

Program Summary

Dept. Allocations	Projected Staff	Closed	Open	USF Total
Agenda Office	3	33%	67%	815
Building Department	108	19%	81%	14,686
Capital Improv. & Trans. Program	56	4%	96%	7,784
City Manager's Office	20	30%	70%	4,718
Civil Service Board	5	0%	100%	585
Code Enforcement	58	3%	97%	4,813
Communications	14	7%	93%	2,795
Community & Economic Devel.	41	20%	80%	6,915
DREAM	18	11%	89%	3,143
Film & Special Events	6	0%	100%	702
Finance	83	6%	94%	12,676
Fire Prevention Bureau	90	10%	90%	10,501
Grants	38	11%	89%	4,886
GSA	20	0%	100%	2,827
Human Resources	47	4%	96%	8,192
Independent Auditor General	12	8%	92%	1,869
IT	121	11%	89%	15,919
Legal Office	76	41%	59%	12,624
Management & Budget	23	9%	91%	3,344
Net	18	11%	89%	2,245
Parks & Recreation	60	5%	95%	7,711
Planning & Zoning	86	38%	62%	14,278
Police - Special Events	10	10%	90%	1,635
Procurement	23	22%	78%	3,626
Public Works - Survey	91	38%	62%	14,974
Risk Management	22	50%	50%	4,515
Total	1,149	17%	83%	168,777

Typical Meeting Spaces	Count Spaces	USF Total
16P Conference	8	
12P Conference	8	
8P Conference	31	
6P Exec. Team	32	
4P Meeting	31	
2P Huddle	39	
Total		33,523

Floor Support	Count Spaces	USF Total
Copy Room, LAN Room, Pantry	N/A	
Total		17,677

Building Support	Count Spaces	USF Total
Lobby/Reception	1	
Shared Public Waiting Area	1	
Cafeteria	1	
Security/Badge Room	1	
Fitness Center	1	
Mailroom	1	
Public Hearing Room	1	
Training Room (24P)	1	
Training Room (30P)	1	
Furn. Storage (Training/Public Hearing)	3	
Wellness Rooms	3	
Career Counseling Center	1	
Emergency Operations Center	1	
Total		56,391

Parking

All Space Types	1,200
Total	1,200

*Parking includes: (75) City Vehicle Spaces, (75) Visitor Spaces, (1050) Employee Spaces, (1) Carwash Station, and Bicycle Parking

Current	Count Work Seats	Count Mtg Seats
1:0.2	998	242
Proposed	Count Work Seats	Count Mtg Seats
1:0.8	1,149	866

Space Type Counts

Exec Office	53
Office	146
Touchdown	166
Workstation	777
No workspace	7
Total	1,149

Total Headcount

1,149

Subtotal USF
Strategic Vacancy @ 2.75%
Total USF

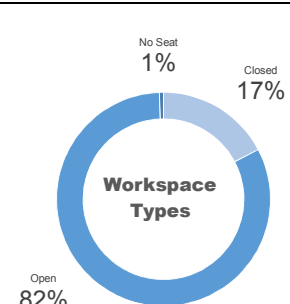
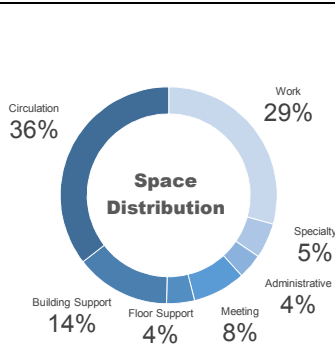
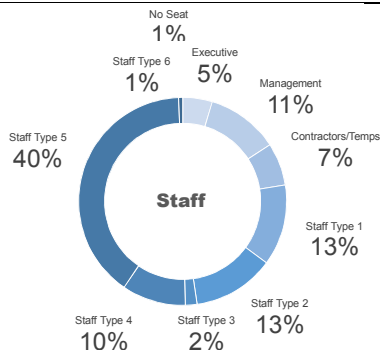
276,368

7,600

283,968

Total RSF, Factor: 15% **326,563**

Total GSF, Factor: 15% **375,548**



City of Miami

Support Spaces

Typical Meeting Spaces

Spaces	Factor Spaces/Headcount	Count Spaces	NSF Each	NSF Total
16P Conference	1.0 *	8	500	4,000
12P Conference	1.0 *	8	400	3,200
8P Conference	4.0 *	31	250	7,750
6P Exec. Team	0.5 **	32	Included in Dept. Program	Included in Dept. Program
4P Meeting	4.0 *	31	120	3,720
2P Huddle	5.0 *	39	80	3,120
Total NSF				21,790
Circulation				11,733
Total USF				33,523

* Number of Space/150 People ** Number of Spaces/Executive (See Department Tab)

Circulation (Meeting)	Headcount	Existing Meeting Seats	Recommended Meeting Seats
35%	1,149	242	866

Floor Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Copy Room, LAN Room, Pantry	1,149	10	11,490
Total NSF			11,490
Circulation			6,187
Total USF			17,677

Circulation (Floor Support)
35%

Building Support

Spaces	Count Spaces	NSF Each	NSF Total
Lobby/Reception	1	1,300 *	1,300
Shared Public Waiting Area	1	7,200	7,200
Cafeteria	1	6,000	6,000
Security/Badge Room	1	300	300
Fitness Center	1	5,000	5,000
Mailroom	1	400	400
Public Hearing Room	1	3,500	3,500
Training Room (24P)	1	800	800
Training Room (30P)	1	1,500	1,500
Furn. Storage (Training/Public Hearing)	3	180	540
Wellness Rooms	3	100	300
Career Counseling Center	1	5,132	5,132
Emergency Operations Center	1	7,200	7,200
Total NSF		* Lobby/Reception includes Medical Screening Station (power required)	39,172
Circulation			17,219
Total USF			56,391

Circulation (Building Support)
30%

Space Types

City of Miami

Executive Offices

Description	Sub-divisions	USF
<p>22% glass-front enclosed offices and 78% open plan workstations with low panels. Centrally located shared floor support, including meeting rooms, focus/privacy rooms, LAN closets, pantries and copy/print rooms</p>	Agenda Office	815
	City Manager's Office	4,718
	Finance	12,676
	Human Resources	8,192
	Independent Auditor General	1,869
	Legal Office	12,624
	Management and Budget	3,344
	Procurement	3,626
	Risk Management	4,515
		Total USF

Administrative Offices

Description	Sub-divisions	USF
<p>18% glass-front enclosed offices and 82% open plan workstations with low panels. Centrally located shared floor support, including meeting rooms, focus/privacy rooms, LAN closets, pantries and copy/print rooms</p> <p>Included within this office area:</p> <ul style="list-style-type: none"> • 1,950 NSF of high-density filing, which will require increased floor loading of between 125 and 200 Lbs/SF • 400 NSF of raised access flooring 	Building Department	14,686
	Capital Improvement and Transportation	7,784
	Civil Service Board	585
	Code Enforcement	4,813
	Communications	2,795
	Community and Economic Development	6,915
	DREAM	3,143
	Film and Special Events	702
	Fire Prevention Bureau	10,501
	Grants	4,886
	GSA	2,827
	IT	15,919
	Net	2,245
	Parks and Recreation	7,711
	Planning and Zoning	14,278
	Police - Special Events	1,635
Public Works - Survey	14,974	
	Total USF	116,400

Meeting Rooms

Description	Sub-divisions	USF
<p>Each room to be provided with a table and chairs per seating capacity. Each room seating 6 people or more to be equipped with a wall-mounted display monitor and a credenza.</p>	16P Conference	
	12P Conference	
	8P Conference	
	6P Executive Team	
	4P Meeting	
	2P Huddle	
	Total USF	33,523

Pantry

Description	USF
One convenience pantry per floor to provide: <ul style="list-style-type: none">• Sink with disposal• Full-sized refrigerator• Undercounter icemaker• Microwave oven	3,077

Copy/Print Room

Description	USF
One convenience copy/print room per floor to provide: <ul style="list-style-type: none">• Counter with storage above and below for supplies	1,846

Security/Badge Room

Description	USF
Requirements to be confirmed.	429

Cafeteria

Description	USF
Food service facility serving employees: <ul style="list-style-type: none">• Food-production area• Servery and cashier• Seating area (100 - 150 seats)• Storage and cleaning areas• Staff area	8,571

Career Center

Description	USF
Requirements to be confirmed.	7,331

Emergency Operations Center

Description	USF
Requirements to be confirmed.	10,286

Fitness Center

Description	USF
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Staffed fitness facility for employee use:

- Men's and women's shower, locker and toilet rooms (3-4 showers and 40-60 lockers per gender)
- Cardio and free-weight area
- Group work-out room
- Staff office, storage and laundry area

7,143

Lobby/Reception

Description	USF
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Main visitor and staff entry, located adjacent to elevator lobby and public service waiting area:

- Reception desk seating 2 staff
- Queuing space
- Waiting area seating for 8 - 12
- Public- access medical screening area (to be confirmed)
- Directory kiosk and identification signage
- Secured staff entry point

1,857

Public Service Waiting Area

Description	USF
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Flexible-use customer service and waiting area, with several work area zones:

- Entry area near lobby/reception with 2 customer check-in kiosks
- 4 open area meeting tables with computers and display screens for collaborative staff/customer use
- Benches or individual seats for solo customer waiting
- 4 group waiting areas with seating for 4-6 each with tables for meetings/work sessions
- 7 movable customer service counters with 3 adjacent 4-person open meeting tables for customer consultation
- Adjacent staff work room with supplies and copy/printer to support staff manning the customer service counters
- 4 enclosed 8 - 10 person meeting rooms

10,286

Mailroom

Description	USF
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Central receiving/mail/delivery point:

- Access control point for service entry
- Mail sorting and processing area
- 3 staff workstations
- Separate HVAC system

571

Public Hearing Room

Description	USF
Requirements to be confirmed.	5,000

Training Room (24P)

Description	USF
Multipurpose room for public and staff use for meetings and training sessions: <ul style="list-style-type: none">• Moveable/flexible tables and chairs to accommodate 24 people• Presenter podium with centralized A/V control system• Wall-mounted display monitor• Supplemental HVAC system.	1,143

Training Room (30P)

Description	USF
Multipurpose room for public and staff use for meetings and training session: <ul style="list-style-type: none">• Moveable/flexible tables and chairs to accommodate 30 people• Podium with centralized A/V control system• Wall-mounted display monitor• Supplemental HVAC system.	2,143

Wellness Rooms

Description	USF
Enclosed room for staff use: <ul style="list-style-type: none">• Base cabinet with sink• Undercounter refrigerator• Seating and table for single-person occupancy	429

City of Miami

Career Counseling Center

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	1	1	64	64
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	26	30 *	64	1,920
Staff 6: sits in support space	0	0	0	0
Total NSF	28	32		2,164
Circulation				1,326
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	3,490

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	32	9	288
Total NSF			288
Circulation			155
Total USF			443

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Staff Assisted Services: Workstations, Waiting, Staff Computers	1	500	500
Intensive Services: Large volume of storage, small waiting	1	1,000	1,000
Core Service/Self-Service	1	1,000	1,000
	0	0	0
Total NSF			2,680
Circulation			1,149
Total USF			3,829

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Building Support) 30%
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Total Projected Headcount

32

Total Department USF

7,762

City of Miami

Emergency Operations Center

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Staff 6: sits in support space	100	100	0	0
Total NSF	100	100		0
Circulation				0
Total USF	* All projected growth included under Staff Type 5 positions ** Enclosed Offices			0

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	0	0	0
Total NSF			0
Circulation			0
Total USF			0

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
EOC Watch Floor (staff count above)	1	4,000	4000
Breakroom	1	250	250
Toilet Room & Shower	1	300	300
Cot Room	1	300	300
Planning Room	1	280	280
GIS Unit	1	180	180
Copy Center Unit	1	120	120
Resource Room	1	120	120
Mayor's Conference Room	1	180	180
Policy Room	1	180	180
Logistics/Finance/Admin Room	1	360	360
Evacuation Support Center	1	180	180
Press, Media Workroom, Media Tele-comm, POI, Radio Comms	1	750	750
Total NSF			7,200
Circulation			3,086
Total USF			10,286

Projected Growth

15.0%

Admin Support NSF/Staff

9

Circulation (Work)

38%

Circulation (Admin)

35%

Circulation (Building Support)

30%

Total Projected Headcount

100

Total Department USF

10,286

City of Miami

Agenda Office

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	1	1	64	64
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	1	1	64	64
Staff 5: not covered under Staff 1 - 4	0	0 *	64	0
Staff 6: sits in support space	0	0	0	0
Total NSF	3	3		308
Circulation				189
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	497

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	3	9	27
Total NSF			27
Circulation			15
Total USF			42

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total NSF			180
Circulation			97
Total USF			277

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	3
Total Department USF	815

City of Miami

Building Department

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	6	6	64	384
Contractors/Temps	5	5	64	320
Staff 1: check in daily, but mostly out	27	27	25	675
Staff 2: 50%+ time spent counseling	18	18	120 **	2,160
Staff 3: call center staff	2	2	25	50
Staff 4: public service staff	16	16	64	1,024
Staff 5: not covered under Staff 1 - 4	17	31 *	64	1,984
Staff 6: sits in support space	1	1	0	0
Total NSF	94	108		6,957
Circulation				4,264
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	11,221

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	108	9	972
Total NSF			972
Circulation			523
Total USF			1,495

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Open Area for Files and Staging Plans	1	300	300
Specialty Office Annotate Demolition Status (Desk, Storage, Printers...)	1	250	250
Storage Room (Plans Received)	1	150	150
Microfilm - Large Format Scanning Room and Storage for Microfilm Jackets	1	400	400
Total NSF			1,280
Circulation			689
Total USF			1,969

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	108
Total Department USF	14,686

City of Miami

Capital Improv. & Trans. Program

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	11	11	64	704
Contractors/Temps	8	8	64	512
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	2	2	64	128
Staff 5: not covered under Staff 1 - 4	26	33 *	64	2,112
Staff 6: sits in support space	0	0	0	0
Total NSF	49	56		3,816
Circulation				2,339
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	6,155

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	56	9	504
Total NSF			504
Circulation			271
Total USF			775

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Storage Room	1	150	150
Storage Room (Secured)	1	225	225
	0	0	0
	0	0	0
Total NSF			555
Circulation			299
Total USF			854

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	56
Total Department USF	7,784

City of Miami

City Manager's Office

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	6	6	180 **	1,080
Manager	3	3	64	192
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	2	2	64	128
Staff 5: not covered under Staff 1 - 4	6	9 *	64	576
Staff 6: sits in support space	0	0	0	0
Total NSF	17	20		1,976
Circulation				1,211
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	3,187

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	20	9	180
Total NSF			180
Circulation			97
Total USF			277

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	3	180	540
Office of the Mayor	1	275	275
	0	0	0
	0	0	0
	0	0	0
Total NSF			815
Circulation			439
Total USF			1,254

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	20
Total Department USF	4,718

City of Miami

Civil Service Board

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	0	0	180 **	0
Manager	0	0	64	0
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	4	4	64	256
Staff 5: not covered under Staff 1 - 4	0	1 *	64	64
Staff 6: sits in support space	0	0	0	0
Total NSF	4	5		320
Circulation				196
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	516

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	5	9	45
Total NSF			45
Circulation			24
Total USF			69

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	0	180	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total NSF			0
Circulation			0
Total USF			0

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	5
Total Department USF	585

City of Miami

Code Enforcement

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	4	4	64	256
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	39	39	25	975
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	4	4	25	100
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	1	9 *	64	576
Staff 6: sits in support space	0	0	0	0
Total NSF	50	58		2,267
Circulation				1,389
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	3,656

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	58	9	522
Total NSF			522
Circulation			281
Total USF			803

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
High Density Filing (Closed)	1	50	50
	0	0	0
	0	0	0
	0	0	0
Total NSF			230
Circulation			124
Total USF			354

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	58
Total Department USF	4,813

City of Miami

Communications

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	0	0	64	0
Contractors/Temps	4	4	64	256
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	7	9 *	64	576
Staff 6: sits in support space	0	0	0	0
Total NSF	12	14		1,012
Circulation				620
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	1,632

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	14	9	126
Total NSF			126
Circulation			68
Total USF			194

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Sound Booth and TV Production Studio	1	350	350
Storage (Server Room for Communications)	1	100	100
	0	0	0
	0	0	0
Total NSF			630
Circulation			339
Total USF			969

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	14
Total Department USF	2,795

City of Miami

Community & Economic Devel.

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	4	4	180 **	720
Manager	6	6	64	384
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	2	2	25	50
Staff 2: 50%+ time spent counseling	4	4	120 **	480
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	20	20	64	1,280
Staff 5: not covered under Staff 1 - 4	0	5 *	64	320
Staff 6: sits in support space	0	0	0	0
Total NSF	36	41		3,234
Circulation				1,982
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	5,216

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	41	9	369
Total NSF			369
Circulation			199
Total USF			568

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	2	180	360
Storage Room (Closed)	1	200	200
High Density Storage Room (Section 8, Fire-Rated, Locked)	1	125	125
Storage Room (Locked)	1	50	50
	0	0	0
Total NSF			735
Circulation			396
Total USF			1,131

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	41
Total Department USF	6,915

City of Miami

DREAM

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	14	14	64	896
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	0	2 *	64	128
Staff 6: sits in support space	0	0	0	0
Total NSF	16	18		1,384
Circulation				848
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	2,232

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	18	9	162
Total NSF			162
Circulation			87
Total USF			249

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Storage Room (Closed)	1	250	250
	0	0	0
	0	0	0
	0	0	0
Total NSF			430
Circulation			232
Total USF			662

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	18
Total Department USF	3,143

City of Miami

Film & Special Events

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	0	0	180 **	0
Manager	0	0	64	0
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	5	5	64	320
Staff 5: not covered under Staff 1 - 4	0	1 *	64	64
Staff 6: sits in support space	0	0	0	0
Total NSF	5	6		384
Circulation				235
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	619

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	6	9	54
Total NSF			54
Circulation			29
Total USF			83

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	0	180	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total NSF			0
Circulation			0
Total USF			0

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	6
Total Department USF	702

City of Miami

Finance

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	5	5	180 **	900
Manager	14	14	64	896
Contractors/Temps	6	6	64	384
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	47	58 *	64	3,712
Staff 6: sits in support space	0	0	0	0
Total NSF	72	83		5,892
Circulation				3,611
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	9,503

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	83	9	747
Total NSF			747
Circulation			402
Total USF			1,149

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	3	180	540
Storage (Closed)	1	275	275
Storage (Closed)	1	175	175
Storage (Closed)	1	125	125
Storage (Closed)	1	200	200
Total NSF			1,315
Circulation			708
Total USF			2,023

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	83
Total Department USF	12,676

City of Miami

Fire Prevention Bureau

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	4	4	180 **	720
Manager	10	10	64	640
Contractors/Temps	5	5	64	320
Staff 1: check in daily, but mostly out	37	37	25	925
Staff 2: 50%+ time spent counseling	5	5	120 **	600
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	2	2	64	128
Staff 5: not covered under Staff 1 - 4	15	27 *	64	1,728
Staff 6: sits in support space	0	0	0	0
Total NSF	78	90		5,061
Circulation				3,102
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	8,163

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	90	9	810
Total NSF			810
Circulation			436
Total USF			1,246

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	2	180	360
Storage Room	1	100	100
Storage Room	1	250	250
	0	0	0
	0	0	0
Total NSF			710
Circulation			382
Total USF			1,092

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	90
Total Department USF	10,501

City of Miami

Grants

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	4	4	64	256
Contractors/Temps	7	7	64	448
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	3	3	120 **	360
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	14	19 *	64	1,216
Staff 6: sits in support space	4	4	0	0
Total NSF	33	38		2,460
Circulation				1,508
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	3,968

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	38	9	342
Total NSF			342
Circulation			184
Total USF			526

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
High Density Storage Room (Restricted Access)	1	75	75
	0	0	0
	0	0	0
	0	0	0
Total NSF			255
Circulation			137
Total USF			392

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	38
Total Department USF	4,886

City of Miami

GSA

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	0	0	180 **	0
Manager	1	1	64	64
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	14	17 *	64	1,088
Staff 6: sits in support space	2	2	0	0
Total NSF	17	20		1,152
Circulation				706
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices (includes possible 7 from other site)	1,858

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	20	9	180
Total NSF			180
Circulation			97
Total USF			277

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	0	180	0
GSA Workshop	1	350	350
GSA Restricted Access Room	1	100	100
	0	0	0
	0	0	0
Total NSF			450
Circulation			242
Total USF			692

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	20
Total Department USF	2,827

City of Miami

Human Resources

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	7	7	64	448
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	30	30	64	1,920
Staff 5: not covered under Staff 1 - 4	2	8 *	64	512
Staff 6: sits in support space	0	0	0	0
Total NSF	41	47		3,240
Circulation				1,986
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	5,226

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	47	9	423
Total NSF			423
Circulation			228
Total USF			651

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Storage Room	1	175	175
Training Room (24P)	1	600	600
High Density Files (Closed with Restricted Access)	1	550	550
	0	0	0
Total NSF			1,505
Circulation			810
Total USF			2,315

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	47
Total Department USF	8,192

City of Miami

Independent Auditor General

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	1	1	64	64
Contractors/Temps	1	1	64	64
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	1	1	64	64
Staff 5: not covered under Staff 1 - 4	6	8 *	64	512
Staff 6: sits in support space	0	0	0	0
Total NSF	10	12		884
Circulation				542
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	1,426

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	12	9	108
Total NSF			108
Circulation			58
Total USF			166

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total NSF			180
Circulation			97
Total USF			277

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	12
Total Department USF	1,869

City of Miami

IT

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	3	3	180 **	540
Manager	8	8	64	512
Contractors/Temps	10	10	64	640
Staff 1: check in daily, but mostly out	8	8	25	200
Staff 2: 50%+ time spent counseling	10	10	120 **	1,200
Staff 3: call center staff	6	6	25	150
Staff 4: public service staff	5	5	64	320
Staff 5: not covered under Staff 1 - 4	55	71 *	64	4,544
Staff 6: sits in support space	0	0	0	0
Total NSF	105	121		8,106
Circulation				4,968
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	13,074

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	121	9	1,089
Total NSF			1,089
Circulation			586
Total USF			1,675

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	2	180	360
Scanning Team Room (Raised Floor)	1	400	400
	0	0	0
	0	0	0
	0	0	0
Total NSF			760
Circulation			409
Total USF			1,169

Projected Growth
15.0%

Admin Support NSF/Staff
9

Circulation (Work)
38%

Circulation (Admin)
35%

Circulation (Specialty)
35%

Total Projected Headcount

121

Total Department USF

15,919

City of Miami

Legal Office

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	0	0	64	0
Contractors/Temps	5	5	64	320
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	30	30	120 **	3,600
Staff 3: call center staff	1	1	25	25
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	29	39 *	64	2,496
Staff 6: sits in support space	0	0	0	0
Total NSF	66	76		6,621
Circulation				4,058
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	10,679

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	76	9	684
Total NSF			684
Circulation			368
Total USF			1,052

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
High Density File Room (Limited Access)	1	400	400
	0	0	0
	0	0	0
	0	0	0
Total NSF			580
Circulation			312
Total USF			892

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	76
Total Department USF	12,624

City of Miami

Management & Budget

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	3	3	64	192
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	15	18 *	64	1,152
Staff 6: sits in support space	0	0	0	0
Total NSF	20	23		1,704
Circulation				1,044
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	2,748

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	23	9	207
Total NSF			207
Circulation			111
Total USF			318

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total NSF			180
Circulation			97
Total USF			277

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	23
Total Department USF	3,344

City of Miami

Net

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	4	4	64	256
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	10	10	25	250
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	0	0	64	0
Staff 5: not covered under Staff 1 - 4	0	2 *	64	128
Staff 6: sits in support space	0	0	0	0
Total NSF	16	18		994
Circulation				609
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	1,603

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	18	9	162
Total NSF			162
Circulation			87
Total USF			249

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Storage Room	1	75	75
	0	0	0
	0	0	0
	0	0	0
Total NSF			255
Circulation			137
Total USF			392

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	18
Total Department USF	2,245

City of Miami

Parks & Recreation

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	2	2	64	128
Contractors/Temps	3	3	64	192
Staff 1: check in daily, but mostly out	3	3	25	75
Staff 2: 50%+ time spent counseling	2	2	120 **	240
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	1	1	64	64
Staff 5: not covered under Staff 1 - 4	40	48 *	64	3,072
Staff 6: sits in support space	0	0	0	0
Total NSF	52	60		3,951
Circulation				2,422
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	6,373

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	60	9	540
Total NSF			540
Circulation			291
Total USF			831

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Storage/File Room (Limited Access)	1	150	150
	0	0	0
	0	0	0
	0	0	0
Total NSF			330
Circulation			178
Total USF			508

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	60
Total Department USF	7,711

City of Miami

Planning & Zoning

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	3	3	180 **	540
Manager	8	8	64	512
Contractors/Temps	16	16	64	1,024
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	30	30	120 **	3,600
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	6	6	64	384
Staff 5: not covered under Staff 1 - 4	12	23 *	64	1,472
Staff 6: sits in support space	0	0	0	0
Total NSF	75	86		7,532
Circulation				4,616
Total USF	1 Seat: Water, Sewer, Env Res Mgmt * All projected growth included under Staff Type 5 positions ** Enclosed Offices			12,148

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	86	9	774
Total NSF			774
Circulation			417
Total USF			1,191

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	2	180	360
Storage Room	1	250	250
	0	0	0
	0	0	0
	0	0	0
Total NSF			610
Circulation			328
Total USF			938

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	86
Total Department USF	14,278

City of Miami

Police - Special Events

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	1	1	180 **	180
Manager	2	2	64	128
Contractors/Temps	1	1	64	64
Staff 1: check in daily, but mostly out	0	0	25	0
Staff 2: 50%+ time spent counseling	0	0	120 **	0
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	5	5	64	320
Staff 5: not covered under Staff 1 - 4	0	1 *	64	64
Staff 6: sits in support space	0	0	0	0
Total NSF	9	10		756
Circulation				463
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	1,219

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	10	9	90
Total NSF			90
Circulation			48
Total USF			138

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total NSF			180
Circulation			97
Total USF			277

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	10
Total Department USF	1,635

City of Miami

Procurement

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	5	5	64	320
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	5	5	25	125
Staff 2: 50%+ time spent counseling	3	3	120 **	360
Staff 3: call center staff	4	4	25	100
Staff 4: public service staff	1	1	64	64
Staff 5: not covered under Staff 1 - 4	0	3 *	64	192
Staff 6: sits in support space	0	0	0	0
Total NSF	20	23		1,521
Circulation				932
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	2,453

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	23	9	207
Total NSF			207
Circulation			111
Total USF			318

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
Storage Room (Limited Access)	1	150	150
High Density Filing (Closed)	1	225	225
	0	0	0
	0	0	0
Total NSF			555
Circulation			299
Total USF			854

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	23
Total Department USF	3,626

City of Miami

Public Works - Survey

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	3	3	180 **	540
Manager	10	10	64	640
Contractors/Temps	5	5	64	320
Staff 1: check in daily, but mostly out	13	13	25	325
Staff 2: 50%+ time spent counseling	32	32	120 **	3,840
Staff 3: call center staff	4	4	25	100
Staff 4: public service staff	11	11	64	704
Staff 5: not covered under Staff 1 - 4	1	13 *	64	832
Staff 6: sits in support space	0	0	0	0
Total NSF	79	91		7,301
Circulation				4,475
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	11,776

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	91	9	819
Total NSF			819
Circulation			441
Total USF			1,260

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	2	180	360
File, Large Scanners, Plotters, Record Storage (Limited Access)	1	600	600
Scanning Room	1	300	300
	0	0	0
	0	0	0
Total NSF			1,260
Circulation			678
Total USF			1,938

Projected Growth 15.0%	Admin Support NSF/Staff 9	Circulation (Work) 38%	Circulation (Admin) 35%	Circulation (Specialty) 35%
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Total Projected Headcount	91
Total Department USF	14,974

City of Miami

Risk Management

Work Spaces

Employee Type	Count Current Staff	Count Projected Staff	NSF Each	NSF Total
Executive	2	2	180 **	360
Manager	5	5	64	320
Contractors/Temps	0	0	64	0
Staff 1: check in daily, but mostly out	1	1	25	25
Staff 2: 50%+ time spent counseling	9	9	120 **	1,080
Staff 3: call center staff	0	0	25	0
Staff 4: public service staff	2	2	64	128
Staff 5: not covered under Staff 1 - 4	0	3 *	64	192
Staff 6: sits in support space	0	0	0	0
Total NSF	19	22		2,105
Circulation				1,290
Total USF			* All projected growth included under Staff Type 5 positions ** Enclosed Offices	3,395

Administrative Support

Spaces	Count Projected Staff	NSF / Person	NSF Total
Filing, Printers, Waiting Areas	22	9	198
Total NSF			198
Circulation			107
Total USF			305

Specialty Spaces

Spaces	Count Spaces	NSF Each	NSF Total
6P Exec. Team	1	180	180
High Density File Storage (Closed)	1	350	350
	0	0	0
	0	0	0
	0	0	0
Total NSF			530
Circulation			285
Total USF			815

Projected Growth	Admin Support NSF/Staff	Circulation (Work)	Circulation (Admin)	Circulation (Specialty)
15.0%	9	38%	35%	35%

Total Projected Headcount	22
Total Department USF	4,515

Calculations Summary

Workspaces

Formula: (Headcount) x (NSF)	NSF
Executive	180
Executive 6P Team Room	180
Manager	64
Contractors/Temps	64
Staff 1: check in daily, but mostly out	25
Staff 2: 50%+ time spent counseling	120
Staff 3: call center staff	25
Staff 4: public service staff	64
Staff 5: not covered under Staff 1 - 4	64
Staff 6: sits in support space	0

Meeting Spaces

Formula: (Headcount / 150) x (Factor) x (NSF)	NSF	Factor
16P Conference	500	1.0
12P Conference	400	1.0
8P Conference	250	4.0
6P Exec. Team	180	1.0/Executive
4P Meeting	120	4.0
2P Huddle	80	5.0

Floor Support

Formula: (Headcount) x (NSF)	NSF
Copy Room, LAN Room, Pantry	10
Filing, Printers, Waiting Areas	9

Building Support

Formula: (Number of Spaces) x (NSF)	NSF
Lobby/Reception	1,300
Shared Public Waiting Area	7,200
Cafeteria	6,000
Security/Badge Room	300
Fitness Center	5,000
Mailroom	400
Public Hearing Room	2,875
Training Room (24P)	800
Training Room (30P)	1,500
Wellness Rooms	100
Furn. Storage (Training/Public Hearing)	180
Career Counseling Center	5,132
Emergency Operations Center	7,200

SF Factor

Formula: (USF) + (USF x (Rate/(1-Rate)))	Rate
RSF	15%
GSF	15%

Headcount Growth

Formula: (Headcount) + (Headcount x Rate)	Rate
Growth	15%

Adjacency Diagram

Ground Floor Only (Public Zone)

Complete Program List

Departments

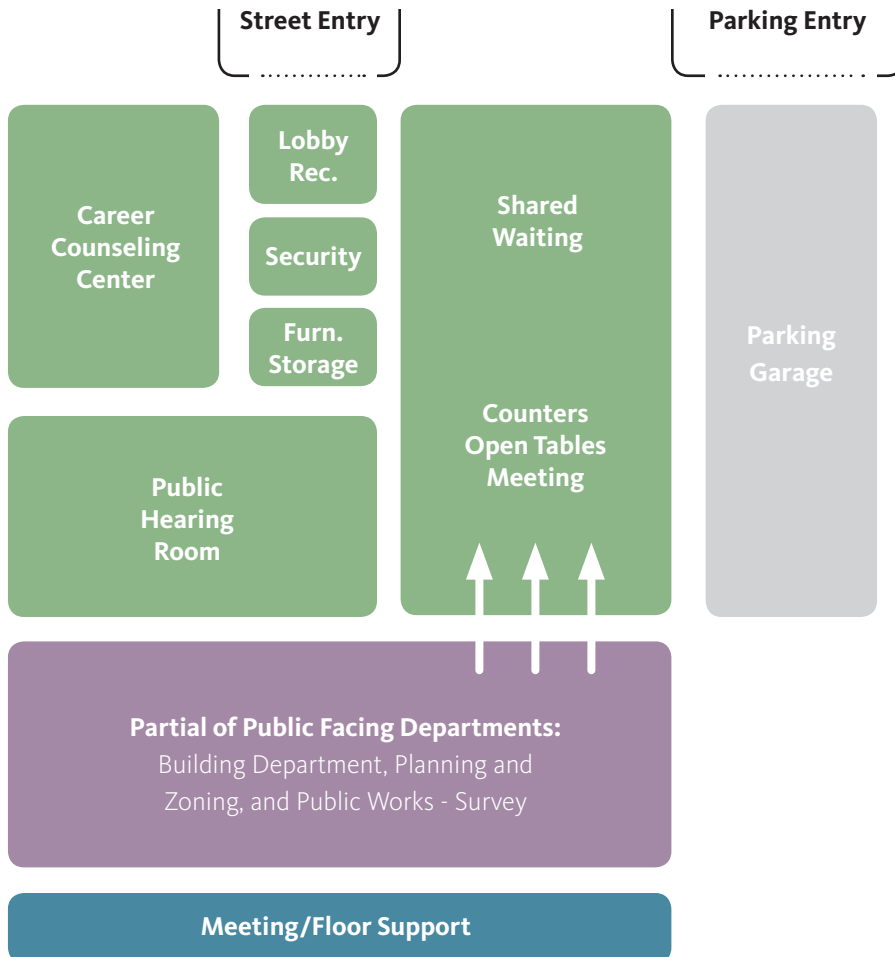
- Agenda Office
- Building Department
- Capital Improvement and Transportation
- City Manager's Office
- Civil Services Board
- Code Enforcement
- Communications
- Community and Economic Development
- DREAM
- Film and Special Events
- Finance
- Fire Prevention Bureau
- Grants
- GSA
- Human Resources
- Independent Auditor General
- Information Technology
- Legal Office
- Management and Budget
- NET
- Parks and Recreation
- Planning and Zoning
- Police—Special Events
- Procurement
- Public Works—Survey
- Risk Management

Building Support

- Cafeteria
- Career Center
- Emergency Operations Center
- Fitness Center
- Furniture Storage (Qty: 3)
- Lobby/Reception
- Mailroom
- Mock Courtroom
- Security Room
- Shared Waiting
- Training Room—24 Person
- Training Room—30 Person

Meeting/Floor Support

- 16P Conference
- 12P Conference
- 8P Conference
- 6P Executive Team
- 4P Meeting
- 2P Huddle
- Copy
- LAN
- Pantry
- Wellness



Adjacency Diagram

Floors Ground, 2 or 3 (Public Zone)



Complete Program List

Departments

Agenda Office
Building Department
Capital Improvement and Transportation
City Manager's Office
Civil Services Board
Code Enforcement
Communications
Community and Economic Development
DREAM
Film and Special Events
Finance
Fire Prevention Bureau
Grants
GSA
Human Resources
Independent Auditor General
Information Technology
Legal Office
Management and Budget
NET
Parks and Recreation
Planning and Zoning
Police—Special Events
Procurement
Public Works—Survey
Risk Management

Building Support

Cafeteria
Career Center
Emergency Operations Center
Fitness Center
Furniture Storage (Qty: 3)
Lobby/Reception
Mailroom
Mock Courtroom
Security Room
Shared Waiting
Training Room—24 Person
Training Room—30 Person

Meeting/Floor Support

16P Conference
12P Conference
8P Conference
6P Executive Team
4P Meeting
2P Huddle
Copy
LAN
Pantry
Wellness

Adjacency Diagram

Upper Floors (Department and Executive Zones)



Complete Program List

Departments

Agenda Office
Building Department
Capital Improvement and Transportation
City Manager's Office
Civil Services Board
Code Enforcement
Communications
Community and Economic Development
DREAM
Film and Special Events
Finance
Fire Prevention Bureau
Grants
GSA
Human Resources
Independent Auditor General
Information Technology
Legal Office
Management and Budget
NET
Parks and Recreation
Planning and Zoning
Police—Special Events
Procurement
Public Works—Survey
Risk Management

Building Support

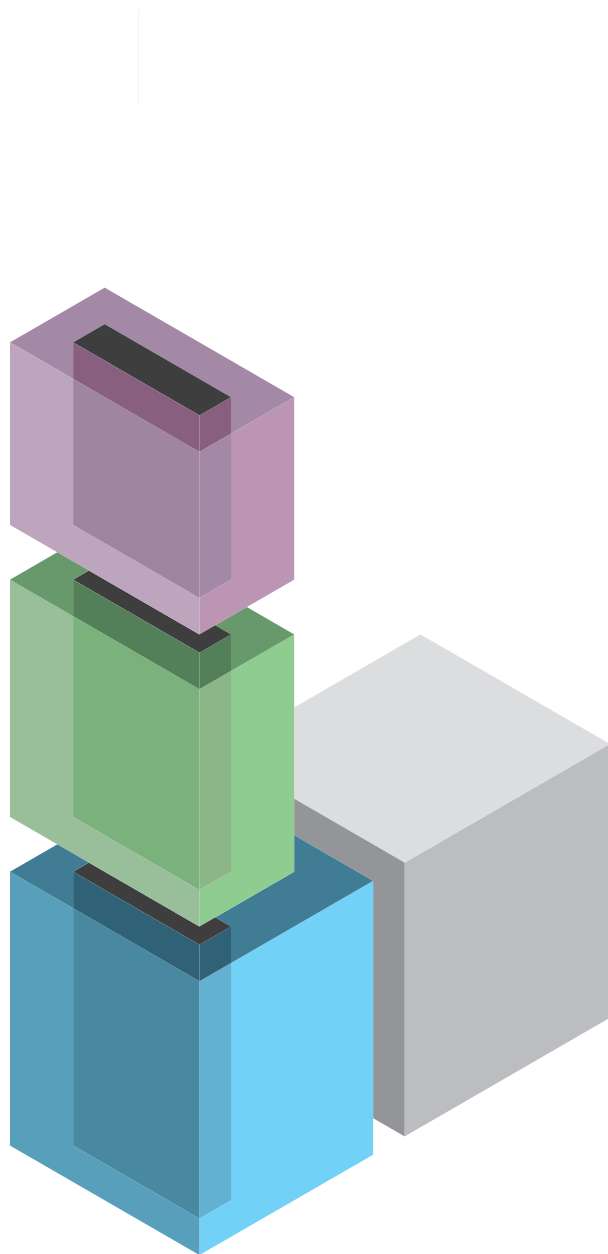
Cafeteria
Career Center
Emergency Operations Center
Fitness Center
Furniture Storage (Qty: 3)
Lobby/Reception
Mailroom
Mock Courtroom
Security Room
Shared Waiting
Training Room—24 Person
Training Room—30 Person

Meeting/Floor Support

16P Conference
12P Conference
8P Conference
6P Executive Team
4P Meeting
2P Huddle
Copy
LAN
Pantry
Wellness

Stack Diagram A

Parking Adjacent to Stack



- Executive Zone
- Department Zone
- Public Zone
- Parking
- Core, Meeting Spaces, Floor Support

Executive Zone

Agenda Office
City Manager's Office
Finance
Human Resources
Independent Auditor General
Legal Office
Management and Budget
Procurement
Risk Management

Department Zone

Capital Improvement and Transportation
Civil Services Board
Code Enforcement
Communications
Community and Economic Development
DREAM
Film and Special Events
Fire Prevention Bureau
Grants
GSA
Information Technology
NET
Parks and Recreation
Police—Special Events

Public Zone

Building Support

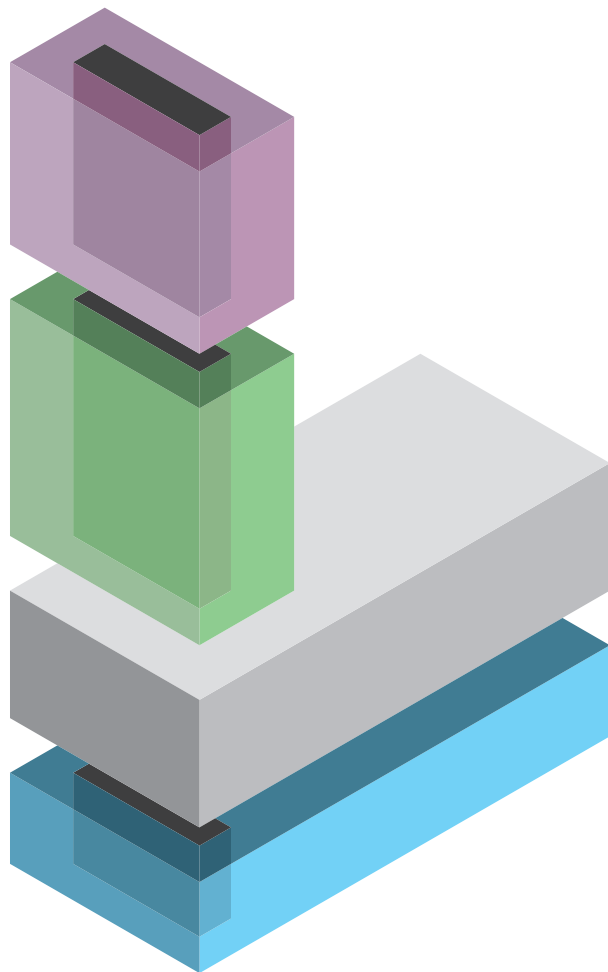
Cafeteria
Career Center
Emergency Operations Center
Fitness Center
Furniture Storage (Qty: 3)
Lobby/Reception
Mailroom
Mock Courtroom
Security Room
Shared Waiting
Training Room—24 Person
Training Room—30 Person

Public Facing Departments

Building Department
Planning and Zoning
Public Works—Survey

Stack Diagram B

Parking Within Stack



- Executive Zone
- Department Zone
- Public Zone
- Parking
- Core, Meeting Spaces, Floor Support

**The building's base (Public Zone and Parking) can share the same footprint as the stack or take advantage of a larger footprint if the selected site provides such opportunity.*

Executive Zone

- Agenda Office
- City Manager's Office
- Finance
- Human Resources
- Independent Auditor General
- Legal Office
- Management and Budget
- Procurement
- Risk Management

Department Zone

- Capital Improvement and Transportation
- Civil Services Board
- Code Enforcement
- Communications
- Community and Economic Development
- DREAM
- Film and Special Events
- Fire Prevention Bureau
- Grants
- GSA
- Information Technology
- NET
- Parks and Recreation
- Police—Special Events

Public Zone

Building Support

- Cafeteria
- Career Center
- Emergency Operations Center
- Fitness Center
- Furniture Storage (Qty: 3)
- Lobby/Reception
- Mailroom
- Mock Courtroom
- Security Room
- Shared Waiting
- Training Room—24 Person
- Training Room—30 Person

Public Facing Departments

- Building Department
- Planning and Zoning
- Public Works—Survey

INTERIOR LIGHTING

Area Type	Recommended Minimum Control	Additional Control Description	Recommended Luminaire Type	Approved LPD	Illuminance Target Level	CRI Index/CCT
Open/Enclosed Offices	Combined dual technology occupancy sensor, daylight sensor near window	Control strategy for this area includes: Daylight harvesting will reduce light output automatically when sensors detect daylight contribution up to 3 rows of fixtures closest to the windows.	Pendant-mounted direct/ indirect linear fluorescent or LED luminaires. Recessed high efficiency volumetric linear fluorescent or LED luminaires. Recessed compact fluorescent or LED downlight and/or wall wash luminaires. LED under cabinet task lights shall achieve an overall 50FC (500 lux) at the work surface (high computer use areas may desire 25 - 35 FC (250-350 lux) ambient). Note: Luminaires should be located in all spaces with built-in shelves and casework to augment the ambient lighting.	0.75 w/ sq. ft.	30 fc (foot-candles) (300 lux) average at 36" A.F.F. (Above Finished Floor)	85 CRI/ 3500 K or 4100K
Office Corridors	Combined dual technology occupancy sensor.	During periods of non-occupancy sensor will automatically drop light level to 25% of full and automatically return to full output when occupancy is sensed.	Recessed linear fluorescent or LED luminaires. Recessed compact fluorescent or LED downlight and/or wall wash luminaires.	0.5 w/ sq. ft.	10 fc (foot-candles) (100 lux) average at 36" A.F.F. (Above Finished Floor)	85 CRI/ 3500 K or 4100K
Conference Meeting Rooms	Combined dual technology occupancy sensor. Multi-zone dimming capabilities.	Control strategy for this area includes: Daylighting and dimming. Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied. Users can manually dim lighting if it is required for use.	Pendant-mounted direct/ indirect linear fluorescent or LED luminaires. Recessed linear fluorescent or LED luminaires. Recessed compact fluorescent or LED downlight and/or wall wash luminaires.	1.23 w/ sq. ft.	50 fc (foot-candles) (500 lux) average at 36" A.F.F. (Above Finished Floor)	85 CRI/ 3500 K or 4100K
Plan, Electrical and Mechanical Rooms	Manual Toggle Switches	For safety reasons this space will be manual control.	Pendant and/or surface mounted industrial linear fluorescent or LED strip lights with wire-guards, or enclosed damp location rated as required.	0.95 w/ sq. ft.	25-30 fc (250 - 300 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Elevators	Occupancy Sensors	During periods of non-occupancy sensor will automatically drop light level to 25% of full and automatically return to full output when occupancy is sensed.	Recessed LED downlight luminaires.	0.5 w/ sq. ft.	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Lobby Atrium and Elevator Lobbies	Occupancy Sensors, Daylight Sensor or Time Clock Controls.	Control strategy for this area includes: Daylight harvesting will reduce light output automatically when sensors detect daylight contribution.	Recessed fluorescent downlight and/or wall wash luminaires. Decorative fluorescent luminaires. Linear fluorescent perimeter lighting. Low voltage decorative track lighting.	< 40' high 0.03 per ft. in height <40' high 0.02 per ft. in height	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Fitness Center	Combined dual technology sensors, wall box controls.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Recessed linear fluorescent or LED luminaires. Recessed compact fluorescent or LED downlight and/or wall wash luminaires.	0.72 w/ sq. ft.	30 fc (300 lux) average at floor	85 CRI/ 3500 K or 4100K
Dining and Lounge	Combined dual technology sensors, wall box dimming controller.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Surface or Pendant-mounted direct/ indirect linear fluorescent LED luminaires. Recessed fluorescent or LED downlight luminaires. Low voltage track lighting. Decorative fluorescent and/or LED luminaires. Food presentation areas to be highlighted at 50 fc (500 lux).	0.65 w/ sq. ft. Lounge 0.73 w/sq. ft.	10 fc (100 lux) average at floor	85 CRI/ 3500 K or 4100K
Kitchen and Food Preparation	Wall box and time clock controls	Control strategy for this area includes: time clock controls	National Sanitation Foundation (NSF) labeled luminaires. (Note: Materials must withstand the corrosive affects of high alkali detergents, solvents, and stringent cleaning regimens. This may include stainless steel, closed cell neoprene, and tempered glass. Additionally, these materials shall not impart any odor, taste or toxins to foods).	0.99 w/ sq. ft.	50 fc (500 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Copy Room and Panty	Combined dual technology occupancy sensor.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Recessed linear fluorescent or LED luminaires. Recessed compact fluorescent or LED downlight.	0.8 w/ sq. ft.	15 - 20 fc (150 - 200 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Mail Room	Combined dual technology occupancy sensor.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied. Users can manually turn lighting on if it is required for use.	Recessed linear fluorescents or LED luminaires. Recessed compact fluorescent or LED downlight.	1.1 w/ sq. ft.	50 fc (500 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Janitors Closets	Combined dual technology occupancy sensor.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Pendant and/or surface mounted industrial linear fluorescent or LED strip lights with wire-guards.	0.8 w/ sq. ft.	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Locker Rooms	Combined dual technology occupancy sensor.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Recessed linear fluorescent or LED luminaires. Recessed compact fluorescent or LED downlight and/or wall wash luminaires.	0.6 w/ sq. ft.	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Maintenance and Shop	Manual toggle switches	For safety reasons this space will be manual control.	Pendant, Recessed, or surface mounted industrial linear fluorescent or LED strip lights with wire guards.	1.2 w/ sq. ft.	50 fc (500 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Training Rooms	Combined dual technology sensors, wall box dimming controller.	Control strategy for this area includes: Daylight harvesting will reduce light output automatically when sensors detect daylight contribution. Users can manually dim lighting if it is required for use.	Pendant indirect/ direct linear fluorescent or LED luminaires. Recessed fluorescent or LED luminaires.	1.24 w/ sq. ft.	50 fc (500 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Stairwells	Occupancy Sensor integral to new wall mounted luminaire.	During periods of non-occupancy sensor will automatically drop light level to 50% of full and automatically return to full output when occupancy is sensed.	Wall mounted LED luminaires. Standard	0.6 w/ sq. ft.	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Storage and Warehouse	Occupancy Sensor	Individual Occupancy sensors on luminaire will be used to automatically turn off luminaire when space is unoccupied.	Pendant and/or surface mounted industrial linear fluorescent or LED strip lights with wire-guards.	.58 w/ sq. ft.	30 fc (300 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Receiving	Combined dual technology occupancy sensor.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Pendant and/or surface mounted industrial linear fluorescent or LED strip lights with wire-guards.	0.8 w/ sq. ft.	30 fc (300 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Loading Dock	Combined dual technology occupancy sensor.	Occupancy sensors will be used to automatically turn off all luminaires when space is unoccupied.	Pendant and/or surface mounted industrial linear fluorescent or LED strip lights with wire-guards.	0.8 w/ sq. ft.	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K
Restrooms	Combined dual technology occupancy sensor.	Sensor to be located where lighting is activated at earliest possible time of occupancy.	Recessed linear and/or compact fluorescent or LED luminaires. Decorative fluorescent or LED luminaires.	0.9 w/ sq. ft.	10 fc (100 lux) average at 36" A.F.F.	85 CRI/ 3500 K or 4100K

PRELIMINARY

SITE LIGHTING

Area Type	Recommended Minimum Control	Additional Control Description	Recommended Luminaire Type	Approved LPD	Illuminance Target Level	CRI Index/CCT
Exterior Building Mounted	Photocell and BMS	Control strategy for this area includes: Photocell with BMS controls	Pole and/ or building mounted LED luminaires. Standard. All luminaires to be full cutoff and Dark Sky compliant.	N/A	2 fc (20 lux) average at grade	93 CRI/ 4000 K
Pedestrian Walkways	Photocell and BMS	Control strategy for this area includes: Photocell with BMS controls	Pole and/ or building mounted LED luminaires. Standard. All luminaires to be full cutoff and Dark Sky compliant.	1.0 W/ linear ft. 0.2 W / soft plaza, special features	2 fc (20 lux) average at grade	93 CRI/ 4000 K
General Open Parking Lot	Photocell, Occupancy Sensor and BMS	Occupancy sensors to be used to automatically reduce the luminaires to 50% of the output when space is unoccupied.	Pole and/ or building mounted LED luminaires. Standard. All luminaires to be full cutoff and Dark Sky compliant. Solar powered LED's optional	0.13 w/ sq. ft.	2 fc (20 lux) average at grade	93 CRI/ 4000 K
Parking Garage Entrances and Ramps	Combined Photocell, Daylight Sensor, Occupancy Sensor and BMS	Control strategy for this area includes: Daylight harvesting will reduce light output automatically when sensors detect daylight contribution. Additionally, vacancy sensors will be used to automatically turn off 50% of the luminaires or lamps when space is unoccupied.	Surface mounted LED luminaires. Standard	0.19 w/ sq. ft.	5 fc (50 lux) average at grade	93 CRI/ 4000 K
Parking Garage Interior	Combined Photocell, Daylight Sensor, Occupancy Sensor and BMS	Control strategy for this area includes: Daylight harvesting will reduce light output automatically when sensors detect daylight contribution. Additionally, vacancy sensors will be used to automatically turn off 50% of the luminaires or lamps when space is unoccupied.	Surface mounted LED luminaires. Standard	0.19 w/ sq. ft.	5 fc (50 lux) average at grade 0.5 fc (5 lux) minimum	93 CRI/ 4000 K
Parking Garage Stairway	Combined Photocell, Daylight Sensor, Occupancy Sensor and BMS	Control strategy for this area includes: Daylight harvesting will reduce light output automatically when sensors detect daylight contribution. Additionally, vacancy sensors will be used to automatically turn off 50% of the luminaires or lamps when space is unoccupied.	Surface mounted LED luminaires. Standard	0.69 w/ sq. ft.	5 fc (50 lux) average at grade 0.5 fc (5 lux) minimum	93 CRI/ 4000 K
Roadways	Photocell and BMS	Control strategy for this area includes time clock controls.	Pole and/ or building mounted LED luminaires. Standard. All luminaires to be full cutoff and Dark Sky compliant.	0.13 w/ sq. ft.	5 fc (50 lux) average at grade 0.5 fc (5 lux) minimum	93 CRI/ 4000 K

PRELIMINARY