

Welcome To...
Santa Fe

"The City Different"



City of Santa Fe Facilities Master Plan

August 2007

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Introduction

The City of Santa Fe selected Terraplen Architects and Planners of Santa Fe, New Mexico, and The SGS Group of Sacramento, California, to develop a facilities master plan for its offices and facilities located in the downtown area and the Siler Road and Siringo Road corporation yards. Initially, this study focused only on the City's administrative agencies located in the downtown area and those at the Siler Road and Siringo Road corporation yards that could appropriately be located in an administrative office building and did not require a location in a corporation yard environment. As this study evolved, an opportunity became available to purchase additional acreage adjacent to the Siler Road Yard. To evaluate the need and feasibility for purchasing this property, it became apparent that there was a need to expand the initial focus of this master planning study to include the development of a facilities master plan for the City's corporation yard operations at the Siler Road and Siringo Road facilities.

The following departments and offices were included in this study.

- Mayor and City Council
- City Manager
- City Clerk
- City Attorney
- Economic Development
 - Arts Commission
 - Office of Affordable Housing
- Human Resources
- Planning and Land Use
- Public Utilities (only the following)
 - Solid Waste Management only
- Public Works (only the following)
 - Administration
 - Marketing and Public Relations
 - Parking
 - Parks
 - Stormwater Management
 - Streets and Drainage Maintenance
 - Traffic Operations
 - Santa Fe Trails (Transit)
- Administrative Services
 - Administration
 - Finance
 - Graphics
 - Information Technology and Telecommunications
 - Multi-Media Production
 - Property Control
 - Risk Management and Safety
- Fire (Siler Road only)
 - Vehicle Maintenance
 - Training

With a focus on the City's downtown offices and the Siler Road and Siringo Road facilities, this study specifically did not include facility needs for the Police Department, the Fire Department except for its facilities located at the Siler Road Yard, libraries, parks and recreation facilities or their administrative offices, community centers, the Municipal Court, Public Utilities Administration, Sangre de Cristo Water, or Wastewater Management divisions, the municipal airport, or the convention and visitor center.

A primary driving force behind this master planning study was a desire by the City to identify opportunities to reduce or minimize long-term facility development and operating costs while at the same time accommodating increased levels of service and staff levels. Reducing leasing costs, improving space utilization to reduce space needs, and disposing of any underutilized or surplus City owned property were important considerations throughout this study.

Goals and Objectives

The goals and objectives to be accomplished during this study included the following.

1. City government should remain in downtown Santa Fe, particularly the City Council, Mayor, City Manager and administrative departments that provide support to the Council, Mayor, and City Manager. The City should continue to maintain City Hall in its present historical facility.
2. Provide facilities of a type and in locations that allow the City to improve services to City residents.
3. Provide facilities that allow the City to maximize service delivery efficiency and timeliness.
4. Develop space conserving and flexible space allocation standards to be applied to all staff in all departments on an equitable basis.
5. Develop a facility master plan that results in optimizing space utilization and economy in the overall facility development and management process.
6. Provide facilities that are flexible and can accommodate change and growth in the services provided by City government.
7. Develop a facilities master plan that minimizes the need for leased space.
8. Develop options and recommendations that consolidate similar/compatible activities to promote efficiency in the provision of City services.
9. Promote synergism between interacting departments by optimizing the location of departments relative to one another.
10. Provide facilities that are flexible and promote staff productivity.
11. Provide facilities in locations that allow staff and equipment to be deployed as close as possible to their customers.
12. Promote safe and secure work environments for all staff.

Facility Management Guidelines

In order to assess future City space requirements it was first necessary to develop a set of guidelines or management policies that would apply to the development and occupancy of space in all future buildings. These guidelines generally parallel best practices and procedures used by other large and progressive government agencies. These facility management guidelines are intended as policy statements, not mandatory rules. They are structured to permit flexibility to meet changing conditions, new legislation, technological advances, special needs and financial constraints that may arise in the future. These guidelines promote the creation of a work environment that enhances employee morale and productivity and maximizes their ability to provide necessary services to the public.

1. Space Standards

The Space Standards provide for workstation and private office sizes primarily based on two factors: (1) the proposed occupant's functional requirements and (2) the proposed occupant's position or job title. Exceptions exist for positions that have unique requirements (drafting table, specific equipment, etc.), positions that require only infrequent use of a workstation, and for positions that may require private offices for discussion of confidential issues or security reasons.

2. Conversion to Systems Furniture

As a general rule, new City facilities will be equipped with new modular systems furniture. Existing furniture of the same type that is in good repair, aesthetically appropriate and consistent with new systems may be integrated into a new facility or made available to City agencies in other facilities.

3. Private Office Assignment

Enclosed private offices will be assigned to department/agency managers, deputy directors, attorneys, and elected officials. Exceptions will be permitted for positions with special needs (confidentiality, security, sound attenuation, etc.). Privacy needs of middle management and senior technical staff will be accommodated with acoustical systems furniture panels and distributed small conference rooms.

4. Location of Offices

Private offices for elected officials, department/agency managers, and deputy directors will typically be located on the building perimeter with windows. Other private offices, closed special use rooms, and conference rooms will be located in interior space to maximize natural light to systems furniture occupants in open areas as space planning issues may dictate.

5. Daylighting

Natural light is to be provided in spaces wherever possible. Perimeter offices will be arranged in small clusters to allow natural light into the open work areas. The development of full-height spaces along the perimeter should be minimized.

6. Interior Glazing

Private offices and conference rooms should be built with a sidelight or clerestory window on the wall facing the open office space to permit vision into the room and to maximize the introduction of natural light into the interior open office space.

7. Shared Office Space

The following types of spaces along with other support spaces should be shared by departments and/or divisions on the same floor whenever possible.

- Coffee Areas
- Reception
- Interview/Conference Rooms
- Copy/Fax/Printers provided in support modules (nominal 4' x 8' to 8' x 8') dispersed within the systems workstations
- Large photocopy machines and related supplies for departments that conduct high-volume copying will be located in workrooms
- Break Areas/Lounge

Large conference and shared interview rooms will generally be located near a reception area close to the elevators and will be shared by all departments. A central reservation system will allow maximum utilization of these shared rooms. Video conferencing capability should be provided in large conference and training rooms.

8. Records Storage

Records are to be maintained in accordance with state statute. All records that do not require daily access should be stored in an inactive storage area, possibly located in the basement. Archive records storage should be provided in an off-site facility, not in premium office space. Purging of files should be accomplished on a regular basis.

9. Surplus Storage

Surplus furniture and equipment should be stored in an off-site warehouse.

10. Break Areas/Lounge

Staff break areas are to be provided on each floor. Each will be equipped with vending machines and a kitchenette and should be collocated with a readily accessible protected outdoor area. The break area on each floor will be shared by all occupants of that floor.

11. Coffee Stations

Coffee stations will be provided at a ratio of two per floor for shared use and not assigned to a specific department. An allocation of one coffee station per 50 staff is usually sufficient.

12. Staff Lunchroom

Employees should be provided with a centrally located lunchroom that provides seating, vending machines, microwave ovens, and access to an outdoor seating area.

13. Parking

Although convenient parking for public access to City government is a high priority, secure parking for official vehicles (specially equipped fleet vehicles, electric powered carts used by staff for short trips, emergency and maintenance equipment, etc.), should be provided. Parking for employee carpools and personal vehicles and bicycles is also an important requirement and should be provided in a manner consistent with City environmental and transportation policies to promote alternative work schedules and transportation modes.

14. Custodial Services

All major cleaning tasks should be accomplished in the evening but there will be a small day crew on duty to meet sudden needs for janitorial services. Primary custodial staff workspace and supply storage should be centralized in the building supported by janitor closets on each floor.

15. Meeting Rooms

An adequate complement of large meeting rooms (over 20 attendees), specialized training, and hearing rooms should be provided in central locations to allow convenient public access and shared multipurpose use by all departments. These rooms must be equipped with the infrastructure to provide advanced networking and video conferencing capability.

16. Visitor Workstations and/or Offices

Workspace for consultants, temporary help, and contract employees should be provided where needed, generally in open workstations. Small open conference areas can also be used for this purpose on a short-term basis.

17. Photocopying and Reproduction

New facilities should include a centralized photocopy/reproduction center to service occupants with heavy document production needs.

18. Department Boundaries/Compartmentalization

Specific perimeter boundaries or walls between departments will be minimized in an open plan office environment except where separating walls are required by code, security, or confidentiality reasons. City agencies can establish individual identities through the use of graphics, signage and limited dividing surfaces.

19. Public Spaces/After Hours Public Use

Access should be provided to larger meeting rooms for use by community groups during evening and weekend hours.

20. Day Care

While there is a need for day care for the children of employees, it is not recommended that space for such functions be provided in government facilities.

21. Wellness

A wellness facility with day lockers and showers should be provided to serve all City personnel. The facility should include space for weight training, cardiovascular and general exercise machines, and aerobics with workspace for staff. After-hours use will be permitted and weekend availability may be considered subject to demand and operational cost constraints. The City could consider leasing this facility to a private operator.

22. Security Center and System

Although civic buildings should be open and inviting to the public, security and protection for visitors and occupants must be addressed. City facilities should have a central security control center located near the main public entrance. Only one main public entrance should be provided. Supplemental entrances controlled by an electronic card key system may be made available for employee use. All security systems should be monitored in a security center, which may also serve as the fire control and building management center. The design of the main entrance and the lobby should permit the future introduction of a comprehensive security screening system with metal detection and package x-ray capability. Closed circuit TV, door status alarms, motion detectors, and panic buttons should be included in the security system design.

23. Green Building Issues

The use of building materials that protect the environment and conserve energy and resources should be encouraged. The City is committed to sustainable building goals and ideals in the development of new facilities as delineated in the U. S. Department of Energy's Sustainable Buildings Technical Manual. The City Council has adopted the National Council of Mayors 2030 Resolution regarding greenhouse gas emissions and will begin implementation by the end of 2007. Energy conservation, recycling, and the use of renewable resources are specific objectives to be sought and achieved in any new facility. LEEDS compliance should be actively pursued.

24. Durability and Maintenance

Public buildings are typically subjected to a high level of use by large volumes of visitors and constant staff activity in densely planned office space. The City should strive to achieve a long useable life for its new facilities and provide maintenance in a consistent and effective manner. Materials that are durable, require minimum maintenance, and can be easily replaced when and as required should be included in any new building design.

25. Energy Efficiency

New facilities should be designed to operate efficiently and conserve energy for the building lighting, HVAC, and hot water systems. The goal of reducing energy consumption to a level that is at least 25% below state and federal energy guidelines should be considered for any new facility along with compliance with the National Council of Mayors 2030 Resolution regarding greenhouse gas emissions.

26. Recycling

Recycling of paper, plastic, glass, and metal products will be promoted by locating recycling containers, for employee use, on every floor. They should not be visible from corridors and open areas. A central recycle storage area should be provided in the building service area.

27. Technology

New facilities should accommodate proven technologically advanced systems in the areas of video, voice, data, and networking communications and security. While such systems may not be initially affordable, the infrastructure should be in place for future installation.

Space Standards

Based on extensive experience in developing space standards for workstations, offices and support spaces for numerous county, city, and state agencies, The SGS Group developed a set of space standards for incorporation into a workspace allocation policy. These standards provide a flexible array of sizes for workstations and offices that link together and can be efficiently planned in new buildings.

Private offices are generally assigned from executives down to the manager level. There is flexibility at the manager and supervisor levels to utilize either small private offices of 120 NSF or a furniture system workstation that provides the same components with considerably more flexibility but with less acoustical privacy. An evaluation should be made on a case-by-case basis as to whether managers and supervisors should be provided an enclosed office or an open plan workstation with available small conference rooms when privacy and confidentiality are of concern.

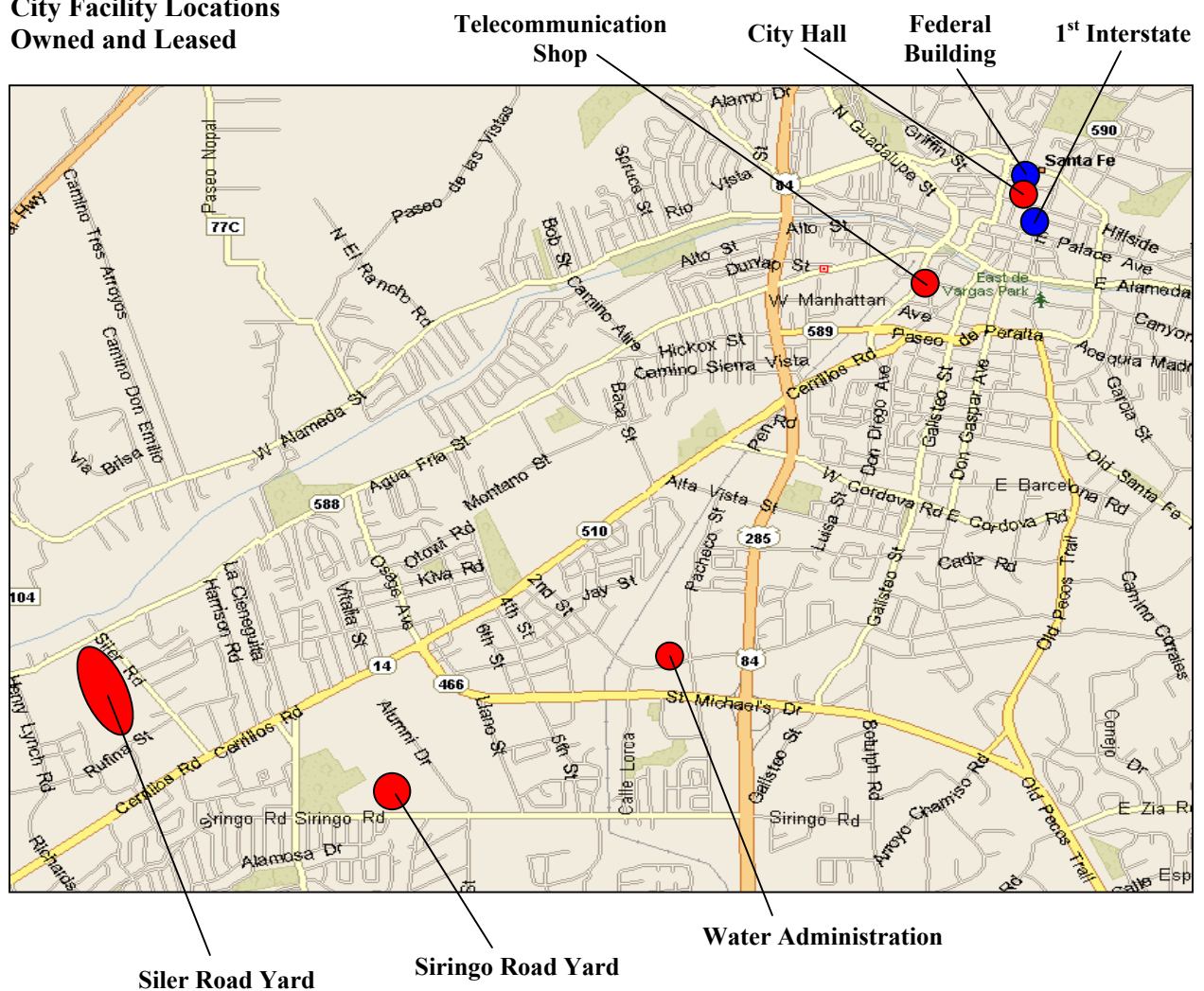
<u>Enclosed Office</u>	<u>Space Allocation</u>
Mayor, City Manager	280 NSF
Department Director, Councilor	224 NSF
Deputy Department Manager, Division Head	196 NSF
Manager, Attorney	140 NSF
Professional, Supervisor, Administrative Staff	120 NSF
Technical, Analyst	108 NSF
 <u>Systems Workstation</u>	
Manager	120 NSF
Professional, Supervisor	96 NSF
Technical	80 NSF
Technical, Clerical, Support	48, 64, or 80 NSF
Temporary, Intern, Entry Level, Field Staff	36 or 48 NSF

A graphic representation of each private office and open workstation space standard is included in the appendix. Space allocations standards for repetitive support spaces such as conference rooms, reception areas, and workrooms, as well as office furniture and equipment, are also provided to increase flexibility in the management and subsequent rearrangement of space.

Facility Inventory

The location of each building currently occupied by the City departments included in this study is shown on the following map. City owned buildings are shown in red and leased facilities are shown blue.

City Facility Locations Owned and Leased



City Hall

The City of Santa Fe City Hall is located at 200 Lincoln Avenue. This facility totals approximately 41,700 net square feet (NSF). The following departments are located in City Hall:

- Mayor and City Council
- City Manager
- City Attorney
- Human Resources
- Planning and Land Use
- Administrative Services Administration
- Finance
- Multi-Media Production
- Risk Management and Safety

Federal Building

The City leases approximately 15,700 NSF in the Federal Building at 120 S. Federal Place, immediately across from City Hall and the new Convention Center. Public Works Administration, Engineering, Marketing and Public Relations, and Parking lease space on the second and third floors of this building. Administrative Services and Affordable Housing also lease space on the third floor

1st Interstate Building

The City leases approximately 3,300 NSF in the First Interstate Building at 125 Lincoln Avenue. Economic Development and the Arts Commission lease this space.

Telecommunication Shop

The Information Technology and Telecommunications (ITT) department occupies a former fire station for its radio shop in the downtown area at 301 Montezuma Avenue. This building totals approximately 2,000 NSF and includes office and storage space along with a radio installation and repair vehicle bay.

Water Administration

The Sangre de Cristo Water Division is located at 801 San Mateo Road. Water Division administrative and operations offices, storage, and field operations are also at this location, but were not included within the scope of this facility master planning study. Finance – Utility Billing has a satellite office collocated with the Sangre de Cristo Water Division offices at this location.

Siringo Road Yard

The Siringo Road Yard is a 6.6 acre site located at 2651 Siringo Road immediately adjacent to the Francis X. Nava Elementary School and across from an established residential neighborhood. This site consists of seven structures providing office, warehouse, shop, and records storage space for a number of Administrative Services operations including Finance – Purchasing, Graphics, Information Technology and Telecommunications, Property Control, and Records Warehouse. Several staff from Public Utilities Administration is also at this location along with warehouse and storage facilities. The Siringo Road buildings total approximately 40,000 NSF.

Siler Road Yard

The Siler Road Yard is the City's main municipal corporation yard. This is a 40.6 acre site located near Cerrillos Road and on the southwest side of Siler Road between Agua Frias Street and Rufina Street. This site is comprised of twelve separate structures that provide office, shop, warehouse, vehicle maintenance, and support space for the following City departments and operations.

- Property Control – Fleet Management
- Finance – Fleet Parts Warehouse
- Solid Waste Management – Administration and Field Operations
- Streets and Drainage Maintenance – Administration and Field Operations
- Traffic Operations – Administration and Field Operations
- Stormwater Management - Administration
- Parks/Trails/Watershed – Administration and Field Operations
- Santa Fe Trails (Transit) – Administration, Operations, Fleet Maintenance
- Fire – Vehicle Maintenance and Training
- Parks and Recreation – Float Barn

Vehicle fueling and wash facilities, fleet vehicle parking, material storage, open yard area, and surplus/salvage property and materials are also located at this yard to support the City's corporation yard operations.

The table on the following page lists the buildings occupied by the departments included in this facility master planning study and identifies the approximate net square feet (NSF) of each. The primary occupants of each building are also listed. The square footages identified for each owned and leased facility are estimates based on facility inventory data provided by the City's Administrative Services – Property Control Division.

**City of Santa Fe
Existing Facility Inventory**

Facility	Primary Occupant	Owned	Leased
<u>Downtown Area</u>			
City Hall	Mayor, Council, City Manager, City Clerk, City Attorney, Human Resources, Administrative Services	41,700	
Federal Building	Public Works, Administrative Services, Affordable Housing		15,700
1 st Interstate	Economic Development, Arts Commission		3,300
301 Montezuma	ITT – Radio Shop	2,000	
<u>Sirigo Road</u>			
Building C	Purchasing and Records Warehouse, Property Control Shop, Graphics	9,000	
Building D	Property Control	3,500	
Building E	Central Warehouse	10,900	
Buildings F, H, I	ITT, Police Records	7,000	
Building G	ITT – Network Operations	900	
Building J	Public Utilities Storage	5,000	
Warehouse	Public Utilities Warehouse	4,000	
<u>Siler Road</u>			
2931 Rufina Street	Transit – Administration and Operations	5,900	
2931 Rufina Street	Transit – Fleet Maintenance	6,400	
Building A	Streets, Solid Waste, Traffic	16,300	
Building B	Parks – Shop and Warehouse	4,000	
Building C	Parks – Administration, Fleet Maintenance & Warehouse, Stormwater	16,700	
Float Barn	Parks and Recreation	3,400	
Fire Station	Fire – Training	4,200	
Fire Maintenance	Fire – Fleet Maintenance	4,000	
Fire Maintenance	Fire – Vehicle Storage	2,400	
Fire Training	Fire – Training Tower	2,000	
Storage Building	Parks	5,700	
Storage Building	Traffic, Streets, Police	7,200	
Storage Building	Solid Waste	8,500	
Totals		170,700	19,000
Total Owned and Leased		189,700	

Population Projections

Population data provided by the City's Planning and Land Use Department, Long-Range Planning Division, estimated the City's year 2005 population at 65,500 residents. By the year 2025 it forecasts the City's population will increase to 78,500 residents. This reflects a 0.9% annual growth rate over this twenty-year period. This projection assumes that the growth trend that occurred between 1980 and 2000 will continue at least through the year 2020. These population figures are only for the area within the current incorporated area.

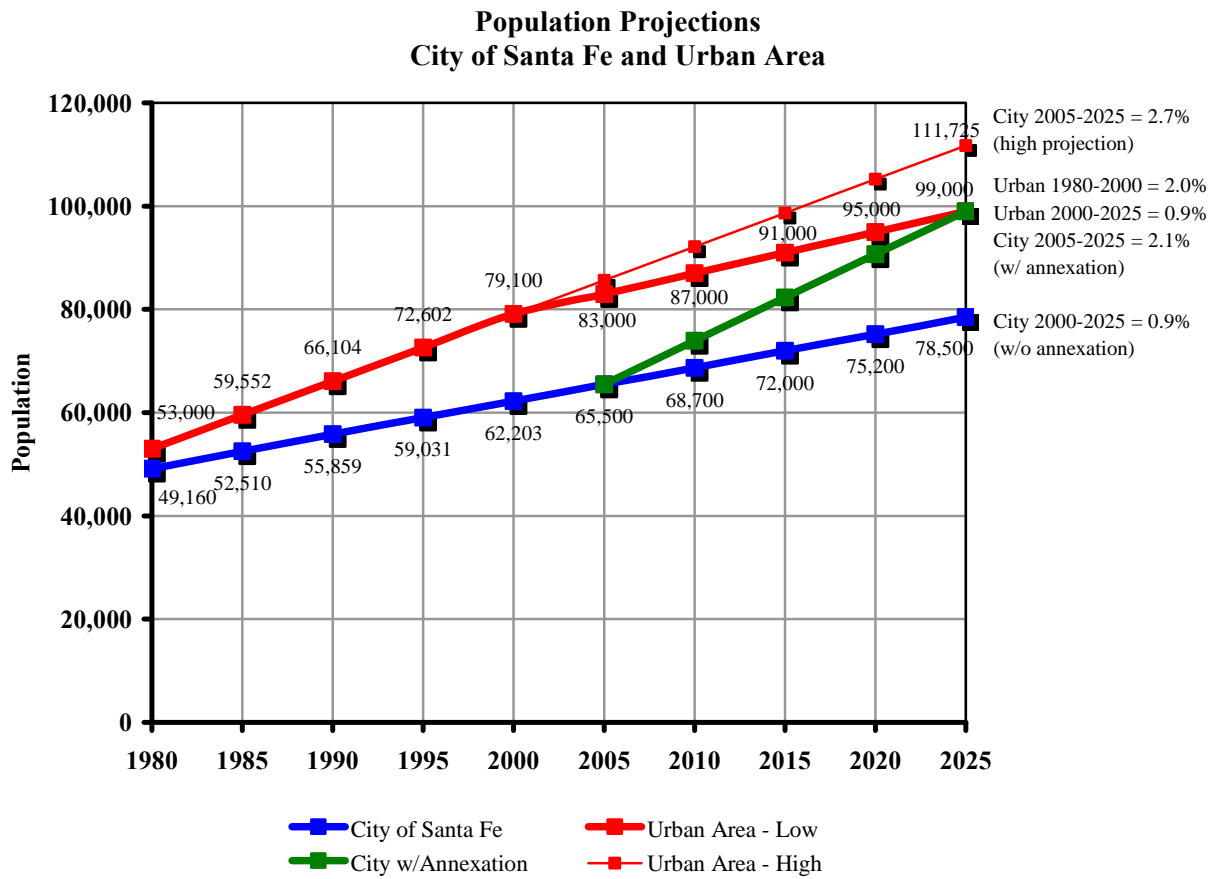
The Long-Range Planning Division also compiles population data for the greater Santa Fe urban area. Denoted the "Urban Area," this area is generally defined by the city limits to the north, the National Forest to the east, I-25 to the south, and NM 599 to the west. Although the future population growth within the Urban Area is projected to continue the decades-old trend of growth moving southwestward from Santa Fe's city limits and beyond, the Division currently anticipates that that growth will be at a slower rate than was historically exhibited from 1980 to 2000.

The Urban Area had an estimated population of 83,000 residents in the year 2005. This represents 17,500 residents residing within the Urban Area but outside the City's incorporation limits. The Urban Area population is projected to increase to 99,000 by the year 2025. This reflects a 0.9% annual growth rate, the same growth rate as for the City of Santa Fe. Between 1980 and 2000, however, the Urban Area population grew at an average annual rate of 2.0%. If this historical growth rate continues in the future, then the Urban Area population by the year 2025 will be 111,725 residents.

It is anticipated that the City will continue its efforts to annex all or a majority of the area included within the current Urban Area boundaries. If this annexation were to occur today, the City's population will immediately increase by more than 17,500 – from 65,500 residents to 83,000 residents. With the City's population then increasing to between 99,000 and 111,725 residents by the year 2025, this reflects an annual growth rate from the City's current population level of between 2.1% and 2.7%.

The graph on the following page identifies the historical and projected population growth for both the City and the Urban Area. As readily apparent, regardless of the City's efforts to annex all or part of the current Urban Area, the City's population will continue to grow over the next twenty or more years, from a minimum of 78,500 residents without further annexation to between 99,000 and 111,725 residents with annexation of the entire Urban Area.

Without any further annexation, the City's population over the next twenty years will increase by a minimum of 20% from current levels. With annexation, the City's population is projected to increase by between 50% and 70%. Most of the projected population increase will be to the southwest.



Staffing Projections

The departments included in this master planning study have a year 2007 total staff level of 630 employees. This is projected to increase to 1,052 employees by the year 2025. This represents an overall average annual growth rate of 2.6%. This growth is being driven by increasing workloads resulting from new and/or expanded services, the desire to provide higher quality municipal services to help enhance the quality of life in Santa Fe, the increasing complexity of regulations mandated by the state and federal governments, increasing demand for services paralleling population growth, and continuing annexation efforts regarding the Urban Area. Increasing staff levels to compensate for budget and staffing reductions in recent years, in response to local economic and fiscal conditions is also a factor in future growth projections. The current and projected staffing levels for each department are summarized on the table on the following page.

As presented in the previous section, the City's population is projected to increase over the next twenty years at between 2.1% and 2.7% per year with annexation of the Urban Area and depending on whether the historical growth rate continues in the future or whether it will exhibit a slowing. The staffing growth reflected on the table on the following page is within the forecast population growth rate range. If the City does not annex the current Urban Area and/or if population growth even with annexation is closer to the lower growth rate of 2.1% per year, then the staffing projections identified in this report may be on the high side for the twenty-year master plan timeframe.

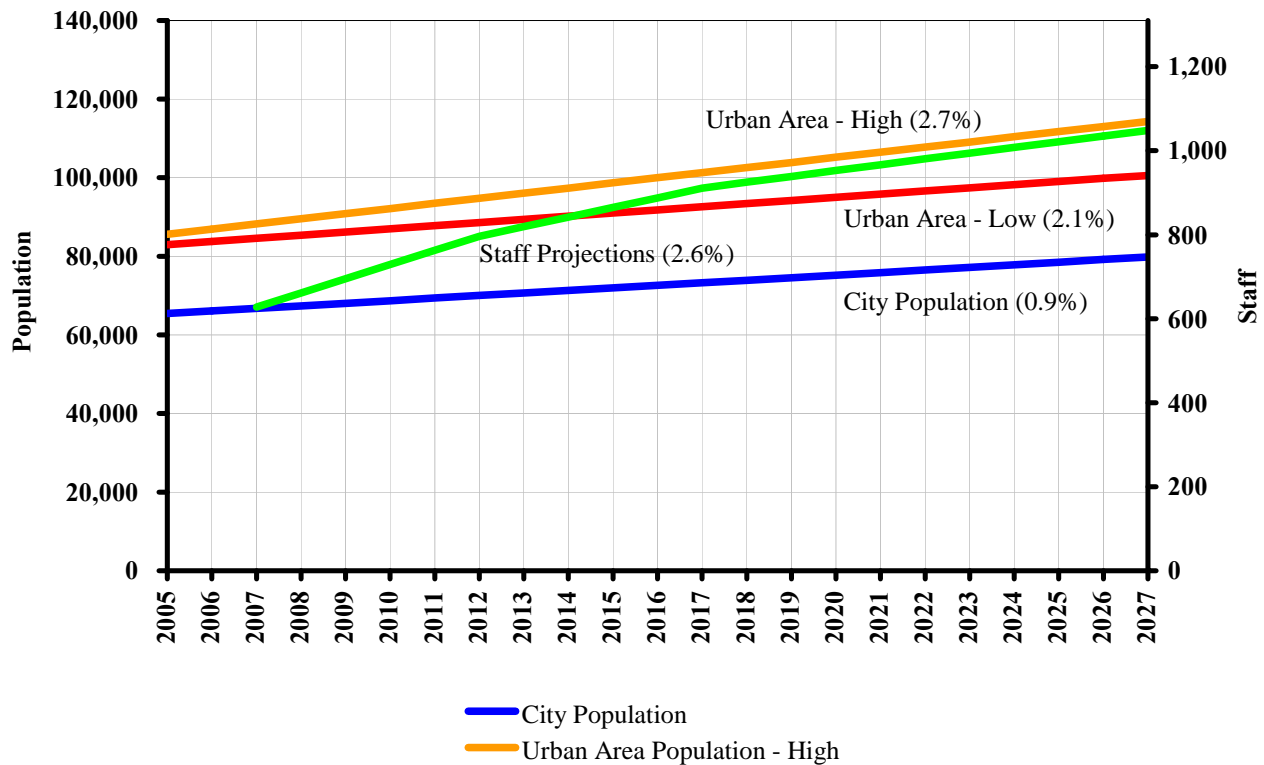
Although this facility master plan study only makes projections to the year 2027, that does not mean there will be no further growth after that time. To the contrary, it is reasonable to assume that the City's population will continue to grow through higher density development and in-fill. It is also reasonable to expect that the urban population will continue to expand outward and there may well be additional annexation efforts after the timeframe of this master plan study. What this means is that if the projections presented in the master plan are not achieved within the twenty-year planning timeframe, then the space requirements and recommended building program presented later in the master plan report will meet the City's needs not only to the year 2027 but beyond. Any slowing of the population and staff growth rates will not eliminate the need for the recommended new construction program but may mean that development of some required new facilities may be postponed further into the future. It is not a question of whether the projected staffing levels will be achieved, but rather a potential question of when will that growth occur and will it occur within the twenty-year master plan timeframe or beyond.

**Current and Projected Staff
Downtown, Siler Road, and Siringo Road**

Department / Division	Personnel					Growth Rate 2007-27
	2007	2012	2017	2022	2027	
1 Mayor/Council/City Manager	22	26	28	29	30	1.6%
2 Clerk	9	11	11	11	11	1.0%
3 City Attorney	12	14	15	15	16	1.4%
4 Economic Development	7	9	10	10	11	2.3%
5 Arts Commission	6	6	8	8	8	1.4%
6 Office of Affordable Housing	6	9	9	9	9	2.0%
7 Human Resources	12	16	17	18	19	2.3%
8 Planning and Land Use						
9 Administration	2	2	3	3	3	2.0%
10 Neighborhood Services	1	3	4	4	4	7.2%
11 Engineering Development Review	6	14	17	18	18	5.6%
12 Current Planning	9	12	14	15	15	2.6%
13 Long Range Planning	5	10	12	13	14	5.3%
14 Long Range Planning - Historical Preservation	5	6	6	6	6	0.9%
15 Code Administration	1	2	3	3	3	5.6%
16 Permits & Plan Review (Permit Center)	14	20	23	24	24	2.7%
17 Inspections and Code Enforcement	13	18	21	24	26	3.5%
18 Administrative Services						
19 Administration	3	3	3	3	3	0.0%
20 Finance	40	49	60	69	80	3.5%
21 Billing	32	36	41	43	50	2.3%
22 Purchasing	8	8	8	8	8	0.0%
23 Fleet Parts Warehouse	3	3	3	3	3	0.0%
24 Graphics	2	2	2	2	2	0.0%
25 Information Technology and Telecommunications	29	34	39	45	50	2.8%
26 Multi-Media Production	2	2	2	2	2	0.0%
27 Property Control						
28 Administration	6	6	6	7	7	0.8%
29 Fleet Management	14	15	17	18	19	1.5%
30 Field Operations	30	35	36	37	37	1.1%
31 Risk Management and Safety	6	6	7	7	8	1.4%
32 Public Works						
33 Administration	5	5	5	5	5	0.0%
34 Engineering	25	25	25	25	25	0.0%
35 Streets & Drainage Maintenance	38	53	67	75	83	4.0%
36 Traffic Operations	16	19	22	25	27	2.7%
37 Marketing & Public Relations	2	2	2	2	2	0.0%
38 Parking	10	10	10	10	10	0.0%
39 Stormwater	3	10	12	15	17	9.1%
40 Parks/Trails/Watershed	76	104	123	133	142	3.2%
41 Santa Fe Trails (Transit)						
42 Administration and Operations	72	91	115	126	137	3.3%
43 Fleet Maintenance	13	18	23	28	32	4.6%
44 Public Utilities						
45 Administration	4	4	4	4	4	0.0%
46 Solid Waste Management	59	69	69	69	69	0.8%
47 Fire						
48 Station House	0	9	9	9	9	-
49 Vehicle Maintenance	2	3	3	4	4	3.5%
50 Training	0	0	0	0	0	-
51 Total Staff	630	799	914	984	1,052	2.6%

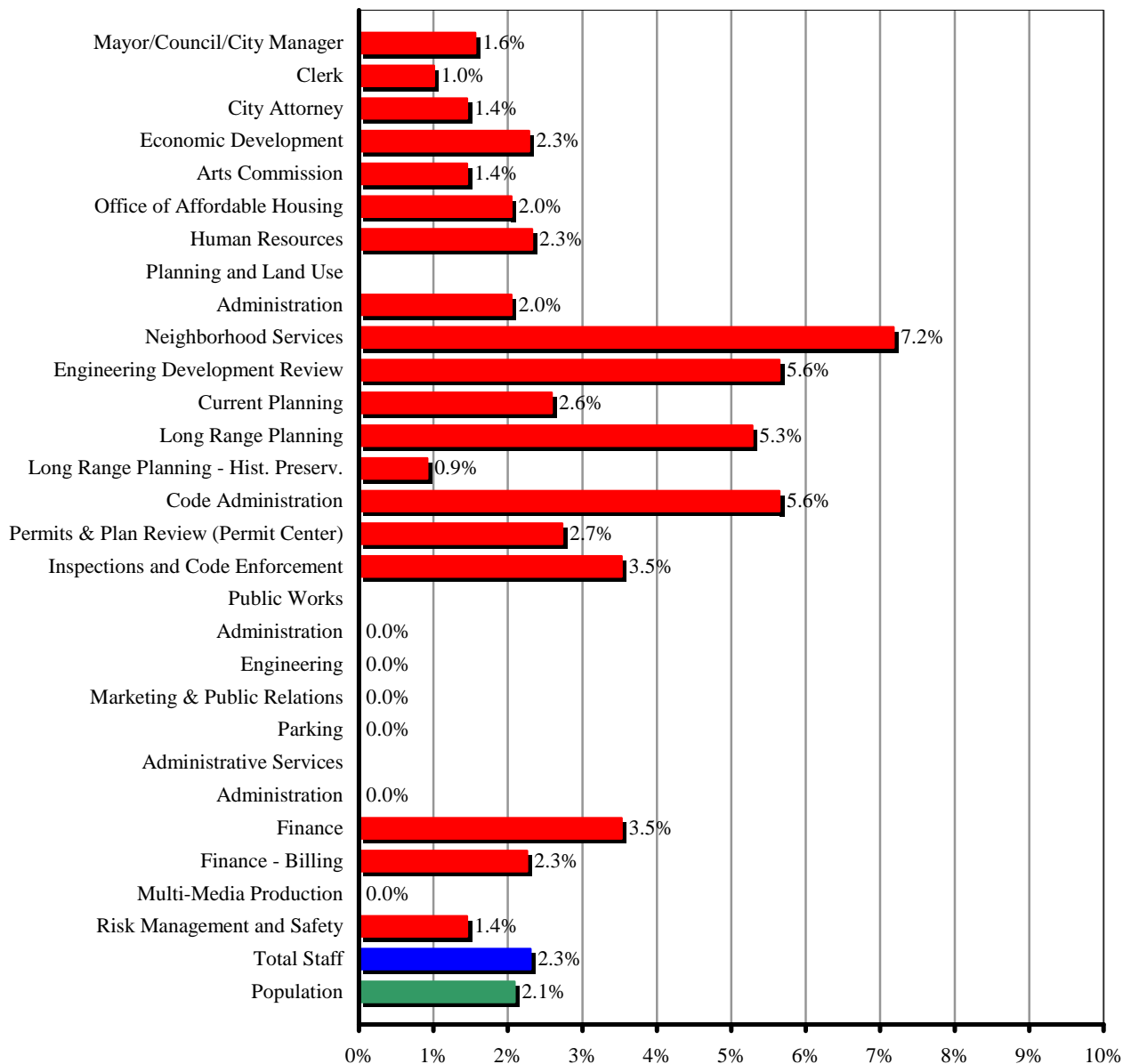
The graph immediately below highlights the projected population levels for both the City and the Urban Area, with Urban Area projections shown for both those utilized by the Long-Range Planning Division and those that would result if the historical population growth rate continues in the future. This graph also plots the projected staff levels reflected in this master plan report. As can be seen from this graph, the projected staffing level growth rate falls within the high and low ranges for the Urban Area population growth.

**Population and Staff Projections
2005 - 2027**



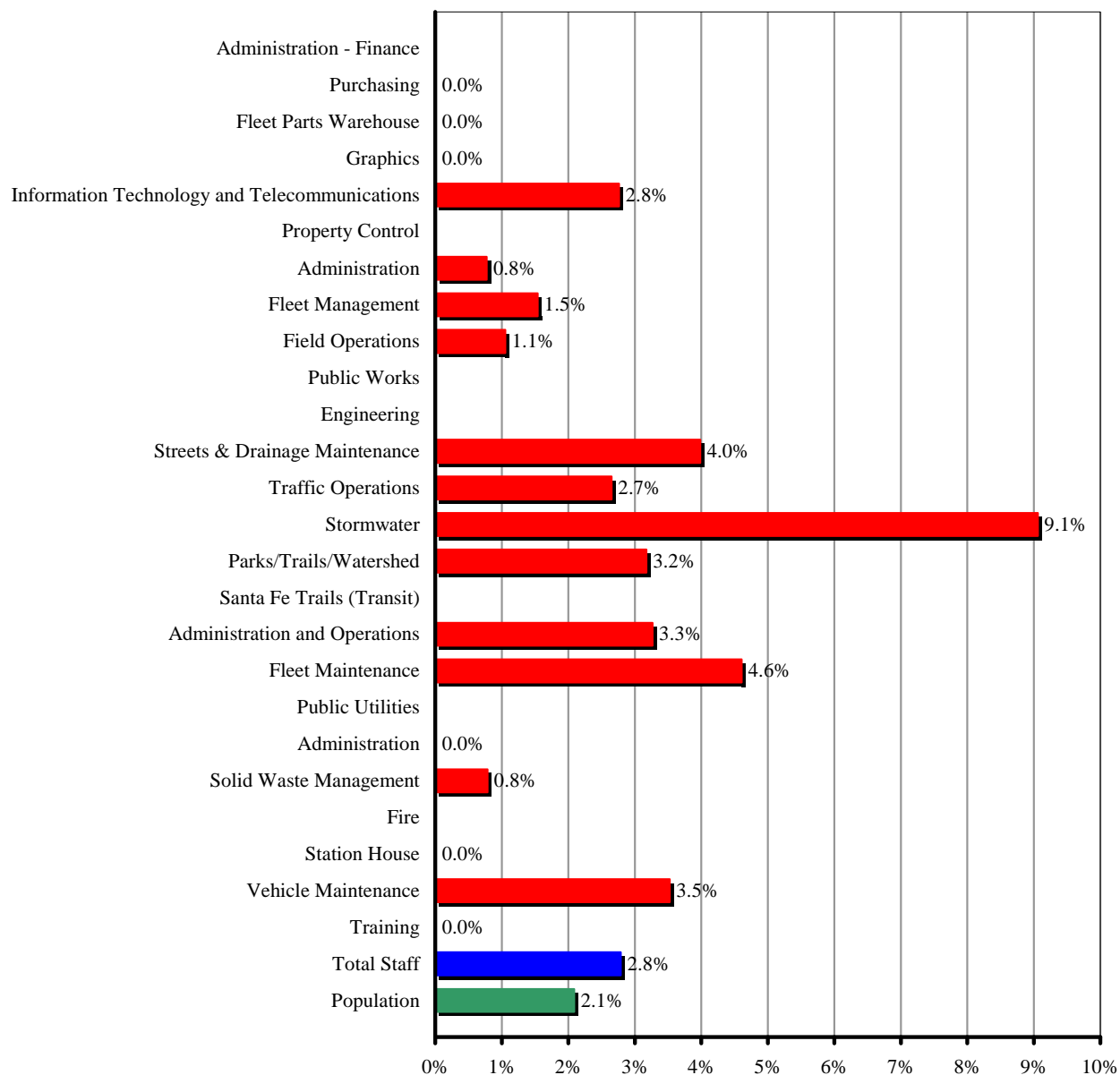
As the graph below indicates, most departments currently located in the downtown area exhibit projected staff growth rates that are equal to or less than the projected population growth rate. The notable exception is Planning and Land Use that is projecting significantly greater growth. The primary reasons for this higher growth is to respond to community demands for expanded services, especially related to neighborhood services, the need to respond to the ever increasing complexity and legal requirements for environmental and land use planning, to recoup staffing reductions that occurred in recent years due to budget reductions, and to develop a “one-stop” permitting and review center that will expedite the permitting and review process and significantly improve the quality of services provided. Overall, the departments currently located in the downtown area have an overall average annual growth rate of 2.3%. This is quite consistent with projected population growth.

**Staff Growth Rates 2007 – 2027
Departments in Downtown Santa Fe**



The following graph identifies the staffing growth rates for the departments that are currently located at the Siler Road and Siringo Road yard sites. The greatest growth is in Public Works field operations for Streets and Drainage Maintenance, Stormwater, Parks, and Transit. This growth reflects anticipated annexation of the Urban Area and the significant extension and expansion of roadways, stormwater and drainage infrastructure to areas of the Urban Area that are not presently highly developed. Growth in Parks reflects the public demand for more recreational open spaces, the creation of additional park districts, and the extension of those services to the Urban Area. Transit growth also reflects the extension of transit services to the Urban Area and continuing efforts to expand the public’s use of transit services as an alternative to the private automobile. Much of the growth projected for Public Works assumes the City’s annexation of the Urban Area. If this were not to occur, then growth in Public Works over the twenty-year master plan timeframe would certainly be less than that projected.

**Staff Growth Rates 2007 – 2027
Departments at Siler Road and Siringo Road Yards**



Space Requirements

A space needs assessment questionnaire was distributed to all included departments early in the planning process. The questionnaires, once completed and returned, were reviewed and analyzed by the consultant team. Follow-up meetings were then conducted with department representatives. The SGS Group observed department operations and identified current space deficiencies.

The space requirements database included in the appendix identifies current year 2007 staff and space requirements and for future years 2012, 2017, and 2027. The space requirements database is organized into two sections – City administrative functions (those located in the downtown area in or adjacent to City Hall) and the City’s maintenance yard operations at the Siler Road and Siringo Road yards. The Sangre de Cristo Water Division yard was not included in this facility master planning study.

The space requirements developed for this facility master plan study are based on the office, workstation, special area and equipment, and corporation yard space standards that are included in the appendix. The space requirements for the current and future years represent the appropriate space allocations for each item included in the space requirements program that should be provided in any new building or with major renovation of an existing building. Application of these space standards results in an idealized facility or facilities that will optimize employee productivity; accommodate identified conferencing and training needs; provide a safe and efficient working environment for all staff in all administrative and operational areas; accommodate appropriate visitor access, reception, and waiting areas; and allocate necessary internal circulation for the safe and efficient movement of staff, visitors, material, equipment, and vehicles.

Current Space Deficiencies

The City currently fully utilizes each facility it occupies, with little or no space available for growth or expansion. This is true for both administrative office areas and corporation yard needs for office, shop, warehouse, and storage space. Within existing facilities, there are space deficiencies in nearly every building and for every department. Although required City functions are being performed and services are being provided to the public, the City is doing so from facilities that are in most instances undersized and inadequate for the efficient delivery of those services. This results in services being provided in an inefficient manner, employee safety is oftentimes compromised, confidentiality is compromised or not even present, employee morale suffers, appropriate public access and circulation is not accommodated, building security is difficult if not impossible to maintain, and the public does not have a sense of pride in its public employees or its facilities.

Some of the more significant space deficiencies identified for the departments included in this facility master planning study are as follows.

City Hall

Within City Hall, the Council Chambers does not provide sufficient public seating and the dais for council members, the Mayor, City Manager, City Attorney, and City Clerk is undersized with inadequate worksurface area to review materials and conduct business. Suitable audio and video recording and

broadcasting facilities do not exist adjacent to the Chambers. There is little or no public gathering and waiting space for those attending Council meetings.

Council members must share rather small offices and there is inadequate space in which to meet with constituents, whether in individual offices or in conference rooms. The lack of adequate conference and meeting room space, in terms of both the size and quantity of available conference rooms, is a significant issue for all departments located in City Hall. Larger conference rooms for staff training do not exist.

In most departments within City Hall, staff workstations are undersized and do not provide the appropriate work environment for the tasks the employees must complete. The location and configuration of many workstations do not afford the occupant with the required amount of privacy and confidentiality. This is particularly true in Planning and Land Use where employees must review and work with drawings with little or no layout space either within or outside their individual workstations. Planning and Land Use also has a significant shortage of space to receive, process, and store plans and permit applications. Many drawings and files are kept in individual workstations simply because there is no other space for them. There is no meeting space to meet with applicants to review and discuss drawings and their permit applications. There is no space in which several staff can meet together, roll-out a set of plans, and review and discuss them.

Copy machines are located in public corridors because there is nowhere else to place them. The main copy and mailroom in City Hall is undersized for the equipment it contains and for the efficient flow of work, production, and mail processing.

Throughout City Hall, there is a general inadequacy in the space available for file and record storage. There is also no general storage area that departments can use to store surplus or infrequently used material and equipment. Inadequate secure storage is provided for voting machines and election records.

Many of the space deficiencies encountered in City Hall exist because the facility was originally a public school. It was never intended to be a City office building. Its wide internal corridors have been for the most part retained and this has limited the ability of the City to utilize this facility in an efficient manner. Significant interior renovation would be required to improve the efficiency of existing space utilization and to correct a number of the existing space deficiencies.

Other Downtown Facilities

The lease space the City has in the Federal Building and the 1st Interstate building is generally adequate for its needs. This lease space has been recently reconfigured to provide an appropriate work environment for the staff located in those facilities. Major space deficiencies do not exist in these two lease facilities.

The City-owned former fire station facility at 301 Montezuma Avenue that is utilized for the ITT Radio Shop is both an inadequate and inappropriate facility. Office, storage, radio repair, and radio installation space is inadequate. There are not enough vehicle bays for radio installation. There is inadequate outside area for staging vehicles and receiving equipment and supplies.

Siringo Road Yard

At the Siringo Road Yard there are a number of inadequacies in both the quantity and quality of space available. Minimal shop space is available for Property Control – Facility Maintenance. There are no

crew assembly and locker facilities. Records archive space does not have appropriate temperature, humidity, and security controls for archiving important City documents. Graphics does not have adequate layout and production space. Purchasing does not have access to a suitably sized bid-opening room. ITT does not have sufficient space for the receipt, set-up, and testing of new computers and other data and communication equipment. There is inadequate computer training room space available to meet the needs of all City departments.

Siler Road Yard - Fire

Fire facilities at the Siler Road Yard include classroom and tower training, vehicle maintenance, and vehicle storage. The vehicle maintenance and storage facilities are relatively new and provide suitable and appropriate spaces for vehicle maintenance and storage. Classroom training is available in a temporary structure. This is not appropriate for long-term use. The existing station house accommodates some office space and an area for employee fitness.

Siler Road Yard – Transit

Vehicle maintenance facilities are generally adequate. Although this is a relatively new facility, the maintenance bays are undersized for the larger bus fleet. Limited parts storage space is available.

The office building does not provide sufficient space for driver assembly, waiting, lockers, and showers. Available staff work areas are fully utilized with little or no space available for future growth. With projected growth, the existing office building will be inadequate to meet future needs.

Siler Road Yard – Public Works and Public Utilities

Office areas at the Siler Road Yard are in most instances fully utilized with little or no room for growth. As with City Hall, there is a general absence of meeting and conference room space. To fit within the available space, many workstations are undersized and do not provide the appropriate work environment for their occupants. Office storage for supplies, files, and equipment is in very short supply.

Parks/Trails/Watershed does not have adequate shop or storage space. Shop areas for paint and electrical are significantly undersized, work counters either are not available or are significantly undersized, and there is totally inadequate storage space for tools, equipment, supplies, and material. Equipment maintenance and carpentry shops share the same space with equipment storage. These shop areas are significantly undersized and it is oftentimes necessary to move equipment and supplies out of the shop area to perform required maintenance and construction work. Available material and equipment storage areas are utilized beyond their capacity. Staff office areas and workstations are undersized and inadequate space is available for support equipment such as copy machines, printers, and plotters.

Office areas for Solid Waste Management and Streets and Drainage Maintenance are fully utilized with no room for growth. Conference space is not available.

An inadequate number of Fleet vehicle maintenance bays are available. Existing bays are too small for the safe and efficient maintenance of vehicles. There is inadequate circulation space around vehicles for equipment and mechanic work areas, and the bays are too small for maintenance of the larger fleet vehicles. Vehicle maintenance bays are significantly deficient in meeting contemporary standards for maintenance activities. Solid Waste Management performs most of its vehicle maintenance activities in a

warehouse/storage facility. This space is not appropriate for vehicle maintenance. Receiving facilities for parts and equipment delivery are not available.

Crew assembly, locker, and shower facilities are not available. Employee lockers, where available, are located in public and staff circulation corridors. Assembly and shower facilities do not exist. Appropriate staff training rooms are not available.

Space Requirements Summary

In developing the space requirements program for the departments included in this facility master planning study, the initial starting point was to identify current space deficiencies and include appropriate space allocations to alleviate all such deficiencies. In this way, the space requirements identified for the current year, 2007, reflect the idealized and optimum space requirements that are required for current operations. These do not reflect existing conditions.

The exhibit on the following page summarizes current and projected space needs for all departments and operations included in this study. This exhibit identifies a current year 2007 requirement for 270,318 NSF. Based on the population and staffing projections presented in the previous sections of this master plan report, over the next twenty years overall space requirements are projected to increase to 342,032 NSF. This reflects a total increase of 71,714 NSF over the next twenty years, or an average annual increase of 1.18%. This is less than one-half the projected population and staff growth rates.

This exhibit also identifies the total space inventory currently occupied by the departments included in this study. This is approximately 189,700 NSF and includes both City owned and leased space. The space available in each existing building occupied by the City was presented in the first section of this facility master plan report. Comparing the available space inventory to the current requirement indicates a resulting current space shortfall of 80,618 NSF. This current space shortfall represents the current space shortfall necessary to alleviate all existing space deficiencies and to provide appropriately sized workstations, support areas, vehicle maintenance and shop areas, and warehouse and storage facilities. This shortfall is projected to increase to 152,332 NSF over the next twenty years.

Of the projected future shortfall, 80,618 NSF represents the amount of additional space necessary to alleviate current space deficiencies and 71,714 NSF represents the amount of additional space required to accommodate projected growth. Approximately 47% of the additional space required relates to projected growth and 53% relates to the accommodation of current deficiencies.

Immediately following the overall space requirements summary table on the following page are two tables that separate the current and projected space requirements into those departments currently located in the downtown area and those that are located at the Siler Road and Siringo Road yards. Tables that further break-down the current and future space requirements into those departments located in owned and lease space in the downtown area, and for those components located at the Siler Road and Siringo Road yards, are presented in the appendix. Detailed space requirements database forms for each department, on which these summary tables are based, are also presented in the appendix, along with the space standards utilized in developing the detailed space requirements for each department.

A number of additional charts and graphs are also presented to provide an assortment of summary images of the distribution of current and projected space requirements among each department and for the downtown and corporation yard locations separately.

Space Requirements Summary - Overall

Department / Division	Net Square Feet				
	2007	2012	2017	2022	2027
1 Mayor/Council/City Manager	6,303	6,756	7,052	7,144	7,347
2 Clerk	3,507	4,316	4,356	4,381	4,421
3 City Attorney	2,857	3,283	3,588	3,608	3,831
4 Economic Development	2,142	2,641	2,757	2,757	2,873
5 Arts Commission	1,424	1,424	1,656	1,656	1,656
6 Office of Affordable Housing	1,410	2,311	2,342	2,374	2,405
7 Human Resources	3,430	4,231	4,427	4,646	4,842
8 Planning and Land Use					
9 Administration	860	860	970	970	970
10 Neighborhood Services	302	555	648	648	648
11 Engineering Development Review	1,369	2,065	2,460	2,576	2,576
12 Current Planning	1,714	2,037	2,311	2,446	2,446
13 Long Range Planning	1,348	1,927	2,202	2,340	2,479
14 Long Range Planning - Historical Preservation	671	829	829	872	872
15 Code Administration	325	876	987	987	987
16 Permits & Plan Review (Permit Center)	8,551	9,394	9,940	10,097	10,026
17 Inspections and Code Enforcement	1,720	2,126	2,364	2,602	2,770
18 Common/Shared Support	3,657	3,744	3,939	3,961	3,981
19 Administrative Services					
20 Administration	3,983	3,983	3,983	3,983	3,983
21 Finance	8,608	9,593	10,759	11,744	12,909
22 Billing	5,133	5,612	6,266	6,501	7,387
23 Purchasing	8,683	8,728	8,773	8,803	8,833
24 Fleet Parts Warehouse	3,861	3,861	3,965	4,017	4,069
25 Graphics	803	818	818	826	833
26 ITT	11,131	11,867	12,688	13,473	14,259
27 Multi-Media Production	1,180	1,180	1,180	1,180	1,180
28 Property Control					
29 Administration	1,748	1,760	1,782	1,882	1,982
30 Fleet Management	20,591	23,365	26,403	28,129	29,856
31 Field Operations	5,684	7,038	8,246	8,850	9,454
32 Risk Management and Safety	1,769	1,769	1,973	2,035	2,254
33 Public Works					
34 Administration	1,824	1,824	1,824	1,824	1,824
35 Engineering	6,153	6,153	6,215	6,253	6,315
36 Streets & Drainage Maintenance	18,113	19,276	20,308	20,880	21,451
37 Traffic Operations	14,156	14,477	14,775	15,077	15,378
38 Marketing & Public Relations	884	896	911	922	922
39 Parking	2,911	2,911	2,911	2,911	2,911
40 Stormwater	991	1,684	1,869	2,123	2,377
41 Parks/Trails/Watershed	22,769	24,614	26,592	27,404	28,216
42 Santa Fe Trails (Transit)					
43 Administration and Operations	8,232	8,825	9,315	9,750	10,186
44 Fleet Maintenance	9,912	10,217	11,976	13,507	15,038
45 Public Utilities					
46 Administration	1,239	1,239	1,239	1,239	1,239
47 Solid Waste Management	12,883	13,213	13,213	13,213	13,213
48 Fire					
49 Station House	0	6,991	6,991	6,991	6,991
50 Vehicle Maintenance	7,626	9,072	9,091	10,528	11,965
51 Training	2,400	2,400	2,400	2,400	2,400
52 Common/Shared Support					
53 Administrative Offices	14,956	16,370	16,410	16,449	16,489
54 Field Operations					
55 Office Support	6,658	6,658	6,766	6,766	6,766
56 Field/Shop Support	23,848	24,423	25,023	25,623	26,223
57 Total Space Required (Net Square Feet)	270,318	300,190	317,491	329,346	342,032
58 Current Space Inventory	189,700	189,700	189,700	189,700	189,700
59 Space Shortfall (Net Square Feet)	(80,618)	(110,490)	(127,791)	(139,646)	(152,332)

Space Requirements Summary – Downtown Area

Department / Division	Net Square Feet				
	2007	2012	2017	2022	2027
1 Mayor/Council/City Manager	6,303	6,756	7,052	7,144	7,347
2 Clerk	3,507	4,316	4,356	4,381	4,421
3 City Attorney	2,857	3,283	3,588	3,608	3,831
4 Economic Development	2,142	2,641	2,757	2,757	2,873
5 Arts Commission	1,424	1,424	1,656	1,656	1,656
6 Office of Affordable Housing	1,410	2,311	2,342	2,374	2,405
7 Human Resources	3,430	4,231	4,427	4,646	4,842
8 Planning and Land Use					
9 Administration	860	860	970	970	970
10 Neighborhood Services	302	555	648	648	648
11 Engineering Development Review	1,369	2,065	2,460	2,576	2,576
12 Current Planning	1,714	2,037	2,311	2,446	2,446
13 Long Range Planning	1,348	1,927	2,202	2,340	2,479
14 Long Range Planning - Historical Preservation	671	829	829	872	872
15 Code Administration	325	876	987	987	987
16 Permits & Plan Review (Permit Center)	8,551	9,394	9,940	10,097	10,026
17 Inspections and Code Enforcement	1,720	2,126	2,364	2,602	2,770
18 Common/Shared Support	3,657	3,744	3,939	3,961	3,981
19 Public Works					
20 Administration	1,824	1,824	1,824	1,824	1,824
21 Engineering	6,153	6,153	6,215	6,253	6,315
22 Marketing & Public Relations	884	896	911	922	922
23 Parking	2,911	2,911	2,911	2,911	2,911
24 Administrative Services					
25 Administration	3,983	3,983	3,983	3,983	3,983
26 Finance	8,608	9,593	10,759	11,744	12,909
27 Finance - Billing	5,133	5,612	6,266	6,501	7,387
28 Multi-Media Production	1,180	1,180	1,180	1,180	1,180
29 Risk Management and Safety	1,769	1,769	1,973	2,035	2,254
30 Common / Shared Support	14,956	16,370	16,410	16,449	16,489
31 Total Space Required (Net Square Feet)	88,990	99,665	105,258	107,866	111,304
32 Current Space Inventory	62,700	62,700	62,700	62,700	62,700
33 Downtown Space Shortfall (Net Square Feet)	(26,290)	(36,965)	(42,558)	(45,166)	(48,604)

For those departments currently located in the downtown area, there is a current space requirement for 88,990 NSF. This is projected to increase to 111,304 NSF by the year 2027. Comparing these requirements to the current available inventory of 62,700 NSF, which includes City Hall and lease spaces in the Federal Building and the 1st Interstate building, indicates there is a current space shortfall of 26,290 NSF. Over the next twenty years, this space shortfall will increase to 48,604 NSF. If lease facilities and the ITT Radio Shop are not included, then the projected space shortfall is 69,607 NSF.

The future space shortfall is composed of 26,290 NSF necessary to correct for current space deficiencies and 22,314 NSF to accommodate projected growth for those departments currently located in the downtown area.

Space Requirements Summary – Siler Road and Siringo Road Yards

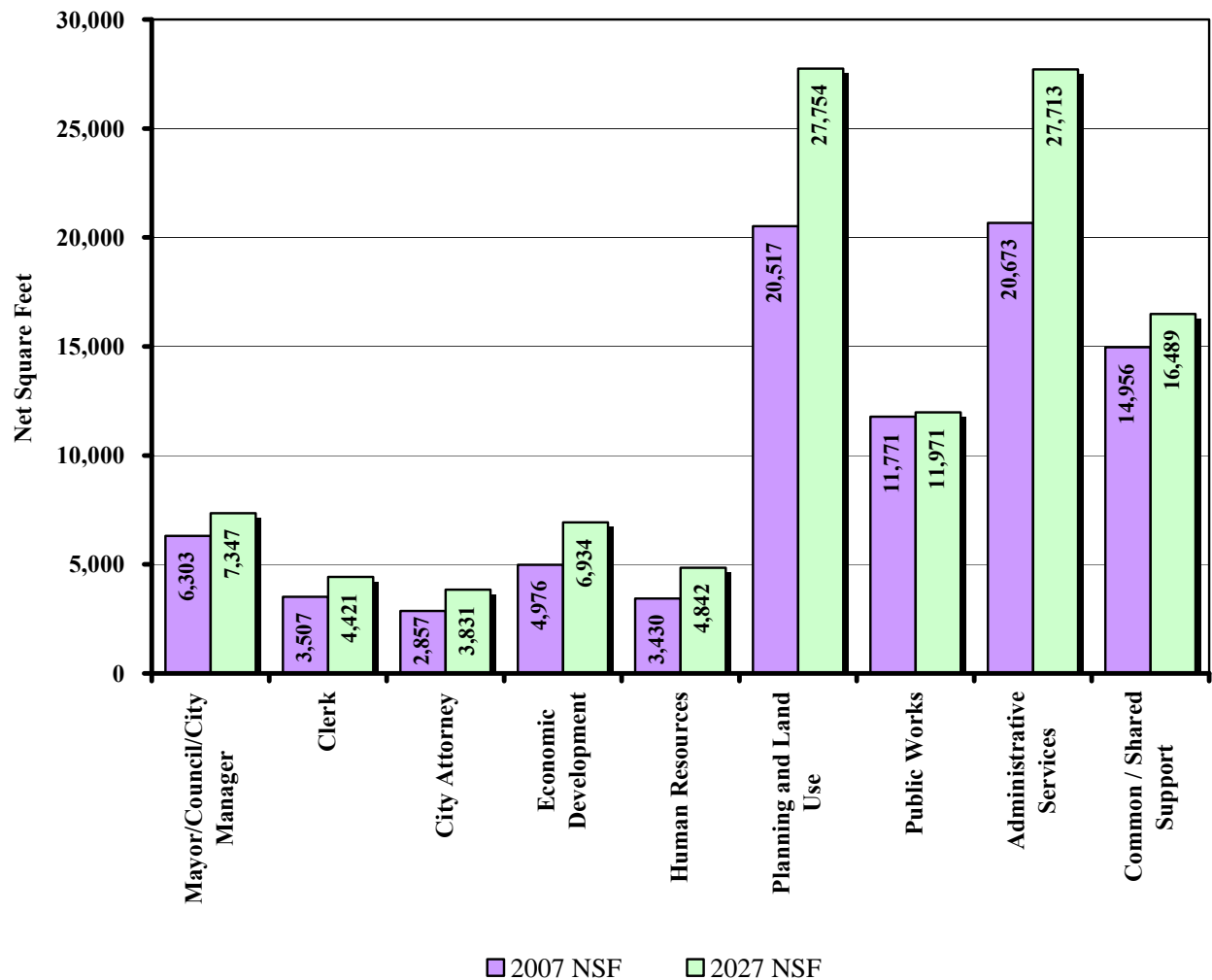
Department / Division	Net Square Feet				
	2007	2012	2017	2022	2027
1 Administrative Services					
2 Finance					
3 Purchasing	8,683	8,728	8,773	8,803	8,833
4 Fleet Parts Warehouse	3,861	3,861	3,965	4,017	4,069
5 Graphics	803	818	818	826	833
6 ITT	11,131	11,867	12,688	13,473	14,259
7 Property Control					
8 Administration	1,748	1,760	1,782	1,882	1,982
9 Fleet Management	20,591	23,365	26,403	28,129	29,856
10 Field Operations	5,684	7,038	8,246	8,850	9,454
11 Public Works					
12 Engineering					
13 Streets & Drainage Maintenance	18,113	19,276	20,308	20,880	21,451
14 Traffic Operations	14,156	14,477	14,775	15,077	15,378
15 Stormwater Management	991	1,684	1,869	2,123	2,377
16 Parks/Trails/Watershed	22,769	24,614	26,592	27,404	28,216
17 Santa Fe Trails (Transit)					
18 Administration and Operations	8,232	8,825	9,315	9,750	10,186
19 Fleet Maintenance	9,912	10,217	11,976	13,507	15,038
20 Public Utilities					
21 Administration	1,239	1,239	1,239	1,239	1,239
22 Solid Waste Management	12,883	13,213	13,213	13,213	13,213
23 Fire					
24 Station House	0	6,991	6,991	6,991	6,991
25 Vehicle Maintenance	7,626	9,072	9,091	10,528	11,965
26 Training	2,400	2,400	2,400	2,400	2,400
27 Common/Shared Support					
28 Field Operations					
29 Office Support	6,658	6,658	6,766	6,766	6,766
30 Field/Shop Support	23,848	24,423	25,023	25,623	26,223
31 Total Sapce Required (Net Square Feet)	181,328	200,526	212,233	221,480	230,728
32 Current Space Inventory	127,000	127,000	127,000	127,000	127,000
33 Yards Space Shortfall (Net Square Feet)	(54,328)	(73,526)	(85,233)	(94,480)	(103,728)

For those departments currently located at the Siler Road and Siringo Road yards, there is a current space requirement for 181,328 NSF. This includes all enclosed space requirements for offices, office support, training, shops, warehouse and storage, and fleet vehicle maintenance. This requirement is projected to increase to 230,728 NSF by the year 2027. Comparing these requirements to the current available inventory of 127,000 NSF, which includes all buildings at both the Siler Road and Siringo Road yards, indicates there is a current space shortfall of 54,328 NSF. Over the next twenty years, this enclosed space shortfall will increase to 103,728 NSF.

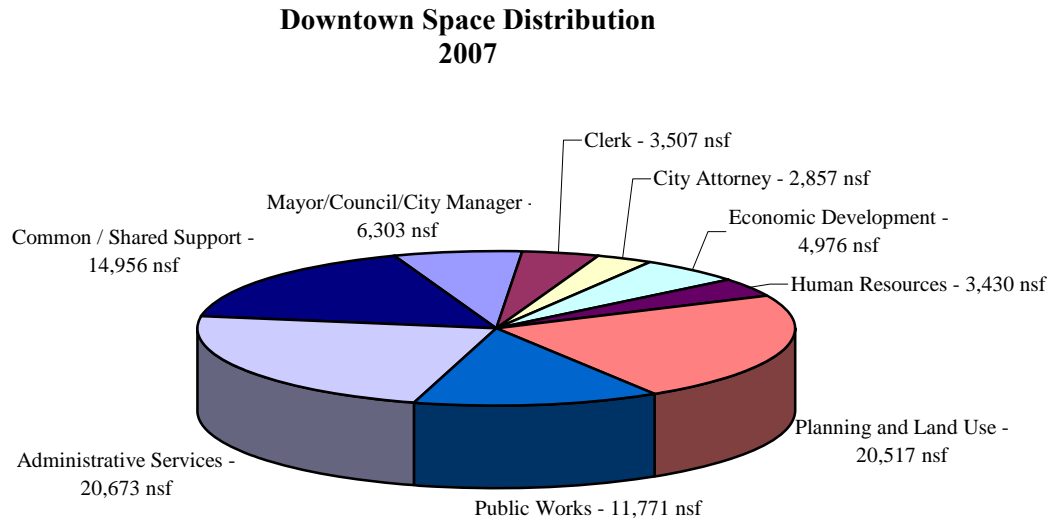
The future space shortfall is composed of 54,328 NSF necessary to correct for current space deficiencies and 49,400 NSF to accommodate projected growth for those departments located at the Siler Road and Siringo Road yards.

The space requirements for the downtown area are shown graphically on the following series of exhibits. The first graph below identifies the current and year 2027 space requirements for each department currently located in the downtown area. As this graph indicates, the departments with the greatest space requirements are Administrative Services and Planning and Land Use. Within Administrative Services, Finance is the division with the greatest space requirements. Within Planning and Land Use, the division with the greatest space requirements is Permits and Plan Review. These are also the two departments that will exhibit the greatest amount of growth over the next twenty years.

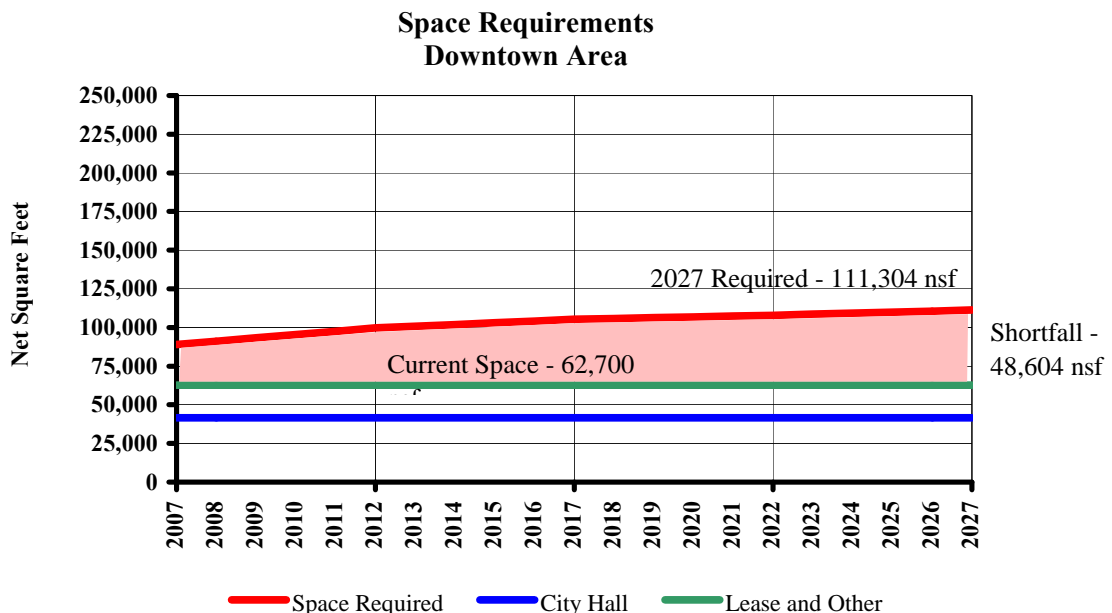
**Downtown Space Distribution
2007 and 2027**



The following pie chart is another representation of the current distribution of space for the departments currently located in the downtown area.

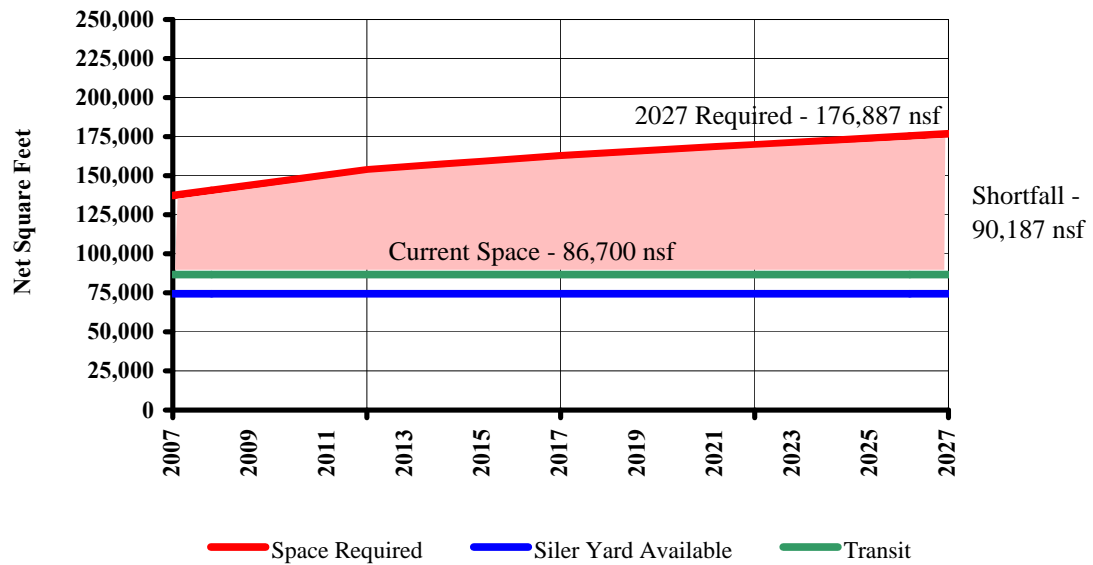


For the departments currently located in the downtown area, the following graph identifies the total owned and leased space occupied by those departments. The graph also identifies the total space required for each year of the master planning timeframe and the resulting space shortfall. This graph visually indicates the significant current space shortfall and demonstrates how this will only increase over time as the downtown departments continue to grow in response to continued population growth and the resulting increase in the scope and extent of services provided to the public. Addressing this current and projected space shortfall will be a critical component of the recommended facility master plan developed later in this report.

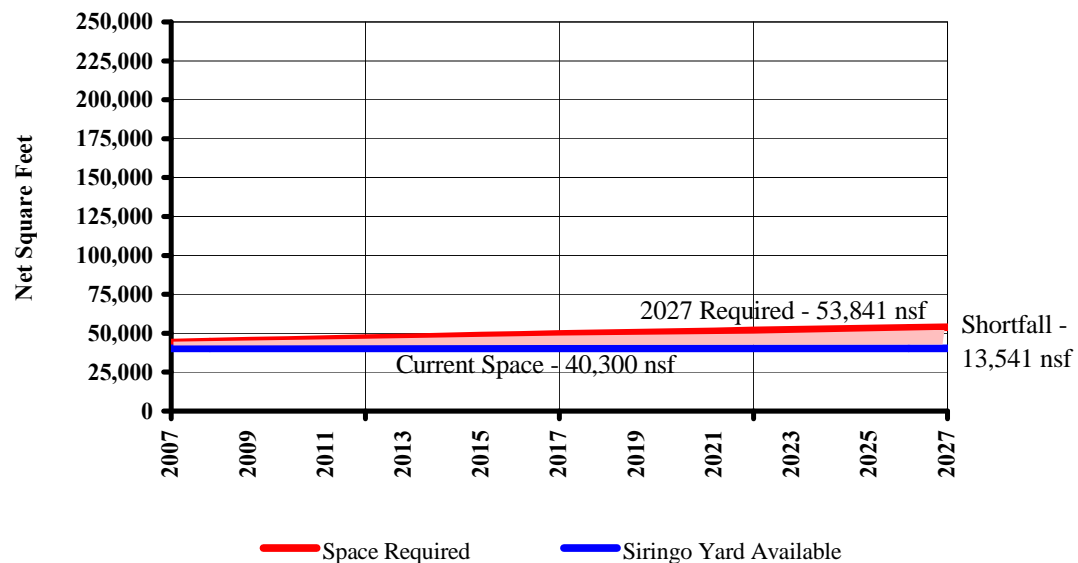


The space requirements for the Siler Road and Siringo Road yards are shown graphically on the following exhibits. Each of these graphs identifies the current space inventory and then shows the total space requirements for each year of the master planning timeframe. These graphs visually indicate the significant space shortfalls that exist not only currently but also over the next twenty years. The current and future space shortfalls are most pronounced at the Siler Road Yard. The recommended facility master plan developed later in this report will present a facility development program that will alleviate the projected space shortfall.

**Space Requirements
Siler Road Yard**

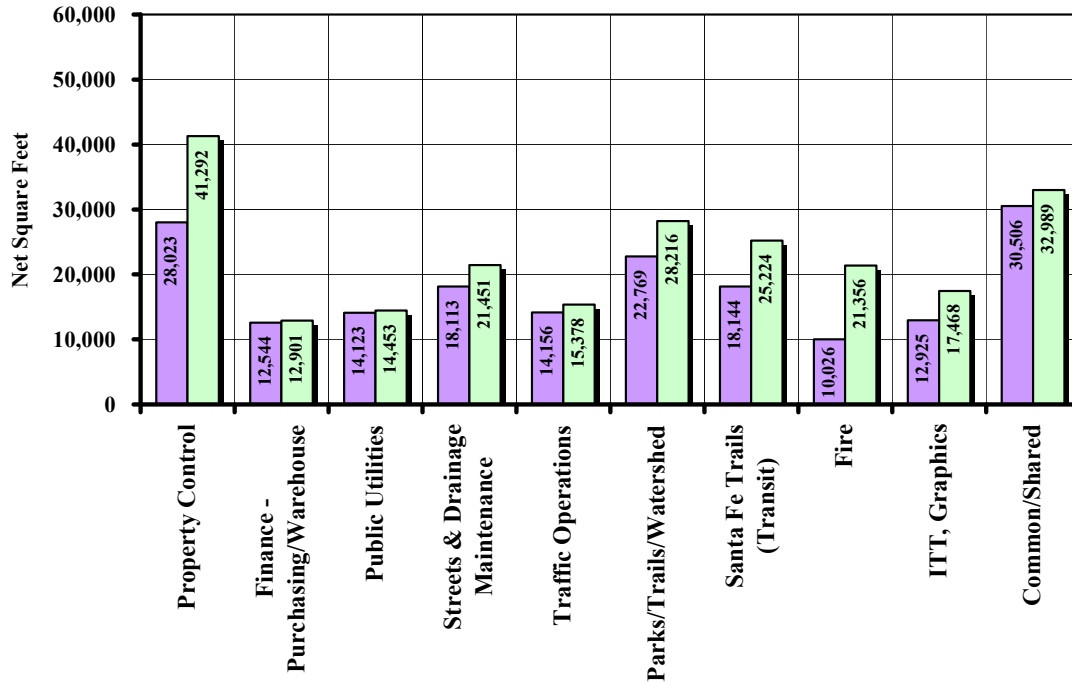


**Space Requirements
Siringo Road Yard**

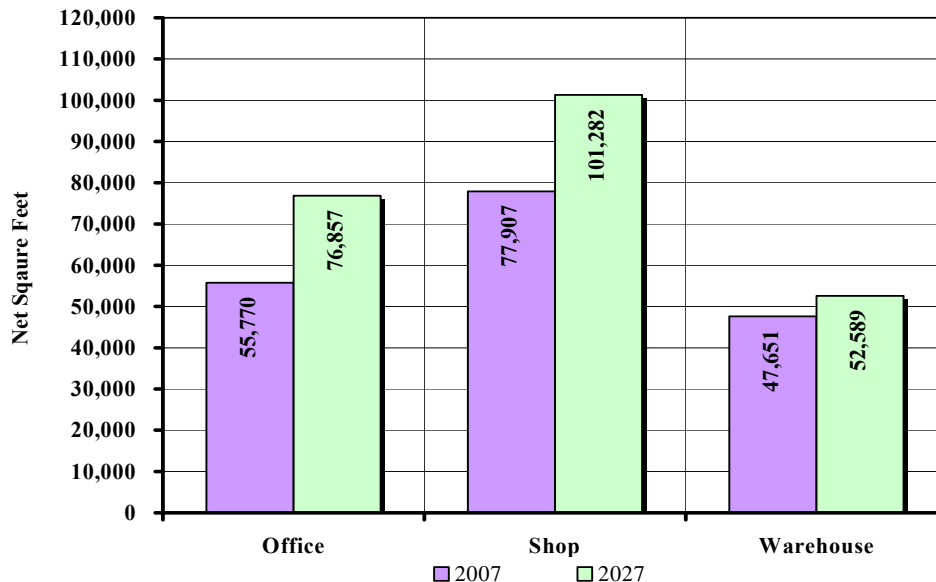


The two graphs below identify the current and year 2027 built space requirements for all departments currently located at the Siler Road or Siringo Road yards. The first graph identifies current and projected built space requirements for each department, in total. This includes all enclosed office, shop, and warehouse space. The second graph provides a breakdown of the total built space requirements into its office, shop, and warehouse components.

**Corporation Yard Built Space Requirements – By Department
2007 and 2027**

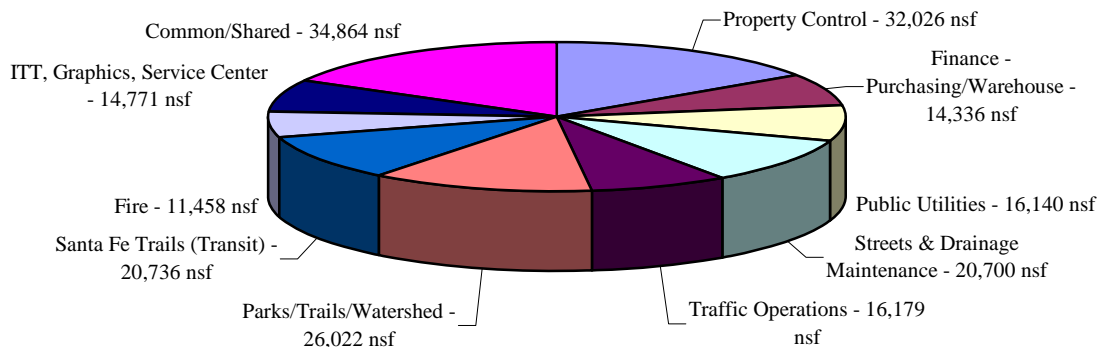


**Corporation Yard Built Space Requirements – Office, Shop, and Warehouse
2007 and 2027**



For both the Siler Road and Siringo Road yards together, the following pie chart shows the relative distribution of enclosed space for each department.

**Corporation Yard Space Distribution
Siler Road and Siringo Road Yards
2007**



The tables, charts, and graphs presented in this section of the master plan report clearly indicate that every department will experience continued growth over the next twenty years. Some departments will exhibit significant growth and others only minimal growth. Growth will be exhibited not only within the administrative departments located in City Hall and the surrounding downtown area, but also at the Siler Road and Siringo Road corporation yards. Growth will also be exhibited in all facility types, whether it be office, shop, or warehouse.

Conclusion

With projected population growth there will be an increased demand for services provided by the City of Santa Fe. New regulations and legislation at the federal and state levels will also undoubtedly place additional demands on City programs and services, with corresponding pressure for additional staff, programs, and services. It is also important that City facilities provide a safe and efficient work environment for its employees. All of these factors indicate that it is inevitable that City government will continue to grow in the future and additional facilities will be required to accommodate that growth.

The previous material has identified the potential parameters of that growth and additional facility requirements. It is, however, possible that the growth projections identified in this report may not materialize within the timeframe of this facility master plan study. This could occur for a number of reasons, including delay or abandonment of annexation activities, a slowing of the projected population growth rate, and adverse City fiscal conditions that preclude adding additional staff and new facilities to meet the demand for services.

Alternatively, the identified staff and growth projections could be realized sooner than the twenty-year timeframe for this facility master plan study. For example, new federal and state regulations and

legislation could impose additional programmatic requirements on the City. Continued population growth may well push the Urban Area boundaries outward beyond its present designation. This in turn could increase interest in continuing to expand the City's annexation activities to include an expanding Urban Area. Vibrant economic conditions can also impact the public's demand and need for City services. These and other factors indicate that it is also possible that the growth projections could be realized sooner rather than later.

The importance of a facility master plan is to provide a roadmap to guide future development. A facility master plan should not be viewed as an absolute document or plan. It is a vibrant document that needs to be reviewed frequently and adjusted as the City evolves and time passes. If growth occurs more rapidly than projected, then it may be necessary for new facilities to be developed in a shorter timeframe than may be indicated in this document. If new facilities are developed and growth then slows, the result is not that unneeded facilities were developed or that the facilities were too large, but rather that those facilities will continue to meet the City's needs for an even longer period of time.

The next section of the facility master plan report presents a recommended facility development program that will alleviate current space deficiencies, meet the projected growth requirements that have been outlined in this report, and provide City facilities that provide a safe and efficient work environment for all employees.

Facility Master Plan

The key attributes of the recommended facility master plan can be summarized as follows.

- The recommended facility master plan results in consolidation of the City's elected officials and administrative staff in the existing City Hall and adjacent new construction. Expansion of City Hall and construction of a new administration building is required to alleviate current space deficiencies and accommodate projected growth. All lease space in the downtown area is eliminated.
- Departments that do not have an operational need to be located in or adjacent to City Hall should be relocated out of the downtown area to an area where land costs are less, adequate parking for employees and visitors can be provided, and public accessibility can be improved. These facilities should be developed on City owned land if it is appropriately located and otherwise suitable for office space development. Development of a consolidated Service Center at the Siler Road Yard is appropriate. For the functions that will be located in the new Service Center, the Siler Road Yard location is in closer proximity to their customer base than is the downtown area.
- To improve operating efficiencies, corporation yards should be consolidated and not split among multiple locations. The recommended facility master plan relocates all operations from the Siringo Road Yard to new facilities at the Siler Road Yard. The Siringo Road Yard then becomes surplus property and can be sold, with the proceeds used to contribute to the cost of new construction at the Siler Road Yard.
- Acquisition of the available 14-acre parcel adjacent to the Siler Road Yard is necessary to accommodate the recommended development program, which includes the relocation of building permitting and inspection functions from City Hall and the relocation of all facilities at the Siringo Road Yard to the expanded Siler Road Yard. Development of new and replacement facilities at the Siler Road Yard is necessary to alleviate current space deficiencies, accommodate projected growth, and provide safe and efficient facilities. The most pressing needs are for expanded shop and storage facilities for Parks/Trails/Watershed and a new vehicle maintenance facility.
- From an economic perspective, it is more advantageous for the City to own its facilities rather than leasing them. Although initial facility development costs and financing payments may exceed lease costs for comparable space, over time escalating lease costs will exceed the City's fixed financing costs. At the end of the financing period, City payments for principal and interest are eliminated whereas lease costs will continue indefinitely and on an escalating basis.

Downtown Area

With the development of the new Convention Center adjacent to City Hall, the designation of City Hall as a contributing historical structure, zoning restrictions that limit new construction in the downtown area to three or four levels, and the agreement between the City and a local Indian Tribe that any new construction adjacent to City Hall be limited to the area south of the current Council Chambers, limited opportunities are available to expand City Hall to accommodate either current or projected space requirements on the current City Hall site. As presented earlier in this report, there will be a projected space shortfall of 69,607 NSF by the year 2027. This space shortfall results from alleviating current

space deficiencies, accommodating projected growth of the departments currently located in the downtown area, and elimination of all lease spaces from the City's facility inventory. Constructing the full requirement for this additional 69,607 NSF adjacent to City Hall is not possible.

There is a small area to the northwest of the new Convention Center that could support a 20,000 gross square foot building (16,000 net square feet). Expansion of City Hall adjacent to the Council Chambers could support an additional 10,000 net square feet. In conjunction with the existing City Hall, this yields a potential downtown City owned space inventory of 67,700 net square feet. With a year 2027 requirement for approximately 111,304 NSF, there would still be a remaining shortfall of 43,604 NSF. To continue to occupy the existing City Hall facility, develop a modest amount of additional office space through an expansion of the existing building and through development of a small office building to the northwest of the new Convention Center, and eliminate the need to lease office space in the downtown area, it will be necessary to relocate a number of departments, programs, and services out of the downtown area.

Through interviews with each department, there was a general consensus that Public Works, the permitting and inspection components of Planning and Land Use, and Finance - Billing do not have an adjacency requirement to be located in the downtown area near or adjacent to City Hall. If these departments and divisions are provided new space accommodations out of the downtown area, there is a current requirement for approximately 51,345 NSF of office space for the Mayor, Council, City Manager, City Attorney, Clerk, the Finance and Administration components of Administrative Services, Human Resources, Economic Development, the Planning and Development Review components of Planning and Land Use, and Risk Management and Safety. Over the next 20 years, space requirements for these operations are projected to increase to approximately 66,835 NSF. This is quite close to the total City owned inventory that could be available through limited expansion of City Hall and construction of a modest office building to the northwest of the new Convention Center.

Planning and Land Use has recently implemented a limited over-the-counter permitting process. To support a fully functional and operational over-the-counter review and permitting process, significant expansion and reconfiguration of the existing public counter areas in City Hall would be required. Sufficient space is not, however, available in City Hall to accomplish this. As a result, the effectiveness of this program will be severely limited as long as the permit and inspection functions of Planning and Land Use are located in City Hall.

The majority of new development in the Santa Fe area is in the south and southwest portions of the urban area. Relocation of the permitting and inspection functions to this area, where the Siler Road Yard is located, along with providing convenient public access and improved parking accommodations, would significantly improve the permitting and inspection service delivery processes. Locating Public Works in closer proximity to its field operations at the Siler Road complex would also improve internal operating efficiencies and service delivery.

City Hall

The City will continue to occupy City Hall as the focal point of City government. This will remain the home of the City's elected officials – City Council and Mayor – and the City's administrative offices. The City's administrative departments that require location in City Hall either because of their close working relationship with and direct support to the Council and Mayor or their interrelationship with other administrative functions include the City Manager, City Clerk, City Attorney, Administrative Services – Finance and Risk Management and Safety, Human Resources, Economic Development, and

the planning and development review functions of Planning and Land Use – Administration, Neighborhood Services, Engineering Development Review, Current Planning, and Long Range Planning. These departments have a current requirement for 51,345 NSF. By the year 2027, space requirements for these departments are projected to increase to 66,835 NSF. The existing City Hall facility provides approximately 41,700 NSF. To accommodate the projected space requirements for the departments that require a location in or adjacent to City Hall, the following development activities are recommended.

City Hall Expansion

Expand City Hall on the south side fronting Marcy Avenue to accommodate expansion of the Council Chambers and public waiting and gathering space, and provide required office space for the Council, a more welcoming and publicly appealing entrance to City Hall, and office space for departments located on the second floor of City Hall. This expansion will be 10,000 NSF on two levels, or a total of approximately 12,500 GSF.

New Administrative Office Building Construction

Construct a new administrative office building at the northwest corner of the new Convention Center at the intersection of Grant Avenue and S. Federal Place. Construction of this office building is required to accommodate the space needs of the City administrative offices that require a downtown location in close proximity to City Hall and to eliminate the need for lease space. This new office building will be 16,000 NSF on two or three levels, or approximately 20,000 GSF.

Potential occupants of this new administrative office building are Economic Development including Arts Commission and Office of Affordable Housing, Human Resources, and Administrative Services – Multi-Media Production and Risk Management and Safety. These departments have a projected requirement for approximately 15,835 NSF. When this building is completed, the City’s lease in the 1st Interstate Building can be terminated.

City Hall Renovation

Renovate the interior of City Hall to make it a more open-office environment that will improve space utilization, thereby increasing the usable amount of space available to accommodate projected staff and space requirements, make the building more energy efficient, and improve the functionality and usability of available space. This renovation would take place after the City Hall expansion and new administrative office building construction projects have been completed.

Relocation of Departments to New Service Center at Siler Road Yard Site

The recommended downtown facility development program requires the relocation of the permitting, inspection, and enforcement components of Planning and Land Use (Long Range Planning – Historical Preservation and Code Administration – Permits & Plan Review and Inspections & Code Enforcement) and Finance – Billing from City Hall and downtown lease space to a new Service Center facility to be developed at the Siler Road Yard. Public Works offices located in the Federal Building are also relocated to a new facility at the Siler Road Yard. Public Works offices could be developed either as part of the new Service Center or as part of other office construction at the Siler Road Yard. The City’s current lease in the Federal Building can then be terminated. Replacement office, shop, and storage space for the ITT Radio Shop should also be developed as part of the new Service Center, thereby consolidating ITT office, technical, operational, and radio installation and maintenance operations at a single new facility.

City Hall Complex Summary

The current and projected staffing and space requirements for the departments that will remain in the downtown area are summarized on the following table. As can be seen from this table, for the departments recommended to remain in the downtown area, there is a current requirement for 51,345 NSF, and City Hall provides approximately 41,700 NSF, for a current space shortfall of 9,645 NSF. With the recommended new construction program (City Hall expansion and new administrative office building), there will be an available space inventory of 67,700 NSF. The year 2027 requirement is for 66,835 NSF, which closely matches the available space inventory.

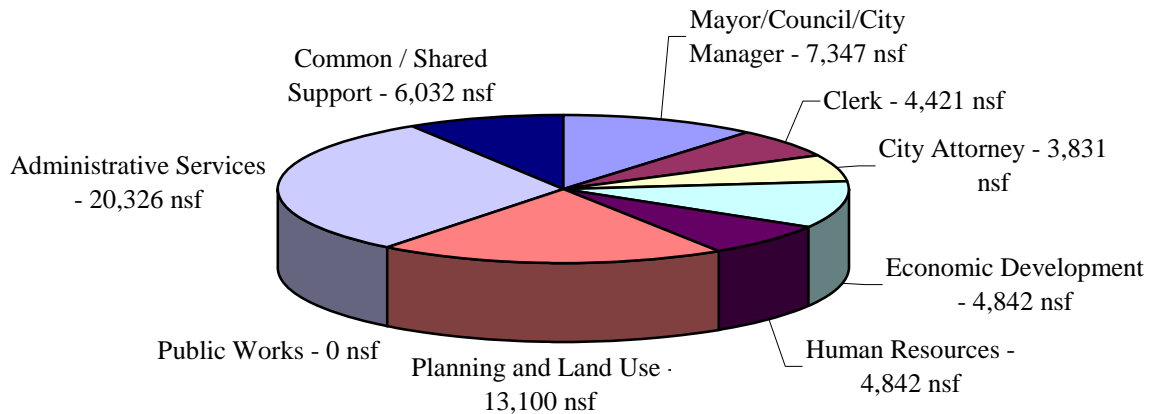
Once the City Hall expansion and new office building construction projects are completed, no lease space is required in the downtown area for the remainder of the master planning timeframe. If these projects are not undertaken, then to correct for current deficiencies and to accommodate projected growth requirements, it will be necessary to move additional departments out of the downtown area and/or obtain additional lease space for those departments that cannot be accommodated in City Hall.

**City Hall Complex Staff and Space Requirements
2007 - 2027**

Department / Division	Personnel					Net Square Feet				
	2007	2012	2017	2022	2027	2007	2012	2017	2022	2027
1 Mayor/Council/City Manager	22	26	28	29	30	6,303	6,756	7,052	7,144	7,347
2 Clerk	9	11	11	11	11	3,507	4,316	4,356	4,381	4,421
3 City Attorney	12	14	15	15	16	2,857	3,283	3,588	3,608	3,831
4 Economic Development	7	9	10	10	11	2,142	2,641	2,757	2,757	2,873
5 Arts Commission	6	6	8	8	8	1,424	1,424	1,656	1,656	1,656
6 Office of Affordable Housing	6	9	9	9	9	1,410	2,311	2,342	2,374	2,405
7 Human Resources	12	16	17	18	19	3,430	4,231	4,427	4,646	4,842
8 Planning and Land Use										
9 Administration	2	2	3	3	3	860	860	970	970	970
10 Neighborhood Services	1	3	4	4	4	302	555	648	648	648
11 Engineering Development Review	6	14	17	18	18	1,369	2,065	2,460	2,576	2,576
12 Current Planning	9	12	14	15	15	1,714	2,037	2,311	2,446	2,446
13 Long Range Planning	5	10	12	13	14	1,348	1,927	2,202	2,340	2,479
14 Common/Shared Support						3,657	3,744	3,939	3,961	3,981
15 Administrative Services										
16 Administration	3	3	3	3	3	3,983	3,983	3,983	3,983	3,983
17 Finance	40	49	60	69	80	8,608	9,593	10,759	11,744	12,909
18 Multi-Media Production	2	2	2	2	2	1,180	1,180	1,180	1,180	1,180
19 Risk Management and Safety	6	6	7	7	8	1,769	1,769	1,973	2,035	2,254
20 Common / Shared Support						5,482	6,032	6,032	6,032	6,032
21 Total Staff & Net Square Feet	148	192	220	234	251	51,345	58,706	62,634	64,481	66,835
22 Current City Hall						41,700	41,700	41,700	41,700	41,700
23 Convention Center Office Building							16,000	16,000	16,000	16,000
24 City Hall Expansion							10,000	10,000	10,000	10,000
25 Total Available Space						41,700	67,700	67,700	67,700	67,700
26 Downtown Space (Surplus)/Deficiency						(9,645)	8,994	5,066	3,219	865

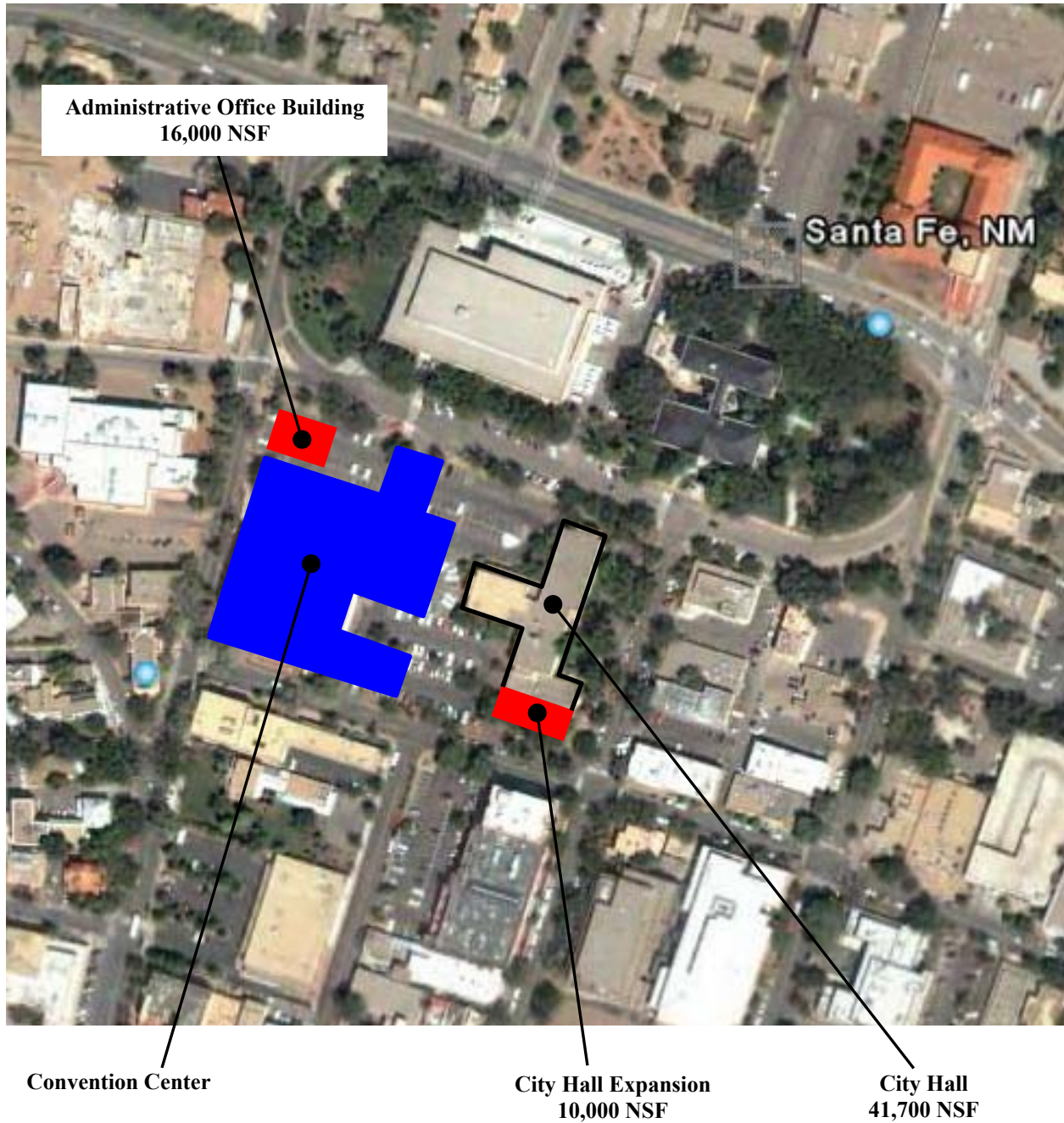
The following pie chart shows the relative distribution of space in the expanded City Hall complex for each department. The largest space users are Administrative Services, primarily Administration and Finance, and Planning and Land Use. The next largest space users are the offices of the Council, Mayor, and City Manager.

**City Hall Complex Space Distribution
2027 Recommended NSF**



An aerial photograph of the City Hall and surrounding area is presented on the following page. Superimposed on this aerial is the new Convention Center and the recommended City Hall expansion and new administrative office building. As part of an agreement with a local Indian Tribe for development of the Convention Center, additional construction in the City Hall vicinity is restricted to the proposed locations for the new administrative office building and City Hall expansion. Location of the new administrative office building immediately adjacent to City Hall would be preferable, but current City-Indian agreements will not allow this.

Facility Development Plan
2007-2027
City Hall Complex



Siringo Road Yard

Relocation of Departments to New Service Center at Siler Road Yard Site

The Siringo Road Yard site includes a mixture of corporation yard operations, warehouse storage, general office buildings, and administrative office support facilities. This site is located immediately adjacent to an elementary school and a residential neighborhood. Although some site area is undeveloped and could support future expansion of the operations at this location, this is not an ideal location for corporation yard activities due to its proximity to an elementary school and an established residential neighborhood. Consolidation with the City's main corporation yard at Siler Road is recommended.

Information Technology and Telecommunications (ITT) and Graphics should be relocated to a new Service Center building at the Siler Road Yard. Property Control (Administration and Field Operations) and Finance – Purchasing should also be relocated to new facilities at the Siler Road Yard. Public Utilities administrative staff at the Siringo Road Yard will be either relocated to the Sangre de Cristo Water Division headquarters offices or absorbed within Public Works. The Public Utilities warehouse and Archive Records warehouse should be relocated to new facilities at the Siler Road Yard.

Sale of Siringo Road Yard

Upon relocation of all current operations to new facilities at the Siler Road Yard, the Siringo Road site can be sold. Retention of this site is not required to accommodate projected City space requirements. Proceeds from the sale of the Siringo Road Yard can be used to off-set required new construction at the Siler Road Yard. The current market value of this property is in the \$3,400,000 to \$4,000,000 range.

Siler Road Yard

Purchase Available 14 Acre Parcel

To accommodate future requirements for existing Siler Road Yard occupants and the relocation of departments from the Siringo Road Yard and the downtown area, there is a requirement for 48.34 acres by the year 2027. The existing Siler Road Yard totals approximately 40.27 acres. The resulting projected site area shortfall is 8.07 acres.

There is a 14-acre parcel that is available for purchase immediately adjacent to the Siler Road Yard. It fronts on Agua Fria Street and extends along the western property line of the Siler Road Yard from Agua Fria Street to the parcel occupied by Santa Fe Trails (Transit). This is the last available, undeveloped parcel that is contiguous to the existing Siler Road Yard complex. This parcel can provide an invaluable resource to support the expansion of corporation yard activities that will be required with continued City population growth and the annexation of the unincorporated areas of the existing Urban Area. This 14-acre parcel could also provide the land resources that will be necessary to allow reconfiguration of the existing Siler Road Yard complex in support of the development of a new Service Center at that location.

If the 14-acre parcel is not purchased by the City (but sold by its current owner to another private party and then developed for non-City uses), future expansion of the Public Works, Transit, and Fire Training operations currently located at the Siler Road Yard will require the City to purchase additional acreage at another location. This would result in the splitting of corporation yard activities among three sites – Siler Road, Siringo Road, and another site at an unknown location. As the City continues to develop, locating

an appropriately sized and zoned parcel for corporation yard development will become increasingly more difficult, and expensive as land values will only continue to escalate in the future.

To implement the recommendations of this facility master plan, the City should pursue acquisition of the adjoining 14-acre site. Acquisition of this site is required to accommodate growth requirements of the departments currently located at the Siler Road Yard, allow for development of replacement space for those departments relocated from the Siringo Road Yard, allow for development of a new Service Center to accommodate relocation of departments from the downtown area, and to undertake other required construction activities to alleviate current space deficiencies.

Although it is not anticipated that the City will fully develop and occupy the entire 14-acre parcel during the timeframe of this facility master plan study, it is reasonable to assume that the City's corporation yard needs will continue to expand beyond the year 2027 timeframe. As the corporation yard continues to grow after that time, further development of any undeveloped or underutilized portion of the 14-acre site will then be required.

If the City were to only purchase a portion of the available 14-acre parcel, it is likely that in the longer-term the City would need to develop additional corporation yard facilities at another location, thereby splitting operations among multiple locations. Operating multiple corporation yards will result in some duplication of staff and facilities, may result in splitting departments among multiple locations, and will adversely impact operating efficiencies, thereby increasing the cost to the City of providing required services. For these reasons, it is recommended the City purchase the entire available 14-acre parcel.

New Service Center

A new Service Center should be constructed at the Siler Road Yard. This will allow for the development of a consolidated Permit Center, thereby enabling the permitting, inspection, and enforcement components of Planning and Land Use (Long Range Planning – Historical Preservation and Code Administration – Permits & Plan Review and Inspections & Code Enforcement) to relocate from City Hall. With most private development occurring in the southwestern portion of the City and the Urban Area, relocating the permitting, inspection, and enforcement components of Planning and Land Use to the Siler Road Yard site will improve public access to those services, allow the development of adequate public parking for the high number of visitors to the Service Center, and place City permitting and inspection staff in closer proximity to the City's predominant growth areas.

The new Service Center should also accommodate the space requirements of Public Works administrative offices currently located in downtown lease space, the relocation of Information Technology and Telecommunications (ITT) and Graphics from the Siringo Road Yard along with relocation of the ITT Radio Shop from the downtown area, and the relocation of Finance – Billing from City Hall. Stormwater Management should be relocated from its current space at the Siler Road Yard to the new Service Center and collocated with the other Public Works administrative offices.

If the Service Center is constructed and occupied by the year 2012, there will be an initial requirement for 51,664 NSF, or 64,581 GSF. Projected requirements for the year 2027 are for 58,275 NSF and 72,843 GSF. Any new construction should be able to accommodate growth for a minimum of ten years. Since relatively modest growth is projected for the departments that will occupy the Service Center, it is recommended that the building be initially sized to accommodate requirements through the year 2027. The table on the following page summarizes the staffing and space requirements for each department that is recommended for location in the new Service Center.

New Office, Warehouse, and Shop Facilities

New office, warehouse, and shop buildings should be constructed to accommodate the projected growth requirements of the current Siler Road Yard occupants, primarily Solid Waste Management, Streets and Drainage Maintenance, and Parks/Trails/Watershed, and to provide replacement space for Property Control – Administration and Field Operations, Finance – Purchasing, Public Utilities – Warehouse, and Archive Record Warehouse that are relocated from the Siringo Road Yard.

A new fleet vehicle maintenance facility is required to provide appropriately sized maintenance bays for the safe and efficient maintenance of the City’s fleet inventory and to provide an adequate number of maintenance bays for current needs and projected growth. The existing Solid Waste and Fleet vehicle maintenance facilities should be consolidated and replaced with a contemporary facility. A new Fleet Parts Warehouse should be collocated with the vehicle maintenance facility.

**New Service Center
Staff and Space Requirements**

Department / Division	Personnel					Net Square Feet				
	2007	2012	2017	2022	2027	2007	2012	2017	2022	2027
1 Planning and Land Use										
2 Long Range Plng. - Historical Preservation	5	6	6	6	6	671	829	829	872	872
3 Code Administration	1	2	3	3	3	325	876	987	987	987
4 Permits & Plan Review (Permit Center)	14	20	23	24	24	8,551	9,394	9,940	10,097	10,026
5 Inspections and Code Enforcement	13	18	21	24	26	1,720	2,126	2,364	2,602	2,770
6 Public Works										
7 Administration	5	5	5	5	5	1,824	1,824	1,824	1,824	1,824
8 Engineering	25	25	25	25	25	6,153	6,153	6,215	6,253	6,315
9 Marketing & Public Relations	2	2	2	2	2	884	896	911	922	922
10 Parking	10	10	10	10	10	2,911	2,911	2,911	2,911	2,911
11 Stormwater Management	3	10	12	15	17	991	1,684	1,869	2,123	2,377
12 Administrative Services										
13 Graphics	2	2	2	2	2	803	818	818	826	833
14 ITT	29	34	39	45	50	11,131	11,867	12,688	13,473	14,259
15 Finance - Billing	32	36	41	43	50	5,133	5,612	6,266	6,501	7,387
16 Common / Shared Support						6,635	6,675	6,714	6,754	6,794
17 Total Staff & Net Square Feet	141	170	189	204	220	47,732	51,664	54,337	56,143	58,275
18 Building Gross Square Feet (Net-to-Gross = 80%)						59,665	64,581	67,921	70,179	72,843

The Fire and Transit vehicle maintenance facilities are generally adequate for current needs. These facilities will remain and can be expanded when necessary to accommodate the projected growth in Fire and Transit fleet vehicles and the corresponding need for additional maintenance bays.

The following additional new construction program is recommended to alleviate current space deficiencies, provide appropriate office and shop facilities, provide replacement facilities for the departments being relocated from the Siringo Road Yard, and accommodate projected growth over the next twenty years.

- Construct a 33,031 NSF (38,206 GSF) office, shop, and warehouse facility for Property Control – Administration and Field Operations, Purchasing office and warehouse, Solid Waste Management offices, Parks/Trail/Watershed warehouse, and corporation yard administrative and field operations training, conferencing, and support space. This facility will include crew assembly, locker, and shower facilities, training and conference room space, and corporation yard office support facilities.
- Construct a 40,633 NSF (43,457 GSF) vehicle maintenance shop, office, crew assembly, locker and shower facility, and parts warehouse.
- Construct a 22,200 NSF (23,368 GSF) warehouse for Public Utilities – Sangre de Cristo Water Division, records archives, and citywide warehouse storage.
- Construct a 3,900 NSF (4,875 GSF) addition to the Streets and Drainage Maintenance office facility. Streets and Drainage Maintenance will remain in its present location and expand into space presently occupied by Solid Waste Management.

Fire Department Facilities

The existing Fire vehicle maintenance and vehicle parking facilities will remain. The vehicle maintenance facility will require expansion in the future to accommodate additional maintenance bays. A 4,372 NSF (4,602 GSF) addition will be required to add three additional maintenance bays plus additional parts storage.

The existing Fire Station will require renovation to again be usable for Fire stationhouse purposes. Depending on how many fire response vehicles and staff will be located at this reactivated Fire Station, expansion may be required to include adding a third vehicle parking bay and additional crew support areas. A 2,000 NSF (2,500 GSF) expansion could be required.

The Training Tower will remain and will continue to be used for training purposes. The existing modular trailers used for classroom training will be removed and these training activities relocated to the new Fire Training Center.

Santa Fe Trails (Transit)

The existing office and vehicle maintenance buildings will require expansion to meet projected growth requirements for office and support space and for additional vehicle maintenance bays – 4,000 NSF (5,000 GSF) addition to the administration building and a 6,600 NSF (6,947 GSF) addition to the vehicle maintenance shop.

Additional covered parking for the expanding transit fleet will be required. The existing covered parking and fueling areas should be extended to the north to accommodate additional bus vehicle parking and fueling. This will require relocation of the yard storage area used for storage of surplus, damaged, and discarded materials, equipment, and trash items.

Renovation of Existing Facilities

Existing space occupied by Solid Waste Management, Streets and Drainage Maintenance, and Transportation should be renovated to accommodate expansion of Streets and Drainage Maintenance office areas and the development of crew assembly, locker, and shower facilities.

The vehicle maintenance facilities vacated by Fleet Maintenance and the Fleet Parts Warehouse should be converted to shop and warehouse space for Parks/Trails/Watershed. Office space occupied by Fleet Maintenance and Stormwater Management should be renovated and reassigned to Parks/Trails/Watershed. The existing Parks shop and storage facility should be renovated to include crew assembly areas and shower and locker facilities. It will also continue to be used for warehouse and storage space.

Vehicle storage and maintenance space vacated by Solid Waste Management can be converted to additional warehouse storage or used for fleet parking for those vehicles and equipment items requiring enclosed parking or storage.

Existing Yard Storage

The City should undertake a more aggressive recycling and material re-use program to significantly reduce the need for outside yard storage for replaced, broken, and surplus materials and equipment, plus rock, asphalt, and street sweeping and salvage material that is recovered from new construction projects and routine street cleaning. Removal of these items from the Siler Road Yard site could make available significant site area for future growth and expansion of yard storage and fleet vehicle parking requirements.

Siler Road Corporation Yard Summary

The existing Siler Road Yard totals 40.27 acres. Acquisition of the adjacent 14-acre parcel will increase the total available site area to approximately 54 acres. The recommended Siler Road development program results in a year 2027 requirement for 48.34 acres.

The table on the following page summarizes the corporation yard space program for the years 2007 and 2027. This table identifies projected staffing levels and total enclosed, covered, and open yard areas for each department that will be located at the expanded yard. This table also identifies the acreage required for each department that includes gross building area, covered parking and storage, open yard storage, fleet and employee parking, and site circulation, landscaping, and set-back. With acquisition of the 14-acre parcel, there is a year 2027 site area surplus of 5.9 acres. This available site area will accommodate continued longer-term growth and expansion of the corporation yard in the post year 2027 timeframe.

There is a projected requirement for 271,534 NSF of enclosed office, shop, and warehouse space. The existing buildings total 86,700 NSF. The recommended new construction and expansion program for the Siler Road Yard requires construction of 175,010 NSF of office, shop, and warehouse space. This will increase the total available space inventory to 261,710 NSF. Although there will be an apparent space shortfall even with this recommended new construction program, in reality this will not be the case.

All existing buildings will remain at the Siler Road Yard and, for example, existing vehicle maintenance bays for Fire and Transit will continue to be used for those purposes. The space requirements program has developed an idealized space requirements program that includes larger vehicle maintenance bays where appropriate. Although existing maintenance bays may be somewhat undersized, they are quite adequate for current uses and the recommended new construction program does not include any increase in the size of the existing vehicle maintenance bays. The space requirements program also includes a number of centralized building support areas for such items as building lobby, reception, office staff break rooms, and mail receiving and distribution. Including these spaces would be appropriate if a new corporation yard were developed at another site. However, with continued occupancy of the existing

Siler Road Yard and retention of all existing buildings, some of these centralized support areas will not or cannot be provided. As a result, the actual required space at the Siler Road Yard is slightly less than that reflected in the more idealized space requirements program that is included in the appendix.

**Siler Road Yard
Staff, Space, and Site Area Requirements
2007 and 2027**

Space Component	Staff		Enclosed		Covered		Open Yard		Total SF		Acres ¹ 2027
	2007	2027	2007	2027	2007	2027	2007	2027	2007	2027	
Administrative Services											
Property Control											
Administration	6	7	1,748	1,982					1,748	1,982	0.05
Fleet Management	14	19	20,591	29,856	1,470	1,470	44,274	49,980	66,335	81,306	1.96
Field Operations	30	37	5,684	9,454			1,400	1,400	7,084	10,854	0.28
Finance											
Purchasing	8	8	8,683	8,833					8,683	8,833	0.23
Fleet Parts Warehouse	3	3	3,861	4,069					3,861	4,069	0.11
Public Utilities											
Administration	4	4	1,239	1,239					1,239	1,239	0.03
Solid Waste Management	59	69	12,883	13,213			134,357	138,710	147,240	151,924	3.53
Public Works											
Engineering											
Streets & Drainage Maintenance	38	83	18,113	21,451	92,064	132,467	177,979	188,275	288,156	342,193	7.93
Traffic Operations	16	27	14,156	15,378	4,480	4,480	40,348	55,095	58,984	74,953	1.77
Parks/Trails/Watershed	76	142	22,769	28,216	9,162	14,689	121,976	170,595	153,907	213,500	4.99
Santa Fe Trails											
Administration and Operations	72	137	8,232	10,186	2,940	5,460	17,220	31,920	28,392	47,566	1.13
Fleet Maintenance	13	32	9,912	15,038	59,203	98,958	56,966	66,416	126,081	180,412	4.19
Fire											
Station House		9		6,991				7,420		14,411	0.35
Vehicle Maintenance	2	4	7,626	11,965			13,755	17,136	21,381	29,101	0.71
Training			2,400	2,400			18,900	18,900	21,300	21,300	0.50
New Service Center											
Departments from Downtown	107	151	34,807	40,807			31,800	45,300	66,607	86,107	2.11
Administrative Services - Graphics	2	2	803	833			840	840	1,643	1,673	0.04
Administrative Services - IIT	29	50	11,131	14,259			10,920	18,900	22,051	33,159	0.81
Public Works - Stormwater Management	3	17	991	2,377			1,260	6,300	2,251	8,677	0.21
Common/Shared											
Office Support			6,658	6,766	560	560	104,835	163,215	112,053	170,541	3.94
Fields/Shop Support			23,848	26,223	11,690	13,062	96,982	97,706	132,520	136,992	3.23
Total Staff & Square Feet	482	801	216,135	271,534					216,135	271,534	
Gross Building Area (NSF @ 87.5%)			247,012	310,325					247,012	310,325	7.12
Total Yard Area					181,569	271,145	873,811	1,078,109	1,055,380	1,349,254	30.97
Site Circulation, Landscaping, Setback			86,454	108,614	45,392	67,786	218,453	269,527	350,299	445,927	10.24
Total Site Area			333,466	418,939	226,961	338,932	1,092,264	1,347,636	1,652,691	2,105,506	
Total Acreage			7.66	9.62	5.21	7.78	25.07	30.94	37.94	48.34	48.34
Existing Siler Road Yard									40.27	40.27	
Site Surplus (Shortfall)									2.33	(8.07)	
Site Area - Existing Plus 14-Acre Parcel									54.27	54.27	
Site Surplus (Shortfall)									16.33	5.93	

¹ Acres for each department/division includes gross building area, yard storage/parking, and circulation/landscaping.

The recommended new construction program of 175,010 NSF, see summary below, includes 53,841 NSF to provide replacement space for the departments relocated from the Siringo Road Yard and accommodate their growth requirements to the year 2027. The new construction program also includes construction of 40,807 NSF for the current and projected space requirements for the departments relocated from City Hall and downtown lease space. The remaining new construction, 80,362 NSF, is required to accommodate projected growth requirements for the departments currently located at the Siler Road Yard and to alleviate current space deficiencies.

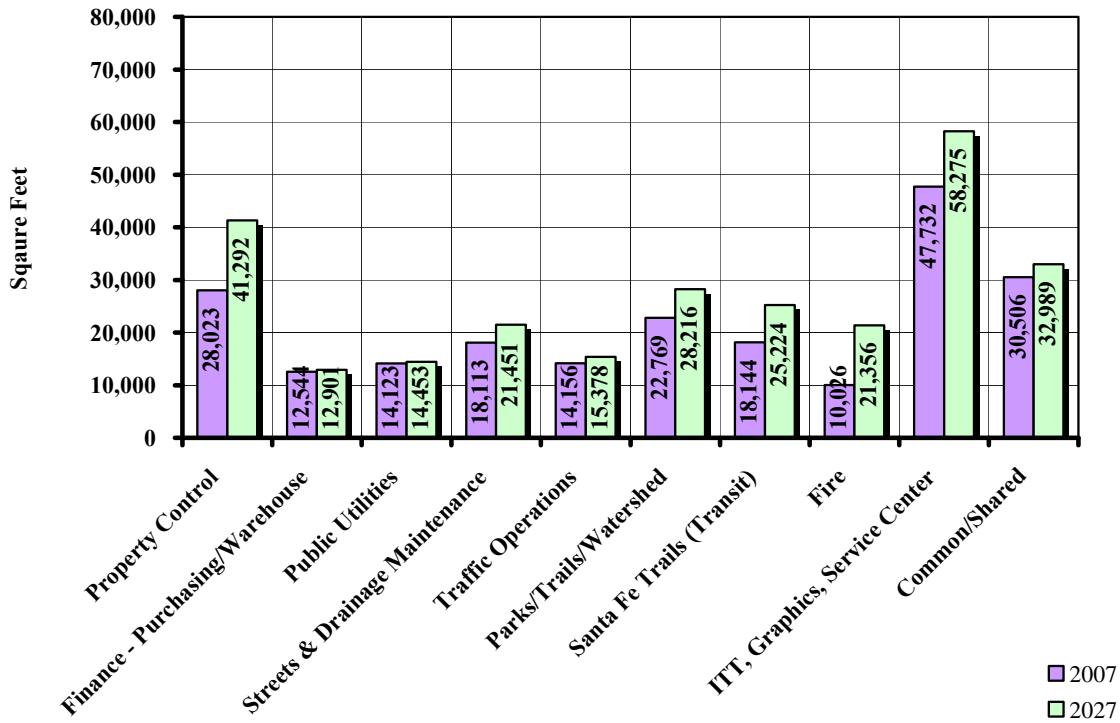
Siler Road Corporation Yard New Construction Program

Space Component	Office	Shop	Warehouse	Total NSF
Administrative Services				
Property Control				
Administration	1,982			1,982
Fleet Management	3,474	26,382		29,856
Field Operations	2,254	6,000	1,200	9,454
Finance				
Purchasing	2,713		6,120	8,833
Fleet Parts Warehouse			4,069	4,069
Public Utilities				
Solid Waste Management	6,505	6,708		13,213
Public Works				
Engineering				
Streets & Drainage Maintenance	3,900			3,900
Parks/Trails/Watershed			2,300	2,300
Santa Fe Trails (Transit)				
Administration and Operations	4,000			4,000
Fleet Maintenance		6,600		6,600
Fire				
Station House	2,000			2,000
Vehicle Maintenance		4,372		4,372
Service Center	55,035	3,240		58,275
Office/Field/Shop Support	3,958		22,200	26,158
Total Square Feet	85,820	53,302	35,888	175,010
Gross Building Area (GSF)	107,275	56,107	37,777	201,160

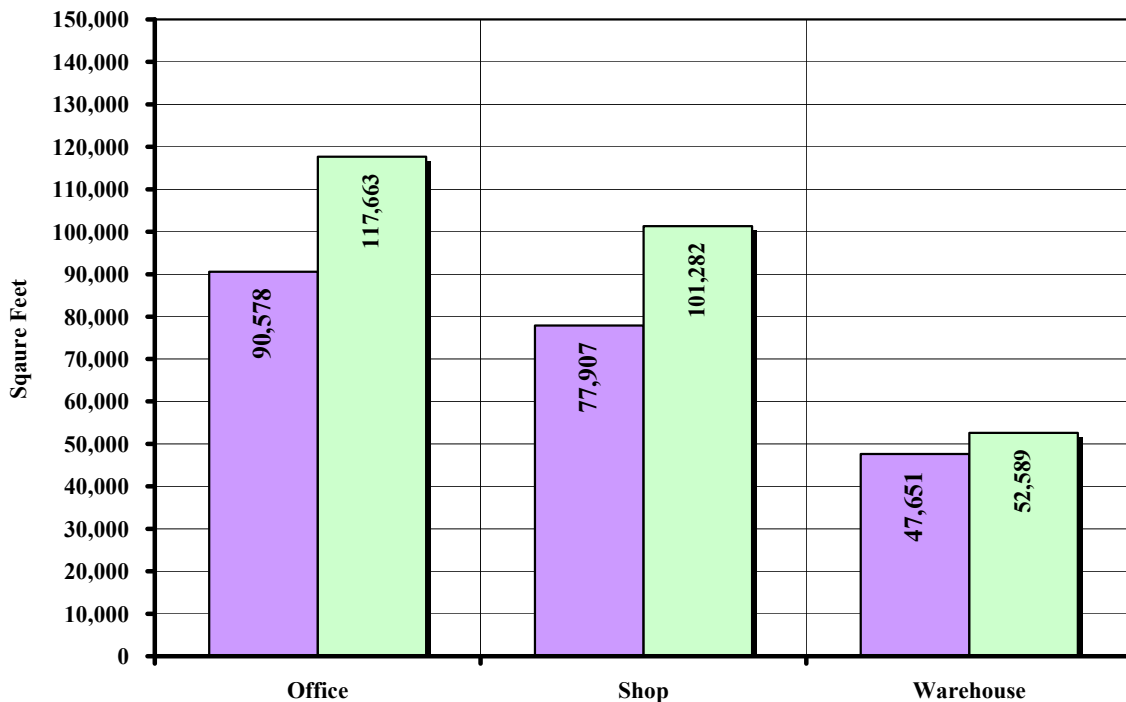
On the following pages a series of exhibits are presented that further highlight the Siler Road Yard recommended development program. The first graph identifies the built space requirements for office, shop, and warehouse facilities, for each department for the years 2007 and 2027. This graph highlights the relative proportion of enclosed space required by each department.

The second graph breaks-down the built space requirements into its office, shop, and warehouse components. The office category includes staff workstations and office support areas; crew assembly, locker, and shower facilities; and conference, meeting, and training space.

**Siler Road Yard Built Space Requirements
By Department – 2007 and 2027**

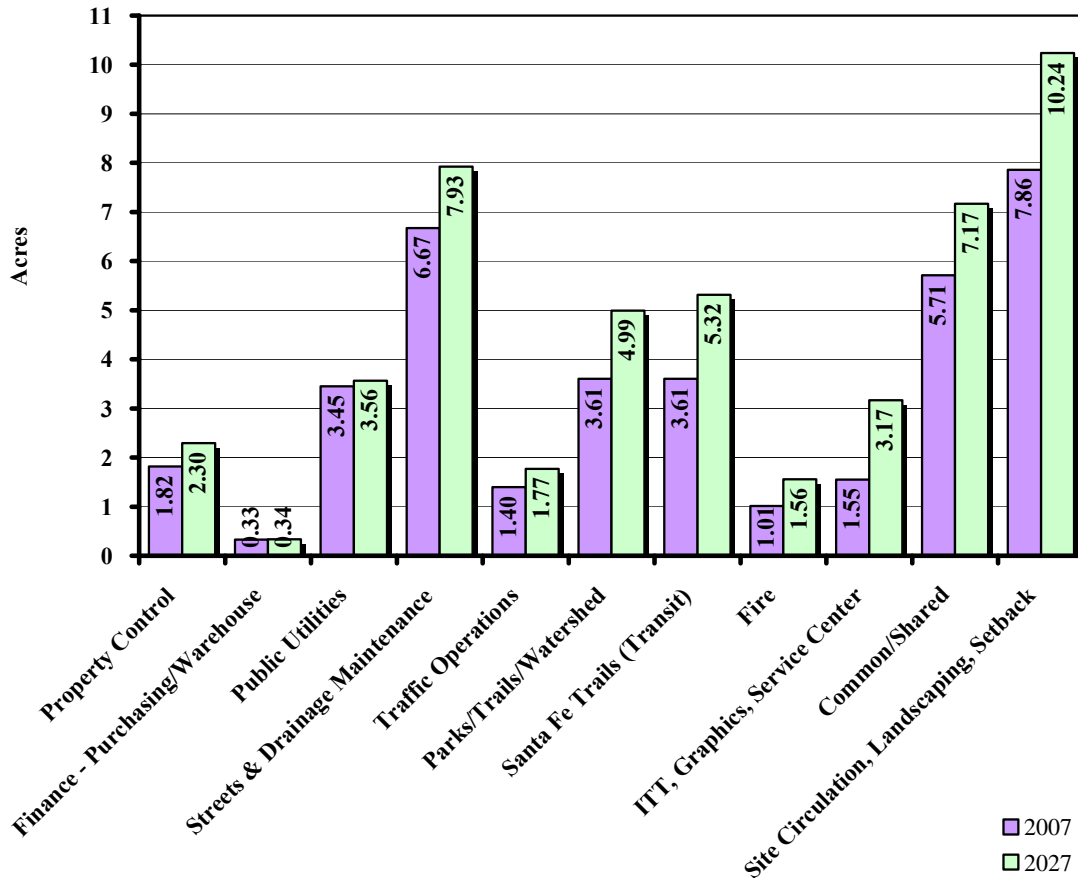


**Siler Road Yard Built Space Requirements
Office, Shop, and Warehouse – 2007 and 2027**

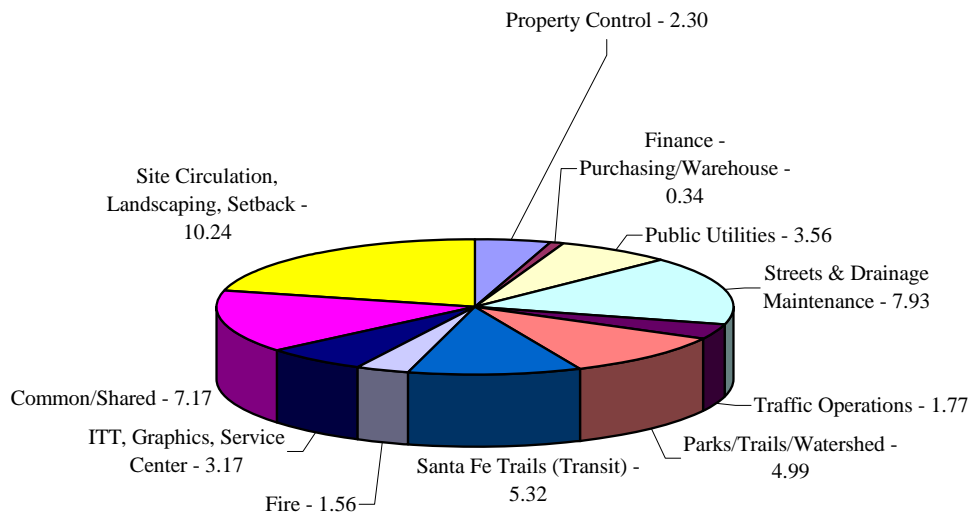


The following two graphs summarize the total Siler Road Yard site area distribution, in acres, for each department for the years 2007 and 2027.

**Siler Road Yard Site Area Distribution
By Department – 2007 and 2027**

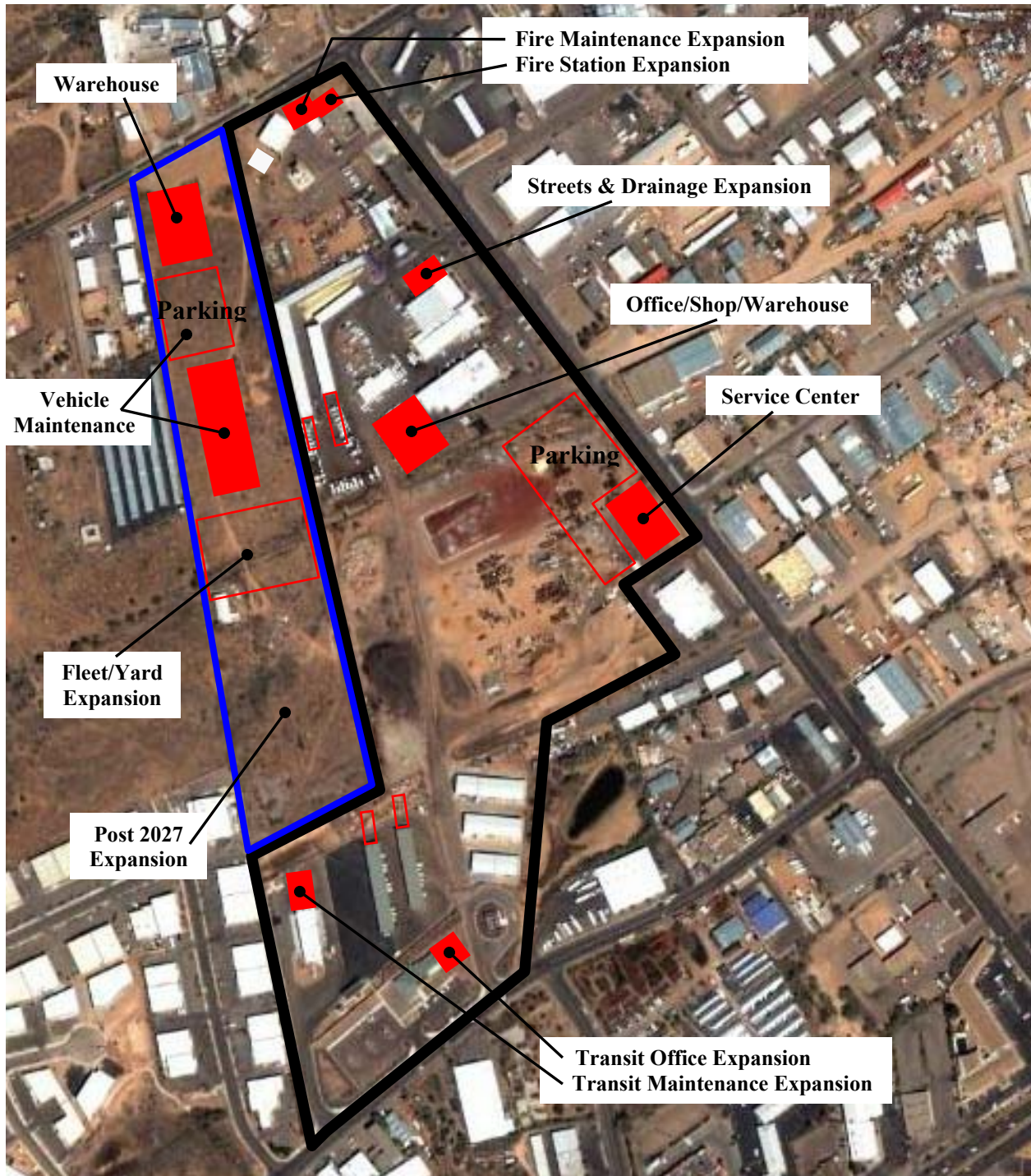


**Siler Road Yard Site Area Distribution
2027 Acres**



An aerial photograph of the Siler Road Yard and the adjacent 14-acre parcel is presented below. Superimposed on this aerial is the recommended new construction program.

**Facility Development Plan
2007-2027
Siler Road Corporation Yard Complex**



Lease v Own Analysis

The question is often asked whether it is more economical for a City or other government entity to own its facilities or to lease them. With few exceptions, it is always more cost advantageous for a City to own its facilities rather than lease them. The primary exception is under those circumstances where certain social service, health, and welfare programs receive federal reimbursement for their facility costs. A number of those programs allow for full reimbursement of actual lease costs but if the involved programs occupy an owned facility, then the facility costs must be amortized over a 50-year timeframe. Financing of any government owned facility would rarely be for a 50-year period, thereby resulting in actual financing costs exceeding the amount of allowable reimbursement during the term of the financing.

To demonstrate the economic benefits of owning versus leasing, a life-cycle cost analysis was conducted of leasing versus new construction of the space required for the recommended new Service Center at the Siler Road Yard. This analysis assumed a 58,275 NSF (72,843 GSF) new facility. The analysis included this amount for both leased and owned space. A thirty year life-cycle cost analysis was conducted from 2012, when a new Service Center could be constructed and occupied, through the year 2042. To lease 58,275 NSF of space in the downtown area, total lease payments from 2012 to 2042 would total nearly \$65,900,000. Annual lease payments start at \$1,400,000 per year in 2012 and will increase to more than \$3,000,000 by 2042. This increase in lease payments takes into consideration typical lease escalation rates.

Constructing the same amount of space at the expanded Siler Road Yard complex would have an initial total development cost of approximately \$29,000,000, including the cost of land acquisition, surface parking for employees and visitors, site development, and design, management and City overhead costs. Financing this amount through municipal bonds or certificates of participation for a 28-year term yields total financing costs of approximately \$53,000,000. Fixed annual financing payments will total approximately \$1,900,000 per year for 28 years. Cumulative financing costs are \$12,900,000 less than the cumulative lease payments for an equivalent amount of space in the downtown area. If financing is done over a 20-year period, the cumulative savings increases to more than \$22,600,000.

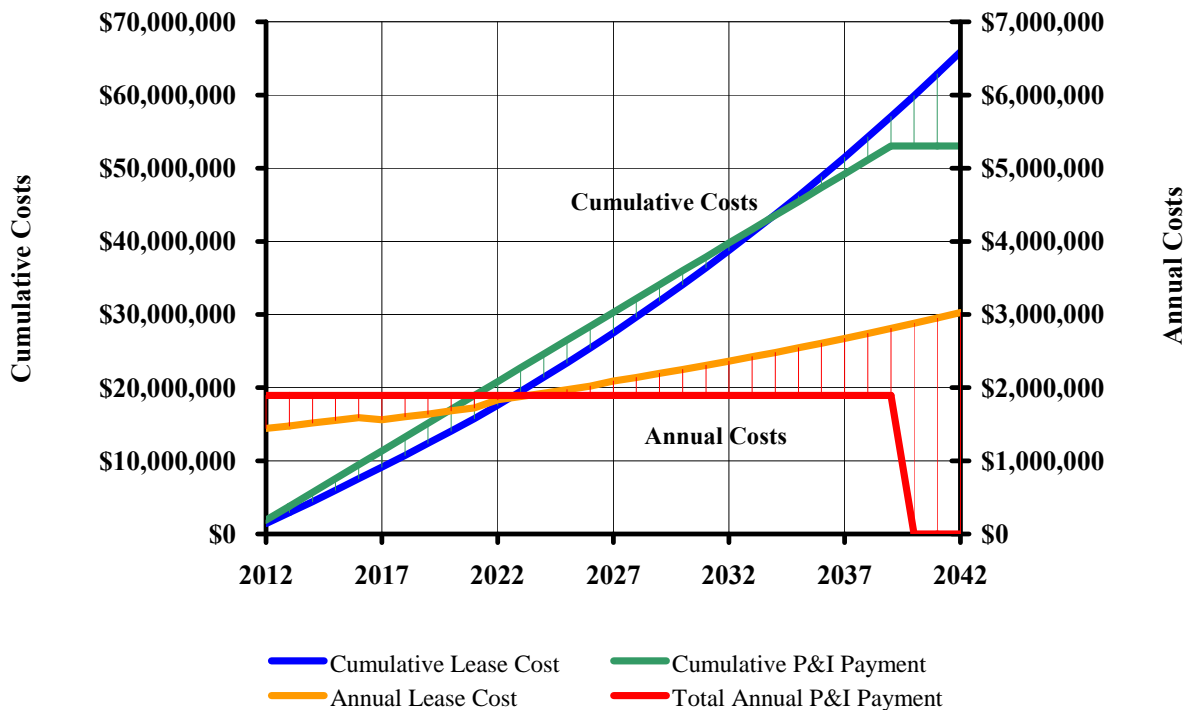
Arguably, the savings of City owned construction is even greater because the lease cost analysis does not include any parking accommodations. Any City contribution to employee or visitor parking costs will only increase the total leasing scenario costs. In addition, at the end of the life-cycle cost analysis period, under a leasing scenario the City has no equity interest in its lease space. With City owned construction, the City will have a real estate asset that it owns with significant equity value.

Although initial lease payments of \$1,400,000 are less than financing payments of \$1,900,000 per year, with a 28-year financing term, annual financing payments will be less than the escalating annual lease payments within 12 years. On a cumulative basis, total financing payments will be less than total lease payments in approximately 22 years. Thus, the breakeven point is either 12 or 22 years depending on whether annual or cumulative lease costs versus financing costs are considered. At the time the last financing payment is made, annual savings will be nearly \$3,000,000 per year.

This life-cycle cost analysis indicates that it is significantly more economical for the City to develop and own its office facilities than it is to lease them. Thirty-year savings through new construction and City ownership will be in the range of \$12,900,000 to \$22,600,000 depending on the length of financing selected by the City.

The following exhibit graphically displays the results of the life-cycle cost analysis. This graph plots the annual and cumulative costs of leasing versus owning an amount of space equivalent to that required for the recommended new Service Center. From this graph it can be seen that the annual cost savings to the City increase significantly on a year-to-year basis after the break-even point is reached. Once the original financing is paid-off, the annual and cumulative cost savings to the City increase even more dramatically.

Lease v Own Life-Cycle Cost Analysis



Project Costs

Because the cost of constructing new facilities is always an important factor in determining when and what to build, a preliminary order of magnitude cost estimate was prepared for each recommended new construction project. These estimates are based on a generic cost per square foot construction cost for office, shop, and warehouse facilities. The project costs include estimated construction costs, interior tenant improvements, design and management fees, surface parking and pavement development, and a modest contingency allowance. Construction costs utilized in these estimates were \$200 per gross square foot for office building construction, \$120 per gross square foot for shop construction, and \$80 per gross square foot for warehouse development. Interior tenant improvement costs utilized were \$50 per net square foot for interior office development, \$65 per net square foot for shop area development, and \$25 per square foot for interior warehouse development.

The preliminary project development cost estimates are summarized on the exhibit on the following page. Until further soils investigation information is available, it is not possible to estimate the magnitude of site development costs that may be incurred. This is a significant unknown for the Siler Road Yard and the adjoining 14-acre parcel. The existence of any soil contamination that would require mitigation can

only be known after a geotechnical analysis is completed. Likewise, pending further investigation and documentation of the availability of existing utilities, it is not possible to estimate the costs that may be associated with utility hook-ups and the extension of utilities from the public right-of-way to each specific project site. These cost estimates also do not include any cost for the purchase of new furniture, office furnishings, and equipment, nor do they include costs associated with relocating employees and data and telecommunication infrastructure or hook-ups. Finally, these cost estimates are based on current year 2007 dollars and are not escalated to the mid-point of construction.

Project costs range from a low of \$810,000 for potential expansion of the Fire Station to \$24,500,000 for construction of a new Service Center at the Siler Road Yard. The recommended new construction projects have a total estimated cost of approximately \$73,200,000. This includes land acquisition costs for the 14-acre parcel adjacent to the existing Siler Road Yard, but does not take into account potential off-setting revenue from the sale of the Siringo Road Yard that could be in the \$3,400,000 to \$4,000,000 range.

These cost estimates should be considered only as preliminary order of magnitude information. They should not be used for City capital improvement budgeting purposes.

Preliminary Project Development Cost Estimate

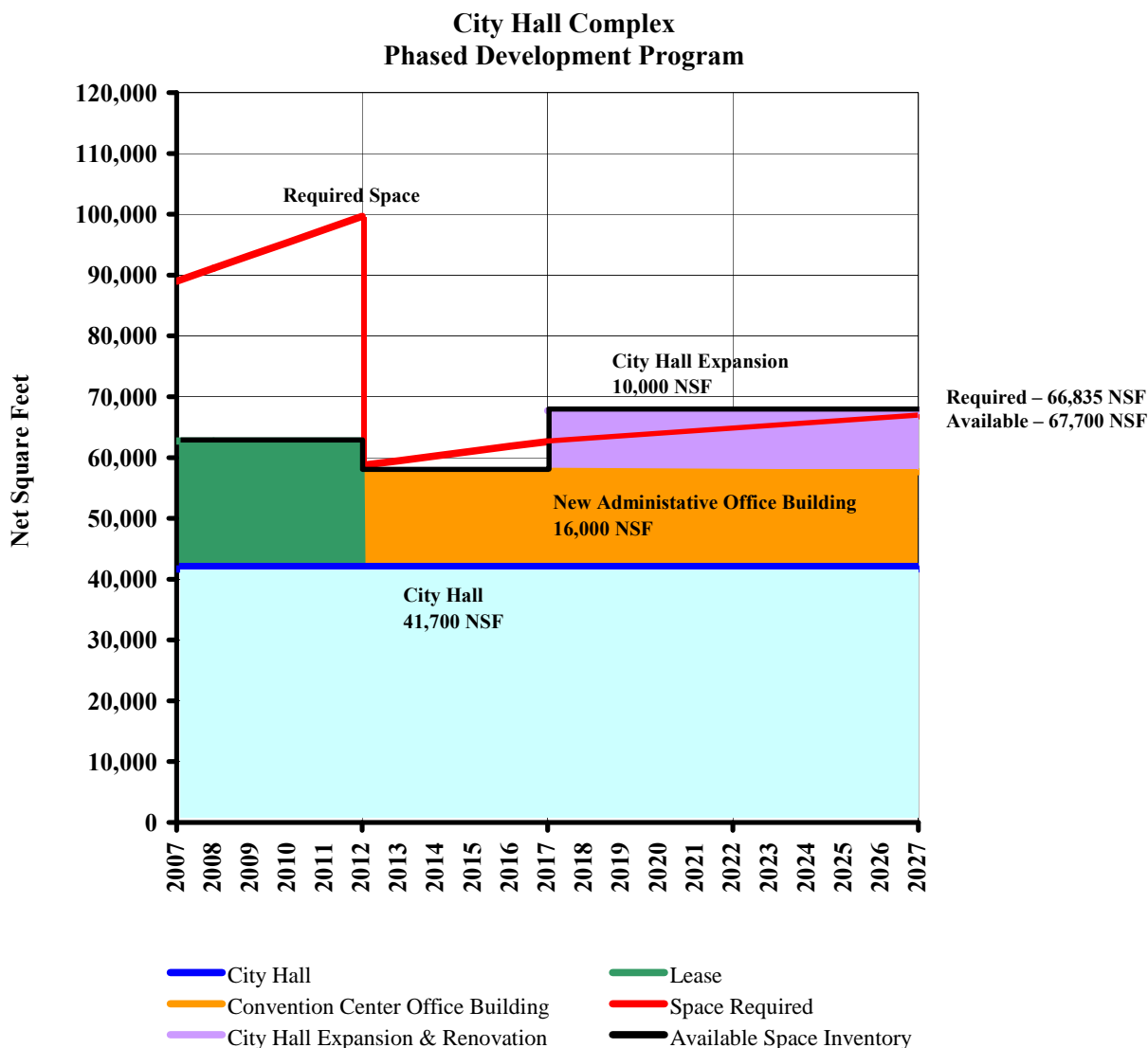
Space and Cost Category	Construction Cost (x1000)													
	Unit Cost	Convention Center Office Building	City Hall Expansion	14-Acre Site	Service Center	Vehicle Maintenance Facility	Warehouse	Office/Shop/Warehouse	Streets & Drainage Expansion	Fire Maintenance Expansion	Fire Station Expansion	Transit Office Expansion	Transit Maintenance Facility Expansion	Totals
Office GSF		20,000	12,500		68,793	4,342		21,765	4,875		2,500	5,000		139,775
Shop GSF					3,411	34,831		6,316		4,602			6,947	56,107
Warehouse GSF						4,283	23,368	10,126						37,777
Total New Construction		20,000	12,500		72,204	43,456	23,368	38,206	4,875	4,602	2,500	5,000	6,947	233,660
Construction Cost														
Office	\$200	\$4,000	\$2,500		\$13,759	\$868		\$4,353	\$975		\$500	\$1,000		\$27,955
Shop	\$120				\$409	\$4,180		\$758		\$552			\$834	\$6,733
Warehouse	\$75					\$321	\$1,753	\$759						\$2,833
Tenant Improvement Cost														
Office	\$50	\$800	\$500		\$2,752	\$174		\$871	\$195		\$100	\$200		\$5,591
Shop	\$65				\$211	\$2,151		\$390		\$284			\$429	\$3,465
Warehouse	\$25					\$102	\$555	\$240						\$897
Parking, Paving, Roadway				\$2,788	\$992									\$3,780
Land Acquisition				\$4,000										\$4,000
Soft Costs	25%	\$1,200	\$750	\$697	\$4,531	\$1,949	\$577	\$1,843	\$293	\$209	\$150	\$300	\$316	\$12,813
Contingency/Miscellaneous	10%	\$480	\$300	\$279	\$1,812	\$780	\$231	\$737	\$117	\$84	\$60	\$120	\$126	\$5,125
Total Construction Cost		\$6,480	\$4,050	\$7,764	\$24,465	\$10,524	\$3,115	\$9,951	\$1,580	\$1,129	\$810	\$1,620	\$1,705	\$73,193

Implementation Phasing

Downtown Development Program

For the departments that will remain in the downtown area, construction of an administrative office building adjacent to the Convention Center and a new Service Center at the Siler Road Yard will result in a near balance of available space and needs if those two projects are completed by the year 2012. Upon completion of those two projects, existing leases in the downtown area can be terminated.

To continue to accommodate projected long-term space needs in the downtown area, construction of an addition to City Hall is also required. If this project is completed by the year 2017, there would then be an actual surplus of space in City Hall. With this surplus, the City could then undertake a more extensive renovation and modernization of the interior of City Hall to ensure this facility can meet the City’s space needs through the twenty-year master planning timeframe.



Siler Road Yard Development Program

The first project recommended at the Siler Road Yard is the purchase of the adjoining 14-acre parcel. This action is required to enable the recommended facility development for the Siler Road Yard to be implemented.

The first recommended construction project is that of a new Service Center to support the relocation of Public Works and a portion of Planning and Land Use from the downtown area and the relocation of ITT and Graphics from the Siringo Road Yard. Completion of this project is necessary before downtown leases can be eliminated.

At the same time the Service Center is being developed, the City should proceed with development of a new warehouse facility on the 14-acre parcel. Construction of this warehouse will enable Archive Records and the Sangre de Cristo Water Division warehouse to relocate from the Siringo Road Yard, along with development of additional warehouse space for use by all other City departments.

Concurrent with these two projects, it is also recommended that an office/shop/warehouse facility be constructed on the existing site to enable Property Control and Purchasing to be relocated from the Siringo Road Yard. This facility will also provide accommodations for additional conference and training space for the entire corporation yard and allow the development of required crew assembly, shower, and locker facilities. Completion of each of these three projects is required before the Siringo Road Yard can be sold and the proceeds used to off-set other development costs at the Siler Road Yard.

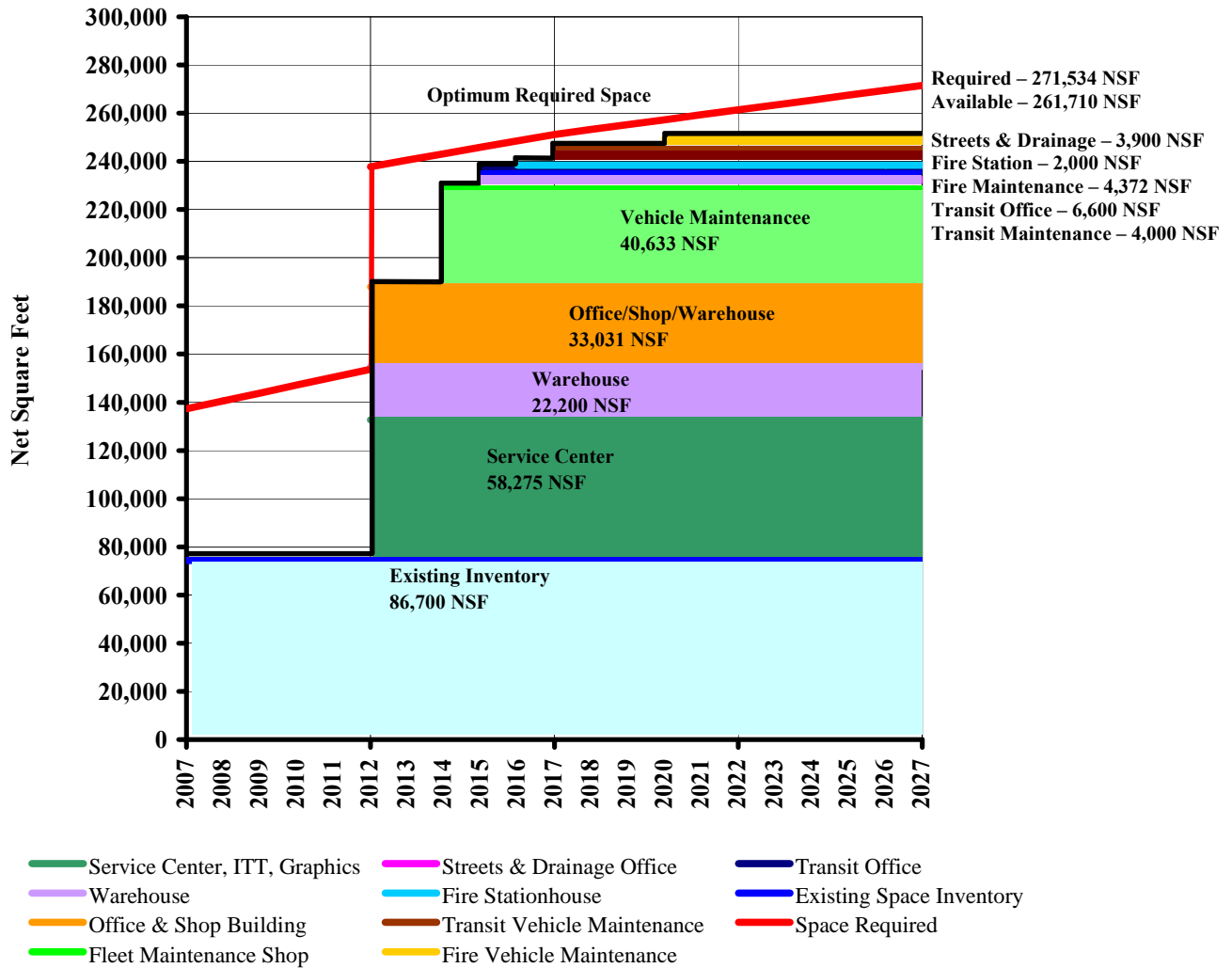
The next project that is recommended is the development of a new Vehicle Maintenance Facility and Parts Warehouse on the 14-acre parcel. Upon completion of this project, the existing fleet maintenance facility parts warehouse can be converted into shop and warehouse space for Parks/Trails/Watershed.

The remaining projects include expansion of the Streets and Drainage Maintenance office facility, expansion of the Transit office building and vehicle maintenance shop, and expansion of the Fire vehicle maintenance facility and Fire Station. These projects can proceed when and as they are needed to accommodate projected growth requirements.

The graphic on the following page shows the sequential nature of this phased development program. It also demonstrates that only through implementation of this recommended development program can existing space deficiencies be alleviated, departments relocated from the downtown area and the Siringo Road Yard to eliminate downtown leases and enable the Siringo Road Yard to be sold, and future growth be accommodated.

Although this graphic appears to indicate that there will always be a space shortfall at the Siler Road Yard, it must be remembered that the space requirements program represents an optimum space program. Since all buildings will continue to be utilized, with the Transit and Fire vehicle maintenance facilities continuing to be utilized in their present configuration and at their present size, the amount of space actually required will be less than that indicated in the space requirements program. From a functional and operational perspective, the recommended Siler Road Yard development program will alleviate all existing space deficiencies and accommodate projected growth through the master plan timeframe. Approximately six acres will remain available for longer-term growth and expansion in the post year 2027 timeframe.

Siler Road Yard Phased Development Program

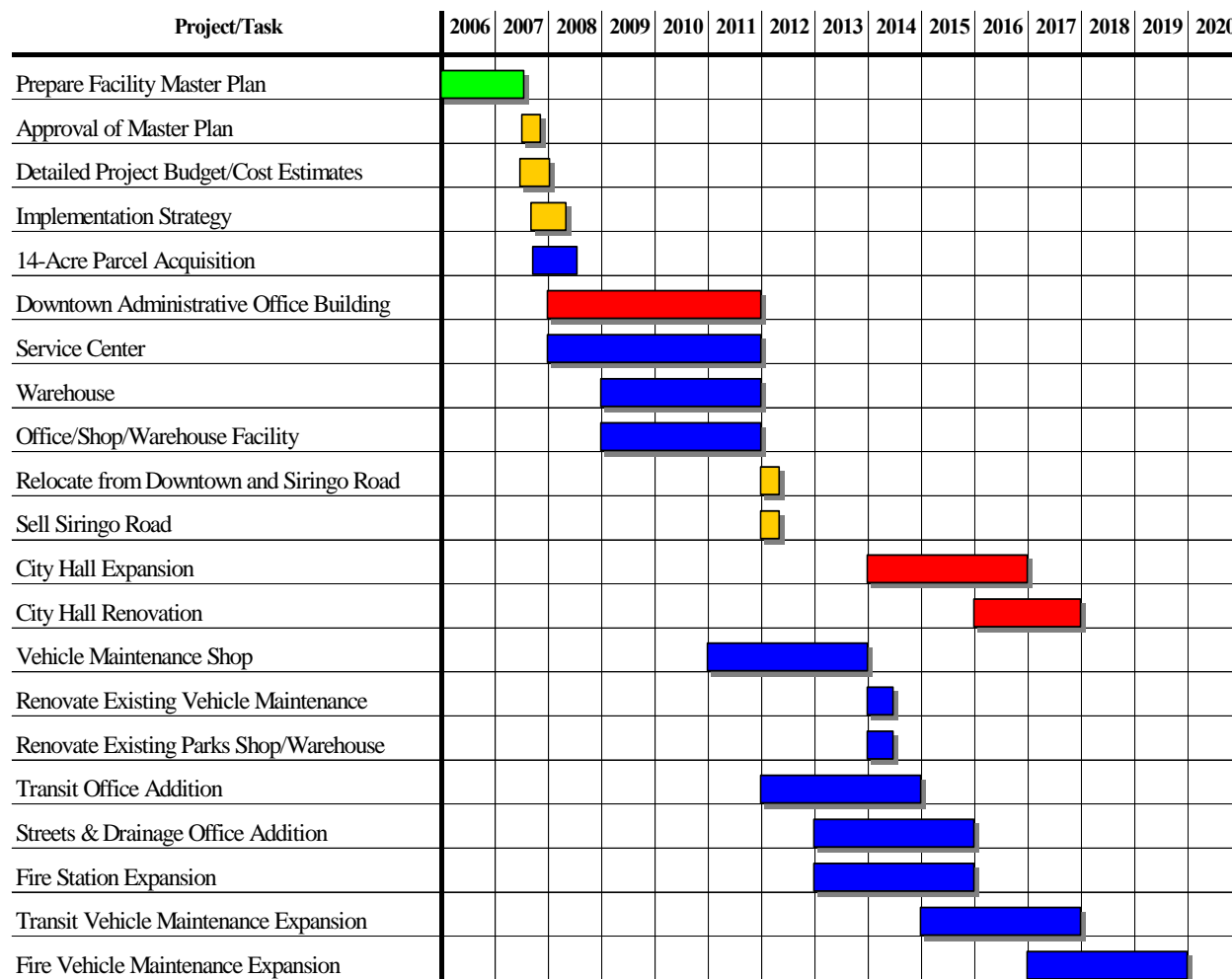


Implementation Schedule

A suggested development sequence and schedule is presented below. This is only a suggested schedule, as the actual timing and sequencing of the recommended development program will be impacted by external factors such as the availability of funding, the timing of negotiations to purchase the 14-acre parcel adjacent to the existing Siler Road Yard, the timing of the sale of the Siringo Road Yard, and actual growth exhibited by departments over the course of the next twenty-years.

It is important, however, that the City proceed with acquisition of the 14-acre parcel and development of a new Service Center as quickly as possible. Until these actions are completed, the remaining new construction and relocation projects cannot proceed. Development of the Service Center is essential to alleviate the significant space deficiencies in City Hall and to move all City employees in the downtown area out of lease space and into City owned facilities.

Implementation Schedule



Welcome To...
Santa Fe

"The City Different"



Appendix Space Requirements Program

August 2007

Space Requirements Program Description

This Space Requirements Program presents the consolidated staff and space requirements for all departments included in the City of Santa Fe facility master planning study. These requirements are presented on a database form for each organizational or space component.

The database form lists the staff positions by employee classification in the top band or block under the subheading *Employee Classification*. The next two columns to the right provide a space code indicating the type of office or workstation assigned to that position and a standard useable net square feet (NSF) for that space. The space codes for offices, workstations, special rooms, and office furniture and equipment refer to items in the consultant's space standards library. The next columns, under the general heading *Personnel* or *Personnel/Quantity*, list the current number of persons or staff and those for each future projection year. The next columns, under the general heading *Net Square Feet (NSF)*, document the multiplication of the office or workstation standard NSF by the number of personnel for the current year and for each of the future projection periods. The column headed *2007* identifies the amount of space that should currently be provided to accommodate the functional requirements of the listed personnel. The remarks column at the far right contains additional information, when appropriate, which enhances understanding of the line item. The data in each column is subtotaled at the bottom of the block, circulation space is added to allow for movement among offices and workstations, and the total NSF for staff offices and workstations is calculated.

The second block of each database (or the second page where necessary) under the subheading *Special Area/Equipment* identifies the type of special area and equipment that will be required for each component, along with the quantity of each item and then multiplies, in the same fashion as for personnel, the pieces of equipment, special areas or rooms that are required in each planning period by the quantity.

The space requirements for each special room, area or furniture item are then subtotaled at the bottom. A circulation factor allowance is added to provide space for movement among various spaces, areas, and pieces of equipment, and the total special area/equipment space requirements calculated. The total space for staff and special areas in the component space requirement is calculated at the bottom of the last page of each multiple page database form.

Each individual room or open area is identified and, where appropriate, the contents of the space are listed below. In some cases, the space required for the contents of each room or area are listed by individual item and a subtotal for that individual room or area is not indicated. In other cases, the space for the contents is added and presented as a subtotal to define the entire space. In still other cases, the size of a room or open area is identified as a standard NSF, which is multiplied by the quantity. In this form of calculation, the contents of each room or area are also listed but space for each item is not calculated.

The NSF in the database indicates only the space actually required within each department or organizational component. NSF does not include general use staff and public lobbies and restrooms, building corridors, stairways and elevator shafts, duct shafts, plumbing chases, wall thickness or other building elements which are part of the gross building area expressed as gross square feet or GSF.

**City of Santa Fe
Staff and Space Needs Summary**

Overall

Department / Division	Personnel					Growth Rate 2007-27	Net Square Feet					Net Area Factor 2027
	2007	2012	2017	2022	2027		2007	2012	2017	2022	2027	
1 Mayor/Council/City Manager	22	26	28	29	30	1.6%	6,303	6,756	7,052	7,144	7,347	245
2 Clerk	9	11	11	11	11	1.0%	3,507	4,316	4,356	4,381	4,421	402
3 City Attorney	12	14	15	15	16	1.4%	2,857	3,283	3,588	3,608	3,831	239
4 Economic Development	7	9	10	10	11	2.3%	2,142	2,641	2,757	2,757	2,873	261
5 Arts Commission	6	6	8	8	8	1.4%	1,424	1,424	1,656	1,656	1,656	207
6 Office of Affordable Housing	6	9	9	9	9	2.0%	1,410	2,311	2,342	2,374	2,405	267
7 Human Resources	12	16	17	18	19	2.3%	3,430	4,231	4,427	4,646	4,842	255
8 Planning and Land Use												
9 Administration	2	2	3	3	3	2.0%	860	860	970	970	970	323
10 Neighborhood Services	1	3	4	4	4	7.2%	302	555	648	648	648	162
11 Engineering Development Review	6	14	17	18	18	5.6%	1,369	2,065	2,460	2,576	2,576	143
12 Current Planning	9	12	14	15	15	2.6%	1,714	2,037	2,311	2,446	2,446	163
13 Long Range Planning	5	10	12	13	14	5.3%	1,348	1,927	2,202	2,340	2,479	177
14 Long Range Plng. - Historical Preservation	5	6	6	6	6	0.9%	671	829	829	872	872	145
15 Code Administration	1	2	3	3	3	5.6%	325	876	987	987	987	329
16 Permits & Plan Review (Permit Center)	14	20	23	24	24	2.7%	8,551	9,394	9,940	10,097	10,026	418
17 Inspections and Code Enforcement	13	18	21	24	26	3.5%	1,720	2,126	2,364	2,602	2,770	107
18 Common/Shared Support	0	0	0	0	0	-	3,657	3,744	3,939	3,961	3,981	-
19 Administrative Services												
20 Administration	3	3	3	3	3	0.0%	3,983	3,983	3,983	3,983	3,983	1,328
21 Finance	40	49	60	69	80	3.5%	8,608	9,593	10,759	11,744	12,909	161
22 Billing	32	36	41	43	50	2.3%	5,133	5,612	6,266	6,501	7,387	148
23 Purchasing	8	8	8	8	8	0.0%	8,683	8,728	8,773	8,803	8,833	1,104
24 Fleet Parts Warehouse	3	3	3	3	3	0.0%	3,861	3,861	3,965	4,017	4,069	1,356
25 Graphics	2	2	2	2	2	0.0%	803	818	818	826	833	417
26 ITT	29	34	39	45	50	2.8%	11,131	11,867	12,688	13,473	14,259	285
27 Multi-Media Production	2	2	2	2	2	0.0%	1,180	1,180	1,180	1,180	1,180	590
28 Property Control												
29 Administration	6	6	6	7	7	0.8%	1,748	1,760	1,782	1,882	1,982	283
30 Fleet Management	14	15	17	18	19	1.5%	20,591	23,365	26,403	28,129	29,856	1,571
31 Field Operations	30	35	36	37	37	1.1%	5,684	7,038	8,246	8,850	9,454	256
32 Risk Management and Safety	6	6	7	7	8	1.4%	1,769	1,769	1,973	2,035	2,254	282
33 Public Works												
34 Administration	5	5	5	5	5	0.0%	1,824	1,824	1,824	1,824	1,824	365
35 Engineering	25	25	25	25	25	0.0%	6,153	6,153	6,215	6,253	6,315	253
36 Streets & Drainage Maintenance	38	53	67	75	83	4.0%	18,113	19,276	20,308	20,880	21,451	258
37 Traffic Operations	16	19	22	25	27	2.7%	14,156	14,477	14,775	15,077	15,378	570
38 Marketing & Public Relations	2	2	2	2	2	0.0%	884	896	911	922	922	461
39 Parking	10	10	10	10	10	0.0%	2,911	2,911	2,911	2,911	2,911	291
40 Stormwater	3	10	12	15	17	9.1%	991	1,684	1,869	2,123	2,377	140
41 Parks/Trails/Watershed	76	104	123	133	142	3.2%	22,769	24,614	26,592	27,404	28,216	199
42 Santa Fe Trails (Transit)												
43 Administration and Operations	72	91	115	126	137	3.3%	8,232	8,825	9,315	9,750	10,186	74
44 Fleet Maintenance	13	18	23	28	32	4.6%	9,912	10,217	11,976	13,507	15,038	470
45 Public Utilities												
46 Administration	4	4	4	4	4	0.0%	1,239	1,239	1,239	1,239	1,239	310
47 Solid Waste Management	59	69	69	69	69	0.8%	12,883	13,213	13,213	13,213	13,213	191
48 Fire												
49 Station House	0	9	9	9	9	-	0	6,991	6,991	6,991	6,991	777
50 Vehicle Maintenance	2	3	3	4	4	3.5%	7,626	9,072	9,091	10,528	11,965	2,991
51 Training						-	2,400	2,400	2,400	2,400	2,400	-
52 Common/Shared Support												
53 Administrative Offices						-	14,956	16,370	16,410	16,449	16,489	-
54 Field Operations						-	6,658	6,658	6,766	6,766	6,766	-
55 Office Support						-	23,848	24,423	25,023	25,623	26,223	-
56 Field/Shop Support						-						
57 Total Staff & Net Square Feet	630	799	914	984	1,052	2.6%	270,318	300,190	317,491	329,346	342,032	325
58 Current Space Inventory							189,700	189,700	189,700	189,700	189,700	
59 Space Shortfall							(80,618)	(110,490)	(127,791)	(139,646)	(152,332)	

**City of Santa Fe
Staff and Space Needs Summary**

Current City Hall

Department / Division	Personnel					Growth Rate 2007-27	Net Square Feet					Net Area Factor 2027
	2007	2012	2017	2022	2027		2007	2012	2017	2022	2027	
1 Mayor/Council/City Manager	22	26	28	29	30	1.6%	6,303	6,756	7,052	7,144	7,347	245
2 Clerk	9	11	11	11	11	1.0%	3,507	4,316	4,356	4,381	4,421	402
3 City Attorney	12	14	15	15	16	1.4%	2,857	3,283	3,588	3,608	3,831	239
4 Human Resources	12	16	17	18	19	2.3%	3,430	4,231	4,427	4,646	4,842	255
5 Planning and Land Use												
6 Administration	2	2	3	3	3	2.0%	860	860	970	970	970	323
7 Neighborhood Services	1	3	4	4	4	7.2%	302	555	648	648	648	162
8 Engineering Development Review	6	14	17	18	18	5.6%	1,369	2,065	2,460	2,576	2,576	143
9 Current Planning	9	12	14	15	15	2.6%	1,714	2,037	2,311	2,446	2,446	163
10 Long Range Planning	5	10	12	13	14	5.3%	1,348	1,927	2,202	2,340	2,479	177
11 Long Range Plng. - Historical Preservation	5	6	6	6	6	0.9%	671	829	829	872	872	145
12 Code Administration	1	2	3	3	3	5.6%	325	876	987	987	987	329
13 Permits & Plan Review (Permit Center)	14	20	23	24	24	2.7%	8,551	9,394	9,940	10,097	10,026	418
14 Inspections and Code Enforcement	13	18	21	24	26	3.5%	1,720	2,126	2,364	2,602	2,770	107
15 Common/Shared Support							3,657	3,744	3,939	3,961	3,981	
16 Administrative Services												
17 Administration	3	3	3	3	3	0.0%	3,983	3,983	3,983	3,983	3,983	1,328
18 Finance	40	49	60	69	80	3.5%	8,608	9,593	10,759	11,744	12,909	161
19 Finance - Billing	32	36	41	43	50	2.3%	5,133	5,612	6,266	6,501	7,387	148
20 Multi-Media Production	2	2	2	2	2	0.0%	1,180	1,180	1,180	1,180	1,180	590
21 Risk Management and Safety	6	6	7	7	8	1.4%	1,769	1,769	1,973	2,035	2,254	282
22 Total	194	250	287	307	332	2.7%	57,287	65,136	70,233	72,721	75,910	229
23 Common / Shared Support							14,956	16,370	16,410	16,449	16,489	
24 Total Staff & Net Square Feet	194	250	287	307	332	2.7%	72,243	81,506	86,643	89,170	92,399	278
25 Building Gross Square Feet (Net-to-Gross = 80%)							90,304	101,883	108,304	111,463	115,499	
26 Current Gross Square Feet												

The SGS Group

City of Santa Fe

Staff and Space Needs Summary

Montoya Building (Federal) and 1st Interstate

Department / Division	Personnel					Growth Rate 2007-27	Net Square Feet					Net Area Factor 2027
	2007	2012	2017	2022	2027		2007	2012	2017	2022	2027	
1 Economic Development	7	9	10	10	11	2.3%	2,142	2,641	2,757	2,757	2,873	261
2 Arts Commission	6	6	8	8	8	1.4%	1,424	1,424	1,656	1,656	1,656	207
3 Office of Affordable Housing	6	9	9	9	9	2.0%	1,410	2,311	2,342	2,374	2,405	267
4 Public Works												
5 Administration	5	5	5	5	5	0.0%	1,824	1,824	1,824	1,824	1,824	365
6 Engineering	25	25	25	25	25	0.0%	6,153	6,153	6,215	6,253	6,315	253
7 Marketing & Public Relations	2	2	2	2	2	0.0%	884	896	911	922	922	461
8 Parking	10	10	10	10	10	0.0%	2,911	2,911	2,911	2,911	2,911	291
9 Total	61	66	69	69	70	0.7%	16,747	18,158	18,615	18,696	18,906	270
10 Common / Shared Support												
11 Total Staff & Net Square Feet	61	66	69	69	70	0.7%	16,747	18,158	18,615	18,696	18,906	270
12 Building Gross Square Feet (Net-to-Gross = 80%)							20,934	22,698	23,269	23,369	23,632	
13 Current Gross Square Feet												

The SGS Group

**City of Santa Fe
Staff and Space Needs Summary**

Siler Road Yard

Department / Division	Personnel					Growth Rate 2007-27	Net Square Feet					Net Area Factor 2027
	2007	2012	2017	2022	2027		2007	2012	2017	2022	2027	
1 Administrative Services												
2 Finance												
3 Fleet Parts Warehouse	3	3	3	3	3	0.0%	3,861	3,861	3,965	4,017	4,069	1,356
4 Property Control												
5 Fleet Management	14	15	17	18	19	1.5%	20,591	23,365	26,403	28,129	29,856	1,571
6 Public Works												
7 Engineering												
8 Streets & Drainage Maintenance	38	53	67	75	83	4.0%	18,113	19,276	20,308	20,880	21,451	258
9 Traffic Operations	16	19	22	25	27	2.7%	14,156	14,477	14,775	15,077	15,378	570
10 Stormwater Management	3	10	12	15	17	9.1%	991	1,684	1,869	2,123	2,377	140
11 Parks/Trails/Watershed	76	104	123	133	142	3.2%	22,769	24,614	26,592	27,404	28,216	199
12 Santa Fe Trails (Transit)												
13 Administration and Operations	72	91	115	126	137	3.3%	8,232	8,825	9,315	9,750	10,186	74
14 Fleet Maintenance	13	18	23	28	32	4.6%	9,912	10,217	11,976	13,507	15,038	470
15 Public Utilities												
16 Solid Waste Management	59	69	69	69	69	0.8%	12,883	13,213	13,213	13,213	13,213	191
17 Fire												
18 Station House	0	9	9	9	9	-	0	6,991	6,991	6,991	6,991	777
19 Vehicle Maintenance	2	3	3	4	4	3.5%	7,626	9,072	9,091	10,528	11,965	2,991
20 Training						-	2,400	2,400	2,400	2,400	2,400	-
21 Common/Shared Support												
22 Field Operations						-	1,725	1,725	1,725	1,725	1,725	-
23 Office Support						-	14,023	14,023	14,023	14,023	14,023	-
24 Field/Shop Support												
25 Total Staff & Net Square Feet	296	394	463	505	542	3.1%	137,282	153,744	162,645	169,766	176,887	326
26 Current Space Inventory							86,700	86,700	86,700	86,700	86,700	
27 Space Shortfall							(50,582)	(67,044)	(75,945)	(83,066)	(90,187)	

The SGS Group

**City of Santa Fe
Staff and Space Needs Summary**

Siringo Road Yard

Department / Division	Personnel					Growth Rate 2007-27	Net Square Feet					Net Area Factor 2027
	2007	2012	2017	2022	2027		2007	2012	2017	2022	2027	
1 Administrative Services												
2 Finance												
3 Purchasing	8	8	8	8	8	0.0%	8,683	8,728	8,773	8,803	8,833	1,104
4 Graphics	2	2	2	2	2	0.0%	803	818	818	826	833	417
5 ITT	29	34	39	45	50	2.8%	11,131	11,867	12,688	13,473	14,259	285
6 Property Control												
7 Administration	6	6	6	7	7	0.8%	1,748	1,760	1,782	1,882	1,982	283
8 Field Operations	30	35	36	37	37	1.1%	5,684	7,038	8,246	8,850	9,454	256
9 Public Utilities												
10 Administration	4	4	4	4	4	0.0%	1,239	1,239	1,239	1,239	1,239	310
11 Common/Shared Support												
12 Field Operations												
13 Office Support						-	4,933	4,933	5,041	5,041	5,041	-
14 Field/Shop Support						-	9,825	10,400	11,000	11,600	12,200	-
15 Total Staff & Net Square Feet	79	89	95	103	108	1.6%	44,046	46,782	49,588	51,714	53,841	499
16 Current Space Inventory							40,300	40,300	40,300	40,300	40,300	
17 Space Shortfall							(3,746)	(6,482)	(9,288)	(11,414)	(13,541)	

The SGS Group

**City of Santa Fe
Space Requirements Program**

Mayor/City Council/City Manager

Contact: Asenath Kepler
Telephone: (505) 955-6848

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
<u>Employee Classification</u>															
1 Mayor															
2 Mayor		po7	280	1	1	1	1	1	280	280	280	280	280		
3 Administrative Support		w3	64	1	2	2	3	3	64	128	128	192	192		
4															
5 City Council															
6 Council Member		po6	224	8	8	8	8	8	1,792	1,792	1,792	1,792	1,792		
7															
8 City Manager															
9 City Manager		po7	280	1	1	1	1	1	280	280	280	280	280		
10 Deputy City Manager		po6	224	1	1	1	1	1	224	224	224	224	224		
11 Assistant City Manager		po3	140			1	1	2			140	140	280		
12 Administrative Support		w3	64	2	2	2	2	2	128	128	128	128	128		
13 Council Liaison		w3	64	2	2	2	2	2	128	128	128	128	128		
14 Public Info./Constituent Services		w3	64	4	6	6	6	6	256	384	384	384	384	4 - Council, 2 - General/Public	
15 Special Projects		w3	64	1	1	2	2	2	64	64	128	128	128		
16 Auditor		po2	120	1	2	2	2	2	120	240	240	240	240		
17															
18 Subtotal, Personnel:				22	26	28	29	30	3,336	3,648	3,852	3,916	4,056		
19 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%		
20 Total Circulation Allowance:									<u>1,501</u>	<u>1,642</u>	<u>1,733</u>	<u>1,762</u>	<u>1,825</u>		
21 Total Square Feet (Personnel):									4,837	5,290	5,585	5,678	5,881		
<u>Special Area/Equipment</u>															
22 Reception Area, Seats 8		ra4	192	2	2	2	2	2	384	384	384	384	384	1 City Manager, 1 Council/Mayor	
23															
24 Conference Room, Seats 6		cr3	144	1	1	1	1	1	144	144	144	144	144	Adj. Constituent Services	
25 Conference Room, Seats 12		cr6	280	1	1	1	1	1	280	280	280	280	280		
26															
27 Workroom		wr1	168	1	1	1	1	1	168	168	168	168	168	Copy, fax, supply storage	
28															
29 File Cabinet, Lateral 4 Drawer		flc4	14	2	2	2	2	2	28	28	28	28	28	Adj. CM Admin Support	
30 File Cabinet, Lateral 4 Drawer		flc4	14	2	2	2	2	2	28	28	28	28	28	Adj. Mayor Admin Support	
31 Bookcase, 5 Shelves		bca5	10	2	2	2	2	2	20	20	20	20	20		
32 Support Module		mie1	40	2	2	2	2	2	80	80	80	80	80	Printer, fax, misc. equipment	
33 Coffee Station		kec1	41	1	1	1	1	1	41	41	41	41	41		
34															
35															
36															
37															
38															
39															
40															
41															
42															
43															
44															
45															
46															
47															
48															
49															
50															
51															
52															
53															
54 Subtotal, Special Area/Equipment:									1,173	1,173	1,173	1,173	1,173		
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%		
56 Total Circulation Allowance:									<u>293</u>	<u>293</u>	<u>293</u>	<u>293</u>	<u>293</u>		
57 Total Square Feet (Special Area/Equipment):									1,466	1,466	1,466	1,466	1,466		
58 Total Square Feet (Personnel & Special Area/Equipment):									6,303	6,756	7,052	7,144	7,347	The SGS Group (916) 967-2400	

**City of Santa Fe
Space Requirements Program**

Clerk

Contact:
Telephone:

Date: 8/10/07
By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Administration														
2 Clerk		PO6	224	1	1	1	1	1	224	224	224	224	224	
3 Deputy Clerk		PO2	120	1	1	1	1	1	120	120	120	120	120	
4 Administrative Assistant		PO2	120	1	1	1	1	1	120	120	120	120	120	New hire in office off lobby
5 Administrative Assistant		W3	64	1	1	1	1	1	64	64	64	64	64	
6 Office Manager		W3	64	1	1	1	1	1	64	64	64	64	64	
7														
8 Mail and Copy Center														
9 Supervisor		PO3	140	1	1	1	1	1	140	140	140	140	140	Contains work area and office
10 Archives staff		OA	200	1	2	2	2	2	200	400	400	400	400	Microfilm
11 Staff		NIWS		3	3	3	3	3						Work in Copy Center
12														
13														Verify that the new Admin Asst
14														is in an office
15														
16														
17 Subtotal, Personnel:				9	11	11	11	11	812	1,132	1,132	1,132	1,132	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>365</u>	<u>509</u>	<u>509</u>	<u>509</u>	<u>509</u>	
20 Total Square Feet (Personnel):									1,177	1,641	1,641	1,641	1,641	
<u>Special Area/Equipment</u>														
21 Administrative Support Areas														
22 Public Reception														
23 Public Counter		PCA4	38	1	1	1	1	1	38	38	38	38	38	
24 Microfilm Reader		SC	36	1	1	1	1	1	36	36	36	36	36	
25 Queuing/Waiting		OA	300	1	1	1	1	1	300	300	300	300	300	Used also during elections
26 Administrative Staff Work Area		WR2	224	1	1	1	1	1		224	224	224	224	Behind Public counter
27 Storage		ER	80	1	1	1	1	1	80	80	80	80	80	
28 Central filing		OA	12		1	2	2	3		12	24	24	36	
29 File Cabinet, Lateral 4 Drawer		FLB4	12	1	1	2	2	3		20	30	40	50	
30 Bookcase, 5 Shelves		BCA5	10		2	3	4	5		20	30	40	50	
31 Staff Microfilm Reader		SC	36	1	1	1	1	1	36	36	36	36	36	
32 Election Supplies		ER	80	1	1	1	1	1	80	80	80	80	80	
33 Office Supplies		SCA2	14	1	1	1	1	1	14	14	14	14	14	
34 Election Equipment		SE	100	1	1	1	1	1	100	100	100	100	100	Locate in Clerk's office?
35														
36 Mail and Copy Center														
37 Self Serve Copy Room		ER	####	1	1	1	1	1	1,180	1,180	1,180	1,180	1,180	Additional area for copiers in hall.
38 Production Area		ER	324	1	1	1	1	1						
39 Mail receiving and sorting area		ER	576	1	1	1	1	1						
40 Paper Storage		ER	160	1	1	1	1	1						
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									1,864	2,140	2,172	2,192	2,224	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>466</u>	<u>535</u>	<u>543</u>	<u>548</u>	<u>556</u>	
57 Total Square Feet (Special Area/Equipment):									2,330	2,675	2,715	2,740	2,780	
58 Total Square Feet (Personnel & Special Area/Equipment):									3,507	4,316	4,356	4,381	4,421	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

City Attorney

Contact: Irene Romero
Telephone: (505) 955-6512

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 City Attorney		po6	224	1	1	1	1	1	224	224	224	224	224	
2 Deputy City Attorney		po5	196			1	1	1			196	196	196	
3 Assistant City Attorney		po3	140	5	7	7	7	8	700	980	980	980	1,120	
4 Paralegal		w3	64	3	3	3	3	3	192	192	192	192	192	
5 Paralegal/Office Manager		po2	120	1	1	1	1	1	120	120	120	120	120	
6 Administrative Support		w2	48	2	2	2	2	2	96	96	96	96	96	
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				12	14	15	15	16	1,332	1,612	1,808	1,808	1,948	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>599</u>	<u>725</u>	<u>814</u>	<u>814</u>	<u>877</u>	
20 Total Square Feet (Personnel):									1,931	2,337	2,622	2,622	2,825	
<u>Special Area/Equipment</u>														
21 Reception Area, Seats 4		ra2	108	1	1	1	1	1	108	108	108	108	108	
22														
23 Conference/Library, Seat 8		er	224	1	1	1	1	1	224	224	224	224	224	Library shelving 2 sides
24 Conference Room, Seats 8		cr4	192	1	1	1	1	1						Can share w/ other depts.
25														
26 Coffee Station		kec1	41	1	1	1	1	1	41	41	41	41	41	
27 Support Module		mie1	40	2	2	2	2	2	80	80	80	80	80	Printer, fax, typewriter, misc.
28 Shredder		se	10	1	1	1	1	1	10	10	10	10	10	
29														
30 File Room		er												Lockable
31 Industrial Shelving, Open		isb2	13	12	13	14	15	16	156	169	182	195	208	100 boxes, case files
32 File Cabinet, Lateral 4 Drawer		flc4	14	1	1	1	1	1	14	14	14	14	14	
33 Industrial Shelving, Open		isb2	13	4	4	4	4	4	52	52	52	52	52	Supplies
34 Internal Circulation			25%						<u>56</u>	<u>59</u>	<u>62</u>	<u>65</u>	<u>69</u>	
35 Total File Room									278	294	310	326	343	
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									741	757	773	789	806	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>185</u>	<u>189</u>	<u>193</u>	<u>197</u>	<u>201</u>	
57 Total Square Feet (Special Area/Equipment):									926	946	966	987	1,007	
58 Total Square Feet (Personnel & Special Area/Equipment):									2,857	3,283	3,588	3,608	3,831	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Economic Development
Office of Economic Development**

Contact: Kris Swedon
Telephone:

Date: 8/10/07
By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Department Director		PO6	224		1	1	1	1		224	224	224	224	Possible W5 workstation At the new Convention Center now in workstation Ombudsman, troubleshooter See Separate Database
2 Executive Administrator		PO2	120	1	1	1	1	1	120	120	120	120	120	
3 Office Manager		PO2	120	1	1	1	1	1	120	120	120	120	120	
4 Special Projects Coordinator		W3	64	1	1	1	1	1	64	64	64	64	64	
5														
6 Convention and Visitors Bureau														
7 Director and Staff		NIWS												
8														
9 Community Economic Dev.														
10 Division Director		PO3	140	1	1	1	1	1	140	140	140	140	140	
11 Sr. Planner		W4	80	3	3	4	4	5	240	240	320	320	400	
12 Business Enterprise Director		PO2	120		1	1	1	1		120	120	120	120	
13														
14 Arts Commission														
15														
16														
17 Subtotal, Personnel:				7	9	10	10	11	684	1,028	1,108	1,108	1,188	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>308</u>	<u>463</u>	<u>499</u>	<u>499</u>	<u>535</u>	
20 Total Square Feet (Personnel):									992	1,491	1,607	1,607	1,723	
<u>Special Area/Equipment</u>														
21 File Storage		OA												Verify number of files and storage now in open plan Adjacent Workstation
22 Conference Room, Seats 6		CR3	144	1	1	1	1	1	144	144	144	144	144	
23 Visitor work area		W2	48	2	2	2	2	2	96	96	96	96	96	
24 Printer and Equipment Area		MIE2	64	1	1	1	1	1	64	64	64	64	64	
25 Sr. Planner Support Area		FLC5	14	2	2	2	2	2	28	28	28	28	28	
26 Shared File Area		FLC5	14	2	2	2	2	2	28	28	28	28	28	
27														
28														
29														
30														
31 Shared Conference Room		ER	560	1	1	1	1	1	560	560	560	560	560	Seats 25 Modular Furniture. For committee meetings 10 x mo.
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									920	920	920	920	920	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>230</u>	<u>230</u>	<u>230</u>	<u>230</u>	<u>230</u>	
57 Total Square Feet (Special Area/Equipment):									1,150	1,150	1,150	1,150	1,150	
58 Total Square Feet (Personnel & Special Area/Equipment):									2,142	2,641	2,757	2,757	2,873	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Economic Development
Arts Commission**

Contact:
Telephone:

Date: 8/10/07
By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
<u>Employee Classification</u>															
1 Director		PO5	196	1	1	1	1	1	196	196	196	196	196	Works with one planner	
2 Senior Planner		W5	96	2	2	3	3	3	192	192	288	288	288		
3 Seasonal Intern		W3	64	1	1	1	1	1	64	64	64	64	64		
4 Contractor		W3	64	1	1	1	1	1	64	64	64	64	64		
5 Administrative Assistant		W3	64			1	1	1			64	64	64		
6 Project Specialist		W4	80	1	1	1	1	1	80	80	80	80	80		
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17 Subtotal, Personnel:				6	6	8	8	8	596	596	756	756	756		
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%		
19 Total Circulation Allowance:									<u>268</u>	<u>268</u>	<u>340</u>	<u>340</u>	<u>340</u>		
20 Total Square Feet (Personnel):									864	864	1,096	1,096	1,096		
<u>Special Area/Equipment</u>															
21 Reception Area, Seats 4		RA2	108	1	1	1	1	1	108	108	108	108	108	Use for project layout Artwork, AV and educational.	
22 Conference Area (Open), Seats 6		CA3	140	1	1	1	1	1	140	140	140	140	140		
23 Secure Materials Storage		ER	200	1	1	1	1	1	200	200	200	200	200		
24															
25															
26															
27															
28															
29 Conference Room, Seats 12		CR6	280	1	1	1	1	1						Need access in shared space Need access in shared space	
30 Conference Room, Seats 20		CR7	480	1	1	1	1	1							
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															
41															
42															
43															
44															
45															
46															
47															
48															
49															
50															
51															
52															
53															
54 Subtotal, Special Area/Equipment:									448	448	448	448	448		
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%		
56 Total Circulation Allowance:									<u>112</u>	<u>112</u>	<u>112</u>	<u>112</u>	<u>112</u>		
57 Total Square Feet (Special Area/Equipment):									560	560	560	560	560		
58 Total Square Feet (Personnel & Special Area/Equipment):									1,424	1,424	1,656	1,656	1,656	The SGS Group (916) 967-2400	

**City of Santa Fe
Space Requirements Program**

**Economic Development
Office of Affordable Housing**

Contact: Kathy McCormick Date: 8/10/07
Telephone: (505) 955-6350 By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Director of Affordable Housing		PO5	196	1	1	1	1	1	196	196	196	196	196	Near reception area No growth projected.
2 Project Specialist		W3	64	1	1	1	1	1	64	64	64	64	64	
3 Sr. Planners		PO2	120	3	5	5	5	5	360	600	600	600	600	
4 Junior Planner		W4	80		1	1	1	1		80	80	80	80	
5 Administrative Assistant		W3	64	1	1	1	1	1	64	64	64	64	64	
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				6	9	9	9	9	684	1,004	1,004	1,004	1,004	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>308</u>	<u>452</u>	<u>452</u>	<u>452</u>	<u>452</u>	
20 Total Square Feet (Personnel):									992	1,456	1,456	1,456	1,456	
<u>Special Area/Equipment</u>														
21 Public Lobby														Could be shared.
22 Reception Area, Seats 4		RA2	108		1	1	1	1		108	108	108	108	For property look up
23 Open Systems Workstation		W1	36		1	1	1	1		36	36	36	36	
24 Literature Area		SC	18		1	1	1	1		18	18	18	18	
25 Public Counter		PCA4	38	1	1	1	1	1	38	38	38	38	38	With drawing, file storage under
26 Printer/Fax Equipment Area		MIE1	40	1										
27 Printer/Fax Equipment Area		MIE2	64		1	1	1	1		64	64	64	64	
28 Work Table, Access 1 Side/2 Ends		WTA3	50		2	2	2	2		100	100	100	100	
29 Central Filing Area		OA												Provide shelving.
30 Banker Boxes		SC	0.8	18	20	24	28	32	14	16	19	22	26	
31 File Cabinet, Lateral 4 Drawer		FLB4	12	4	5	6	7	8	48	60	72	84	96	
32 Bookcase, 5 Shelves		BCA5	10	1	2	3	4	5	10	20	30	40	50	Could be shared.
33 Conference Room, Seats 10		CR5	224	1	1	1	1	1	224	224	224	224	224	
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									334	684	709	734	760	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>84</u>	<u>171</u>	<u>177</u>	<u>184</u>	<u>190</u>	
57 Total Square Feet (Special Area/Equipment):									418	855	887	918	950	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,410	2,311	2,342	2,374	2,405	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

Human Resources

Contact: Bernadette Salazar Date: 8/10/07
Telephone: (505) 955-6597 By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
Employee Classification														
1 Director		po6	224	1	1	1	1	1	224	224	224	224	224	1 is receptionist
2 Administrative Support		w3	64	2	2	2	2	2	128	128	128	128	128	
3 HR Administrator/Analyst		po2	120	4	8	9	10	11	480	960	1,080	1,200	1,320	
4 Benefits Administrator		po2	120	1	1	1	1	1	120	120	120	120	120	
5 Insurance Specialist		po2	120	1	1	1	1	1	120	120	120	120	120	
6 Accountant		po2	120	1	1	1	1	1	120	120	120	120	120	
7 Compliance Officer		po2	120	1	1	1	1	1	120	120	120	120	120	
8 Training Coordinator		w3	64	1	1	1	1	1	64	64	64	64	64	
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				12	16	17	18	19	1,376	1,856	1,976	2,096	2,216	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>619</u>	<u>835</u>	<u>889</u>	<u>943</u>	<u>997</u>	
20 Total Square Feet (Personnel):									1,995	2,691	2,865	3,039	3,213	
Special Area/Equipment														
21 Reception Area, Seats 4		ra2	108	1	1	1	1	1	108	108	108	108	108	w/ printer Forms, application display
22 Computer Table		cta1	24	2	2	2	2	2	48	48	48	48	48	
23 Storage Shelving, Closed Back/Ends		ssb1	11	1	1	1	1	1	11	11	11	11	11	
24 Work Table, Access 1 Side/1 End		wta2	38	1	1	1	1	1	38	38	38	38	38	
25														
26 Conference Room, Seats 8		cr4	192	1	1	1	1	1	192	192	192	192	192	
27 Workroom		wr2	224	1	1	1	1	1	224	224	224	224	224	
28 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	
29 Storage Shelving, Closed Back/Ends		ssb1	11	1	1	1	1	1	11	11	11	11	11	
30														
31 Storage Room		er	96	1	1	1	1	1	96	96	96	96	96	
32														
33 File Room														
34 File Cabinet, Lateral 4 Drawer		fle4	14	7	8	9	10	11	98	112	126	140	154	
35 Industrial Shelving, Open		isb2	13	1	1	1	1	1	13	13	13	13	13	
36 High Density Filing		se	15	3	4	4	5	5	45	60	60	75	75	
37 Work Table, Access 1 Side/1 End		wta2	38	1	1	1	1	1	38	38	38	38	38	
38 Internal Circulation			25%						<u>49</u>	<u>56</u>	<u>59</u>	<u>67</u>	<u>70</u>	
39 Total File Room									243	279	296	333	350	
40														
41 Open Systems Workstation		w2	48	1	1	1	1	1	48	48	48	48	48	
42 Open Systems Workstation		w2	48	1	2	2	2	2	48	96	96	96	96	
43														
44 Coffee Station		kec1	41	1	1	1	1	1	41	41	41	41	41	
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									1,148	1,232	1,249	1,286	1,303	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>287</u>	<u>308</u>	<u>312</u>	<u>321</u>	<u>326</u>	
57 Total Square Feet (Special Area/Equipment):									1,434	1,540	1,562	1,607	1,629	
58 Total Square Feet (Personnel & Special Area/Equipment):									3,430	4,231	4,427	4,646	4,842	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Administration**

Contact: Diane Quarles
Telephone: (505) 955-

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Director		po6	224	1	1	1	1	1	224	224	224	224	224	
2 Office Manager		w3	64	1	1	1	1	1	64	64	64	64	64	
3 Administrative Support		w3	64			1	1	1			64	64	64	
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				2	2	3	3	3	288	288	352	352	352	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>130</u>	<u>130</u>	<u>158</u>	<u>158</u>	<u>158</u>	
20 Total Square Feet (Personnel):									418	418	510	510	510	
<u>Special Area/Equipment</u>														
21 Reception Area, Seats 4		ra2	108	1	1	1	1	1	108	108	108	108	108	
22 Conference Room, Seats 8		cr4	192	1	1	1	1	1	192	192	192	192	192	Share w/ department
23 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, misc. equipment
24 File Cabinet, Lateral 4 Drawer		flc4	14	1	1	2	2	2	14	14	28	28	28	
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
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41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									354	354	368	368	368	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>89</u>	<u>89</u>	<u>92</u>	<u>92</u>	<u>92</u>	
57 Total Square Feet (Special Area/Equipment):									443	443	460	460	460	
58 Total Square Feet (Personnel & Special Area/Equipment):									860	860	970	970	970	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Neighborhood Services**

Contact: Diane Quarles
Telephone: (505) 955-

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1		po5	196	1	1	1	1	1	196	196	196	196	196	
2		w3	64		2	3	3	3		128	192	192	192	
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17	Subtotal, Personnel:			1	3	4	4	4	196	324	388	388	388	
18	Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
19	Total Circulation Allowance:								<u>88</u>	<u>146</u>	<u>175</u>	<u>175</u>	<u>175</u>	
20	Total Square Feet (Personnel):								284	470	563	563	563	
<u>Special Area/Equipment</u>														
21		mie1	40		1	1	1	1		40	40	40	40	Printer, fax, misc. equipment
22		flc4	14	1	2	2	2	2	14	28	28	28	28	
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
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41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54	Subtotal, Special Area/Equipment:								14	68	68	68	68	
55	Circulation Factor (percent of square feet):								25%	25%	25%	25%	25%	
56	Total Circulation Allowance:								<u>4</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>	
57	Total Square Feet (Special Area/Equipment):								18	85	85	85	85	
58	Total Square Feet (Personnel & Special Area/Equipment):								302	555	648	648	648	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Engineering Development Review**

Contact: Wendy Blackwell Date: 8/10/07
Telephone: (505) 955-6127 By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Division Director		po5	196	1	1	1	1	1	196	196	196	196	196	Locate in Permit Center
2 Supervisor		w5	96	1	2	2	2	2	96	192	192	192	192	
3 Engineer/Planner		w4	80	4	8	10	11	11	320	640	800	880	880	
4 Administrative Support		w3	64		1	2	2	2		64	128	128	128	
5 Permit Technician/Plan Review		w4	80		2	2	2	2						
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				6	14	17	18	18	612	1,092	1,316	1,396	1,396	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>275</u>	<u>491</u>	<u>592</u>	<u>628</u>	<u>628</u>	
20 Total Square Feet (Personnel):									887	1,583	1,908	2,024	2,024	
<u>Special Area/Equipment</u>														
21 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, misc. equipment Reference material
22 Bookcase, 6 Shelves		bc6	13	1	1	1	1	1	13	13	13	13	13	
23														Collocate w/ Common/Shared? Rolled plan storage
24 Plan/File Storage Room														
25 Plan Storage Rack		se	32	1	1	2	2	2	32	32	64	64	64	
26 Vertical Plan Holder		mic1	18	5	5	5	5	5	90	90	90	90	90	
27 Flat Map File		mial	36	2	2	2	2	2	72	72	72	72	72	
28 Industrial Shelving, Open		isb2	13	2	2	3	3	3	26	26	39	39	39	Box storage
29 Layout Table, Medium		stb2	46	1	1	1	1	1	46	46	46	46	46	
30 Internal Circulation			25%						<u>67</u>	<u>67</u>	<u>78</u>	<u>78</u>	<u>78</u>	
31 Total Plan/File Storage Room									333	333	389	389	389	
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									386	386	442	442	442	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>96</u>	<u>96</u>	<u>110</u>	<u>110</u>	<u>110</u>	
57 Total Square Feet (Special Area/Equipment):									482	482	552	552	552	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,369	2,065	2,460	2,576	2,576	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Current Planning**

Contact: Greg Smith
Telephone: (505) 955-6957

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Division Director		po5	196	1	1	1	1	1	196	196	196	196	196	Locate in Permit Center
2 Supervisor		w5	96	1	1	1	1	1	96	96	96	96	96	
3 Planner		w4	80	5	7	9	10	10	400	560	720	800	800	
4 Administrative Support		w3	64	2	2	2	2	2	128	128	128	128	128	
5 Permit Technician/Plan Review		w4	80		1	1	1	1						
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				9	12	14	15	15	820	980	1,140	1,220	1,220	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>369</u>	<u>441</u>	<u>513</u>	<u>549</u>	<u>549</u>	
20 Total Square Feet (Personnel):									1,189	1,421	1,653	1,769	1,769	
<u>Special Area/Equipment</u>														
21 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, misc. equipment
22 Storage Shelving, Closed Back/Ends		ssc1	12	1	1	1	1	1	12	12	12	12	12	Active case files
23 Bookcase, 6 Shelves		bc6	13	1	1	1	1	1	13	13	13	13	13	Reference material
24														
25 Plan/File Storage Room														Collocate w/ Common/Shared?
26 Storage Shelving, Closed Back/Ends		ssc1	12	10	11	11	12	12	120	132	132	144	144	Case files
27 Plan Storage Rack		se	32	2	3	3	3	3	64	96	96	96	96	
28 Industrial Shelving, Open		isb2	13	2	2	3	3	3	26	26	39	39	39	Box storage - case files
29 File Cabinet, Lateral 4 Drawer		flc4	14	2	3	4	4	4	28	42	56	56	56	
30 Layout Table, Medium		stb2	46	1	1	1	1	1	46	46	46	46	46	
31 Internal Circulation			25%						<u>71</u>	<u>86</u>	<u>92</u>	<u>95</u>	<u>95</u>	
32 Total Plan/File Storage Room									355	428	461	476	476	
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									420	493	526	541	541	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>105</u>	<u>123</u>	<u>132</u>	<u>135</u>	<u>135</u>	
57 Total Square Feet (Special Area/Equipment):									525	616	658	677	677	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,714	2,037	2,311	2,446	2,446	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Long Range Planning**

Contact: Reed Liming
Telephone: (505) 955-6610

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Division Director		po5	196	1	1	1	1	1	196	196	196	196	196	
2 Administrative Support		w3	64			1	1	1			64	64	64	
3														
<u>Long Range Planning</u>														
5 Planning Supervisor		w5	96	2	2	2	2	3	192	192	192	192	288	
6 Planner		w4	80	2	6	7	8	8	160	480	560	640	640	
7 Administrative Support		w3	64		1	1	1	1		64	64	64	64	
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				5	10	12	13	14	548	932	1,076	1,156	1,252	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>247</u>	<u>419</u>	<u>484</u>	<u>520</u>	<u>563</u>	
20 Total Square Feet (Personnel):									795	1,351	1,560	1,676	1,815	
<u>Special Area/Equipment</u>														
21 Support Module		mie1	40	1	1	2	2	2	40	40	80	80	80	Printer, fax, misc. equipment
22 Bookcase, 6 Shelves		bcb6	13	2	2	3	3	3	26	26	39	39	39	Reference material, forms
23 File Cabinet, Lateral 4 Drawer		flc4	14	2	2	2	2	2	28	28	28	28	28	Near Dir. Admin. Support
24														
25 Storage Shelving, Closed Back/Ends		ssc1	12	3	4	4	4	4						Public document distribution, See
26														PLU Common/Shared Support
<u>File Storage Room</u>														
28 File Cabinet, Lateral 4 Drawer		flc4	14	11	12	12	13	13	154	168	168	182	182	Collocate w/ Common/Shared?
29 Industrial Shelving, Open		isb2	13	2	2	2	2	2	26	26	26	26	26	General files
30 Bookcase, 6 Shelves		bcb6	13	1	1	1	1	1	13	13	13	13	13	Misc. storage
31 Storage Cabinet, 2 Door		scb2	17	2	2	2	2	2	34	34	34	34	34	Reference material
32 Easel Storage		oa	20	1	1	1	1	1	20	20	20	20	20	Misc. supplies
33 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32	
34 Internal Circulation			25%						<u>70</u>	<u>73</u>	<u>73</u>	<u>77</u>	<u>77</u>	
35 Total Plan/File Storage Room									349	366	366	384	384	
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									443	460	513	531	531	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>111</u>	<u>115</u>	<u>128</u>	<u>133</u>	<u>133</u>	
57 Total Square Feet (Special Area/Equipment):									553	575	642	663	663	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,348	1,927	2,202	2,340	2,479	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Long Range Planning - Historical Preservation**

Contact: Reed Liming Date: 8/10/07
Telephone: (505) 955-6610 By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
<u>Employee Classification</u>															
1 <u>Historical Preservation</u>															
2 Planning Supervisor		w5	96	1	1	1	1	1	96	96	96	96	96		
3 Planner		w4	80	1	2	2	2	2	80	160	160	160	160		
4 Administrative Support		w3	64	1	1	1	1	1	64	64	64	64	64		
5 Permit Technician/Plan Review		w4	80	2	2	2	2	2							
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17 Subtotal, Personnel:				5	6	6	6	6	240	320	320	320	320		
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%		
19 Total Circulation Allowance:									<u>108</u>	<u>144</u>	<u>144</u>	<u>144</u>	<u>144</u>		
20 Total Square Feet (Personnel):									348	464	464	464	464		
<u>Special Area/Equipment</u>															
21 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40		Printer, fax, misc. equipment
22 Bookcase, 6 Shelves		bcb6	13	2	2	2	2	2	26	26	26	26	26		Reference material, forms
23															
24 <u>File Storage Room</u>															Collocate w/ Common/Shared?
25 File Cabinet, Lateral 4 Drawer		fle4	14	5	6	6	7	7	70	84	84	98	98		
26 Industrial Shelving, Open		isb2	13	4	5	5	6	6	52	65	65	78	78		
27 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32		
28 Internal Circulation			25%						39	45	45	52	52		
29 Total Plan/File Storage Room									193	226	226	260	260		
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															
41															
42															
43															
44															
45															
46															
47															
48															
49															
50															
51															
52															
53															
54 Subtotal, Special Area/Equipment:									259	292	292	326	326		
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%		
56 Total Circulation Allowance:									<u>65</u>	<u>73</u>	<u>73</u>	<u>82</u>	<u>82</u>		
57 Total Square Feet (Special Area/Equipment):									323	365	365	408	408		
58 Total Square Feet (Personnel & Special Area/Equipment):									671	829	829	872	872		

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Common/Shared Support**

Contact:
Telephone:

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14	Subtotal, Personnel:								45%	45%	45%	45%	45%	
15	Circulation Factor (percent of square feet):													
16	Total Circulation Allowance:													
17	Total Square Feet (Personnel):													
<u>Special Area/Equipment</u>														
18	Reception Area, Seats 8	ra4	192	1	1	1	1	1	192	192	192	192	192	
19	Public Counter w/Return	pcd2	60	1	1	1	1	1	60	60	60	60	60	
20	Storage Shelving, Closed Back/Ends	ssc1	12	4	5	5	5	5	48	60	60	60	60	Public document distribution
21	File Cabinet, Lateral 4 Drawer	flc4	14	1	1	1	1	1	14	14	14	14	14	Forms, misc. adj. Public Counter
22	Computer Table	cta1	24	1	1	1	1	1	24	24	24	24	24	Public use
23														
24	Conference Area (Open), Seats 4	ca2	100	2	2	3	3	3	200	200	300	300	300	
25	Conference Room, Seats 6	cr2	140	2	2	2	2	2	280	280	280	280	280	
26	Conference Room, Seats 10	cr5	224	1	1	1	1	1	224	224	224	224	224	
27	Conference Room, Seats 12	cr6	280	1	1	1	1	1	280	280	280	280	280	Pre-Application meetings
28														
29	<u>Plan/File Storage Room</u>													
30	Industrial Shelving, Open	isb2	13	4	4	5	5	6	52	52	65	65	78	General box/file storage
31	File Cabinet, Lateral 4 Drawer	flc4	14	3	4	4	5	5	42	56	56	70	70	General file storage
32	Plan Storage Rack	se	32	10	11	12	12	12	320	352	384	384	384	
33	Internal Circulation		25%						<u>104</u>	<u>115</u>	<u>126</u>	<u>130</u>	<u>133</u>	Note: Possibly include central
34	Total Plan/File Storage Room								518	575	631	649	665	file/plan storage for Engineering, Current Planning, and Long Range
35														Planning in a central Plan/File
36														Storage Room for entire dept.
37														
38														
39	Workroom	wr2	224	2	2	2	2	2	448	448	448	448	448	Copier, supply storage, misc.
40	Work Table, Access 1 Side/1 End	wtb2	47	4	4	4	4	4	188	188	188	188	188	Board/Comm. packet assembly
41	Large Document Copier	se	48	1	1	1	1	1	48	48	48	48	48	
42	Large Document Scanner	se	48	1	1	1	1	1	48	48	48	48	48	
43	Printer/Plotter	se	48	1	1	1	1	1	48	48	48	48	48	
44	Layout Table, Medium	stb2	96	1	1	1	1	1	96	96	96	96	96	
45	Storage Room	er	112	1	1	1	1	1	112	112	112	112	112	Misc. storage, supplies, signs
46	Bookcase, 6 Shelves	bc6	13	1	1	1	1	1	13	13	13	13	13	Reference material, binders
47	Storage Cabinet, 2 Door	scb3	20	1	1	1	1	1	20	20	20	20	20	Equipment storage
48														
49	Coffee Station	kec1	41	1	1	1	1	1	41	41	41	41	41	
50	Mail Sorting Station	mss1	24	1	1	1	1	1	24	24	24	24	24	
51														
52														
53														
54	Subtotal, Special Area/Equipment:								2,926	2,995	3,151	3,169	3,185	
55	Circulation Factor (percent of square feet):								25%	25%	25%	25%	25%	
56	Total Circulation Allowance:								<u>731</u>	<u>749</u>	<u>788</u>	<u>792</u>	<u>796</u>	
57	Total Square Feet (Special Area/Equipment):								3,657	3,744	3,939	3,961	3,981	
58	Total Square Feet (Personnel & Special Area/Equipment):								3,657	3,744	3,939	3,961	3,981	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Code Administration**

Contact:
Telephone:

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Director - Permit Center		po6	224	1	1	1	1	1	224	224	224	224	224	
2 Administrative Support		w3	64		1	2	2	2		64	128	128	128	
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				1	2	3	3	3	224	288	352	352	352	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>101</u>	<u>130</u>	<u>158</u>	<u>158</u>	<u>158</u>	
20 Total Square Feet (Personnel):									325	418	510	510	510	
<u>Special Area/Equipment</u>														
21 Support Module		mie1	40		1	1	1	1		40	40	40	40	Printer, fax, misc. equipment
22 File Cabinet, Lateral 4 Drawer		flc4	14		1	2	2	2		14	28	28	28	
23 Bookcase, 6 Shelves		bc6	13		1	1	1	1		13	13	13	13	
24 Reception Area, Seats 4		ra2	108		1	1	1	1		108	108	108	108	
25 Conference Room, Seats 8		cr4	192		1	1	1	1		192	192	192	192	
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:										367	381	381	381	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:										<u>92</u>	<u>95</u>	<u>95</u>	<u>95</u>	
57 Total Square Feet (Special Area/Equipment):										459	476	476	476	
58 Total Square Feet (Personnel & Special Area/Equipment):									325	876	987	987	987	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Permits and Plan Review (Permit Center)**

Contact: Andy Sandoval Date: 8/10/07
Telephone: By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
Employee Classification														
1 Section/Division Director		po5	196	1	1	1	1	1	196	196	196	196	196	1 is Receptionist Locate at Permit Counter Locate in Plat Room Document processing/control, adj. Document Storage and Processing Room
2 Administrative Support		w3	64		2	2	2	2		128	128	128	128	
3 Administrative Support - WABO		w3	64	3	3	3	3	3	192	192	192	192	192	
4 Permit Supervisor		w5	96	1	1	2	2	2	96	96	192	192	192	
5 Plan Reviewer/Specialist		w4	80	4	8	10	11	11	320	640	800	880	880	
6 Permit Specialist		pcd2	60	3	3	3	3	3						
7 Document Technician		w3	64	1	1	1	1	1						
8 Permit Specialist		w3	64	1	1	1	1	1	64	64	64	64	64	
9														
10														
11														
12														
13														
14														
15 Subtotal, Personnel:				14	20	23	24	24	868	1,316	1,572	1,652	1,652	
16 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
17 Total Circulation Allowance:									391	592	707	743	743	
18 Total Square Feet (Personnel):									1,259	1,908	2,279	2,395	2,395	
Special Area/Equipment														
19 Permit Counter														
20 Public Counter w/Return		pcd1	48	1	1	1	1	1	48	48	48	48	48	Reception/Information desk
21 Reception Area, Seats 8		ra4	192	1	1	1	1	1	192	192	192	192	192	Wall space for map display
22 Forms Display Rack		ssc1	12	1	1	1	1	1	12	12	12	12	12	
23 Computer Table		ctb1	36	2	2	2	2	2	72	72	72	72	72	Forms access w/ printer
24														
25 Public Counter		pca4	38	3	3	3	3	3	114	114	114	114	114	Stand-up, storage below
26 Public Counter w/Return		pcd2	60	3	3	3	3	3	180	180	180	180	180	Sit-down
27 Public Queuing		oa	50	3	3	3	3	3	150	150	150	150	150	
28 Open Systems Workstation		w1	36	3	3	3	3	3	108	108	108	108	108	Shared by counter staff
29 Bookcase, 6 Shelves		bca6	10	2	2	2	2	2	20	20	20	20	20	Reference material, codes, etc.
30 Industrial Shelving, Open		isa3	12	2	2	2	2	2	24	24	24	24	24	Application processing
31 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32	Incoming plans, applications
32 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32	Plans, applications for pick-up
33 File Cabinet, Lateral 4 Drawer		flc4	14	2	2	2	2	2	28	28	28	28	28	Forms, supplies, misc.
34 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax
35														
36 Conference Room, Seats 8		cr4	192	2	2	2	2	2	384	384	384	384	384	Adj. Public Counter
37 Conference Area (Open), Seats 6		ca3	140	2	2	2	2	2	280	280	280	280	280	Adj. Public Counter
38														
39 Cashier Office														
40 Public Counter w/Transaction Top		pccl	53	1	1	1	1	1	53	53	53	53	53	
41 Storage Cabinet, 2 Door		sca1	12	1	1	1	1	1	12	12	12	12	12	Forms, supplies, misc.
42 Safe		se	15	1	1	1	1	1	15	15	15	15	15	
43 Work Table, Access 1 Side		wtal	25	1	1	1	1	1	25	25	25	25	25	Cash counting, work area
44 Internal Circulation			25%						26	26	26	26	26	
45 Total Cashier Office									131	131	131	131	131	
46														
47 Public Resource Center (Self-Help)														
48 Work Table, Access 1 Side/1 End		wtal	38	1	1	1	1	1	38	38	38	38	38	
49 Computer Table		ctb1	36	1	1	1	1	1	36	36	36	36	36	
50 Bookcase, 6 Shelves		bca6	10	1	1	1	1	1	10	10	10	10	10	Reference material, supplies, etc.
51 Photocopier, Medium, with Base		pc2	42	1	1	1	1	1	42	42	42	42	42	
52 Work Table, Access 1 Side/2 Ends		wtal	50	1	1	1	1	1	50	50	50	50	50	
53 Plotter		se	30	1	1	1	1	1	30	30	30	30	30	
54 Microfiche Storage Cabinet, 20 Drw		mcb1	12	1	1	1	1	1	12	12	12	12	12	
55 Microfiche Reader/Printer		se	8	1	1	1	1	1	8	8	8	8	8	
56 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, misc.
57 Internal Circulation			25%						67	67	67	67	67	
58 Total Public Resource Center									333	333	333	333	333	
59														

Permits and Plan Review (Permit Center)

Employee Classification or Area/Equipment	Special	Space Code	NSF	Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
60 Document Storage/Processing Room															
61 Open Systems Workstation		w2	48	1	1	1	1	1	48	48	48	48	48		
62 Plan Storage Rack		se	32	2	2	2	2	2	64	64	64	64	64	Incoming for processing/routing	
63 Plan Storage Rack		se	32	2	2	2	2	2	64	64	64	64	64	In-process	
64 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32	Rejected applications	
65 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32	Completed awaiting pick-up	
66 Plan Storage Rack		se	32	5	5	5	5	5	160	160	160	160	160	Completed, archive copy	
67 Industrial Shelving, Open		isa3	12	2	2	2	2	2	24	24	24	24	24	Supplies, misc. storage	
68 Storage Shelving, Closed Back/Ends		ssc1	12	10	11	12	13	14	120	132	144	156	168	3 Yrs. Permits, then to Archives	
69 Internal Circulation			25%						<u>136</u>	<u>139</u>	<u>142</u>	<u>145</u>	<u>148</u>		
70 Total Document Stg./Proc. Rm.									680	695	710	725	740		
71															
72 Plat Room															
73 Open Systems Workstation		w3	64	3	3	3	3	3	192	192	192	192	192	Document Technician workstation	
74 Open Systems Workstation		w2	48	1	1	1	1	1	48	48	48	48	48	Temp/Part-time scanning support	
75 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, typewriter, misc.	
76 Public Counter		pca4	38	1	1	1	1	1	38	38	38	38	38		
77 File Cabinet, Lateral 4 Drawer		flc4	14	11	13	15	16	16	154	182	210	224	224		
78 Flat Map File		mia1	36	9	11	13	13	13	324	396	468	468	468	Stack 4-5 high	
79 Microfiche Reader/Printer		se	25	1	1	1	1	1	25	25	25	25	25		
80 Microfiche Storage Cabinet, 20 Drw		mcb1	12	2	3	3	3	3	24	36	36	36	36		
81 Cardex Storage Cabinet, 20 Drw		mcb1	12	3	3	3	3	3	36	36	36	36	36		
82 Large Document Copier		se	48	1	1	1	1	1	48	48	48	48	48		
83 Large Document Scanner		se	48	1	1	1	1	1	48	48	48	48	48		
84 Layout Table, Medium		stb2	46	1	1	1	1	1	46	46	46	46	46	Adj. copier and scanner	
85 Plan Storage Rack		se	32	1	1	1	1	1	32	32	32	32	32	Staging for scanning	
86 Large Document Paper Storage		oa	9	1	1	1	1	1	9	9	9	9	9		
87 Internal Circulation			25%						<u>266</u>	<u>294</u>	<u>319</u>	<u>323</u>	<u>323</u>		
88 Total Document Stg./Proc. Rm.									1,330	1,470	1,595	1,613	1,613		
89															
90 Other Department/Division Staff															
91 Permit Technician/Plan Review		w4	80	2	2	2	2	2	160	160	160	160	160	Engineering	
92 Permit Technician/Plan Review		w4	80	1	1	1	1	1	80	80	80	80	80	Current Planning	
93 Permit Technician/Plan Review		w4	80	2	2	2	2	2	160	160	160	160	160	Long Range Planning - Hist. Pres.	
94 Permit Technician/Plan Review		w4	80	2	2	2	2	2	160	160	160	160	160	Public Works-Traffic, Engineering	
95 Permit Technician/Plan Review		w4	80	1	1	1	1	1	80	80	80	80	80	Fire	
96 Permit Technician/Plan Review		w4	80	1	1	1	1	1	80	80	80	80	80	Inspections - Electrical	
97 Permit Technician/Plan Review		w4	80	1	1	1	1	1	80	80	80	80	80	Inspections - Mechanical/Plumbing	
98															
99 Workroom		wr2	224	1	1	1	1	1	224	224	224	224	224	Copier, supply storage, misc.	
100 Large Document Copier		se	48	1	1	1	1	1	48	48	48	48	48		
101 Large Document Scanner		se	48	1	1	1	1	1	48	48	48	48	48		
102 Printer/Plotter		se	48	1	1	1	1	1	48	48	48	48	48		
103 Layout Table, Medium		stb2	46	1	1	1	1	1	46	46	46	46	46		
104 Storage Room		er	112	1	1	1	1	1	112	112	112	112	112	Misc. storage, supplies, signs	
105 Bookcase, 6 Shelves		bcb6	13	1	1	1	1	1	13	13	13	13	13	Reference material, binders	
106															
107 Coffee Station		kec1	41	1	1	1	1	1	41	41	41	41	41		
108 Mail Sorting Station		mss1	24	1	1	1	1	1	24	24	24	24	24		
109															
110 Conference Room, Seats 6		cr2	140	1	1	1	1	1	140	140	140	140	140		
111 Conference Area (Open), Seats 4		ca2	100	1	1	1	1	1	100	100	100	100	100		
112															
113															
114															
115															
116															
117															
118															
119															
120															
121 Subtotal, Special Area/Equipment:									5,834	5,989	6,129	6,161	6,104		
122 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%		
123 Total Circulation Allowance:									<u>1,458</u>	<u>1,497</u>	<u>1,532</u>	<u>1,540</u>	<u>1,526</u>		
124 Total Square Feet (Special Area/Equipment):									7,292	7,486	7,661	7,702	7,630		
125 Total Square Feet (Personnel & Special Area/Equipment):									8,551	9,394	9,940	10,097	10,026		

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Planning and Land Use
Inspections and Code Enforcement**

Contact: Pete Ortega
Telephone:

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Section/Division Director		po5	196	1	1	1	1	1	196	196	196	196	196	
2 Administrative Support		w3	64	2	2	2	2	2	128	128	128	128	128	
3														
4 Construction Inspector Supervisor		w5	96	1	1	1	1	1	96	96	96	96	96	
5 Construction Inspector		w1	36	2	3	4	5	5	72	108	144	180	180	
6														
7 Electrical Inspector Supervisor		w5	96	1	1	1	1	1	96	96	96	96	96	
8 Electrical Inspector		w1	36		1	2	2	3		36	72	72	108	
9 Electrical Inspector		w4	80	1	1	1	1	1						Locate in Permit Center
10														
11 Plumbing and Mechanical Supervisor		w5	96	1	1	1	1	1	96	96	96	96	96	
12 Plumbing and Mechanical Inspector		w4	80		1	2	2	3		80	160	160	240	
13 Plumbing and Mechanical Inspector		w4	80	1	1	1	1	1						Locate in Permit Center
14														
15 Zoning Enforcement Supervisor		w5	96	1	1	1	1	1	96	96	96	96	96	
16 Ordinance Enforcement Specialist		w3	64	2	3	3	4	4	128	192	192	256	256	
17														
18 Complaint Inspector		w3	64		1	1	2	2		64	64	128	128	
19														
20														
21 Subtotal, Personnel:				13	18	21	24	26	908	1,188	1,340	1,504	1,620	
22 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
23 Total Circulation Allowance:									409	535	603	677	729	
24 Total Square Feet (Personnel):									1,317	1,723	1,943	2,181	2,349	
<u>Special Area/Equipment</u>														
25 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, misc. equipment
26 File Cabinet, Lateral 4 Drawer		flc4	14	2	2	3	3	3	28	28	42	42	42	
27 Bookcase, 6 Shelves		bc6	13	1	1	1	1	1	13	13	13	13	13	
28														
29 Workroom		wr1	168	1	1	1	1	1	168	168	168	168	168	Copier, supplies, files, misc.
30														
31 <u>Inspector Support Area</u>														
32 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, misc. equipment
33 File Cabinet, Lateral 4 Drawer		flc4	14	1	1	1	1	1	14	14	14	14	14	
34 Storage Cabinet, 2 Door		scb3	20	1	1	1	1	1	20	20	20	20	20	Field equipment storage
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									323	323	337	337	337	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									81	81	84	84	84	
57 Total Square Feet (Special Area/Equipment):									404	404	421	421	421	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,720	2,126	2,364	2,602	2,770	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Public Works
Administration**

Contact: Richard Romero
Telephone: (505) 955-6621

Date: 8/10/07
By: JSR

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Public Works Director		po6	224	1	1	1	1	1	224	224	224	224	224	
2 Administrative Assistant		w3	64	1	1	1	1	1	64	64	64	64	64	
3 Office Manager		po2	120	1	1	1	1	1	120	120	120	120	120	
4 Project Administrator		po2	120	1	1	1	1	1	120	120	120	120	120	
5 Grant Writer		w5	96	1	1	1	1	1	96	96	96	96	96	
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				5	5	5	5	5	624	624	624	624	624	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>281</u>	<u>281</u>	<u>281</u>	<u>281</u>	<u>281</u>	
20 Total Square Feet (Personnel):									905	905	905	905	905	
<u>Special Area/Equipment</u>														
21 Reception Area		oa		1	1	1	1	1						
22 Reception Area, Seats 4		ra2	108	1	1	1	1	1	108	108	108	108	108	
23 Display Area		oa	75	1	1	1	1	1	75	75	75	75	75	Pamphlets, booklets
24 Open Systems Workstation		w3	64	1	1	1	1	1	64	64	64	64	64	Admin. Assistant workstation
25 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, shredder
26														
27 Workroom		wr1	168	1	1	1	1	1	168	168	168	168	168	Copier, storage, files
28 Conference Room, Seats 12		cr6	280	1	1	1	1	1	280	280	280	280	280	Shared w/ dept., adj to reception
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									735	735	735	735	735	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>184</u>	<u>184</u>	<u>184</u>	<u>184</u>	<u>184</u>	
57 Total Square Feet (Special Area/Equipment):									919	919	919	919	919	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,824	1,824	1,824	1,824	1,824	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Public Works
Engineering**

Contact: Chris Ortega
Telephone: (505) 955-6631

Date: 8/10/07
By: JSR

Employee Classification or Special Area/Equipment	Space Code	NSF	Personnel					Net Square Feet (NSF)					Remarks/Notes
			2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>													
1 Administration													
2 Division Director	po5	196	1	1	1	1	1	196	196	196	196	196	
3 Administrative Supervisor	w5	96	1	1	1	1	1	96	96	96	96	96	
4 Administrative Support	w3	64	3	3	3	3	3	192	192	192	192	192	
5 Special Projects	w5	96	1	1	1	1	1	96	96	96	96	96	
6													
7 Community Facilities Section													
8 Manager	po2	120	1	1	1	1	1	120	120	120	120	120	
9 Technical Staff	w4	80	3	3	3	3	3	240	240	240	240	240	
10													
11 Roadway Development Section													
12 Manager	po2	120	1	1	1	1	1	120	120	120	120	120	
13 Supervisor	w5	96	1	1	1	1	1	96	96	96	96	96	
14 Technical Staff	w4	80	3	3	3	3	3	240	240	240	240	240	
15													
16 Traffic Safety & Calming Section													
17 Manager	po2	120	1	1	1	1	1	120	120	120	120	120	
18 Supervisor	w5	96	1	1	1	1	1	96	96	96	96	96	
19 Technical Staff	w4	80	3	3	3	3	3	240	240	240	240	240	
20													
21 Traffic Impact													
22 / Development Review													
23 Manager	po2	120	1	1	1	1	1	120	120	120	120	120	
24 Supervisor	w5	96	1	1	1	1	1	96	96	96	96	96	
25 Technical Staff	w4	80	3	3	3	3	3	240	240	240	240	240	
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
43													
44													
45													
46													
47													
48													
49													
50													
51													
52													
53													
54													
55													
56													
57 Subtotal, Personnel:			25	25	25	25	25	2,308	2,308	2,308	2,308	2,308	
58 Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
59 Total Circulation Allowance:								1,039	1,039	1,039	1,039	1,039	
60 Total Square Feet (Personnel):								3,347	3,347	3,347	3,347	3,347	

The SGS Group
(916) 967-2400

Public Works

Employee Classification or Special Area/Equipment	Space Code	NSF	Quantity					Net Square Feet (NSF)					Remarks/Notes	
			2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
Special Area/Equipment														
61 Reception Area	oa													
62 Reception Area, Seats 4	ra2	108	1	1	1	1	1	108	108	108	108	108		
63 Work Table, Access 1 Side	wtal	25	2	2	2	2	2	50	50	50	50	50	For public use.	
64 Conference Room, Seats 8	cr4	192	1	1	1	1	1	192	192	192	192	192	Adj to reception area	
65														
66 Workroom	wr2	224	1	1	1	1	1	224	224	224	224	224	Copier, shared	
67 Conference Room, Seats 20	cr7	480	1	1	1	1	1	480	480	480	480	480	Shared w/dept.	
68														
69 Plotter/Plan Room	er		1	1	1	1	1						CFS	
70 Technical Staff	w4	80	1	1	1	1	1	80	80	80	80	80		
71 Flat Map File	mial	36	2	2	2	2	2	72	72	72	72	72	Stacked 3 high	
72 Flat Map File	mial	36	2	2	2	2	2	72	72	72	72	72	Stacked 2 high	
73														
74 Work/Storage/Supply Room	er		1	1	1	1	1						CFS	
75 Industrial Shelving, Open	isa1	9	6	6	6	8	10	54	54	54	72	90		
76 Storage Cabinet, 2 Door	sca1	12	3	3	3	4	4	36	36	36	48	48		
77 Work Table, Access 1 Side	wtal	25	2	2	2	2	2	50	50	50	50	50		
78 Staging/Storage, Open Floor Area	oa	75	1	1	1	1	1	75	75	75	75	75		
79														
80 General Office Area	oa												CFS	
81 Vertical Plan Holder	mic1	18	2	2	2	2	2	36	36	36	36	36		
82 File Cabinet, Lateral 2 Drawer	flb2	12	1	1	1	1	1	12	12	12	12	12		
83 Support Module	mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, shredder	
84 File Cabinet, Lateral 4 Drawer	flb4	12	1	1	1	1	1	12	12	12	12	12		
85 Bookcase, 5 Shelves	bca5	10	3	3	3	3	3	30	30	30	30	30		
86 Layout Table, Medium	stb2	46	1	1	1	1	1	46	46	46	46	46		
87 Drafting Table, Medium	sta2	36	1	1	1	1	1	36	36	36	36	36		
88 Plotter, Large	se	30	1	1	1	1	1	30	30	30	30	30	Project Mgmt, shared	
89														
90 General Office Area	oa												Traffic	
91 File Cabinet, Lateral 4 Drawer	fld4	16	2	2	2	2	2	32	32	32	32	32		
92 Drafting Table, Medium	sta2	36	1	1	1	1	1	36	36	36	36	36		
93 Vertical Plan Holder	mic1	18	4	4	4	4	4	72	72	72	72	72		
94 Bookcase, 5 Shelves	bca5	10	2	2	2	2	2	20	20	20	20	20		
95 Support Module	mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, shredder	
96														
97 General Office Area	oa												Administration, 2nd Floor	
98 Support Module	mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, shredder	
99 Vertical Plan Holder	mic1	18	3	3	3	3	3	54	54	54	54	54		
100 Bookcase, 2 Shelves	bca2	10	1	1	1	1	1	10	10	10	10	10		
101 File Cabinet, Lateral 4 Drawer	flb4	12	1	1	1	1	1	12	12	12	12	12		
102 File Cabinet, Lateral 5 Drawer	flb5	12	1	1	1	1	1	12	12	12	12	12		
103 Flat Map File	mial	36	1	1	1	1	1	36	36	36	36	36	Stacked 3 high	
104														
105 Storage/Supply Room	er		1	1	1	1	1						Administration, 2nd Floor	
106 File Cabinet, Lateral 4 Drawer	fld4	16	8	8	10	10	12	128	128	160	160	192		
107 Industrial Shelving, Open	isa1	9	2	2	4	4	4	18	18	36	36	36		
108														
109														
110 School Cross Guards	niws		70	70	70	70	70						Report to the schools.	
111														
112														
113														
114														
115														
116														
117														
118														
119														
120														
121 Subtotal, Special Area/Equipment:								2,245	2,245	2,295	2,325	2,375		
122 Circulation Factor (percent of square feet):								25%	25%	25%	25%	25%		
123 Total Circulation Allowance:								561	561	574	581	594		
124 Total Square Feet (Special Area/Equipment) (page 2):								2,806	2,806	2,869	2,906	2,969		
125 Total Square Feet (Personnel & Special Area/Equipment):								6,153	6,153	6,215	6,253	6,315		

**City of Santa Fe
Space Requirements Program**

**Public Works
Marketing & Public Relations**

Contact: Joyce Bond Date: 8/10/07
Telephone: (505) 955-6842 By: JSR

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Supervisor		po2	120	1	1	1	1	1	120	120	120	120	120	
2 Marketing/PR Specialist		w5	96	1	1	1	1	1	96	96	96	96	96	
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				2	2	2	2	2	216	216	216	216	216	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>97</u>	<u>97</u>	<u>97</u>	<u>97</u>	<u>97</u>	
20 Total Square Feet (Personnel):									313	313	313	313	313	
<u>Special Area/Equipment</u>														
21 Work Area		oa		1	1	1	1	1						
22 Work Table, Access 1 Side/2 Ends		wtb3	61	2	2	2	2	2	122	122	122	122	122	
23 Work Counter, Access 1 Side		wca1	14	3	3	3	3	3	42	42	42	42	42	Storage below
24 Open Floor Storage Area		oa	100	1	1	1	1	1	100	100	100	100	100	
25														
26 Storage Room		er		1	1	1	1	1						
27 Industrial Shelving, Open		isa1	9	3	4	4	5	5	27	36	36	45	45	
28 Storage Cabinet, 2 Door		sca1	12	2	2	3	3	3	24	24	36	36	36	
29 Open Floor Storage Area		oa	50	1	1	1	1	1	50	50	50	50	50	
30														
31 General Office Area		oa		1	1	1	1	1						
32 File Cabinet, Lateral 5 Drawer		fld5	16	2	2	2	2	2	32	32	32	32	32	
33 Bookcase, 5 Shelves		bca5	10	2	2	2	2	2	20	20	20	20	20	
34 Support Module		mie1	40	1	1	1	1	1	40	40	40	40	40	Printer, fax, shredder
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									457	466	478	487	487	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>114</u>	<u>117</u>	<u>120</u>	<u>122</u>	<u>122</u>	
57 Total Square Feet (Special Area/Equipment):									571	583	598	609	609	
58 Total Square Feet (Personnel & Special Area/Equipment):									884	896	911	922	922	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Public Works
Parking**

Contact: William Hon Date: 8/10/07
Telephone: (505) 955-6611 By: JSR

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
Employee Classification															
1 Division Director		po5	196	1	1	1	1	1	196	196	196	196	196	Layout table	
2 Administrative Manager		po2	120	1	1	1	1	1	120	120	120	120	120		
3 Administrative Assistant		w3	64	1	1	1	1	1	64	64	64	64	64		
4 Enterprise Fund Accountant		w5	96	1	1	1	1	1	96	96	96	96	96		
5 Permit Coordinator		w5	96	1	1	1	1	1	96	96	96	96	96		
6 Database Specialist		w4	80	2	2	2	2	2	160	160	160	160	160		
7 Contracts Analyst		w5	96	1	1	1	1	1	96	96	96	96	96		
8 Account Technician		niws		2	2	2	2	2							Locate in cashier's area.
9															
10															
11															
12															
13															
14															
15															
16															
17 Subtotal, Personnel:				10	10	10	10	10	828	828	828	828	828		
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%		
19 Total Circulation Allowance:									<u>373</u>	<u>373</u>	<u>373</u>	<u>373</u>	<u>373</u>		
20 Total Square Feet (Personnel):									1,201	1,201	1,201	1,201	1,201		
Special Area/Equipment															
21 Waiting/Queuing Area		oa		1	1	1	1	1						Cashier for parking fines, fees, etc.	
22 Tandem Seat		cse1	7	6	6	6	6	6	42	42	42	42	42		
23 Open Queuing Area		oa	200	1	1	1	1	1	200	200	200	200	200		
24															
25 General Office Area		oa		1	1	1	1	1							
26 Support Module		mie1	40	2	2	2	2	2	80	80	80	80	80		Printer, fax, shredder
27 Card Storage Cabinet, 10 Drawer		cca1	12	3	3	3	3	3	36	36	36	36	36		
28 Flat Map File		mia1	36	2	2	2	2	2	72	72	72	72	72		
29 Bookcase, 6 Shelves		bca6	10	1	1	1	1	1	10	10	10	10	10		
30 Photocopier, Medium, with Base		pc2	42	1	1	1	1	1	42	42	42	42	42		
31 File Cabinet, Lateral 3 Drawer		fld3	16	1	1	1	1	1	16	16	16	16	16		
32 File Cabinet, Lateral 2 Drawer		fld2	16	1	1	1	1	1	16	16	16	16	16		
33 Shared Workstation		w3	64	1	1	1	1	1	64	64	64	64	64		
34															
35 Work/Storage Room		er		1	1	1	1	1							Secure
36 Industrial Shelving, Open		isc2	14	8	8	8	8	8	112	112	112	112	112		
37 Bookcase, 6 Shelves		bca6	10	2	2	2	2	2	20	20	20	20	20		
38 Rolling Files		se	50	1	1	1	1	1	50	50	50	50	50		Three unit, 2- sided
39 Work Table, Access All 4 Sides		wtb4	88	1	1	1	1	1	88	88	88	88	88		
40 Open Floor Area		oa	75	1	1	1	1	1	75	75	75	75	75	Presentation boards, misc.	
41															
42 Cashier Room		er		1	1	1	1	1						Secured, controlled access.	
43 Public Counter w/Security Glazing		pcd5	88	2	2	2	2	2	176	176	176	176	176		
44 Shared Workstation		w3	64	1	1	1	1	1	64	64	64	64	64		
45 File Cabinet, Vertical 2 Drw Letter		fva2	8	1	1	1	1	1	8	8	8	8	8		
46 File Cabinet, Lateral 2 Drawer		fld2	16	3	3	3	3	3	48	48	48	48	48		
47 Industrial Shelving, Open		isa1	9	1	1	1	1	1	9	9	9	9	9	Boxes	
48 Work Counter, Access 1 Side		wca1	14	10	10	10	10	10	140	140	140	140	140		Printers, fax, shredder, storage above & below, adj to wkstns.
49															
50															
51															
52															
53															
54 Subtotal, Special Area/Equipment:									1,368	1,368	1,368	1,368	1,368		
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%		
56 Total Circulation Allowance:									<u>342</u>	<u>342</u>	<u>342</u>	<u>342</u>	<u>342</u>		
57 Total Square Feet (Special Area/Equipment):									1,710	1,710	1,710	1,710	1,710		
58 Total Square Feet (Personnel & Special Area/Equipment):									2,911	2,911	2,911	2,911	2,911		

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Administrative Services
Administration**

Contact: Therese Prada Date: 8/10/07
Telephone: (505) 955-6401 By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Director Administrative Services		PO6	224	1	1	1	1	1	224	224	224	224	224	Existing area is temporary CM? Check with Mic.
2 Office Manager		PO2	120	1	1	1	1	1	120	120	120	120	120	
3 Special Projects Administrator		PO2	120	1	1	1	1	1	120	120	120	120	120	
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				3	3	3	3	3	464	464	464	464	464	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									<u>209</u>	<u>209</u>	<u>209</u>	<u>209</u>	<u>209</u>	
20 Total Square Feet (Personnel):									673	673	673	673	673	
<u>Special Area/Equipment</u>														
21 Reception Area, Seats 8		RA4	192	1	1	1	1	1	192	192	192	192	192	Share with other ASD users.
22 Printer, Fax Area		MIE1	40	1	1	1	1	1	40	40	40	40	40	
23														
24 Workroom		WR1	168	1	1	1	1	1	168	168	168	168	168	Share with other ASD users.
25														
26 Conference Room, Seats 20		CR7	480	2	2	2	2	2	960	960	960	960	960	For entire ASD Division
27 Conference Room, Seats 12		CR6	280	1	1	1	1	1	280	280	280	280	280	
28 Training Room, Seats 40		ER	####	1	1	1	1	1	1,008	1,008	1,008	1,008	1,008	Use by Risk Management 6xMo. 100% use by ITT. See ITT data.
29 Training Room, seats 18		ER	720	1	1	1	1	1						
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									2,648	2,648	2,648	2,648	2,648	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>662</u>	<u>662</u>	<u>662</u>	<u>662</u>	<u>662</u>	
57 Total Square Feet (Special Area/Equipment):									3,310	3,310	3,310	3,310	3,310	
58 Total Square Feet (Personnel & Special Area/Equipment):									3,983	3,983	3,983	3,983	3,983	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Administrative Services
Finance**

Contact: Teresita Garcia Date: 8/10/07
Telephone: (505) 955-6532 By: MJM

Employee Classification or Special Area/Equipment	Space Code	NSF	Personnel					Net Square Feet (NSF)					Remarks/Notes
			2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
Employee Classification													
1 Administration													
2 Director of Finance	PO5	196	1	1	1	1	1	196	196	196	196	196	
3 Financial Management Division Dir.	PO3	140	1	1	1	1	1	140	140	140	140	140	Teresita
4 Office Manager	W4	80	1	1	1	1	1	80	80	80	80	80	
5 Administrative Assistant	W3	64	1	1	1	1	1	64	64	64	64	64	Now at Reception Desk
6 Cash and Investment Officer	PO2	120	1	1	1	1	1	120	120	120	120	120	
7													
8 Accounting													
9 Sr. Financial Analyst/Manager	PO2	120	1	1	1	1	1	120	120	120	120	120	
10 Financial Analyst	W4	80	4	6	8	10	12	320	480	640	800	960	Need guest chair. Meet with people
11 Administrative Assistant	W3	64	1	1	1	1	1	64	64	64	64	64	
12													
13 Accounts Receivable													
14 Manager	PO2	120	1	1	1	1	1	120	120	120	120	120	Needs to see counter.
15 Accountant	W4	80	1	1	1	1	1	80	80	80	80	80	
16 Customer Service Staff	W3	64	4	6	8	10	12	256	384	512	640	768	Rotate to counter. Meet with people
17													
18 Accounts Payable													
19 Manager	PO2	120	1	1	1	1	1	120	120	120	120	120	
20 Database Specialists	W3	64	3	5	7	9	11	192	320	448	576	704	
21													
22 Payroll													
23 Manager	PO2	120	1	1	1	1	1	120	120	120	120	120	
24 Payroll Clerks	W3	64	2	4	6	8	10	128	256	384	512	640	Need higher panels.
25													
26 City Hall Cashiering													
27 Supervisor	PO2	120	1	1	1	1	1	120	120	120	120	120	Needs privacy.
28 Cashiers	NIWS		2	2	3	3	4						
29													
30 Budget													
31 Budget Officer	PO3	140	1	1	1	1	1	140	140	140	140	140	With Cal Probasco
32 Financial Analyst	PO2	120	1	2	3	4	5	120	240	360	480	600	
33 Database Budget Analyst	W4	80	1	1	1	1	1	80	80	80	80	80	
34													
35 CIP													
36 Manager	PO2	120	1	1	1	1	1	120	120	120	120	120	
37 Financial Analyst	W4	80	2	2	2	2	2	160	160	160	160	160	
38													
39 Satellite Cashiering													
40 Supervisor	PO2	120	1	1	1	1	1	120	120	120	120	120	Now at San Mateo
41 Database Specialists	W3	64	1	1	1	1	1	64	64	64	64	64	
42 Financial Analyst	W4	80	1	1	1	1	1	80	80	80	80	80	
43													
44 Satellite Cashiering Secure Area													
45 Cashiers	NIWS		2	2	3	3	4						
46 Accounting Specialist	W3	64	1	1	1	1	1	64	64	64	64	64	
47 Account Tech	W3	64	1	1	1	1	1	64	64	64	64	64	
48													
49													
50													
51													
52													
53													
54													
55													
56													
57 Subtotal, Personnel:			40	49	60	69	80	3,252	3,916	4,580	5,244	5,908	
58 Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
59 Total Circulation Allowance:								1,463	1,762	2,061	2,360	2,659	
60 Total Square Feet (Personnel):								4,715	5,678	6,641	7,604	8,567	The SGS Group (916) 967-2400

Employee Classification or Special Area/Equipment	Space Code	NSF	Quantity					Net Square Feet (NSF)					Remarks/Notes	
			2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
Special Area/Equipment														
61 Administration														
62 Reception Area, Seats 4	RA2	108	1	1	1	1	1	108	108	108	108	108		
63 Reception Desk	W4	80	1	1	1	1	1	80	80	80	80	80		
64 Layout Space	MIE1	40	1	1	1	1	1	40	40	40	40	40	Adjacent Office Manager	
65 Printer/Fax area	MIE1	40	1	1	1	1	1	40	40	40	40	40	For shared equipment.	
66 Conference Room, Seats 6	CR2	140	1	1	1	1	1	140	140	140	140	140	Adjacent Director office	
67 Accounting														
68 File Room/Work Room	WR1	168	1	1	1	1	1	168	168	168	168	168	Lockable, dedicated, near offices	
69													w/files, supplies, large format prin	
70 Printer/Fax Area	MIE2	64	1	1	1	1	1	64	64	64	64	64	For shared equipment.	
71 Accounts Receivable														
72 Customer Service Counter	PCD4	66	2	2	2	2	2	132	132	132	132	132	Additional queuing in hallway.	
73 Workarea	MIE2	64	2	2	2	2	2	128	128	128	128	128	HIPAA Accountability. Out of sig	
74 File Area	OA													
75 File Cabinet, Lateral 6 Flipper Do	FLB5	12	2	2	3	3	4	24	24	36	36	48		
76 File Cabinet, Lateral 5 Drawer	FLC5	14	1	1	1	1	1	14	14	14	14	14		
77 File Cabinet, Vertical 2 Drw Lega	FVB2	9	1	1	1	1	1	9	9	9	9	9		
78 File Cabinet, Lateral 4 Drawer	FLB4	12	2	2	2	2	2	24	24	24	24	24		
79 Compact Rotary Unit	SC	18	1	1	1	1	1	18	18	18	18	18		
80 Equipment Area	MIE2	64	1	1	1	1	1	64	64	64	64	64	Printer, Copier, Fax.	
81 Accounts Payable														
82 Customer Work Area	W2	48	1	1	1	1	1	48	48	48	48	48	In or near reception	
83 Compacted Filing	OA		1	1	1	1	1	126	144	144	162	162	3 single, 4 double units.	
84 Open Systems Workstation	W3	64	1	1	1	1	1	64	64	64	64	64	Shared workstation	
85 Payroll														
86 Open Systems Workstation	W3	64	1	1	1	1	1	64	64	64	64	64	Shared workstation	
87 Compact Filing	OA	18	3	3	4	4	5	54	54	72	72	90	Rotary units.	
88 File Storage Area	ER	170	1	1	1	1	1	170	170	170	170	170		
89 File Cabinet, Lateral 5 Drawer	FLC5	14	2	3	3	4	5							
90 Hanging Files, Banker Boxes	SC	80	1	1	1	1	1							
91 Microfilm Cabinet	SC	12	1	1	1	1	1							
92 Microfilm Reader Area	MIE1	40	1	1	1	1	1	40	40	40	40	40		
93 Printer and Mail Sort Area	MIE2	64	1	1	1	1	1	64	64	64	64	64		
94 City Hall Cashiering													Secure Area	
95 Cashier Counter	PCD4	66	2	2	3	3	4	132	132	198	198	264		
96 Back Counter Work Area	MIE2	64	2	2	2	2	2	128	128	128	128	128		
97 Cash Drop Area	MIE2	64	1	1	1	1	1	64	64	64	64	64	For meter collections drop.	
98 Vault	ER	80	1	1	1	1	1	80	80	80	80	80		
99 Hand Wash Area	KEB1	26	1	1	1	1	1	26	26	26	26	26		
100 Document Processing Area	MIE2	64	1	1	1	1	1	64	64	64	64	64	Banker Boxes	
101 Microfiche and Box Storage Room	ER	80	1	1	1	1	1	80	80	80	80	80		
102 Equipment Area	MIE1	40	1	1	1	1	1	40	40	40	40	40	Printer, Fax, Copier	
103 Coin Machine Room	ER	240	1	1	1	1	1	240	240	240	240	240	Currently in basement Verify SF.	
104 Budget														
105 Printer/File Area	MIE2	64	1	1	1	1	1	64	64	64	64	64		
106 Large Format Printer	OA	9	1	1	1	1	1	9	9	9	9	9	Now in manager's office.	
107 Conference Room, Seats 20	CR7	480	1	1	1	1	1						See Administrative data	
108 CIP														
109 Open Systems Workstation	W3	64	1	1	1	1	1	64	64	64	64	64	Spare shared space	
110 Compact File Unit	SC	18	1	1	1	1	1	18	18	18	18	18		
111 Satellite Cashiering													Now at San Mateo	
112 Cashier Counter	PCD4	66	2	2	3	3	4	132	132	198	198	264		
113 Work Area	MIE2	64	1	1	1	1	1	64	64	64	64	64	With floor safe.	
114 Hand Wash Area	KEB1	26	1	1	1	1	1	26	26	26	26	26		
115 Storage	ER	200	1	1	1	1	1	200	200	200	200	200		
116														
117														
118 Conference Room, Seats 20	CR7	480	1	1	1	1	1						Shared. See Administration Data	
119 Conference Room, Seats 12	CR6	280	1	1	1	1	1						Shared. See Administration Data	
120														
121 Subtotal, Special Area/Equipment:								3,114	3,132	3,294	3,312	3,474		
122 Circulation Factor (percent of square feet):								25%	25%	25%	25%	25%		
123 Total Circulation Allowance:								779	783	824	828	869		
124 Total Square Feet (Special Area/Equipment) (page 2):								3,893	3,915	4,118	4,140	4,343		
125 Total Square Feet (Personnel & Special Area/Equipment):								8,608	9,593	10,759	11,744	12,909		The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Administrative Services
Finance - Billing**

Contact: Peter Ortega Date: 8/10/07
Telephone: By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
Employee Classification														
1 Utility Billing Manager		PO3	140	1	1	1	1	1	140	140	140	140	140	
2														
3 Customer Service														
4 Manager		PO2	120	1	1	1	1	1	120	120	120	120	120	Needs secure area
5 Administrative Supervisor		W5	96	1	1	1	1	1	96	96	96	96	96	
6 Customer Service Staff		W4	80	13	16	20	21	27	1,040	1,280	1,600	1,680	2,160	Special ws open to aisle w/seating At Reception Desk below.
7 Customer Service Staff		NIWS		1	1	1	1	1						
8														
9 Collections														
10 Manager		PO2	120	1	1	1	1	1	120	120	120	120	120	Needs secure area
11 Collections Staff		W3	64	4	5	6	7	8	256	320	384	448	512	
12														
13 Meter Reading														
14 Manager		PO2	120	1	1	1	1	1	120	120	120	120	120	
15 Meter Readers		NIWS		9	9	9	9	9						See shared area below
16														
17 Subtotal, Personnel:				32	36	41	43	50	1,892	2,196	2,580	2,724	3,268	
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:									851	988	1,161	1,226	1,471	
20 Total Square Feet (Personnel):									2,743	3,184	3,741	3,950	4,739	
Special Area/Equipment														
21 Customer Service														
22 Reception Area, Seats 14		RA5	304	1	1	1	1	1	304	304	304	304	304	
23 Reception Desk		W4	80	1	1	1	1	1	80	80	80	80	80	w/counter. c/b built in.
24 Conference Room, Seats 6		CR2	140	1	1	1	1	1	140	140	140	140	140	Meet with customers
25 Printer/Copier Area		MIE2	64	1	1	1	1	1	64	64	64	64	64	
26 Office File Area														
27 File Cabinet, Lateral 5 Drawer		FLB5	12	2	3	4	5	6	24	36	48	60	72	
28 Mail Sort Area		MIE1	40	1	1	1	1	1	40	40	40	40	40	
29 Semi Archival File Storage		OA												Now in adjacent warehouse.
30 Compact Rotary File Units		SC	48	2	2	3	3	4	96	96	144	144	192	
31 File Cabinet, Vertical 4 Drw Lega		FVB4	9	13	15	17	18	20	117	135	153	162	180	
32														
33 Collections														
34 Conference Area (Open), Seats 4		CA2	100	1	1	1	1	1	100	100	100	100	100	Near manager
35 Printer/Fax/Copier		MIE2	64	1	1	1	1	1	64	64	64	64	64	
36														
37 Workroom		WR1	168	1	1	1	1	1	168	168	168	168	168	
38 Break Room		ER	395	1	1	1	1	1	395	395	395	395	395	
39 Kitchenette		KED1	77	1	1	1	1	1						
40 Vending Machine		KED2	15	2	2	2	2	2						
41 Dining Table, Seats 4		STE4	72	4	4	4	4	4						
42														
43 Meter Reading														
44 Shared Workstations		W5	96	2	2	2	2	2	192	192	192	192	192	Open to one another
45 Equipment Area		MIE2	64	2	2	2	2	2	128	128	128	128	128	Can be combined into one space.
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									1,912	1,942	2,020	2,041	2,119	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									478	486	505	510	530	
57 Total Square Feet (Special Area/Equipment):									2,390	2,428	2,525	2,551	2,649	
58 Total Square Feet (Personnel & Special Area/Equipment):									5,133	5,612	6,266	6,501	7,387	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Administrative Services Division
Multi-Media Production**

Contact: Joe Abeyta
Telephone:

Date: 8/10/07
By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1 Production Manager		W5	96	1	1	1	1	1						See Editing Room/Office below See Editing Room/Office below
2 Production Designer		W3	64	1	1	1	1	1						
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17 Subtotal, Personnel:				2	2	2	2	2						
18 Circulation Factor (percent of square feet):									45%	45%	45%	45%	45%	
19 Total Circulation Allowance:														
20 Total Square Feet (Personnel):														
<u>Special Area/Equipment</u>														
21 Editing Room/Office		ER	320	1	1	1	1	1	320	320	320	320	320	Need sound isolation, adjustable lighting, special electrical.
22 Production Manager Workstation		W5	96	1	1	1	1	1	96	96	96	96	96	
23 Production Designer Workstation		W3	64	1	1	1	1	1	64	64	64	64	64	
24 Open Systems Workstation		W3	64	1	1	1	1	1	64	64	64	64	64	
25 File Server Room		ER	80	1	1	1	1	1	80	80	80	80	80	
26 Studio		ER	240	1	1	1	1	1	240	240	240	240	240	Spare workstation
27 Storage		ER	80	1	1	1	1	1	80	80	80	80	80	
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54 Subtotal, Special Area/Equipment:									944	944	944	944	944	
55 Circulation Factor (percent of square feet):									25%	25%	25%	25%	25%	
56 Total Circulation Allowance:									<u>236</u>	<u>236</u>	<u>236</u>	<u>236</u>	<u>236</u>	
57 Total Square Feet (Special Area/Equipment):									1,180	1,180	1,180	1,180	1,180	
58 Total Square Feet (Personnel & Special Area/Equipment):									1,180	1,180	1,180	1,180	1,180	

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Administrative Services
Risk Management and Safety**

Contact: Louis Tafoya
Telephone:

Date: 8/10/07
By: MJM

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1	Division Director	PO5	196	1	1	1	1	1	196	196	196	196	196	Currently in a room
2	Claims Administrator	PO3	140	1	1	1	1	1	140	140	140	140	140	
3	Safety Manager	PO3	140	1	1	1	1	1	140	140	140	140	140	
4	Safety Specialists	PO2	120	2	2	3	3	4	240	240	360	360	480	
5	Claims and Budget Administrator	PO3	140	1	1	1	1	1	140	140	140	140	140	
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17	Subtotal, Personnel:			6	6	7	7	8	856	856	976	976	1,096	
18	Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
19	Total Circulation Allowance:								<u>385</u>	<u>385</u>	<u>439</u>	<u>439</u>	<u>493</u>	
20	Total Square Feet (Personnel):								1,241	1,241	1,415	1,415	1,589	
<u>Special Area/Equipment</u>														
21	Reception Area, Seats 4	RA2	108	1	1	1	1	1	108	108	108	108	108	Possible to share
22	Printer Area	MIE1	40	1	1	1	1	1	40	40	40	40	40	
23	File Room	ER												
24	File Cabinet, Lateral 5 Drawer	FLB5	12	5	5	7	10	13	60	60	84	120	156	
25	Storage Cabinet, 2 Door	SCA2	14	2	2	2	3	3	28	28	28	42	42	
26	AV equipment	SC	18	1	1	1	1	1	18	18	18	18	18	AV equipment cart
27														
28														
29														
30	Shared Areas													
31	Workroom	WR1	168	1	1	1	1	1	168	168	168	168	168	Nearby. Can contain forms and supplies. HS copier. Use 6 days per month. Seats 40 for non-computer training. See Administration
32														
33	Training Room, Seats 40	ER	####	1	1	1	1	1						
34														
35	Conference Room, Seats 20	CR7	480	1	1	1	1	1						
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54	Subtotal, Special Area/Equipment:								422	422	446	496	532	
55	Circulation Factor (percent of square feet):								25%	25%	25%	25%	25%	
56	Total Circulation Allowance:								<u>106</u>	<u>106</u>	<u>112</u>	<u>124</u>	<u>133</u>	
57	Total Square Feet (Special Area/Equipment):								528	528	558	620	665	
58	Total Square Feet (Personnel & Special Area/Equipment):								1,769	1,769	1,973	2,035	2,254	The SGS Group (916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Common / Shared Support
City Hall**

Contact:
Telephone:

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15	Subtotal, Personnel:													
16	Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
17	Total Circulation Allowance:													
18	Total Square Feet (Personnel):													
<u>Special Area/Equipment</u>														
19	Public Lobby	oa	1,500	1	1	1	1	1	1,500	1,500	1,500	1,500	1,500	
20	Display Area	oa	500	1	1	1	1	1	500	500	500	500	500	
21	Security/Information Desk	se	64	1	1	1	1	1	64	64	64	64	64	
22	Security Office	po2	120	1	1	1	1	1	120	120	120	120	120	
23														
24	Council Chambers	er	3,000	1	1	1	1	1	3,000	3,000	3,000	3,000	3,000	200 Public seating
25	Video Control Room	er	200	1	1	1	1	1	200	200	200	200	200	
26	Waiting/Meeting Room	cr5	224	1	1	1	1	1	224	224	224	224	224	
27	Conference Room, Seats 12	cr6	280	1	1	1	1	1	280	280	280	280	280	Executive sessions
28	Restroom, Unisex	tl2	50	1	1	1	1	1	50	50	50	50	50	Private - council
29	Kitchen	er	150	1	1	1	1	1	150	150	150	150	150	
30	Storage Room	er	120	1	1	1	1	1	120	120	120	120	120	Portable screening equip, chairs, n
31														tables, misc.
32	Conference/Training Center													Shared, public/community use
33	Conference Room, Seats 103	cr8	1,332	1	1	1	1	1	1,332	1,332	1,332	1,332	1,332	
34	Conference Room, Seats 20	cr7	480	2	2	2	2	2	960	960	960	960	960	
35	Conference Room, Seats 12	cr6	280	2	2	2	2	2	560	560	560	560	560	
36	Storage Room	er	100	1	1	1	1	1	100	100	100	100	100	Training supplies, equipment, etc.
37	Storage Room	er	200	1	1	1	1	1	200	200	200	200	200	Chairs, equipment, misc. storage
38														
39	Breakroom	er	250		5	5	5	5		1,250	1,250	1,250	1,250	1 each building level
40	Kitchenette	ked1	77		1	1	1	1						
41	Vending Machine	ked2	15		2	2	2	2						
42	Dining Table, Seats 4	stel	64		2	2	2	2						
43														
44														
45														
46														
47														
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52														
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54														
55														
56														
57														
58														

Employee Classification or Area/Equipment	Special	Space Code	NSF	Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
59 Building Support															
60 Loading Dock/Staging Area		oa	500	1	1	1	1	1	500	500	500	500	500	2 bays, adj. parking for 3 vans	
61 Shipping/Receiving/Warehouse		er	1,500	1	1	1	1	1	1,500	1,500	1,500	1,500	1,500		
62 Trash Storage		er	144	1	1	1	1	1	144	144	144	144	144	2 front loading, 18' x 8'	
63 Recycle Storage		er	80	1	1	1	1	1	80	80	80	80	80	Recycling container, 10' x 8'	
64 Janitorial Storage		er	192	1	1	1	1	1	192	192	192	192	192	12' x 16'	
65 Building Maintenance Shop		er	400	1	1	1	1	1	400	400	400	400	400	Double door access	
66 Building Maintenance Storage		er	256	1	1	1	1	1	256	256	256	256	256	Daily maintenance stock, 16' x 16'	
67 Landscape Shop/Storage		er	192	1	1	1	1	1	192	192	192	192	192	12' x 16'	
68 Building Maintenance Office		er	192	1	1	1	1	1	192	192	192	192	192	1 desk, plan holder, O&M manual	
69															
70 Bicycle Locker		se	36	5	6	7	8	9	180	216	252	288	324		
71 Locker/Shower Rooms		er	300	2	2	2	2	2	600	600	600	600	600	1 male, 1 female	
72															
73															
74															
75															
76															
77															
78															
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112															
113															
114															
115															
116															
117															
118															
119 Subtotal, Special Area/Equipment:									13,596	14,882	14,918	14,954	14,990		
120 Circulation Factor (percent of square feet):									10%	10%	10%	10%	10%		
121 Total Circulation Allowance:									1,360	1,488	1,492	1,495	1,499		
122 Total Square Feet (Special Area/Equipment):									14,956	16,370	16,410	16,449	16,489		
123 Total Square Feet (Personnel & Special Area/Equipment):									14,956	16,370	16,410	16,449	16,489		

The SGS Group
(916) 967-2400

**City of Santa Fe
Space Requirements Program**

**Common / Shared Support
City Hall**

Contact:
Telephone:

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15	Subtotal, Personnel:													
16	Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
17	Total Circulation Allowance:													
18	Total Square Feet (Personnel):													
<u>Special Area/Equipment</u>														
19	Public Lobby	oa	1,000	1	1	1	1	1	1,000	1,000	1,000	1,000	1,000	
20	Display Area	oa	500											
21	Security/Information Desk	se	64	1	1	1	1	1	64	64	64	64	64	
22	Security Office	po2	120	1	1	1	1	1	120	120	120	120	120	
23														
24	Council Chambers	er	3,000	1	1	1	1	1	3,000	3,000	3,000	3,000	3,000	200 Public seating
25	Video Control Room	er	200	1	1	1	1	1	200	200	200	200	200	
26	Waiting/Meeting Room	cr5	224											
27	Conference Room, Seats 12	cr6	280	1	1	1	1	1	280	280	280	280	280	Executive sessions
28	Restroom, Unisex	tl2	50	1	1	1	1	1	50	50	50	50	50	Private - council
29	Kitchen	er	150	1	1	1	1	1	150	150	150	150	150	
30	Storage Room	er	120	1	1	1	1	1	120	120	120	120	120	Portable screening equip, chairs, n
31														tables, misc.
32	<u>Conference/Training Center</u>													
33	Conference Room, Seats 103	cr8	1,332											Shared, public/community use
34	Conference Room, Seats 20	cr7	480											
35	Conference Room, Seats 12	cr6	280											
36	Storage Room	er	100											Training supplies, equipment, etc.
37	Storage Room	er	200											Chairs, equipment, misc. storage
38														
39	<u>Breakroom</u>	er	250		2	2	2	2		500	500	500	500	1 each building level
40	Kitchenette	ked1	77		1	1	1	1						
41	Vending Machine	ked2	15		2	2	2	2						
42	Dining Table, Seats 4	stel	64		2	2	2	2						
43														
44														
45														
46														
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54														
55														
56														
57														
58														

Employee Classification or Area/Equipment	Special	Space Code	NSF	Quantity					Net Square Feet (NSF)					Remarks/Notes	
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027		
59 <u>Building Support</u>															
60 Loading Dock/Staging Area		oa	500												2 bays, adj. parking for 3 vans
61 Shipping/Receiving/Warehouse		er	1,500												
62 Trash Storage		er	144												2 front loading, 18' x 8'
63 Recycle Storage		er	80												Recycling container, 10' x 8'
64 Janitorial Storage		er	192												12' x 16'
65 Building Maintenance Shop		er	400												Double door access
66 Building Maintenance Storage		er	256												Daily maintenance stock, 16' x 16'
67 Landscape Shop/Storage		er	192												12' x 16'
68 Building Maintenance Office		er	192												1 desk, plan holder, O&M manual
69															
70 Bicycle Locker		se	36												
71 Locker/Shower Rooms		er	300												1 male, 1 female
72															
73															
74															
75															
76															
77															
78															
79															
80															
81															
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112															
113															
114															
115															
116															
117															
118															
119 Subtotal, Special Area/Equipment:									4,984	5,484	5,484	5,484	5,484		
120 Circulation Factor (percent of square feet):									10%	10%	10%	10%	10%		
121 Total Circulation Allowance:									498	548	548	548	548		
122 Total Square Feet (Special Area/Equipment):									5,482	6,032	6,032	6,032	6,032		
123 Total Square Feet (Personnel & Special Area/Equipment):									5,482	6,032	6,032	6,032	6,032		

**City of Santa Fe
Space Requirements Program**

**Common / Shared Support
Service Center**

Contact:
Telephone:

Date: 8/10/07
By: MAS

Employee Classification or Area/Equipment	Special	Space Code	NSF	Personnel/Quantity					Net Square Feet (NSF)					Remarks/Notes
				2007	2012	2017	2022	2027	2007	2012	2017	2022	2027	
<u>Employee Classification</u>														
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15	Subtotal, Personnel:													
16	Circulation Factor (percent of square feet):								45%	45%	45%	45%	45%	
17	Total Circulation Allowance:													
18	Total Square Feet (Personnel):													
<u>Special Area/Equipment</u>														
19	Public Lobby	oa	750	1	1	1	1	1	750	750	750	750	750	
20	Security/Information Desk	se	64	1	1	1	1	1	64	64	64	64	64	
21	Security Office	po2	120	1	1	1	1	1	120	120	120	120	120	
22														
23	<u>Conference/Training Center</u>													
24	Conference Room, Seats 103	cr8	1,332	1	1	1	1	1	1,332	1,332	1,332	1,332	1,332	Shared, public/community use
25	Conference Room, Seats 20	cr7	480	2	2	2	2	2	960	960	960	960	960	
26	Conference Room, Seats 12	cr6	280	2	2	2	2	2	560	560	560	560	560	
27	Storage Room	er	100	1	1	1	1	1	100	100	100	100	100	Training supplies, equipment, etc.
28	Storage Room	er	200	1	1	1	1	1	200	200	200	200	200	Chairs, equipment, misc. storage
29														
30	<u>Breakroom</u>													
31	Kitchenette	ked1	77	1	1	1	1	1						1 each building level
32	Vending Machine	ked2	15	2	2	2	2	2						
33	Dining Table, Seats 4	stel	64	2	2	2	2	2						
34														
35	<u>Building Support</u>													
36	Loading Dock/Staging Area	oa	500											2 bays, adj. parking for 3 vans
37	Shipping/Receiving/Warehouse	er	1,500											
38	Trash Storage	er	144	1	1	1	1	1	144	144	144	144	144	2 front loading, 18' x 8'
39	Recycle Storage	er	80	1	1	1	1	1	80	80	80	80	80	Recycling container, 10' x 8'
40	Janitorial Storage	er	192	1	1	1	1	1	192	192	192	192	192	12' x 16'
41	Building Maintenance Shop	er	400											Double door access
42	Building Maintenance Storage	er	256											Daily maintenance stock, 16' x 16'
43	Landscape Shop/Storage	er	192											12' x 16'
44	Building Maintenance Office	er	192											1 desk, plan holder, O&M manual
45														
46	Bicycle Locker	se	36	5	6	7	8	9	180	216	252	288	324	
47	Locker/Shower Rooms	er	300	2	2	2	2	2	600	600	600	600	600	1 male, 1 female
48														
49														
50														
51														
52														
53														
54	Subtotal, Special Area/Equipment:								6,032	6,068	6,104	6,140	6,176	
55	Circulation Factor (percent of square feet):								10%	10%	10%	10%	10%	
56	Total Circulation Allowance:								603	607	610	614	618	
57	Total Square Feet (Special Area/Equipment):								6,635	6,675	6,714	6,754	6,794	
58	Total Square Feet (Personnel & Special Area/Equipment):								6,635	6,675	6,714	6,754	6,794	The SGS Group (916) 967-2400

**City of Santa Fe
Corporation Yard Master Plan
Staff, Space and Site Area Requirements Summary**

Overall

Space Component	Staff				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Total SF				Acres ¹ 2027
	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
Administrative Services																					
Graphics	2	2	2	2	803	818	818	833					840	840	840	840	1,643	1,658	1,658	1,673	0.05
ITT	29	34	39	50	11,131	11,867	12,688	14,259					10,920	13,020	14,700	18,900	22,051	24,887	27,388	33,159	1.05
Property Control																					
Administration	6	6	6	7	1,748	1,760	1,782	1,982									1,748	1,760	1,782	1,982	0.07
Fleet Management	14	15	17	19	20,591	23,365	26,403	29,856	1,470	1,470	1,470	1,470	44,274	45,601	48,233	49,980	66,335	70,436	76,106	81,306	2.53
Field Operations	30	35	36	37	5,684	7,038	8,246	9,454					1,400	1,400	1,400	1,400	7,084	8,438	9,646	10,854	0.38
Finance																					
Purchasing	8	8	8	8	8,683	8,728	8,773	8,833									8,683	8,728	8,773	8,833	0.31
Fleet Parts Warehouse	3	3	3	3	3,861	3,861	3,965	4,069									3,861	3,861	3,965	4,069	0.14
Public Utilities																					
Administration	4	4	4	4	1,239	1,239	1,239	1,239									1,239	1,239	1,239	1,239	0.04
Solid Waste Management	59	69	69	69	12,883	13,213	13,213	13,213					134,357	135,456	137,611	138,710	147,240	148,669	150,824	151,924	4.45
Public Works																					
Engineering																					
Streets & Drainage Maintenance	38	53	67	83	18,113	19,276	20,308	21,451	92,064	102,010	115,138	132,467	177,979	180,514	183,859	188,275	288,156	301,799	319,305	342,193	9.96
Traffic Operations	16	19	22	27	14,156	14,477	14,775	15,378	4,480	4,480	4,480	4,480	40,348	43,730	48,466	55,095	58,984	62,687	67,721	74,953	2.25
Stormwater Management	3	10	12	17	991	1,684	1,869	2,377					1,260	3,780	4,620	6,300	2,251	5,464	6,489	8,677	0.26
Parks/Trails/Watershed	76	104	123	142	22,769	24,614	26,592	28,216	9,162	11,284	12,986	14,689	121,976	141,968	156,282	170,595	153,907	177,866	195,860	213,500	6.32
Santa Fe Trails (Transit)																					
Administration and Operations	72	91	115	137	8,232	8,825	9,315	10,186	2,940	3,780	4,200	5,460	17,220	21,420	26,880	31,920	28,392	34,025	40,395	47,566	1.43
Fleet Maintenance	13	18	23	32	9,912	10,217	11,976	15,038	59,203	69,059	80,427	98,958	56,966	58,646	61,586	66,416	126,081	137,922	153,989	180,412	5.28
Fire																					
Station House		9	9	9		6,991	6,991	6,991						7,420	7,420	7,420		14,411	14,411	14,411	0.46
Vehicle Maintenance	2	3	3	4	7,626	9,072	9,091	11,965					13,755	15,022	15,022	17,136	21,381	24,094	24,113	29,101	0.92
Training					2,400	2,400	2,400	2,400					18,900	18,900	18,900	18,900	21,300	21,300	21,300	21,300	0.63
Downtown to New Service Center	107	124	136	151	34,807	37,295	38,961	40,807						36,900	40,500	45,300	34,807	74,195	79,461	86,107	2.75
Common/Shared																					
Office Support					6,658	6,658	6,766	6,766	560	560	560	560	104,835	130,035	145,155	163,215	112,053	137,253	152,481	170,541	4.94
Fields/Shop Support					23,848	24,423	25,023	26,223	11,690	11,690	13,062	13,062	96,982	96,982	97,706	97,706	132,520	133,095	135,792	136,992	4.11
Total Staff & Square Feet	482	607	694	801	216,135	237,821	251,194	271,534									216,135	237,821	251,194	271,534	9.62
Gross Building Area (GSF) (NSF @ 87.5%)					247,012	271,795	287,079	310,325									247,012	271,795	287,079	310,325	7.12
Total Yard Area									181,569	204,333	232,323	271,145	842,011	951,633	1,009,179	1,078,109	1,023,580	1,155,966	1,241,503	1,349,254	30.97
Site Circulation, Landscaping, Setback (@ 35%, 25%, 25%)					86,454	95,128	100,478	108,614	45,392	51,083	58,081	67,786	210,503	237,908	252,295	269,527	342,349	384,120	410,853	445,927	10.24
Total Site Area					333,466	366,924	387,557	418,939	226,961	255,416	290,404	338,932	1,052,514	1,189,542	1,261,474	1,347,636	1,612,941	1,811,882	1,939,435	2,105,506	
Total Acreage					7.66	8.42	8.90	9.62	5.21	5.86	6.67	7.78	24.16	27.31	28.96	30.94	37.03	41.60	44.52	48.34	48.34
Existing Siler Road Yard																	40.27	40.27	40.27	40.27	
Growth Rate (Between Periods)		4.7%	2.7%	1.4%		1.9%	1.1%	0.8%		2.4%	2.6%	1.6%		2.5%	1.2%	0.7%		2.4%	1.4%	0.8%	
Growth Rate (2007 - 2027)				2.6%				1.1%				2.0%				1.2%				1.3%	

¹ Acres for each department/division includes gross building area, yard storage/parking, and circulation/landscaping.

**City of Santa Fe
Corporation Yard Master Plan
Staff, Space and Site Area Requirements Summary**

Siler Road Yard

Space Component	Staff				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Total SF				Acres ¹ 2027	
	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
Administrative Services																						
Property Control																						
Fleet Management	14	15	17	19	20,591	23,365	26,403	29,856	1,470	1,470	1,470	1,470	44,274	45,601	48,233	49,980	66,335	70,436	76,106	81,306	2.53	
Finance																						
Fleet Parts Warehouse	3	3	3	3	3,861	3,861	3,965	4,069									3,861	3,861	3,965	4,069	0.14	
Public Utilities																						
Solid Waste Management	59	69	69	69	12,883	13,213	13,213	13,213					134,357	135,456	137,611	138,710	147,240	148,669	150,824	151,924	4.45	
Public Works																						
Engineering																						
Streets & Drainage Maintenance	38	53	67	83	18,113	19,276	20,308	21,451	92,064	102,010	115,138	132,467	177,979	180,514	183,859	188,275	288,156	301,799	319,305	342,193	9.96	
Traffic Operations	16	19	22	27	14,156	14,477	14,775	15,378	4,480	4,480	4,480	4,480	40,348	43,730	48,466	55,095	58,984	62,687	67,721	74,953	2.25	
Stormwater Management	3	10	12	17	991	1,684	1,869	2,377					1,260	3,780	4,620	6,300	2,251	5,464	6,489	8,677	0.26	
Parks/Trails/Watershed	76	104	123	142	22,769	24,614	26,592	28,216	9,162	11,284	12,986	14,689	121,976	141,968	156,282	170,595	153,907	177,866	195,860	213,500	6.32	
Santa Fe Trails (Transit)																						
Administration and Operations	72	91	115	137	8,232	8,825	9,315	10,186	2,940	3,780	4,200	5,460	17,220	21,420	26,880	31,920	28,392	34,025	40,395	47,566	1.43	
Fleet Maintenance	13	18	23	32	9,912	10,217	11,976	15,038	59,203	69,059	80,427	98,958	56,966	58,646	61,586	66,416	126,081	137,922	153,989	180,412	5.28	
Fire																						
Station House		9	9	9		6,991	6,991	6,991						7,420	7,420	7,420		14,411	14,411	14,411	0.46	
Vehicle Maintenance	2	3	3	4	7,626	9,072	9,091	11,965					13,755	15,022	15,022	17,136	21,381	24,094	24,113	29,101	0.92	
Training					2,400	2,400	2,400	2,400					18,900	18,900	18,900	18,900	21,300	21,300	21,300	21,300	0.63	
Common/Shared																						
Office Support					1,725	1,725	1,725	1,725	560	560	560	560	76,777	99,037	113,107	128,857	79,062	101,322	115,392	131,142	3.77	
Fields/Shop Support					14,023	14,023	14,023	14,023	11,690	11,690	13,062	13,062	96,464	96,464	97,189	97,189	122,178	122,178	124,274	124,274	3.66	
Total Staff & Square Feet	296	394	463	542	137,282	153,744	162,645	176,887									137,282	153,744	162,645	176,887	6.27	
Gross Building Area (GSF) (NSF @ 87.5%)					156,894	175,707	185,880	202,157									156,894	175,707	185,880	202,157	4.64	
Total Yard Area									181,569	204,333	232,323	271,145	800,276	867,959	919,175	976,794	981,845	1,072,291	1,151,498	1,247,939	28.65	
Site Circulation, Landscaping, Setback (@ 35%, 25%, 25%)					54,913	61,497	65,058	70,755	45,392	51,083	58,081	67,786	200,069	216,990	229,794	244,199	300,374	329,570	352,933	382,740	8.79	
Total Site Area					211,807	237,204	250,938	272,911	226,961	255,416	290,404	338,932	1,000,345	1,084,948	1,148,968	1,220,993	1,439,113	1,577,568	1,690,311	1,832,836		
Total Acreage					4.86	5.45	5.76	6.27	5.21	5.86	6.67	7.78	22.96	24.91	26.38	28.03	33.04	36.22	38.80	42.08	42.08	
Existing Siler Road Yard																	40.27	40.27	40.27	40.27		
Growth Rate (Between Periods)		5.9%	3.3%	1.6%		2.3%	1.1%	0.8%		2.4%	2.6%	1.6%		1.6%	1.2%	0.6%		1.9%	1.4%	0.8%		
Growth Rate (2007 - 2027)				3.1%				1.3%				2.0%				1.0%				1.2%		

¹ Acres for each department/division includes gross building area, yard storage/parking, and circulation/landscaping.

**City of Santa Fe
Corporation Yard Master Plan
Staff, Space and Site Area Requirements Summary**

Siringo Road Yard

Space Component	Staff				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Total SF				Acres ¹ 2027
	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
Administrative Services																					
Graphics	2	2	2	2	803	818	818	833					840	840	840	840	1,643	1,658	1,658	1,673	0.05
ITT	29	34	39	50	11,131	11,867	12,688	14,259					10,920	13,020	14,700	18,900	22,051	24,887	27,388	33,159	1.05
Property Control																					
Administration	6	6	6	7	1,748	1,760	1,782	1,982									1,748	1,760	1,782	1,982	0.07
Field Operations	30	35	36	37	5,684	7,038	8,246	9,454					1,400	1,400	1,400	1,400	7,084	8,438	9,646	10,854	0.38
Finance																					
Purchasing	8	8	8	8	8,683	8,728	8,773	8,833									8,683	8,728	8,773	8,833	0.31
Public Utilities																					
Administration	4	4	4	4	1,239	1,239	1,239	1,239									1,239	1,239	1,239	1,239	0.04
Common/Shared																					
Office Support					4,933	4,933	5,041	5,041					28,057	30,997	32,047	34,357	32,990	35,930	37,088	39,398	1.16
Fields/Shop Support					9,825	10,400	11,000	12,200					518	518	518	518	10,343	10,918	11,518	12,718	0.45
Total Staff & Square Feet	79	89	95	108	44,046	46,782	49,588	53,841									44,046	46,782	49,588	53,841	1.91
Gross Building Area (GSF) (NSF @ 87.5%)					50,338	53,465	56,672	61,532									50,338	53,465	56,672	61,532	1.41
Total Yard Area													41,735	46,775	49,505	56,015	41,735	46,775	49,505	56,015	1.29
Site Circulation, Landscaping, Setback (@ 35%, 25%, 25%)					17,618	18,713	19,835	21,536					10,434	11,694	12,376	14,004	28,052	30,407	32,211	35,540	0.82
Total Site Area					67,957	72,178	76,507	83,069					52,169	58,469	61,881	70,019	120,125	130,647	138,388	153,087	
Total Acreage					1.56	1.66	1.76	1.91					1.20	1.34	1.42	1.61	2.76	3.00	3.18	3.51	3.51
Existing Siler Road Yard																	40.27	40.27	40.27	40.27	
Growth Rate (Between Periods)		2.4%	1.3%	1.3%		1.2%	1.2%	0.8%		#NUM!	#NUM!	#NUM!		2.3%	1.1%	1.2%		1.7%	1.2%	1.0%	
Growth Rate (2007 - 2027)				1.6%				1.0%				#NUM!				1.5%				1.2%	

¹ Acres for each department/division includes gross building area, yard storage/parking, and circulation/landscaping.

08/10/07

CITY OF SANTA FE
Administrative Services
Graphics

Contact: Brian Fern
 Telephone: (505) 955-5727

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Graphic Artist	w3	64	2	2	2	2	128	128	128	128	
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21 SUPPORT SPACE											
<u>22 General Office Area</u>											
23 Photocopier, Medium, with Base	pc2	42	1	1	1	1	42	42	42	42	
24 Layout Table, Medium	stb2	46	1	1	1	1	46	46	46	46	
25 Drafting Table, Medium	sta2	38	2	2	2	2	76	76	76	76	
26 Support Module	mie2	64	1	1	1	1	64	64	64	64	Printer, fax, shredder
27											
<u>28 Storage Room</u>	er										
29 Industrial Shelving, Open	isa3	12	3	4	4	5	36	48	48	60	
30 Storage Cabinet, 2 Door	sca3	15	2	2	2	2	30	30	30	30	
31 Work Table, Access 1 Side/2 Ends	wta3	50	2	2	2	2	100	100	100	100	
32 Open Floor Staging/Storage	oa	100	1	1	1	1	100	100	100	100	
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			2	2	2	2	622	634	634	646	
48 Circulation Factor (percent of sq. ft.)							29%	29%	29%	29%	
49 Total Circulation Allowance							181	184	184	187	
50 Total Square Feet (Page 1)							803	818	818	833	

By: JSR

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Administrative Services
Graphics

Contact: Brian Fern
 Telephone: (505) 955-5727

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51 Staff Parking	pk01			300	2	2	2	2									600	600	600	600		
52																						
53																						
54																						
55																						
56																						
57																						
58																						
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85																						
86																						
87																						
88																						
89																						
90																						
91																						
92																						
93																						
94																						
95																						
96 Subtotal (Page 2)																	600	600	600	600		
97 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%		
98 Total Circulation Allowance																	240	240	240	240		
99 Total Square Feet (Page 2)																	840	840	840	840		
100 Total Square Feet (Page 1 & 2)									803	818	818	833					840	840	840	840		

By: JSR

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Administrative Services
ITT

Contact: Thomas Williams
 Telephone: (505) 955-5580

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Division Director	PO5	196	1	1	1	1	196	196	196	196	
3 Project Specialist	W5	96	1	1	1	1	96	96	96	96	
4 Telecom Specialist	W5	96	1	1	1	1	96	96	96	96	
5 ITT Purchasing & Contracts Manager	PO2	120	1	1	1	1	120	120	120	120	
6 Systems and Programming Manager	PO2	120	1	1	1	1	120	120	120	120	
7 WEB and Software Development Staff	W3	64	7	10	13	20	448	640	832	1,280	
8 Network Specialist	W3	64	1	1	1	1	64	64	64	64	At City Hall
9 Network Operations Manager	PO2	120	2	2	2	2	240	240	240	240	Directly adjacent NOC
10 NOC Staff	W3	64	4	5	6	8					In NOC at Siringo
11 Network Operations Staff	W3	64	4	4	4	4					Locate at City Hall
12 GIS Manager	PO2	120	1	1	1	1	120	120	120	120	Currently at City Hall
13 GIS Coordinator/Analyst	W3	64	3	4	5	7	192	256	320	448	
14											
15 Radio Maintenance Technician	W3	64	2	2	2	2					At Maintenance Shop
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
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37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			29	34	39	50	1,692	1,948	2,204	2,780	
48 Circulation Factor (percent of sq. ft.)							45%	45%	45%	45%	
49 Total Circulation Allowance							761	877	992	1,251	
50 Total Square Feet (Page 1)							2,453	2,825	3,196	4,031	

By: MJM

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Administrative Services
ITT

Contact: Thomas Williams
 Telephone: (505) 955-5580

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes	
			2007	2012	2017	2027	2007	2012	2017	2027		
51 SUPPORT SPACE												
52 Office Support Areas												
53 Office Equipment Area	MIE1	40	2	2	3	4	80	80	120	160		
54 Workroom	WR2	224	1	1	1	1	224	224	224	224	For HS printer, files and storage.	
55 Contractor Workstation	W3	64	2	2	3	3	128	128	192	192	Adjacent or in Workstation	
56 Telecom Specialist File Area	FLB5	12	2	2	2	2	24	24	24	24		
57 Conference Room, Seats 12	CR6	280	1	1	1	1	280	280	280	280	100% use.	
58 Training Room, seats 18	ER	720	1	1	1	1	720	720	720	720		
59 Visitor workstation	W3	64	1	1	1	1	64	64	64	64		
60												
61 GIS Support Areas												
62 Customer Walk-In Map Wall Area	OA	200	1	1	1	1	200	200	200	200	With large layout table for viewing.	
63 Public Workstation	W2	48	1	1	1	1	48	48	48	48	For use by customers.	
64 Plotter and Scanner Areas	MIE2	64	2	2	2	2	128	128	128	128	Large format equipment	
65 Flat File and Roll Drawing Storage	MIA1	36	3	3	3	3	108	108	108	108	With custom dividers over for rolls.	
66 Network Printer Area	MIE1	40	1	1	1	1	40	40	40	40	With area for files	
67 Light Table	STC1	26	1	1	1	1	26	26	26	26	Use occasionally	
68												
69 Technical Support Areas												
70 Network Operations Center	ER		1	1	1	1					Manager offices shown above.	
71 Open Systems Workstation	W3	64	6	10	14	22	384	640	896	1,408	Presumes consolidation	
72 Monitoring Stations	W2	48	2	2	2	2	96	96	96	96	For NOC Staff	
73 Equipment Set-Up Area	W1	36	5	6	6	7	180	216	216	252	With LED projector and screen	
74 Support Module	MIE1	40	1	1	1	1	40	40	40	40	Bench with utilities and storage	
75 Internal Circulation		200	1	1	1	1	200	200	200	200	At bench above	
76												
77 Peripheral Equipment Area												
78 Burster/Decollator	SC	96	1	1	1	1	96	96	96	96	Now in Tech work area	
79 Large Format Printers	SC	28	2	2	2	2	56	56	56	56	Now in MDF	
80 Visitor Workstation	W2	48	1	1	1	1	48	48	48	48	For Employees to use.	
81 Bookcase, 7 Shelves	BCA7	10	2	2	2	2	20	20	20	20	Now in MDF. Should be outside.	
82												
83 IDF	ER	80	4	4	4	4	320	320	320	320	Estimated at 1 per floor	
84 MDF	ER	640	1	1	1	1	640	640	640	640	2 x existing @ 320	
85 R and D Lab	ER	200	1	1	1	1	200	200	200	200	With bench area and utilities	
86												
87												
88												
89												
90												
91												
92												
93												
94												
95												
96												
97 Subtotal (Page 2)							4,350	4,642	5,002	5,590		
98 Circulation Factor (percent of sq. ft.)							25%	25%	25%	25%		
99 Total Circulation Allowance							<u>1,088</u>	<u>1,161</u>	<u>1,251</u>	<u>1,398</u>		
100 Total Square Feet (Page 2)							5,438	5,803	6,253	6,988		

By: MJM

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Administrative Services
ITT

Contact: Thomas Williams
 Telephone: (505) 955-5580

Date: 08/10/07
 Page Num: 3

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
101 Radio Maintenance																					
102 Shop, Storage and Service Bays	er	2,700			1	1	1	1	2,700	2,700	2,700	2,700									
103																					
104																					
105																					
106																					
107																					
108																					
109																					
110																					
111																					
112																					
113																					
114 Staff Parking	pk01			300	26	31	35	45									7,800	9,300	10,500	13,500	
115																					
116																					
117																					
118																					
119																					
120																					
121																					
122																					
123																					
124																					
125																					
126																					
127																					
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131																					
132																					
133																					
134																					
135																					
136																					
137																					
138																					
139																					
140																					
141																					
142																					
143																					
144																					
145																					
146 Subtotal (Page 3)									2,700	2,700	2,700	2,700					7,800	9,300	10,500	13,500	By: MJM
147 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	
148 Total Circulation Allowance									540	540	540	540					3,120	3,720	4,200	5,400	
149 Total Square Feet (Page 3)									3,240	3,240	3,240	3,240					10,920	13,020	14,700	18,900	The SGS Group
150 Total Square Feet (Page 1, 2, & 3)									11,131	11,867	12,688	14,259					10,920	13,020	14,700	18,900	(916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control

Contact: Richard Fiedler
Telephone: (505) 955-5740

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Division Director	po5	196	1	1	1	1	196	196	196	196	
3 Supervisor	po2	120	2	2	2	3	240	240	240	360	
4 Technical Staff	po1	108	1	1	1	1	108	108	108	108	
5 Administrative Assistant	w5	96	1	1	1	1	96	96	96	96	
6 Administrative Support	w3	64	1	1	1	1	64	64	64	64	
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21 SUPPORT SPACE											
<u>22 Reception Area</u>											
23 Reception Area, Seats 2	ra1	63	1	1	1	1	63	63	63	63	
24 Work Table, Access 1 Side	wta1	25	1	1	1	1	25	25	25	25	
25											
26 Conference Room, Seats 6	cr2	140	1	1	1	1	140	140	140	140	Adj. To reception area
27											
<u>28 General Office Area</u>											
29 Support Module	mie1	40	1	1	1	1	40	40	40	40	Printer, fax, shredder
30 File Cabinet, Vertical 5 Drw Legal	fvb5	9	3	3	3	3	27	27	27	27	
31											
<u>32 Supply/Storage/File Room</u>											
33 Industrial Shelving, Open	isa1	9	4	5	6	6	36	45	54	54	Secure
34 Storage Cabinet, 2 Door	sca1	12	2	2	2	3	24	24	24	36	
35 File Cabinet, Vertical 5 Drw Legal	fvb5	9	1	1	2	3	9	9	18	27	Lockable
36 Work Table, Access 1 Side/2 Ends	wta3	50	1	1	1	1	50	50	50	50	
37											
38 Workroom	wr1	168	1	1	1	1	168	168	168	168	
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			6	6	6	7	1,286	1,295	1,313	1,454	
48 Circulation Factor (percent of sq. ft.)							36%	36%	36%	36%	
49 Total Circulation Allowance							462	465	469	528	
50 Total Square Feet (Page 1)							1,748	1,760	1,782	1,982	

By: JSR

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control

Contact: Richard Fiedler
 Telephone: (505) 955-5740

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51																					
52																					
53																					
54																					
55																					
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88																					
89																					
90																					
91																					
92																					
93																					
94																					
95																					
96 Subtotal (Page 2)																					
97 Circulation Factor (percent of sq. ft.)								20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	40%	By: JSR
98 Total Circulation Allowance																					
99 Total Square Feet (Page 2)																					
100 Total Square Feet (Page 1 & 2)								1,748	1,760	1,782	1,982										The SGS Group (916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control
Fleet Management

Contact: Carlos Bustos
Telephone: (505) 955-2351

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Manager - Fleet	po3	140	1	1	1	1	140	140	140	140	
3 Supervisor	po2	120	1	1	1	1	120	120	120	120	
4 Administrative Assistant	w4	80	1	1	2	2	80	80	160	160	
5 Technician	w4	80	1	1	1	1	80	80	80	80	
6 Mechanics - Hvy Duty	niws	0	3	5	5	6	0	0	0	0	
7 Mechanics - Lt. Duty	niws	0	4	5	6	7	0	0	0	0	
8 Service Worker/Equipment	niws	0	3	1	1	1	0	0	0	0	
9											
10											
11											
12											
13 SUPPORT SPACE											
14 Assembly/Crew Ready Room	er		1	1	1	1					
15 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	Refrigerator, stove, dishwasher, ice maker, microwave, sink (2-side)
16 Kitchen Counter	se	77	1	1	1	1	77	77	77	77	21 LF of counters with cabinets above and below
17 Dining Table, Seats 4	ste1	64	3	4	4	5	192	256	256	320	95% of staff at table, 4 per table
18 Storage Cabinet, 2 Door	scc1	18	2	2	2	2	36	36	36	36	Misc., supplies, forms.
19 Work Table, Access 1 Side/1 End	wta2	38	1	1	1	1	38	38	38	38	Supervisor's table
20 Computer Table	cta1	24	2	2	2	2	48	48	48	48	Shared computer terminal
21 Printer Stand	psa1	13	1	1	1	1	13	13	13	13	Shared
22 Open Area	oa	200	2	2	2	2	400	400	400	400	Tackable space area, a/v and overhead screen.
23											
24 Lockers - Female											Female, See Common/Shared DB
25 Lockers w/shared bench	ll2	7	2	2	2	2	14	14	14	14	
26 Changing Area	sb1	21	1	1	1	1	21	21	21	21	
27 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139	
28											
29 Lockers - Male											Male, See Common/Shared DB
30 Lockers w/shared bench	ll2	7	14	15	17	19	98	105	119	133	
31 Changing Area	sb1	21	1	1	1	1	21	21	21	21	
32 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139	
33											
34 Workroom	wr1	168	1	1	1	1	168	168	168	168	Copier, office supplies, cabinets, shelving, workcounters, recycle bins and trash
35 Supply/Storage Room	er	200	1	1	1	1	200	200	200	200	
36 Uniform Storage Area	oa	50	1	1	1	1	50	50	50	50	Cleaned/Soiled uniforms
37 Reception Area, Seats 2	ra1	63	1	1	1	1	63	63	63	63	
38 Conference Room, Seats 8	cr4	192	1	1	1	1	192	192	192	192	
39											
40 Restroom, Medium (ADA)	tl2	50	1	1	1	1	50	50	50	50	
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			14	15	17	19	2,456	2,527	2,621	2,699	
48 Circulation Factor (percent of sq. ft.)							28%	28%	29%	29%	
49 Total Circulation Allowance							698	716	755	775	
50 Total Square Feet (Page 1)							3,154	3,243	3,376	3,474	

By: JSR

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control
Fleet Management

Contact: Carlos Bustos
 Telephone: (505) 955-2351

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51 VEHICLE MAINTENANCE SHOP																					10-ton overhead crane, bi-directional movement
52 Heavy Vehicle Shop																					
53 Vehicle Maintenance Bay	sa	1,248		624	2	3	3	4	2,496	3,744	3,744	4,992					1,248	1,872	1,872	2,496	24' x 52', drive-thru, 2 shifts
54 Workarea	rb01	100			2	3	3	4	200	300	300	400									Adj to maint. bay, tool box
55 Equipment Area	oa	50			2	3	3	4	100	150	150	200									Misc equipment, storage
56 Spare Bay	sa	1,248		624	1	1	1	2	1,248	1,248	1,248	2,496					624	624	624	1,248	24' x 52', drive-thru, 2 shifts
57 Spare Bay Workarea	rb01	100			1	1	1	2	100	100	100	200									Adj to maint. bay, tool box
58 Equipment Area	oa	50			1	1	1	2	50	50	50	100									Misc equipment, storage
59 Emergency Eyewash	se	4			2	2	2	2	8	8	8	8									Adj to maint. bay, tool box
60 Work Counter, Access 2 Sides	wcb4	23			1	1	1	1	23	23	23	23									Shop manuals, computer
61 Service Writer Bay	sa	840		420	1	1	1	1	840	840	840	840					420	420	420	420	20' x 42', shared with others, w/service counter
62																					
63 Light Vehicle Shop																					
64 Vehicle Maintenance Bay	sa	640		324	2	3	4	4	1,280	1,920	2,560	2,560					648	972	1,296	1,296	20' x 32', drive-thru
65 Workarea	rb01	100			2	3	4	4	200	300	400	400									
66 Equipment Area	oa	50			2	3	4	4	100	150	200	200									Misc equip, storage
67 Spare Bay	sa	640		324	1	1	2	2	640	640	1,280	1,280					324	324	648	648	20' x 32', drive-thru
68 Spare Bay Workarea	rb01	100			1	1	2	2	100	100	200	200									Adj to maint. bay, tool box
69 Equipment Area	oa	50			1	1	2	2	50	50	100	100									Misc equipment, storage
70 Emergency Eyewash	se	4			2	2	2	2	8	8	8	8									
71 Work Counter, Access 2 Sides	wcb4	23			1	1	1	1	898	948	1,788	1,788									
72																					
73 Tire / Brake Shop																					
74 Tire Change/Brake Repair Bay	sa	640		324	1	1	1	1	640	640	640	640					324	324	324	324	20' x 32', drive-thru
75 Workarea	rb01	100			1	1	1	1	100	100	100	100									
76 Equipment Area	oa	400			1	1	1	1	400	400	400	400									Misc equipment, storage
77 Tire Storage Rack	se	32			6	6	6	6	192	192	192	192									Stacked 2 high
78 Used/Bulk Tire Storage Area	oa	200	200	200	1	1	1	1	200	200	200	200	200	200	200	200	200	200	200	200	Stacked 6 high on ground
79 Emergency Eyewash	se	4			1	1	1	1	4	4	4	4									
80																					
81 Tool Crib/Parts Storage Area	oa	300			1	1	1	1	300	300	300	300									Adj to parts, chain-link
82																					
83 Welding Shop																					
84 Welding Bay	sa	1,248		624	1	1	1	1	1,248	1,248	1,248	1,248					624	624	624	624	24' x 52", drive-thru
85 Workarea	rb01	100			1	1	1	1	100	100	100	100									Adj to bay, tool box
86 Equipment Area	oa	50			1	1	1	1	50	50	50	50									Misc equipment, storage
87 Welding Shop	sa	500			1	1	1	1	500	500	500	500									
88 Metal Storage Rack	se	300			1	1	1	1	300	300	300	300									Racks
89 Emergency Eyewash	se	4			1	1	1	1	4	4	4	4									
90																					
91																					
92																					
93																					
94																					
95																					
96																					
97 Subtotal (Page 2)									12,379	14,617	17,037	19,833	200	200	200	200	4,412	5,360	6,008	7,256	By: JSR
98 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	
99 Total Circulation Allowance									2,476	2,923	3,407	3,967	80	80	80	80	1,765	2,144	2,403	2,902	The SGS Group
100 Total Square Feet (Page 2)									14,855	17,540	20,444	23,800	280	280	280	280	6,177	7,504	8,411	10,158	(916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control
Fleet Management

Contact: Carlos Bustos
Telephone: (505) 955-2351

Date: 08/10/07
Page Num: 3

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
101 Machine Shop																					Locate machine shop, including work bay in 24'x45' bay, adj to welding	
102 Drill Press	se	15			2	2	2	2	30	30	30	30										
103 Grinder	se	15			2	2	2	2	30	30	30	30										
104 Shop Press	se	30			2	2	2	2	60	60	60	60										
105 Cutter	se	20			2	2	2	2	40	40	40	40										
106 Portable Generator	se	20			2	2	2	2	40	40	40	40										
107 Workbench	se	109			2	2	2	2	217	217	217	217										
108 Drill	se	45			2	2	2	2	90	90	90	90										
109 Solvent Tank	se	20			1	1	1	1	20	20	20	20										
110 Parts Washer	se	10			1	1	1	1	10	10	10	10										
111 Machine Shop Work Bay	sa																					Use welding bay
112 Internal Circulation	40%								215	215	215	215										
113 Total Machine Shop									752	752	752	752										
114																						
115																						
116																						
117																						
118																						
119																						
120																						
121																						
122																						
123 Fluid Storage/Pumping Room	er	950			1	1	1	1	950	950	950	950										
124 Waste Fluid Disposal/Storage	er		450		1	1	1	1					450	450	450	450						
125 Air Compressor Room	er	350			1	1	1	1	350	350	350	350										
126																						
127 Steam Clean	se		400		1	1	1	1					400	400	400	400						
128 Water Recycling/Pump Room	er	100			1	1	1	1	100	100	100	100										
129																						
130																						
131																						
132																						
133																						
134 Fleet Parking																						
135 New Vehicles	pk02			616	20	20	20	20														
136 Surplus Vehicles - Auction	pk02			616	10	10	12	12														
137 Trailers / Equipment	pk01			300	2	2	2	2														
138 Ready Line - Large	pk03			880	4	4	4	4														
139 Ready Line - Med	pk02			616	4	4	4	4														
140																						
141 Shop Vehicles - Small	pk1			300	1	1	1	1														
142 Shop Vehicles - Medium/Large	pk2			616	2	2	2	2														
143 Shop Vehicles - Trailers	pk2			616	1	1	1	1														
144																						
145 Staff Parking	pk1			300	13	14	15	17														
146 Subtotal (Page 3)									2,152	2,152	2,152	2,152	850	850	850	850	27,212	27,212	28,444	28,444	See Common/Shared DB By: JSR	
147 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%		
148 Total Circulation Allowance									430	430	430	430	340	340	340	340	10,885	10,885	11,378	11,378		
149 Total Square Feet (Page 3)									2,582	2,582	2,582	2,582	1,190	1,190	1,190	1,190	38,097	38,097	39,822	39,822		
150 Total Square Feet (Page 1, 2 & 3)									20,591	23,365	26,403	29,856	1,470	1,470	1,470	1,470	44,274	45,601	48,233	49,980		

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control - Field Operations

Contact: Richard Fiedler
Telephone: (505) 955-5740

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes	
			2007	2012	2017	2027	2007	2012	2017	2027		
1 STAFF												
2 Field Crew	niws		30	35	36	37						
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21 SUPPORT SPACE												
22 Assembly/Crew Ready Room												See Common/Shared DB
23 Work Table, Access All 4 Sides	wtb4	88	5	6	6	6	440	528	528	528		95% of staff at table, 6 per table
24 Storage Cabinet, 2 Door	scc1	18	2	2	2	2	36	36	36	36		Misc., supplies, forms.
25 Kitchenette	ked1	77	1	1	1	1	77	77	77	77		Refrigerator, stove, dishwasher, ice maker, microwave, sink (2-side)
26 Computer Table	ctal	24	2	2	2	2	48	48	48	48		Shared computer terminal
27 Open Area	oa	100	1	1	1	1	100	100	100	100		Tackable space area, a/v and overhead screen.
28												
29 Locker - Female	er											Female, See Common/Shared DB
30 Lockers w/shared bench	ll2	7	2	2	2	2	14	14	14	14		Full-size lockers
31 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139		
32												
33 Locker - Men	er											Male, See Common/Shared DB
34 Lockers w/shared bench	ll2	7	30	35	36	37	210	245	252	259		Full-size lockers
35 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139		
36												
37 General Office Area	oa	1	1	1	1		1	1	1			Printer, fax, shredder, file cabinets
38 Workroom	wr1	168	1	1	1	1	168	168	168	168		Copier, office supplies, cabinets, shelving, workcounters, recycle bins and trash
39 Supply/Storage Room	er	200	1	1	1	1	200	200	200	200		
40 Employee Mail Bins	se	30	1	1	1	1	30	30	30	30		
41 Layout Table, Small	stb1	29	1	1	1	1	29	29	29	29		
42 Vertical Plan Holder	mic1	18	2	2	2	2	36	36	36	36		
43 Schedule Board	se	0										Wall mounted
44 Wall Maps	se	0										Wall mounted
45 Key Rack	se	0										Wall mounted
46												
47 Subtotal (Page 1)			30	35	36	37	1,667	1,790	1,797	1,803		
48 Circulation Factor (percent of sq. ft.)							25%	25%	25%	25%		
49 Total Circulation Allowance							417	448	449	451		
50 Total Square Feet (Page 1)							2,084	2,238	2,246	2,254		

By: JSR

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Administrative Services
Property Control - Field Operations

Contact: Richard Fiedler
 Telephone: (505) 955-5740

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51 Equipment/Supply Storage	oa			1,000	1	1	1	1									1,000	1,000	1,000	1,000	Small items, equip, secure	
52 Tools/Parts/Material Storage	er	200			5	5	5	5	1,000	1,000	1,000	1,000										
53 Facility Maintenance Shop	er				1	1	1	1	2,000	3,000	4,000	5,000										
54																						
55																						
56																						
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59																						
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93																						
94																						
95																						
96 Subtotal (Page 2)									3,000	4,000	5,000	6,000					1,000	1,000	1,000	1,000	By: JSR The SGS Group (916) 967-2400	
97 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%		
98 Total Circulation Allowance									600	800	1,000	1,200					400	400	400	400		
99 Total Square Feet (Page 2)									3,600	4,800	6,000	7,200					1,400	1,400	1,400	1,400		
100 Total Square Feet (Page 1 & 2)									5,684	7,038	8,246	9,454					1,400	1,400	1,400	1,400		

CITY OF SANTA FE
Administrative Services
Finance
Purchasing

Contact: Robert Rodants
Telephone: (505) 955-

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes	
			2007	2012	2017	2027	2007	2012	2017	2027		
1 STAFF												
2 Division Director	po5	196	1	1	1	1	196	196	196	196		
3 Contract Specialist	w4	80	2	2	2	2	160	160	160	160		
4 Project Assistant	w3	64	1	1	1	1	64	64	64	64		
5 Warehouse Staff	niws	0	4	4	4	4	0	0	0	0	Locate in Warehouse	
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21 SUPPORT SPACE												
22 Public Area												
23 Reception Area, Seats 6	ra3	144	1	1	1	1	144	144	144	144		
24 Public Counter w/Transaction Top & Return	pcc2	63	1	1	1	1	63	63	63	63		
25 Form Slot Area	se	36	1	1	1	1	36	36	36	36	For purchase order pick-up	
26												
27 Secure Office Area												
28 Workroom	wr2	224	1	1	1	1	224	224	224	224		
29 File Cabinet, Open, Legal	fob2	12	3	4	6	8	36	48	72	96	Contract Specialist file area	
30 File Cabinet, Open, Legal	fob2	12	3	5	6	8	36	60	72	96	Project Assistant file area	
31 Support Module	mie2	64	1	1	1	1	64	64	64	64	Fax, printer, box storage area	
32												
33 Bid Opening Room	er	960	1	1	1	1	960	960	960	960	Seats 20 at tables, 30 at sides	
34												
35												
36												
37												
38												
39												
40												
41												
42												
43												
44												
45												
46												
47 Subtotal (Page 1)			8	8	8	8	1,983	2,019	2,055	2,103		
48 Circulation Factor (percent of sq. ft.)							29%	29%	29%	29%		
49 Total Circulation Allowance							580	589	598	610		
50 Total Square Feet (Page 1)							2,563	2,608	2,653	2,713		

By: MJM

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Administrative Services
Finance
Purchasing

Contact: Robert Rodants
 Telephone: (505) 955-

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes			
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027				
51 Warehouse	er	5,100			1	1	1	1	5,100	5,100	5,100	5,100												
52																								
53																								
54																								
55																								
56																								
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95																								
96 Subtotal (Page 2)									5,100	5,100	5,100	5,100					40%	40%	40%	40%	40%	40%	40%	
97 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%												
98 Total Circulation Allowance									<u>1,020</u>	<u>1,020</u>	<u>1,020</u>	<u>1,020</u>												
99 Total Square Feet (Page 2)									6,120	6,120	6,120	6,120												
100 Total Square Feet (Page 1 & 2)									8,683	8,728	8,773	8,833												

By: MJM

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Administrative Services
Purchasing
Fleet Management - Parts Warehouse

Contact:
 Telephone: (505)

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes	
			2007	2012	2017	2027	2007	2012	2017	2027		
1 STAFF												
2 Supervisor	w5	96	1	1	1	1	96	96	96	96		
3 Parts Buyer	w3	64	2	2	2	2	128	128	128	128		
4												
5												
6												
7												
8												
9												
10												
11												
12												
13 SUPPORT SPACE												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												
43												
44												
45												
46												
47 Subtotal (Page 1)			3	3	3	3	224	224	224	224		
48 Circulation Factor (percent of sq. ft.)							45%	45%	45%	45%		
49 Total Circulation Allowance							101	101	101	101		
50 Total Square Feet (Page 1)							325	325	325	325		

By: JSR

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Administrative Services
Purchasing
Fleet Management - Parts Warehouse

Contact:
Telephone: (505)

Date: 08/10/07
Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51																					
52	Parts Warehouse																				
53	Office																				
54	Supervisor Workstation	w5	96		1	1	1	1	96	96	96	96									PC, printer
55	Parts Buyer	w3	64		2	2	2	2	128	128	128	128									PC, printer
56	Photocopier, Medium, with Base	pc2	42		1	1	1	1	42	42	42	42									
57	File Cabinet, Vertical 4 Drw Legal	fvb4	9		2	2	2	2	18	18	18	18									
58	Work Counter, Access 1 Side	wca2	14		2	2	2	2	28	28	28	28									Part catalogues counter
59	Industrial Shelving, Open	isc1	12		2	2	3	4	24	24	36	48									Shop manuals, forms, etc.
60	Work Counter, Access 2 Sides	wcb4	23		2	2	2	2	46	46	46	46									Service counter
61	Service Counter Waiting Area	oa	100		1	1	1	1	100	100	100	100									
62	Internal Circulation	25%							121	121	124	127									
63	Total Parts Office								603	603	618	633									
64																					
65	Warehouse																				
66	Industrial Shelving, Open	isc3	16		25	25	25	25	400	400	400	400									
67	Industrial Shelving, Open	isb2	13		25	25	30	35	325	325	390	455									
68	Parts Cart	se	10		3	3	3	3	30	30	30	30									
69	Open Area	oa	750		1	1	1	1	750	750	750	750									
70	Battery Storage Room	er	100		1	1	1	1	100	100	100	100									
71	HAZMAT Room	er	100		1	1	1	1	100	100	100	100									Flammable liquids
72	Emergency Eyewash	se	4		2	2	2	2	8	8	8	8									
73	Used Part Storage	er	200		1	1	1	1	200	200	200	200									Separate from new parts
74	Internal Circulation	10%							191	191	198	204									
75	Total Parts Warehouse								2,104	2,104	2,176	2,247									
76																					
77	Technician Reference Library	er	240		1	1	1	1	240	240	240	240									Adj to parts; manuals, pc,
78																					
79																					
80																					
81																					
82																					
83																					
84																					
85																					
86																					
87																					
88																					
89																					
90																					
91																					
92																					
93																					
94																					
95	Staff Parking	pk1		300	3	3	3	3													See Common/Shared DB
96	Subtotal (Page 2)								2,947	2,947	3,033	3,120									
97	Circulation Factor (percent of sq. ft.)								20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	By: JSR
98	Total Circulation Allowance								589	589	607	624									
99	Total Square Feet (Page 2)								3,536	3,536	3,640	3,744									The SGS Group
100	Total Square Feet (Page 1 & 2)								3,861	3,861	3,965	4,069									(916) 967-2400

CITY OF SANTA FE
Public Utilities
Administration

Contact: Stephanie Trujillo
 Telephone: (505) 955-5643

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Director	po6	224	1	1	1	1	224	224	224	224	
3 Special Budget Administrator	po2	120	1	1	1	1	120	120	120	120	
4 Environmetnal Compliance Specialist	po2	120	1	1	1	1	120	120	120	120	
5 Office Manager/Administrative Supprt	po2	120	1	1	1	1	120	120	120	120	
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21 SUPPORT SPACE											
22 Conference Area (Open), Seats 6	ca3	140	1	1	1	1	140	140	140	140	Can be shared
23											
24 General Office Area											
25 Photocopier, Medium, with Base	pc2	42	1	1	1	1	42	42	42	42	
26 Work Table, Access 1 Side	wta1	25	1	1	1	1	25	25	25	25	Printer, fax, shredder
27 Bookcase, 3 Shelves	bca3	10	2	2	2	2	20	20	20	20	
28 File Cabinet, Lateral 5 Drawer	flb5	12	2	2	2	2	24	24	24	24	
29 File Cabinet, Lateral 3 Drawer	flb3	12	3	3	3	3	36	36	36	36	
30 File Cabinet, Vertical 2 Drw Legal	fvb2	9	1	1	1	1	9	9	9	9	
31 Industrial Shelving, Open	isa1	9	2	2	2	2	18	18	18	18	Box storage
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			4	4	4	4	898	898	898	898	
48 Circulation Factor (percent of sq. ft.)							38%	38%	38%	38%	
49 Total Circulation Allowance							341	341	341	341	
50 Total Square Feet (Page 1)							1,239	1,239	1,239	1,239	

By: JSR

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Public Utilities
Administration

Contact: Stephanie Trujillo
 Telephone: (505) 955-5643

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51																						
52																						
53																						
54																						
55																						
56																						
57																						
58																						
59																						
60																						
61																						
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86																						
87																						
88																						
89																						
90																						
91																						
92																						
93																						
94																						
95																						
96 Subtotal (Page 2)																						
97 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%		By: JSR
98 Total Circulation Allowance																						
99 Total Square Feet (Page 2)																						
100 Total Square Feet (Page 1 & 2)									1,239	1,239	1,239	1,239										The SGS Group (916) 967-2400

CITY OF SANTA FE
Public Utilities
Solid Waste Management

Contact: Lawrence Garcia
 Telephone: (505) 955-2241

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Administration											
3 Director	po5	196	1	1	1	1	196	196	196	196	
4 Special Projects Administrator	po2	120	1	1	1	1	120	120	120	120	
5 Administrative Manager	po3	140	1	1	1	1	140	140	140	140	
6 Administrative Assistant	w3	64	1	1	1	1	64	64	64	64	
7 Community Relations	po2	120	1	1	1	1	120	120	120	120	
8 Assessment Technicians	w2	48	2	2	2	2	96	96	96	96	
9 Operations											
10 Manager, Operations	po3	140	1	1	1	1	140	140	140	140	
11 Manager, Equipment	po3	140	1	1	1	1	140	140	140	140	
12 Heavy Equipment Mechanic	niws	0	3	4	4	4	0	0	0	0	Loc in shop
13 Welder	niws	0	2	2	2	2	0	0	0	0	Loc in shop
14 Supervisor, Residential	po2	120	1	1	1	1	120	120	120	120	
15 Supervisor, Recycling	po2	120	1	1	1	1	120	120	120	120	
16 Supervisor, Commercial	po2	120	1	1	1	1	120	120	120	120	
17 Equipment Operator	niws	0	32	35	35	35	0	0	0	0	Field staff
18 Maintenance Worker	niws	0	10	16	16	16	0	0	0	0	Field staff
19 Temp/Maintenance Worker	niws	0	9	9	9	9	0	0	0	0	Field staff
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			59	69	69	69	1,376	1,376	1,376	1,376	
48 Circulation Factor (percent of sq. ft.)							45%	45%	45%	45%	
49 Total Circulation Allowance							619	619	619	619	
50 Total Square Feet (Page 1)							1,995	1,995	1,995	1,995	

By: JSR

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Public Utilities
Solid Waste Management

Contact: Lawrence Garcia
Telephone: (505) 955-2241

Date: 08/10/07
Page Num: 2

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
51 SUPPORT SPACE											
52 Reception/Public Counter Area	oa	200	1	1	1	1	200	200	200	200	Public, information Copier, office supplies, cabinets, shelving, work counters, recycle bins and trash
53 Workroom	wr1	168	1	1	1	1	168	168	168	168	
54 Storage/Supply Room	er	500	1	1	1	1	500	500	500	500	
55 Layout Table, Small	stb1	29	1	1	1	1	29	29	29	29	
56 Vertical Plan Holder	mic1	18	2	3	3	3	36	54	54	54	
57 Employee Mail Bin	se	30	1	1	1	1	30	30	30	30	
58 Schedule Board	se	0	2	2	2	2	0	0	0	0	
59 Wall Map	se	0	2	2	2	2	0	0	0	0	
60 Key Rack	se	0	2	2	2	2	0	0	0	0	
61 Coat Rack	mid1	12	2	2	2	2	24	24	24	24	
62 General Office Area	oa	200	1	1	1	1	200	200	200	200	
63											
64											
65 Assembly/Crew Ready Room	er		1	1	1	1					
66 Work Table, Access All 4 Sides	wtb4	88	9	11	11	11	792	968	968	968	95% of staff at table, 6 per table
67 Storage Cabinet, 2 Door	scc1	18	4	4	4	4	72	72	72	72	Misc., supplies, forms.
68 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	Refrigerator, stove, dishwasher, ice maker, microwave, sink (2-side)
69 Computer Table	cta1	24	4	4	4	4	96	96	96	96	Shared computer terminal
70 Open Area	oa	100	2	2	2	2	200	200	200	200	Tackable space area, a/v and overhead screen.
71											
72 Lockers/Showers - Female											Female, See Common/Shared DB
73 Lockers w/shared bench	ll2	7	4	4	4	4	28	28	28	28	Full-size lockers
74 Shower w/ Dressing Area	sb1	21	1	1	1	1	21	21	21	21	
75 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139	
76											
77 Lockers/Showers - Male											Male, See Common/Shared DB
78 Lockers w/shared bench	ll2	7	59	69	69	69	413	483	483	483	Full-size lockers
79 Shower w/ Dressing Area	sb1	21	2	2	2	2	42	42	42	42	
80 Restroom, Large	tl4	277	1	1	1	1	277	277	277	277	Incl. lavs (2), urinals (3), toilet (2), sensor systems, possibly high-pressure round wash lav area
81											
82											
83											
84											
85											
86											
87											
88											
89											
90											
91											
92											
93											
94											
95											
96											
97 Subtotal (Page 2)							3,344	3,608	3,608	3,608	
98 Circulation Factor (percent of sq. ft.)							25%	25%	25%	25%	
99 Total Circulation Allowance							836	902	902	902	
100 Total Square Feet (Page 2)							4,180	4,510	4,510	4,510	

By: JSR

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Public Utilities
Solid Waste Management

Contact: Lawrence Garcia
 Telephone: (505) 955-2241

Date: 08/10/07
 Page Num: 3

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
101 SUPPORT SPACE																					
102 Bin Storage	oa			43,560	2	2	2	2									87,120	87,120	87,120	87,120	Trash and recycle bins, residential and commercial, plastic and metal.
103																					
104																					
105																					
106 Maintenance Shop																					
107 Vehicle/Equipment Maintenance Bay	sa	640		324	2	2	2	2	1,280	1,280	1,280	1,280				648	648	648	648	20' x 32', drive-thru	
108 Workarea	rb01	100			2	2	2	2	200	200	200	200									
109 Equipment Area	oa	50			2	2	2	2	100	100	100	100								Misc equip, storage	
110 Spare Bay	sa	640		324	1	1	1	1	640	640	640	640				324	324	324	324		
111 Spare Bay Workarea	rb01	100			1	1	1	1	100	100	100	100								Adj to maint. bay, tool box	
112 Equipment Area	oa	50			1	1	1	1	50	50	50	50									
113 Emergency Eyewash	se	4			2	2	2	2	8	8	8	8								Misc equipment, storage	
114 Work Counter, Access 2 Sides	wcb4	23			1	1	1	1	898	898	898	898									
115																					
116 Welding Shop																					
117 Welding Bay	sa	640		324	1	1	1	1	640	640	640	640				324	324	324	324	Walled off from other bays	
118 Workarea	rb01	100			1	1	1	1	100	100	100	100									
119 Equipment Area	oa	50			1	1	1	1	50	50	50	50								Adj to bay, tool box	
120 Welding Shop	sa	500			1	1	1	1	500	500	500	500									
121 Metal Storage Rack	se	300			1	1	1	1	300	300	300	300								Misc equipment, storage	
122 Emergency Eyewash	se	4			1	1	1	1	4	4	4	4									
123																					
124																					
125																					
126																					
127																					
128																					
129																					
130																					
131																					
132 Fleet Parking																					
133 Parking Small Vehicle	pk01			300	20	21	22	23								6,000	6,300	6,600	6,900	Water truck, pressure washer	
134 Parking, Small Vehicle/Truck	pk04	360			2	2	2	2	720	720	720	720									
135 Parking, Medium/Light Truck	pk02			616	17	18	19	20							10,472	11,088	11,704	12,320			
136 Parking, Medium/Light Truck	pk05		504		39	41	43	45													
137 Parking, Heavy/Large Truck	pk03			880	7	7	8	8							6,160	6,160	7,040	7,040			
138 Trailers/Equipment	pk01			300	1	1	1	1							300	300	300	300	Truck and trailer, tandem		
139 Trailers/Equipment	pk02			616	1	1	1	1						616	616	616	616				
140																					
141 Shop Vehicles - Small	pk1			300																	
142 Shop Vehicles - Medium/Large	pk2			616																	
143 Shop Vehicles - Trailers	pk2			616																	
144																					
145 Staff Parking	pk1			300	53	62	62	62												See Common/Shared DB	
146 Subtotal (Page 3)									5,590	5,590	5,590	5,590				111,964	112,880	114,676	115,592	By: JSR	
147 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%		
148 Total Circulation Allowance									1,118	1,118	1,118	1,118				22,393	22,576	22,935	23,118		
149 Total Square Feet (Page 3)									6,708	6,708	6,708	6,708				134,357	135,456	137,611	138,710		
150 Total Square Feet (Page 1, 2 & 3)									12,883	13,213	13,213	13,213				134,357	135,456	137,611	138,710	The SGS Group (916) 967-2400	

CITY OF SANTA FE
Public Works
Engineering
Streets & Drainage Maintenance

Contact: Michael Vargas
Telephone: (505) 955-2407

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Division Director	po5	196	1	1	1	1	196	196	196	196	
3 Superintendent	po3	140	1	1	1	2	140	140	140	280	
4 Supervisor	po2	120	4	6	8	10	480	720	960	1,200	
5 Inspection Technician	w4	80	2	4	6	8	160	320	480	640	
6 Database Specialist	w4	80	1	2	2	2	80	160	160	160	
7 Administrative Assistant	w4	80	1	2	2	2	80	160	160	160	
8 Equipment Operator	niws	0	13	16	20	25	0	0	0	0	Field staff
9 Sr. Maintenance Worker	niws	0	6	8	10	12	0	0	0	0	Field staff
10 Maintenance Worker	niws	0	5	7	9	11	0	0	0	0	Field staff
11 Trainee	niws	0	4	6	8	10	0	0	0	0	Field staff
12											
13											
14											
15											
16 SUPPORT SPACE											
17 Assembly/Crew Ready Room	er		1	1	1	1					See Common/Shared DB
18 Work Table, Access All 4 Sides	wtb4	88	6	8	11	13	528	704	968	1,144	95% of staff at table, 6 per table
19 Storage Cabinet, 2 Door	scc1	18	4	4	4	4	72	72	72	72	Misc., supplies, forms.
20 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	Refrigerator, stove, dishwasher, ice maker, microwave, sink (2-side)
21 Computer Table	cta1	24	4	4	4	4	96	96	96	96	Shared computer terminal
22 Open Area	oa	100	2	2	2	2	200	200	200	200	Tackable space area, a/v and overhead screen.
23											
24 Lockers/Showers - Female											Female, See Common/Shared DB
25 Lockers w/shared bench	ll2	7	4	4	4	4	28	28	28	28	Full-size lockers
26 Shower w/ Dressing Area	sb1	21	1	1	1	1	21	21	21	21	
27 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139	
28											
29 Lockers/Showers - Male											Male, See Common/Shared DB
30 Lockers w/shared bench	ll2	7	38	53	67	83	266	371	469	581	Full-size lockers
31 Shower w/ Dressing Area	sb1	21	2	2	2	2	42	42	42	42	
32 Restroom, Large	tl4	277	1	1	1	1	277	277	277	277	Incl. lavs (2), urinals (3), toilet (2), sensor systems, possibly high-pressure round wash lav area
33											
34											
35 General Office Area	oa	100	1	1	1	1	100	100	100	100	Printer, fax, shredder, file cabinets
36 Workroom	wr1	168	1	1	1	1	168	168	168	168	Copier, office supplies, cabinets, shelving, workcounters, recycle bins and trash
37 Supply/Storage Room	er	200	1	1	1	1	200	200	200	200	
38 Employee Mail Bins	se	30	1	1	1	1	30	30	30	30	
39 Layout Table, Small	stb1	29	1	1	1	1	29	29	29	29	
40 Vertical Plan Holder	mic1	18	2	2	2	2	36	36	36	36	
41 Coat Rack	mid1	12	2	2	2	2	24	24	24	24	Uniform storage
42 Schedule Board	se	0									Wall mounted
43 Wall Maps	se	0									Wall mounted
44 Key Racks	se	0									Wall mounted
45											
46											
47 Subtotal (Page 1)			38	53	67	83	3,469	4,310	5,072	5,900	
48 Circulation Factor (percent of sq. ft.)							32%	33%	33%	34%	
49 Total Circulation Allowance							1,094	1,417	1,687	2,002	
50 Total Square Feet (Page 1)							4,563	5,727	6,759	7,902	

By: JSR

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Public Works
Engineering
Streets & Drainage Maintenance

Contact: Michael Vargas
 Telephone: (505) 955-2407

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51 SUPPORT SPACE																					
52 Hazardous Material	er	200			1	1	1	1	200	200	200	200									
53																					
54 MAINTENANCE/PARKING																					
55 Vehicle Maintenance/Parking	sa	640		324	10	10	10	10	6,400	6,400	6,400	6,400					3,240	3,240	3,240	3,240	16,000 SF (100'x160') 20' x 32', drive-thru
56 Workarea	rb01	100			10	10	10	10	1,000	1,000	1,000	1,000									
57 Equipment Area	oa	50			10	10	10	10	500	500	500	500									Misc equip, storage
58 Spare Bay	sa	640		324	4	4	4	4	2,560	2,560	2,560	2,560					1,296	1,296	1,296	1,296	18' x 32', drive-thru
59 Spare Bay Workarea	rb01	100			4	4	4	4	400	400	400	400									Adj to maint. bay, tool box
60 Equipment Area	oa	50			4	4	4	4	200	200	200	200									Misc equipment, storage
61 Emergency Eyewash	se	4			2	2	2	2	8	8	8	8									
62 Work Counter, Access 2 Sides	wcb4	23			1	1	1	1	23	23	23	23									
63																					
64																					
65																					
66 Material Dump	oa		43,560	43,560	1	1	1	1					43,560	43,560	43,560	43,560	43,560	43,560	43,560	43,560	Road salt and sand
67 Material Dump	oa			43,560	2	2	2	2									87,120	87,120	87,120	87,120	Debris from projects
68 Material Dump	oa			5,000	1	1	1	1									5,000	5,000	5,000	5,000	Sweeper debris, dry
69 Material Dump	oa			1,000	1	1	1	1									1,000	1,000	1,000	1,000	Wet debris, for drying
70 Water Dump	oa			500	1	1	1	1									500	500	500	500	Water drain to retention pond
71																					
72																					
73																					
74																					
75																					
76																					
77																					
78																					
79																					
80																					
81																					
82																					
83																					
84																					
85																					
86 Fleet Parking																					
87 Parking Small Vehicle	pk01			300	22	29	38	51									6,600	8,712	11,500	15,180	
88 Parking, Small Vehicle/Truck	pk04		360																		
89 Parking, Medium/Light Truck	pk05		540		28	37	49	64					15,120	19,958	26,345	34,776					
90 Parking, Heavy/Large Truck	pk03		880		6	8	10	14					5,280	6,970	9,200	12,144					
91 Trailers/Equipment	pk01		360		5	7	9	11					1,800	2,376	3,136	4,140					
92																					
93																					
94																					
95 Staff Parking	pk1			300	34	48	60	75													See Common/Shared DB
96 Subtotal (Page 2)									11,291	11,291	11,291	11,291	65,760	72,864	82,241	94,619	148,316	150,428	153,216	156,896	
97 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	20%	20%	20%	20%	By: JSR
98 Total Circulation Allowance					<u>2,258</u>	<u>2,258</u>	<u>2,258</u>	<u>2,258</u>	<u>26,304</u>	<u>29,146</u>	<u>32,897</u>	<u>37,848</u>	<u>26,304</u>	<u>29,146</u>	<u>32,897</u>	<u>37,848</u>	<u>29,663</u>	<u>30,086</u>	<u>30,643</u>	<u>31,379</u>	
99 Total Square Feet (Page 2)					13,549	13,549	13,549	13,549	92,064	102,010	115,138	132,467	177,979	180,514	183,859	188,275					The SGS Group
100 Total Square Feet (Page 1 & 2)					18,113	19,276	20,308	21,451	92,064	102,010	115,138	132,467	177,979	180,514	183,859	188,275					(916) 967-2400

CITY OF SANTA FE
Public Works
Engineering
Traffic Operations

Contact: Richard Devine
Telephone: (505) 955-2320

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Traffic Opns. Supervisor, City Traffic Engineer	po3	140	1	1	1	1	140	140	140	140	
3 Sr. Signal Lead Worker	w3	64	1	1	2	2					Loc in Signal Shop
4 Sr. Signal Technician	w3	64	3	4	4	5					Loc in Signal Shop
5 Electric Signal Locator	w3	64	1	1	1	2					Loc in Signal Shop
6 Supervisor, Sign & Paint Shop	po2	120	1	1	1	1					Loc with paint shop
7 Sr. Paint Technician	w1	36	3	4	4	5					Loc in paint shop office
8 Paint Technician	w1	36	2	3	3	4					Loc in paint shop office
9 Sr. Sign Technician	w1	36	3	3	4	5					Loc in sign shop office
10 Sr. Traffic Technician	w4	80	1	1	2	2					Loc in traffic operations center
11											
12											
13											
14											
15 SUPPORT SPACE											
16 Assembly/Crew Ready Room	er		1	1	1	1					See Common/Shared DB
17 Work Table, Access All 4 Sides	wtb4	88	3	3	3	4	264	264	264	352	95% of staff at table, 6 per table
18 Storage Cabinet, 2 Door	scc1	18	4	4	4	4	72	72	72	72	Misc., supplies, forms.
19 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	Refrigerator, stove, dishwasher, ice maker, microwave, sink (2-side)
20 Computer Table	cta1	24	4	4	4	4	96	96	96	96	Shared computer terminal
21 Open Area	oa	100	2	2	2	2	200	200	200	200	Tackable space area, a/v and overhead screen.
22											
23 Lockers/Showers - Female											Female, See Common/Shared DB
24 Lockers w/shared bench	ll2	7	4	4	4	4	28	28	28	28	Full-size lockers
25 Shower w/ Dressing Area	sb1	21	1	1	1	1	21	21	21	21	
26 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139	
27											
28 Lockers/Showers - Male											Male, See Common/Shared DB
29 Lockers w/shared bench	ll2	7	16	19	22	27	112	133	154	189	Full-size lockers
30 Shower w/ Dressing Area	sb1	21	2	2	2	2	42	42	42	42	
31 Restroom, Large	tl4	325	1	1	1	1	325	325	325	325	Incl. lavs (2), urinals (3), toilet (2), sensor systems, possibly high-pressure round wash lav area
32											
33											
34 Supply/Storage Room	er	200	1	1	1	1	200	200	200	200	
35 Employee Mail Bins	se	30	1	1	1	1	30	30	30	30	
36 Layout Table, Small	stb1	29	1	1	1	1	29	29	29	29	
37 Vertical Plan Holder	mic1	18	2	2	2	2	36	36	36	36	
38 Coat Rack	mid1	12	2	2	2	2	24	24	24	24	Uniform storage
39 Schedule Board	se	0									Wall mounted
40 Wall Maps	se	0									Wall mounted
41 Key Racks	se	0									Wall mounted
42 General Office Area	oa	100	1	1	1	1	100	100	100	100	Printer, fax, shredder, file cabinets
43 Workroom	wr1	168	1	1	1	1	168	168	168	168	Copier, office supplies, cabinets, shelving, workcounters, recycle bins and trash
44											
45											
46											
47 Subtotal (Page 1)			16	19	22	27	2,103	2,124	2,145	2,268	
48 Circulation Factor (percent of sq. ft.)							26%	26%	26%	26%	
49 Total Circulation Allowance							554	559	564	595	
50 Total Square Feet (Page 1)							2,657	2,683	2,709	2,863	

By: JSR

The SGS Group
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CITY OF SANTA FE
Public Works
Engineering
Traffic Operations

Contact: Richard Devine
 Telephone: (505) 955-2320

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51 SUPPORT SPACE																						
52 SIGN SHOP																						
53 Office	er																					
54 Technician Workstation	w1	36			3	3	4	5	108	108	144	180										
55 File Cabinet, Vertical 5 Drw Letter	fva5	8			2	2	2	2	16	16	16	16										
56 Work Table, Access 1 Side	wta1	25			2	2	2	2	50	50	50	50										
57 Printer Stand	psa1	13			2	2	2	2	26	26	26	26										Printers
58																						
59 Sign/Blank Storage Room	er				1	1	1	1														
60 Industrial Shelving, Open	isc3	16			8	10	12	15	128	160	192	240										Storage of signs & blanks
61 Staging Area	oa	200			1	1	1	1	200	200	200	200										
62																						
63 Machine Shop	er				1	1	1	1														
64 Grinder	se	10			2	2	2	2	20	20	20	20										
65 Drill Press	se	10			1	1	1	1	10	10	10	10										
66 Saw	se	15			2	2	2	2	30	30	30	30										
67 Industrial Shelving, Open	isc3	16			2	4	4	4	32	64	64	64										
68 Open Floor/Staging Area	oa	100			1	1	1	1	100	100	100	100										
69																						
70 Shop Area	oa				1	1	1	1														
71 Workbay	oa	420			1	1	1	1	420	420	420	420										14'W x 30'D
72 Work Table, Access 1 Side/1 End	wtb2	47			4	4	4	4	188	188	188	188										
73 Industrial Shelving, Open	isa1	9			4	4	4	4	36	36	36	36										Boxes
74 Storage Cabinet, 2 Door	sca1	12			1	1	1	1	12	12	12	12										
75 Work Counter, Access 1 Side	wca8	34			6	6	6	6	204	204	204	204										20' long w/storage below
76 Sign Machine/Printer	se	35			1	1	1	1	35	35	35	35										
77																						
78																						
79 TRAFFIC OPERATIONS CENTER																						
80 Office	er				1	1	1	1														
81 Sr. Traffic Technician	w4	80			1	1	1	1	80	80	80	80										
82 Work Table, Access 1 Side/1 End	wta2	38			2	2	2	2	76	76	76	76										
83 File Cabinet, Vertical 5 Drw Legal	fvb5	9			2	2	2	2	18	18	18	18										
84 File Cabinet, Lateral 5 Drawer	flb5	12			2	2	2	2	24	24	24	24										
85 Support Module	mie1	40			1	1	1	1	40	40	40	40										
86																						
87 Operations Center	er	400			1	1	1	1	400	400	400	400										Traffic monitors, screens
88																						
89																						
90																						
91																						
92																						
93																						
94																						
95																						
96																						
97 Subtotal (Page 2)									2,253	2,317	2,385	2,469										
98 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
99 Total Circulation Allowance									451	463	477	494										
100 Total Square Feet (Page 2)									2,704	2,780	2,862	2,963										

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CITY OF SANTA FE
Public Works
Engineering
Traffic Operations

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Date: 08/10/07
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Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
101 PAINT SHOP																						
102 Office	er				1	1	1	1														
103 Supervisor, Sign & Paint Shop	po2	120			1	1	1	1	120	120	120	120										Separate office, adj to space
104 Paint Technician	w1	36			5	7	7	9	180	252	252	324										
105 File Cabinet, Vertical 5 Drw Letter	fva5	8			3	3	3	3	24	24	24	24										
106 Work Table, Access 1 Side	wta1	25			2	2	2	2	50	50	50	50										
107 Printer Stand	psa1	13			2	2	2	2	26	26	26	26										Printers
108																						
109 Storage Room																						
110 Industrial Shelving, Open	isc3	16			8	8	10	10	128	128	160	160										
111 Work Counter, Access 1 Side	wca8	34			4	4	4	4	136	136	136	136										Storage below
112 Storage Cabinet, 2 Door	scc3	22			6	6	6	6	132	132	132	132										
113																						
114 Shop Area	oa				1	1	1	1														
115 Workbay	oa	1,000			2	2	2	2	2,000	2,000	2,000	2,000										20'W x 50'D
116 Work Table, Access 1 Side/1 End	wtb2	47			4	4	4	4	188	188	188	188										
117 Work Counter, Access 1 Side	wca8	34			15	15	15	15	510	510	510	510										48"W x 36"D, w/stor. Below
118 Storage Cabinet, 2 Door	scc3	22			4	4	4	4	88	88	88	88										
119																						
120 SIGNAL SHOP																						
121 Office	er				1	1	1	1														
122 Sr. Signal Lead Worker	w2	48			1	1	2	2	48	48	96	96										
123 Sr. Signal Technician	w2	48			3	4	4	5	144	192	192	240										
124 Electric Signal Locator	w2	48			1	1	1	2	48	48	48	96										
125 File Cabinet, Vertical 5 Drw Legal	fvb5	9			6	7	8	10	54	63	72	90										
126 File Cabinet, Lateral 4 Drawer	flb4	12			4	4	4	4	48	48	48	48										
127 Bookcase, 6 Shelves	bca6	10			1	1	1	1	10	10	10	10										
128 Storage Cabinet, 2 Door	scc3	22			4	4	4	4	88	88	88	88										
129 Work Counter, Access 1 Side	wca6	26			10	12	14	18	260	312	364	468										Storage above & below
130 Printer Stand	psa1	13			2	2	2	2	26	26	26	26										Printers
131 Flat Map File	mia1	36			4	4	4	4	144	144	144	144										
132 Vertical Plan Holder	mic1	18			2	2	2	2	36	36	36	36										
133 Layout Table, Medium	stb2	46			1	1	1	1	46	46	46	46										
134																						
135 Storage Room	er				1	1	1	1														
136 Industrial Shelving, Open	isa1	9			8	8	10	10	72	72	90	90										Wire, paint, materials, etc
137 Industrial Shelving, Open	isc3	16			10	10	10	10	160	160	160	160										Boxes on mezz level
138																						
139 Signal Box Test Area																						
140 Test Room	er	150			4	4	4	4	600	600	600	600										
141 Industrial Shelving, Open	isc3	16			4	4	4	4	64	64	64	64										Misc. materials & supplies
142 Test Board Area	oa	100			4	4	4	4	400	400	400	400										Incl wall for board
143																						
144																						
145																						
146																						
147 Subtotal (Page 3)									5,830	6,011	6,170	6,460										
148 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	40%	
149 Total Circulation Allowance									1,166	1,202	1,234	1,292										
150 Total Square Feet (Page 3)									6,996	7,213	7,404	7,752										

By: JSR
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CITY OF SANTA FE
Public Works
Engineering
Traffic Operations

Contact: Richard Devine
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Date: 08/10/07
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Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
151																					
152 Shop Area																					
153 Workbay	oa	420			1	1	1	1	420	420	420	420									14'W x 30'D
154 Work Table, Access 1 Side/1 End	wta2	38			4	4	4	4	152	152	152	152									Work area
155 Work Counter, Access 1 Side	wca2	14			2	2	2	2	28	28	28	28									Storage below
156 Storage Area	oa	900			1	1	1	1	900	900	900	900									Old/out of svcs boxes, new boxes
157																					
158																					
159																					
160																					
161																					
162																					
163																					
164																					
165																					
166																					
167																					
168 YARD STORAGE																					
169 Paint Shop Storage																					
170 Paint Storage	oa		1,000	500	1	1	1	1					1,000	1,000	1,000	1,000	500	500	500	500	50 gal drums of paint
171 Wash Down Area	oa		200		1	1	1	1					200	200	200	200					
172																					
173 Signal Shop Storage																					
174 Storage Area	oa		2,000	21,780	1	1	1	1					2,000	2,000	2,000	2,000	21,780	21,780	21,780	21,780	Poles, fixtures, signal boxes
175																					
176 Signal Shop Storage																					
177 Storage Area	oa			500	1	1	1	1									500	500	500	500	
178																					
179																					
180																					
181 Fleet Parking																					
182 Parking Small Vehicle	pk01			300	3	4	6	8									900	1,260	1,764	2,470	
183 Parking, Medium/Light Truck	pk02			616	4	6	8	11									2,464	3,450	4,829	6,761	
184 Parking, Heavy/Large Truck	pk03			880	2	3	4	5									1,760	2,464	3,450	4,829	
185 Trailers/Equipment	pk01			300	1	1	2	3									300	420	588	823	
186 Trailers/Equipment	pk02			616	1	1	2	3									616	862	1,207	1,690	
187																					
188																					
189																					
190																					
191																					
192																					
193																					
194																					
195 Staff Parking	pk1			300	14	17	20	24													See Common/Shared DB
196 Subtotal (Page 4)									1,500	1,500	1,500	1,500	3,200	3,200	3,200	3,200	28,820	31,236	34,618	39,354	By: JSR
197 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%	
198 Total Circulation Allowance									300	300	300	300	1,280	1,280	1,280	1,280	11,528	12,494	13,847	15,742	
199 Total Square Feet (Page 4)									1,800	1,800	1,800	1,800	4,480	4,480	4,480	4,480	40,348	43,730	48,466	55,095	The SGS Group
200 Total Square Feet (Page 1, 2, 3, & 4)									14,156	14,477	14,775	15,378	4,480	4,480	4,480	4,480	40,348	43,730	48,466	55,095	(916) 967-2400

CITY OF SANTA FE
Public Utilities
Administration

Contact: Jim Salazar
Telephone: (505) 955-2130

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Division Director	po5	196	1	1	1	1	196	196	196	196	
3 Administrative Support	w3	64		1	1	2		64	64	128	
4 Supervisor	w4	80		1	1	2		80	80	160	
5 Field Inspector	w3	64	1	3	5	7	64	192	320	448	
6 Project Specialist	w3	64	1	1	1	2	64	64	64	128	
7 Support Staff	w3	64		3	3	3		192	192	192	
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21 SUPPORT SPACE											
<u>22 General Office Area</u>											
23 File Cabinet, Lateral 5 Drawer	fld5	16	1	2	2	3	16	32	32	48	
24 File Cabinet, Vertical 5 Drw Letter	fva5	8	2	2	2	2	16	16	16	16	
25 Support Module	mie1	40	1	1	1	1	40	40	40	40	Printer, fax, shredder
26											
27 Conference Room, Seats 8	cr4	192	1	1	1	1	192	192	192	192	
28											
<u>29 Supply/Storage Room</u>	er										
30 Industrial Shelving, Open	isa3	12	4	4	4	4	48	48	48	48	
31 Storage Cabinet, 2 Door	sca3	15	2	2	2	2	30	30	30	30	
32 Work Table, Access 1 Side	wtal	25	1	1	1	1	25	25	25	25	
33 Staging Area/Open Floor	oa	50	1	1	1	1	50	50	50	50	
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			3	10	12	17	741	1,221	1,349	1,701	
48 Circulation Factor (percent of sq. ft.)							34%	38%	39%	40%	
49 Total Circulation Allowance							250	463	520	676	
50 Total Square Feet (Page 1)							991	1,684	1,869	2,377	

By: JSR

The SGS Group
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CITY OF SANTA FE
Public Utilities
Administration

Contact: Jim Salazar
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Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51																					
52 Staff Parking	pk01			300	3	9	11	15									900	2,700	3,300	4,500	
53																					
54																					
55																					
56																					
57																					
58																					
59																					
60																					
61																					
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88																					
89																					
90																					
91																					
92																					
93																					
94																					
95																					
96 Subtotal (Page 2)									20%	20%	20%	20%	40%	40%	40%	40%	900	2,700	3,300	4,500	By: JSR The SGS Group (916) 967-2400
97 Circulation Factor (percent of sq. ft.)																	40%	40%	40%	40%	
98 Total Circulation Allowance																	360	1,080	1,320	1,800	
99 Total Square Feet (Page 2)																	1,260	3,780	4,620	6,300	
100 Total Square Feet (Page 1 & 2)									991	1,684	1,869	2,377					1,260	3,780	4,620	6,300	

CITY OF SANTA FE
Public Works
Parks/Trails/Watershed

Contact: Fabian Chavez
 Telephone: (505) 955-2114

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes	
			2007	2012	2017	2027	2007	2012	2017	2027		
1 STAFF												
2 Division Director	po5	196	1	1	1	1	196	196	196	196		
3 Administrative Support	w3	64	2	2	3	3	128	128	192	192		
4												
5 Parks Maintenance Superintendent	po3	140	1	1	1	1	140	140	140	140		
6 Parks Supervisor	w5	96	4	5	6	7	384	480	576	672		
7 Equipment Operator/Maintenance Worker	niws	0	31	47	56	65	0	0	0	0		
8												
9 Heavy Equipment Supervisor	w5	96	1	1	1	1	96	96	96	96		
10 Equipment Operator/Maintenance Worker	niws	0	4	4	5	6	0	0	0	0		
11												
12 Arterials Parks Supervisor	w5	96	1	1	1	1	96	96	96	96		
13 Equipment Operator/Maintenance Worker	niws	0	7	17	19	21	0	0	0	0		
14												
15 Trails Maintenance Supervisor	w5	96	1	1	1	1	96	96	96	96		
16 Equipment Operator/Maintenance Worker	niws	0	3	3	4	5	0	0	0	0		
17												
18 Parks/Trails/Watershed Section Head	po3	140	1	1	1	1	140	140	140	140		
19 Professional/Technical Staff	w4	80	5	6	7	9	400	480	560	720		
20												
21 Santa Fe Beautiful Coordinator	w5	96	1	1	1	1	96	96	96	96		
22 Maintenance Worker	niws	0	1	1	2	3	0	0	0	0		
23												
24 Graffiti Supervisor	w5	96	1	1	1	1	96	96	96	96		
25 Maintenance Worker	niws	0	6	6	7	8	0	0	0	0		
26												
27 Mechanical Structural Supervisor	w5	96	1	1	1	1					Locate in Shop	
28 Specialist/Apprentice	w3	64	2	2	3	4					Locate in Shop	
29												
30 Integrated Pest Management Supervisor	w5	96	1	1	1	1	96	96	96	96		
31 Maintenance Worker	niws	0	1	1	1	1	0	0	0	0		
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												
43												
44												
45												
46												
47 Subtotal (Page 1)			76	104	123	142	1,964	2,140	2,380	2,636		
48 Circulation Factor (percent of sq. ft.)							45%	45%	45%	45%		
49 Total Circulation Allowance							884	963	1,071	1,186		
50 Total Square Feet (Page 1)							2,848	3,103	3,451	3,822		

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Public Works
Parks/Trails/Watershed

Contact: Fabian Chavez
 Telephone: (505) 955-2114

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes	
			2007	2012	2017	2027	2007	2012	2017	2027		
51 SUPPORT SPACE												
52 Reception Area, Seats 6	ra3	144	1	1	1	1	144	144	144	144	Pamphlet display rack	
53 Conference Room, Seats 8	cr4	192	1	1	1	1	192	192	192	192		
54 Workroom	wr2	224	1	1	1	1	224	224	224	224	Copier, fax, office supplies and equipemnt	
55 Plotter	se	16	1	1	1	1	16	16	16	16		
56 Layout Table, Small	stb1	29	1	1	1	1	29	29	29	29		
57 Vertical Plan Holder	mic1	18	2	2	3	4	36	36	54	72		
58 Bookcase, 6 Shelves	bca6	10	1	1	2	2	10	10	20	20	Reference material	
59 File Cabinet, Lateral 4 Drawer	flc4	14	3	4	4	5	42	56	56	70		
60 Mail Sorting Station	mss1	24	1	1	1	1	24	24	24	24		
61 Layout Table, Small	stb1	29	1	1	1	1	29	29	29	29		
62 Service Module	sm1	40	1	1	1	1	40	40	40	40	Printers, misc. equipment, storage above and below	
63												
64												
65												
66 Assembly/Crew Ready Room												
67 Work Table, Access All 4 Sides	wtb4	88	6	9	10	12	528	792	880	1,056	50% of staff at table, 6 per table	
68 Storage Cabinet, 2 Door	scc1	18	4	4	4	4	72	72	72	72	Misc., supplies, forms.	
69 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	Refrigerator, stove, dishwasher, ice maker, microwave, sink (2-side)	
70 Computer Table	cta1	24	4	5	6	8	96	120	144	192	Shared computer terminal	
71 Open Area	oa	100	1	1	1	1	100	100	100	100	Tackable space area, a/v and overhead screen.	
72 Internal Circulation		5%					44	58	64	75		
73 Total Assembly/Crew Ready Room							917	1,219	1,337	1,572		
74												
75 Lockers/Showers - Female												
76 Lockers w/shared bench	ll2	7	13	19	22	25	91	133	154	175	Full-size lockers	
77 Shower w/ Dressing Area	sb1	21	2	2	3	3	42	42	63	63		
78 Restroom, Large	tl4	139	1	1	1	1	139	139	139	139		
79 Internal Circulation		15%					41	47	53	57		
80 Total Lockers/Showers - Female							313	361	409	434		
81												
82 Lockers/Showers - Male												
83 Lockers w/shared bench	ll2	7	66	93	110	127	462	651	770	889	Full-size lockers	
84 Shower w/ Dressing Area	sb1	21	3	4	5	6	63	84	105	126		
85 Restroom, Large	tl4	325	1	1	1	1	325	325	325	325	Incl. lavs (4), urinals (5), toilet (4)	
86 Internal Circulation		15%					128	159	180	201		
87 Total Lockers/Showers - Male							978	1,219	1,380	1,541		
88												
89												
90												
91												
92												
93												
94												
95												
96												
97 Subtotal (Page 2)							2,993	3,599	3,954	4,406		
98 Circulation Factor (percent of sq. ft.)							25%	25%	25%	25%		
99 Total Circulation Allowance							748	900	989	1,102		
100 Total Square Feet (Page 2)							3,741	4,499	4,943	5,508		

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE

**Public Works
Parks/Trails/Watershed**

Contact: Fabian Chavez
Telephone: (505) 955-2114

Date: 08/10/07

Page Num: 3

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
101 OPERATIONS MAINT. FAC.																						
102 Office																						
103 Mechanical Structural Supervisor	w5	96			1	1	1	1	96	96	96	96										
104 Specialist/Apprentice	w3	64			2	2	3	4	128	128	192	256										
105 File Cabinet, Lateral 4 Drawer	flc4	14			2	3	4	4	28	42	56	56										
106 Storage Cabinet, 2 Door	scb2	17			1	2	2	3	17	34	34	51										
107 Work Counter, Access 2 Sides	wcb6	32			1	1	1	1	32	32	32	32										
108 Workroom	wr1	168			1	1	1	1	168	168	168	168										
109 Internal Circulation	50%								235	250	289	330										Copier, supplies, storage
110 Total Office									704	750	867	989										
111																						
112 Parts/Supply Storage																						
113 Industrial Shelving, Open	isc2	14			45	53	58	62	630	742	812	868										
114 Storage Cabinet, 2 Door	sca3	15			1	1	2	2	15	15	30	30										
115 Open Area	oa	100			1	1	1	1	100	100	100	100										
116 Internal Circulation	25%								186	214	236	250										
117 Total Parts/Supply Storage									931	1,071	1,178	1,248										
118																						
119 Tool/Equipment Storage																						
120 Industrial Shelving, Open	isc2	14			14	16	18	19	196	224	252	266										
121 Open Area	oa	60			1	1	1	1	60	60	60	60										
122 Work Counter, Access 1 Side	wca8	34			2	2	2	2	68	68	68	68										
123 Internal Circulation	25%								81	88	95	99										
124 Total Tool/Equipment Storage									405	440	475	493										
125																						
126 Equipment Storage Bay																						
127 Small Mobile Equipment	oa	350			1	1	1	1	350	412	451	482										
128 Mowers	oa	250			1	1	2	2	250	250	500	500										
129 Work Counter, Access 1 Side	wca8	34			2	2	2	2	68	68	68	68										
130 Industrial Shelving, Open	isc2	14			12	14	15	16	168	196	210	224										
131 Internal Circulation	25%								209	232	307	319										
132 Total Equipment Storage Bay									1,045	1,158	1,536	1,593										
133																						
134 Carpenter Shop	er	700			1	1	1	1	700	700	700	700										
135																						
136 Electrical Shop																						
137 Industrial Shelving, Open	isc2	14			18	21	23	25	252	294	322	350										
138 Work Counter, Access 1 Side	wca8	34			2	2	2	2	68	68	68	68										
139 Open Area	oa	200			1	1	1	1	200	200	200	200										
140 Internal Circulation	25%								130	141	148	155										
141 Total Equipment Storage Bay									650	703	738	773										
142																						
143																						
144																						
145																						
146																						
147 Subtotal (Page 3)									4,435	4,822	5,493	5,794										
148 Circulation Factor (percent of sq. ft.)									10%	10%	10%	10%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
149 Total Circulation Allowance									443	482	549	579										
150 Total Square Feet (Page 3)									4,878	5,304	6,043	6,373										

By: MAS
The SGS Group
(916) 967-2400

CITY OF SANTA FE
Public Works
Parks/Trails/Watershed

Contact: Fabian Chavez
 Telephone: (505) 955-2114

Date: 08/10/07
 Page Num: 4

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
151 Paint Shop																						
152 Storage Cabinet, 2 Door	sca3	15			16	19	21	22	240	285	315	330										Paint storage, flammables
153 Work Counter, Access 1 Side	wca8	34			2	2	2	2	68	68	68	68										
154 Steam Cleaner	se	50			1	1	2	2	50	50	100	100										
155 Paint Sprayer	se	8			4	4	5	6	32	32	40	48										
156 Internal Circulation	25%								98	109	131	137										
157 Total Paint Shop									488	544	654	683										
158																						
159 Equipment Maintenance																						
160 Service Bay (Small Equipment)	rb05	648			1	1	1	1	648	648	648	648										
161 Workarea	rb01	100			1	1	1	1	100	100	100	100										
162 Emergency Eyewash	se	4			1	1	1	1	4	4	4	4										
163 Bookcase, 5 Shelves	bca5	10			1	1	1	1	10	10	10	10										Reference material
164 Work Counter, Access 2 Sides	wcb4	23			1	1	1	1	23	23	23	23										
165 Total Equipment Maintenance									785	785	785	785										
166																						
167 Fertilizer/Pesticide Storage																						
168 Pallet Storage, (4 high racks)	ps02	32			8	9	10	11	256	288	320	352										
169 Industrial Shelving, Open	isc2	14			4	5	5	5	56	70	70	70										
170 Internal Circulation	25%								78	90	98	106										
171 Total Fertilizer/Pesticide Storage									390	448	488	528										
172																						
173 Stage/Barricade/Event Storage	er	1,000			1	1	1	1	1,000	1,000	1,000	1,000										1 per district
174 Equipment, Supply Storage	er	256			4	5	6	7	1,024	1,280	1,536	1,792										Currently located in 7 locations
175 Equipment, Supply Storage	er	480			7	7	7	7	3,360	3,360	3,360	3,360										off-site (at various parks)
176 Playground Equipment	er	3,000			1	1	1	1	3,000	3,000	3,000	3,000										
177 Yard Storage	oa			25,600	1	1	1	1														Mulch, conch shells, bleachers,
178 Scrap/Junk Storage Yard	oa			20,000	1	1	1	1														trash barrels, fencing, etc.
179																						barricades
180 Fluid Storage Room	er	64			1	1	1	1	64	64	64	64										
181 Waste Fluid Disposal/Storage	er		64		1	1	1	1					64	64	64	64						
182 Air Compressor Room	er	64			1	1	1	1	64	64	64	64										
183																						
184 Steam Clean	se		100		1	1	1	1					100	100	100	100						
185 Water Recycling/Pump Room	er	100			1	1	1	1	100	100	100	100										
186																						
187																						
188																						
189																						
190																						
191																						
192																						
193																						
194																						
195																						
196																						
197 Subtotal (Page 4)									10,275	10,644	11,050	11,375	164	164	164	164	45,600	45,600	45,600	45,600		By: MAS
198 Circulation Factor (percent of sq. ft.)									10%	10%	10%	10%	40%	40%	40%	40%	20%	20%	20%	20%		
199 Total Circulation Allowance									1,027	1,064	1,105	1,138	66	66	66	66	9,120	9,120	9,120	9,120		
200 Total Square Feet (Page 4)									11,302	11,709	12,155	12,513	230	230	230	230	54,720	54,720	54,720	54,720		The SGS Group (916) 967-2400

CITY OF SANTA FE
Public Works
Parks/Trails/Watershed

Contact: Fabian Chavez
 Telephone: (505) 955-2114

Date: 08/10/07
 Page Num: 5

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
201 Fleet Parking																					
202 Parking Small Vehicle	pk01			300	10	10	10	10									3,000	3,000	3,000	3,000	
203 Parking, Small Vehicle/Truck	pk04			360	9	12	14	16									3,240	4,320	5,040	5,760	
204 Parking, Medium/Light Truck	pk02			616	55	75	89	103									33,880	46,200	54,824	63,448	
205 Parking, Heavy/Large Truck	pk03			880	9	10	11	12									7,920	8,800	9,680	10,560	
206 Trailers/Equipment	pk01		300		11	14	16	18					3,300	4,200	4,800	5,400					
207 Trailers/Equipment	pk02		616		5	6	7	8					3,080	3,696	4,312	4,928					
208																					
209																					
210																					
211 Staff Parking	pk01			300	68	94	111	128													
212																					
213																					
214																					
215																					
216																					
217																					
218																					
219																					
220																					
221																					
222																					
223																					
224																					
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238																					
239																					
240																					
241																					
242																					
243																					
244																					
245																					
246 Subtotal (Page 5)													6,380	7,896	9,112	10,328	48,040	62,320	72,544	82,768	
247 Circulation Factor (percent of sq. ft.)									10%	10%	10%	10%	40%	40%	40%	40%	40%	40%	40%	40%	
248 Total Circulation Allowance													<u>2,552</u>	<u>3,158</u>	<u>3,645</u>	<u>4,131</u>	<u>19,216</u>	<u>24,928</u>	<u>29,018</u>	<u>33,107</u>	
249 Total Square Feet (Page 5)													8,932	11,054	12,757	14,459	67,256	87,248	101,562	115,875	
250 Total Square Feet (Page 1, 2, 3, 4 & 5)									22,769	24,614	26,592	28,216	9,162	11,284	12,986	14,689	121,976	141,968	156,282	170,595	

See Common/Shared DB

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Public Works
Santa Fe Trails
Administration and Operations

Contact: Jon Bulthuis
Telephone: (505)

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Administration											
3 Director	po5	196	1	1	1	1	196	196	196	196	
4 Accountant	po1	108		1	1	1		108	108	108	
5 Administrative Supervisor	w5	96	1	1	1	1	96	96	96	96	
6 Project Specialist	w4	80	1	1	1	1	80	80	80	80	
7 Administrative Secretary	w3	64	2	1	1	1	128	64	64	64	
8 Planning Supervisor	w5	96	1	1	1	1	96	96	96	96	
9 Contracts Administrator	w4	80	1	1	1	1	80	80	80	80	
10 Marketing Manager	w4	80	1	1	1	1	80	80	80	80	
11 Transit Specialist	w4	80	1	1	1	1	80	80	80	80	
12 Custodian	niws	0	1	1	1	1	0	0	0	0	
13											
14 Operations											
15 Transit											
16 Assistant Transit Director	po3	140	1	1	1	1	140	140	140	140	
17 Transit Operations Manager	po2	120	1	1	1	1	120	120	120	120	
18 Supervisor	w5	96	4	4	5	6	192	192	288	288	2 supervisors share 1 workstation, located adjacent to Dispatch
19 Dispatcher	w3	64	3	3	3	3					Locate in Dispatch Center
20 Transit Operator	niws	0	46	50	54	60	0	0	0	0	
21 Temporary Operator	niws	0	6	6	7	8	0	0	0	0	
22											
23 Paratransit											
24 Transit Operations Manager	po3	140	1	1	1	1	140	140	140	140	
25 Dispatcher	w3	64		2	2	2					Locate in Dispatch Center
26 Customer Service Representative	w3	64		3	3	3		192	192	192	
27 Paratransit Operator	niws	0		10	22	30		0	0	0	
28 JARC Operator	niws	0			6	12			0	0	
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			72	91	115	137	1,428	1,664	1,760	1,760	
48 Circulation Factor (percent of sq. ft.)							45%	45%	45%	45%	
49 Total Circulation Allowance							643	749	792	792	
50 Total Square Feet (Page 1)							2,071	2,413	2,552	2,552	

By: MAS

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Public Works
Santa Fe Trails
Administration and Operations

Contact: Jon Bulthuis
Telephone: (505)

Date: 08/10/07
Page Num: 2

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
51 SUPPORT SPACE											
52 Reception Area, Seats 6	ra3	144	1	1	1	1	144	144	144	144	
53 Restroom, Medium (ADA)	tl2	50	1	1	1	1	50	50	50	50	
54 Conference Room, Seats 12	cr6	280	1	1	1	1	280	280	280	280	
55 Workroom	wr2	224	1	1	1	1	224	224	224	224	
56 File Storage Room	er	180	1	1	1	1	180	180	180	180	
57 Break Room	er	360	1	1	1	1	360	360	360	360	
58											
59 Conference Room, Seats 10	cr5	224	1	1	1	1	224	224	224	224	Locate adjacent to Transit Operations Supervisors
60 Training Room, Seats 40	tr1	728	1	1	1	1	728	728	728	728	
61 A/V Equipment & Supply Storage Room	er	150	1	1	1	1	150	150	150	150	
62											
63 Dispatch Center											
64 Dispatch Console	w3	64	3	5	5	5	192	320	320	320	
65 Security Station	w3	64	1	1	1	1	64	64	64	64	
66 Storage Cabinet, 2 Door	scb2	17	2	3	3	4	34	51	51	68	Lost and found items
67 Radio/Telecommunications Storage Room	er	120	1	1	1	1	120	120	120	120	
68 Work Counter, Access 2 Sides	wcb2	21	3	3	4	5	63	63	84	105	
69											
70 File Cabinet, Lateral 4 Drawer	flc4	14	2	2	3	3	28	28	42	42	Locate adjacent to Customer Service Representatives
71											
72 Driver Assembly/Break Room											
73 Dining Table, Seats 4	ste2	75	4	4	5	6	300	300	375	450	
74 Chair	csa1	12	4	4	5	6	48	48	60	72	
75 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	
76 Vending Machine	ked2	15	3	3	3	3	45	45	45	45	
77 Computer Table	cta1	24	3	3	4	5	72	72	96	120	
78											
79 Television Room	er	280	1	1	1	2	280	280	280	560	Locate adjacent to Driver Assembly/Break Room, seating for 10
80 Quiet Room	er	150	1	1	1	2	150	150	150	300	Locate adjacent to Driver Assembly/Break Room, seating for 5
81 Wellness/Exercise Room	er	180	1	1	1	1	180	180	180	180	
82 Lockers w/circulation	ll1	8	26	33	45	55	208	264	360	440	1/2 height lockers, w/ integrated mail boxes
83 Male Restroom/Shower	er	320	1	1	1	1	320	320	320	320	
84 Female Restroom/Shower	er	320	1	1	1	1	320	320	320	320	
85											
86 Coat Rack	mid1	12	3	3	4	5	36	36	48	60	Uniform storage
87 Clothes Bin	se	9	2	2	3	4	18	18	27	36	Dirty uniforms
88 Storage Cabinet, 2 Door	scb2	17	2	2	3	4	34	34	51	68	Driver supplies
89											
90											
91											
92											
93											
94											
95											
96											
97 Subtotal (Page 2)							4,929	5,130	5,410	6,107	
98 Circulation Factor (percent of sq. ft.)							25%	25%	25%	25%	
99 Total Circulation Allowance							<u>1,232</u>	<u>1,283</u>	<u>1,353</u>	<u>1,527</u>	
100 Total Square Feet (Page 2)							6,161	6,413	6,763	7,634	

By: MAS

The SGS Group
(916) 967-2400

CITY OF SANTA FE
Public Works
Santa Fe Trails
Administration and Operations

Contact: Jon Bultuis
 Telephone: (505)

Date: 08/10/07
 Page Num: 3

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
101 Staff Parking	pk01			300	36	46	58	69									10,800	13,800	17,400	20,700	Administration Operations	
102 Visitor Parking	pk01			300	5	5	6	7									1,500	1,500	1,800	2,100		
103																						
104 Fleet Parking																						
105 Parking Small Vehicle	pk01		300		3	4	5	7					900	1,200	1,500	2,100						
106 Parking Small Vehicle	pk01		300		4	5	5	6					1,200	1,500	1,500	1,800						
107																						
108																						
109																						
110																						
111																						
112																						
113																						
114																						
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136																						
137																						
138																						
139																						
140																						
141																						
142																						
143																						
144																						
145																						
146 Subtotal (Page 3)													2,100	2,700	3,000	3,900	12,300	15,300	19,200	22,800	By: MAS The SGS Group (916) 967-2400	
147 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%		
148 Total Circulation Allowance													840	1,080	1,200	1,560	4,920	6,120	7,680	9,120		
149 Total Square Feet (Page 3)													2,940	3,780	4,200	5,460	17,220	21,420	26,880	31,920		
150 Total Square Feet (Page 1, 2, & 3)									8,232	8,825	9,315	10,186	2,940	3,780	4,200	5,460	17,220	21,420	26,880	31,920		

CITY OF SANTA FE
Public Works
Santa Fe Trails
Fleet Maintenance

Contact: Jon Bulthuis
Telephone: (505)

Date: 08/10/07
Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 Transit Fleet Manager	po3	140	1	1	1	1	140	140	140	140	
2 Administrative Secretary	w3	64			1	1			64	64	
3 Mechanic Supervisor	w5	96	1	2	2	3	96	192	192	288	
4 Heavy Equipment Mechanic	niws	0	4	5	6	8	0	0	0	0	
5 Automotive Mechanic	niws	0			1	2			0	0	
6 Equipment Service Worker	niws	0	6	7	8	10	0	0	0	0	
7 Parts Specialist	w2	48		1	1	2					Locate in Parts Room
8 Sign Technician	w2	48	1	2	3	5					Locate in Sign Shop
9											
10											
11											
12											
13 SUPPORT SPACE											
14 Workroom	wr1	168	1	1	1	1	168	168	168	168	Copier, fax, supplies
15 Bookcase, 5 Shelves	bc5	13	2	2	2	2	26	26	26	26	Service manuals, reference material
16 Computer Table	cta1	24	1	1	1	1	24	24	24	24	Adjacent to service manuals and reference material, shared by mechanics
17 File Cabinet, Lateral 4 Drawer	flc4	14	2	2	2	2	28	28	28	28	
18											
19 <u>Break Room/Training Room</u>											
20 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	
21 Dining Table - seat 6 each	csg1	99	2	2	3	4	198	198	297	396	
22 Vending Machine	ked2	15	3	3	3	3	45	45	45	45	
23											
24 <u>Lockers & Showers - Male</u>											
25 Lockers w/shared bench	ll2	7	13	18	23	32	91	126	161	224	Full size lockers
26 Shower	se	21	2	2	2	2	42	42	42	42	
27 Restroom, Large	tl4	236	1	1	1	1	236	236	236	236	2 toilets, 2 urinals, 3 sinks
28 Total Lockers & Showers - Male							369	404	439	502	
29											
30 <u>Lockers & Showers - Female</u>											
31 Lockers w/shared bench	ll2	7	2	3	4	6	14	21	28	42	
32 Shower	se	21	2	2	2	2	42	42	42	42	
33 Restroom, Large	tl4	117	1	1	1	1	117	117	117	117	2 toilets, 2 sinks
34 Total Lockers & Showers - Female							173	180	187	201	
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			13	18	23	32	1,344	1,482	1,687	1,959	By: MAS
48 Circulation Factor (percent of sq. ft.)							39%	39%	39%	39%	
49 Total Circulation Allowance							519	583	657	764	
50 Total Square Feet (Page 1)							1,863	2,065	2,344	2,723	The SGS Group (916) 967-2400

CITY OF SANTA FE
Public Works
Santa Fe Trails
Fleet Maintenance

Contact: Jon Bulthuis
Telephone: (505)

Date: 08/10/07
Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51 Maintenance Shop																					
52 Vehicle Maintenance Bay	sa	1,200		600	2	2	2	3	2,400	2,400	2,400	3,600					1,200	1,200	1,200	1,800	20' x 60', drive-thru
53 Workarea	rb01	100			2	2	2	3	200	200	200	300									Adj to maint. bay, tool box
54 Equipment Area	oa	50			2	2	2	3	100	100	100	150									Misc equipment, storage
55 PM/Inspection Bay	sa	1,200		600	1	1	2	2	1,200	1,200	2,400	2,400					600	600	1,200	1,200	20' x 60', drive-thru
56 Workarea	rb01	100			1	1	2	2	100	100	200	200									Adj to maint. bay, tool box
57 Equipment Area	oa	50			1	1	2	2	50	50	100	100									Misc equipment, storage
58 Paratransit Maintenance Bay	sa	900		450	1	1	1	2	900	900	900	1,800					450	450	450	900	20' x 45', drive-thru
59 Workarea	rb01	100			1	1	1	2	100	100	100	200									Adj to maint. bay, tool box
60 Equipment Area	oa	50			1	1	1	2	50	50	50	100									Misc equipment, storage
61 Emergency Eyewash	se	4			2	2	2	2	8	8	8	8									Adj to maint. bay, tool box
62 Work Counter, Access 2 Sides	wcb4	23			2	2	2	2	46	46	46	46									Shop manuals, computer
63																					
64 Electronics Shop	er	150			1	1	1	1	150	150	150	150									
65 Battery Room	er	96			1	1	1	1	96	96	96	96									
66 Tire Shop	er	500			1	1	1	1	500	500	500	500									
67 Tire Storage	ca		4		53	66	80	105					212	264	320	420					
68																					
69 Parts Room																					
70 Parts Specialist	w2	48				1	1	2		48	48	96									
71 Work Counter, Access 2 Sides	wcb4	23			2	2	2	2	46	46	46	46									
72 Industrial Shelving, Open	isc2	14			5	6	7	9	70	84	98	126									Small parts
73 Storage Cabinet, 2 Door	scb2	17			3	3	4	5	51	51	68	85									Large, bulk parts
74 Industrial Shelving, Open	isc3	16			5	6	7	9	80	96	112	144									
75 Shipping/Receiving	oa	150			1	1	1	1	150	150	150	150									
76 Internal Circulation	25%								99	119	131	162									
77 Total Parts Room									496	594	653	809									
78																					
79 Fluid Storage/Pumping Room	er	350			1	1	1	1	350	350	350	350									
80 Waste Fluid Disposal/Storage	er		200		1	1	1	1					200	200	200	200					
81 Air Compressor Room	er	200			1	1	1	1	200	200	200	200									
82 Steam Clean	se		800		1	1	1	1					800	800	800	800					
83 Water Recycling/Pump Room	er	100			1	1	1	1	100	100	100	100									
84																					
85 Sign Shop	er	240			1	1	1	1	240	240	240	240									
86 Building Maintenance Shop	er	180			1	1	1	1	180	180	180	180									
87																					
88 Vault Room	er	140			1	1	1	1	140	140	140	140									
89 Fare Retrieval Area	ca		750		1	1	1	1					750	750	750	750					
90 Vacuum Room	er	60			1	1	1	1	60	60	60	60									
91																					
92 Miscellaneous Storage	oa		2,200	3,000	1	1	1	1					2,200	2,200	2,200	2,200	3,000	3,000	3,000	3,000	
93																					
94																					
95																					
96																					
97 Subtotal (Page 2)									7,666	7,764	9,173	11,729	4,162	4,214	4,270	4,370	5,250	5,250	5,850	6,900	By: MAS
98 Circulation Factor (percent of sq. ft.)									5%	5%	5%	5%	40%	40%	40%	40%	40%	40%	40%	40%	
99 Total Circulation Allowance									383	388	459	586	1,665	1,686	1,708	1,748	2,100	2,100	2,340	2,760	The SGS Group
100 Total Square Feet (Page 2)									8,050	8,152	9,631	12,315	5,827	5,900	5,978	6,118	7,350	7,350	8,190	9,660	(916) 967-2400

CITY OF SANTA FE
Public Works
Santa Fe Trails
Fleet Maintenance

Contact: Jon Bultuis
 Telephone: (505)

Date: 08/10/07
 Page Num: 3

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
101 Bus Wash Rack	RB10		1,300	650	1	1	1	1					1,300	1,300	1,300	1,300	650	650	650	650	Public access, locate outside perimeter security of Transit Operations
102 Steam Rack			576	540	1	1	1	1					576	576	576	576	540	540	540	540	
103 Steam/Wash Pump Area			250		1	1	1	1					250	250	250	250					
104																					
105 CNG Fueling Station	fi1		2,380	11,900	1	1	1	1					2,380	2,380	2,380	2,380	11,900	11,900	11,900	11,900	
106																					
107 Driver Training	oa			18,750	1	1	1	1									18,750	18,750	18,750	18,750	
108																					
109																					
110																					
111																					
112																					
113																					
114																					
115																					
116																					
117																					
118 Fleet Parking																					
119 Transit Bus	pk03		880		25	27	32	40					22,000	23,760	28,160	35,200					
120 Paratransit Van	pk02		616		14	22	25	30					8,624	13,552	15,400	18,480					
121 JARC Vehicles	pk01		300		2	2	5	12					600	600	1,500	3,600					
122																					
123 Shop Vehicle Parking																					
124 Parking, Heavy/Large Truck	pk03		880		1	1	1	1					880	880	880	880					
125 Parking, Medium/Light Truck	pk02		616		1	1	2	3					616	616	1,232	1,848					
126 Parking Small Vehicle	pk01		300		3	4	5	6					900	1,200	1,500	1,800					
127																					
128 Staff Parking	pk01			300	12	16	21	29									3,600	4,800	6,300	8,700	
129																					
130																					
131																					
132																					
133																					
134																					
135																					
136																					
137																					
138																					
139																					
140																					
141																					
142																					
143																					
144																					
145																					
146 Subtotal (Page 3)													38,126	45,114	53,178	66,314	35,440	36,640	38,140	40,540	By: MAS The SGS Group (916) 967-2400
147 Circulation Factor (percent of sq. ft.)									10%	10%	10%	10%	40%	40%	40%	40%	40%	40%	40%	40%	
148 Total Circulation Allowance													15,250	18,046	21,271	26,526	14,176	14,656	15,256	16,216	
149 Total Square Feet (Page 3)													53,376	63,160	74,449	92,840	49,616	51,296	53,396	56,756	
150 Total Square Feet (Page 1, 2 & 3)									9,912	10,217	11,976	15,038	59,203	69,059	80,427	98,958	56,966	58,646	61,586	66,416	

CITY OF SANTA FE
Fire Department
Station House

Contact: Chris Rivera, Chief
 Telephone: (505)

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											Staffing reflects single shift only
2 Captain	po3	140	1	1	1		140	140	140		
3 Engineer	niws	0	2	2	2		0	0	0		
4 Firefighter	niws	0	4	4	4		0	0	0		
5 Paramedic	niws	0	2	2	2		0	0	0		
6											
7											
8											
9											
10											
11											
12											
13 SUPPORT SPACE											
14 Station House											
15 Reception Area, Seats 4	ra2	108	1	1	1		108	108	108		
16 Conference Room, Seats 8	cr4	192	1	1	1		192	192	192		
17 Workroom	wr1	168	1	1	1		168	168	168		
18 Sleeping Room	er	100	7	7	7		700	700	700		
19 Kitchen	er	180	1	1	1		180	180	180		
20 Dining Room	oa	200	1	1	1		200	200	200		
21 Day Room	oa	500	1	1	1		500	500	500		
22 Exercise Room	er	250	1	1	1		250	250	250		
23 Laundry Room	er	120	1	1	1		120	120	120		
24 Restroom, Medium (ADA)	tl2	50	1	1	1		50	50	50	Public, unisex	
25 Equipment/Misc. Storage	er	150	1	1	1		150	150	150		
26											
27 Lockers & Showers - Male											
28 Lockers w/shared bench	ll2	7	36	36	36		252	252	252	Full size lockers	
29 Shower	se	21	2	2	2		42	42	42		
30 Restroom, Large	tl4	236	1	1	1		<u>236</u>	<u>236</u>	<u>236</u>	2 toilets, 2 urinals, 3 sinks	
31 Total Lockers & Showers - Male							530	530	530		
32											
33 Lockers & Showers - Female											
34 Lockers w/shared bench	ll2	7	8	8	8		56	56	56		
35 Shower	se	21	2	2	2		42	42	42		
36 Restroom, Large	tl4	117	1	1	1		<u>117</u>	<u>117</u>	<u>117</u>	2 toilets, 2 sinks	
37 Total Lockers & Showers - Female							215	215	215		
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			9	9	9		3,503	3,503	3,503		
48 Circulation Factor (percent of sq. ft.)						31%	31%	31%	31%		
49 Total Circulation Allowance							1,090	1,090	1,090		
50 Total Square Feet (Page 1)							4,593	4,593	4,593		

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Fire Department
Station House

Contact: Chris Rivera, Chief
 Telephone: (505)

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51 <u>Apparatus Floor</u>																					
52 Ladder Truck	pk03	880		880	1	1	1		880	880	880						880	880	880		
53 Engine Truck	pk02	616		616	1	1	1		616	616	616						616	616	616		
54 Rescue Ambulance	pk05	504		504	1	1	1		504	504	504						504	504	504		
55																					
56 Workshop	er	180			1	1	1		180	180	180										
57																					
58																					
59																					
60																					
61																					
62																					
63																					
64																					
65																					
66																					
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82																					
83																					
84																					
85																					
86																					
87																					
88																					
89																					
90																					
91																					
92 Staff Parking	pk01			300	9	9	9										2,700	2,700	2,700		
93 Visitor Parking	pk01			300	2	2	2										600	600	600		
94																					
95																					
96 Subtotal (Page 2)									2,180	2,180	2,180						5,300	5,300	5,300		
97 Circulation Factor (percent of sq. ft.)								10%	10%	10%	10%	40%	40%	40%	40%	40%	40%	40%	40%		
98 Total Circulation Allowance									218	218	218						2,120	2,120	2,120		
99 Total Square Feet (Page 2)									2,398	2,398	2,398						7,420	7,420	7,420		
100 Total Square Feet (Page 1 & 2)									6,991	6,991	6,991						7,420	7,420	7,420		

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Fire Department
Vehicle Maintenance

Contact: Chris Rivera, Chief
 Telephone: (505)

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2 Mechanic	niws	0	2	3	3	4	0	0	0	0	
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13 SUPPORT SPACE											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
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31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)			2	3	3	4	0	0	0	0	
48 Circulation Factor (percent of sq. ft.)							30%	30%	30%	30%	
49 Total Circulation Allowance							0	0	0	0	
50 Total Square Feet (Page 1)							0	0	0	0	

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Fire Department
Vehicle Maintenance

Contact: Chris Rivera, Chief
 Telephone: (505)

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51 Maintenance Shop																						
52 Vehicle/Equipment Maintenance Bay	sa	1,210		605	3	4	4	6	3,630	4,840	4,840	7,260					1,815	2,420	2,420	3,630	22' x 55'	
53 Workarea	rb01	100			3	4	4	6	300	400	400	600									Misc equip, storage	
54 Equipment Area	oa	50			3	4	4	6	150	200	200	300										
55 Emergency Eyewash	se	4			1	1	1	1	4	4	4	4										
56																						
57 Parts Warehouse																						
58 Office																						
59 Open Systems Workstation	w2	48			1	1	1	1	48	48	48	48									PC, printer	
60 Photocopier, Medium, with Base	pc2	42			1	1	1	1	42	42	42	42										
61 File Cabinet, Vertical 4 Drw Legal	fvb4	9			2	2	2	2	18	18	18	18										
62 Work Counter, Access 1 Side	wca2	14			1	1	1	1	14	14	14	14									Part catalogues counter	
63 Industrial Shelving, Open	isc1	12			2	2	2	2	24	24	24	24									Shop manuals, forms, etc.	
64 Work Counter, Access 2 Sides	wcb4	23			1	1	1	1	23	23	23	23									Service counter	
65 Internal Circulation	25%								<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>										
66 Total Parts Office									211	211	211	211										
67																						
68 Warehouse																						
69 Industrial Shelving, Open	isc3	16			10	11	12	13	160	176	192	208										
70 Parts Cart	se	10			1	1	1	1	10	10	10	10										
71 Open Area	oa	50		400	1	1	1	1	50	50	50	50					400	400	400	400		
72 Battery Storage Room	er	64			1	1	1	1	64	64	64	64									Flammable liquids	
73 HAZMAT Room	er	64			1	1	1	1	64	64	64	64										
74 Emergency Eyewash	se	4			1	1	1	1	4	4	4	4										
75 Internal Circulation	10%								<u>35</u>	<u>37</u>	<u>38</u>	<u>40</u>										
76 Total Parts Warehouse									387	405	422	440										
77																						
78 Technician Reference Library	er	80			1	1	1	1	80	80	80	80									Adj to parts; manuals, pc,	
79																						
80 Pump Test Pit	oa			240	1	1	1	1									240	240	240	240		
81 Vehicle Access	oa			1,000	2	2	2	2									2,000	2,000	2,000	2,000		
82																						
83 Vehicle Storage	er	2,500		1,250	1	1	1	1	2,500	2,500	2,500	2,500					1,250	1,250	1,250	1,250		
84																						
85 Ready Line																						
86 In-coming	pk03			880	2	2	2	2									1,760	1,760	1,760	1,760		
87 Out-going	pk03			880	2	2	2	2									1,760	1,760	1,760	1,760		
88																						
89 Staff Parking	pk01			300	2	3	3	4									600	900	900	1,200		
90																						
91																						
92																						
93																						
94																						
95																						
96 Subtotal (Page 2)									7,262	8,640	8,658	11,395					9,825	10,730	10,730	12,240	By: MAS	
97 Circulation Factor (percent of sq. ft.)									5%	5%	5%	5%	40%	40%	40%	40%	40%	40%	40%	40%		
98 Total Circulation Allowance									<u>363</u>	<u>432</u>	<u>433</u>	<u>570</u>					<u>3,930</u>	<u>4,292</u>	<u>4,292</u>	<u>4,896</u>		
99 Total Square Feet (Page 2)									7,626	9,072	9,091	11,965					13,755	15,022	15,022	17,136	The SGS Group	
100 Total Square Feet (Page 1 & 2)									7,626	9,072	9,091	11,965					13,755	15,022	15,022	17,136	(916) 967-2400	

CITY OF SANTA FE
Fire Department
Training

Contact: Chris Rivera, Chief
 Telephone: (505)

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 STAFF											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13 SUPPORT SPACE											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
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37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)											
48 Circulation Factor (percent of sq. ft.)							35%	35%	35%	35%	
49 Total Circulation Allowance											
50 Total Square Feet (Page 1)											

By: MAS

The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Fire Department
Training

Contact: Chris Rivera, Chief
 Telephone: (505)

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51 Training Tower	er	2,400		4,800	1	1	1	1	2,400	2,400	2,400	2,400					4,800	4,800	4,800	4,800		
52																						
53 Burn Basin				4,200	1	1	1	1									4,200	4,200	4,200	4,200		
54																						
55 Instructor/Trainee Parking	pk01			300	15	15	15	15									4,500	4,500	4,500	4,500		
56																						
57																						
58																						
59																						
60																						
61																						
62																						
63																						
64																						
65																						
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89																						
90																						
91																						
92																						
93																						
94																						
95																						
96 Subtotal (Page 2)									2,400	2,400	2,400	2,400					13,500	13,500	13,500	13,500		
97 Circulation Factor (percent of sq. ft.)									0%	0%	0%	0%	40%	40%	40%	40%	40%	40%	40%	40%		
98 Total Circulation Allowance									0	0	0	0					5,400	5,400	5,400	5,400		
99 Total Square Feet (Page 2)									2,400	2,400	2,400	2,400					18,900	18,900	18,900	18,900		
100 Total Square Feet (Page 1 & 2)									2,400	2,400	2,400	2,400					18,900	18,900	18,900	18,900		

By: MAS

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CITY OF SANTA FE
Common/Shared
Office Support

Contact:
 Telephone: (505)

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 Building Lobby	oa	250	1	1	1	1	250	250	250	250	Incl. security desk, main public lobby Public restrooms, adj. main public lobby Shared Shared Movable dividers Adj. outdoor patio Dishwasher, microwave, coffee, refrigerator, sink
2 Reception Area, Seats 8	ra4	292	1	1	1	1	292	292	292	292	
3 Restroom, Large	tl4	139	2	2	2	2	278	278	278	278	
4 Conference Room, Seats 12	cr6	280	4	4	4	4	1,120	1,120	1,120	1,120	
5 Conference Room, Seats 20	cr7	480	2	2	2	2	960	960	960	960	
6 Training Room, Seat 100	er	1,500	1	1	1	1	1,500	1,500	1,500	1,500	
7											
8 Workroom	wr2	224	1	1	1	1	224	224	224	224	
9											
10 Break Room - Office Staff											
11 Kitchenette	ked1	77	1	1	1	1	77	77	77	77	
12 Dining Table, Seats 4	ste2	75	3	3	4	4	225	225	300	300	
13 Vending Machine	ked2	15	3	3	3	3	45	45	45	45	
14 Internal Circulation	25%						87	87	106	106	
15 Total Break Room							434	434	528	528	
16											
17 Mail Room											
18 Open Systems Workstation	w1	36	1	1	1	1	36	36	36	36	
19 Work Counter, Access 1 Side	wca8	34	2	2	2	2	68	68	68	68	
20 Mail Distribution Rack	se	10	3	3	3	3	30	30	30	30	
21 Internal Circulation	25%						34	34	34	34	
22 Total Mail Room							168	168	168	168	
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)							5,226	5,226	5,320	5,320	By: The SGS Group (916) 967-2400
48 Circulation Factor (percent of sq. ft.)							15%	15%	15%	15%	
49 Total Circulation Allowance							784	784	798	798	
50 Total Square Feet (Page 1)							6,010	6,010	6,118	6,118	

CITY OF SANTA FE
Common/Shared
Office Support

Contact:
 Telephone: (505)

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes	
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027		
51 Recycling Storage	er	120			1	1	1	1	120	120	120	120										
52 Trash Storage	er	120			1	1	1	1	120	120	120	120										
53 Staging Area	er		400		1	1	1	1					400	400	400	400						
54 Receiving/Delivery Area	pk2			616	2	2	2	2									1,232	1,232	1,232	1,232		
55 Custodial Supplies	er	300			1	1	1	1	300	300	300	300										
56																						
57 Outdoor Patio	oa			500	1	1	1	1									500	500	500	500		Adj. Break Room
58																						
59 Employee Parking																						Provided at 90% total staff
60 Public Works																						
61 Parks	pk01			300	68	94	111	128									20,400	28,200	33,300	38,400		
62 Solid Waste Management	pk01			300	53	62	62	62									15,900	18,600	18,600	18,600		
63 Streets & Drainage Management	pk01			300	34	48	60	75									10,200	14,400	18,000	22,500		
64 Traffic Operations	pk01			300	14	17	20	24									4,200	5,100	6,000	7,200		
65																						
66 Administrative Services																						
67 Graphics	pk01			300	2	2	2	2														
68 ITT	pk01			300	26	31	35	45														
69 Property Control - Administration	pk01			300	5	5	5	6									1,500	1,500	1,500	1,800		
70 Property Control - Field Operations	pk01			300	27	32	32	33									8,100	9,600	9,600	9,900		
71 Finance - Purchasing	pk01			300	7	7	7	7									2,100	2,100	2,100	2,100		
72 Fleet Management	pk01			300	13	14	15	17									3,900	4,200	4,500	5,100		
73 Fleet Parts Warehouse	pk01			300	3	3	3	3									900	900	900	900		
74																						
75 Public Utilities - Administration	pk01			300	4	4	4	4									1,200	1,200	1,200	1,200		
76 Service Center	pk01			300	96	112	122	136														
77																						
78																						
79 Visitor Parking - Yard	pk01			300	6	8	9	10									1,800	2,400	2,700	3,000		
80 Visitor Parking - Service Center	pk01			300	10	11	13	15														
81 Handicapped Parking	oa			450	4	4	5	6									1,800	1,800	2,250	2,700		
82 Motorcycle Parking	oa			150	6	6	7	8									900	900	1,050	1,200		
83 Bicycle Lockers	se			25	10	10	10	10									250	250	250	250		Enclosed, lockable
84																						
85																						
86																						
87																						
88																						
89																						
90																						
91																						
92																						
93																						
94																						
95																						
96 Subtotal (Page 2)									540	540	540	540	400	400	400	400	74,882	92,882	103,682	116,582		By:
97 Circulation Factor (percent of sq. ft.)									20%	20%	20%	20%	40%	40%	40%	40%	40%	40%	40%	40%		
98 Total Circulation Allowance									108	108	108	108	160	160	160	160	29,953	37,153	41,473	46,633		
99 Total Square Feet (Page 2)									648	648	648	648	560	560	560	560	104,835	130,035	145,155	163,215		
100 Total Square Feet (Page 1 & 2)									6,658	6,658	6,766	6,766	560	560	560	560	104,835	130,035	145,155	163,215		The SGS Group (916) 967-2400

CITY OF SANTA FE
Common/Shared
Field/Shop Support

Contact:
 Telephone: (505)

Date: 08/10/07
 Page Num: 1

Space Component	Space Code	NSF	Personnel / Quantity				Enclosed Office NSF				Remarks/Notes
			2007	2012	2017	2027	2007	2012	2017	2027	
1 Reception Area, Seats 6	ra3	144	1	1	1	1	144	144	144	144	Reception Area for field operations Copier, layout table, office supply storage; shared among field operations
2 Workroom	wr2	224	1	1	1	1	224	224	224	224	
3											
4 <u>Lockers & Showers - Male</u>											
5 Lockers w/shared bench	ll2	7									Full size lockers
6 Shower	se	21									
7 Restroom, Large	tl4	325									4 toilets, 5 urinals, 4 sinks
8 Total Lockers & Showers - Male											
9											
10 <u>Lockers & Showers - Female</u>											
11 Lockers w/shared bench	ll2	7									
12 Shower	se	21									
13 Restroom, Large	tl4	117									2 toilets, 2 sinks
14 Total Lockers & Showers - Female											
15											
16 <u>Assembly/Break Room - Field Crew</u>											
17 Kitchenette	ked1	77									
18 Kitchen Counter	se	77									21 LF counters with cabinets above and below
19 Vending Machine	ked2	15									
20 Work Table, Access 2 Sides/1 End	wtb6	68									95% of staff at table, 6 per table, assume variable shift start times, movable partitions
21 Open Area	oa	500									
22 Storage Cabinet, 2 Door	sca2	14									2 each department for supplies, equipment, etc.
23 Computer Table	cta1	24									Shared by field crew
24 Printer Stand	psa1	13									Shared by field crew
25 Internal Circulation	30%										
26 Total Assembly/Break Room - Field Crew											
27											
28 AV / Equipment Storage Room	er	200									Adj. field assembly/break room
29											
30 Breakout Room	er	500									
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47 Subtotal (Page 1)							368	368	368	368	
48 Circulation Factor (percent of sq. ft.)							15%	15%	15%	15%	
49 Total Circulation Allowance							55	55	55	55	
50 Total Square Feet (Page 1)							423	423	423	423	

By:
The SGS Group
 (916) 967-2400

CITY OF SANTA FE
Common/Shared
Field/Shop Support

Contact:
 Telephone: (505)

Date: 08/10/07
 Page Num: 2

Space Component	Space Code	Standard SF			Quantity Required				Enclosed Office/Shop/Warehouse SF				Exterior Covered SF				Exterior Open SF				Remarks/ Notes
		Encl	Cov	Open	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	2007	2012	2017	2027	
51 Fuel/Wash Area																					
52 Fuel Island - Gas & Diesel	FL1		2,380	3,060	2	2	2	2					4,760	4,760	4,760	4,760	6,120	6,120	6,120	6,120	
53 Fuel Tanks - Gas & Diesel				729	2	2	2	2									1,458	1,458	1,458	1,458	
54 Alternative Fuel Station (future)	FL1		980	630	0	0	1	1					0	0	980	980	0	0	630	630	
55																					
56 Car/Truck Wash Rack	RB10		1,296	540	1	1	1	1					1,296	1,296	1,296	1,296	540	540	540	540	
57 Steam Rack			576	540	1	1	1	1					576	576	576	576	540	540	540	540	
58 Small Equipment Wash Area			468	270	1	1	1	1					468	468	468	468	270	270	270	270	
59 Steam/Wash Pump Area			250		1	1	1	1					250	250	250	250					
60																					
61 General Citywide Storage		10,000		2,000	1	1	1	1	10,000	10,000	10,000	10,000					2,000	2,000	2,000	2,000	
62 Hazmat Storage			1,000		1	1	1	1					1,000	1,000	1,000	1,000					
63 Emergency Eye Wash/Shower	se			24	1	1	1	1									24	24	24	24	Adj. Hazmat Storage
64 General Yard Storage	oa			10,000	1	1	1	1									10,000	10,000	10,000	10,000	Yard
65 Trash Dumpster	se			100	4	4	4	4									400	400	400	400	
66																					
67 Outdoor Patio	oa			500	1	1	1	1									500	500	500	500	Adj. Assembly/Break Room
68																					
69 Solid Waste																					
70 Material Dump	oa			1,060	2	2	2	2									2,120	2,120	2,120	2,120	Material dump from sweepers
71																					
72 Street Maintenance																					
73 Material Bins	oa			560	4	4	4	4									2,240	2,240	2,240	2,240	Rock, sand, gravel, asphalt
74 Material Dump	oa			1,060	2	2	2	2									2,120	2,120	2,120	2,120	Material dump from work sites
75																					
76 Retention Pond	oa			20,000	1	1	1	1									20,000	20,000	20,000	20,000	
77 Retention Pond	oa			36,000	1	1	1	1									36,000	36,000	36,000	36,000	
78																					
79 Float Barn	er	3,600			1	1	1	1	3,600	3,600	3,600	3,600									
80																					
81 Records Archive Warehouse	er	5,625			1	1	1	1	5,625	6,200	6,800	8,000									
82 Public Utilities Water Warehouse	er	4,200			1	1	1	1	4,200	4,200	4,200	4,200									
83																					
84																					
85																					
86																					
87																					
88																					
89																					
90																					
91																					
92																					
93																					
94																					
95																					
96 Subtotal (Page 2)									23,425	24,000	24,600	25,800	8,350	8,350	9,330	9,330	84,332	84,332	84,962	84,962	By:
97 Circulation Factor (percent of sq. ft.)									0%	0%	0%	0%	40%	40%	40%	40%	15%	15%	15%	15%	
98 Total Circulation Allowance									0	0	0	0	3,340	3,340	3,732	3,732	12,650	12,650	12,744	12,744	
99 Total Square Feet (Page 2)									23,425	24,000	24,600	25,800	11,690	11,690	13,062	13,062	96,982	96,982	97,706	97,706	The SGS Group
100 Total Square Feet (Page 1 & 2)									23,848	24,423	25,023	26,223	11,690	11,690	13,062	13,062	96,982	96,982	97,706	97,706	(916) 967-2400

Space Standards

Rationale

The space standards, which follow in this section, were established to ensure that the workplace is tailored to the functions performed by the people who are employed there. Standardization is desirable because space requirements should not vary needlessly for people essentially performing the same work.

However, the guidelines must allow for the type of operation to be conducted, and must be applied carefully to each unit. The advantages of standardization would be lost if the needs and function of each operational unit were not considered individually in applying the guidelines.

The guidelines include offices, rooms and open areas. The difference between these types of spaces is that offices and rooms are enclosed by full-height partitions while open areas are not. Areas adjacent to other areas may be combined to form larger areas. The arrangement of files, workstations, and other office equipment should employ principles of open office landscape planning, to separate and organize large open work areas. Additional circulation space is provided in the database to permit access to rooms and offices, generally through open work areas.

The open work areas are estimated in terms of the actual floor space needed for each element to be located there. Thus, each desk, file, counter, chair, and other piece of equipment that is to be in an open area is provided an appropriate standardized amount of space. Space is included for access to each item and for any required clearance between it and other equipment or vertical surfaces. The space for all required equipment is then calculated to give the total open area.

The space guidelines assume that the furniture will follow a basic symmetrical grid. Unusual layouts will require additional space. For instance, if asymmetric open office landscape planning is desired, the increased space may be estimated at about 10%. However, there are several types of open planning and each has unique aspects of space need, flow, access, and circulation. The guidelines put forth here will allow for symmetric, rectangular landscape planning with furniture systems.

Space for the standards presented here is expressed in net square feet (NSF) and represents interior space for each specific room type. It does not include the required additional factors that account for circulation and layout, or the net-to-gross square footage conversion factor that accounts for major fire corridors, vertical circulation, toilets, walls, and the type and monumentality of the structure. The circulation and layout factor is added to the sum of the interior spaces itemized by department and division or operational unit.

For this application, the factor varies between 15% and 55% depending upon the proportionate magnitude of the planned space. The appropriate factors for each component are displayed on the space requirements database forms.

Application

The following material explains the methodology for calculating and applying the area/equipment standards to the expressed needs of the occupants of the building or part thereof. Drawings of suggested office, workstation, conference room and open conference area layouts are provided in this section.

A. Workstations (W)

In general office areas, the duties inherent in the position determine the type of workstation assigned. Systems workstations provide worksurfaces, cabinets and shelves suspended from partitions. The net square feet required for each station is determined by adding the physical area of the work surface(s) to the working space required by the person using the station.

Systems workstations are enclosed with partitions. Although the height of the partitions will be determined by the space planner and the client, it is suggested here that at least two, and preferably three, partition heights be considered when the system manufacturer is selected. This will permit the interior planners and designers to exercise some discretion in assigning workstation partition heights and provide them flexibility to address the needs for privacy, storage and supervision of employees.

Because of the widespread use of computers in the office environment, workstations have sufficient work surfaces to accommodate them as well as other traditional office equipment. For planning purposes, it must be assumed that all workstations will be equipped with a computer.

B. Private Offices (PO)

In assigning offices for personnel, consideration was given to the nature of the job function, frequency of office conferences, degree of privacy required, and the range of responsibilities associated with the position. It has been assumed that the furniture is functionally appropriate and arranged for the convenience of the person using it. Private offices are enclosed by full-height walls or partitions and it must be assumed that each office occupant will use a computer.

C. Conference and Meeting Rooms

In developing long-range space requirements projections, conference and meeting room needs must be considered. To determine the number and type of rooms required, an analysis is made of the types of meetings held by various units, the frequency and duration of such meetings, the number of persons attending, and the location and function of the sponsoring agency.

The methods used for calculating the actual room size vary according to use (e.g., whether conference table seating or row seating is appropriate), and the number of participants and/or spectators and the degree of flexibility required for multi-purpose use. These requirements, however, are analyzed on a room-by-room basis. In any event, the standards provided exceed the generally accepted minimum of 15 NSF per occupant.

D. Reception Rooms and Areas

Reception areas may be perceived as one of two general types: inner reception and outer reception. Either of these may be an enclosed separate room or an open area contiguous with another open area. An inner-reception area or room will generally serve one office, e.g., that of a department or major division manager or several related offices within an operational unit. An outer-reception area or room serves a greater number of offices, which may or may not be closely related, e.g., an entire department or agency. Generally, notes on the space

requirement database will indicate whether a reception room or area is to be shared by more than one component or department and should therefore be planned as an outer room.

E. Restrooms

Normally, restrooms for visitors and employees will be designed by the architect and included in the core of the building. However, special use restrooms and showers are sometimes required in areas such as fitness and maintenance. For this reason, several alternative standards are provided. Unique special purpose facilities (police, courts, fire, detention, etc.) usually require restrooms that are not included in the standards and must be calculated individually.

F. Open Areas

Space requirements for open areas cannot be uniformly analyzed as they can for offices and special use rooms. The major reason for this difference is that one employee in an operational unit may require different equipment and space than another, and an unreasonably large number of standard open areas would be required to accommodate all of the possible variations. Consequently, in order to calculate space requirements for open areas, it is necessary to consider the size of each piece of equipment, employee workstation, public counter and reception area that is to be accommodated, as well as access space for employees and visitors.

- Workcounters:

Space allocated to a workcounter position includes the area required for the counter and access to one or both sides of the counter. Whenever additional public space is required for waiting, writing, etc., such space should be calculated separately.

- Public Counters:

Public counters are distinguished from workcounters to insure that it is clearly understood that the former is utilized for transactions between staff and public visitors to an operational unit, while the latter is utilized by and between employees in the unit.

- Equipment in Open Areas:

There are two primary considerations in determining the space requirements for a particular piece of equipment: (1) the area occupied by the equipment item; and (2) the access space required for the equipment user or operator. The total space required by each piece of equipment is determined by first identifying the actual size of the equipment and then the access space required for safe and efficient operation.

In some cases access space has been determined from experience in developing physical layouts for major facilities, both government and private sector. Space for non-standard items, specialized equipment, and built-in units is calculated on an individual item-by-item basis.

In order to allocate space for personnel, it is necessary to know the types and sizes of equipment required for the performance of their duties and the amount of space occupied by each item or combination of items. Typically, a substantial difference is

found in offices between equipment requirements and the equipment actually in use. Many items tend to remain in units after they are no longer required or have become obsolete. On the other hand, personnel may lack the equipment required to perform their duties effectively.

These equipment standards ensure that space is allocated for the appropriate furniture and equipment required for each projected staff position. Assignment of space is based on the retention of existing items when their condition is good, despite nonstandard dimensions. Where required equipment does not currently exist, the needed items should be programmed in accordance with the space standard for each item.

Over time, if obsolete equipment is replaced with standard items, purchasing procedures will be greatly simplified. Furthermore, future moves within a building will be facilitated because equipment can be interchanged among the various operational units as needs expand or decline. When equipment or furniture replacement is required, it is recommended that modular workstation and private office furniture components which conform to the dimensions of the original manufacturers system be utilized. If conventional files are required, new files should be four- or five-drawer cabinets, with no change in the floor space required. Three-drawer files should be limited to undercounter use and two-drawer files to private offices. Similarly, new tables, storage cabinets, shelving, etc., should conform to the dimensions shown for unit equipment. Lateral files are preferred in most office settings today because they are more space efficient than conventional files. The standards provide for both conventional and lateral files.

G. Special Use Rooms

Some activities and office functions, other than those mentioned above are best located in enclosed rooms rather than open areas. Factors which impact this determination include the type of activity, furniture and equipment the need for quiet or privacy, and the relationship of the space to adjoining functions and personnel.

These special use rooms are calculated by first adding the space required by the workstations and equipment to be housed. The space is then increased to provide adequate ADA access and circulation. For the purpose of establishing a space budget, odd shaped or narrow configurations are not used.

Recognizing that space allocation economies can be achieved when a special use room will house many identical equipment units, rough preliminary plans or special area sketches of such rooms may be drawn to scale and provided with the database forms. The functions, vehicles and equipment unique to department facilities demand a large number of these drawings.

Special use rooms may include secure file or storage rooms, libraries or reading rooms, testing/training rooms, lounges or food service rooms, or specialized activity rooms such as for accounting officers, clerks, cashiers, and the like.

Space Standards Library

The area standards provided in the space standards library are coded in direct relationship to the space code found on the space requirements database forms. Each space code reference is accompanied by a description of the type of space, its size, and the net square feet (NSF) of floor space that it will require. The drawings, which follow the library, illustrate the types of space and furnishings in the coded listings for private offices and workstations.

It should be noted that the dimensions shown for items in the area standards are not necessarily representative of dimensions identified for items in the space user's current inventory. More accurately, they represent relatively standard and commonly encountered dimensions for furniture, modular partitions and other items of equipment manufactured by systems furniture and office furnishings manufacturers. These area standards are used for space allocation purposes only. Actual sizes might vary.

Space Code Designations

The following space code designations are provided to assist in identifying the general type of space and/or equipment that is referenced on the space requirements database. The various numbers that are part of the space codes indicate the size and volume variations for each type. Those numbers, omitted here for clarity, appear in the area standards that follow this section. Specialized equipment is labeled miscellaneous (SE) on the database and described in the remarks column. Unique space standards are often developed on a project-by-project basis and included either with the space requirements database or as an attachment to this space standards document.

Offices and Workstations

W	Open Workstation, Systems Furniture and Partitions
PO	Private Office

Conference

CA	Conference Area
CR	Conference Room

Reception

RA	Reception Area
RR	Reception Room

Other

ER	Enclosed Room (Special Use)
OA	Open Area (Special Use)
TL	Toilet Room
NIWS	No Individual Workstation

Equipment and Furnishings

BC	Bookcase
CC	Card Storage Cabinet
CT	Computer Table/Desk
CS	Chairs and Seating
DC	Data Storage Cabinet
DR	Data Storage Rack
FL	File Cabinet, Lateral
FO	File Cabinet, Open
FV	File Cabinet, Vertical
FW	File Cabinet, Wall Mounted
IS	Industrial Shelving
KE	Kitchen/Food Service Equipment
MC	Microfiche Storage
MI	Miscellaneous
PC	Photocopier
PS	Printer Stand
SC	Storage Cabinet
SS	Storage Shelving
ST	Special Table
TC	Tape Storage Cabinet
TR	Tape Storage Rack
WC	Work Counter
WT	Work Table

**City of Santa Fe
Space Standards**

<u>Code</u>	<u>Description</u>	<u>Size</u>	<u>NSF</u>
W1	Open Systems Workstation	6'x6'	36
W2	Open Systems Workstation	6'x8'	48
W3	Open Systems Workstation	8'x8'	64
W4	Open Systems Workstation	8'x10'	80
W5	Open Systems Workstation	12'x8'	96
W6	Open Systems Workstation	12'x10'	120
PO1	Private Office	12'x9'	108
PO2	Private Office	12'x10'	120
PO3	Private Office	14'x10'	140
PO4	Private Office	14'x12'	168
PO5	Private Office	14'x14'	196
PO6	Private Office	14'x16'	224
PO7	Private Office	14'x20'	280
PO8	Private Office	16'x20'	320
PO9	Private Office	16'x24'	384
CA1	Conference Area (Open), Seats 2	6'x10'	60
CA2	Conference Area (Open), Seats 4	10'x10'	100
CA3	Conference Area (Open), Seats 6	10'x14'	140
CA4	Conference Area (Open), Seats 8	10'x15'	150
CR1	Conference Room, Seats 4	10'x11'-6"	128
CR2	Conference Room, Seats 6	10'x14'	140
CR3	Conference Room, Seats 6	12'x12'	144
CR4	Conference Room, Seats 8	12'x16'	192
CR5	Conference Room, Seats 10	14'x16'	224
CR6	Conference Room, Seats 12	14'x20'	280
CR7	Conference Room, Seats 20	16'x30'	480
CR8	Conference Room, Seats 103	27'X49'	1,332
CR9	Conference/Training Room	40'x62'	2,480
RA1	Reception Area, Seats 2	9'x7'	63
RA2	Reception Area, Seats 4	9'x12'	108
RA3	Reception Area, Seats 6	12'x12'	144
RA4	Reception Area, Seats 8	12'x16'	192
RA5	Reception Area, Seats 14	19'x16'	304
RR1	Reception Room, Seats 6	12'x12'	144
RR2	Reception Room, Seats 8	12'x16'	192
RR3	Reception Room, Seats 12	19'x16'	304
TL1	Restroom, Small (non ADA)	6'-0"x5'-0"	30
TL2	Restroom, Unisex	7'-0"x7'-2"	50
TL3	Restroom, with Shower	10'-6"x7'-6"	79
TL4	Restroom, Medium	16'-0"x8'-8"	139
WR1	Workroom	12' x14'	168
WR2	Workroom	14'x16'	224

**City of Santa Fe
Space Standards**

<u>Code</u>	<u>Description</u>	<u>Size</u>	<u>NSF</u>
BCA2	Bookcase, 2 Shelves	36"x15"x30"	10
BCA3	Bookcase, 3 Shelves	36"x15"x42"	10
BCA4	Bookcase, 4 Shelves	36"x15"x54"	10
BCA5	Bookcase, 5 Shelves	36"x15"x66"	10
BCA6	Bookcase, 6 Shelves	36"x15"x78"	10
BCA7	Bookcase, 7 Shelves	36"x15"x90"	10
BCB2	Bookcase, 2 Shelves	48"x15"x30"	13
BCB3	Bookcase, 3 Shelves	48"x15"x42"	13
BCB4	Bookcase, 4 Shelves	48"x15"x54"	13
BCB5	Bookcase, 5 Shelves	48"x15"x66"	13
BCB6	Bookcase, 6 Shelves	48"x15"x78"	13
BCB7	Bookcase, 7 Shelves	48"x15"x90"	13
BCC2	Bookcase, 2 Shelves	60"x15"x30"	16
BCC3	Bookcase, 3 Shelves	60"x15"x42"	16
BCC4	Bookcase, 4 Shelves	60"x15"x54"	16
BCC5	Bookcase, 5 Shelves	60"x15"x66"	16
BCC6	Bookcase, 6 Shelves	60"x15"x78"	16
BCC7	Bookcase, 7 Shelves	60"x15"x90"	16
CCA1	Card Storage Cabinet, 10 Drawer	20"x30"x29"	12
CCB1	Card Storage Cabinet, 20 Drawer	20"x30"x52"	12
CTA1	Computer Table	48"x30"x27"	24
CTB1	Computer Table	72"x30"x27"	36
DCA1	Data Storage Cabinet	36"x18"x36"	15
DCA2	Data Storage Cabinet	36"x18"x51"	15
DCA3	Data Storage Cabinet	36"x18"x67"	15
DCA4	Data Storage Cabinet	36"x18"x83"	15
DCB1	Data Storage Cabinet	42"x18"x36"	18
DCB2	Data Storage Cabinet	42"x18"x51"	18
DCB3	Data Storage Cabinet	42"x18"x67"	18
DCB4	Data Storage Cabinet	42"x18"x83"	18
DCC1	Data Storage Cabinet	48"x18"x36"	20
DCC2	Data Storage Cabinet	48"x18"x51"	20
DCC3	Data Storage Cabinet	48"x18"x67"	20
DCC4	Data Storage Cabinet	48"x18"x83"	20
DRA1	Data Storage Rack, Rolling	39"x16"x48"	15
DRB1	Shredded Data Rack, Rolling	42"x30"x73"	9
MCA1	Microfiche Storage Cabinet, 10 Drw	20"x30"x29"	12
MCB1	Microfiche Storage Cabinet, 20 Drw	20"x30"x52"	12
TCA1	Tape Storage Cabinet, with Doors	30"x14"x36"	11
TCA2	Tape Storage Cabinet, with Doors	30"x14"x51"	11
TCA3	Tape Storage Cabinet, with Doors	30"x14"x67"	11
TCA4	Tape Storage Cabinet, with Doors	30"x14"x83"	11
TCB1	Tape Storage Cabinet, with Doors	42"x14"x36"	13
TCB2	Tape Storage Cabinet, with Doors	42"x14"x51"	13
TCB3	Tape Storage Cabinet, with Doors	42"x14"x67"	13
TCB4	Tape Storage Cabinet, with Doors	42"x14"x83"	13
TCC1	Tape Storage Cabinet, with Doors	48"x14"x36"	15
TCC2	Tape Storage Cabinet, with Doors	48"x14"x51"	15
TCC3	Tape Storage Cabinet, with Doors	48"x14"x67"	15
TCC4	Tape Storage Cabinet, with Doors	48"x14"x83"	15

**City of Santa Fe
Space Standards**

<u>Code</u>	<u>Description</u>	<u>Size</u>	<u>NSF</u>
TRA1	Tape Storage Rack	36"x14"x73"	11
TRB1	Tape Storage Rack	42"x14"x73"	13
TRC1	Tape Storage Rack	48"x14"x73"	15
FLA2	File Cabinet, Lateral 2 Drawer	30"x18"x29"	10
FLA3	File Cabinet, Lateral 3 Drawer	30"x18"x42"	10
FLA4	File Cabinet, Lateral 4 Drawer	30"x18"x52"	10
FLA5	File Cabinet, Lateral 5 Drawer	30"x18"x60"	10
FLB2	File Cabinet, Lateral 2 Drawer	36"x18"x29"	12
FLB3	File Cabinet, Lateral 3 Drawer	36"x18"x42"	12
FLB4	File Cabinet, Lateral 4 Drawer	36"x18"x52"	12
FLB5	File Cabinet, Lateral 5 Drawer	36"x18"x60"	12
FLC2	File Cabinet, Lateral 2 Drawer	42"x18"x29"	14
FLC3	File Cabinet, Lateral 3 Drawer	42"x18"x42"	14
FLC4	File Cabinet, Lateral 4 Drawer	42"x18"x52"	14
FLC5	File Cabinet, Lateral 5 Drawer	42"x18"x60"	14
FLD2	File Cabinet, Lateral 2 Drawer	48"x18"x29"	16
FLD3	File Cabinet, Lateral 3 Drawer	48"x18"x42"	16
FLD4	File Cabinet, Lateral 4 Drawer	48"x18"x52"	16
FLD5	File Cabinet, Lateral 5 Drawer	48"x18"x60"	16
FLSP	File Cabinet, Lateral, Special	See Program	0
FOA1	File Cabinet, Open, Letter	36"x12"x80"	11
FOA2	File Cabinet, Open, Letter	36"x12"x90"	11
FOA3	File Cabinet, Open, Letter	48"x12"x80"	14
FOA4	File Cabinet, Open, Letter	48"x12"x90"	14
FOB1	File Cabinet, Open, Legal	36"x15"x80"	12
FOB2	File Cabinet, Open, Legal	36"x15"x90"	12
FOB3	File Cabinet, Open, Legal	48"x15"x80"	15
FOB4	File Cabinet, Open, Legal	48"x15"x90"	15
FVA2	File Cabinet, Vertical 2 Drw Letter	15"x28"29"	8
FVA3	File Cabinet, Vertical 3 Drw Letter	15"x28"42"	8
FVA4	File Cabinet, Vertical 4 Drw Letter	15"x28"52"	8
FVA5	File Cabinet, Vertical 5 Drw Letter	15"x28"60"	8
FVB2	File Cabinet, Vertical 2 Drw Legal	18"x28"29"	9
FVB3	File Cabinet, Vertical 3 Drw Legal	18"x28"42"	9
FVB4	File Cabinet, Vertical 4 Drw Legal	18"x28"52"	9
FVB5	File Cabinet, Vertical 5 Drw Legal	18"x28"60"	9
FVSP	File Cabinet, Vertical, Special	See Program	0
FWA	File Cabinet, Wall Mounted, 1 Drw	24"x16"x13"	10
FWB	File Cabinet, Wall Mounted, 1 Drw	36"x16"x13"	14
FWC	File Cabinet, Wall Mounted, 1 Drw	48"x16"x13"	19
PC1	Photocopier, Small, with Base	48"x26"	30
PC2	Photocopier, Medium, with Base	60"x36"	42
PC3	Photocopier, Large, with Base	136"x126"	172
ISA1	Industrial Shelving, Open	36"x12"x72"	9
ISA2	Industrial Shelving, Open	36"x18"x72"	11
ISA3	Industrial Shelving, Open	36"x24"x72"	12
ISB1	Industrial Shelving, Open	42"x12"x72"	11
ISB2	Industrial Shelving, Open	42"x18"x72"	13
ISB3	Industrial Shelving, Open	42"x24"x72"	14
ISC1	Industrial Shelving, Open	48"x12"x72"	12
ISC2	Industrial Shelving, Open	48"x18"x72"	14
ISC3	Industrial Shelving, Open	48"x24"x72"	16

**City of Santa Fe
Space Standards**

<u>Code</u>	<u>Description</u>	<u>Size</u>	<u>NSF</u>
SCA1	Storage Cabinet, 2 Door	36"x12"x72"	12
SCA2	Storage Cabinet, 2 Door	36"x18"x72"	14
SCA3	Storage Cabinet, 2 Door	36"x24"x72"	15
SCB1	Storage Cabinet, 2 Door	42"x12"x72"	15
SCB2	Storage Cabinet, 2 Door	42"x18"x72"	17
SCB3	Storage Cabinet, 2 Door	42"x24"x72"	20
SCC1	Storage Cabinet, 2 Door	48"x12"x72"	18
SCC2	Storage Cabinet, 2 Door	48"x18"x72"	20
SCC3	Storage Cabinet, 2 Door	48"x24"x72"	22
SSA1	Storage Shelving, Closed Back/Ends	36"x12"x72"	9
SSA2	Storage Shelving, Closed Back/Ends	36"x18"x72"	11
SSA3	Storage Shelving, Closed Back/Ends	36"x24"x72"	12
SSB1	Storage Shelving, Closed Back/Ends	42"x12"x72"	11
SSB2	Storage Shelving, Closed Back/Ends	42"x18"x72"	13
SSB3	Storage Shelving, Closed Back/Ends	42"x24"x72"	14
SSC1	Storage Shelving, Closed Back/Ends	48"x12"x72"	12
SSC2	Storage Shelving, Closed Back/Ends	48"x18"x72"	14
SSC3	Storage Shelving, Closed Back/Ends	48"x24"x72"	16
WCA1	Work Counter, Access 1 Side	36"x24"x36"	14
WCA2	Work Counter, Access 1 Side	36"x24"x42"	14
WCA3	Work Counter, Access 1 Side	36"x30"x36"	15
WCA4	Work Counter, Access 1 Side	36"x30"x42"	15
WCA5	Work Counter, Access 1 Side	48"x30"x36"	24
WCA6	Work Counter, Access 1 Side	48"x30"x42"	26
WCA7	Work Counter, Access 1 Side	48"x36"x36"	34
WCA8	Work Counter, Access 1 Side	48"x36"x42"	34
WCB1	Work Counter, Access 2 Sides	36"x24"x36"	21
WCB2	Work Counter, Access 2 Sides	36"x24"x42"	21
WCB3	Work Counter, Access 2 Sides	36"x30"x36"	23
WCB4	Work Counter, Access 2 Sides	36"x30"x42"	23
WCB5	Work Counter, Access 2 Sides	48"x30"x36"	32
WCB6	Work Counter, Access 2 Sides	48"x30"x42"	32
WCB7	Work Counter, Access 2 Sides	48"x36"x36"	34
WCB8	Work Counter, Access 2 Sides	48"x36"x42"	34
STA1	Drafting Table, Small	60"x30"x29"	30
STA2	Drafting Table, Medium	72"x30"x29"	36
STA3	Drafting Table, Large	84"x36"x29"	46
STB1	Layout Table, Small	60"x36"x29"	30
STB2	Layout Table, Medium	84"x42"x29"	46
STB3	Layout Table, Large	126"x48"x29"	74
STC1	Light Table	48"x42"x29"	26
WTA1	Work Table, Access 1 Side	60"x30"x29"	25
WTA2	Work Table, Access 1 Side/1 End	60"x30"x29"	38
WTA3	Work Table, Access 1 Side/2 Ends	60"x30"x29"	50
WTA4	Work Table, Access All 4 Sides	60"x30"x29"	75
WTA5	Work Table, Access 2 Sides	60"x30"x29"	38
WTA6	Work Table, Access 2 Sides/1 End	60"x30"x29"	56
WTB1	Work Table, Access 1 Side	72"x30"x29"	33
WTB2	Work Table, Access 1 Side/1 End	72"x30"x29"	47
WTB3	Work Table, Access 1 Side/2 Ends	72"x30"x29"	61
WTB4	Work Table, Access All 4 Sides	72"x30"x29"	88
WTB5	Work Table, Access 2 Sides	72"x30"x29"	45
WTB6	Work Table, Access 2 Sides/1 End	72"x30"x29"	68

**City of Santa Fe
Space Standards**

<u>Code</u>	<u>Description</u>	<u>Size</u>	<u>NSF</u>
STD1	Reading Table, Seats 6	96"x48"x29"	117
STE1	Dining Table, Seats 4	36"x36"x29"	64
STE2	Dining Table, Seats 4	60"x30"x29"	75
STE3	Dining Table, Seats 4	42" round x 29"	64
STE4	Dining Table, Seats 4	48" round x 29"	72
MIA1	Flat Map File	54"x36"	36
MIB1	Movable File	See Program	0
MIC1	Vertical Plan Holder	48"x36"	18
MID1	Coat Rack	48"x18"	12
MSS1	Mail Sorting Station	48"x30"	24
CSA1	Chair	33"x33"	12
CSB1	Sofa, Seats 2	66"X33"	25
CSC1	Sofa, Seats 3	96"X33"	36
CSD1	Not Used		
CSE1	Tandem Seat	18"X18"	7
CSF1	Tablet Arm Chair	24'x24'	8
KEA1	Refrigerator	33"x30"	17
KEB1	Kitchen Unit	51"x24"x87"	26
KEC1	Coffee Station	90"x24"	41
KEC2	Kitchenette	66"x27"	33
KED1	Kitchenette	168"x24"	77
KED2	Vending Machine	36"x30"	15
PCA1	Public Counter	3'x7'-6"	23
PCA2	Public Counter	3'-6"x7'-6"	27
PCA3	Public Counter	4'x7'-6"	30
PCA4	Public Counter	5'x7'-6"	38
PCC1	Public Counter w/Transaction Top	5'x10'-6"	53
PCC2	Public Counter w/Transaction Top	6'x10'-6"	63
PCD1	Public Counter w/Return	5'x10'	48
PCD2	Public Counter w/Return	6'x10'	60
PCD3	Public Counter w/Security Glazing	5'x11'	55
PCD4	Public Counter w/Security Glazing	6'x11'	66
PCD5	Public Counter w/Security Glazing	8'x11'	88
MIE1	Support Module	96" x 24"	40
MIE2	Support Module	96" x 96"	64
EXM1	Single Station Exercise Machine	96"x60"	40
EXM2	Single Station Exercise Machine	96"x84"	56
EXM3	Double Station Exercise Machine	60"x168"	70
EXM4	Multiple Station Exercise Machine	188"x188"	196
EXM5	Free-weight Exercise Position	60"x132"	55
EXM6	Free-weight Exercise Position	90"x96"	60
LL1	Locker w/Individual Bench	18"x71"	9
LL2	Locker w/Shared Bench	18"x47"	7
BNB1	Basketball Court - NBA & NCAA	70'x114'	7,980
BNB2	Basketball Court - High School	70'x104'	7,280
BNB3	Basketball Court - Half Court	70'x62'	4,380

**City of Santa Fe
Space Standards**

<u>Code</u>	<u>Description</u>	<u>Size</u>	<u>NSF</u>
<u>Corporation Yard</u>			
FL1	Truck Fuel Island w/cover and 4 pump stations	34'x70'	2,380
LA1	Lunch/Assembly Room Capacity = 40 (18 SF/person)	20'x36'	720
LL1	Lockers with circulation	1'x4'-6"	8
LV1	Lavatory	4'x5'	20
S1	Shower	6'x3'-6"	21
MB1	Material Bin (50 cu. Yd.)	20'x56'	1,120
PK1	Parking Sedan/Small Truck/Van (open)	10'x30'	300
PK2	Parking, Medium/Light Truck (open)	14'x44'	616
PK3	Parking Heavy/Large Truck (open)	16'x55'	880
PK4	Parking Sedan (covered)	10'x36'	360
PK5	Parking Medium/Light Truck (covered)	10'x30'	504
PS1	Pallet Storage, (single level)	4'x7'	28
PS2	Pallet Storage, (4 high racks)	4'x7'	7
PS3	Typical Assemblage, 329 NSF/20 racks 16 NSF/rack	7'x47'	329
PS4	Typical Pallet Rack		70
PS5	Pole Storage (outside), (416 poles, 5.8 NSF/pole)		2,940
RB1	Workarea	10'x10'	100
RB2	Service Bay (small)	12'x24'	288
RB3	Service Bay (2 positions)	18'x36'	748
RB4	Service Bay (sedan/truck)	15'x32'	480
RB5	Service Bay (small equipment)	18'x36'	648
RB6	Service Bay (sweeper)	16'x36'	576
RB8	Service Bay (large)	16'x59'	944
RB9	Service Bay (covered, drive-thru)	18'x55'	990
RB10	Service Bay/Wash Rack covered drive-thru	18'x72'	1,300
RB11	Sweeper Wash Rack	18'x32'	576
SC1	Storage Cabinet	4'x6'	24
SS1	Storage Shelf	4'x4'	18
SE2	Writing Station	4'x6'	24
SE1	Shared Station	6'x6'	39