the Women's Toilet fixtures increased.
- The building was designed with an inappropriate number of exits -- six, including the pair of Vestibule entrance doors. As a result, program spaces are being used for unnecessary egress passageways.
- Other spaces which are desired by the seniors that could be included with a future Community Center, but not programmed herein, are as follows:
  - Gymnasium
  - Fitness Room (with free weights and cardiovascular equipment)
  - Recreation Room (for at least 2 pool tables and 2 ping pong tables)
  - Computer Teaching Lab (with 12 computer workstations)
  - Woodworking Shop
  - Adult Day Care
    - Providing this will trigger numerous other required program spaces and will involve State certification
  - Outdoor recreation area
    - For horseshoes, cornhole and boche ball; designed appropriately, all or a portion of these activities could be designed around the existing building now

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Proposed</u>
<b><u>Administrative:</u></b>		
• Entry Vestibule	210	210
• Reception/Waiting Area	250	300
• Coat Room	77	80
• Director's Office	120	160
• Assistants' Workspace	--	120
• Copy/Workroom	53	100
• Health Screening Room	52	120
- Medical Supply Closet	--	50
- Toilet	--	50
• Men's Toilet	161	200
• Women's Toilet	161	200
• Janitor Closet	* --	50

\* Inappropriately located in an existing Mechanical Room

**Program Spaces:**

• Multi-Purpose Room(s)	1,855	2,230
- Multi-Purpose Storage	--	300
• Arts and Crafts Room(s)	560	900
- Kiln/Drying Room	--	100
- Craft Storage Room	** --	200
• Kitchen	265	350
• Reading Room	--	300
Sub-Totals:	3,764	6,020
Tare Factor (27/25%):	<u>1,381</u>	<u>2,005</u>
<b>Totals:</b>	<b>5,145</b>	<b>8,025</b>

\*\* Current storage is an exterior outbuilding

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	Current	Proposed	* 2015	* 2025
<b>Administrative:</b>				
• Entry Vestibule	210	210	100	100
• Coat Room	77	80	80	80
• Reception/Waiting Area	250	300	400	400
• Director's Office	120	160	180	180
• Assistants' Workspace	--	120	120	120
• Copy/Workroom	53	100	100	100
• Health Screening Room	52	120	120	120
- Medical Supply Closet	--	50	50	50
- Toilet	--	50	50	50
• Men's Toilet	161	200	240	240
• Women's Toilet	161	200	240	240
• Janitor Closet	* --	50	--	--

\* Assumed to be relocated to a Community Center

**Program Spaces:**

• Multi-Purpose Room(s)	1,855	2,230	** 2,000	** 2,000
- Multi-Purpose Storage	--	300	300	300
• Arts and Crafts Rooms(s)	560	900	900	900
- Kiln/Drying Room	--	100	100	100
- Craft Storage Room	** --	200	200	200
• Kitchen	265	350	*** --	*** --
• Reading Room	--	300	350	350
Sub-Totals:	3,764	6,020	5,530	5,530
Tare Factor (27/25%):	1,381	2,005	1,845	1,845
<b>Totals:</b>	<b>5,145</b>	<b>8,025</b>	<b>7,375</b>	<b>7,375</b>

\*\* Other/additional Multi-Purpose Rooms will be available in the Community Center  
 \*\*\* The Community Center Kitchen will be available

- **Summary Recommendation:** Until a Community Center is designed and constructed, the following two options should be considered for expanding the Senior Center:

1. Renovate/expand the existing Senior Center building to accommodate the additional space needs.
2. If the Clerk of Court is relocated to the Senior Center, relocate the seniors to an offsite location per the needed space needs. For example, leasing or acquiring one of the recently-vacated grocery stores on Hamilton Road. As such, temporary additional community meeting space might be achieved at an off-site location.

## ■ POLICE DEPARTMENT PROGRAM

The Police Department is responsible for the public safety of the residents of Gahanna and for maintaining order and safety within the City's courts.

- **Location and Access:** The Police Department is located on the south side of the Municipal Complex along Rocky Fork Boulevard. The parking lot is located on the north side of the building where access to the building originates. Parking for police cruisers is located along the access driveway to the west of the building.

The building has 3 pedestrian entrances on the north side of the building. There is 1 double-long Sallyport bay and 3 garage double-long vehicle storage bays on the east side of the building accessible to the north and south side of the building but the bays are routinely only accessed on the north side.

- **Existing Space Conditions:** The building has been well-maintained since being renovated 15 years ago. However, nearly all program spaces are deficient.
- **Program Highlights:** If there is one general item that needs to be corrected with the existing building, is the ability to separate the general public from prisoners (or those who have been taken into custody).

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• <b>Staff:</b>				
- Full-time Officers	57	65	77	90
- Patrol Officers (5-8/shift / 8-10/shift)	40	46	52	59
- Detectives	12	14	20	26
- Administrative Lieutenants	3	3	3	3
- Chiefs	2	2	2	2
- SWAT (parttime of staff above)	18	20	25	30
- Part-time Officers	4	4	4	4
- Reserve Officers	25	25	25	25
- Civilians (Administrative)	5	8	9	10
- Records Clerks	2	5	6	7
- Office Manager	1	1	1	1
- Crime Analyst	1	1	1	1
- Procurement Officer	1	1	1	1
- Dispatchers	9	15	16	23
<b>Totals:</b>	<b>100</b>	<b>117</b>	<b>131</b>	<b>152</b>
• <b>Fleet:</b>				
- Marked Cruisers	15	20	25	30
- Unmarked Detective Cars	8	10	12	14
- Commercial Enforcement Unit	1	1	1	1
- K-9 Unit (takes home)	1	1	1	1
- Chief's Car	1	1	1	1
- SWAT Command Post Van	1	1	1	1
- SWAT Deployment Truck	1	1	1	1
- Motorcycles	2	2	3	4
- Bike Patrol Bikes	15	15	15	15
- Future Crime Scene Van			1	1
- SWAT Transport Van			1	1
<b>Total (not including Bikes):</b>	<b>30</b>	<b>37</b>	<b>47</b>	<b>55</b>

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

<u>Entrance:</u>	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• <b>Lobby</b>	255	500	500	500
- Separate waiting area for 20 seats				
- Entire families frequently come to station for variety of reasons, sometimes staying as long as 60 minutes				
- Play niche for kids				
- Circulation space for gathering				
- Dispatch Center adjacent; seen through Records Clerks' workstations				
- Trophy/Awards case				
• <b>Report/Interview Rooms (2 @ 100)</b>	--	200	200	200
- Secure, sound-proof interview rooms (bullet-resistant; determine rating)				
- Built-in desk, task chair, 2 guest chairs				
- Within Lobby				
• <b>Safe Room</b>	--	100	100	100
- Another Report/Interview Room with additional security measures for those who feel threatened by other visitors				
- Built-in desk, task chair, 2 guest chairs				
• <b>Fingerprinting Room</b>	70	80	80	80
- Small Room for laptop workstation with portable scanner				
- Secure room with 2 seats				
- Within Lobby				
• <b>Men's Public Toilet</b>	59	150	150	150
- Water closet, urinal, lavatory				
- Existing Toilet is unisex				
- Within Lobby				
• <b>Women's Public Toilet</b>	--	150	150	150
- 2 Water closets, lavatory				
- Within Lobby				
• <b>Family Public Toilet</b>	--	100	100	100
- Water closet, lavatory, baby-changing counter				
- Built-in bench for 2 - 3 people				
- Within Lobby				
• <b>Vending Alcove</b>	--	80	80	80
- Soda, coffee, candy/snack vending machines for public use				
	Sub-Total:	384	1,360	1,360
	Tare Factor (20%):		340	340
	Total:		1,700	1,700

<u>Administrative Offices:</u>	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• <b>Chief's Office</b>	213	300	300	300
- Executive Office similar to existing but larger				
- 6-Top conference table				
- 4 - 3-Drawer lateral files, bookcase				
- Whitewash board				
- Coat/personal closet				
• <b>Assistant Chief's Office</b>	140	200	200	200
- Executive Office similar to existing				
- 4-Top conference table				
- 3 - 4-Drawer lateral files, bookcase				
- Whitewash board				
- Coat/personal closet				
• <b>Chiefs' Toilet/Shower</b>	28	100	100	100
- Water closet, urinal, lavatory, shower, linen storage				
- Shared between Chief & Assistant Chief's Offices				
• <b>Office Manager</b>	120	160	160	160
- Secretarial workstation with seating for 3 people				
- Pod arrangement / walk-thru office with access to Chiefs' Offices				
- Coat closet				
• <b>Executive Kitchenette</b>	32	60	60	60
- 8' Countertop with wall/base cabinets, sink, refrigerator, coffeemaker				
• <b>Executive Conference Room</b>	458	800	800	800
- Conference table for 16 for administrative staff meetings, coordination meetings and presidential visits with secret service				
- Space for 14 classroom seats on outer ring of room				
- Audio/visual capabilities, presentation screen, whitewash board				
- Teleconferencing, back-up/secondary Emergency Operations Center				
- 10' Countertop with wall/base cabinets, sink, coffeemaker				
- Similar to existing but for larger gatherings				
- Adjacent to Chief's Office				
- Discussed locating Executive Conference Room adjacent to Roll Call Room with a folding partition for a combined Training Room or EOC; combined room would be 1,260 sf for 36 people conference style or in a round facing each other				
• <b>Administrative Services Lieutenant's Office</b>	155	160	160	160
- Managerial Office similar to existing				
- 3 - 4-Drawer lateral files, bookcase				
- Whitewash board				
- Coat/personal closet				

• <b>Procurement Officer</b>	160	160	160	160	
- Managerial office with additional countertop worksurfaces					
- 3 lateral files, 3 bookshelves					
- Adjacent to Supply Storage and Patrol Bureau					
- Current office contains supply cabinets					
• <b>Supply Storage</b>	90	160	160	160	
- Temporary location being designed in Basement					
- For walkies, protective gear, laptops, etc.					
• <b>Records Clerks</b>	188	200	300	400	
- Built-in countertop workstations					
- Currently have 2 Records Clerks; currently need 3 people; 5 people by 2015; 7 people by 2025					
- For shipping records to courts, filing 2nd/3rd shift paperwork, alarm billing, purchase orders, etc.					
- Adjacent to Copy/Workroom & Records Storage Room					
• <b>Records Storage Room</b>	150	500	750	1,000	
- Currently, files are stored in cabinets located throughout the building in Corridors and locations not meant for cabinets					
- Secure room for lateral files (quantity TBD)					
- Additional storage room space is being included in the Phase 1 Basement Renovation					
• <b>Copy/Workroom</b>	--	100	100	100	
- Currently, copiers are located in Corridors					
- Copier, fax, office supplies					
• <b>Men's Staff Toilet</b>	25	135	135	135	
- Water closet, urinal, lavatory					
- Existing Toilet is unisex					
• <b>Women's Staff Toilet</b>	25	135	135	135	
- 2 Water closets, lavatory					
• <b>Janitor Closet</b>	--	100	100	100	
- Mop basin and shelving for cleaning supplies					
	Sub-Total:	1,784	3,270	3,620	3,970
	Tare Factor (20%):		820	905	995
	Total:		4,090	4,525	4,965

<u><b>Patrol Bureau:</b></u>	<u><b>Current</b></u>	<u><b>Needed</b></u>	<u><b>2015</b></u>	<u><b>2025</b></u>
• <b>Patrol Bureau Lieutenant's Office</b>	115	160	160	160
- Managerial Office similar to existing				
- 3 - 4-Drawer lateral files, bookcase				
- Whitewash board				
- Coat/personal closet				
• <b>Patrol Operations Sergeant</b>	139	160	160	160
- Managerial office to work and meet with staff				
- 3 lateral files, 3 bookshelves				
• <b>Patrol Sergeants' Offices (3 @ 100)</b>	262	300	300	300
- Current office is being shared by 4 people				
- Standard offices with desk & computer return				
- Lateral file, bookcase, 2 guest chairs				
- Near Dispatch Center				
• <b>Patrol Report Workroom</b>	115	240	240	240
- Bullpen for 6 people with built-in, shared				
workstation countertops				
- Center whirligig for form storage				
- Adjacent to Patrol Sergeants' Offices but near				
Locker/Shower Rooms				
• <b>Drug Abuse Resistance Education (DARE) Office</b>	--	120	120	120
- Standard office to work and meet with staff and				
visitors				
• <b>Roll Call Room</b>	91	800	800	800
- Currently, barely space for 6 to 8 officers shared				
with Breakroom				
- Tiered conference room for 20 officers (10 fulltime,				
10 +/- reserve officers) and Patrol Sergeant's desk				
- Audio/visual capabilities, presentation screen,				
whitewash board				
• <b>Men's Locker Room</b>	330	1,100	1,230	1,410
- Currently have 40 - 18" x 18" undersized lockers				
- Currently need 74 - 24" x 36" lockers with doors;				
82 lockers by 2015; 94 lockers by 2025				
- All lockers to have double set of doors and benches				
appropriately located				
- This room is especially crowded between shifts				
• <b>Men's Shower Room</b>	209	500	500	500
- 3 Water closets, 3 urinals, 6 lavatories, 6 showers				
- This room is especially crowded between shifts				
- Accessible from Men's Locker Room & Men's				
SWAT Locker Room				

• <b>Women's Locker Room</b>	120	360	420	450
- Currently have 15 - 18" x 18" undersized lockers				
- Currently need 24 - 24" x 36" lockers with doors; 28 lockers by 2015; 30 lockers by 2025				
- All lockers to have double set of doors and benches appropriately located				
- This room is especially crowded between shifts				
• <b>Women's Shower Room</b>	180	300	300	300
- 3 Water closets & 3 lavatories				
- 3 Shower rooms				
- Accessible from Women's Locker Room				
• <b>SWAT Locker Room</b>	297	360	470	540
- Currently have 16 - 18" x 18" undersized lockers and 10 - 18" x 36" lockers				
- Currently need 20 - 24" x 36" lockers with doors; 26 lockers by 2015; 30 lockers by 2025				
- Provide double "in/out" doors				
- This room needs plenty of circulation space for emergency situations				
• <b>SWAT Weapons Storage Room</b>	20	400	400	400
- Currently, weapons are stored in undersized closet and other locations throughout building				
- For weapons, riot gear, ammunition, explosives				
- Within SWAT Locker Room				
• <b>Sleeping Rooms</b>	--	195	260	325
- Sleeping rooms for one (1) bunk bed each room for overnight situations, emergency operations or naps between double shifts				
- Currently need 3 rooms at 65 sf each; 4 rooms in 2015; 5 rooms in 2025				
- Located near toilet/lockers rooms but without exterior windows for maximum quiet and privacy				
• <b>Weapons Cleaning Room</b>	100	160	160	160
- For cleaning weapons and minor repairs to equipment				
- Adjacent to Locker Rooms				
- Currently, weapons are cleaning in the Breakroom and on office desks				
- The existing Property Room on the First Floor is being converted to a partial Weapons Cleaning Room after the Phase 1 Basement Renovation				
• <b>Ammunition Storage</b>	100	120	120	120
- For storage of weapons and ammunition (bullets)				
- Currently, ammunition is stored in cabinets and various Closets throughout the building				
- The existing Property Room on the First Floor is being converted to a partial Ammunition Storage Room after the Phase 1 Basement Renovation				

• <b>Breakroom</b>	90	420	420	420	
- Currently shared with Roll Call Room					
- 12' Countertop with wall/base cabinets, refrigerator, sink, microwave, coffeemaker					
- 4 - 4-top tables and acrylic chairs for 16 people					
- Vending machines					
• <b>Patrol Bureau Storage Room</b>	40	200	200	200	
- For laser units, tasers, walkies, bank chargers, replacement batteries, safe for temporary weapons					
- Currently, these items are stored in cabinets and various Closets throughout the building					
• <b>Fleet Storage Room</b>	2,275	9,000	12,000	15,000	
- Provide enclosed, secure, heated space for fleet note above (Page 1)					
• <b>Verizon Wireless Tower Mechanical Room</b>	280	280	280	280	
- This room must remain in its current location on the northeast corner of the existing building					
	Sub-Total:	4,763	14,895	18,540	21,885
	Tare Factor (20%):		3,725	4,635	5,470
	<b>Total:</b>	<b>18,620</b>	<b>23,175</b>	<b>27,355</b>	

<b><u>Detective Bureau:</u></b>	<b><u>Current</u></b>	<b><u>Needed</u></b>	<b><u>2015</u></b>	<b><u>2025</u></b>
• <b>Detective Bureau Lieutenant's Office</b>	116	160	160	160
- Managerial Office similar to existing				
- 3 - 4-Drawer lateral files, bookcase				
- Whitewash board				
- Coat/personal closet				
• <b>Detective Sergeant</b>	65	160	160	160
- Current office is a storage closet				
- Managerial office with desk & computer return				
- 3 Lateral files, bookcase, 2 guest chairs				
• <b>Detective Offices (8 @ 120 sf each)</b>	610	960	1,440	1,680
- Detectives need private offices because of confidential information being discussed with witnesses or on telephone				
- Located with easy access by (invited) visitors, witnesses				
- 12 Offices needed in 10 years, 14 offices in 20 years				
• <b>Detective Armor Storage Room</b>	--	240	300	360
- A room to hold Detectives' body armor and equipment when not in office				
- 20 Open carousels similar to a football locker room; each locker full height by 24" wide by 18" deep				
- 25 Lockers needed in 10 years, 30 lockers in 20 years				
- Provide in/out doors				
• <b>Interview Rooms (3 @ 100 sf each)</b>	55	360	360	360
- Secure, sound-proof rooms with one-way glass				
- One room to contain the Psychological Stress Evaluator (PSE) unit (lie-detector) built into a cabinet so that it is out of view when not being used				
- One room should be larger (160 sf) to accommodate children				
- Provide means for suspects and informants to enter and leave the building unnoticed; provide separate entrance vestibule and stairs leading directly to the Detective Bureau (area included in Tare Factor)				
- Built-in desk, task chair, 2 guest chairs				
• <b>Interview Observation Room</b>	--	180	180	180
- Control room for observing & listening to Interview Rooms or for suspect identification				
- 30' Built-in countertop/workstation with standing room behind				

• <b>Career Criminal Unit (CCU) Office</b>	--	300	450	740
- Bullpen for 6 people with built-in, shared workstation countertops				
- CCU works undercover narcotic investigations, vice, intelligence, career criminals, etc.				
- 3 Lateral files, bookcase, whitewash board				
- 8 Workstations needed in 10 years, 12 in 20 years including 2 in offices (500 + 120 x 2)				
• <b>Community Orientation Police (COP) Office</b>	132	240	240	240
- Bullpen for 6 people with built-in, shared workstation countertops (7 in 20 years)				
- Deals with school issues, especially parents				
- Standard office to work and meet with staff and visitors				
• <b>Crime Analysis Lab</b>	--	260	260	260
- Forensic analysis area for detectives to find solutions for a variety crime situations; think tank center				
- 16' Built-in countertop workstation				
- Space for parttime Intern				
- Layout space for drawings, whitewash board				
• <b>Conference Room</b>	--	220	220	220
- For discussing investigation matters and strategies in privacy				
- Audio/visual capabilities, presentation screen, whitewash board				
- Adjacent to Crime Analysis Lab and near Detective Offices				
• <b>Property Room</b>	630	2,000	4,000	6,000
- Relocated to the Basement in the Phase 1 Renovation				
- Current space is 245 square feet				
- Cash and weapons secured are stored in secure cabinets				
• <b>Property Processing Room</b>	105	400	400	400
- Relocated to the Basement in the Phase 1 Renovation				
- Current space is shared in existing Property Room				
- This person processes, evaluates, cleans and tags evidence				
- Abundant amount of countertop workspace is needed with a lab sink				
• <b>Property Drying Room</b>	35	35	35	35
- Relocated to the Basement in the Phase 1 Renovation				
- Current space is 245 square feet				
- Within Property Room				

• <b>Evidence Property Officer</b>	40	100	100	100	
- Relocated to the Basement in the Phase 1 Renovation					
- Current office is a part of the existing Property Room					
- Countertop workstation					
- Within Property Room adjacent to Property Processing Room					
• <b>Video Property Officer</b>	40	100	100	100	
- Relocated to the Basement in the Phase 1 Renovation					
- Current office is a narrow storage closet					
- Countertop workstation					
- Within Property Room adjacent to Property Processing Room					
• <b>Bikes / Big Stuff Property Room</b>	420	1,200	1,500	2,000	
- Items currently being stored in Garage in cages but items should be stored out of view					
- Since space at the Municipal Complex is needed for other uses, this Room could be relocated to the Training Center off-site as long as the room is secure					
• <b>Seized Vehicles Property Room</b>	--	730	730	730	
- Seized vehicles currently being stored in Garage but items should be stored out of view					
- Since space at the Municipal Complex is needed for other uses, this Room could be relocated to the Training Center off-site as long as the room is secure					
• <b>Technical Equipment Storage Room</b>	20	200	200	200	
- Stored items include crime scene response equipment, body wires, cameras, night vision units, surveillance equipment					
- Currently, these items are stored in cabinets and various Closets throughout the building					
• <b>Evidence Collection Storage Room</b>	10	200	200	200	
- Stored items include tents, shelters, portable light systems, fingerprint powder, mouth swabs, evidence collection bags, gun shot residue kits, large rolls of wrapping (kraft) paper					
- Currently, these items are stored in cabinets and various Closets throughout the building					
	Sub-Total:	2,278	8,045	11,035	14,125
	Tare Factor (20%):		2,010	2,760	3,530
	Total:		10,055	13,795	17,655

<u>Dispatch Center:</u>	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• <b>Dispatch Center</b>	343	400	500	600
- Located near front entrance with secondary reception window that can be closed off during the day				
- Currently need dispatching consoles for 3 call-takers (lower level), 3 dispatchers (upper level); 1 supervisor position; 4/4/1 by 2015; 5/5/1 by 2025				
- Dispatching operations in tiered set-up similar to Port Columbus Airport Dispatch Center, all with visual access to monitors -- "Captain Kirk, you have the Con!"				
- Console casework designed for rear access				
- Raised access flooring				
- O <sup>2</sup> Removal suppression system				
• <b>Dispatch Supervisor's Office</b>	91	120	120	120
- Managerial office to work and meet with staff				
- Direct view to dispatching operations				
- Within Dispatch Center				
• <b>Dispatch Copy/File Room</b>	--	100	100	100
- Space for copier, fax machine, shredder				
- Wall/base cabinets for form storage, printer ribbons, paper, supplies, etc.				
- Within Dispatch Center				
• <b>Dispatch Equipment Room</b>	88	120	120	120
- For storage of radio/911 communications equipment, recorders, etc.				
- This room requires high amount of (cool) ventilation				
- Within Dispatch Center				
• <b>Dispatch Kitchenette/Breakroom</b>	--	120	120	120
- 8' Countertop with wall/base cabinets, refrigerator, sink, microwave, coffeemaker				
- 4-top table and acrylic chairs for breaks and eating with family members				
- 12 - 18" x 18" Lockers				
- Within Dispatch Center but not immediately adjacent to not disturb other dispatchers on duty				
• <b>Men's Toilet/Shower Room</b>	--	80	80	80
- Water closet, urinal, lavatory, shower				
- Within Dispatch Center adjacent to Kitchenette				
• <b>Women's Toilet/Shower Room</b>	--	80	80	80
- Water closet, lavatory, shower				
- Within Dispatch Center adjacent to Kitchenette				

• <b>Information Technology (IT) Office</b>	--	160	160	160	
- Managerial office with 10' countertop worksurface					
- Within Dispatch Center					
• <b>Computer Server Room</b>	87	80	80	80	
- Computer servers for Police Department only					
- Raised access flooring					
- Within Information Technology Office					
- This room requires high amount of (cool) ventilation					
• <b>Computer Storage Room</b>	--	80	80	80	
- Room to store new and used computer equipment					
- Within Information Technology Office					
- This room requires high amount of (cool) ventilation					
	Sub-Total:	609	1,340	1,440	1,540
	Tare Factor (20%):		<u>335</u>	<u>360</u>	<u>385</u>
	<b>Total:</b>		<b>1,675</b>	<b>1,800</b>	<b>1,925</b>

<u>Jail Area:</u>	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• <b>Sallyport</b>	995	995	995	995
- The existing size is acceptable				
- However, if relocated, space for two police cruisers side-by-side is preferred rather than end-to-end currently				
• <b>Adult Prisoner Processing Area (Booking)</b>	222	340	340	340
- The existing area adequate with improved circulation				
- Raised workcounter for officers				
- 8 Hold-down benches				
• <b>Adult Prisoner Holding Cells (10 @ 55 sf each)</b>	220	550	550	550
- The existing cell size and quantity are adequate assuming cells for Women & Juveniles are added				
- One cell designated as crash cell with padded floor and walls				
• <b>Adult Interview Rooms (2 @ 100 sf each)</b>	64	260	260	260
- Secure, sound-proof rooms with one-way glass				
- Built-in desk and chairs, detention-grade				
• <b>Juvenile Prisoner Processing Area (Booking)</b>	--	120	120	120
- This area must be separated from the adult processing area by sight and sound				
- Raised workcounter for officers				
- 4 Hold-down benches				
• <b>Juvenile Prisoner Holding Cells (2 @ 55 sf each)</b>	24	110	110	110
- These cells must be separated from the adult cells by sight and sound				
• <b>Juvenile Interview Room (1 @ 100 sf each)</b>	--	100	100	100
- Secure, sound-proof rooms with one-way glass				
- Built-in desk and chairs, detention-grade				
• <b>Fingerprint / Identification Room</b>	126	120	120	120
- Secure room for Automatic Fingerprint Identification System (AFIS) laptop workstation				
- Countertop with wall/base cabinets and lab sink				
- Countertop for Blood Alcohol Content (BAC) unit (breathalyzer)				
- Wall for booking photographs				
- Detention-grade seats				
- Hold-down bench				
- Can be shared by adults and juveniles as long as it is separated by sight and sound				

<b>Video Arraignment Room</b>	--	100	100	100
<ul style="list-style-type: none"> <li>- Room for prisoner to sit with remote camera for arraignment in off-site court</li> <li>- Hold-down bench</li> <li>- Within Prisoner Processing Rooms</li> <li>- Can be shared by adults and juveniles as long as it is separated by sight and sound</li> </ul>				
<b>Weapon Vestibule Room (2 @ 40 sf each)</b>	68	80	80	80
<ul style="list-style-type: none"> <li>- Secure room between Sallyport and Jail Area and between other building areas and Jail Area</li> </ul>				
<b>Toilet / Shower</b>	52	80	80	80
<ul style="list-style-type: none"> <li>- Detention-grade water closet, lavatory and shower for use by prisoners or for shake-downs</li> <li>- Can be shared by adults and juveniles as long as it is separated by sight and sound</li> </ul>				
<b>Storage Room</b>	--	200	200	200
<ul style="list-style-type: none"> <li>- Items stored here include jumpsuits, mattresses, linens, vinyl gloves, BAC mouthpieces, BAC calibration equipment</li> </ul>				
Sub-Total:	1,771	3,055	3,055	3,055
Tare Factor (20%):		<u>765</u>	<u>765</u>	<u>765</u>
<b>Total:</b>	<b>3,820</b>	<b>3,820</b>	<b>3,820</b>	<b>3,820</b>

**Emergency Operations Center (EOC):** The program below is written as a stand-alone structure with the intent for the EOC to be located in an underground, hardened (reinforced concrete) location accessible with tunnels from each of the three Municipal Buildings. As a result, the EOC and tunnels could accommodate all Municipal Complex employees for natural disasters, terrorist activities or as a safe haven.

Needed / 2015 / 2025

• <b>Emergency Operations Center Meeting Room (EOC)</b>	1,400
- Large conference room for 30 people with seating for 20 people on the perimeter, for emergency communications with various law enforcement agencies	
- Audio/visual capabilities, presentation screen, whitewash board	
- 10' Countertop with wall/base cabinets, refrigerator (mainly for water), sink, coffeemaker	
- Niche for copier, fax machine	
- Plenty of circulation space around conference tables arranged in a circle facing each other	
• <b>EOC Equipment Storage Room</b>	200
- For storing tables and chairs	
- Within EOC Meeting Room	
• <b>Conference Room</b>	220
- For meeting up to 10 people in privacy in a small break-out session.	
- Audio/visual capabilities, presentation screen, whitewash board	
- Within EOC Meeting Room	
• <b>Think Tank Room</b>	220
- For meeting up to 10 City leaders in privacy to determine strategies for dealing with emergencies	
- Audio/visual capabilities, presentation screen, whitewash board	
- Separate entrance, adjacent to EOC Meeting Room	
• <b>Information Technology (IT) Office</b>	160
- Space for City's Director of IT and the IT Technician assigned to the Police Department to work together in emergency situations	
- Countertop worksurfaces on three walls	
- Within EOC Meeting Room	
• <b>Communications Office</b>	160
- Back-up Dispatch Center for 2 dispatchers	
- Countertop for fax machine	
- Wall/base cabinets for form storage, printer ribbons, paper	
• <b>Sleeping Rooms (2 rooms @ 80 sf each)</b>	160
- 2 Sleeping rooms for two (2) bunk bed each room for overnight situations or naps during emergency operations; rooms will accommodate 8 total people	
- Within EOC Meeting Room but located for maximum quiet and privacy	

• <b>Men Toilet/Shower Room</b>	80
- Water closet, urinal, lavatory, shower	
- Within EOC Meeting Room near Sleeping Rooms	
• <b>Women Toilet/Shower Room</b>	80
- Water closet, lavatory, shower	
- Within EOC Meeting Room near Sleeping Rooms	
Sub-Total:	2,680
Tare Factor (20% - not including tunnels):	<u>670</u>
<b>Total:</b>	<b>3,350</b>

● <b>Area Tabulation:</b>		<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Entrance:		384	1,360	1,360	1,360
• Administrative Offices:		1,784	3,270	3,620	3,970
• Patrol Bureau:		4,763	14,895	18,540	21,885
• Detective Bureau:		2,278	8,045	11,035	14,125
• Dispatch Center:		609	1,340	1,440	1,540
• Jail Area:		1,771	3,055	3,055	3,055
• Emergency Operations Center:		--	2,680	2,680	2,680
Sub-Total:		11,589	34,645	41,730	48,615
Tare Factor (*37/20%):		<u>6,931</u>	<u>8,660</u>	<u>10,435</u>	<u>12,155</u>
<b>Total:</b>		<b>18,520</b>	<b>43,305</b>	<b>52,165</b>	<b>60,770</b>

\* Existing building contains an excessive amount wasted corridor space

● **New Construction vs. Renovation:**

Total Program Area:	43,305	52,165	60,770
Existing Building Renovation Area:	<u>-18,520</u>	<u>-18,520</u>	<u>-18,520</u>
<b>New Construction Building Area:</b>	<b>24,785</b>	<b>33,645</b>	<b>42,250</b>

## **POLICE DEPARTMENT / TRAINING CENTER PROGRAM**

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The Police Department's indoor shooting range was recently removed due to environmental issues. With the Department having a SWAT team and placing great emphasis on training and safety, having an in-house Training Center is necessary to maintain the high standard for the public safety of the residents of Gahanna.

The program below is written as a stand-alone complex with the intent for the Training Center to be located off-site combined with Mifflin Township's plans for a Division of Fire Training Complex. The combined complex would be marketed to other police and fire departments in the state or to companies in the area. Most importantly, the Training Center would accommodate the Columbus State Community College (CSCC) Fire and Police degree programs. Mifflin Township has had on-going dialogue with CSCC regarding such a partnership.

The following is a draft of the Police Department's needs. RP Hughes Architects is currently finalizing a combined police/fire facility program.

- **Location and Access:** A location has not been determined but there have been discussions about locating the Training Center on a site that could also accommodate the City of Gahanna Service Department Fleet Division, Service Department Streets and Utilities Division, and the Parks and Recreation Department Parks Maintenance Building. Land in the industrial park has been considered to free up space at Friendship Park and Science Boulevard for other uses and developments.
- **Existing Space Conditions:** None of the proposed spaces exist within the City of Gahanna. Currently, the Police Department train at a private range in Zanesville, Ohio that accommodates a variety of shooting and tactical training opportunities.

### **Training Center:**

• <b>Training Room</b>	2,100
- Large room for training 60 people conference style but dividable into smaller classrooms for training smaller groups of 15 to 20 each	
- Full audio/visual capabilities in each room or for the larger room	
- Near Shooting Range indoor spaces	
• <b>Training Equipment Storage Room</b>	240
- For storing tables and chairs	
- Within Training Room	
• <b>Training Director's Office</b>	160
- Managerial office to work and meet with staff	
- Centrally located within Training Center	
• <b>Training Complex Marketing Office</b>	160
- Managerial office to work and meet with visitors	
- Centrally located within Training Center	

• <b>Conference Room</b>	240
- For meeting up to 10 training staff or coordinating major training efforts inside or outside	
• <b>Resource Room</b>	240
- Study room for reference and law books	
- Provide 60" round table for reading and studying with bookshelves on all walls	
- Provide 12' countertop worksurface for 3 computer workstations for researching reference or law materials on CDs	
• <b>Defensive Tactics Room</b>	1,000
- An open room for a variety of defensive tactics training including self-defense training, riot prevention and negotiation speaking	
- Provide training mats on floors and walls with space for a boxing ring	
• <b>Defensive Tactics Equipment Storage Room</b>	200
- For storage of defensive tactics equipment	
• <b>Fitness Room</b>	800
- Cardiovascular and weight training	
• <b>Breakroom</b>	300
- Private room for briefing and debriefing training scenarios	
- 12' Countertop with wall/base cabinets, refrigerator, sink, microwave, coffeemaker	
- 4 - 4-top tables and acrylic chairs for 16 people	
- Vending machines	
- Not a shared space	
• <b>Police Men's Locker Room</b>	250
- Walk-thru room for 50 - 12" x 12" transient lockers with benches	
- Will need to separate Police, SWAT and Columbus State users	
• <b>SWAT Locker Room</b>	450
- Walk-thru room for 30 - 18" x 36" lockers with benches	
- Will need to separate Police, SWAT and Columbus State users	
• <b>Men's Shower Room</b>	400
- 2 Water closets, 2 urinals, 2 lavatories, 4 showers	
- Within Men's Locker Room	
• <b>Women's Locker Room</b>	50
- Walk-thru room for 10 - 12" x 12" transient lockers with benches	
- Will need to separate Police, SWAT and Columbus State users	
• <b>Women's Shower Room</b>	160
- 2 Water closets, 2 lavatories, 2 showers	
- Within Women's Locker Room	
Sub-Total:	6,750
Tare Factor (20%):	<u>1,350</u>
<b>Total:</b>	<b>8,440</b>

### Indoor Shooting Range:

• <b>Indoor Shooting Range</b>	7,200
- 12 Pistol booths 75 long capable of handing with appropriate bullet stop, baffles and ventilation	
- Each booth with fully-automated trolley wire, shooting partitions and fold-up table	
• <b>Firearms Training System (FATS) Room</b>	120
- Room designed to accommodate the FATS system unit with circulation space around it for trainees to observe	
• <b>Range Officer Office</b>	120
- Managerial office to work and meet with staff	
- Within Indoor Shooting Range	
• <b>Weapon Cleaning Room</b>	160
- For cleaning weapons and minor repairs to equipment	
- Within Indoor Shooting Range	
• <b>Ammunition Storage Room</b>	160
- For storing various types of spare ammunition on shelving	
- Within Cleaning Room	
• <b>Breakroom / Debriefing Lounge</b>	600
- 8' Countertop with wall/base cabinets, refrigerator, sink, microwave, coffeemaker	
- The room must accommodate two groups of 12 people	
- 6 - 4-top tables and acrylic chairs	
• <b>Men Toilet/Shower Room</b>	80
- Water closet, urinal, lavatory, shower	
- Within Breakroom / Debriefing Lounge	
• <b>Women Toilet/Shower Room</b>	80
- Water closet, urinal, lavatory, shower	
- Within Breakroom / Debriefing Lounge	
Sub-Total:	8,520
Tare Factor (20%):	<u>2,130</u>
<b>Total:</b>	<b>10,650</b>

**Outdoor Shooting Range Support Spaces:** The following spaces are support spaces for the Outdoor Shooting Range (Page 21) but combined with the Training Center (Page 17).

• <b>Shooting Range Control Room</b>	200
- Raised room for Shooting Range Officer, Control Technician and visiting agencies to coordinate shooting operations with direct visibility to the Outdoor Shooting Range	
- Applicable control systems for features noted above	
• <b>Shooting Range Technicians Bullpen</b>	200
- Space for Shooting Range Technicians and volunteers to meet and coordinate shooting operations and scenarios	
- 6 Built-in, shared workstation countertops	
- 72" conference table in center of room for conferences	
- Adjacent to Shooting Range Officer	
• <b>Weapon Cleaning Room</b>	160
- For cleaning weapons and minor repairs to equipment	
• <b>Ammunition Storage Bunker</b>	120
- For storing various types of spare ammunition including SWAT explosives	
- Located in a hardened room	
• <b>Target / Prop Storage Room</b>	300
- For storing various target equipment, props and tactical items	
- Adjacent to Shooting Ranges	
Sub-Total:	980
Tare Factor (20%):	245
<b>Total:</b>	<b>1,225</b>

**Outdoor Shooting Range:**

• <b>Outdoor Shooting Range</b>	32,000
- 10 Pistol/rifle booths 100 yards long x 10' wide capable for handguns, shotguns and SWAT tactic practice as well as short-range pistol shooting	
- Outdoor facility exposed to all weather conditions but covered enough to prevent stray bullets	
- Facility comparable in design to the Franklin County Sheriff's Office Shooting Range	
- Bullet trap system with shredded tires -- this system takes 80 - 10,000 rounds between cleaning; requires cleaning every 2 to 3 years	
- Fully-automated target rail system to simulate real-life situations including running man targets, spinning, etc.	
- Built-in sound system for enhanced effects such as environmental noises, barking dogs, domestic situations	
- Water spray nozzles to simulate rain, ice and snow conditions	
- Lighting control system for training at night	
• <b>Training Tower (3 floors at 225 sf each)</b>	675
- Concrete block tower with interior stairwells for repelling and simulating tactical situations	
• <b>Outdoor Classroom / Recovery Area</b>	400
- All-weather covered shelter shaded as best as possible, open on all sides but closed on west side	
- Inclined floor with theater seating on aluminum bleacher benches	
- Water misters for cooling in hot weather and radiant heaters for warming up in cool weather	
- Good lighting for nighttime training	
- Unisex toilet on west wall with water closet and lavatory	
- Storage room with refrigerator for water bottles	
• <b>Driving Course</b>	
- Size and maneuverability options to be determined; skid pad, driveways, streetscape similar to Mifflin Township's plans	
• <b>Running Trail</b>	
- 1/4 Mile, 2-lane running track annual/new hire PT	
- Asphalt running trail around site as long as possible	
- 1/4 or 1/8 mile running track for (physical what?)	
- Conditioning stations location on running trail	
Sub-Total:	33,075
Tare Factor (20%):	8,270
<b>Total:</b>	<b>41,345</b>
 <b>Total Building Area:</b>	 <b>61,660</b>

## **SERVICE DEPARTMENT / ADMINISTRATIVE OFFICES PROGRAM**

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The Service Department is responsible for maintaining all City roads, utilities and the public right-of ways as well as City facilities. The Service Department includes the Streets and Utilities, Fleet Maintenance, Utilities Billing, Refuse and Recycling, and Engineering Divisions. This program is for the Administrative offices of the Service Department located in City Hall.

- **Location and Access:** The department occupies approximately 4,245 square feet at the western side of the inner core of the Floor of the City Hall building. Access to the area is from the Center Lobby space on the First Floor or via two staff entrances on the east and west exit corridors to the Exit Stairs. A portion of the Administrative office area includes the Utilities Billing area south of the Center Lobby space on the First Floor with a Reception Area shared with the Tax Accounting Department and the Parks and Recreation Department.
- **Existing Working Conditions:** While the space needs for a portion of the Service Department Administrative offices are fairly adequate, other portions are undersized or the location is inappropriate. For example, the Facility Maintenance Coordinator's Office is located in a Basement Mechanical Room.
- **Program Highlights:**
  - Enclosed administrative offices are adequate in size but a few workstations are inadequate in size.
  - The City Hall Receptionist and Mailroom space is adequate but the Receptionist is not able to view and monitor people coming in and going out of the building through the main entrance when she is processing mail or on break.
  - An enclosed department Reception Area is needed as an entrance to the Department to control visitors and as a waiting area. Secure doors will also aide in this.
  - Except for storage space, the Utilities Billing area size is adequate but the Billing Clerks are deprived of an exterior window. However, with the combined reception counters for the Tax Accounting Department and the Parks and Recreation Department, the lobby area sometimes gets noisy and is a distraction to an effective work environment.
  - The Facility Maintenance Coordinator's work area is currently in the Basement of City Hall in a Mechanical Room. While we recommend this position should remain in a Basement space, a more appropriate work environment should be provided.
  - The Department currently contains a lot of wasted space used for corridor circulation and copy area which could be utilized more effectively for needed offices.
  - The suggestion of a Records Administration Department was determined acceptable.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception/Waiting Area (for 6)	--	120
• Director of Public Service	205	205
• Deputy Director	160	160
• Administrative Secretary (W)	60	100
• City Hall Reception/Mailroom	300	300
• Administrative Assistant (W)	113	100
• Water Resources Engineer	120	120
• Water Resources Intern (W)	42	80
• Utilities Billing Transaction	175	120
• 2 Utilities Billing Clerks (W)	66	160
• Utilities Billing Clerk (PT, W)	66	80
• Utilities Billing Storage	216	200
• Utilities Billing Copy/Workroom	--	100
• City Engineer	160	160
• Assistant City Engineer	160	160
• Eng. Prog. Administrator (W)	114	100
• Prevailing Wage Coord. (W)	119	100
• Engineering Intern (W)	42	80
• Plan Storage & Review Room	264	400
• Traffic Engineer	--	120
• Traffic Management Center	120	120
• Facility Maintenance Office	*	120
• Facility Maintenance Workroom	*	300
• Facility Maintenance Parts Stor.*	200	
• Recycling Bin Storage	*	80
• Janitorial Supply Storage	**	120
• Admin. Conf. Room (for 12)	100	260
• Engineering Conf. Room (for 6)	144	210
• Copy/Workroom	224	120
• File Storage Room	--	120
Sub-Totals:	2,970	4,615
Tare Factor (30/20%):	<u>1,275</u>	<u>1,155</u>
<b>Totals:</b>	<b>4,245</b>	<b>5,770</b>

\* Located in Basement Mechanical Rooms

\*\* Located in various locations throughout City Hall

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception/Waiting Area (for 6)	--	120	120	120
• Director of Public Service	200	205	205	205
• Deputy Director	160	160	160	160
• Administrative Secretary (W)	60	100	100	100
• City Hall Reception/Mailroom	300	300	300	300
• Administrative Assistant 1 (W)	113	100	100	100
• Water Resources Engineer	120	120	120	120
• Water Resources Intern (W)	42	80	80	80
• Utilities Billing Transaction	175	120	120	120
• 2 Utilities Billing Clerks (W)	66	160	160	160
• Utilities Billing Clerk (PT, W)	66	80	80	80
• Utilities Billing Storage	216	200	200	200
• Utilities Billing Copy/Workroom	--	100	100	100
• City Engineer	160	160	160	160
• Assistant City Engineer	160	160	160	160
• Eng. Prog. Administrator (W)	114	100	100	100
• Prevailing Wage Coordinator (W)	119	100	100	100
• Engineering Intern (W)	42	80	80	80
• Plan Storage & Review Room	264	400	500	600
• Traffic Engineer	--	120	120	120
• Traffic Management Center	120	120	120	120
• Facility Maintenance Office	--	120	120	120
• Facility Maintenance Workroom	--	300	300	300
• Facility Maintenance Parts Storage	--	200	300	300
• Recycling Bin Storage	--	80	80	80
• Janitorial Supply Storage	--	120	120	120
• Admin. Conf. Room (for 12)	100	260	260	260
• Engineering Conf. Room (for 6)	144	210	210	210
• Copy/Workroom	224	120	120	120
• File Storage Room	--	120	120	120
• Administrative Assistant 2 (W)			80	80
Sub-Totals:	2,970	4,615	4,895	4,995
Tare Factor (30/20%):	1,275	1,155	1,125	1,250
<b>Totals:</b>	<b>4,245</b>	<b>5,770</b>	<b>6,120</b>	<b>6,245</b>

- **Summary Recommendation:** The current needed area is 5,770 square feet compared to the 4,245 square feet currently occupied by the Service Administration Department. We recommend the department remain in its current location, albeit with a more defined and secure Reception area. For expansion, we recommend constructing an addition to the west between the expanded Committee Meeting Rooms and the existing building.

With the Records Administration Department being located to the existing Basement, we recommend that additional Basement space be constructed under the Committee Meeting Rooms for the Facility Maintenance Coordinator's office, work areas and parts storage. Since this new Basement area would be separated from the existing Basement, a stair could be installed within the Service Department allowing easy access to and from the Facility Maintenance Coordinator office and storage areas.

## **■ SERVICE DEPARTMENT/ FLEET MAINTENANCE DIVISION PROGRAM**

The Fleet Maintenance Division of the Service Department is responsible for the maintenance and repair of the City's vehicles. The Division also maintains vehicles for Mifflin and Jefferson Township. It is assumed the Fleet Maintenance Division will be moving to another site so this program is formulated based upon the needs for a new facility.

- **Location and Access:** The Service Department/Fleet Maintenance Division is currently located on approximately 10.7 acres shared with the Gahanna-Jefferson School District. The School District occupies approximately 4.7 acres with the City owning approximately 6 acres to the west of the School District's property. Access to the site is at the termination of Science Boulevard.
- **Existing Space Conditions:** The Service Department/Fleet Maintenance Division is in a building constructed approximately 15 years ago, built and owned by the Gahanna-Jefferson School District. The Division shares the building with the School District. The City occupies approximately 13,855 square feet while the School District occupies approximately 6,950 square feet. However, comprising mostly of parts storage, a portion of the City's occupied area is shared with the School District. The School District utilizes their portion of the building to maintain and repair school buses. The building is in great condition but the Division suffers from a lack of storage space.
- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with their existing area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area	--	120
• Supervisor's Office	174	160
• Copy/Workroom/Reference	--	120
• Meeting/Breakroom (for 14)	420	500
• Men's Toilet/Locker Room (for 10)	321	350
• Women's Toilet/Locker Room (for 2)	58	150
• ✓Service Bays	6,100	* 10,000
• ✓Washbay	--	1,000
• Vehicle Assembly Staging Area		-- 1,000
• ✓Machine/Fabrication Shop	630	1,000
• ✓Large Parts Storage	1,000	2,000
• ✓Small Parts Storage	2,060	4,000
• Fluid Recovery	126	150
• Laundry Room	--	150
• Loading Dock	200	300
Sub-Totals:	11,089	21,000
Tare Factor (20/10%):	2,766	2,335
<b>Totals:</b>	<b>13,855</b>	<b>23,335</b>

\* 3 bays existing; need 5 bays current

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area	--	120	120	120
• Supervisor's Office	174	160	160	160
• Copy/Workroom/Reference	--	120	120	120
• Meeting/Breakroom (for 14)	420	500	500	500
• Men's Locker Room (for 10)	321	350	350	350
• Women's Locker Room (for 2)	58	150	150	150
• Service Bays	6,100	10,000	10,000	12,000
• Washbay	--	1,000	1,000	1,000
• Vehicle Assembly Staging Area		--	1,000	1,000
• Machine/Fabrication Shop	630	1,000	1,000	1,000
• Large Parts Storage	1,000	2,000	2,000	2,500
• Small Parts Storage	2,060	4,000	4,000	5,000
• Fluid Recovery	126	150	150	150
• Laundry Room	--	150	150	150
• Loading Dock	200	300	300	300
• Administrative Assistant			120	120
• Mechanics Foreman			120	120
• Parts Supervisor			120	120
• Police Parts Equipment Storage Room (Secure)			200	200
Sub-Totals:	11,089	21,000	21,560	25,060
Tare Factor (20/10%):	2,766	2,335	2,395	2,785
<b>Totals:</b>	<b>13,855</b>	<b>23,335</b>	<b>23,955</b>	<b>27,845</b>

- **Site Program Areas:** The following are site areas needed and/or accessory buildings:

- Staff parking spaces for 14 cars; 20 spaces for incoming and outgoing vehicles; 5 spaces for larger vehicles.
- Secure parking for 20 vehicles being dropped off for repair, awaiting repair or awaiting pick-up after repair.
- Loading dock with appropriate truck turnaround area.

## **■ SERVICE DEPARTMENT/ STREETS & UTILITIES DIVISION PROGRAM**

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The Streets & Utilities Division of the Service Department is responsible for the City's streets, water lines, sewer lines and storm sewer lines.

- **Location and Access:** The Service Department/Streets & Utilities Division is currently located on approximately 5 acres on the north side of Friendship Park, shared with the Parks Maintenance Department. The Streets & Utilities Division occupies several buildings as follows with area noted:

• Streets & Utilities Offices & Maintenance Building:	* 7,760
• Vehicle Storage Building (for 14 vehicles):	6,730
• Cold Storage Areas (combined with Vehicle Storage Building):	** 7,970
• Covered Bins:	3,360
• Salt Storage Building:	3,100

\* 2,440 square feet of the building is used by the Jr. League Baseball teams for storage of Baseball League equipment.  
\*\* 2,940 square feet of the building is used by the Parks Maintenance Department for equipment and supply storage.

Access to the site is from Lincoln Circle or Oklahoma Avenue to the north and through Friendship Park on the south.

- **Existing Space Conditions:** The Service Department/Streets & Utilities Division has made due with the space they have while areas have been taken away for Baseball League equipment storage. Short of constructing a new facility on a larger site, the Streets & Utilities buildings are in need of replacement or major improvements/expansion for their intended use.
- **Program Highlights:**

- Offices are small or non-existent. Offices are needed for the Superintendent and the Foremans who routinely meet with staff and visitors.
- A Copy/Workroom is necessary for staff needing to write reports, access the OUPS computer, copier and fax machine.
- The staff Meeting/Breakroom is currently combined with the Map Room files. The Map Room files should be in a secure storage room with counter space available for viewing and printing maps. A staff Meeting Room is needed for crew meetings and training sessions, and can be used for the breakroom.

- While the large wood post and frame storage building was recently winterized, additional space is necessary for additional and future service vehicles including, but not limited to, the following:

Streets Division Vehicles/Equipment:

- 1/2-ton dump truck (Chevrolet)
- 3/4-Ton dump truck (Chevrolet)
- 2 - One-Ton dump truck (Chevrolet K3500, other)
- 5 - 2 1/2-Ton dump trucks (International) \*
- Front loader (Caterpillar) \*
- Step van (Chevrolet) \*
- Bucket truck (Ford F450) \*
- Pick-up truck (GMC Sierra K250)
- 2 Tractors (John Deere 5225, 5425)
- Grader (Leeboy)
- Leaf Vac with 2 aluminum leaf boxes
- 3 One-ton salt spreaders
- 12 Plow blades of various sizes

Utilities Division Vehicles/Equipment:

- 2 - One-ton dump truck (Chevrolet) \*
- 6 Pickup trucks (Ford F150, F350, F450, GMC S15, Chevrolet S10)
- Camera box truck (Freightliner Utilimaster) \*
- Skid steer (John Deere) \*
- Sewer Jet truck (Vactor) \*
- 2 Vans (Chevrolet)
- Mower (John Deere Z797)
- Backhoe (Caterpillar) \*

General Use Vehicles/Equipment:

- 40 Safety barrels and bottoms
- 30 Barricades of various sizes
- Misc. traffic cones
- Misc. street signs with sign holders
- 3 Large dumpsters
- 7 Trailers of various sizes
- 9 Loader and backhoe attachments
- Weed spreader
- 2 Generators
- Concrete mixer

\* Vehicle(s) currently kept in the Vehicle Storage Building

- Covered exterior storage bins are needed for organizing various items such as gravel, sand, plow blades, pipe, etc.
- Season decorations are stored in various locations around the City including in the City Hall Attic. Such items should be stored in the department that installs them.

- **Current/Needed Program Areas:** The following table shows staff positions and program spaces with existing current area and their needed area to meet current demands:

	<u>Current</u>	<u>Needed</u>
• Reception Area	--	120
• Superintendent Office	135	160
• Streets Foreman	91	120
• Utilities Foreman	91	120
• Storm Water Crew Leader	--	100
• Meeting/Breakroom (for 20)	255	500
• Map Room	80	240
• Copy/Workroom	96	100
• Men's Locker Room (for 25)	350	500
• Women's Locker Room (for 4)	--	160
• Clean Uniform Storage Room	--	120
• Laundry Room	20	120
• EMS Washroom	--	80
• Water Meter Storage/Shop	156	1,200
• Parts Storage	135	1,200
• Small Equipment Storage	135	600
• Vehicle Storage (33 vehicles)	* 8,630	24,000 (*6,730 + 460 + 1,440)
• Washbay	574	800
• General Storage	--	<u>1,000</u>
Sub-Totals:	<u>10,748</u>	<u>31,240</u>
Tare Factor (**26/10%):	<u>3,742</u>	<u>3,470</u> (**2,440 used by Leagues)
<b>Totals:</b>	<b>***14,490</b>	<b>34,710</b> (**7,760 + 6,730)

- **Future Needed Program Areas:** The following table shows current and future staff positions and program spaces with their space needs for the next twenty years:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
• Reception Area	--	120	120	120
• Superintendent Office	135	160	160	160
• Streets Foreman	91	120	120	120
• Utilities Foreman	91	120	120	120
• Storm Water Crew Leader	--	100	100	100
• Meeting/Breakroom (for 20)	255	500	500	500
• Map Room	80	240	240	240
• Copy/Workroom	96	100	100	100
• Men's Locker Room (for 25)	350	500	500	500
• Women's Locker Room (for 4)	--	160	160	160
• Clean Uniform Storage Room	--	120	120	120
• Laundry Room	20	120	120	120
• EMS Washroom	--	80	80	80
• Water Meter Storage/Shop	156	1,200	1,300	1,500
• Parts Storage	135	1,200	1,400	1,600
• Small Equipment Storage	135	600	700	900
• Vehicle Storage (40+ vehicles)	8,630	24,000	26,000	28,000
• Washbay	574	800	800	800
• General Storage	--	<u>1,000</u>	<u>1,200</u>	<u>1,400</u>
Sub-Totals:	<u>10,748</u>	<u>31,240</u>	<u>33,840</u>	<u>36,640</u>
Tare Factor (26/10%):	<u>3,742</u>	<u>3,470</u>	<u>3,760</u>	<u>4,070</u>
<b>Totals:</b>	<b>14,490</b>	<b>34,710</b>	<b>37,600</b>	<b>40,710</b>

● **Site Program Areas:** The following are site areas needed and/or accessory buildings:

- Salt Storage Building of approximately 5,000 square feet with an entrance/exit at both ends. The existing salt storage dome is approximately 3,100 square feet.
- 12 Covered Equipment (cold) Storage Bins of approximately 20' x 24' each for a total amount of 5,760 square feet for the following items:
  - Decorative light poles, fixtures and parts
  - Street sign posts
  - Galvanized aluminum street sign posts
  - New and used fire hydrants & parts
  - Traffic light heads and parts
  - Steel cover plates
  - Concrete manholes & tops of various sizes
  - Steel manholes lids
  - Aluminum poles of various lengths (20' to 40')
  - Concrete, ductile iron and plastic pipe of various diameters and lengths
  - Concrete parking blocks
  - Metal and aluminum scrap piles for recycling
- Staff parking spaces for 35 cars; 40 spaces by 2025.

## ■ PROGRAM AREA TABULATION SUMMARY

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<u>Department</u>	<u>Current Area</u>	<u>Area Needed*</u>	<u>2025 Needs*</u>
● <b>City Hall Common Space **</b>	472	1,950 (313%)	2,500 (2.6%)
● <b>Clerk of Council</b>	5,540	7,405 (33.7%)	8,730 (17.9%)
■ <b>Records Administration</b>	1,050	3,035 (189%)	5,365 (76.6%)
● <b>Clerk of Court</b>	1,950	4,020 (106%)	4,495 (11.8%)
● <b>Development Department</b>	2,240	3,475 (55.1%)	4,125 (18.7%)
● <b>Finance Department</b>	2,325	3,115 (34%)	3,115 (NC)
■ <b>Tax Accounting Department</b>	1,365	2,125 (55.7%)	2,225 (4.7%)
● <b>Human Resources Department</b>	570	1,305 (129%)	1,730 (32.6%)
● <b>Information Technology Dept.</b>	1,005	1,900 (89.1%)	2,500 (31.6%)
● <b>Mayor's Office (including EMA)</b>	1,450	1,500 (3.4%)	2,245 (49.7%)
● <b>Parks &amp; Recreation - Admin.</b>	1,290	2,600 (102%)	3,600 (38.5%)
■ <b>Community Center</b>	--	33,140 --	33,140 (NC)
■ <b>Golf Course Facilities</b>	4,800	12,575 (162%)	12,575 (NC)
■ <b>Parks Maintenance Building</b>	5,755	27,460 (377%)	37,810 (37.7%)
■ <b>Senior Center</b>	5,145	8,025 (56%)	7,375 (-8.1%)
● <b>Police Department</b>	18,520	43,305 (134%)	60,770 (40.3%)
■ <b>Training Center</b>	--	61,660 --	61,660 (NC)
● <b>Service Department - Admin.</b>	4,245	5,770 (35.9%)	6,245 (8.2%)
■ <b>Fleet Maintenance Division ***</b>	13,855	23,335 (68.4%)	27,845 (19.3%)
■ <b>Streets &amp; Utilities Division ****</b>	<u>20,950</u>	<u>45,470</u> (117%)	<u>51,470</u> (13.2%)
<b>Totals:</b>	<b>92,527</b>	<b>293,170 (217%)</b>	<b>339,520 (15.8%)</b>

\* Based upon Department Programs to date

\*\* Does not include support spaces such as toilets or general meeting rooms which are not anticipated to change

\*\*\* Not including Gahanna-Jefferson Fleet Maintenance portion

\*\*\*\* Area includes program areas + salt storage building and covered storage bins