

Washoe County Administration Complex Master Plan

Final Report

16 August 2019



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16 August 2019

Mr. Dwayne Smith, P.E.
Division Director, Engineering and Capital Projects
Washoe County Community Development Department
1001 E. Ninth Street
P.O. Box 11130
Reno, NV 89520-0027

Re: Washoe County Administrative Complex Master Plan

Dear Dwayne,

Enclosed please find our Final Master Plan Report and Executive Summary.

The scope of our work included the inventory and evaluation of the current spaces and the space utilization of all departments currently located at Ninth Street as well as the evaluation of the Utilities Division and the Truckee Meadows Fire Protection District administration space. Based on historical trends, interviews with staff and projected population growth of the region, we were able to project staff growth through 2038.

We evaluated new space standards consistent with “office of the future” concepts, new technology implementation (such as paperless filing, reduction in size of workstations, cloud-based data storage, etc.) and consolidation of workspaces (elimination of most paper storage). We also studied the re-organization of departments, where it appears to be effective to do so, and believe the County can substantially reduce the need for future new construction by implementing these strategies at substantially less cost than new construction. Last, we believe the site has adequate capacity to support all improvements.

At the conclusion of the report, we have provided a laddered strategy for the orderly implementation of eleven (11) separate projects which result in a modest amount of new construction that is less than 10% of the current inventory to satisfy the projected 47% population increase and 29% staffing increase by 2038. We have also provided an estimate of probable construction cost and escalation rates.

The Executive Summary is intended to be a separate stand-alone document for distribution to those who do not possess the full final report.

Thank you for the opportunity to again be of service to Washoe County, and should you have any further questions as you move toward implementation, please don't hesitate to call.

Sincerely,



Todd B. Lanckenau, AIA, CSI, DBIA, LEED AP
Managing Partner
Collaborative Design Studio

Acknowledgments

We wish to extend our gratitude to the following individuals who participated in the Master Planning process. Without their tireless efforts and the generosity of their time, this report would not have been possible.

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Kate Thomas*
Dave Solaro*
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I. Introduction

Collaborative Design Studio was engaged by Washoe County in May of 2018 to provide Master Planning services for 16 departments located in the Washoe County Administrative Complex at 1001 E. Ninth Street in Reno, Nevada. The master planning process was led by Dwayne Smith and Brett Steinhardt of the Washoe County Capital Projects Division, Todd Lankeau and Jim Steinmann of Collaborative Design Studio, the Master Plan Steering Committee consisting of Assistant County Managers, Department Heads and staff.

The aggregate facility size is approximately 275,000 square feet, located in 5 buildings, 4 of which are connected together (A, B, C, and D) plus the Senior Center. The existing buildings were constructed in the 70's and 80's to keep pace with the population growth and increased demand for services in the County. The buildings are generally in good condition, and will have a useful life of another 30 years or so, if properly maintained

Exhibit 1 identifies the 21.25-acre site. Exhibit 2 shows the gross building area of the five buildings.

The stated goals of the Master Plan were to prepare for increased growth in the County and provide possible solutions to preparing the County to more effectively conduct business in the future by:

1. Increasing the efficiency of operations within County government;
2. Identifying cross-functional issues and improvements;
3. Suggesting the more efficient use of spaces, including departmental adjacencies, individual departmental organization and efficient personal workspaces and;
4. Suggesting improvements which will provide the best interaction with customers.

The master planning process followed a 5-phase process as follows:

1. Phase 1 – Project Start Up
 - a. Initial Consultation;
 - b. Goals and Objectives;
 - c. Research and Data Gathering;
 - d. Demographic Projections (using County supplied data);
 - e. Estimate Service Levels;
 - f. Space Utilization Assessment;
 - g. Operations and Service Delivery;
 - h. Review/Work Session #1.
2. Phase 2 – Facility Evaluation
 - a. Other Space Analysis;
 - b. Office of the Future Work Environment;
 - c. Space Allocation Standards;
 - d. Site Evaluation for Expansion;
 - e. Work Session #2.
3. Phase 3 – Locational Analysis
 - a. Organization and Interaction;
 - b. Locational Analysis.

4. Phase 4 – Projection of Requirements
 - a. Space Planning and Facility Management Guidelines;
 - b. Questionnaire;
 - c. Interviews (assumes 20 units);
 - d. Projections;
 - e. Special Area Requirements;
 - f. Space Requirements Program;
 - g. Parking Requirements;
 - h. Work Session #3;
 - i. Revise space program;
 - j. Document facility requirements.
5. Phase 5 – The Master Plan Process
 - a. Develop Master Plan Options. Design options will include additions to existing buildings, new structures, removal of existing structures, parking structures to accommodate required parking, and other alternatives necessary to provide the County with a broad selection of options;
 - b. Evaluate Options and Prepare Cost Analysis;
 - c. Work Session #4;
 - d. Implementation Plan;
 - e. Draft Master Plan;
 - f. Review and Refinement;
 - g. Master Plan Report;
 - h. Presentation of Master Plan.

CDS conducted multiple site visits and interviews with each department to evaluate their current approach to doing business, how they envisioned this evolving over time, the implementation of different strategies to enhance the comfort and well-being of employees and service to their customers. The continued implementation of new technology to save space and increase productivity was also discussed.

During each phase, Steering Committee meetings were conducted to regularly inform all parties of the current progress. This provided a forum to explore possible alternative methods of serving your customers, re-organizing departments and workspaces, and other possible changes which might be made to make the County competitive with private industry in attracting the best talent for careers in government.

There is adequate space on the site for the construction of the modest improvements we are suggesting, and the parking areas appear to be adequate to support this increase in staff levels and floor space (although they do not technically meet the zoning requirements).

Finally we developed alternative plans for solving the County's modest space expansion needs, including an implementation strategy, full project budget and cost escalation rates for establishing the CIP.

Exhibit 1. Satellite photo of Washoe County Administration Complex

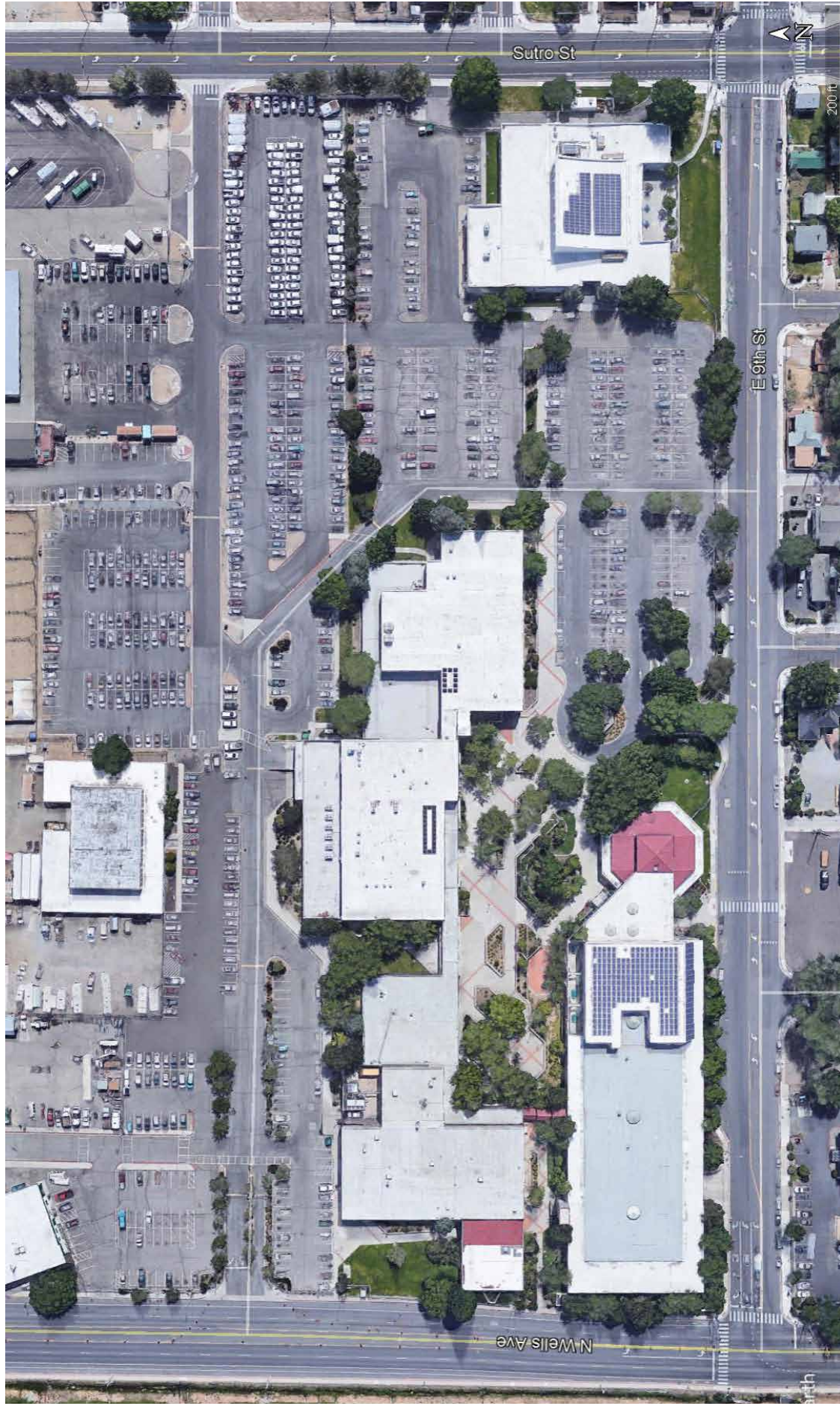
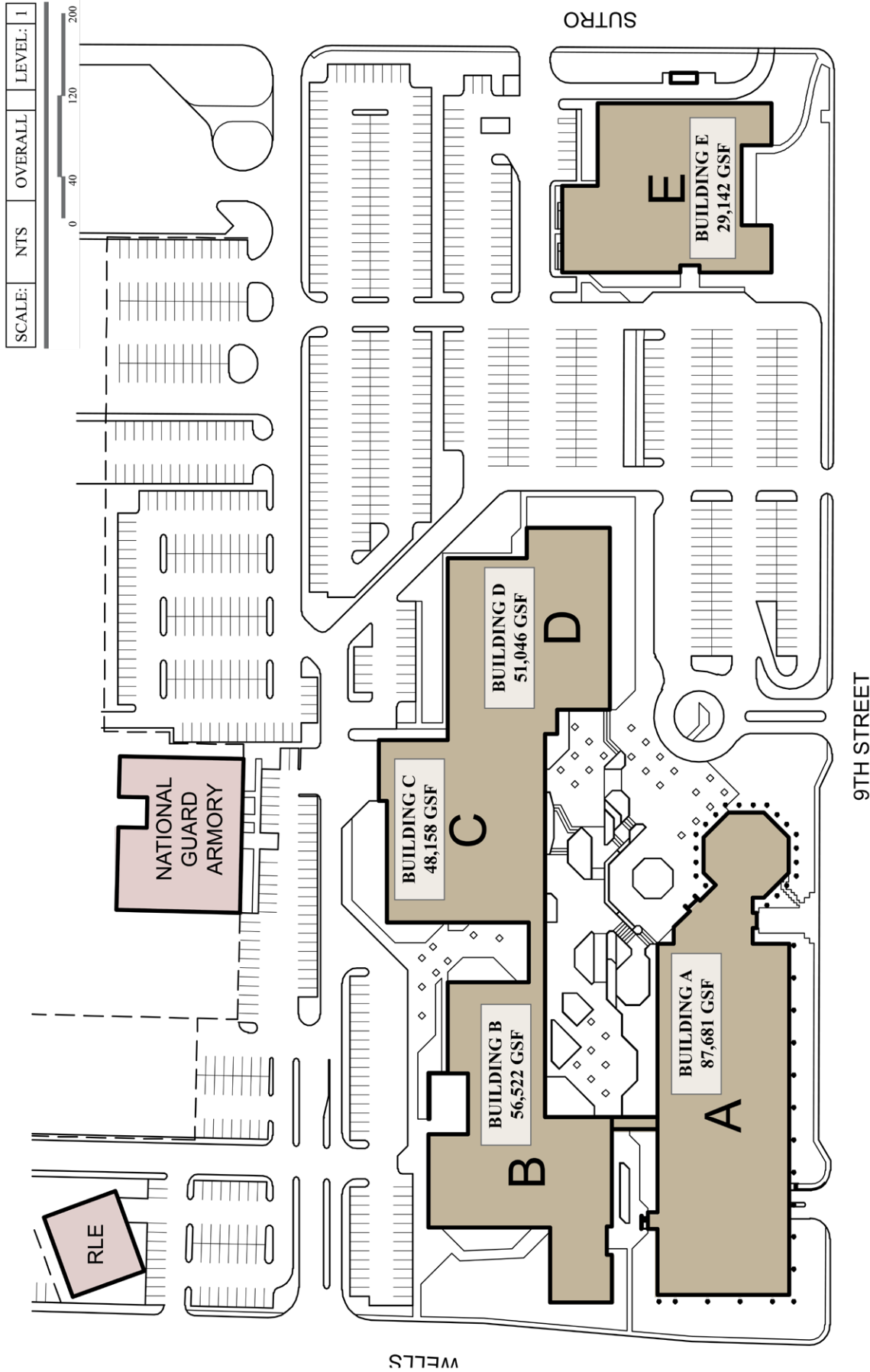


Exhibit 2. Site plan of Washoe County Administration Complex



II. Summary of Findings

The Administration Complex Master Plan conducted between July 2018 and February 2019 identified the current space occupied and required at the 9th Street Complex by County administrative departments, projected future requirements for 2038, evaluated a number of remodeling and construction projects and developed recommendations for remodeling and new construction with total project cost estimates. A summary of research, requirements and recommendations is presented in the following.

Research

1. The five buildings provide a resource of 204,583 nsf in nine (9) distinct areas with 272,349 gross square feet.
2. Current office and support space, excluding the Senior Center and large Special Areas such as the cafe, council chambers, central conference room and the Health Auditorium, totals 153,276 nsf.
3. In the fall of 2018, 522 staff occupied 156,206 nsf at an average area factor of 299 net square feet per person.
4. There are currently 80 vacant offices or workstations available to support staff increases.
5. Current office space includes 6,234 nsf of underutilized (or empty) space and 35 oversized workstations.
6. The 522 current staff could be accommodated in 141,456 nsf at an area factor of 271 nsf/person with very minimal remodeling, occupying vacant space, and selectively reducing office and workstation sizes.
7. Current space could accommodate up to 625 staff with the 15% space utilization improvement by adopting the proposed office-of-the-future space standards which accommodate two or three monitors and substantially reduce file and shelving components as a result of E-filing, digital communications and the evolution to a paperless office environment.
8. In 2008, the departments now located at 9th Street had 750 positions in the office space. Staff levels decreased to 538 positions in 2014. The ratio of staff located at 9th Street per 1,000 county residents decreased from 1.82 in 2007 to 1.06 in 2018.
9. The current Washoe County population is estimated to be 527,000. It will increase to 690,000 by 2038.
10. There are sufficient parking spaces to accommodate forecast staff levels in 2038 with no modifications.
11. The departments have fully embraced technology and conversion to a paperless environment, and they will continue to use technology to increase operational capacity and minimize future staff level increases.
12. Adult Services has relocated from 9th Street and the space they vacated will be leased to the State.

Requirements

1. The departments projected their staff levels would stabilize at a ratio of between 1.02 and 1.12 per 1,000 population by 2038 when the population is forecast to be 690,000.
2. The space program projects 713 positions (695 positions with the deletion of transfers) located at 9th Street by 2038 representing a 1.4% average annual rate of increase in comparison to a 1.7% annual County population increase.
3. Special Area space adjustments indicate a need for a larger and more technologically equipped conference/training center, reduced records storage areas, reduced I.T. Server Room, a smaller food preparation space in the Senior Center, and a reduced Reprographics area as a result of out-sourcing.
4. If all space was converted to the proposed new standards requiring substantial remodeling of most space, an additional 8,161 nsf (10,500 gsf) would be required.
5. However, most staff increases can be accommodated in existing department space with minimal remodeling. Exceptions are the Health District, Fire District, Community Services, and Human Resources. Collectively, these departments will require an additional 21,680 nsf which would equate to 27,100 GSF with allowances for core and public circulation space.
6. Significant space adjustments are needed to:
 - a. Remodel Reprographics to accommodate County Manager Communications office staff.
 - b. Remodel I.T. Server Room to accommodate staff consolidation and growth.
 - c. Develop vehicle maintenance and logistics space for the Truckee Meadows Fire Protection District to relocate from leased space.
 - d. Provide a 4,000-sf Training, Testing, and Hearing Room complex.
 - e. Provide an additional 7,722 nsf for the Health District clinic functions contiguous to the current space in Building B.
 - f. Provide expansion space to support expansion of Community Services area after converting to new space standards where cost effective and to incorporate collaborative spaces.
 - g. Convert some kitchen and to-be-vacated program space in the Senior Center to offices and new program areas.
 - h. Provide a Wellness facility for County staff and the Senior Center users.

Recommendations

After evaluating a number of options, the following actions are recommended:

1. Remodel existing spaces to improve space utilization and accommodate additional staff as those positions are added and all existing vacant spaces are utilized. This applies to approximately 20,000 sf.
2. Develop a 2,000-sf Wellness Center in the Senior Center.
3. Remodel Reprographics, the space vacated by Adult Services, and the current Conference Center to provide an office staging area to facilitate the phased remodeling and a new, high-technology conference room.

4. Construct a Fire District Vehicle Maintenance Building and a Logistics warehouse at Longley Lane.
5. Construct a two-level building of 18,000 gsf in the landscaped courtyard for a training/testing center, Human Resources, and Health District office space expansion (not clinics).
6. Remodel Health District clinic space to expand into vacated space which relocates to new construction.
7. Provide new, space-conserving furniture systems for 130 additional staff and the conversion of 50 existing workstations.
8. Construct a 3,752 sf garage for Utility and CTMRD vehicles requiring heated and secured parking.
9. Provide \$30 million funding for the capital improvements over the next 20 years with \$22 million available for work between 2020 and 2024.

III. Current Space Inventory

The 9th Street Complex includes five (5) buildings that total approximately 272,349 gross square feet (GSF). The 21.25-acre site and buildings are shown on Exhibit 1. The master plan study is primarily focused on evaluating and projecting the net square footage (NSF) required to support operations for the next twenty years. Exhibit 4 records the NSF now provided in each building and identifies the special purpose spaces that are excluded from the analysis to determine the allocation and utilizations of NSF as it relates to “office” space.

Exhibit 3.

Current Building Space Inventory

	Building	Floor	Gross Area	Core	Circulation	Walls	Net Area
1.	A	1	40,136	3,320	6,511	1,478	28,827
2.	A	2	47,545	3,009	5,280	989	38,267
3.	B	1	36,059	2,478	6,112	757	26,712
4.	B	2	20,263	4,788	761	441	14,273
5.	C	1	28,421	1,708	6,177	963	19,573
6.	C	2	19,737	5,081	724	464	13,468
7.	D	1	30,116	2,044	2,116	964	24,992
8.	D	2	20,930	6,586	1,659	1,189	11,496
9.	Senior Center		29,142	1,529	0	638	26,975
10.	Totals		272,349	30,543	29,340	7,883	204,583
11.	Excluding Senior Center						(26,800)
12.	Net Area (#10-#11)						177,783
13.	Excluding Special Areas						(24,507)
14.	Net Office Area (#12-#13)						153,276

The Medical Examiner located in a relatively new building on the south side of 9th Street is excluded from this analysis as it is disjointed from the main complex, very specialized, and is adequate for long-term utilization. Included in the net space inventory, but not analyzed as to their adequacy are a number of special areas including: The Commission Chambers, the Central Conference Room, Café, department storage on Level A-1, the Media Center, the space on C-1 to be leased to the State, and the Health Auditorium. The enclosed parking on the first floor of Building A and facilities spaces in Buildings C and D are not included in the net area. These special areas total 24,507 sf.

Also deducted are core areas for restrooms, stairwells, elevators, utility rooms and structure. They total 30,543 sf. Public circulation between buildings, public lobbies, and corridors between departments currently consume 29,280 sf and exterior walls.

Excluding special areas, public circulation, and core areas results in a current occupancy of 153,276 NSF assigned to the current 522 staff in the departments. The staff

includes all personnel assigned to 9th Street that have an accommodation in the “office” space.

Exhibit 10 in Section VII presents the staff summary for 2006 to 2018 for those components of those departments that are currently located at 9th Street. Currently we record 522 positions having “office” accommodations at 9th Street. This results in an estimate of 522 staff actually occupying the 156,206 NSF. This reflects an area factor of 299 net square feet per person (NSF/person).¹

To determine the distribution of NSF to the departments, and to then evaluate space utilization and forecast future space requirements, all space was evaluated and the detailed allocations developed on Exhibit 4. The values for GSF and total NSF vary slightly between Exhibits 3 and 4 resulting from using more detailed interior space plans to determine core and circulation space in the development of Exhibit 4.

The five buildings at 9th Street provide 275,192 gross square feet as summarized on Exhibit 4 in Column A. After deducting core areas, mechanical spaces, public circulation, we calculate that the departments occupy 198,653 square feet (Column D).

To determine the “office” space occupied by the current 522 staff, we deduct special support areas which total 39,168 sf (Column E) to identify 159,485 net square feet (Column F).

Exhibit 4 further identifies approximately 80 currently vacant spaces (Column G) which, at an average of 140 sf per person (average of offices and workstations with 40% circulation) would amount to 10,920 sf (Column H).

CDS also identified 6,234 sf of under-utilized space (Column I), and 35 oversized workstations (Column J). If these spaces were deducted from the current office space occupied, we estimate the 522 current staff could be accommodated in 141,456 sf at an average area factor 271 nsf/person (141,456/522).

Building space plans and the area assigned to each department and special support space are presented in Appendix F.

¹ The NSF occupied by the departments varies on exhibits in this report and is reported to be 153,276, 156,206, and now on Exhibit 4 (Column F) as 159,485 NSF. These differences are a result of the allocation of shared support spaces and public circulation.

**Exhibit 4.
Department Space Allocations**

No.	Building/Level	A Building Gross Area	B Core Areas & Walls (1)	C Public Circulation	D Departme nt Gross Area	E Special or Support Area	F Office Gross	G Vacant Spaces (2)	H Vacant Area	I Under Utilized Space	J Potential Oversize Stations	K NSF Required
1	A-2 Manager	9,155			9,155		9,155	3	420	1,374		7,361
2	A-2 Human Resources	5,715			5,715		5,715	2	280			5,435
3	A-2 C.S. Planning	4,000			4,000		4,000	3	420			3,580
4	A-2 C.S. Finance	2,300			2,300		2,300	1	140			2,160
5	A-2 C.S. Building and Safety	4,000			4,000		4,000	2	280			3,720
6	A-2 C.S. Capital Projects	970			970		970	0	0			970
7	A-2 C.S. Public Lobby and Common	2,002			2,002		2,002	0	0			2,002
8	A-2 C.S. Engineering	5,450			5,450		5,450	3	420			5,030
9	A-2 C.S. Admin, Bus. Lic., & Water	1,978			1,978		1,978	2	280			1,698
10	A-2 Circulation & Core	10,498	1,916	2,354				0	0			0
11	A-1 Recorder	8,802			8,802		8,802	3	420			8,382
12	A-1 Voters Registration	8,882			8,882		8,882	0	0			8,882
13	A-1 Manager and Support	1,825			1,825		1,825	0	0			1,825
14	A-1 Security & Vacant	626			626		626	3	420			206
15	A-1 County Clerk	4,606			4,606		4,606	3	420			4,186
16	A-1 Commission Hearing	8,160	474	3,000	4,686	4,686		0	0			0
17	A-1 Circulation & Core	11,549	3,015	3,511				0	0	800		0
18	B-1 Health Clinic				13,682		13,682	2	280			12,602
19	B-1 AQMD				4,670		4,670	2	280		5	4,265
20	B-1 Community Health Services				2,256		2,256	2	280		3	1,901
21	B-1 Circulation & Core	33,885	2,482	6,112				0	0			0
22	Central Plant & Facilities		3,430					0	0			0
23	B-1 Health Auditorium	2,174			2,174	2,174		0	0			0
24	B-2 Health Clinic	20,263	5,229	761	12,273		12,273	4	560	300		11,413
25	B-2 Epidemiology				2,000		2,000	2	200			1,800
26	C-1 Adult Services				8,144		8,144	17	2,380	300	7	5,289
27	C-1 CTM Remediation				1,964		1,964	1	140		2	1,774
28	C-1 Reprographics				3,862		3,862	0	0			3,862
29	Central Conference Room				2,172	2,172		0	0			0
30	Café				2,558	2,558		0	0			0
31	Facilities		270		603	603		0	0			0
32	C-1 Circulation & Core	28,421	2,671	6,177				0	0			0
33	C-2 Technology Services	19,737	5,545	724	11,131		11,131	6	840	1,100		9,191
34	C-2 GIS				2,337		2,337	1	140			2,197
35	D-1 Assessor	30,116	3,008	1,486	17,171		17,171	8	1,120	1,600	10	14,201
36	D-1 Treasurer				8,188		8,188	5	700		3	7,413
37	D-1 Facilities		289					0	0			0
38	D-2 Fire District				3,937		3,937	0	0			3,937
39	D-2 Comptroller	20,936	6,744	1,659	7,559		7,559	5	700	560	5	6,174
40	Senior Center	29,142		2,167	26,975	26,975		0	0			0
41	TOTAL	275,192	35,073	27,951	198,653	39,168	159,485	80	10,920	6,234	35	141,456

(1) Core areas include stairs, elevator shafts, utility rooms, restrooms, for the public (not special use), and structure and walls..

(2) Currently unassigned or available offices (average of 150 sf) and workstations (70 sf) plus required internal circulation of 35%.

IV. Space Utilization

CDS visited all space at 9th Street with space plans provided by the County to verify existing space allocations, the location of offices, workstations, and all partitioned support spaces. We identified all vacant office and workstations that could, without reconfiguration, accommodate staff increases.

The evaluation of existing space also identified areas of underutilized space, excessively wide circulation paths between workstations, and vacant floor area that has resulted from the reconfiguration of space over the past number of years resulting from staff adjustments and department relocations.

Within the 159,485 NSF the space utilization evaluation observed three types of space that could be adjusted to accommodate additional staff with a modest level of remodeling.

1. Vacant Workstations and Offices

These 80 spaces are the result of the staff reductions from a peak of 750 in 2007 to the current 522 staff. They are “valued” at an average of 148 sf per space which is the weighted average of 150 sf offices (30%) and 70 sf for workstations (70%) which is 94 sf plus an allocation of 40% for internal circulation within the department which results in 131 NSF per vacant space. The vacant space represents 10,480 sf (131 sf x 80). Typical vacant spaces are shown in orange on Exhibit 6 for Area D-2.

2. Vacant Floor Space

This includes excessively wide aisles between workstations (more than the desired 4'-6"), large vacant spaces in the open area, and excessive floor areas in enclosed rooms that could be “captured” with space rearrangement. This totals 6,234 sf and, at 4% of the 159,485 NSF, is within an acceptable, but capturable, allowance for facility planning purposes. Exhibit 5 shows excessively wide circulation space and typical “vacant” floor area that could be captured to support staff increases and improve overall space utilization.

Exhibit 5. Underutilized Interior Space



3. Oversized Workstations

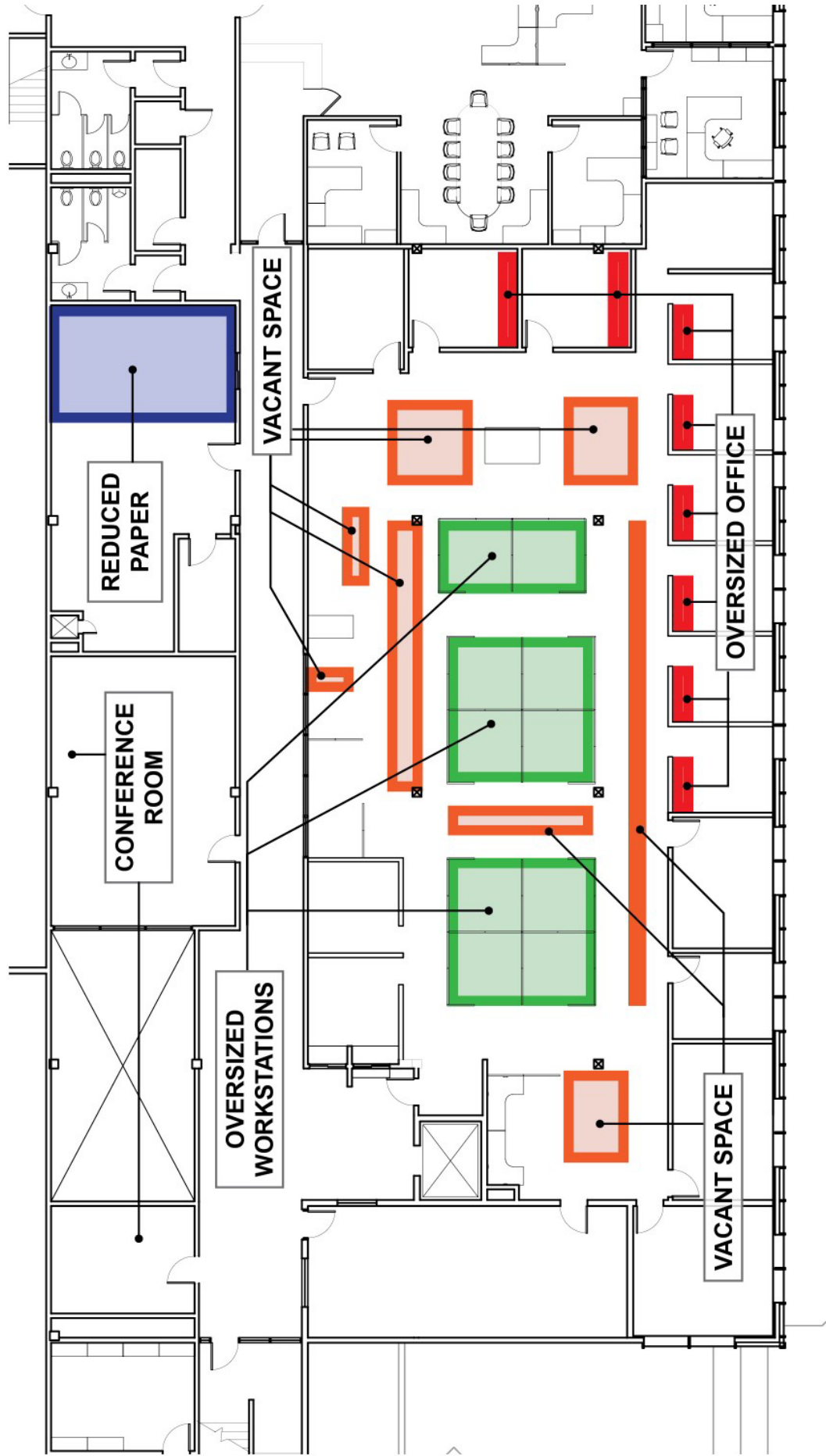
Throughout the 9th Street Complex CDS inventoried the following staff occupancies:

	Quantity	Potential Reduction	Total Area
Space Utilization Component			
• Management offices not subject to space adjustment resulting from going paperless	44	0	0
• Staff offices generally between 120 and 160 sf that could be reduced to not larger than 140 sf by reducing file cabinets and book surfaces and providing work surfaces on two sides as opposed to the current three sides. With 40% internal circulation, this equates to 30 sf for space reduced.	41	30	1,230
• Workstations in an enclosed office that possibly could be provided in systems furniture stations in an open area. This could reduce the space allocation from 120 sf to between 48 and 60 sf. With 40% internal circulation, this represents a reduction of 90 sf per station	73	90	6,570
• Workstations in the open area that could be converted from an average of 75 sf to 60 sf. With 40% internal circulation this represents a reduction of 20 sf per station	102	20	2,040
• Counter positions, shift staff, reproduction staff, field personnel working at a specialized stations or lab, receptionist, working at spaces that are not subject to adjustment	51	0	0
• Small workstations for staff, part-time, volunteers, etc., that are appropriate, now 36 – 48 sf per workstation	85	0	0
• Appropriate size workstations and offices	122	0	0
• Total workstations and offices	518	140	9,840

The total of oversized workstations and offices is 9,840 sf. Typical oversized offices and workstations are shown on Exhibit 6. When the office area is reduced by 26,554 sf representing these three components, we calculate a total of 132,931 NSF would be required if all vacant space was occupied, the underutilized space re-planned to accommodate appropriately sized workstations, and current single-occupancy workstations and offices are right sized.

This reduces the net area factor for the 522 included staff to 254 sf/person ($132,931 \div 522$). This represents a space utilization improvement of 15%.

Exhibit 6. Plan of Vacant and Underutilized Space



V. Staff Levels

To develop a perspective of where the County has been and what future staff levels may be to allow CDS and staff to develop a projection of future staff levels and therefore space needs at the 9th Street Complex, we reviewed the historical staff levels of all the departments that currently occupy space at 9th Street from 2005. That data is displayed in Exhibit 7.

To identify historical staff levels CDS first reviewed annual county budgets which recorded authorized, but potentially not filled, positions. We reviewed that data with Human Resources who then conducted further research with Human Resources to determine actual staff that were engaged during the year based on payroll records. That was believed to be a more accurate reflection of actual staff levels.

For those departments currently occupying space in the 9th Street Complex, the best estimate of historical staff are shown on Lines #1 through #15. The peak staff level was 750 positions in 2007. Beginning with the impact of the recession, the total staff levels gradually decreased from 2008 to a low of 538 positions in 2014.

Since 2014, staff levels have increased slightly to an estimated 561 positions in 2018. These positions include some staff located at other locations (Technology) and others relocated off-site during the study in September 2018 (Adult Services).

Over this extended time frame, overall staff levels from 2010 to 2018 decreased at an average rate of 1.8% per year for all of the departments. From 2013 (roughly the bottom of the recession impact) to 2018, staff levels increased at an average of .8% per year. Thus, the current number of staff as recorded during the interview process and identified on Exhibit 10 in Section VII is 522 positions.

Line #17 records the estimated county population which increases from 527,000 in 2018 to 690,000 in 2038.

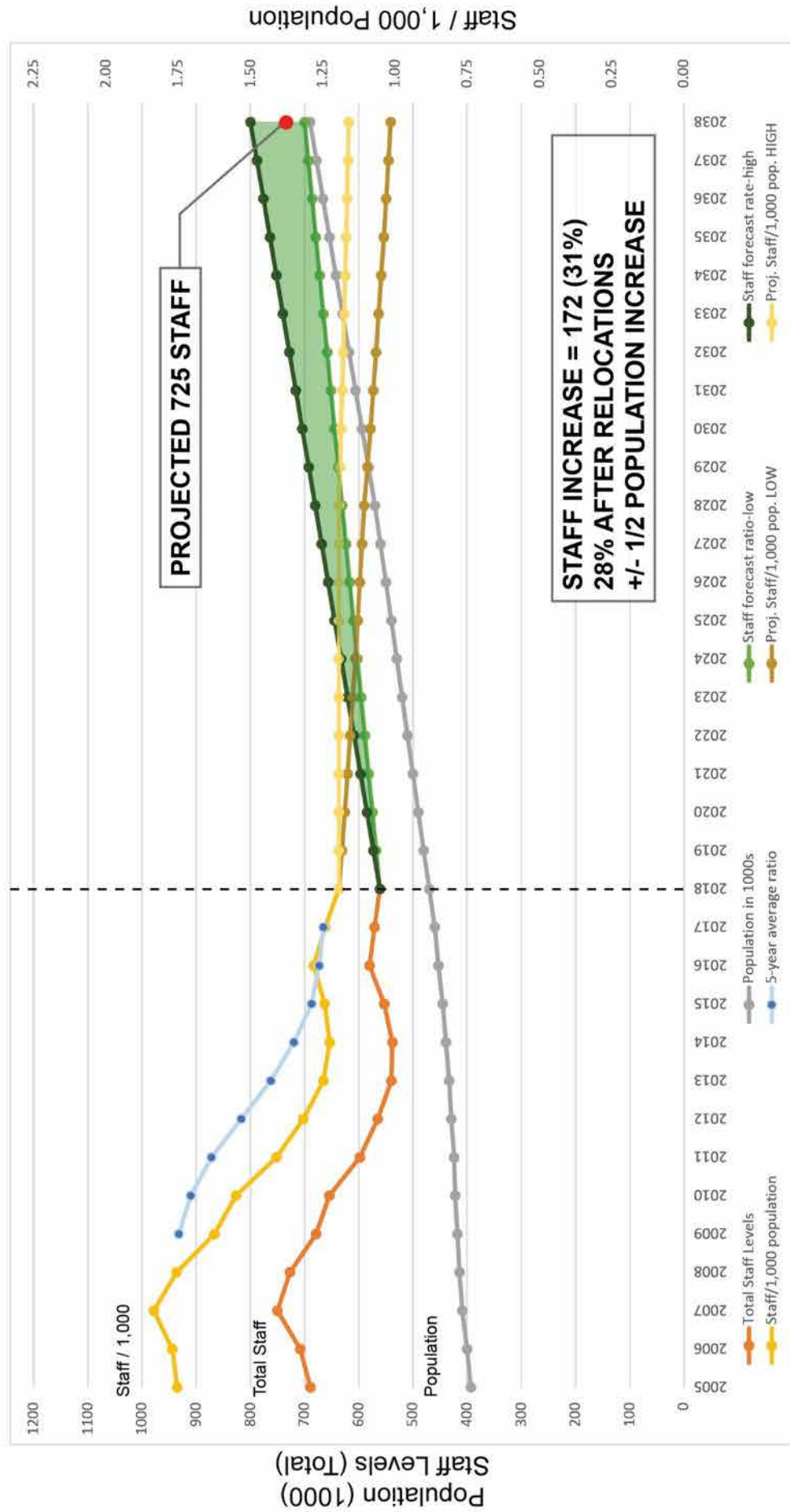
On Exhibit 7, Line #17 we have recorded the estimated countywide population which has increased to 527,000 in 2018. The ratio of staff at 9th Street to the total population in terms of the staff per 1,000 population ratio is shown on Line #18. The peak ratio was 1.82 9th Street staff per 1,000 county population in 2007. With the recession beginning in 2008, this ratio has gradually decreased to a low of 1.11 staff per 1,000 population in 2015. With recovery, this ratio has stabilized to 1.14 in 2016, 1.09 in 2017, and is currently 1.06 in 2018.

Perhaps more instructive is the average ratio of staff per 1,000 population over the previous five years. This ratio hovered around 1.7 in the 2009 time frame, and has gradually decreased to a current 5-year average of 1.10 in 2018.

The data provided on Exhibit 7 is presented in Exhibit 8 which displays the total staff in those departments located at 9th Street, the staff ratio per 1,000 county population, and the 5-year average trend line of staff per 1,000 population. The projection from 2018 to 2038 shows the county population increasing to 690,000 while staff levels are expected to increase to within a range of 700 to 780 positions. The ratio of staff per 1,000 county population in 2038 would then decrease slightly from the current ratio of 1.06 to within the range of 1.02 to 1.12.

		Staff Levels in Year																	Rate of Change			Future Staff Levels		
		June 30, xx																	2013-18	Future	2023	2028	2038	
Exhibit 7.		2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2010-18	2013-18	Future	2023	2028	2038			
Washoe County Administration Complex Historical Staff 2005 to 2018																								
Department		2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2010-18	2013-18	Future	2023	2028	2038			
1 Assessor	73	75	83	75	65	62	61	59	56	59	56	60	60	59	60	-0.6%	1.4%	2.00%	66	73	87			
2 Clerk	29	30	30	30	26	21	18	13	13	12	12	15	14	14	14	-6.3%	1.5%	1.00%	15	15	17			
3 County Manager	29	32	33	30	26	23	21	22	18	18	26	26	27	28	32	2.2%	15.6%	1.00%	34	35	39			
4 Commissioners	5	10	9	9	6	6	5	5	5	5	5	5	5	5	5	-2.5%	0.0%	0.00%	5	5	5			
5 Registrar of Voters	6	8	7	7	5	8	6	6	6	4	6	6	5	6	6	-4.2%	10.0%	1.00%	6	7	7			
6 CSD	77	77	77	77	65	60	60	60	60	60	60	60	63	63	63	0.6%	9.3%	1.00%	92	97	107			
7 Finance-Comptroller	28	30	34	33	30	22	21	20	18	18	21	16	26	28	30	2.7%	13.3%	1.00%	32	33	36			
8 Health	211	211	212	204	193	193	167	165	157	149	150	151	151	151	153	-3.5%	-0.5%	1.50%	164	177	203			
9 Human Resources	16	22	24	20	19	18	19	17	17	17	18	19	19	19	22	0.7%	5.9%	1.00%	23	24	27			
10 Recorder	26	27	25	24	24	24	24	20	20	20	20	19	21	21	23	-1.8%	3.0%	1.00%	24	25	28			
11 Adult Services (Indigent Assist)	47	49	45	47	46	44	40	35	35	33	33	38	41	30	30	-5.8%	-2.9%	1.00%	32	33	36			
12 Senior Services	40	38	40	40	43	42	35	34	28	29	25	26	27	27	20	-6.9%	-5.7%	1.30%	21	23	26			
13 Technology Services	63	60	93	93	89	91	87	77	77	76	76	78	82	80	44	-1.7%	-8.6%	0.10%	44	44	45			
14 Fire District	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	0.0%	0.0%	2.00%	14	16	19			
15 Treasurer	26	26	25	25	22	20	19	19	19	19	19	20	20	20	21	0.0%	2.1%	1.00%	22	23	25			
16 Total Staff Levels	689	708	750	727	672	647	596	565	540	538	546	546	573	564	561	-1.8%	0.8%	1.31%	595	631	707			
17 Population (1,000)	393	402	411	420	430	440	450	460	460	471	481	492	504	515	527			566	607	690				
18 Staff/1000 population	1.75	1.76	1.82	1.73	1.56	1.47	1.32	1.23	1.15	1.12	1.11	1.11	1.14	1.09	1.06			1.05	1.04	1.02				
19 5 year average ratio					1.73	1.67	1.58	1.46	1.35	1.26	1.19	1.15	1.15	1.12	1.10			1.12	1.12	1.12				
20 Total Staff @ line #19 ratio																		634	680	773				
21 Population forecast(1,000)	393	402	411	420	430	440	450	460	460	471	481	492	504	515	527			566	607	690				
22 Current surplus capacity @ 50% achievement																		40	40	40				
23 Staff Increase (line #16)																		-6	30	106				
24 Staff Increase (line #20)																		33	79	172				
25 Space @ area factor of 150																		(961)	4,430	15,966				
26 Space @ area factor of 150																		4,996	11,846	25,820				
27 Historical average population increase from 2005	393	402	411	420	430	440	450	460	460	471	481	492	504	515	527	2.28%					1.37%			

Exhibit 8. Staff Level Trends and Projections



Future Projections

Future projections of county staff requiring accommodations at 9th Street are based on collection of further data, implementation of the more efficient workplace and work flow practices, incorporation of e-Filing, and other technology and based on interviews conducted with each department. Initial indications were that the majority of the departments currently at 9th Street will require minimum staff increases in the future as economies of scale and efficiencies are realized through incorporation of technology.

To support the county population which is forecast to increase to 690,000 residents in the 2038, CDS developed a preliminary projection that the staff per 1,000 population based on a trend line of that ratio from 2015 to 2018 would result in a year 2038 ratio of between 1.02 and 1.12 staff per 1,000 population. This results in an estimate of between 707 and 773 positions requiring accommodations. This is shown on Lines #16 and #20 of Exhibit 7. The expected future staff level was the average of this range and established at 750 positions.

The Space Utilization Analysis in Section IV identified that the current space could accommodate, with modest remodeling and rearrangement, an additional 70 positions. Added to the current 80 vacant offices or workstations, indicates that, by 2038, the maximum shortfall would be only accommodations for 78 positions (750–522–70–80).

Preliminary Projection of Future Space Needs

A preliminary estimate of the potential future space needs at 9th Street, assuming all current departments that occupy space at 9th street remain and that no current activities that are off-site need to be relocated to 9th Street, would indicate an additional 15,600 net square feet (NSF) of office space would be required to accommodate the additional 78 positions in an area factor (net square feet per person) of 200 square feet (sf) per person in the year 2038.

If the higher ratio of staff per 1,000 (1.15) was realized, and there was a need to accommodate an additional 127 positions (794-522-70-80), there would be a need for about 25,000 additional NSF at 9th Street. Lines #25 and #26 identify a range of additional space that may be required of between 15,966 sf to 25,820 sf.

These very preliminary projections were then revised as a result of the interviews CDS conducted with each of the departments and an analysis of the capability to remodel existing space to not only capture current vacant workstations or offices but to capture underutilized space which is estimated at a total of 26,554 NSF.

If additional space is to be constructed, the total gross building area required would be approximately 25% larger than the net area assigned to a department based on a building efficiency ratio of 80%.

The additional space potentially required to support total staff levels of between 700 and 800 at 9th Street after incorporating the space utilization improvements was then estimated to be between 15,966 GSF and 25,820 GSF on lines 25 and 26 of Exhibit 7.

VI. Space Standards

The combination of e-Filing, digital records, scanning of existing records, and significant reference material and information conveniently available on the Internet results in the need for offices and workstations to have reduced space for files, reference material, and work surface.

With the preponderance of communication between staff in one department and another and between clients (the public) and staff now via email, text, or other electronic means, the office space is becoming significantly quieter with much reduced telephone communication.

The results of these two trends is that county staff can be functionally accommodated in smaller workstations when their space is relocated, remodeled, or expanded in future years. A number of staff currently assigned to partitioned offices will not require an office for acoustical (concentration or speech privacy) reasons and could be accommodated in appropriately sized workstations with 65” high acoustical panels surrounding on three sides. Partitioned offices will still be required for staff having frequent confidential discussions of personnel, health, and financial information.

The space program reassigns space standards for a number of staff to smaller workstations or from an enclosed office to a workstation for future years under the “revised” column. If the department can be accommodated with remodeling in the existing space without downsizing offices or workstations, then no change is proposed. If, however, it is necessary to conserve space to accommodate future staff levels and space needs without relocating the department or expanding it into adjacent space occupied by another department, the future conversion to a smaller workstation or office was assumed to be implemented.

The future space assignments accommodated in the remodeling and new construction options only downsized new workstations for additional staff, and only transferred existing staff from offices to workstation or smaller office if functionally appropriate and also necessary to accommodate future department staff in existing space.

The proposed space standards are noted in Exhibit 9.

Exhibit 9. Proposed Space Standards.

Space Standard	Net Area	Plan View
W-2	48 sf	B-4
W-3	51 sf	B-5
W-4	54 sf	B-6
W-5	56 sf	B-7
W-6	60 sf – 64 sf	B-1 & B-2
W-7	64 sf	B-8
W-11	102 sf	B-3

Most staff currently occupy either a nominal 80-sf or 64-sf workstation as depicted in Exhibits B-1 and B-2 or a larger, 100-sf to 120-sf workstation as depicted in Exhibit B-3 in Appendix B. When staff in these larger workstations are relocated during a remodeling or relocation of their department, the workstation will be reconfigured if possible or new components provided to allocate the most functionally appropriate new standard of W-2, W-3, W-4, W-5, or W-7 as depicted on Exhibits B-4, B-5, B-6, B-7, and B-8 in Appendix B.

Enclosed offices now provided range from 100 sf to over 300 sf for Elected Officials and the County Manager although the vast majority are between 120 sf and 200 sf. Most offices are capable of accommodating files and bookcases and two or more guest chairs. Future offices will not require freestanding files and storage shelves as most hard copy material are available on their computer.

When space is relocated or remodeled, new enclosed offices can be reduced in size. Existing offices that are between 140 sf and 170 sf can be reduced to the new standard of 140 sf (10' x 14'). Those between 170 sf and 200 sf can be reduced to 168 sf (12' x 14") and those currently larger than 200 sf up to 250 sf can be accommodated in 196 sf (14' x 14') offices. We propose no adjustment to the current offices for department directors and Elected Officials as very few of them will be relocated or are involved in a space to be remodeled to accommodate additional staff.

VII. Space Requirements

The space program projects 543 current staff increasing to 713 positions (695 positions with deletion of transfers) by 2038 representing a 1.4% average annual rate of increase in comparison to a 1.7% annual population increase. With improvement in space utilization, using vacant offices and workstations and downsizing many spaces, the current space of 215,844 net square feet (NSF) will need to increase by 8,161 NSF. Space utilization is theoretically improved from an area factor of 299 NSF/person to between 215 and 234 NSF/person in 2038. This is excluding the Senior Services Center and support spaces and reflects a small adjustment from the total space inventory recorded in Section IV.

This representation of the summary is misleading as the available space in one department is not “fluid” to be used by another department as the 9th Street complex is configured with five buildings and two floors with net office space split by utility and public circulation which results in twelve (12) land-locked spaces.

The true measure of space deficiency is more appropriately the sum of space deficiencies in each of the twelve (12) office areas that cannot be satisfied by utilizing vacant spaces, reconfiguring workstations, and reducing office and workstation sizes. This is the sum of space shortages in the Health District (7,722 sf), Community Services (2,786 sf), Fire District (620 sf), Human Resources (800 sf), and new support spaces for Training and Wellness which total 6,000 sf and a 3,752 sf Utility and CTMRD parking garage. The total space “shortage” in 2038 is estimated to be 21,680 NSF which, with a 25% allocation for core and circulation becomes 27,100 GSF.

Projected Space Analysis

The space program identifies the current and projected staff levels and net space required for each department and, for the Health District and Community Services, each of their divisions. A summary is presented in Exhibit 10.

For 2028 and 2038 the space program identifies two space requirements. The “current” space configuration column assumes all office and workstation sizes are retained as currently configured to accommodate additional staff, and any “underutilized” space is combined with surrounding workstations to reconfigure the space to accommodate additional staff.

The “adjusted” column assumes offices are downsized to the 120 sf, 140 sf, 168 sf, 192 sf, and 240 sf standard if it is needed to accommodate additional staff, staff that are not directly supervising a number of staff or do not require conversational privacy for sensitive discussions (HR or financial) are converted to an appropriate workstation surrounded with 65-inch high panels, and the area is more significantly remodeled to optimize space utilization.

Both projections assume files and storage areas will be downsized in response to digitized records and a more “paperless” environment and the space re-purposed for additional workstations.

Thus, the space estimated as required for a department in the “adjusted” column is equal to or less than the space identified in the “current” column.

An analysis needs to determine if the degree of remodeling required is more cost effective than constructing additional space. New construction can provide accommodations for one additional staff in approximately 150 sf. This represents the “average” net area of an office is 150 sf and the average net area of the workstation is 55 sf and 15% of all staff are assigned to an office. This calculates to be 70 sf. An internal circulation factor of 45% for access aisles increases this to 102 sf/person.

The 102 NSF within a department then needs to be increased by another 30% to accommodate public circulation, core elements, and utility spaces external to the department demised spaces. The result is a need to construct 133 GSF to accommodate one additional staff.

Current construction costs in Reno in 2018 for quality office space on an existing site with minimum site costs, no off-site costs, no additional parking, and no “specialized” spaces (such as a laboratory) is estimated to be \$450/GSF. Adding 30% for soft costs, the total cost to provide additional space for one staff is estimated to be \$585/GSF. This is then multiplied by 133 GSF to calculate a total cost of \$77,000.

If an additional square foot of space is constructed, it then must be operated, provided with utilities and maintained which is estimated to cost a minimum of \$7.00/sf/year. Assuming inflation at 2% per year and a discount rate of 4% (cost of capital or public debt financing), this adds a present value cost of \$157/sf to the cost of space which, if achieved with remodeling existing space does not incur any additional cost. This increases the cost of additional space for one person to \$97,000 ($\$157 \times 133 \text{ GSF} + \$77,000$).

If the level of remodeling and procurement of new systems furniture can be completed for less than \$97,000 per additional person to be accommodated then the preferred course of action would be to remodel.

An example will illustrate the “breakeven” evaluation.

The example is the heavily partitioned space proposed for the Engineering Division of Community Services in Building A-2. The space as currently planned accommodates 15 staff in 13 offices and 2 workstations in 2,600 sf. If converted to an average of 100 sf workstations the space can accommodate 19 staff. The equivalent space that is “captured” (does not need to be constructed) is valued at 4 spaces or 532 sf ($5 \times 133 \text{ sf}$).

If the 2,600 sf can be remodeled at less than \$388,000 which is 4 additional spaces multiplied by the cost of \$97,000 per additional space, then remodeling is preferred. That calculates to be \$150/sf. We would estimate the cost of remodeling existing space from concrete floor to a new ceiling grid, lighting relocations, and HVAC reconfiguring to be under \$120/sf. The remodeling cost is estimated to \$312,000 ($2,600 \text{ sf} \times \$120/\text{sf}$).

Therefore, this hypothetical evaluation would indicate remodeling is preferred to additional construction.

In another example, if you needed to remodel 5 office spaces occupying 195 sf each (140 sf plus 40% circulation) and convert 5 staff to 6 workstations, the value of space “captured” of \$97,000 would be less than the estimated remodeling cost of \$117,000 ($975 \text{ sf} \times \$120/\text{sf}$).

If the space required in the adjusted column is greater than the current space assigned, the department would need to:

1. Initiate further downsizing of offices and workstations and increase the level of remodeling beyond the “breakeven” cost;
2. Relocate some staff to other space that is not contiguous to the department unless the adjacent department can relinquish some surplus space without significant construction cost. This option is rarely available due to the configuration of the five buildings and their separation by core or public circulation spaces; or
3. Relocate the entire department to new space where it is quite possible that the total space needed can be planned without constraint to achieve optimal space utilization with less the total area identified in the 2038 adjusted column.

**Exhibit 10.
Washe County 9th Street Administration Complex Master Plan
Space Requirements Summary**

Department / Division	Personnel			Growth Rate '07-25	Net Square Feet						Net Area Factor 2018	Net Area Factor 2037 Max.	Net Area Factor 2038 Min.	Space w/Min Constr	Space w/New Standards	Space w/Full or Stay	
	2018		2028		2018		2028		2038								
	Current	Adjusted	Current		Adjusted	Current	Adjusted	Current	Adjusted								
1 County Manager - Executive and Common Area	22	24	25	0.7%	7,696	7,576	7,855	7,735	7,945	7,825	350	318	313	249	129		
2 County Manager - Budget	5	6	7	2.0%	1,104	714	943	793	1,046	866	221	149	124	(58)	(238)		
3 County Manager - Communications	2	2	2		416	416	416	416	416	416	208	208	208				
4 Communications - Reprographics	8	11	14	3.8%	4,171	4,171	3,094	3,021	3,280	3,188	521	234	228	(891)	(984)		
5 County Clerk	14	20	15	0.4%	4,782	4,189	4,168	4,156	4,255	4,243	342	284	283	(527)	(539)		
6 Recorder	23	21	19	-0.9%	8,480	7,761	7,460	7,544	7,258	7,342	369	382	386	(1,221)	(1,137)		
7 Treasurer	21	23	25	1.0%	8,173	6,992	7,423	6,673	7,487	6,399	389	299	256	(686)	(1,774)		
8 Assessor	60	70	80	1.7%	20,309	18,291	14,478	13,633	15,627	14,682	338	195	184	(4,682)	(5,627)		
9 Comptroller	30	36	38	1.3%	7,596	5,444	7,431	6,164	7,203	5,904	253	190	155	(393)	(1,692)		
10 Registrar of Voters	6	8	10	3.3%	9,101	8,805	9,057	9,057	9,183	9,183	157	918	918	82	82		
11 Technology	36	51	61	3.5%	11,131	8,207	10,999	8,185	12,668	9,501	309	208	156	1,537	(1,630)		
12 GIS	8	9	9	0.6%	2,338	2,140	2,311	2,080	2,311	2,080	292	257	231	(27)	(258)		
13 T M Fire District	13	18	20	2.7%	3,914	3,849	4,353	4,202	4,533	4,382	301	227	219	620	469	620	
14 Human Resources	22	25	28	1.4%	5,652	4,765	5,089	4,273	5,282	4,466	257	189	160	(370)	(1,186)		
15 District Health Office	7	9	11	2.9%	1,621	1,441	1,907	1,765	2,146	2,003	232	195	182	525	383	525	
16 Administrative Health Services & Common Area	9	11	13	2.2%	1,735	1,546	2,125	1,814	2,201	1,981	193	169	152	467	246	467	
17 Health-Epidemiology	18	20	22	1.1%	3,079	2,629	3,382	2,932	3,513	2,973	171	160	135	435	(105)	435	
18 Environmental Health	44	53	60	1.8%	8,303	7,463	9,212	8,564	9,542	8,894	189	159	148	1,239	591	1,239	
19 Air Quality	20	23	25	1.3%	4,844	4,754	5,166	4,986	5,363	5,183	242	215	207	519	339	519	
20 Community Clinical Health Services-Clinic & Public Space	47	57	65	1.9%	17,098	15,838	19,358	17,972	20,312	18,845	364	312	290	3,214	1,747	3,214	
21 Community & Clinical Health Service Office and Support	8	12	16	5.0%	2,049	1,520	2,758	2,134	3,373	2,995	256	211	187	1,324	946	1,324	
22 Subtotal Health Services	153	185	212	1.9%	38,729	35,192	43,907	40,467	46,451	42,875	253	219	202	7,722	4,146	7,722	
22 CSD - Administration	8	10	12	2.5%	1,046	818	1,291	1,557	1,536	1,711	131	128	143	490	664	490	
23 CSD - Business License	4	4	4		602	602	602	602	602	602	150	150	150				
24 CSD - Planning	21	21	21		4,550	4,385	4,458	4,316	4,458	4,316	217	212	206	(92)	(234)	(92)	
25 CSD - Building	18	18	18		4,418	4,418	4,418	4,418	4,418	4,418	245	245	245				
26 CSD - Engineering	22	36	37	3.4%	5,048	4,345	6,892	6,141	6,819	6,071	229	184	164	1,771	1,022	1,771	
27 CSD - Capital Projects	4	5	5	1.3%	1,050	1,050	1,239	1,239	1,239	1,239	263	248	248	189	189	189	
28 CSD - Finance & Customer Service & Common Area	13	14	15	0.8%	4,496	4,170	4,831	4,468	4,984	4,588	346	332	306	488	92	488	
29 CSD - CTMRD Program	6	6	6		897	769	897	769	897	769	149	149	128		(128)		
30 CSD - Western Regional Water Commission	3	3	3		508	405	508	405	448	405	169	149	135	(69)	(103)		
31 Subtotal Community Development Services	99	117	121	1.1%	22,614	20,962	25,135	23,914	25,400	24,117	228	210	199	2,786	1,503	2,845	
32 Subtotal Office Spaces	522	626	686	1.6%	156,206	139,474	154,120	142,313	160,347	147,469	299	234	215	4,141	(8,737)	11,187	
33 CTMRD- Laboratory					691	691	691	691	691	691							
34 Human Services Agency-Senior Services	20	23	26	1.5%	29,240	26,517	23,867	22,706	24,174	23,013				(5,066)	(6,227)		
35 Support Spaces	1	1	1		29,707	29,707	38,793	39,310	38,793	39,310				9,086	9,603	9,086	
36 Total Staff and Net Square Feet	543	650	713		215,844	196,389	217,471	205,020	224,005	210,483	398	234	215	8,161	(5,361)	20,273	

VIII. Department Space Evaluations

A number of departments have fewer staff in 2018 than they had at the pre-recession peak in 2010 to 2013 and have sufficient underutilized space and vacant offices and workstations to accommodate the staff levels projected for 2038.

Other departments can be cost effectively rearranged with minimum construction to convert some offices and oversized workstations to be accommodated in existing space.

The department-by-department evaluation indicates the following actions may be required to satisfy future staff and space needs:

1. County Manager – Executive and Common Area – Staff increase from 2018 to 2038 is 3 positions excluding the Communications Unit 16 staff which are proposed to relocate 14 staff requiring 3,188 sf to the Reprographics space when reprographics is outsourced to the State. Future space can then be accommodated within the new suite.
2. County Manager – Budget – Can be accommodated with conversion of analyst offices to workstations or would require relocation of the unit to adjacent space if available (Human Resources Suite).
3. County Manager – Communications – All 16 projected staff other than 2 management positions can be accommodated with the extensive remodeling of the current 4,153 sf Reprographics space with a surplus of 965 sf available. The original projection of 23 staff was reduced to 14 staff plus 2 management positions in 2038 per management direction.
4. County Manager -- County Commissioners’ Office - One option to consider to relieve space congestion in the County Manager’s Office would be to develop a suite for the five Commissioners plus one staff position in space that would be available directly across the public circulation to new construction with the proposed Training/Hearing Room. The site would include:

5 Commissioner offices at 168 sf each	840 sf
1 Conference room at 160 sf	160 sf
1 Reception area at 120 sf	120 sf
1 Coffee/Service station	40 sf
1 Support staff workstation	48 sf
Internal circulation (35%)	423 sf
TOTAL	1,631 NSF

This option would provide about 1,200 sf within the County Manger’s Suite to accommodate the five additional positions forecast for 2038. The current 168 sf offices are too large for a single professional staff but could be occupied as-is by two staff who would otherwise be in 60 sf to 84 sf workstations to minimize remodeling costs. This minor remodeling is compatible with Option 9-a which remodels the Human Resources suite and is included Exhibit 33 in Section XII.

5. County Clerk – One additional staff can be accommodated in available underutilized open area.
6. Recorder – Projects a staff reduction in the future and could have a surplus of up to 1,000 sf representing 12% of their current space to provide space in Building A to support another function such as the 340 sf Vital Statistics Unit from the Health District.

If the records storage area was converted to high-density mobile aisle storage units, an additional 1,000 sf could be made available on the public circulation aisle across from the Registrar of Voters. We do not think this conversion is necessary or cost effective and have not identified a viable use for an isolated 1,000 sf that could be made available, although consideration could be given to providing a training room (smaller than the projected need) or the relocation of a component of Community Services such as Capital Projects.

7. Treasurer – Additional 4 staff can be accommodated in existing underutilized space with minimal remodeling.
8. Assessor – The current space accommodated over 80 staff pre-recession. The forecast for 20 additional staff will increase the staff level to 80 positions which could be accommodated in existing space with minimum remodeling and the conversion to smaller workstations in less space than currently assigned. With conversion from offices to workstations for a few staff and downsizing many workstations, the department could be accommodated in 3,000 sf less than now occupied if there was an alternative use for the surplus space. However, the space would be “land-locked” and not easily accessed from public circulation by another department.

If Building D is extended to the east as was initially considered, extensive remodeling of the Assessor space would be needed to consolidate all staff on the south side of the public corridor that would run west to east between the Treasurer and the Assessor suites to provide public access to the department assigned to the new space on the east. This option was not included in the final recommendation.

9. Comptroller – The 8 additional staff can be accommodated in existing underutilized space with conversion of low drywall partitioned workspaces to systems furniture. If the records storage room is reduced after most records are scanned, about 500 sf could be made available to accommodate a relocated break room shared with the Fire District to help alleviate (but not eliminate) the Fire District space shortage.
10. Registrar of Voters – The 4 additional staff can be accommodated in existing space which is sized to accommodate an additional 20 part-time staff during election cycles. Some remodeling will be needed to improve supervision and capture excess circulation.
11. Technology - The 25 additional positions include the relocation of 6 staff from the Edison facility. The use of cloud storage has substantially reduced the “hardware” area required so the future staff can be accommodated in existing space with the significant remodeling of 3,080 sf. If most staff were accommodated in workstations and not one or two per 168 sf office, a surplus of up to 1,500 sf could be created if there was a need for this amount of “isolated” space on the second floor of Building C.

- 12. GIS – The existing space can accommodate one staff addition as projected.
- 13. Truckee Meadows Fire District – The Fire District currently occupies 3,914 NSF on the second floor of Building D at 9th Street with 13 staff. The District projects a need for 20 staff in 2038 as they add four (4) stations, eight (8) companies to existing or expanded stations, and a total of 64 staff to the current complement of 170 staff. By 2038 the District will require 4,533 sf, an increase of 620 sf (16%) over current accommodations if current space standards and allocations are maintained. With new standards the requirement is for 4,382 sf.

Current space is fully utilized with no vacant spaces. The District notes the lack of a dedicated conference room and difficulty scheduling the use of the adjacent Comptroller’s conference room.

The 9th Street Master Plan includes a recommendation to expand the District office space into the adjacent 450 sf break room shared with the Comptroller after the break room relocates to a more appropriately sized 320 sf area in space created by compressing Comptroller records space as a result of scanning and implementing paperless processes. Remodeling of adjacent Comptroller space will be able to accommodate their projected expansion of 7 staff and allocate the 170 sf to 400 sf need by the District in later years.

- 14. Human Resources – Six (6) additional staff will require 1,000 additional sf as the current space is compactly occupied with only 2 vacant workstations. The space program assumed the 672 sf common area training room is deleted from the department space allocation. One option is to develop a 4,000 sf Training, Testing, and Hearing Room Complex. If the current training room is converted to workstations, Human Resources can be accommodated in existing space with the remodeling of about 2,000 sf.
- 15. Health District – The total staff level for all seven (7) components increases by 59 positions (38%) by 2038 to support a 50% county population increase. Collectively they will require an additional 7,722 sf unless spaces are substantially remodeled or some component is relocated to new construction or off-site. With remodeling of office and some clinic spaces, the deficit could be reduced to 4,000 sf.

There are a few opportunities to relocate some components (WIC, Finance offices, and Vital Statistics) to space in other buildings that could be made available along a public corridor although the District would like to keep all components in contiguous and secured space to maximize operational efficiency and avoid space duplications.

Some new construction will definitely be required for the Health District. The program does not include 2,000 sf for the Tuberculosis Clinic as this space is currently located off-site and will remain off-site.

Health District Space Summary

No.	Space Component	Current NSF	Staff		2038 Sq. Ft.	Increase
			2018	2038		
1.	District Health Officer	1,621	8	16	2,003	382
2.	Health Administration	1,735	9	13	1,981	246

No.	Space Component	Current NSF	Staff		2038 Sq. Ft.	Increase
			2018	2038		
3.	Community Clinic & Public Spaces	17,098	47	65	18,845	1,747
4.	Air Quality	4,844	20	25	5,183	339
5.	Environmental Health	8,303	44	60	8,894	591
6.	Community Clinic Office Space	2,049	8	16	2,995	946
7.	Epidemiology	3,079	18	22	2,973	(106)
8.	TOTAL	38,729	154	217	42,874	4,145

Health District Space Adjustments

The Health District space is complex because of clientele with different needs, the inclusion of clinic examination spaces, laboratories, counseling, general office areas, and the significant number of important internal agencies. Early in the study CDS explored a number of options to provide the additional 5,000 sf to 8,000 sf required.

The four units on the second floor of Building B now fully occupy 14,600 net square feet (NSF). These units require 16,589 NSF in 2038 to support 102 staff. This is a rather compact area factor of 162 sf per person. The 400 sf required for four Vital Statistics staff is not included as it is currently located on the first floor and could be relocated to any other available space at 9th Street if it needs to be displaced by CCHS on the first floor.

The shortage of 1,989 sf cannot be alleviated by conversion to a higher degree of open plan or by reducing office or workstation size. The relocation of Epidemiology (3,079 sf) off the floor could provide space to support the expansion of others although Epidemiology and Environmental Health work closely with each other.

Relocation of either Administration (1,735 sf) or the District Health Officer (1,621 sf) could balance the floor with the relocation of the Technology Office (140 sf) and conversion of a few 120 sf offices to 80 sf workstations. However, these two units should be adjacent to each other (as they are now) and both should relocate. This would reduce the future space needed on the second floor to 12,708 sf and provide 1,892 sf available for an alternative use such as the WIC consultation area of 1,200 sf to 1,600 sf.

The only other unit that could be the relocation of office staff providing education, investigation, billing, and other “non-client contact” staff within the CCHS office and support space which provides all of the non-client contact (examination) services and currently has 8 staff adjacent to Air Quality and 4 staff on the first floor within the clinic space. This would reduce the CCHS office and support space to 1,700 sf which is slightly less than the current allocation of 2,058 sf.

The east portion of Building B is occupied by CCHS offices (2,049 sf) and Air Quality (4,844 sf). Together they project a future need for 8,178 sf which is an increase of 1,298 sf over the available 6,880 sf. If the 8 staff in CCHS office space were accommodated on the second floor in the potentially available 1,892 sf, then the future space requirements of Air Quality could be accommodated within the up to 6,880 sf that could be available without having to

downsize offices or convert offices to workstations.

The CCHS “clinic” components on the first floor will require an additional 3,214 sf to support 18 additional staff by 2038. This represents a 38% increase over the current 47 staff positions to support an increase of 34% in county population over the next twenty years.

The space available on the first floor to accommodate the staff, immunization and examination rooms, lab, and other direct support spaces can increase by 1,616 sf by relocating WIC and 324 sf by relocating Vital Statistics to other space with direct public access. This could provide all 17,404 sf required to support the clinic requirements of 18,845 sf (20,532 sf less 324 sf for Vital Statistics, 1,616 sf for the WIC office, and the accompanying 30% circulation).

This results in a future shortage of 607 sf (18,011 sf less 17,404 sf) on the first floor (3.5%). There are a few ways to reduce future space needs:

1. Provide workstations for nurses in a suite as opposed to two workstations in a 120 sf office.
2. Reduce the immunization rooms from 120 sf each to a curtain screen area of 60 sf each.
3. Remodel the Immunization counter area and extend it to the lobby to add 200 sf.

These adjustments would require the construction of an additional 6,000 sf to accommodate WIC, Vital Statistics, Administration, and the Health District Officer in reasonably adjacent space. Options could be in the courtyard between Buildings A and B or to the east of Building B. Either location would be able to connect to Building B – Level 2 although questions of daylighting to Buildings A and B and exiting will need to be resolved.

16. Community Services – With the requested relocation of 5 Utility staff (only one workstation and two hoteling stations) from off-site, 6 CTMRD staff from Building C-1, and a forecast increase of 22 positions within the current 99 position components, the total staff in 2038 is projected to be 121.

With conversion of some offices to workstations, reducing workstation sizes, and remodeling, the space deficit could be reduced to 1,500 sf.

The relocation of Capital Projects (1,087 sf), the relocation of the Conference Center (850 sf), or keeping CTMRD office in Building C-1 (769 sf) could eliminate this projected space deficit.

17. Senior Services – All 6 additional staff can be accommodated in the Senior Services Center with remodeling of about 3,500 sf which is available in existing office area. With the transfer of the Daybreak program to a state facility and a reduction in kitchen space needs, there will be an available 5,000 sf for other functions.
18. Support Services – Two additional support spaces should be considered.

- a. The Wellness Facility requires 2,000 sf and could be located in:

- The Senior Services Center to serve both county staff and senior citizens;
 - In space potentially vacated by CTMRD offices and the current Mail, Room;
 - Space carved out of the former Adult Services office space, Central Conference Center, and Reprographics; or
 - In new construction in the landscaped courtyard between Buildings A and C.
- b. The 4,000 sf Training Center would require new construction unless additional office space is constructed and a department currently located along public circulation is relocated to it. Candidates could be limited to the proposed State of Nevada 6,600 sf lease in Building C-1 and the Recorder who could be accommodated in 2,000 sf less than currently allocated in their existing suite if provided new space. However, both of these locations have limited clear ceiling height desired for a large assembly area.

IX. Special Area Requirements

1. Truckee Meadows Fire District

The Fire District leases 9,000 sf at Suite 105 at 1315 Gregg Street for Vehicle Maintenance and Logistics which provides supplies, equipment, and consumables for 20 fire stations and 170 career and volunteer staff. This lease provides 4,500 sf for vehicle servicing and repair, 3,060 sf for logistics storage, and 700 sf for office, workstation, restroom, and secured (high value) storage. If this space was “right-sized” to support current service levels, a total of at least 12,000 sf would be required.

CDS met with Jon Murry (Fleet Manager), Wayne Zeroni (Logistics Manager), and Tom Maltezo (County Equipment Services, Heavy Equipment Shop Supervisor) to develop a projection of future vehicle maintenance requirements and evaluate the space and cost differences of accommodating future requirements at various locations.

Exhibit 11 develops data regarding the current and projected service levels for Fire District Vehicle Maintenance and Logistics. Future department staff, station, company, and vehicle levels were provided by Chief Charles Moore. Requirements are developed on Lines #2 through #18.

Maintenance hours per vehicle are assumed on Lines #19 and #20 which then project a requirement for 6.4 maintenance bays (Line #25) based on 1,500 hours per year of service time per mechanic per year. Six vehicle bays translate to 9,600 sf at 1,600 sf per drive-through bay (20' x 80'). Additional space for parts storage and offices and support indicates a need for 12,350 sf in 2038 if a new facility was developed at 9th Street or another site.

Logistics currently occupies 3,060 NSF with storage to 16-feet to 20-feet high in 30% of the space. The bulk area of items to be stored is adequate to support the additional fire stations, companies, and staff forecast for 2038.

If new space was developed at 9th Street the 18,000 sf is estimated to cost \$6,900,000 on Exhibit 10. If developed at Longley Lane, maintenance bays can be shared with the current County Fleet Services Facility, capacity is available in the county parts room and offices and locker area can be shared. The construction cost would be approximately \$3,750,000. Soft costs and inflation would increase the total project cost to approximately \$5,688,000.

If developed adjacent to County Fleet at Longley Lane, it is estimated that staff can be shared and the number of dedicated maintenance staff needed in the future could be reduced from 5 to 3.5 positions which represents a life-cycle savings of \$2,400,000. Development of Longley lane will provide substantial savings over construction at 9th Street.

Longley Lane Development Cost

Exhibit 12 identifies a need for 9,000 sf of space at Longley Lane to supplement the existing 16,700 sf to accommodate maintenance for the 156 Fire District vehicles projected for 2038. An addition of 2,000 is needed for Logistics. The site plan showing the proposed building expansions is presented on Exhibit 11.

Exhibit 11.

Fire District Vehicle Service and Logistics Requirements

Nbr. Component	Units Per	2018	2028	2038
1 Population		460,000	570,000	690,000
2 Carrer Staff in 2018 as a base		140	140	140
3 Current Volunteer Staff		30	30	30
4 Total Staff		170	170	170
5 Fire Stations	20	20	22	24
6 Light Vehicles	59	59	59	59
7 Heavy Vehicles	53	53	53	53
8 Additional Fire Companies to add to existing stations		0	4	8
9 Additional Light Vehicles per Station	2	0	4	8
10 Additional Heavy Vehicles per Station	3	0	6	12
11 Additional Light Vehicles per Company	1	0	4	8
12 Additional Heavy Vehicles per Company	2	0	8	16
13 Total Heavy Vehicles (7+10+12)		53	67	81
14 Total Light Vehicles (6+9+11)		59	67	75
15 Total Vehicles (13+14)		112	134	156
16 Additional Staff per Station	8	0	16	32
17 Additional Staff per Company	4	0	16	32
18 Total Staff (4+16+17)		170	202	234
19 Annual Maintenance Hours per Light Vehicle	10	10	10	10
20 Annual Maintenance Hours per Heavy Vehicle	48	48	48	48
21 Total Annual Vehicle Maintenance Hours		3,422	3,886	4,350
22 Maintenance technicians based on hours/year	1,500	2.3	2.6	2.9
23 Maintenance Bays required per Technition	1.5	3.4	3.9	4.4
24 Specialty Bays required for Tire change, wash, lubrication	2	2	2	2
25 Total Vehicle Maintenance Bays		5.4	5.9	6.4
26 Logistics Storage Area (existing space)	3,000			
27 Logistics floor area per Station (reduced by 1% per year)	125	125	113	101
28 Logistics floor area per staff	4	4	4	4
29 Total Logistics floor area Required		3,060	3,035	2,990
30 Staff per 1,000 population		0.370	0.354	0.339
31 Vehicles per Population		0.243	0.235	0.226
32 Total Maintenance Space required (20' by 80' bays)	1,600	6,400	8,000	9,600
33 Office,lockers, rest room, break, files, reference	750	750	750	750
34 Parts Room		2,000	2,000	2,000
35 Total Maintenance Space		9,150	10,750	12,350
36 Total Fire District Space required for support (29+35)		12,210	13,785	15,340

Data provided by Chief Moore
 Extrapolated or assumed data by consultant to verify
 Values included to get formulas to work to be reviewed
 and updated by County and District staff



The cost of this development will be less per square foot than construction at 9th Street as it would allow a reduced aesthetic design and would benefit from economies of scale as an addition to an existing vehicle maintenance facility. We have assumed a 15% savings in the cost per square foot for a building developed at Longley Lane.

Overall savings by developing at Longley Lane will include the life-cycle cost avoidance of \$2,400,000 for 1.5 positions that can be reduced by sharing county maintenance staff.

Both locations will require a similar complement of specialized equipment for vehicle exhaust, fluids distribution, 5-ton overhead cranes over both halves of each maintenance bay, and portable hoists. We have allocated \$800,000 for these systems.

The recommended Fire District Support Space Development Program is the construction of three separate components added to the three existing buildings at Longley Lane. An alternative to consider would be to combine the Logistics space with the Vehicle Maintenance expansion and to release the existing 2,000 sf storage building to the County to repurpose if there is a need for it by another county function.

In this option the five (5) bay, 8,000 sf maintenance shop would be expanded by two (2) 20'x80' bays configured to be converted to vehicle maintenance bays if needed after 2038 but initially used to provide 3,200 sf of high-bay storage for Logistics. This would increase the cost by approximately \$400,000 and would leave the existing 2,000 sf storage building available to others.

The option to also consolidate the county vehicle maintenance parts crib with the 1,000 sf required to accommodate the Fire District and develop it adjacent to the expanded vehicle service bay was discussed. The current parts crib is well located between the county light and heavy vehicle maintenance shops. If relocated and expanded to 5,000 sf it would further increase the development cost by \$1,875,000. This further expansion would add the equivalent of three (3) 20'x80' bays for a total of 4,800 sf and, with the 3,200 sf Logistics expansion extend the addition by 7,000 sf and a total of 200 feet to the west. This would then begin to restrict fleet and service vehicle flow from the yard entrance on the south to the north. This larger addition would be ten (10) 20'x80' bays and totals 16,000 sf. The construction cost would be between \$10 million and \$12 million.

Design, soft costs, fees, permits, and special studies will add a 25% allowance to the costs. The cost estimate in 2018 values is:

1.	Construction, 11,000 sf	\$3,750,000
2.	Special Equipment & Systems	\$800,000
3.	Sub-total (#1+#2)	\$4,550,000
4.	Soft Costs@ 25% x #3	\$1,138,000
5.	Total Cost (2018 Values)	\$5,688,000

The Fire District reports currently paying \$135,000 per year for rent that could offset a portion of the cost of developing the facilities at Longley Lane. The annual cost of a \$6,000,000 construction project, if financed at 4% tax-exempt interest over 30 years, would be

approximately \$350,000 per year.

A CIP requirement for \$6,000,000 would be required. If it takes four years to implement this project with construction in 2021, the inflated cost could be as much as \$7,000,000.

Alternative Consolidated Maintenance Building at Longley Lane

The recommended Fire District Support Space Development Program is the construction of three separate components added to the three existing buildings at Longley Lane. An alternative to consider would be to combine the Logistics space with the Vehicle Maintenance expansion and to release the existing 2,000 sf storage building to the County to repurpose if there is a need for it by another county function.

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Support Space Design Criteria

Vehicle Maintenance will require two projects to be constructed. The maintenance bays will include the following features:

- Two (2), 5-ton overhead mobile cranes;
- Central exhaust system;
- 14" wide by 16' high overhead doors on both ends of the drive-through bays;
- One (1) vehicle automatic wash rack; and
- Oil separation drainage system.

The parts storage area will require a 1,000-sf addition on the rear of the current parts building. It requires only 8-foot high storage as the current space has adequate high-bay storage area for larger items.

Logistics Storage will require a 2,000 sf addition to an existing 2,000 sf metal storage building. It will require:

- 12' wide by 12' high overhead door;
- Structure that allows storage on 16-foot high racks that can store items (pallets) to a 20-foot height; and
- Heat to a nominal 50° F as the space is generally not occupied by staff.

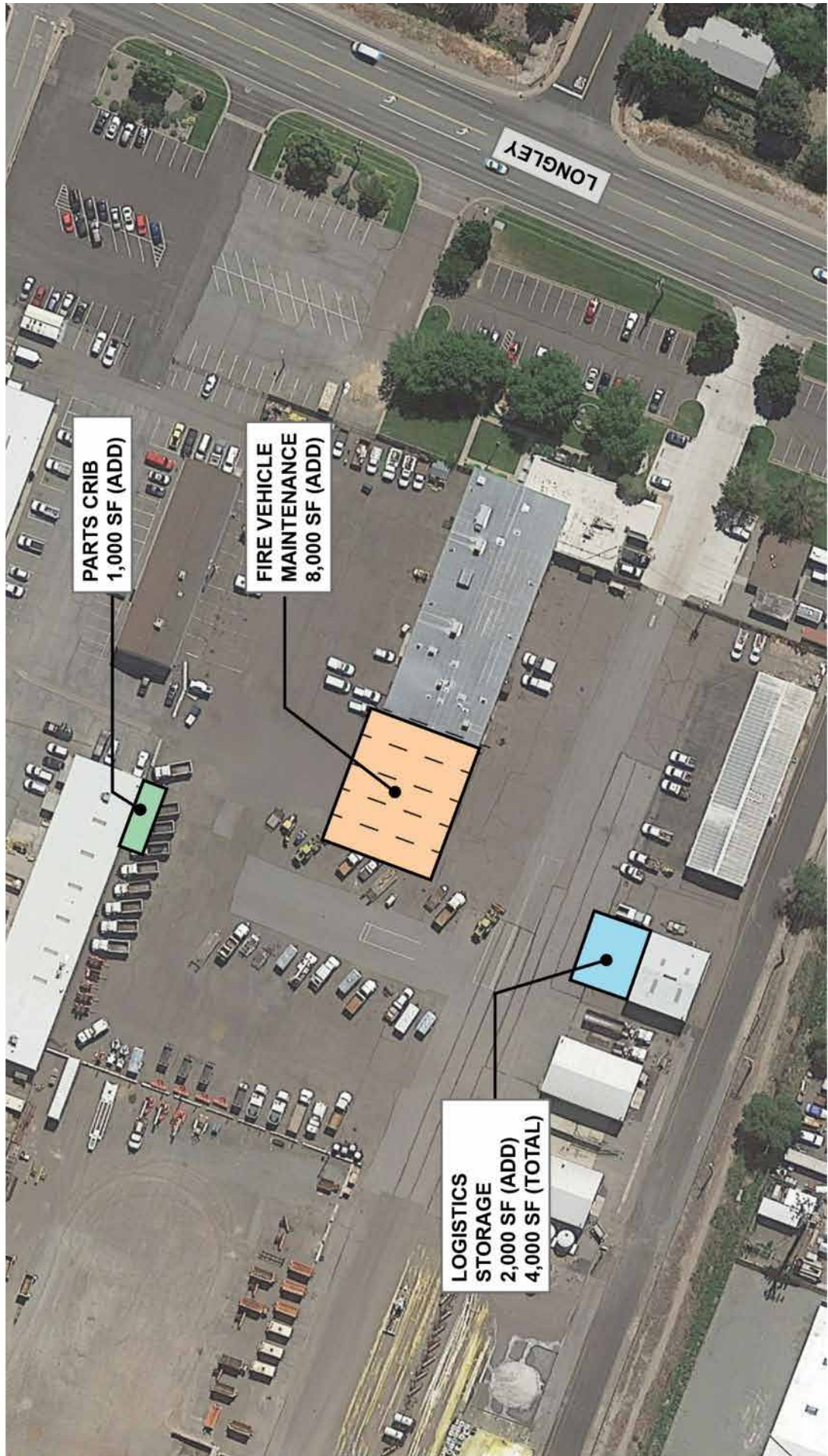
Exhibit 12

Fire District Vehicle Maintenance Requirements – 2038

Space/Cost Component		9th Street	Longley Lane
1.	Vehicle Maintenance Bays – Light (20' x 80') (3)	2	1
2.	Vehicle Maintenance Bays – Heavy (20' x 80')	4	3
3.	Wash Bay	1	1
4.	Tire Change Bay (5)	1	0
5.	Total Equivalent 20' x 80' Bays	7	5
6.	Maintenance Area	11,200	8,000
7.	Office, Lockers, Files, Support	800	0
8.	Parts Crib (Current 1,800 sf) (1)	3,000	1,000
9.	Total Vehicle Maintenance	15,000	9,000
10.	Logistics Storage (Current 3,000 sf) (2)	3,000	2,000
11.	Total Space Required (#9+#10)	18,000	11,000
12.	Construction Cost/sf – Maintenance	\$400	\$350
13.	Construction Cost/sf – Logistics Storage	\$300	\$275
14.	Construction Cost	\$6,900,000	\$3,750,000
15.	Total Staff Required (4)	5	3.5
16.	20 Year Staff Cost for 1.5 Staff@\$80,000/yr	\$2,400,000	-----
17.	Total Life-Cycle Cost	\$9,300,000	\$3,750,000

1. Current County Vehicle Parts Crib is underutilized and many parts and lubricants are common and space can be shared. Additional 1,000 sf added to existing is proposed.
2. Addition to current, mostly vacant, 2,000 sf storage shed proposed.
3. Surplus capacity available in current Light Vehicle Maintenance Garage.
4. Share Light Vehicle Servicing, Parts, Technician, and 1 Mechanic.
5. Share tire change bay with County Vehicle Maintenance.

Exhibit 13. Fire District Operations Development at Longley Lane



2. Utility Services Division of Customer Services

The Utility Services component of Customer Services provides sanitary sewer and storm water maintenance to a service area that extends in county area bordered by Cold Springs, Verdi, Wadsworth, and Mount Rose from the South Truckee Meadows Plant and Water Reclamation Facility. The unit dispatches vehicles throughout the county daily from the location at the Reclamation Facility. As Washoe County continues to develop to the north, vehicle distribution patterns and driving distances will be reduced if the unit relocates closer to the intersection of I-80 and US 395 (I-580). The cost of services can be reduced and more maintenance calls can be accommodated with the current vehicle fleet with the proposed relocation to 9th Street.

The department would like to relocate the Utility Supervisor (one office or workstation), 4, increasing to 5, utility workers requiring hoteling stations, a small supply complement, and indoor, heated parking for three large and two standard vehicles to 9th Street.

Field technicians require a check-in (hotel) station in the morning and changing/shower/restroom area. This is provided in the heated garage area.

Total space requirements are:

•	Workstation in office area on A-2.....	120 sf
•	Hoteling stations, 2 @ 26 sf.....	72 sf
•	Internal circulation (40%).....	77 sf
•	Total Office Area	269 sf
•	Parking for 3 large vehicles, 14' x 45'.....	2,814 sf
•	Parking for 2 standard vehicles, 14' x 22'.....	616 sf
•	Showers and restrooms.....	100 sf
•	Storage.....	208 sf
•	Total Heated Garage Area	3,738 sf

The garage configuration is 67 feet by four (4) 14' wide bays for a total of 3,738 sf and is depicted on Exhibit P.

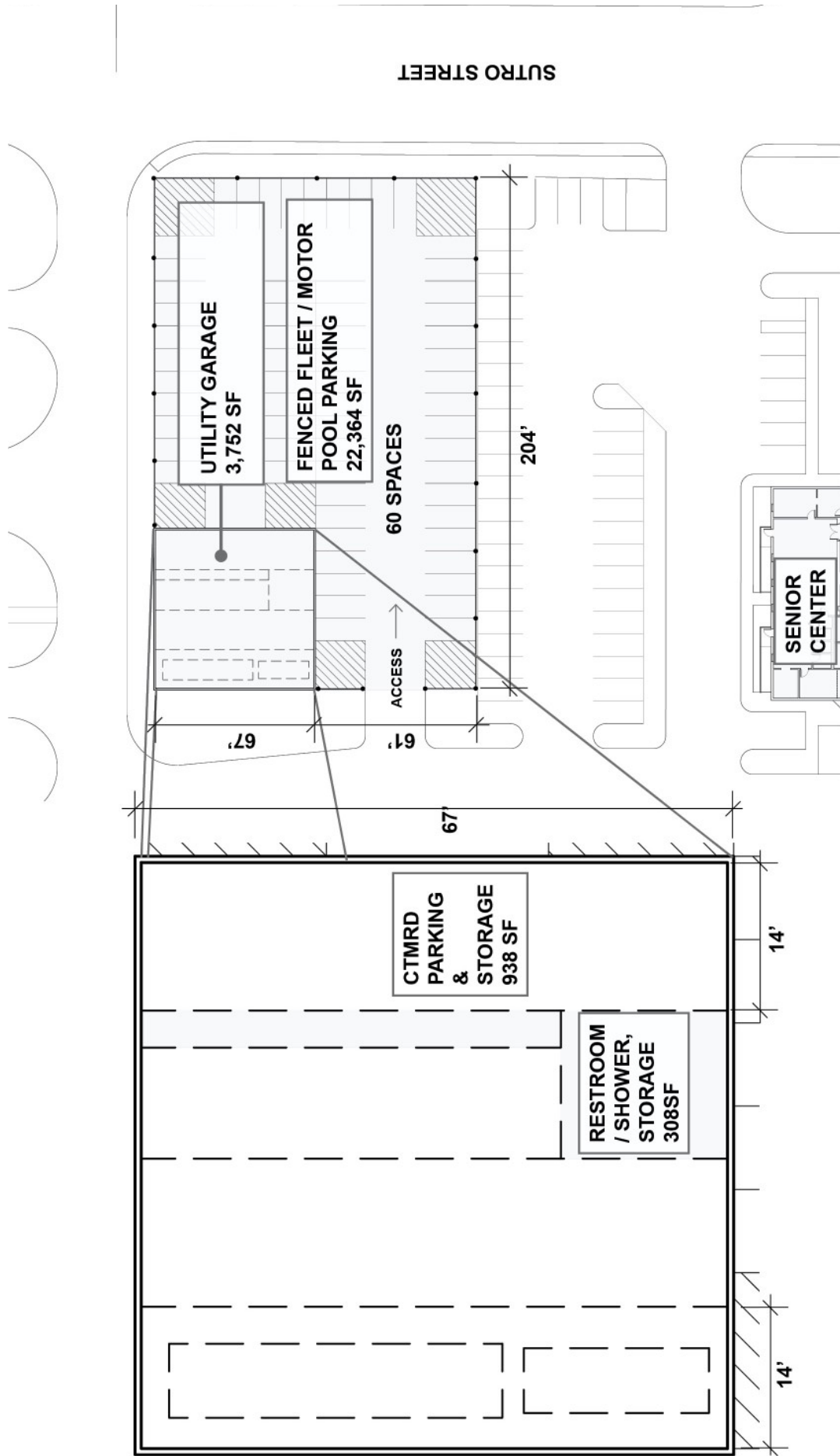
The addition of 269 sf to the Customer Services office area on A-2 can be accommodated with the remodeling of the Customer Services suite as currently proposed and with conversion of a number of enclosed interior offices to workstations and with the introduction of collaborative workspace in the Engineering Division area.

3. CTMRD Division of Customer Services

CTMRD currently occupies 1,960 sf on the first floor of Building C with a 586 sf laboratory and 1,380 sf of workstations. Customer Services management would prefer to have the office component located with the balance of Customer Services – Engineering staff on the second floor of Building A.

The laboratory receives material from service vehicles and is well served in the current location.

Exhibit 14. Proposed Utility & CTMRD Heated Garage



Three vehicles require heated parking to protect equipment and collected water samples. CTMRD has a 200 sf storage container that can be accommodated in the heated garage with the two vehicles.

The vehicles can be stacked in one (1) drive-through lane that is 14-feet wide with a 12-foot wide door at each end. The storage can be on the side of the garage. A total of 938 sf is provided (14' x 67"). Added to the 2,814 sf Utility garage, a heated parking building of 3,752 sf is included in the CIP list.

4. Training Center

Human Resources and Technology have identified a shortage of adequately sized and equipped testing and training facilities. Ideally the County would have a central resource to accommodate up to 40 staff, each with a computer interface for training and testing in spaces equipped with full audio visual and large monitors.

Additionally, departments expressed a shortage of large conference rooms often resulted in scheduling delays.

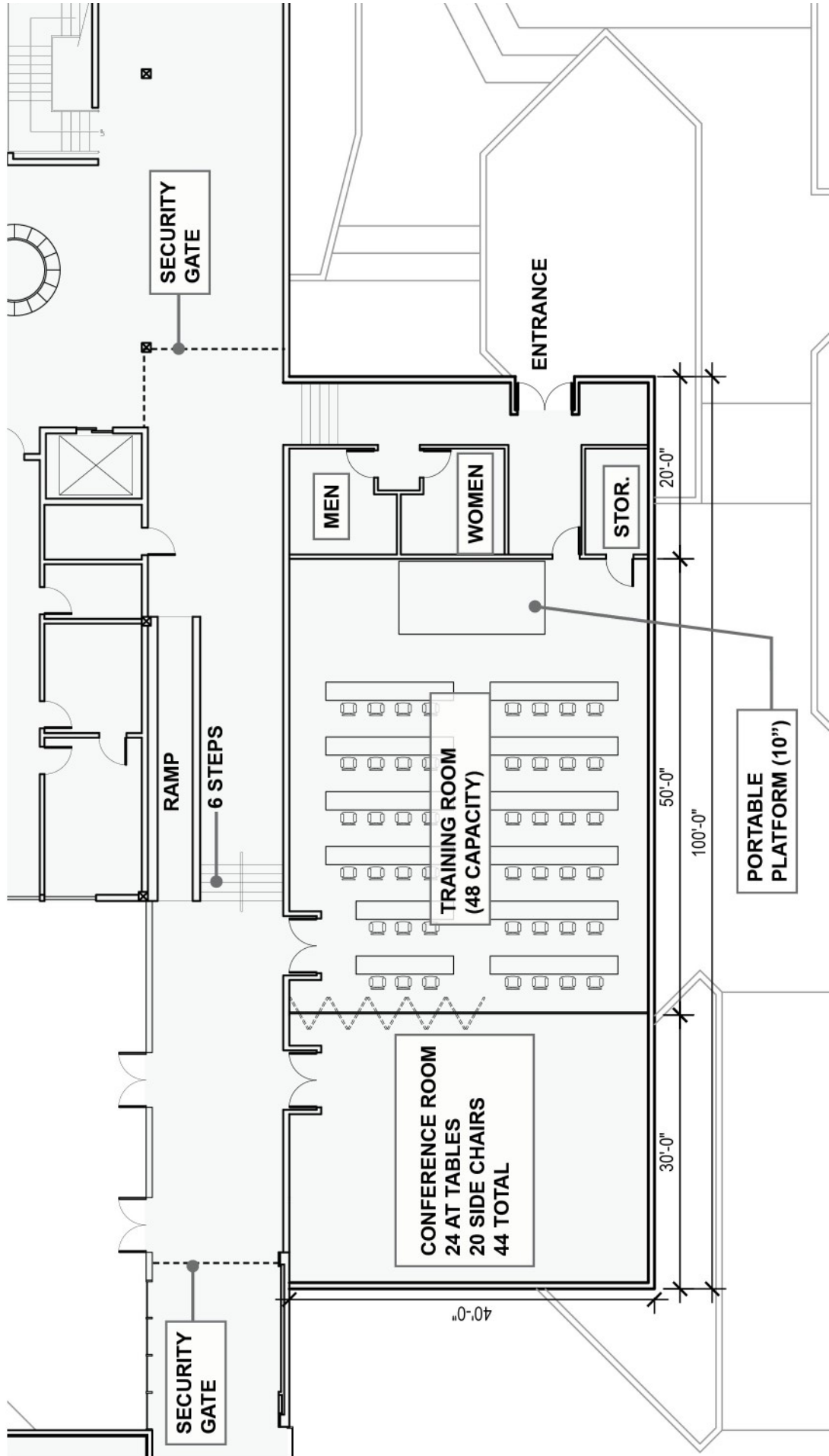
A 1,200-sf conference room to accommodate 24 people at flexible table configurations and an additional 20 attendees in side chairs would be adjacent to the training room and separated with an acoustical sound wall to allow the two spaces to be combined to provide a 3,200 sf flat floor Hearing Room that could seat up to 200 attendees.

The Training Center would be available for evening and weekend events and be self-contained with its own HVAC, security, and utility systems to allow use without allowing attendees to enter into the county offices or circulation between buildings. An entrance to a waiting/reception area from the current landscaped courtyard and from the complex entrance from the north parking area between Buildings B and C could be provided. Restrooms adequate to support 200 attendees would be included in the 4,000 sf Training Center.

Adequate power and data would be available for 40 computer training stations operating on WiFi and full audio visual and large, wall-mounted monitors would be provided to support all table configurations.

The Training Center totals 4,000 sf and is depicted on Exhibit 15.

Exhibit 15. Proposed Training/Hearing Room Configuration



5. Wellness Facility

A number of staff inquired about the feasibility of providing a wellness facility that would include exercise equipment and a yoga studio along with restrooms, showers, and day lockers. The space program would include:

●	10 exercise stations @ 80 sf.....	800 sf
●	Yoga studio for 12 @ 50 sf.....	600 sf
●	Men’s restroom with 2 showers and 12 lockers.....	300 sf
●	Women’s restroom with 2 showers and 12 lockers.....	300 sf
●	Total Wellness Facility	2,000 sf

Potential locations for a 2,000-sf Wellness facility with direct access from the site to allow evening and weekend utilization without compromising building security includes available space in the Senior Center and the space currently occupied by CTMRD offices on the first floor of Building C.

If located in the Senior Center, the Wellness Facility could be available to senior citizens during the day and to county staff before and after work and potentially on the weekends. The space could be secured from the balance of the Senior Center program and office space. Restrooms and utilities are currently available in the 2,600 sf space currently designated as the Daybreak Program area which is scheduled to relocate off-site to space provided by the State.

X. Parking Requirements

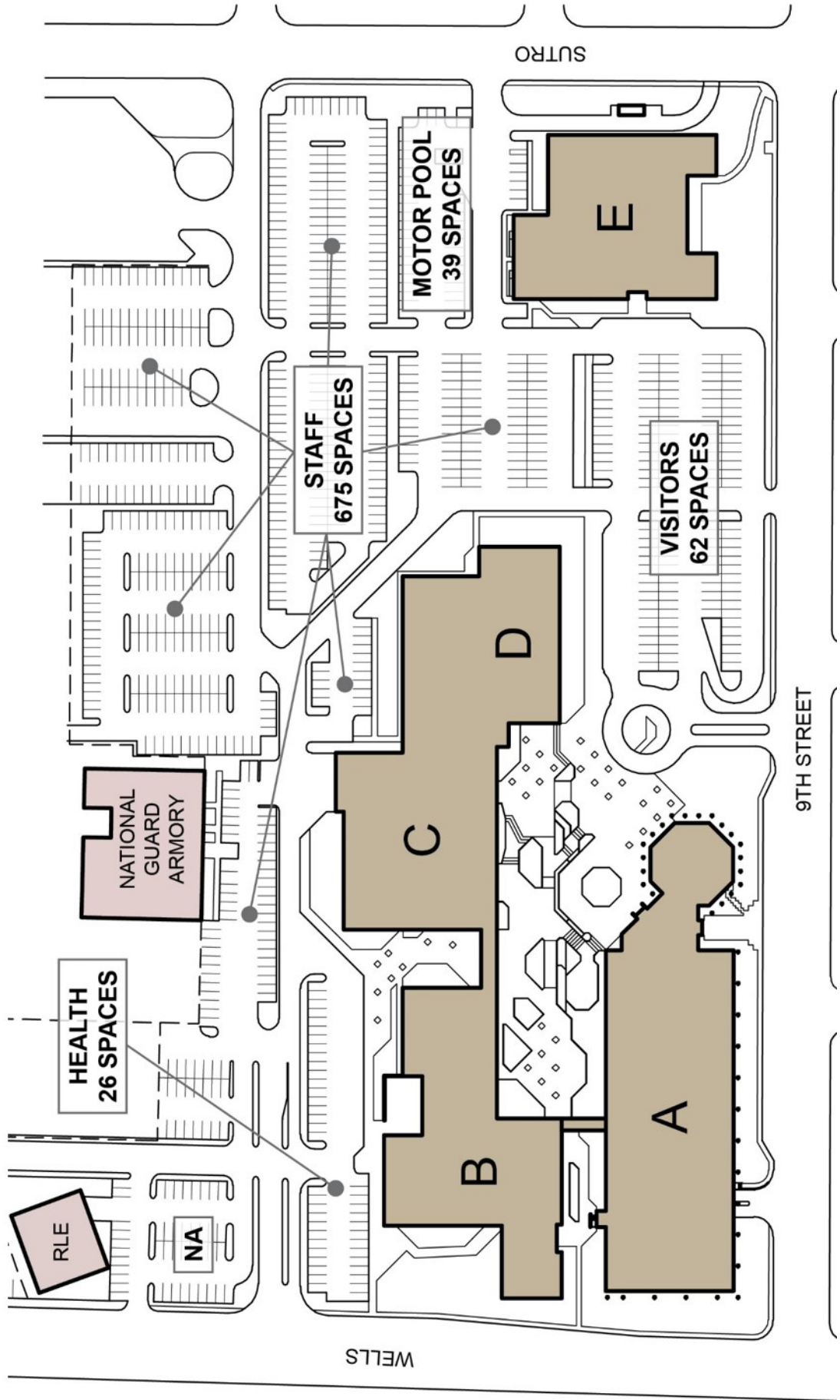
A current inventory of parking spaces at the 9th Street Complex is presented on Exhibit 16. It identifies 802 available parking spaces for county staff and visitors. Excluding spaces marked for visitors to the county buildings (62 spaces), a lot dedicated to the Health District entrance for visitors (26 spaces), and the 39 motor pool spaces, 675 spaces are available for the current 522 staff.

Prior to the recession starting in 2010, 9th Street accommodated a maximum of 750 staff in 2007. In 2018 we have identified the current occupancy to be 522 staff. The projected staff level in 2038 is 713 staff and well within the historic occupancy levels.

If the projection of 713 staff in 2038 is realized, the staff parking accommodation would be 94.7% or one parking space to accommodate 94.7% of the maximum staff level. CDS does not believe it will be necessary to provide any adjustment to the parking area to support forecast requirements through the master plan time frame.

During the study CDS inventoried available parking spaces at 9th Street on four occasions between 9:30 a.m. and 3:00 p.m. and found there was always between 140 and 200 vacant spaces. They were mainly located to the north and east parking areas near the rodeo grounds. Our conclusion was there is currently no parking space shortage and the addition of up to 170 staff over the next twenty years should not require development of additional parking. If other functions are relocated to 9th Street and additional new construction footprint consumes existing parking spaces, then consideration may be required to develop a multi-level parking structure on the northeast corner of the site with access from Sutro Street.

Exhibit 16 - Parking Allocations



XI. Facility Development Options

A number of minor interior remodeling projects will be required to modify existing spaces to support department staff increases and thus avoid the construction of additional space. These projects are depicted in Exhibits 17 through 24 which identify open space to be rearranged with minimum partition adjustments shown in “yellow” and more significant remodeling with partition changes in “blue”.

Exhibit 17- County Clerk, Registrar of Voters, and Recorder space adjustments. The Recorder area remodel of 760 sf will accommodate the relocation of Vital Statistics from B-1.

Exhibit 18 – The space highlighted in “yellow” in the Planning Unit of Customer Services can be realigned with 70 sf workstations to accommodate 5 additional staff than currently planned in the proposed remodeling. The space highlighted in “blue” in the Engineering Unit requires conversion from offices to workstations to accommodate 6 additional staff and to provide collaboration space. Both changes will help reduce the Customer Services Department space shortage to under 2,000 sf.

The development of a Communications Unit in the County Manager’s Office will allow the space highlighted in “blue” to be remodeled and converted to a higher degree of open space to accommodate staff increases and reduce the department space shortage to under 1,000 sf.

Exhibit 19 – The Reprographics area highlighted in “green” will be converted from “industrial” space to primarily open office space. Concurrent with this remodeling and the State Leasing 6,770 sf in space recently vacated by Adult Services, the Central Conference Room will be remodeled to provide a more technological capability in 1,100 sf.

The balance of the space, 2,340 sf, will be remodeled for flexible space to provide a hoteling space to support interim occupancy of staff from departments as their space is being remodeled.

Exhibit 20 – Although long term staff levels can be accommodated in existing space with two or even three workstations in the larger offices and conversion of the current small conference/training room to open space, the available server room is significantly larger than needed as technology and cloud storage is implemented. A total of 3,200 sf can be remodeled to provide a more functional “office of the future”, collaborative environment.

Exhibit 21 – The Treasurer and Assessor space has the opportunity to reconfigure workstations in the “yellow” highlighted area and to convert the partitioned “blue” area to open workstations to accommodate future staff increases.

Exhibit 22 – Space on D-2 can be reallocated between the Comptroller and Fire District suite to accommodate future staff with the reduction in Comptroller records storage, relocation of the shared break room, and transfer of office space from the Comptroller to the Fire District.

Exhibit 23 – With the relocation of the Daybreak Program and conversion of the kitchen to only warm and serve food prepared off-site, the current space and office suite can be remodeled to consolidate Senior Services offices and make up to 4,000 sf available for a Wellness facility and/or Senior Services program space expansion.

Exhibit 24 – When new space is constructed in the courtyard area about 3,200 sf on B-1 can be remodeled to support the expansion of Clinical Services into space currently occupied by Vital Statistics and the WIC program. Adjacent space accommodating nurse workstations, support offices, and immunization areas can be remodeled to increase the overall capacity of the entire Clinic area.

Two remodeling projects cannot be initiated until new construction adds space and some spaces relocate to it. They are depicted in Exhibits 25 and 26:

Exhibit 25 – When the Human Resources Department relocates and their suite is available, it can be partially remodeled to provide space for the following components.

- The 600 sf conference room now located on public circulation (“purple”) remains;
- The 1,000 sf training room is linked through the file room and an office to connect directly to the central public corridor;
- Approximately 1,400 sf directly across the public circulation from the County Manager’s Office is remodeled to accommodate the Budget Unit, Security, and Internal Audit; and
- Approximately 2,400 sf is available to accommodation functions that cannot be accommodated in the current Customer Services space. This could include Capital Projects, Finance, and/or the large conference room.

Exhibit 26 – When space is provided to accommodate about 6,000 sf of District Health expansion, the WIC Clinic (“blue” area) and the Vital Statistics space (“yellow” area) will be available to support expansion of adjacent clinic functions to provide additional examination rooms and nurse workstations.

The Health District requires between 6,000 sf and 8,000 sf additional square feet to support future requirements. The space needs to be contiguous to the current reception and clerical spaces on the south side of B-1 and B-2. CDS explored three locations to provide the space as presented in the following exhibits:

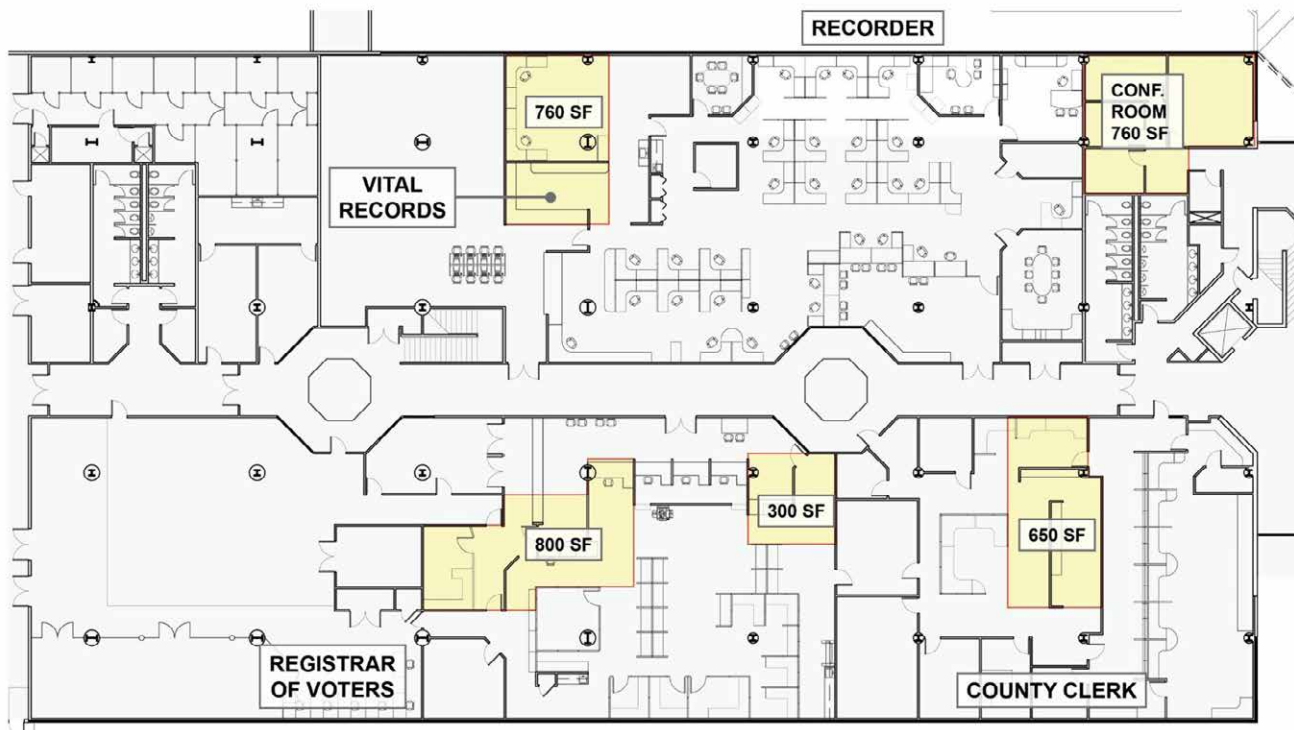
Exhibit 27 – 6,000 sf can be provided with a two-level building with 3,000 sf on each level between Buildings A and B or east of Building B in the courtyard. These are separate options.

Exhibit 28 – Space could be constructed to the north of the Health District Conference Center to accommodate Clinic Services expansion. Some of the current Conference Center could be repurposed for offices if a Central Training Center was developed for large assembly uses. The expansion could provide up to 3,000 sf on each of two floors and be connected on the second floor to the second floor of Building B.

Exhibit 29 – One new building could provide space to accommodate the expansion of the Health District, the relocation of Human Resources, and the development of a Training Center. The one-level building would be limited to approximately 12,000 sf.

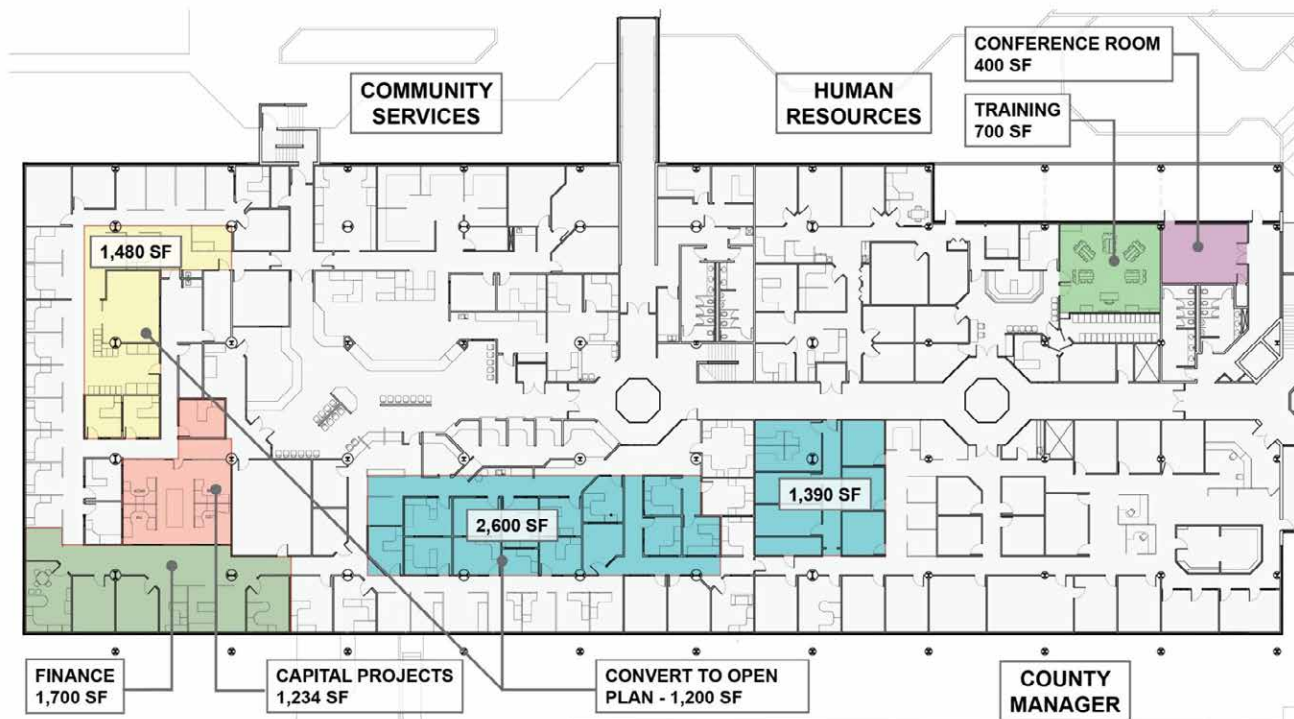
Exhibit 30 – If it is desired to construct one new facility to provide all space required to support 2038 space needs, a two-level building of up to 18,000 sf would be required. It would capitalize on being adjacent to public circulation on the north side of the courtyard and being connected to the second floor of Building B. This concept is detailed in area blockouts for Floor 1 in Exhibit 31 and for Floor 2 in Exhibit 32.

Exhibit 17. Building A-1



Minor remodeling of areas to accommodate staff increases for County Clerk, Registrar of Voters and Recorder. Recorder accommodates relocation of Vital Statistics from Health District B-1.

Exhibit 18. Building A-2



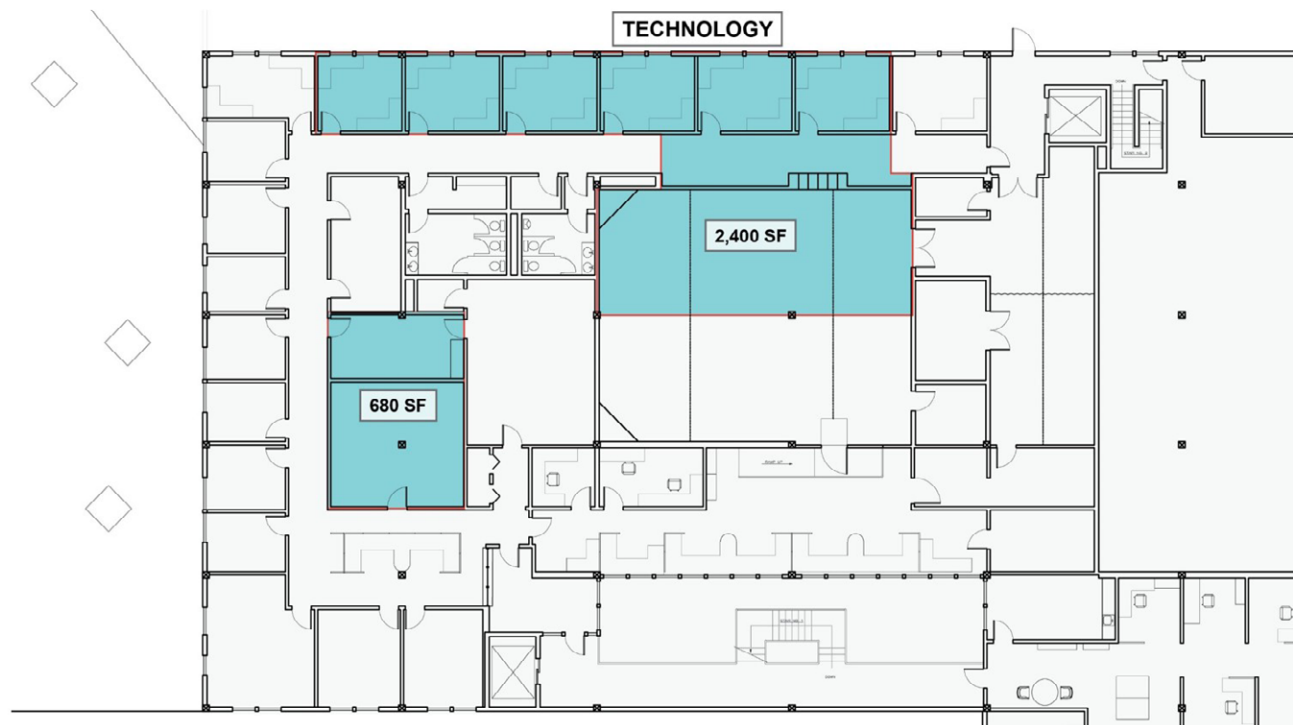
Relocation of HR and Training Room accommodates expansion of County Manager and Community Services. Space utilization is improved in 1,400- and 2,600-sf Community Services area.

Exhibit 19. Building C-1



Reprographics area remodeled for Communications Unit and Central Conference Center reconfigured to provide 1,150 sf state-of-the-art technology meeting room and hotel suite for remodeling staging area. CTMRD offices to relocate to A-2.

Exhibit 20. Building C-2



Technology server room remodeled for offices, conference room converted to offices and offices converted to open area workstations.

Exhibit 21. Building D-1



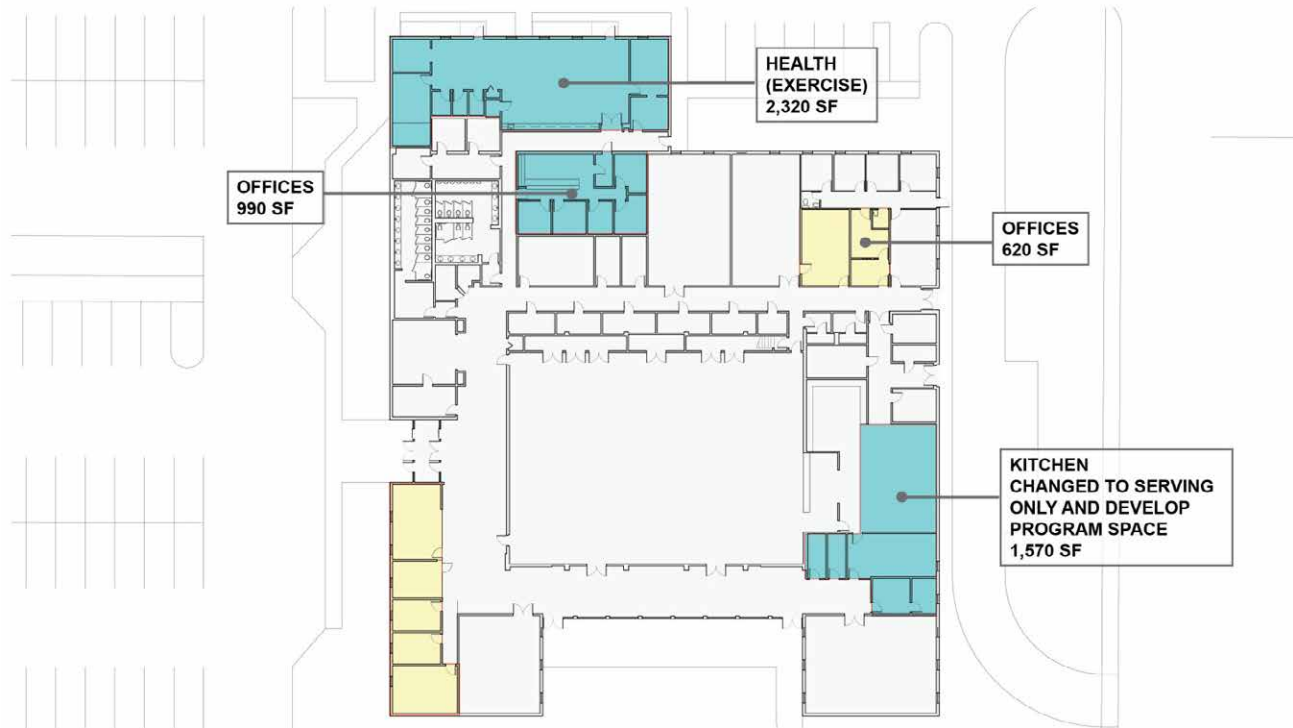
Current Treasurer and Assessor space remodeled to convert offices to workstations to accommodate additional staff.

Exhibit 22. Building D-2



Shared break room and Comptroller records remodeled to accommodate Fire District expansion and Comptroller space utilization improvements.

Exhibit 23. Senior Center Space Remodeling



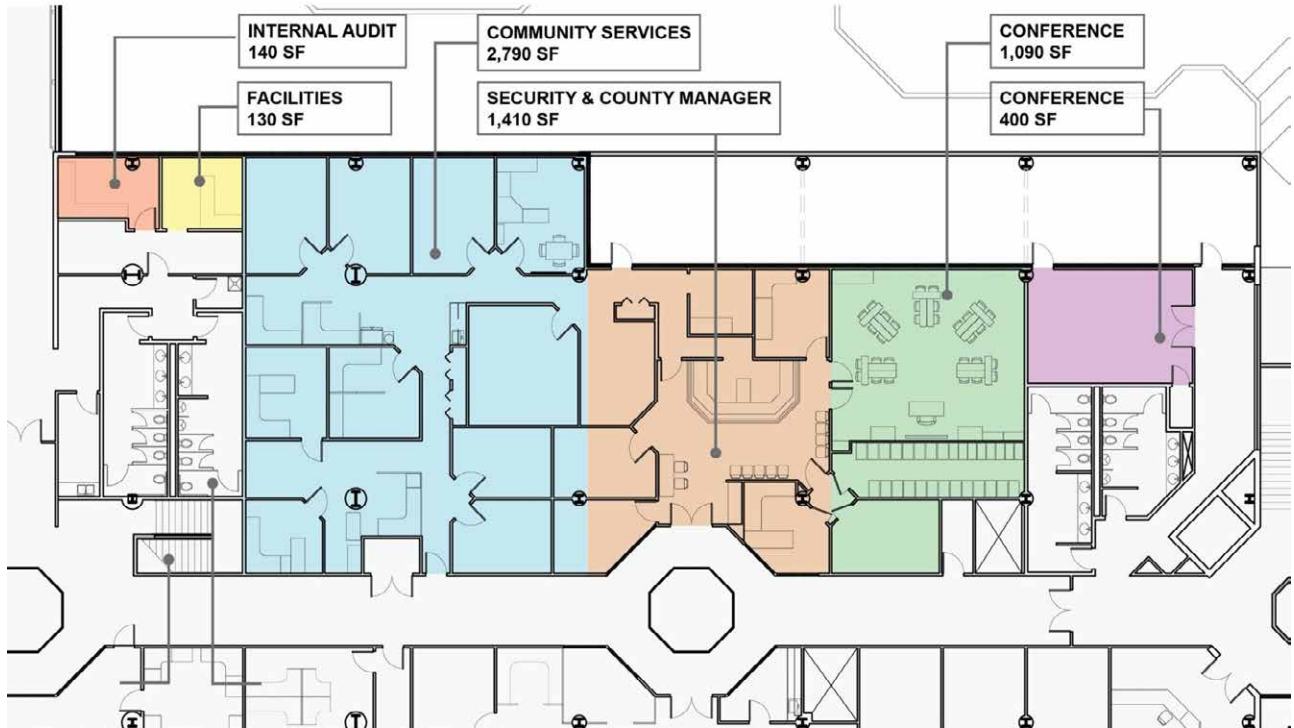
Vacated 2,300 sf Daybreak area converted to Wellness Facility, Kitchen remodeled for Senior Services program space, and offices consolidated in existing space.

Exhibit 24. Remodel Health on B-1



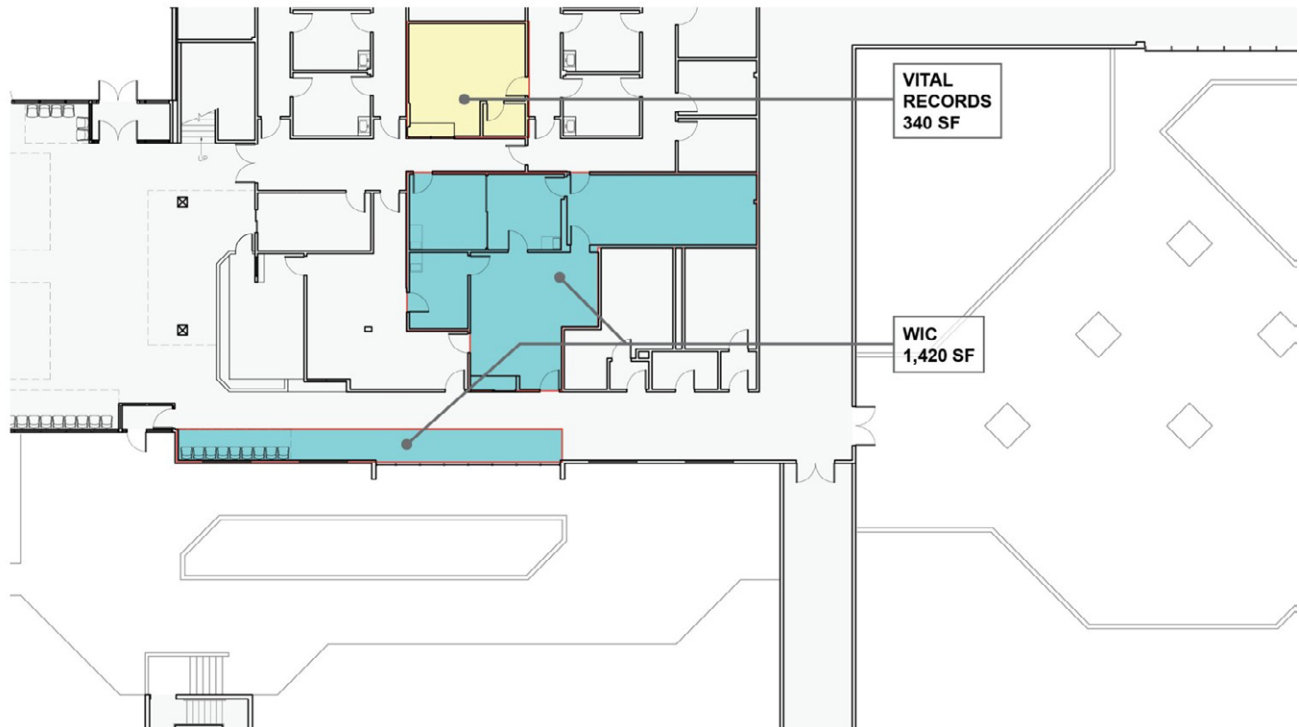
After development of additional space for Health District in Courtyard, the 3,120 sf of clinic space and WIC is remodeled to accommodate clinic expansion.

Exhibit 25. Building A-2 - Human Resources



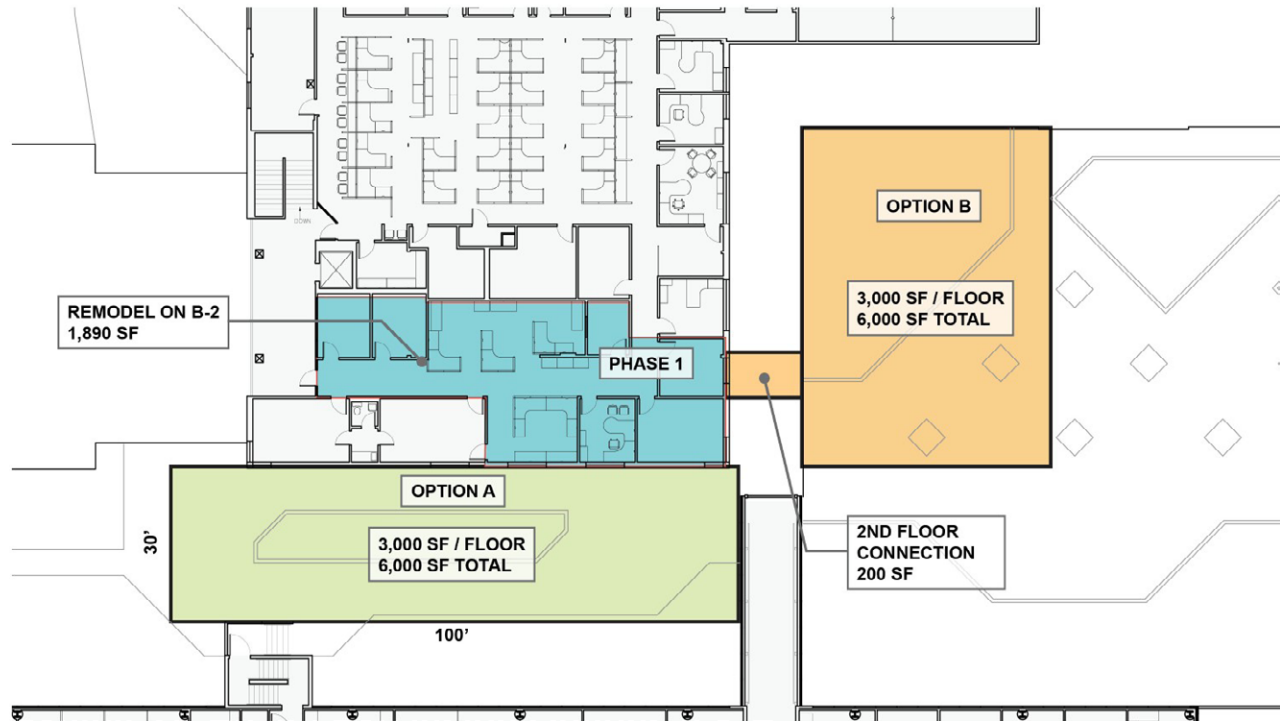
After construction of 18,000-sf Courtyard space and relocation of HR and Training, the space is available to support expansion of County Manager and Community Services as needed.

Exhibit 26. Building B-1



Initial relocation of Vital Records and future relocation of WIC allows expansion of Health Clinic services.

Exhibit 27. Health Expansion Options A & B



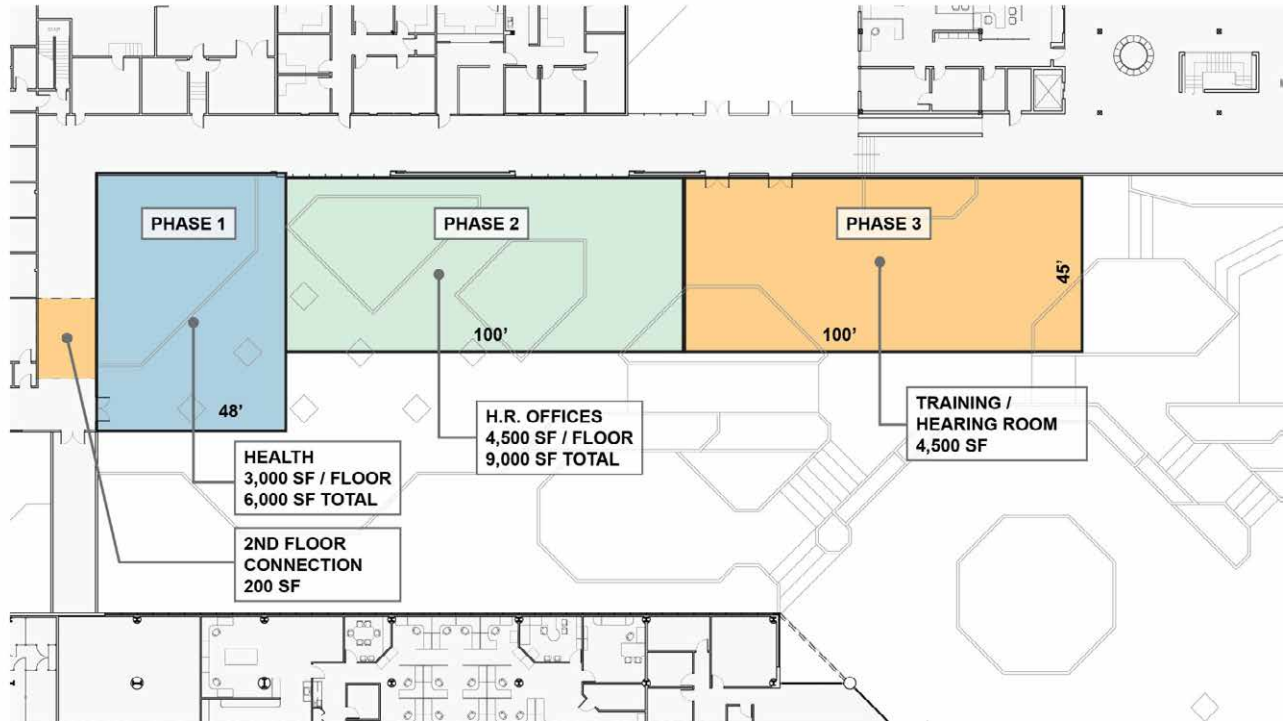
Two options to develop two-level Health District space contiguous to existing B-1 and B-2.

Exhibit 28. Health Expansion Option C



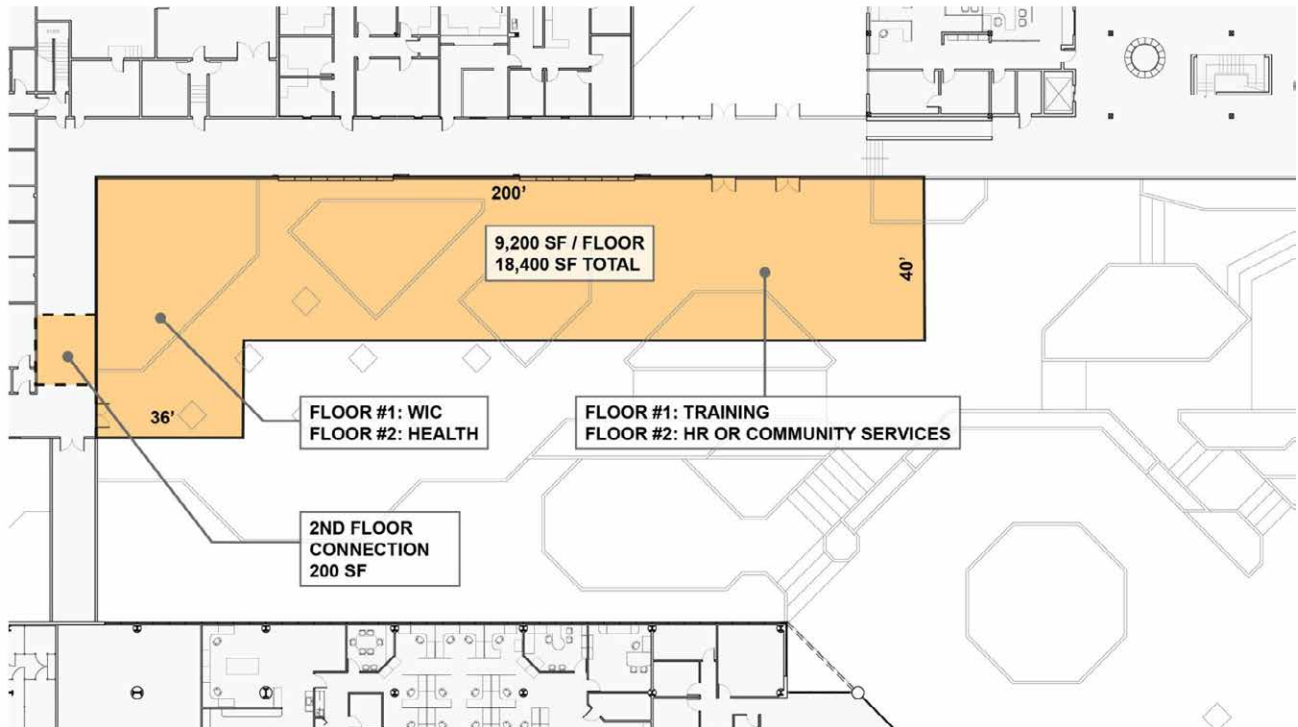
District Health space could be added on two levels adjacent to the conference center and connected to Level B-2.

Exhibit 29. Courtyard Expansion Option



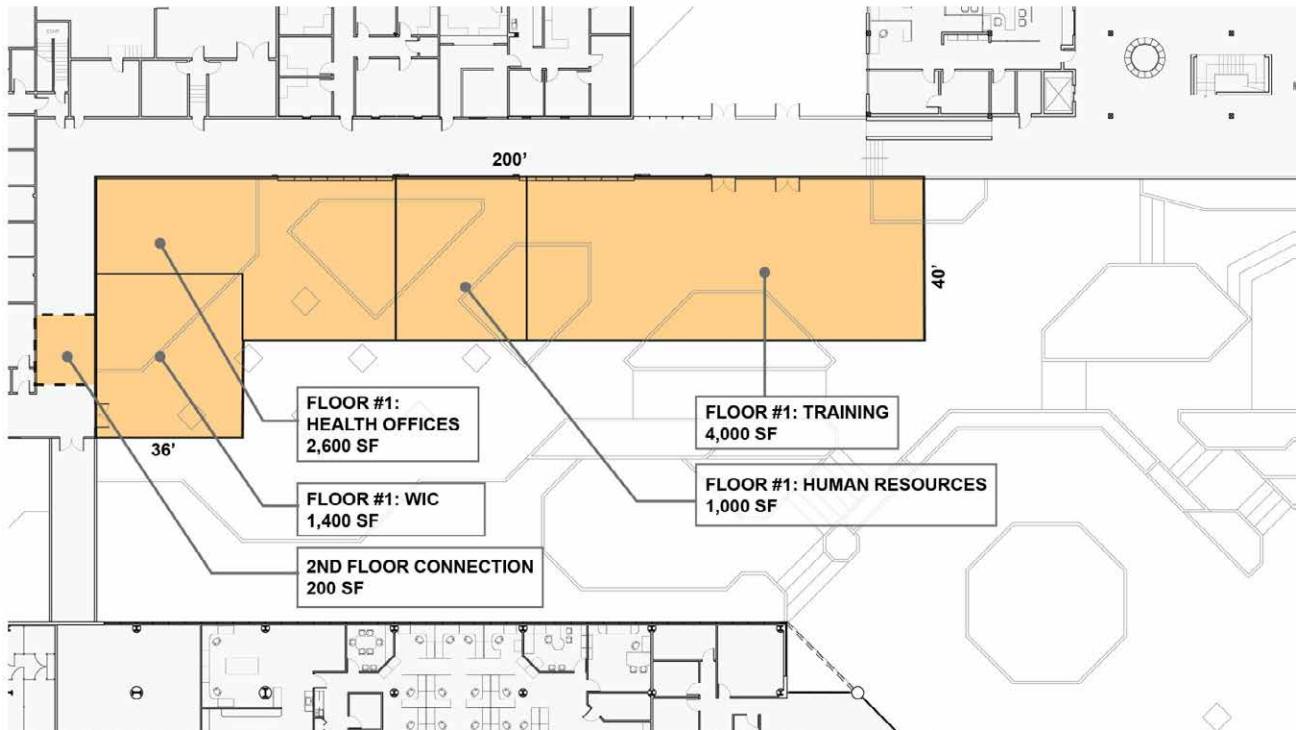
One- and two-level courtyard expansion of 19,700 sf developed in two or three phases.

Exhibit 30. Courtyard Development – Consolidated Expansion



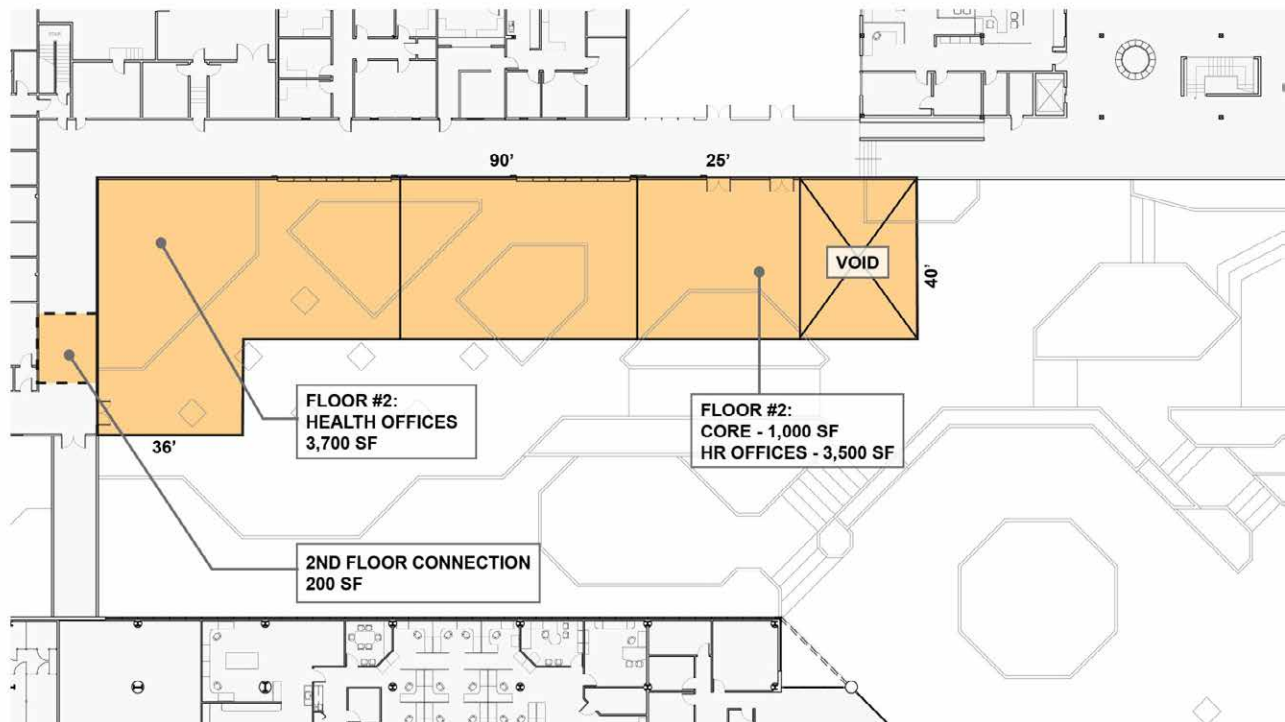
One-phase courtyard expansion in two-level building.

Exhibit 31. Courtyard Development – Consolidated Expansion Floor 1



Detail of recommended expansion of 18,000 sf for Floor #1.

Exhibit 32. Courtyard Development – Consolidated Expansion Floor 2



Detail of recommended expansion of 18,000 sf for Floor #2.

Exhibit 33.

Recommended Capital Improvement Projects Cost Estimate

12/12/2018

1.	Minor Remodeling	10,580	\$70	\$740,600
	a. Assessor	(3,000)		
	b. Voters	(620)		
	c. Recorders area to add Vital Statistics	(760)		
	d. Registrar of Voters	(620)		
	e. County Clerk	(400)		
	f. Treasurer	(1,800)		
2.	Major Remodeling			
	a. Technology	3,080	\$120	\$369,600
	b. Comptroller/Fire District	2,870	\$100	\$287,000
	c. Senior Services Offices	3,200	\$120	\$384,000
3.	Wellness Center in Service Center	2,300	\$180	\$414,000
4	Staging Area, Conference Center, re	7,175	\$80	\$574,000
5	Communications tenant improvement	3,680	\$60	\$220,800
6	State Offices	3,600	By State	\$0
7	Fire District Vehicle Maintenance &	Separate Fund		\$0
8	Courtyard Consolidated Building	18,000	\$550	\$9,900,000
9	Related Interior Remodeling			
	a. Human Resources Suite	5,100	\$70	\$357,000
	b. Community Services & Collaborat	4,000	\$100	\$400,000
	c. Health District B-1 remodel	3,200	\$130	\$416,000
	d. Health District B-2 remodel	2,100	\$100	\$210,000
10	Furniture for 130 staff & 50 conversions			\$900,000
11	Utility and CTRMD Garage	3,752	\$200	\$750,400
12	Sub-Total Costs			\$15,923,400
13	Soft Costs	30%		\$4,777,020
14	Total Costs in 2018			\$20,700,420
15	County Contingency	20%		\$4,140,084
16	Inflation Allowance	22.5%		\$4,647,244
17	TOTAL FUTURE CAPITAL IMPROVEMENT PROGRAM			\$29,487,748

XII. Recommended Capital Improvement Projects

The capital improvements projects recommended to complete the 9th Street Facility Master Plan are presented on Exhibit 33. The eleven (11) projects represent construction of only 21,752 gross square feet of additional space at 9th Street which is less than 10% of the current inventory to support a 50% county population increase and a forecast 25% increase in staff.

To adjust the space that is available by components relocated to new construction, approximately 44,345 net square feet of existing office space will then be remodeled over the next twenty years. Costs for furniture (Line #10) will be added to specific remodeling projects as needed.

A county-controlled contingency of 20% is added on Line #15 to account for unknowns and provide flexibility in scheduling the projects.

An inflation allowance that averages a cumulative 22% over the next twenty years of implementation must be added to each project for the year of implementation in accordance with the escalation factors provided in Section XIII.

**Exhibit 34
Washoe County 9th Street Capital Improvement Program
Cost Estimate & Phasing Schedule**

Inflation Rate 3.0%
11/8/2018

No.	CIP Component	A Area	B 2018 Unit Cost	C Soft Costs	D 2018 Project Cost	Implementation Sequence				I Total Cost
						E 2020 - 2024	F 2025 - 2029	G 2030 - 2034	H 2035 - 2038	
1	Communications, Staging Area, Conference Center	7,175	\$80	30%	\$746,200	\$858,130				\$858,130
2	Technology space conversion	3,080	\$120	30%	\$480,480		\$624,624			\$624,624
3	Comptroller & Fire District remodeling	2,870	\$100	30%	\$373,100	\$429,065				\$429,065
4	Communications offices to Reprographics area	3,680	\$60	30%	\$287,040	\$330,096				\$330,096
5	Consolidate Courtyard Expansion	18,000	\$550	30%	\$12,870,000	\$14,800,500				\$14,800,500
6	Remodel Health on B-1	3,200	\$130	30%	\$540,800	\$621,920				\$621,920
7	Fire District Vehicle Maintenance and Logistics				\$0	\$0				\$0
8	Remodel Health on B-2	2,100	\$100	30%	\$273,000		\$354,900			\$354,900
9	Community Services Open Plan development	4,000	\$100	30%	\$520,000		\$676,000			\$676,000
10	Remodel H.R. space for C.S. and Manager	5,100	\$70	30%	\$464,100		\$603,330			\$603,330
11	Vital statistics to Recorder suite	760	\$120	30%	\$118,560	\$136,344				\$136,344
12	Wellness Facility development in Senior Center	2,300	\$180	30%	\$538,200		\$699,660			\$699,660
13	Senior Center office consolidation	3,200	\$120	30%	\$499,200	\$574,080				\$574,080
14	Minor remodeling of Offices on A-1, C-1, and D-1	10,560	\$70	30%	\$960,960	\$200,000	\$300,000	\$350,000	\$400,000	\$1,250,000
15	Furniture Systems for 120 staff and 60 conversions	180	\$5,000	5%	\$945,000	\$350,000	\$400,000	\$450,000		\$1,200,000
16	Utility and CTMRD Garage	3,752	\$200	30%	\$975,520			\$1,414,504		\$1,414,504
17	County contingency			20%	\$4,118,432	\$3,660,027	\$731,702.80	\$442,900.80	\$80,000.00	\$4,914,631
18	Total Cost				\$24,710,592	\$21,960,162	\$4,390,217	\$2,657,405	\$480,000	\$29,487,784

XIII. Cost Estimate

The estimated project costs for each of the construction and renovation projects included in Section M are provided in values that reflect the cost if implemented in 2018. These costs include construction, renovation, planning, design, fees, permits, new furniture, county administrative costs, and an allowance for project management.

All costs other than construction costs and any general contractor/CMAR mark-ups are included in a 30% soft cost allowance. The percentage of soft costs to construction costs would be higher for remodeling and small projects than for larger new construction projects.

Unit costs for new construction are based on average costs per square foot for similar building types adjusted for northern Nevada labor and material cost differentials as provided by a professional cost estimating consultant.

Costs for new construction in the courtyard between Buildings A and B, C, and attached to the existing structure assume:

- No hazardous material abatement required;
- No adverse sub-surface soil conditions;
- Connection to existing wet and dry utilities and sewer and drainage are available;
- No upgrade of the existing building for code, structural, or ADA requirements;
- New construction would require an independent HVAC system and distribution but can utilize available chilled water capacity;
- New construction can use available primary electrical capacity; and
- Construction would be minimally disruptive of concurrent county office operations, thus increasing general conditions costs.

Costs for minor interior remodeling assume:

- The nature of the remodeling is to remove partitioned offices and convert most space to open plan workstations;
- Ceiling systems and lighting will be adjusted to the same standard and configuration as provided in surrounding office areas that are not disturbed;
- Carpeting will be selectively replaced with carpet tiles that are aesthetically compatible with existing roll goods in the area remodeled if partitions are removed. Full re-carpeting of the suite is not contemplated;
- Power poles will be acceptable to distribute power and data to workstations that are not located adjacent to full-height walls with furniture system panels that have raceways;
- New furniture systems are provided for all staff transferred from enclosed offices to workstations;
- Work will require the space to be remodeled to be vacated with staff relocating to the staging (hoteling) area developed in Building C-1; and
- The Technology department will provide all data and voice lines and existing equipment will be reused.

Costs for major interior remodeling assume:

- The space is demolished from the concrete floor slab to the ceiling structure above with the exception of primary power and fire sprinklers; Space is developed to a finish level compatible with surrounding office space but with high efficiency electrical fixtures; and
- All interior improvements, ceilings, lighting, and floor covering will be new.

The estimated construction cost for all projects in \$15,908,208 (Line #12 of Exhibit 33). Soft costs add 30% and increase the project cost to \$20,680,764 in terms of 2018 values. A county-controlled contingency of 20% is added on Line #15 and the inflation allowances for implementation from 2022 to the 2030 time frame adds \$4,591,130 to then establish the total CIP at \$29,408,046. The 22.2% inflation allowance is a calculated value to increase the total cost to match the sum of inflation costs developed in Exhibit 34.

Costs will increase by the following compounded rates if the work is implemented in future years. It is assumed that no work will be initiated until financing is secured and design is completed with the first projects implemented in 2021 at a premium of 16% over 2018 costs.

Year	Inflation	Multiplier
2019	6.5%	1.07
2020	5%	1.12
2021	4%	1.16
2022	3%	1.20
2023	2.5%	1.23
2024	2.5%	1.26
2025 - 2038	2.5%	2.5% per year

After 2025, we have assumed 2.5% per year for inflation.

The total cost, including inflation allowances is estimated to be approximately \$30 million.

XIV. Implementation Sequence

The projects included in the recommended master plan can be implemented in phases to correspond to county priorities and increased staff levels. Seven (7) of the projects are independent of staff changes and are not related to other projects and can be initiated at any time and in any sequence. They are presented as numbered on Exhibit 33:

2. Technology space conversion;
7. Fire District Vehicle Maintenance and Logistics developed at Longley Lane;
12. Wellness Facility Development in the Senior Center;
13. Senior Center office consolidation;
16. Utility & CTMRD garage;
3. Comptroller and Fire District space remodeling; and
11. Vital Statistics relocation to Recorder's Suite.

Other projects need to be initiated in a sequence as spaces relocate from one location to another into space vacated by prior projects. The first sequence to implement to start the space relocation and expansion progression is:

Sequence A

1. Remodel the Reprographics Area for the new Communications section of the County Manager department and to develop a staging area for subsequent remodeling; and then
4. Tenant improvements for Communications offices relocated to the Reprographics area can be completed.

Sequence B

5. Construct the consolidated courtyard expansion of 18,000 square feet and then proceed to:
6. Remodel Health on B-1;
8. Remodel Health on B-2 and link it to the new courtyard space;
10. Remodel Human Resources space to accommodate Customer Services space overflow, the County Manager Budget Section, and miscellaneous offices as needed; and
9. Implement Community Services open plan remodeling and the development of collaborative work space. The total cost on Line #18 assumes phased implementation over the 20-year master plan time frame but with a significant concentration of projects between 2020 and 2024 with 70% of the total expenditures scheduled in that time frame.

Appendix A. Space Program

Washoe County 9th Street Administration Complex Master Plan Space Requirements Summary

Department / Division	Personnel			Growth Rate '07-25	Net Square Feet						Net Area Factor 2018	Net Area Factor 2037 Max.	Net Area Factor 2038 Min.	Space w/Min Constr	Space w/New Standards	Space w/Full or Stay
	2018		2028		2038		2028 Adjusted	2038 Current	2038 Adjusted							
	2018	2018 Current	2018 Adjusted		2028 Current	2028 Adjusted				2038 Current						
1 County Manager - Executive and Common Area	22	24	25	0.7%	7,896	7,576	7,855	7,735	7,945	7,825	350	318	313	249	129	
2 County Manager - Budget	5	6	7	2.0%	1,104	714	943	793	1,046	866	221	149	124	(58)	(238)	
3 County Manager - Communications	2	2	2		416	416	416	416	416	416	208	208	208			
4 Communications - Reprographics	8	11	14	3.8%	4,171	4,171	3,094	3,021	3,280	3,188	521	234	228	(891)	(984)	
5 County Clerk	14	20	15	0.4%	4,782	4,189	4,168	4,156	4,255	4,243	342	284	283	(527)	(539)	
6 Recorder	23	21	19	-0.9%	8,480	7,761	7,460	7,544	7,258	7,342	369	382	386	(1,221)	(1,137)	
7 Treasurer	21	23	25	1.0%	8,173	6,992	7,423	6,673	7,487	6,399	389	299	256	(666)	(1,774)	
8 Assessor	60	70	80	1.7%	20,309	18,291	14,478	13,633	15,627	14,682	338	195	184	(4,682)	(5,627)	
9 Comptroller	30	36	38	1.3%	7,596	5,444	7,431	6,164	7,203	5,904	253	190	155	(393)	(1,692)	
10 Registrar of Voters	6	8	10	3.3%	9,101	8,805	9,057	9,057	9,183	9,183	1,517	918	918	82	82	
11 Technology	36	51	61	3.5%	11,131	8,207	10,999	8,185	12,668	9,501	309	208	156	1,537	(1,630)	
12 GIS	8	9	9	0.6%	2,338	2,140	2,311	2,080	2,311	2,080	292	257	231	(27)	(258)	
13 T M Fire District	13	18	20	2.7%	3,914	3,849	4,353	4,202	4,533	4,382	301	227	219	620	469	620
14 Human Resources	22	25	28	1.4%	5,652	4,765	5,089	4,273	5,282	4,466	257	189	160	(370)	(1,166)	
15 District Health Office	7	9	11	2.9%	1,621	1,441	1,907	1,765	2,146	2,003	232	195	182	525	383	525
16 Administrative Health Services & Common Area	9	11	13	2.2%	1,735	1,546	2,125	1,814	2,201	1,981	193	169	152	467	246	467
17 Health-Epidemiology	18	20	22	1.1%	3,079	2,629	3,382	2,932	3,513	2,973	171	160	135	435	(105)	435
18 Environmental Health	44	53	60	1.8%	8,303	7,463	9,212	8,564	9,542	8,894	189	159	148	1,239	591	1,239
19 Air Quality	20	23	25	1.3%	4,844	4,754	5,166	4,986	5,363	5,183	242	215	207	519	339	519
20 Community Clinical Health Services-Clinic & Public Space	47	57	65	1.9%	17,098	15,838	19,358	17,972	20,312	18,845	364	312	290	3,214	1,747	3,214
21 Community & Clinical Health Service Office and Support	8	12	16	5.0%	2,049	1,520	2,758	2,434	3,373	2,995	256	211	187	1,324	946	1,324
22 Subtotal Health Services	153	185	212	1.9%	38,729	35,192	43,907	40,467	46,451	42,875	253	219	202	7,722	4,146	7,722
22 CSD - Administration	8	10	12	2.5%	1,046	818	1,291	1,557	1,536	1,711	131	128	143	490	664	490
23 CSD - Business License	4	4	4		602	602	602	602	602	602	150	150	150			
24 CSD - Planning	21	21	21		4,550	4,385	4,458	4,316	4,458	4,316	217	217	206	(92)	(234)	(92)
25 CSD - Building	18	18	18		4,418	4,418	4,418	4,418	4,418	4,418	245	245	245			
26 CSD - Engineering	22	36	37	3.4%	5,048	4,345	6,892	6,141	6,819	6,071	229	184	164	1,771	1,022	1,771
27 CSD - Capital Projects	4	5	5	1.3%	1,050	1,050	1,239	1,239	1,239	1,239	263	248	248	189	189	189
28 CSD - Finance & Customer Service & Common Area	13	14	15	0.8%	4,496	4,170	4,831	4,468	4,984	4,588	346	332	306	488	92	488
29 CSD - CTMRD Program	6	6	6		897	769	897	769	897	769	149	149	128		(128)	
30 CSD - Western Regional Water Commission	3	3	3		508	405	508	405	448	405	169	149	135	(59)	(103)	
31 Subtotal Community Development Services	99	117	121	1.1%	22,614	20,962	25,135	23,914	25,400	24,117	228	210	199	2,786	1,503	2,845
32 Subtotal Office Spaces	522	626	686	1.6%	156,206	139,474	154,120	142,313	160,347	147,469	299	234	215	4,141	(8,737)	11,187
33 CTMRD-Laboratory					691	691	691	691	691	691						
34 Human Services Agency-Senior Services	20	23	26	1.5%	29,240	26,517	23,867	22,706	24,174	23,013				(5,066)	(6,227)	
35 Support Spaces	1	1	1		29,707	29,707	38,793	39,310	38,793	39,310				9,086	9,603	9,086
36 Total Staff and Net Square Feet	543	650	713		215,844	196,389	217,471	205,020	224,005	210,483	398	234	215	8,161	(5,361)	20,273

**Washoe County 9th Street Master Plan
Space Requirements Program Form**

Department: County Manager-Executive and Common area

Contact: _____
Telephone: _____

Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2038	2018	2028	2038	2038	
					Current	Adjusted	Current	Adjusted	Current	Adjusted	Current	Adjusted	
Employee Classification													
1 Commissioners	PO4	168	PO4	168	5	5	5	5	840	840	840	840	Office
2 County Manager	PO10	360	PO10	360	1	1	1	1	360	360	360	360	Office
3 Assistant Managers	PO5	196	PO5	196	2	2	2	2	392	392	392	392	Office
4 Assistant Managers	PO6	224	PO6	224	1	1	1	1	224	224	224	224	Office
5 Executive Assistant to County Manager	PO5	196	PO5	196	1	1	1	1	196	196	196	196	Office
6 Grant Administrator	PO4	168	PO4	168	1	1	1	1	168	168	168	168	Office
7 Internal Auditor	PO6	224	PO6	224	1	1	1	1	224	224	224	224	Not in the suite
8 Legislative Affairs Manager	PO3	140	PO3	140	1	1	1	1	140	140	140	140	Office
9 Management Analysts	PO2	120	W10	80	2	2	2	2	240	160	240	240	160
10 Administrative Assistant	W6	60	W6	60	3	4	5	5	180	180	240	300	300
11 Office Support Specialist	W6	60	W6	60	2	3	3	3	120	180	180	180	No assigned work station
12 311 Operators	ER	80	ER	80									Relocate with Communications
13 Media Staff	PO2	120	PO2	120									Relocate with Communications
14 Budget Manager	PO5	196	PO5	196									In separate file
15 Internal Audit and Security			PO4	168	2	2	2	2			336	336	not located in suite currently
16 Budget Analysts	PO3	140	W6	60									In separate file
17 Subtotal, Personnel:					22	24	25	25	3,084	3,004	3,540	3,600	3,520
18 Circulation Factor (Percent of Square Feet):		50%				35%			42%	42%	43%	43%	43%
19 Circulation Allowance:									1303	1263	1531	1491	1561
20 Total Square Feet (Personnel):									4387	4267	5071	4951	5041
Special Area/Equipment													
20 Conference Room		200		200	1	1	1	1	200	200	200	200	200
21 Copy and Supply		300		300	1	1	1	1	300	300	300	300	300
22 Reception and Waiting		120		120	1	1	1	1	120	120	120	120	120
23 Reception Counter		120		120	1	1	1	1	120	120	120	120	120
24 Caucus Room		1,100		1,100	1	1	1	1	1,100	1,100	1,100	1,100	includes restroom
25 Kitchenette		80		80	1	1	1	1	80	80	80	80	80
26 Vacant workstation		162		162	1	1	1	1	162	162	162	162	162
27 311 Call Center													
28 Vacant Floor Area		200		200	1	1	1	1	200	200	200	200	200
29													
30 Subtotal, Special Area/Equipment:									2,282	2,282	1,920	1,920	1,920
31 Circulation Factor (Percent of Square Feet):									45%	45%	45%	45%	45%
32 Circulation Allowance:									1,027	1,027	864	864	864
33 Total Square Feet (Special Area/Equipment):									3,309	3,309	2,784	2,784	2,784
34 Total Square Feet (Personnel & Special Area/Equipment):									7,696	7,576	7,855	7,945	7,825
35 Area Factor (Net Square Feet/Staff)									350	344	327	318	313
36 Annual Rate of Increase (Percent)									0.01	0.00			
37 Space Utilization Improvement									0.02	0.02			0.02
38 Percent Open Office Stations									64%	67%	68%		
39 Total Internal Circulation Percentage									43%	43%	44%	44%	44%

**Washtoe County 9th Street Master Plan
Space Requirements Program Form
Department: County Manager-Budget**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)			Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 adjusted	2028 Current	2028 Adjusted		2038 Current
<u>Employee Classification</u>												
1												Office
2												Office
3												Office
4 Budget Manager	P05	196	P05	196	1	1	1	196	196	196	196	196
5 Budget Analyst	P03	140	W6	60	3	3	3	420	180			Could be in separate suite
6 Budget Analyst	W10	80	W6	60	1	5	6	80	60	400	300	360
7												Could be in separate suite
8												
9												
10												
11												No assigned work station
12												Counter or other
13 Subtotal, Personnel:					5	6	7	696	436	596	496	556
14 Circulation Factor (Percent of Square Feet):	50%	35%						50%	50%	50%	50%	50%
15 Circulation Allowance:					348	218	298	248	248	338	278	278
16 Total Square Feet (Personnel):					1044	654	894	744	744	1014	834	834
<u>Special Area/Equipment</u>												
20 Files	FLB4	12	FLB4	12	4	3	2	48	48	36	36	24
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33 Subtotal, Special Area/Equipment:								48	48	36	36	24
34 Circulation Factor (Percent of Square Feet):					25%	25%	25%	25%	35%	35%	35%	35%
35 Circulation Allowance:					12	12	13	13	13	8	8	8
36 Total Square Feet (Special Area/Equipment):					60	60	49	49	49	32	32	32
37 Total Square Feet (Personnel & Special Area/Equipment):					1,104	714	943	793	1,046	866	866	866
38 Area Factor (Net Square Feet/Staff)					221	143	157	132	149	124	124	124
39 Annual Rate of Increase (Percent)						0.02						0.17
40 Space Utilization Improvement												
41 Percent Open Office Stations					100%	100%	100%	100%	100%	100%	100%	100%
42 Total Internal Circulation Percentage					48%	48%	49%	49%	49%	49%	49%	49%
43 Potential Space Adjustment					104	(286)	(57)	(207)	(207)	46	(134)	(134)

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: County Manager-Communications**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)			Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	Current	Adjusted	Current		Adjusted
Employees Classification												
1 Director	PO4	168	PO4	168	1	1	1	168	168	168	168	Office
2 Manager	PO3	140	PO3	140	1	1	1	140	140	140	140	Office
3												Office
4												Balance of staff in Reprographics file
5												
6												
7												
8												
9												
10												
11												No assigned work station
12												Counter or other
13 Subtotal, Personnel:					2	2	2	308	308	308	308	
14 Circulation Factor (Percent of Square Feet):	50%	35%						35%	35%	35%	35%	
15 Circulation Allowance:								108	108	108	108	
16 Total Square Feet (Personnel):								416	416	416	416	
Special Area/Equipment												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33 Subtotal, Special Area/Equipment:												
34 Circulation Factor (Percent of Square Feet):								30%	30%	30%	30%	
35 Circulation Allowance:												
36 Total Square Feet (Special Area/Equipment):												
37 Total Square Feet (Personnel & Special Area/Equipment):								416	416	416	416	
38 Area Factor (Net Square Feet/Staff)								208	208	208	208	
39 Annual Rate of Increase (Percent)												
40 Space Utilization Improvement												
41 Percent Open Office Stations												
42 Total Internal Circulation Percentage								35%	35%	35%	35%	Collaborative Design Studio

Washoe County 9th Street Master Plan
Space Requirements Program Form

Department: Communications-reprographics

Contact:
Telephone:

Date:
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018	2028	2038	2018	2028		2038
Employee Classification														
1 Manager	PO5	196	PO5	196	1	1	1	196	196	196				Relocate to Managers office
2 Digital Communications Supervisor	PO4	168	PO4	168	1	1	1		140	168	140	168	168	Office
3 Media Specialist	W3	48	W3	48	2	2	2		96	96	96	96	96	reduced from 7
4 311 Operator	ER	252	W2	36	2	3	4	252	252	252	252	252	252	Enclosed Room
5 Graphic Designers	W3	48	W3	48	1	1	1		128	48	192	48	48	reduced from 4
6 Administrative Assistant	W6	60	W6	60	1	1	2	60	60	60	60	120	120	
7 Equipment Operators	W1	31	W1	31	2	1	1	36	36	31	31	31	31	
8 Program Coordinators			W4	51	2	2	3		96	102	96	153	153	311 supervisors
9 Manager (not counted in total)					1	1	1							Located in Managers suite
10 Director (not counted in total)					1	1	1							Located in Managers suite
11														total reduced from first projection of 23
12 Subtotal Personnel:					8	11	14	544	544	803	927	868	868	
13 Circulation Factor (Percent of Square Feet):	50%	35%						45%	46%	45%	46%	45%	45%	
14 Circulation Allowance:								243	243	366	428	394	394	
15 Total Square Feet (Personnel):								787	787	1169	1355	1262	1262	
Special Area/Equipment														
20 Printing and Copy Equipment room	ER	1,550	ER	1,550	1	1	1	1,550	1,550					345
21 Mail Room	ER	493	ER	493	1	1	1	493	493	493	493	493	493	reduce storage in back room area
22 Paper Storage room	ER	525	ER	525	1	1	1	525	525					
23 Large copy Machine	ER	60	ER	60	1	1	1		60	60	60	60	60	12' by 5' To Outsource to State all
24 Light table	OA	24	OA	24	1	1	1		24	24	24	24	24	3' x 4' printing services
25 Control monitor	OA	12	OA	12	1	1	1		12	12	12	12	12	2' x 3'
26 Paper Cutter	OA	40	OA	40	1	1	1		40	40	40	40	40	5' x 8'
27 Binder Drill	OA	18	OA	18	2	2	2		36	36	36	36	36	3' x 3'
28 Laminator	OA	18	OA	18	2	2	2		36	36	36	36	36	3' x 3'
29 Folder	OA	18	OA	18	1	1	1		18	18	18	18	18	3' x 3'
30 Work Table	OA	84	OA	84	1	1	1		84	84	84	84	84	3' x 12' access 2 sides
31 Paper Storage Racks	OA	12	OA	12	20	4	4		48	48	48	48	48	2' x 3'
32 Graphics & Media Support Work Area	OA	375	OA	375	1	1	1	375	375	375	375	375	375	
33 Conference/Break Room	ER	250	ER	250	1	1	1	250	250	200	200	200	200	
34 Subtotal Special Area/Equipment:								3,193	3,193	1,426	1,426	1,426	1,426	
35 Circulation Factor (Percent of Square Feet):								6%	6%	35%	35%	35%	35%	
36 Circulation Allowance:								192	192	499	499	499	499	
37 Total Square Feet (Special Area/Equipment):								3,385	3,385	1,925	1,925	1,925	1,925	
38 Total Square Feet (Personnel & Special Area/Equipment):								4,171	4,171	3,094	3,021	3,280	3,188	
39 Area Factor (Net Square Feet/Staff)								521	521	281	275	234	228	216
40 Annual Rate of Increase (Percent)														
41 Space Utilization Improvement														
42 Percent Open Office Stations								100%	91%	93%				
43 Total Internal Circulation Percentage								12%	12%	39%	38%	39%	39%	current space is 3,862 sf Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: County Clerk**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employees Classification													
1 County Clerk	PO9	384	PO9	384	1	1	1	384	384	384	384	384	Office
2 Chief Deputy Clerk	PO5	196	PO5	196	1	1	1	196	196	196	196	196	Office
3 Supervisor Board records	PO3	140	PO3	140	1	1	1	140	140	140	140	140	Office
4 Manager Marriage and Business Division	PO1	108	PO2	120	1	1	1	108	120	108	108	120	Office
5													
6 Office Assistant					4	4	4						7 staff on 3 shifts at counters
7 Office Support Specialist					3	3	3						8 staff on 3 shifts at counters
8 Deputy Clerk	W10	80	W10	80	2	2	3	160	160	160	240	240	
9 Computer Programmer	W10	80	W6	60	1	1	1	80	60	80	80	80	
10													
11													No assigned work station
12 Temporary Staff to index Board Records													Counter or other
13 Subtotal, Personnel:					14	20	15	1,068	1,068	1,068	1,148	1,140	
14 Circulation Factor: (Percent of Square Feet):	50%	35%						40%	40%	40%	41%	41%	
15 Circulation Allowance:					426	422	422	422	426	422	466	462	
16 Total Square Feet (Personnel):					1494	1482	1494	1482	1494	1482	1614	1602	
Special Area/Equipment													
20 Conference		280		280	1	1	1	280	280	280	280	280	
21 Supply closet		60		60	1	1	1	60	60	60	60	60	
22 Break area		80		80	1	1	1	80	80	80	80	80	
23 Counters		70		70	6	6	6	420	420	420	420	420	420 sf for 6= 70 each
24 Vacant workstations	W5	56	W5	56	4	4	4	224					
25 Vacant floor area		200		200	1	1	1	200					
26 Vault		100		100	1	1	1	100	100	100	100	100	
27 Public queue and waiting		300		300	1	1	1	300	300	300	300	300	
28 Support equipment		100		100	1	1	1	100	100	100	100	100	
29 Files	FLB5	12	FLB5	12	8	6	4	96	96	72	72	48	48
30 Counters and docket books and records		410		410	1	1	1	410	410	410	410	410	25' by 6' w/circulation
31 Closet		50		50	1	1	1	50	50	50	50	50	
32 Marriage License and After hours counter		80		80	1	1	1	80	80	80	80	80	
33 Subtotal, Special Area/Equipment:					2,400	1,976	1,952	1,976	1,952	1,952	1,928	1,928	
34 Circulation Factor: (Percent of Square Feet):					37%	37%	37%	37%	37%	37%	37%	37%	
35 Circulation Allowance:					888	731	722	722	722	722	713	713	
36 Total Square Feet (Special Area/Equipment):					3,288	2,707	2,674	2,674	2,674	2,674	2,641	2,641	
37 Total Square Feet (Personnel & Special Area/Equipment):					4,782	4,189	4,168	4,168	4,168	4,168	4,255	4,243	
38 Area Factor (Net Square Feet/Staff)					342	299	208	208	208	208	284	283	
39 Annual Rate of Increase (Percent)						0.04							
40 Space Utilization Improvement								0.12		0.00			
41 Percent Open Office Stations					79%	85%	80%						
42 Total Internal Circulation Percentage					38%	38%	38%	38%	38%	38%	38%	38%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Recorder**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Recorder	PO7	280	PO7	280	1	1	1	280	280	280	280	280	Office
2 Deputy Recorder	PO4	168	PO4	168	1	1	1	168	168	168	168	168	Office
3													Office
4 Recording Supervisor	W5	56	W10	80	2	2	2	112	160	112	112	160	
5 Systems Technician	W5	56	W8	64	1	1	1	56	64	56	56	64	
6 Recording Staff	W5	56	W5	56	18	16	14	1,008	896	896	784	784	
7													
8													
9													
10													
11													No assigned work station
12													Counter or other
13 Subtotal, Personnel:					23	21	19	1,624	1,512	1,568	1,400	1,456	
14 Circulation Factor (Percent of Square Feet):	50%	35%						46%	46%	46%	45%	45%	
15 Circulation Allowance:					745	773	689	717	633	661	661	661	
16 Total Square Feet (Personnel):					2369	2453	2201	2285	2033	2117	2117	2117	
Special Area/Equipment													
20 Conference Room		330			1	1	1	330	330	330	330	330	
21 Public Waiting		150			1	1	1	150	150	150	150	150	
22 Counter Positions		70			6	6	6	420	420	420	420	420	multiple staff assigned
23 Closet		100			1	1	1	100	100	100	100	100	
24 Break room		140			1	1	1	140	140	140	140	140	
25 Printing and Equipment		500			1	0.6	0.6	500	300	300	300	300	
26 Records		1,800			1	1.0	1.0	1,800	1,800	1,800	1,800	1,800	Could be reduced with mobile storage
27 Research terminals		15			8	8	8	120	120	120	120	120	to 40% of current space
28 Records Counter		100			1	1	1	100	100	100	100	100	
29 Vacant workstations	W6	60	W6	60	3	3	3	180	180	180	180	180	
30 Files	FLB4	12	FLB4	12	12	10	8	144	155	120	96	96	
31 Underutilized floor area		200			1	1	1	200	200	200	200	200	
32 Office storage		150			1	1	1	150	150	150	150	150	
33 Subtotal, Special Area/Equipment:					4,334	3,765	3,730	3,730	3,730	3,706	3,706	3,706	
34 Circulation Factor (Percent of Square Feet):					41%	41%	41%	41%	41%	41%	41%	41%	
35 Circulation Allowance:					1,777	1,544	1,529	1,529	1,519	1,519	1,519	1,519	
36 Total Square Feet (Special Area/Equipment):					6,111	5,309	5,259	5,259	5,225	5,225	5,225	5,225	
37 Total Square Feet (Personnel & Special Area/Equipment):					8,487	7,761	7,460	7,544	7,460	7,544	7,258	7,342	
38 Area Factor (Net Square Feet/Staff)					369	337	355	359	382	382	382	386	
39 Annual Rate of Increase (Percent)					-0.01	-0.01	-0.01	-0.01	-0.01	-0.01	-0.01	-0.01	
40 Space Utilization Improvement					9.1%	9.0%	8.9%	9.1%	9.0%	8.9%	8.9%	8.9%	
41 Percent Open Office Stations													
42 Total Internal Circulation Percentage					42%	43%	42%	42%	42%	42%	42%	42%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Treasurer**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employee Classification													
1 Treasurer	PO6	224	PO6	224	1	1	1	224	224	224	224	224	Office
2 Deputy treasurer	PO5	196	PO5	196	1	1	1	196	196	196	196	196	Office
3 Chief Deputy	PO3	140	PO3	140	2	2	2	280	280	280	280	280	Office
4 Supervisors	PO2	120	W8	64	1	1	1	120	64	120	64	64	
5 Systems technician	PO2	120	W6	60	1	1	1	120	60	120	60	60	
6 Supervisor	W8	64	W8	64	1	1	1	64	64	64	64	64	
7 Phone Center	W8	64	W3	48	3	3	3	192	144	192	144	144	
8 Clerks	W8	64	W5	56	5	6	7	320	280	384	448	392	
9 Secretary	W8	64	W8	64	1	1	1	64	64	64	64	64	
10 Collections Analyst	W8	64	W4	51	2	3	4	128	102	192	153	204	
11													No assigned work station
12 Cashiers		64		64	3	3	3	192	192	192	192	192	Counter or other
13 Subtotal, Personnel:					21	23	25	1,900	1,670	2,028	1,777	2,156	1,884
14 Circulation Factor (Percent of Square Feet):	60%	50%						56%	57%	56%	57%	57%	56%
15 Circulation Allowance:								1070	932	1147	996	1224	1060
16 Total Square Feet (Personnel):								2970	2602	3175	2773	3380	2944
Special Area/Equipment													
20 Public Waiting		300		300	1	1	1	300	300	300	300	300	
21 Conference		266		266	1	1	1	266	266	266	266	266	
22 Payment Processing		168		168	1	1	1	168	168	168	168	168	
23 Balance Station		100	W4	51	1	1	1	100	100	100	100	100	51
24 Storage		200		200	1	1	1	200	200	200	200	200	
25 Break room		420		420	1	1	1	420	420	420	420	420	
26 Records Room		468		468	1	0.7	0.3	468	469	468	328	468	140
27 Vault		160		160	1	1	1	160	160	160	160	160	
28 Mail Station	W6	60	W6	60	1	1	1	60	60	60	60	60	
29 Computer Station in Counter area	W6	60	W2	36	1	1	1	60	60	60	60	60	
30 Vacant or underutilized area		500		500				500					
31 Files in open area	FLB5	12	FLB5	12	30	25	20	360	360	300	300	240	240
32 Open Shelving	BCB5	13	BCB5	13	10	8	6	130	130	104	104	78	78
33 Subtotal, Special Area/Equipment:								3,192	2,893	2,606	2,393	2,520	2,119
34 Circulation Factor (Percent of Square Feet):								63%	63%	63%	63%	63%	63%
35 Circulation Allowance:								2,011	1,697	1,642	1,507	1,588	1,335
36 Total Square Feet (Special Area/Equipment):					5,203	4,390	4,248	3,900	4,248	3,900	4,108	3,455	
37 Total Square Feet (Personnel & Special Area/Equipment):					8,173	6,992	7,423	6,673	6,673	7,423	7,487	6,399	
38 Area Factor (Net Square Feet/Staff)					389	333	323	290	299	299	299	256	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement								0.14		0.10		0.15	
41 Percent Open Office Stations					81%	83%	84%						
42 Total Internal Circulation Percentage								61%	60%	60%	60%	60%	60%
43 Potential Space Adjustment								(1.5)	(1,196)	(765)	(1,515)	(701)	(1,789)

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Assessor**

Contact: _____
Telephone: _____

Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)			Remarks/Notes			
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2018 Adjusted	2028 Current		2028 Adjusted	2038 Current	2038 Adjusted
Employee Classification														
1 Assessor	PO7	280	PO7	280	1	1	1	280	280	280	280	280	280	Office
2 Administrative Assistant	PO3	140	PO3	140	1	1	1	140	140	140	140	140	140	Office
3 Senior Appraiser	PO2	120	PO2	120	5	6	7	600	600	720	720	840	840	Office
4 Department Technical Staff	PO7	280	PO3	140	1	1	1	280	140	280	140	280	140	Office
5 Division Head	PO3	140	PO3	140	3	3	4	420	420	420	420	560	560	Office
6 Department Programming	PO3	140	W10	80	3	3	4	420	240	240	240	560	320	Office
7 Appraisers	W7	64	W7	64	22	27	32	1,408	1,408	1,728	1,728	2,048	2,048	
8 Office Assistants & Support Specialists	W7	64	W4	51	15	19	20	960	765	1,216	969	1,280	1,020	
9 Staff	PO4	168	PO3	140	1	1	1	168	140	168	140	168	140	
10 Administrative Support	W7	64	W7	64	2	2	3	128	128	128	128	192	192	
11 Office Support Supervisors	W7	64	W7	64	3	3	3	192	192	192	192	192	192	No assigned work station
12 GIS technicians	W10	80	W10	80	3	3	3	240	240	240	240	240	240	Counter or other
13 Subtotal, Personnel:					60	70	80	5,236	4,693	5,932	5,337	6,780	6,112	
14 Circulation Factor (Percent of Square Feet):		50%						44%	44%	44%	45%	44%	44%	
15 Circulation Allowance:								2,297	2,074	2,627	2,378	2,991	2,714	
16 Total Square Feet (Personnel):								7,533	6,767	8,559	7,715	9,771	8,826	
Special Area/Equipment														
20 Conference room		540			1	1	1	540	540	540	540	540	540	
21 Conference Room		200			1	1	1	200	200	200	200	200	200	
22 Break Room		400			1	1	1	400	400	400	400	400	400	
23 File Room		400			0.75	0.50	0.50	400	400	300	300	200	200	
24 Vault		70			1	1	1	70	70	70	70	70	70	Could move to Recorder area
25 Archive Books		200			1	1	1	200	200	200	200	200	200	
26 Mail sorting		168			1	1	1	168	168	80	80	80	80	
27 Conference/training		192			1	1	1	192	192	192	192	192	192	
28 Files in open area	FLB4	12	FLB4	12	25	25	25	300	300	300	300	300	300	
29 Public Counter		320			1	1	1	320	320	320	320	320	320	
30 Public waiting and terminal		80			1	1	1	80	80	80	80	80	80	
31 Support Equipment in open area		500			1	1	1	500	500	500	500	500	500	
32 Mapping files and storage		200			1	1	1	200	200	200	200	200	200	
33 Vacant workstations	W8	64	W8	64	12			768						
34 Vacant space in open area		2,000			1			3,500	3,500					
35 Subtotal, Special Area/Equipment:								7,888	7,070	3,382	3,382	3,082	3,082	
36 Circulation Factor (Percent of Square Feet):								63%	63%	75%	75%	90%	90%	
37 Circulation Allowance:								4,938	4,454	2,537	2,774	2,774	2,774	
38 Total Square Feet (Special Area/Equipment):								12,776	11,524	5,919	5,919	5,856	5,856	
39 Total Square Feet (Personnel & Special Area/Equipment):					20,340			20,309	18,291	14,478	13,633	15,627	14,682	
40 Area Factor (Net Square Feet/Staff)								338	305	207	195	195	184	
41 Annual Rate of Increase (Percent)					0.02	0.01								
42 Space Utilization Improvement					88%	89%		0.10						
43 Percent Open Office Stations					88%	89%								
44 Total Internal Circulation Percentage								55%	55%	55%	56%	58%	60%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Comptroller**

Date: _____ By: JHS
Contact: _____ Telephone: _____

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2018 Current	2018 adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted		
Employee Classification													
1 Contracts & Purchasing Manager	PO4	168	PO4	168	1	1	1	168	168	168	168	168	Office
2 Account Manager	PO4	168	PO4	168	2	2	2	336	336	336	336	336	Office
3 Comptroller	PO6	224	PO6	224	1	1	1	224	224	224	224	224	Office
4 Risk Analyst	PO2	120	W10	80	3	4	4	360	240	480	320	480	Open workstation in suite in records a
5 Accountant	W23	120	W5	56	7	7	7	840	392	840	392	840	
6 Payroll Supervisor	W23	120	W7	64	1	1	1	120	64	120	64	120	64
7 Payroll Technician	W8	64	W5	56	2	3	3	128	112	192	168	192	168
8 Buyer	W8	64	W5	56	3	4	5	192	168	256	224	320	280
9 Collections Supervisor	W8	64	W7	64	1	1	1	64	64	64	64	64	64
10 Collections Staff	W8	64	W5	56	2	3	3	128	112	192	168	192	168
11 Account Clerk	W8	64	W4	51	4	5	5	256	204	320	255	320	255
12 Admin Secretary and Intern	W8	64	W4	51	3	4	5	192	153	256	204	320	255
13 Subtotal, Personnel:					30	36	38	3,008	2,237	3,448	2,587	3,576	2,694
14 Circulation Factor (Percent of Square Feet):	50%	35%						45%	44%	45%	44%	45%	44%
15 Circulation Allowance:								1,341	973	1,543	1,136	1,607	1,190
16 Total Square Feet (Personnel):								4,349	3,210	4,991	3,723	5,183	3,884
Special Area/Equipment													
20 Records Storage		700		750	1	0.7	0.3	700	700	525	525	225	225
21 Conference		188		188	1	1	1	188	188	188	188	188	188
22 Equipment/copy area		150		150	1	1	1	150	150	150	150	150	150
23 Vacant or underutilized area available		780		780	1			780					
24 Conference		600		600	1	1	1	600	600	600	600	600	600
25 Wire transfer room		80		80	1	1	1	80	80	80	80	80	80
26 Interview room		120		120	1	1	1	120	120	120	120	120	120
27 Waiting area (for bidders conference)		10		10	15	15	15	150	150	150	150	150	150
28 Microfiche work area				80	1	1	1			80	80	80	80
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								2,498	1,718	1,743	1,743	1,443	1,443
34 Circulation Factor (Percent of Square Feet):								30%	30%	40%	40%	40%	40%
35 Circulation Allowance:								749	515	697	697	577	577
36 Total Square Feet (Special Area/Equipment):								3,247	2,233	2,440	2,440	2,020	2,020
37 Total Square Feet (Personnel & Special Area/Equipment):								7,596	5,444	7,431	6,164	7,203	5,904
38 Area Factor (Net Square Feet/Staff)								253	181	206	171	190	155
39 Annual Rate of Increase (Percent)								0.02					
40 Space Utilization Improvement													
41 Percent Open Office Stations								87%	89%	89%			
42 Total Internal Circulation Percentage								38%	43%	42%	42%	44%	43%
43 Potential Space Adjustment								37	(2,115)	(128)	(1,396)	(366)	(1,655)

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Registrar of Voters**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employee Classification													
1 Registrar of Voters	PO6	224	PO6	224	1	1	1	224	224	224	224	224	Office
2 Assistant Registrar of Voters	PO4	168	PO4	168	1	1	1	168	168	168	168	168	Office
3 Supervisors	PO2	120	PO2	120	2	3	4	240	240	360	480	480	Office
4 Office Support Specialist	W6	60	W6	60	2	3	4	120	180	180	180	240	
5													
6													
7													
8													
9													
10													
11 Temporary Staff workstations	W2	36	W2	36	12	12	12	432	432	432	432	432	temporary staff not included in total
12													
13 Subtotal, Personnel:					6	8	10	1,184	1,184	1,364	1,544	1,544	
14 Circulation Factor (Percent of Square Feet):	50%	35%						42%	42%	42%	42%	42%	
15 Circulation Allowance:					497			497	569	569	641	641	
16 Total Square Feet (Personnel):					1681			1681	1933	1933	2185	2185	
Special Area/Equipment													
20 Tally room and Counter		475		475	1	1	1	475	475	475	475	475	
21 Vault		200		200	1	1	1	200	200	200	200	200	
22 Map File		24		24	1	1	1	24	24	24	24	24	4 by 6
23 Shared Counter positions	CTR4	70	CTR4	70	4	4	4	280	280	280	280	280	
24 Public reception and waiting terminal		250		250	1	1	1	250	250	250	250	250	
25 Scanning Station and work area		144		144	1	1	1	144	144	144	144	144	
26 Break area		180		180	1	1	1	180	180	180	180	180	
27 Absentee ballot processing and stations		1,200		1,200	1	1	1	1,200	1,200	1,200	1,200	1,200	
28 Training and storage area		2,100		2,100	1	1	1	2,100	2,100	2,100	2,100	2,100	Extensive use on voting events
29 Copy and equipment in office area		200		200	1	1	1	200	200	200	200	200	
30 Files	FLB5	12	FLB5	12	14	4	4	168	144	144	48	48	
31 Permanent Records above counters		200		200	1	1	1	200	200	200	200	200	
32 Underutilized space for temporary staff		200		200	1	1	1	200	200	200	200	200	
33 Subtotal, Special Area/Equipment:								5,621	5,397	5,397	5,301	5,301	
34 Circulation Factor (Percent of Square Feet):					32%			32%	32%	32%	32%	32%	
35 Circulation Allowance:					1,799			1,727	1,727	1,727	1,696	1,696	
36 Total Square Feet (Special Area/Equipment):					7,420			7,124	7,124	7,124	6,997	6,997	
37 Total Square Feet (Personnel & Special Area/Equipment):					9,101			8,805	9,057	9,057	9,183	9,183	
38 Area Factor (Net Square Feet/Staff)								1,517	1,468	1,132	918	918	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement													
41 Percent Open Office Stations					233%	188%	160%						
42 Total Internal Circulation Percentage								34%	34%	34%	34%	34%	
43 Potential Space Adjustment					15	(281)	(29)			(29)	97	97	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Technology Services & G.I.S.**

Contact: By: JHS
Date:
Telephone:

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes		
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2018 adjusted	2028 Current	2028 Adjusted		2038 Current	2038 Adjusted
Employee Classification														
1 Chief Information Officer	PO8	320	PO8	320	1	1	1	320	320	320	320	320	320	Office
2 Manager	PO4	168	PO4	168	2	2	3	336	336	336	336	504	504	Office
3 Project Coordinator	PO4	168	PO3	140	2	2	3	336	280	336	280	504	420	Office
4 Administrative assistant	W8	64	W6	60	1	2	2	64	60	128	120	128	120	
5 Sr. Systems Administrator/developer	PO4	168	PO2	120	4	5	7	672	480	840	600	1,176	840	
6 Sr. Systems Administrator/developer	W10	80	W6	60	5	7	9	400	300	560	420	720	540	
7 Administrator/developer	PO4	168	W6	60	8	10	12	1,344	480	1,680	600	2,016	720	82 staff now, 36 at 9th, future staff to be added at 9th street.
8 Administrator/developer	W10	80	W6	60	4	6	8	320	240	480	360	640	480	project 91 and 101 in 2038
9														
10 Support Specialist	W8	64	W8	64	1	1	1	64	64	64	64	64	64	
11 Positions from Edison	W6	60	W6	60			6			360	360	360	360	
12 Growth at 9th street	W6	60	W6	60										90% of projected growth of 19
13 GIS					8	9	9							Other location, on separate file
14 remaining at other locations					46	40	40							Other location, on separate file
15 Subtotal, Personnel:					36	51	61	3,856	2,560	5,104	3,460	6,432	4,368	
16 Circulation Factor (Percent of Square Feet):		50%						46%	45%	47%	46%	47%	46%	
17 Circulation Allowance:								1,779	1,140	2,403	1,590	3,017	1,997	
18 Total Square Feet (Personnel):								5,635	3,700	7,507	5,050	9,449	6,365	
Special Area/Equipment														
20 Training Room	ER	500	ER	800	1	1		500	800	800	800	800	800	
21 Conference Room	ER	400	ER	160	1	1	1	400	400	160	160	160	160	w/column, enlarge
22 Server Room	ER	1,860	ER	1,200	1	0.5	0.3	1,860	1,200	600	600	600	600	
23 Storage and vault	ER	1,110	ER	800	1	0.5	0.3	1,110	566	560	333	333	333	
24 Break room	ER	200	ER	200	1	1	1	200	200	200	200	200	200	
25 Conference room	ER	160	ER	240	1	1	1	160	240	240	240	240	240	
26 Reception/waiting	ER	150	ER	80	1	1	1	150	150	150	80	150	80	
27 Computer Room Support	ER	200	ER	200	1	1	1	200	200	200	200	200	200	
28														
29														
30														
31 Subtotal, Special Area/Equipment:								4,580	3,756	2,910	2,613	2,683	2,613	
32 Circulation Factor (Percent of Square Feet):								20%	20%	20%	20%	20%	20%	
33 Circulation Allowance:								916	751	582	523	537	523	
34 Total Square Feet (Special Area/Equipment):								5,496	4,507	3,492	3,136	3,220	3,136	
35 Total Square Feet (Personnel & Special Area/Equipment):								11,131	8,207	10,999	8,185	12,668	9,501	
36 Area Factor (Net Square Feet/Staff)								(618)	(456)	5,500	4,093	1,056	792	
37 Annual Rate of Increase (Percent)														
38 Space Utilization Improvement									0.26		0.26		0.25	
39 Percent Open Office Stations									214%	169%	154%			
40 Total Internal Circulation Percentage								32%	30%	37%	35%	39%	36%	
41 Space Adjustment Potential								0	(2,924)	(152)	(2,946)	1,537	(1,630)	Collaborative Design Studio

**Washe County 9th Street Master Plan
Space Requirements Program Form
Department: G.I.S.**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018 Current	2018 adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted				
<u>Employee Classification</u>														
1 Manager	PO6	224	PO6	224	1	1	1	1	224	224	224	224	224	Office
2 Staff	PO3	140	PO3	140	1	1	1	1	140	140	140	140	140	Office
3														Office
4														
5 Staff	W11	102	W10	80	6	7	7	7	612	480	714	560	714	560
6														
7														
8														
9														
10														
11 Vacant workstation	W6	60	W6	60	2				120	120				No assigned work station
12														Counter or other
13 Subtotal, Personnel:					8	9	9	9	1,096	964	1,078	924	1,078	924
14 Circulation Factor (Percent of Square Feet):	50%	35%			45%	44%	44%	44%	45%	44%	45%	44%	45%	44%
15 Circulation Allowance:					493	427	484	407	484	407	484	407	484	407
16 Total Square Feet (Personnel):					1589	1391			1562	1331	1562	1331		
<u>Special Area/Equipment</u>														
20 Conference	ER	200	ER	200	1	1	1	1	200	200	200	200	200	200
21 Waiting	OA	40	OA	40	1	1	1	1	40	40	40	40	40	40
22 Layout Table	OA	100	OA	100	1	1	1	1	100	100	100	100	100	100
23 Storage	ER	100	ER	100	1	1	1	1	100	100	100	100	100	100
24 Files and display	OA	80	OA	80	1	1	1	1	80	80	80	80	80	80
25														
26														
27														
28														
29														
30														
31														
32														
33 Subtotal, Special Area/Equipment:									520	520	520	520	520	520
34 Circulation Factor (Percent of Square Feet):					44%	44%	44%	44%	44%	44%	44%	44%	44%	44%
35 Circulation Allowance:					229	229	229	229	229	229	229	229	229	229
36 Total Square Feet (Special Area/Equipment):					749	749	749	749	749	749	749	749	749	749
37 Total Square Feet (Personnel & Special Area/Equipment):					2,338	2,140	2,311	2,080	2,311	2,080	2,311	2,080	2,311	2,080
38 Area Factor (Net Square Feet/Staff)					292	268	257	231	257	231	257	231	257	231
39 Annual Rate of Increase (Percent)														
40 Space Utilization Improvement									0.01					
41 Percent Open Office Stations					75%	78%	78%	78%						
42 Total Internal Circulation Percentage									0.08					
43 Potential Space Adjustment					45%	44%	45%	44%	45%	44%	45%	44%	45%	44%
					(197)	(26)	(257)	(26)	(257)	(26)	(257)	(26)	(257)	(257)

Washoe County 9th Street Master Plan
Space Requirements Program Form

Department: Truckee Meadows Fire District

Contact: Telephone:
Date: By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Fire Chief	PO7	280	PO7	280	1	1	1	280	280	280	280	280	Office
2 Division Chief	PO6	224	PO4	168	2	2	2	448	336	448	448	336	Office, here 25%, could be off site
3 Division Chief	PO5	196	PO5	196	2	2	2	392	392	392	392	392	Office, here 25%, could be off site
4 HR and Finance	PO3	140	PO3	140	2	2	2	280	280	280	280	280	
5 Support Staff	W6	60	W6	60	6	8	10	360	480	480	600	600	
6 HR staff	W10	80	W10	80					80	80	80	80	
7 Fuel Management	W10	80	W10	80					160	160	160	160	
8													
9													
10													
11	W4	51	W4	51									No assigned work station
12													Counter or other
13 Subtotal, Personnel:					13	18	20	1,760	1,648	2,120	2,008	2,240	2,128
14 Circulation Factor: (Percent of Square Feet):	50%	35%						40%	41%	42%	42%	43%	43%
15 Circulation Allowance:								712	673	892	853	952	913
16 Total Square Feet (Personnel):								2472	2321	3012	2861	3192	3041
Special Area/Equipment													
20 Shared Break Area		400		200	1	1	1	400	400	200	200	200	200
21 Waiting area		50		50	1	1	1	50	50	50	50	50	50
22 Conference Room (for 10)				240					240	240	240	240	240
23 Copy station		50		50	1	1	1	50	50	50	50	50	50
24 Open area table	CA	150	CA	150	1	1	1	150	150	153	153	153	153 interns
25 Hoteling Stations	W4	51	W4	51	2	3	3	102	153	153	153	153	153
26 Files	FLB4	12	FLB4	12	8	8	8	96	96	96	96	96	96
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								848	899	789	789	789	789
34 Circulation Factor: (Percent of Square Feet):								70%	70%	70%	70%	70%	70%
35 Circulation Allowance:								594	629	552	552	552	552
36 Total Square Feet (Special Area/Equipment):								1,442	1,528	1,341	1,341	1,341	1,341
37 Total Square Feet (Personnel & Special Area/Equipment):								3,914	3,849	4,353	4,202	4,533	4,382
38 Area Factor (Net Square Feet/Staff)								301	296	242	233	227	219
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement								0.02			0.03		0.03
41 Percent Open Office Stations								62%	72%	75%			
42 Total Internal Circulation Percentage								50%	51%	50%	50%	50%	50%
													Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Human Resources**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employees Classification													
1 Director	PO6	224	PO5	196	1	1	1	224	196	224	196	224	Office
2 Managers	PO4	168	PO4	168	3	3	3	504	504	504	504	504	Office
3 Specialists and HR Analyst	PO3	140	W10	80	7	7	7	980	980	980	980	980	Office
4 Assistant Director	PO5	196	PO4	168	1	1	1	196	168				Office
5 Benefits	PO1	108	PO1	108	1	2	2	108	108	216	216	216	Office
6 HR Analyst	W6	60	W6	60	4	6	8	240	360	360	480	480	
7 Admin. Assistant	W23	120	W10	80	1	1	1	120	80	120	80	120	80
8 Staff	W4	51	W4	51	3	4	5	153	204	204	255	255	
9													
10													
11													
12 Receptionist		120		80	1	1	1	120	80	120	80	120	No assigned work station station at entrance
13 Subtotal, Personnel:		50%	35%		22	25	28	2,645	2,089	2,728	2,200	2,899	
14 Circulation Factor (Percent of Square Feet):								39%	39%	40%	40%	41%	
15 Circulation Allowance:								1021	814	1075	879	1161	964
16 Total Square Feet (Personnel):								3666	2903	3803	3079	4060	3335
Special Area/Equipment													
20 Training room		672		672	1	1	1	672	672				relocated in recommended plan
21 Conference Room		384		384	1	1	1	384	384	384	384	384	
22 Reception/waiting		150		80	1	1	1	150	150	150	150	150	In hallway at entrance
23 File Room (30 file cabinets)		7		7	30	15	8	210	210	105	105	56	56
24 copy		70		70	1	1	1	70	70	70	70	70	70
25 Kitchette		40		40	1	1	1	40	40	40	40	40	40
26 vacant stations	W4	51	W4	51	2	2	2	102					
27 Interview Room				120					240	240	240	240	240
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								1,628	1,526	989	919	940	870
34 Circulation Factor (Percent of Square Feet):								22%	22%	30%	30%	30%	30%
35 Circulation Allowance:								358	336	297	276	282	261
36 Total Square Feet (Special Area/Equipment):								1,986	1,862	1,286	1,195	1,222	1,131
37 Total Square Feet (Personnel & Special Area/Equipment):								5,632	4,765	5,089	4,273	5,282	4,466
38 Area Factor (Net Square Feet/Staff)								257	217	204	171	189	160
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement								0.16			0.16		0.15
41 Percent Open Office Stations								50%					
42 Total Internal Circulation Percentage								32%	32%	37%	37%	38%	38%
													Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: District Health Officer**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 District Health Officer	PO7	280	PO7	280	1	1	1	280	280	280	280	280	Office
2 Manager and Director	PO2	120	PO2	120	1	2	3	120	240	240	360	360	Office
3 Government Affairs	PO2	120	PO2	120	1	1	1	120	120	120	120	120	Office
4 Health Educator	PO2	120	W6	60	1	1	1	120	60	60	120	60	
5 Public Information Officer	PO2	120	W6	60	1	1	1	120	60	60	120	60	
6 Staff	W4	51	W4	51	2	3	4	102	153	153	204	204	
7													
8													
9													
10													
11													
12													No assigned work station Counter or other
13 Subtotal, Personnel:					7	9	11	862	742	1,033	1,204	1,084	
14 Circulation Factor: (Percent of Square Feet):	50%	35%						41%	39%	39%	41%	39%	
15 Circulation Allowance:					353	421	361	293	421	361	488	428	
16 Total Square Feet (Personnel):					1215	1454	1274	1035	1454	1274	1692	1512	
Special Area/Equipment													
20 Conference Room		216		216	1	1	1	216	216	216	216	216	
21 Reception		60		60	1	1	1		60	60	60	60	
22 vacant station	W4	51	W4	51	1	1	1	51	51				
23 Public service interns	W4	51	W4	51	2	2	2	102	102	102	102	102	
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:					369	378	378	369	378	378	378	378	
34 Circulation Factor: (Percent of Square Feet):					10%	20%	20%	10%	20%	20%	20%	30%	
35 Circulation Allowance:					37	76	113	37	76	113	76	113	
36 Total Square Feet (Special Area/Equipment):					406	454	491	406	454	491	454	491	
37 Total Square Feet (Personnel & Special Area/Equipment):					1,621	1,907	1,765	1,441	1,907	1,765	2,146	2,003	
38 Area Factor (Net Square Feet/Staff)					232	212	196	206	212	196	195	182	
39 Annual Rate of Increase (Percent)						0.03						0.07	
40 Space Utilization Improvement								0.11		0.07			
41 Percent Open Office Stations					57%	56%	55%						
42 Total Internal Circulation Percentage					32%	30%	35%	30%	35%	37%	36%	37%	Collaborative Design Studio

Washoe County 9th Street Master Plan
Space Requirements Program Form

Department: Administrative Health Services & Common Area

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Administrative Officer	PO5	196	PO5	196	1	1	1	196	196	196	196	196	Office
2 Fiscal Compliance	PO2	120	W6	60	2	3	3	240	360	180	360	180	Office
3 Department Systems Specialist	W4	51	W4	51	1	1	1	51	51	51	51	51	
4 Office Assistant	W4	51	W4	51	2	2	3	102	102	102	153	153	other location in Health
5 Admin Asst./H R	PO2	120	PO2	120	1	2	2	120	240	240	240	240	
6 Technical Office	PO3	140	PO3	140	1	1	1	140	140	140	140	140	Can relocate to Technology office
7 Principal Account clerk	PO2	120	PO2	120	1	1	1	120	120	120	120	120	
8 Account Clerk			W6	60			1					60	
9													
10													
11													No assigned work station
12													Counter or other
13 Subtotal, Personnel:					9	11	13	969	849	1,209	1,260	1,140	
14 Circulation Factor (Percent of Square Feet):	50%	35%						42%	44%	42%	43%	44%	
15 Circulation Allowance:								411	369	513	450	539	506
16 Total Square Feet (Personnel):								1380	1218	1722	1479	1799	1646
Special Area/Equipment													
20 Support equipment		150		100	1	1	1	150	150	150	150	100	
21 Files	FLB4	12	FLB4	12	6	4	4	72	48	48	48	48	
22 Copy area (50% of equipment on balcony)		100		100	1	1	1	100	100	100	100	100	
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								322	298	298	298	248	248
34 Circulation Factor (Percent of Square Feet):								10%	10%	35%	35%	35%	
35 Circulation Allowance:								32	30	104	87	104	87
36 Total Square Feet (Special Area/Equipment):								354	328	402	335	402	335
37 Total Square Feet (Personnel & Special Area/Equipment):			1,700					1,735	1,546	2,125	1,814	2,201	1,981
38 Area Factor (Net Square Feet/Staff)								193	172	193	165	169	152
39 Annual Rate of Increase (Percent)					0.02								
40 Space Utilization Improvement								0.11			0.15		0.10
41 Percent Open Office Stations					56%	55%	62%						
42 Total Internal Circulation Percentage								34%	35%	41%	42%	41%	43%
													Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Health-Epidemiology**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes		
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2018 Adjusted	2028 Current	2028 Adjusted		2038 Current	2038 Adjusted
Employees Classification														
1 Director	PO5	196	PO5	196	1	1	1	196	196	196	196	196	196	Office
2 Epidemiologist	PO2	120	PO2	120	3	3	3	360	360	360	360	360	360	Office
3 Program manager	PO2	120	PO2	120	2	2	2	240	240	240	240	240	240	Office
4														
5 Response Coordinator	W6	60	W6	60	2	3	3	120	120	180	180	180	180	
6 Investigator	PO2	120	PO2	120	1	2	2	120	120	240	240	240	240	
7 Program coordinator	PO2	120	W6	60	1	1	1	120	60	120	60	120	60	
8 Staitstition	PO2	120	W6	60	2	2	2	240	120	240	120	240	120	In Vital Statistics suite
9 Office Support specialist					1	1	1							In Vital Statistics suite
10 Office Assistant Iii					2	2	3							
11 Administrative secretary	W6	60	W6	60	1	1	1	60	60	60	60	60	60	
12 Emergency Services coordinator	PO2	120	W6	60	2	2	3	240	120	240	120	360	180	
13 Subtotal, Personnel:					18	20	22	1,696	1,396	1,876	1,576	1,996	1,636	
14 Circulation Factor: (Percent of Square Feet):	50%	35%						43%	41%	44%	42%	44%	43%	
15 Circulation Allowance:								729	579	819	669	879	699	
16 Total Square Feet (Personnel):								2425	1975	2695	2245	2875	2335	
Special Area/Equipment														
20 Files	FLB4	12	FLB4	12	15	12	9	180	180	144	144	108	108	
21 Support Equipment		200		200	1	1	1	200	200	200	200	200	200	
22 Conference room		165		165	1	1	1	165	165	165	165	165	165	
23														
24														
25														
26														
27														
28 Vital Statistics suite		324		400	1	1	1	324	324	400	400	400	400	add a fourth person
29 Vacant workstations	W4	51	W4	51	2	2	2	102	102	102	102	102	102	
30 Intern hoteling stations	W4	51	W4	51						102	102	102	102	
31														
32														
33 Subtotal, Special Area/Equipment:								545	545	509	509	473	473	
34 Circulation Factor: (Percent of Square Feet):								20%	20%	35%	35%	35%	35%	
35 Circulation Allowance:								109	109	178	178	166	166	
36 Total Square Feet (Special Area/Equipment):								654	654	687	687	639	639	
37 Total Square Feet (Personnel & Special Area/Equipment):								3,079	2,629	3,382	2,952	3,513	2,973	
38 Area Factor (Net Square Feet/Staff)								171	146	169	147	160	135	
39 Annual Rate of Increase (Percent)														
40 Space Utilization Improvement									0.15			0.13		
41 Percent Open Office Stations														
42 Total Internal Circulation Percentage								37%	35%	42%	41%	42%	41%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Environmental Health**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Adjusted	2038 Current	2038 Adjusted	
Employees Classification												
1 Director	PO5	196	PO5	196	1	1	1	196	196	196	196	Office
2 Engineer	PO4	168	PO4	168	1	1	1	168	168	168	168	Office
3 EHS Supervisors	PO3	140	PO2	120	4	5	5	560	480	700	700	Office
4 EHS Senior Specialist	PO2	120	W10	80	7	8	8	840	560	960	960	Office
5 Admin Assistant	W11	102	W10	80	1	1	1	102	80	102	80	
6 Vector Supervisor			PO2	120						120	120	
7 Vector Staff			W3	48	2	2	2		96	96	96	
8 Environmental Health Specialist	W3	48	W3	48	20	23	28	960	1,104	1,344	1,344	
9 Office staff	W4	51	W4	51	6	7	8	306	357	408	408	
10 Interns	W3	48	W3	48	4	4	5	192	192	240	240	
11												No assigned work station
12												Counter or other
13 Subtotal, Personnel:					44	53	60	3,324	2,942	3,995	4,334	3,892
14 Circulation Factor (Percent of Square Feet):	50%	35%						46%	46%	46%	46%	46%
15 Circulation Allowance:								1523	1344	1838	2007	1801
16 Total Square Feet (Personnel):								4847	4286	5833	6341	5693
Special Area/Equipment												
20 Conference Room		170		170	2	2	2	340	340	340	340	340
21 vacant stations	W4	51	W4	51	3			153				
22 open area files	FLB4	12	FLB4	12	46	30	15	552	360	360	180	180
23 Plan files		30		30	4	4	4	120	120	120	120	
24 support equipment		200		200	1	1	1	200	200	200	200	
25 Seasonal public service interns	W3	48	W3	48	4	5	6	192	240	240	288	
26 Copy area (50% of equipment on balcony)		100		100	1	1	1	100	100	100	100	
27 Records Room (adjacent in utility wing)		253		253	1	1	1	253	253	253	253	could be consolidated to open area
28 Break Rooms		370		370	1	1	1	370	370	370	370	
29 Public Counters		80		80	6	5	5	480	400	400	400	
30 Microfiche room		120		120	1			120				
31 Interview room		120		120	1	1	1			120	120	
32												
33 Subtotal, Special Area/Equipment:								2,880	2,647	2,503	2,371	2,371
34 Circulation Factor (Percent of Square Feet):								20%	20%	35%	35%	35%
35 Circulation Allowance:								576	529	876	830	830
36 Total Square Feet (Special Area/Equipment):								3,456	3,176	3,379	3,201	3,201
37 Total Square Feet (Personnel & Special Area/Equipment):								8,303	7,463	9,212	8,542	8,894
38 Area Factor (Net Square Feet/Staff)								189	170	174	159	148
39 Annual Rate of Increase (Percent)								0.10		0.07		0.07
40 Space Utilization Improvement												
41 Percent Open Office Stations								86%	87%	88%		
42 Total Internal Circulation Percentage								34%	34%	42%	42%	42%
												Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Air Quality**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Division Director	PO5	196	PO5	196	1	1	1	196	196	196	196	196	Office
2													Office
3	PO1	108	PO1	108	8	8	9	864	864	864	972	972	Office
4	PO2	120	W6	60	1	2	2	120	60	240	240	120	2 staff in 1 office now
5 Workstations	W6	60	W6	60	9	11	12	540	660	660	720	720	
6													
7													
8													
9													
10													
11													
12 Counter staff		150		150	1	1	1	150	150	150	150	150	No assigned work station
13 Subtotal, Personnel:					20	23	25	1,870	1,810	1,990	2,278	2,158	Counter or other
14 Circulation Factor (Percent of Square Feet):	50%	35%						41%	42%	42%	42%	42%	
15 Circulation Allowance:								776	746	836	964	904	
16 Total Square Feet (Personnel):								2646	3006	2826	3242	3062	
Special Area/Equipment													
20 Lab		264		264	1	1	1	264	264	264	264	264	
21 Conference room		200		200	1	1	1	200	200	200	200	200	
22 Waiting area		130		130	1	1	1	130	130	130	130	130	
23 Copy area		80		80	1	1	1	80	80	80	80	80	
24 Rest rooms		144		144	1	1	1	144	144	144	144	144	
25 Break room		300		300	1	1	1	300	300	300	300	300	
26 Storage Room		160		160	1	1	1	160	160	160	160	160	
27 Files	FLB4	12	FLB4	12	8	6	4	96	96	72	48	48	
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								1,374	1,374	1,350	1,326	1,326	
34 Circulation Factor (Percent of Square Feet):								60%	60%	60%	60%	60%	
35 Circulation Allowance:								824	824	810	796	796	
36 Total Square Feet (Special Area/Equipment):								2,198	2,198	2,160	2,122	2,122	
37 Total Square Feet (Personnel & Special Area/Equipment):								4,844	4,754	5,166	5,363	5,183	
38 Area Factor (Net Square Feet/Staff)								242	238	225	215	207	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement								0.02					
41 Percent Open Office Stations													
42 Total Internal Circulation Percentage								49%	49%	49%	49%	49%	Collaborative Design Studio

Washoe County 9th Street Master Plan
Space Requirements Program Form

Department: Community Clinical Health Services-Clinic & Public Space

Contact: _____ Date: _____
Telephone: _____ By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity		Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2018 Current	2018 Adjusted	2028 Current	2028 Adjusted	
Employee Classification											
1 Supervisors	PO2	120	PO2	120	3	3	360	360	360	360	360
2											
3											
4 Staff increases, assumed in enclosed space	W6	60	W6	60	8	15			480	480	900
5 Supply room and pharmacy staff					2	2					
6 staff	W8	64	W8	64	2	2	128	128	128	128	128
7											
8 Current Rooms for 1 staff	PO2	120	PO2	120	16	16	1,920	1,920	1,920	1,920	1,920
9 Current Staff in 2 per room	PO2	120	PO2	60	10	10	1,200	600	1,200	600	1,200
10 Registration (in space of 470 sf)					4	5	470	470	470	470	470
11 Immunization Counter staff (in space #23)					4	4					
12 WIC staff (in space #24)					6	7					
13 Subtotal, Personnel:					47	57	65	4,078	4,558	3,958	4,378
14 Circulation Factor (Percent of Square Feet):	50%	35%					49%	48%	49%	49%	49%
15 Circulation Allowance:					1985	1685	2225	1925	2435	2135	
16 Total Square Feet (Personnel):					6063	5163	6783	5883	7413	6513	
Special Area/Equipment					50	60	68				
20 Conference Center		2,700		2,700	1	1	2,700	2,700	2,700	2,700	2,700
21 Main Lobby and waiting		800		800	1	1	800	800	800	800	800
22 Waiting in Corridor by w/c		400		400	1	1	400	400	400	400	400
23 Immunization Counter		280		280	1	1	280	280	280	280	280
24 WIC office		1,616		1,616	1	1	1,616	1,616	1,616	1,616	1,616
25 Hoteling Suite	PO2	120	PO2	120	2	3	240	240	360	360	360
26 Clinic Supplies		800		800	1	1	800	800	800	800	800
27 Storage Rooms		170		170	1	1	170	170	170	170	170
28											
29 Vaccination rooms/stations		120		120	5	6	600	300	720	360	840
30 North Lobby Waiting area		270		270	1	1	270	270	270	270	270
31 Pharmacy		190		190	1	1	190	190	190	190	190
32 Break room		180		180	1	1	180	180	180	180	180
33 Laboratory		180		180	2	2	360	360	360	360	360
34 Conference Room		160		160	1	1	160	160	160	160	160
35 Examination Rooms		120		120	9	11	1,080	1,080	1,320	1,440	1,440
36 Subtotal, Special Area/Equipment:					9,846	9,546	10,326	9,966	10,566	10,146	
37 Circulation Factor (Percent of Square Feet):					20%	20%	35%	35%	35%	35%	
38 Circulation Allowance:					1,189	1,129	2,249	2,123	2,333	2,186	
39 Total Square Feet (Special Area/Equipment):					11,035	10,675	12,575	12,089	12,899	12,332	
40 Total Square Feet (Personnel & Special Area/Equipment):					17,098	15,838	19,358	17,972	20,312	18,845	
41 Area Factor (Net Square Feet/Staff)					364	337	340	315	312	290	
42 Annual Rate of Increase (Percent)					0.02	0.01					
43 Space Utilization Improvement							0.07				0.07
44 Percent Open Office Stations					94%	95%	95%				
45 Total Internal Circulation Percentage					23%	22%	30%	29%	31%	30%	30%
											Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form**

Department: Community & Clinical Health Service Office and Support

Date: _____
By: JHS

Contact: _____
Telephone: _____

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Director	PO7	280	PO7	280	1	1	1	280	280	280	280	280	Office
2 Health Education Staff	PO2	120	W10	80	4	5	6	480	600	400	720	480	Office
3 Administrative Assistant	PO2	120	W10	80	1	1	1	120	80	120	80	80	Office
4 Support staff	PO2	60	PO2	60	2	2	2	120	120	120	120	120	
5 Managers	PO3	140	PO3	140					140	140	280	280	
6 Billing	W6	60	W6	60					60	60	120	120	
7 Office Support	W4	51	W4	51					51	51	102	102	
8													
9													
10													
11													
12													No assigned work station Counter or other
13 Subtotal, Personnel:					8	12	16	882	800	1,371	1,742	1,462	
14 Circulation Factor (Percent of Square Feet):	50%	35%						35%	37%	39%	40%	41%	
15 Circulation Allowance:					309	298	536	452	703	605	605	605	
16 Total Square Feet (Personnel):					1191	1098	1907	1583	2445	2067	2445	2067	
Special Area/Equipment													
20 Storage		160		160	1	1	1	160	160	160	160	160	
21 Hoteling Stations	PO2	120	PO2	120	2	2		240	96				
22 Hoteling Stations	W3	48	W3	48		4	5			192	192	240	
23 Vacant Office	PO2	120	PO2	120	1		120						
24 Conference Rooms				180		1	1			180	180	180	
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								520	256	532	532	580	
34 Circulation Factor (Percent of Square Feet):					65%	60%	60%	65%	65%	60%	60%	60%	
35 Circulation Allowance:					338	166	319	319	319	319	348	348	
36 Total Square Feet (Special Area/Equipment):					868	422	851	851	851	928	928	928	
37 Total Square Feet (Personnel & Special Area/Equipment):					2,049	1,520	2,758	2,434	3,373	2,995	3,373	2,995	
38 Area Factor (Net Square Feet/Staff)					256	190	230	203	211	187	211	187	
39 Annual Rate of Increase (Percent)						0.05							
40 Space Utilization Improvement								0.26		0.12		0.11	
41 Percent Open Office Stations						25%	42%						
42 Total Internal Circulation Percentage						46%	44%	45%	46%	45%	45%	47%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Administration**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2018 adjusted	2028 Current	2028 Adjusted		2038 Current
Employee Classification													
1 Supervisor	W11	102	W11	102	1	1	1	102	102	102	102	102	102
2 Admin. Assistant	W11	102	W8	64	1	1	1	102	64	102	64	102	64
3 Admin Secretary	W11	102	W8	64	3	5	7	306	192	510	320	714	448
4 Office Support Specialist													
5 Account Clerk													
6 Office Assistant													
7													
8													
9 Permitting	PO3	140	PO3	140	1	1	1	140	140	140	140	140	140
10 Planning	W11	102	W8	64	1	1	1	102	64	102	64	102	64
11 Business Liscence													
12 Office Assistant		120		120	1	1	1	120	120	120	120	120	120
13 Subtotal, Personnel:					8	10	12	872	682	1,076	810	1,280	938
14 Circulation Factor (Percent of Square Feet):	20%	20%						20%	20%	20%	20%	20%	20%
15 Circulation Allowance:					174	136	215	162	136	215	162	256	188
16 Total Square Feet (Personnel):					1,046	818	1,291	972	1,536	1,126			
Special Area/Equipment													
20 Waiting Area for 30 visitors				15	30	30	30			450			450
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:										450		450	450
34 Circulation Factor (Percent of Square Feet):					30%	30%	30%	30%	30%	30%	30%	30%	30%
35 Circulation Allowance:										135		135	135
36 Total Square Feet (Special Area/Equipment):										585		585	585
37 Total Square Feet (Personnel & Special Area/Equipment):					1,046	818	1,291	1,557	1,536	1,536	1,536	1,711	1,711
38 Area Factor (Net Square Feet/Staff)					131	102	129	156	128	143			
39 Annual Rate of Increase (Percent)							0.03						
40 Space Utilization Improvement													
41 Percent Open Office Stations					38%	30%	25%						
42 Total Internal Circulation Percentage					20%	20%	20%	24%	24%	24%	24%	20%	23%
43 Potential Space Adjustment					16	(212)	261	527	506	681			

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Business License**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employees Classification													
1													
2 Staff	W8	64	W8	64	4	4	4	256	256	256	256	256	Office
3													Office
4													Office
5													
6													
7													
8													
9													
10													
11													
12													No assigned work station Counter or other
13 Subtotal, Personnel:					4	4	4	256	256	256	256	256	
14 Circulation Factor (Percent of Square Feet):	50%	50%						50%	50%	50%	50%	50%	
15 Circulation Allowance:								128	128	128	128	128	
16 Total Square Feet (Personnel):								384	384	384	384	384	
Special Area/Equipment													
20 Support files and equipment		150		150	1	1	1	150	150	150	150	150	
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								150	150	150	150	150	
34 Circulation Factor (Percent of Square Feet):								45%	45%	45%	45%	45%	
35 Circulation Allowance:								68	68	68	68	68	
36 Total Square Feet (Special Area/Equipment):								218	218	218	218	218	
37 Total Square Feet (Personnel & Special Area/Equipment):								602	602	602	602	602	
38 Area Factor (Net Square Feet/Staff)								150	150	150	150	150	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement													
41 Percent Open Office Stations													
42 Total Internal Circulation Percentage								48%	48%	48%	48%	48%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Planning**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employees Classification													
1 Director	PO5	196	PO5	196	1	1	1	196	196	196	196	196	Office
2	PO4	168	PO4	168	1	1	1	168	168	168	168	168	Office
3	PO3	140	PO3	140	2	2	2	280	280	280	280	280	Office
4 Parks Office	PO2	120	PO2	120	2	2	2	240	240	240	240	240	not included in 19 staff projection
5 Planning Stations	W11	102	W11	102	10	10	10	1,020	1,020	1,020	1,020	1,020	existing on windows
6 Planning Stations	W11	102	W10	80	5	5	5	510	400	400	510	400	interior location
7													
8													
9													
10													
11													
12													No assigned work station Counter or other
13 Subtotal, Personnel:					21	21	21	2,414	2,304	2,304	2,414	2,304	
14 Circulation Factor (Percent of Square Feet):	50%	30%						45%	45%	44%	45%	44%	
15 Circulation Allowance:					1078	1078	1078	1023	1078	1023	1078	1023	
16 Total Square Feet (Personnel):					3492	3492	3492	3327	3492	3327	3492	3327	
Special Area/Equipment													
20 Conference Room		230		230	1	1	1	230	230	230	230	230	
21 Planning Counter		300		300	1	1	1	300	300	300	300	300	
22 Files		230		230	1	1	1	230	230	230	230	230	
23 Storage		160		100	1	1	1	160	80	100	80	100	Common area
24 Copy room		140		140									
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								920	840	860	840	860	
34 Circulation Factor (Percent of Square Feet):					15%	15%	15%	15%	15%	15%	15%	15%	
35 Circulation Allowance:					138	129	126	129	126	129	126	129	
36 Total Square Feet (Special Area/Equipment):					1,068	966	966	989	966	989	966	989	
37 Total Square Feet (Personnel & Special Area/Equipment):					4,500	4,385	4,458	4,385	4,458	4,316	4,458	4,316	
38 Area Factor (Net Square Feet/Staff)					217	209	212	206	212	206	212	206	
39 Annual Rate of Increase (Percent)										0.03			
40 Space Utilization Improvement													
41 Percent Open Office Stations					81%	81%	81%						
42 Total Internal Circulation Percentage					36%	37%	36%	37%	36%	37%	37%	36%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Building**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Director	PO7	280	PO7	280	1	1	1	280	280	280	280	280	Office
2 Business Facilitator	PO5	196	PO5	196	1	1	1	196	196	196	196	196	Office
3 Supervisor	PO2	120	PO2	120	2	2	2	240	240	240	240	240	Office
4 Permit Technician	W7	64	W7	64	5	5	5	320	320	320	320	320	
5 Inspectors	W10	80	W10	80	3	3	3	240	240	240	240	240	Space for 3 stations of 64 sf in 320 sf
6 Plan Examinors	W10	80	W10	80	6	6	6	480	480	480	480	480	Space for 6 in 770 sf
7													
8													
9													
10													
11													No assigned work station
12													Counter or other
13 Subtotal, Personnel:					18	18	18	1,756	1,756	1,756	1,756	1,756	
14 Circulation Factor (Percent of Square Feet):	50%	35%						44%	44%	44%	44%	44%	
15 Circulation Allowance:					771	771	771	771	771	771	771	771	
16 Total Square Feet (Personnel):					2527	2527	2527	2527	2527	2527	2527	2527	
Special Area/Equipment													
20 Work area		300		300	1	1	1	300	300	300	300	300	
21 Conference Rooms		220		220	1	1	1	220	220	220	220	220	
22 Counter Positions		100		100	7	7	7	700	700	700	700	700	not dedicated staff
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								1,220	1,220	1,220	1,220	1,220	
34 Circulation Factor (Percent of Square Feet):								55%	55%	55%	55%	55%	
35 Circulation Allowance:					671	671	671	671	671	671	671	671	
36 Total Square Feet (Special Area/Equipment):					1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	
37 Total Square Feet (Personnel & Special Area/Equipment):					4,418	4,418	4,418	4,418	4,418	4,418	4,418	4,418	
38 Area Factor (Net Square Feet/Staff)					245	245	245	245	245	245	245	245	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement													
41 Percent Open Office Stations					78%	78%	78%	78%	78%	78%	78%	78%	
42 Total Internal Circulation Percentage								48%	48%	48%	48%	48%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Engineering**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted	
Employee Classification													
1 Director	PO4	168	PO4	168	1	1	1	168	168	168	168	168	Total capacity per plan is 28 staff
2 Engineer offices on windows	PO4	168	PO4	168	1	2	2	168	336	336	336	336	Office
3 Engineering offices in interior	PO3	140	W10	80	9	13	13	1,260	1,820	1,040	1,820	1,040	Office on windows in future plan
4 Engineering workstations in interior	PO2	120	W10	80	1	2	2	120	80	240	160	240	Interior office on future plan
5 staff	W8	64	W8	64	2	2	2	128	128	128	128	128	Office
6 Engineering workstations on windows	W11	102	W11	102	2	3	3	204	306	306	306	306	
7 Eric C - Operations	PO4	168	PO4	168	1	1	1	168	168	168	168	168	
8 Public Service Intern	W8	64	W8	64	2	3	3	128	192	192	192	192	
9 Inspector stations (1 supervisor)	W3	48	W8	64	3	4	4	224	224	224	224	224	In room of 224 sf
10 Utility Supervisor			W11	102		1	1		102	102	102	102	4 staff share hoteling stations in parking
11 CTMRD													6 staff on separate data sheet
12 Utilities field staff hoteling stations						4	5						5 staff in hoteling stations below
13 Subtotal, Personnel:					22	36	37	2,568	3,684	2,824	3,684	2,824	31 spaces available
14 Circulation Factor: (Percent of Square Feet):	50%	40%						44%	44%	50%	44%	50%	
15 Circulation Allowance:					1124	888	1610	888	1610	1258	1610	1258	
16 Total Square Feet (Personnel):					3692			2876	5294	4082	5294	4082	
Special Area/Equipment													
17 Conference Room		180		180	1	1	1	180	180	180	180	180	
18 Copy and printing area		150		150	1	1	1	150	150	150	150	150	
19 Counter Positions		70		70	3	3	3	210	210	210	210	210	no staff assigned to these
20 work area		80		80	1	1	1	80	80	80	80	80	
21 Supply cabinets		9		9	3	3	3	27	27	27	27	27	in current file/store room
22 Vertical Files		9		9	30	20	10	270	180	180	90	90	in current file/store room
23 Lateral Files	FLB4	12	FLB4	12	4	4	4	48	48	48	48	48	in current file/store room
24 Plan files		24		24	2	2	2	48	48	48	48	48	in current file/store room
25 Bookcases		9		9	5	5	5	45	45	45	45	45	in current file/store room
26 Allowance for Collaboration spaces				400		1	1			400		400	
27													
28 Intern Hoteling stations	W2	36	W2	36	2	3	4	72	108	108	144	144	
29 Hoteling stations for Utilities	W2	36	W2	36		3	3		108	108	108	108	5 staff share
30 Subtotal, Special Area/Equipment:								1,130	1,130	1,584	1,130	1,530	
31 Circulation Factor: (Percent of Square Feet):					20%			20%	35%	30%	35%	30%	
32 Circulation Allowance:					226	339	414	475	475	396	459	459	
33 Total Square Feet (Special Area/Equipment):					1,356	1,469	1,526	1,989	2,059	1,526	1,989	1,989	
34 Total Square Feet (Personnel & Special Area/Equipment):					5,000			5,048	6,892	6,141	6,819	6,071	
35 Area Factor (Net Square Feet/Staff)								229	198	171	184	164	
36 Annual Rate of Increase (Percent)						0.06							
37 Space Utilization Improvement								0.14		0.11			
38 Percent Open Office Stations						50%	56%	57%					
39 Total Internal Circulation Percentage								37%	39%	42%	42%	39%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Capital Projects**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes		
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2018 Adjusted	2028 Current	2028 Adjusted		2038 Current	2038 Adjusted
Employees Classification														
1 Sr. Project Manager			PO3	140		1	1			140	140	140	140	Office
2														Office
3														Office
4 Project Manager	W11	102	W11	102	3	3	3	306	306	306	306	306	306	
5 Building Operations	W11	102	W11	102	1	1	1	102	102	102	102	102	102	
6														
7														
8														
9														
10														
11														
12														No assigned work station Counter or other
13 Subtotal, Personnel:					4	5	5	408	408	548	548	548	548	
14 Circulation Factor (Percent of Square Feet):	50%	35%						50%	50%	46%	46%	46%	46%	
15 Circulation Allowance:					204	253	253	204	204	253	253	253	253	
16 Total Square Feet (Personnel):					612	801	801	612	612	801	801	801	801	
Special Area/Equipment														
20 Layout table/conference table		150		150	1	1	1	150	150	150	150	150	150	
21 Storage		70		70	1	1	1	70	70	70	70	70	70	
22 Files	FLB4	12	FLB4	12	6	6	6	72	72	72	72	72	72	
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33 Subtotal, Special Area/Equipment:								292	292	292	292	292	292	
34 Circulation Factor (Percent of Square Feet):								50%	50%	50%	50%	50%	50%	
35 Circulation Allowance:					146	146	146	146	146	146	146	146	146	
36 Total Square Feet (Special Area/Equipment):					438	438	438	438	438	438	438	438	438	
37 Total Square Feet (Personnel & Special Area/Equipment):					1,050	1,239	1,239	1,050	1,050	1,239	1,239	1,239	1,239	
38 Area Factor (Net Square Feet/Staff)					263	248	248	263	263	248	248	248	248	
39 Annual Rate of Increase (Percent)						0.03								
40 Space Utilization Improvement														
41 Percent Open Office Stations					100%	80%	80%							
42 Total Internal Circulation Percentage								50%	50%	48%	48%	48%	48%	Collaborative Design Studio

Washoe County 9th Street Master Plan
Space Requirements Program Form

Department: CSD - Finance & Customer Service & Common Area

Date: _____
By: JHS

Contact: _____
Telephone: _____

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	
Employees Classification												
1 Director	PO7	280	PO5	196	1	1	1	280	196	280	196	Office
2 Senior Accountant	PO4	168	PO3	140	1	1	1	168	140	168	140	Office
3 Fiscal Compliance Officer	PO4	168	PO3	140	2	3	3	336	280	504	504	Office
4												
5 Accountant	W11	102	W10	80	1	1	1	102	80	102	80	
6 Account Clerk	W11	102	W10	80	2	2	3	204	160	204	160	240
7 Office Support Specialist					1	1	1					at counters
8 Office Assistant III					3	3	3					at counters
9 Manpower staff					1	1	1					at counters
10 Facilities Staff	PO4	168	PO4	168	1	1	1	168	168	168	168	located next to restrooms
11												No assigned work station
12 Built in Counters		750		750				600	600	600	600	Counter or other
13 Subtotal, Personnel:					13	14	15	1,858	1,624	2,026	2,128	1,844
14 Circulation Factor: (Percent of Square Feet):	50%	35%						44%	44%	43%	43%	44%
15 Circulation Allowance:								811	720	870	769	809
16 Total Square Feet (Personnel):								2669	2344	2896	3049	2653
Special Area/Equipment												
20 Waiting area (for plan review and counters)		400		400	1	1	1	400	400	400	400	400
21 Conference Room		572		572	1	1	1	572	572	572	572	572
22 Conference Room		125		125	2	2	2	250	250	250	250	250
23 Break Room		110		110	1	1	1	110	110	110	110	110
24 Copy and print room		166		166	1	1	1	166	166	166	166	166
25												
26 Public Copier		50		50	1	1	1	50	50	50	50	50
27												
28												
29												
30												
31												
32												
33 Subtotal, Special Area/Equipment:								1,548	1,548	1,548	1,548	1,548
34 Circulation Factor: (Percent of Square Feet):								18%	18%	25%	25%	25%
35 Circulation Allowance:								279	279	387	387	387
36 Total Square Feet (Special Area/Equipment):								1,827	1,827	1,935	1,935	1,935
37 Total Square Feet (Personnel & Special Area/Equipment):								4,496	4,170	4,831	4,484	4,588
38 Area Factor (Net Square Feet/Staff)								346	321	345	332	306
39 Annual Rate of Increase (Percent)					0.01							
40 Space Utilization Improvement								0.07		0.08		0.08
41 Percent Open Office Stations					69%	64%	67%					
42 Total Internal Circulation Percentage								32%	31%	35%	36%	35%
												Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - CTMRD Program-offices**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Manager	PO3	140	PO3	140	1	1	1	140	140	140	140	140	Office
2													Office
3													Office
4 Hydrologist	W11	102	W10	80	3	3	3	240	306	240	306	240	
5 Systems Developer	W11	102	W10	80	1	1	1	102	80	102	80	102	80
6 Hydrologist	W10	80	W10	80	1	1	1	80	80	80	80	80	
7													
8													
9													
10													
11													
12													No assigned work station Counter or other
13 Subtotal, Personnel:					6	6	6	628	540	628	540	628	540
14 Circulation Factor (Percent of Square Feet):	45%	35%						43%	43%	50%	43%	50%	50%
15 Circulation Allowance:					269	229	229	229	269	229	269	229	
16 Total Square Feet (Personnel):					897	769	769	769	897	769	897	769	
Special Area/Equipment													
20 Laboratory		576		600									Remain located in C-1
21 Printing station		120		120									
22 Vacant workstation		160		160									Require enclosed parking for 3 vehicles heated
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								30%	30%	30%	30%	30%	
34 Circulation Factor (Percent of Square Feet):													
35 Circulation Allowance:													
36 Total Square Feet (Special Area/Equipment):													
37 Total Square Feet (Personnel & Special Area/Equipment):		900			897	769	769	769	897	769	897	769	
38 Area Factor (Net Square Feet/Staff)					149	128	149	128	149	128	149	128	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement						0.14		0.14		0.14		0.14	
41 Percent Open Office Stations					83%	83%	83%	83%	83%	83%	83%	83%	
42 Total Internal Circulation Percentage					43%	42%	42%	42%	43%	42%	43%	42%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CSD - Western Regional Water Commission**

Date: _____
By: JHS

Contact: _____
Telephone: _____

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes	
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current		2038 Adjusted
Employees Classification													
1 Program Manager	PO3	140	PO3	140	1	1	1	140	140	140	140	140	Office
2 Staff	W11	102	W8	64	2	2	2	204	204	128	160	128	Office
3													Office
4													
5													
6													
7													
8													
9													
10													
11													
12													No assigned work station Counter or other
13 Subtotal, Personnel:					3	3	3	344	268	344	300	268	
14 Circulation Factor (Percent of Square Feet):	50%	35%						35%	45%	45%	45%	45%	
15 Circulation Allowance:								120	94	120	94	105	94
16 Total Square Feet (Personnel):								464	362	464	405	362	
Special Area/Equipment													
20 Files	FLB4	12	FLB4	12	3	3	3	36	36	36	36	36	
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								36	36	36	36	36	
34 Circulation Factor (Percent of Square Feet):								20%	20%	20%	20%	20%	
35 Circulation Allowance:								7	7	7	7	7	
36 Total Square Feet (Special Area/Equipment):								43	43	43	43	43	
37 Total Square Feet (Personnel & Special Area/Equipment):								508	405	508	448	405	
38 Area Factor (Net Square Feet/Staff)								169	135	169	149	135	
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement								0.20	0.20	0.20	0.20	0.10	
41 Percent Open Office Stations													
42 Total Internal Circulation Percentage								34%	33%	34%	33%	33%	Collaborative Design Studio

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: CTMRD Laboratory and support**

Date: _____
By: JHS

Contact: _____
Telephone: _____

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity				Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Adjusted	2028 Adjusted	2038 Current	2038 Adjusted		
Employees Classification													
1													Office
2													Office
3													Office
4													
5													
6													
7													
8													
9													
10													
11													No assigned work station
12													Counter or other
13 Subtotal, Personnel:													
14 Circulation Factor (Percent of Square Feet):	50%	35%											
15 Circulation Allowance:													
16 Total Square Feet (Personnel):													
Special Area/Equipment													
20 Laboratory		576		576	1	1	1	576	576	576	576	576	not to relocate with staff to A-2
21 Inside storage and support													
22 outside storage modules		200		200	1	1	1	200	200	200	200	200	not included in space
23 Printing		150		120									
24 Vacant Station		130		130									
25													
26													
27													
28													
29													
30													
31													
32													
33 Subtotal, Special Area/Equipment:								576	576	576	576	576	
34 Circulation Factor (Percent of Square Feet):								20%	20%	20%	20%	20%	
35 Circulation Allowance:								115	115	115	115	115	
36 Total Square Feet (Special Area/Equipment):								691	691	691	691	691	
37 Total Square Feet (Personnel & Special Area/Equipment):								700	691	691	691	691	
38 Area Factor (Net Square Feet/Staff)													
39 Annual Rate of Increase (Percent)													
40 Space Utilization Improvement													
41 Percent Open Office Stations													
42 Total Internal Circulation Percentage								20%	20%	20%	20%	20%	Collaborative Design Studio

Washoe County 9th Street Master Plan
Space Requirements Program Form

Department: Human Services Agency-Senior Services

Contact: _____
Telephone: _____

Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes
	Space Code	NSF	Space Code	NSF	2018 Current	2018 Adjusted	2028 Current	2028 Adjusted	2038 Current	2038 Adjusted		
<u>Employee Classification</u>					2018	2018	2028	2028	2038	2038		
1 Senior Services Coordinator	P07	280	P05	196	1	1	1	196	196	196	Current space marginal for 20 staff	
2 Supervisors	P03	140	P03	140	2	2	2	280	280	280	Future remodeling of vacant suites could provide more appropriate suite for all staff in one location	
3												
4 Staff workstations	W3	48	W7	64	4	4	4	256	256	192	256	
5 Staff increase	W7	64	W7	64	3	6	3	192	192	384	384	
6 Office suite east of restrooms		120	W7	64	8	8	8	960	512	960	512	Room is 960 sf
7 Office suite north of restrooms		150	W7	64	3	3	3	450	192	450	192	Room is 450 sf for 3 staff
8												
9 Current office space available		1,420		1,420	1			1,420				
10 Staff at Intake area			W7	64	2	2	2	128	128	128	128	Space on line 20
11 Subtotal, Personnel:					20	23	26	2,984	2,482	1,756	2,674	1,948
12 Circulation Factor (Percent of Square Feet):	40%							40%	60%	60%	60%	60%
13 Circulation Allowance:					1,484	1,194	1,489	1,054	1,604	1,054	1,169	
14 Total Square Feet (Personnel):					5194	4178		3971	2810	4278	3117	
<u>Special Area/Equipment</u>												
15 Daybreak area to be vacated		2,352			1			2,352				
16 Intake and Counter (room for 2 or 3 staff)		600		600	1	1	1	600	600	600	600	
17 Built in storage units		1,000		1,000	1	1	1	1,000	1,000	1,000	1,000	
18 Assembly area		5,700		5,700	1	1	1	5,700	5,700	5,700	5,700	
19 Kitchen		2,640		2,640	1	0.6	0.6	2,640	1,584	1,584	1,584	warming and serving area only
20 SHIP		536		536	1	1	1	536	536	536	536	
21 AARP		120		120	1	1	1	120	120	120	120	
22 Mental Health Interview		110		110	1	1	1	110	110	110	110	
23 Library		960		960	1	1	1	960	960	960	960	
24 Arts and Crafts room		800		800	1	1	1	800	800	800	800	
25 Pool Room, Game Room, Activity Room		2,310		2,310	1	1	1	2,310	2,310	2,310	2,310	
26 Staff Conference Room		340		340	1	1	1	340	340	340	340	
27 Restrooms		1,200		1,200	1	1	1	1,200	1,200	1,200	1,200	
28 Washoe Legal Services Suite		1,300		1,300	1	0.7	0.7	1,300	910	910	910	Could be reduced to 900 sf.
29 Break Room for staff		300		300	1	1	1	300	300	300	300	needs sink
30 Civil Marriage Room		110		110	1	1	1	110	110	110	110	
31 Subtotal, Special Area/Equipment:					20,378	18,932	16,580	16,580	16,580	16,580	16,580	
32 Circulation Factor (Percent of Square Feet):					18%	18%	20%	20%	20%	20%	20%	
33 Circulation Allowance:					3,668	3,408	3,316	3,316	3,316	3,316	3,316	
34 Total Square Feet (Special Area/Equipment):					24,046	22,340	19,896	19,896	19,896	19,896	19,896	
35 Total Square Feet (Personnel & Special Area/Equipment):					29,240	26,517	23,867	22,706	24,174	23,013	23,013	
36 Area Factor (Net Square Feet/Staff)					1,462	1,326	1,038	987	930	885	885	
37 Annual Rate of Increase (Percent)						0.02						
38 Space Utilization Improvement						0.09		0.05		0.05		

**Washoe County 9th Street Master Plan
Space Requirements Program Form
Department: Support Spaces**

Contact: _____
Telephone: _____
Date: _____
By: JHS

Employee Classification or Special Area/Equipment	Current		Future		Personnel/Quantity			Net Square Feet (NSF)				Remarks/Notes		
	Space Code	NSF	Space Code	NSF	2018	2028	2038	2018 Current	2018 Adjusted	2028 Current	2028 Adjusted		2038 Current	2038 Adjusted
Employees Classification														
1 Security	PO4	168	PO4	168	1	1	1	168	168	168	168	168	168	Office
2														Office
3														Office
4														
5														
6														
7														
8														
9														
10														
11														
12														No assigned work station Counter or other
13 Subtotal, Personnel:					1	1	1	168	168	168	168	168	168	
14 Circulation Factor (Percent of Square Feet):	50%	35%						35%	35%	35%	35%	35%	35%	
15 Circulation Allowance:								59	59	59	59	59	59	
16 Total Square Feet (Personnel):								227	227	227	227	227	227	
Special Area/Equipment														
20 Commission Chambers		8,000		8,000	1	1	1	8,000	8,000	8,000	8,000	8,000	8,000	
21 Café		2,558		2,558	1	1	1	2,558	2,558	2,558	2,558	2,558	2,558	
22 Facilities		2,000		2,000	1	1	1	2,000	2,000	2,000	2,000	2,000	2,000	
23 Security		600		600	1	1	1	600	600	600	600	600	600	
24 Health Conference Center		2,700		2,700	1	1	1	2,700	2,700	2,700	2,700	2,700	2,700	
25 Training Center				4,000	1	1	1		3,730	4,000	3,730	4,000		
26 Wellness facility				2,000	1	1	1		1,800	2,000	1,800	2,000		
27 A-1 Storage		1,300		1,300	1	1	1	1,300	1,300	1,300	1,300	1,300	1,300	
28 Media Center		700		700	1	1	1	700	700	700	700	700	700	
29 State Lease Space		6,770		6,770	1	1	1	6,770	6,770	6,770	6,770	6,770	6,770	
30 Central Conference Room		2,172		2,172	1	1	1	2,172	2,172	2,172	2,172	2,172	2,172	
31 Utility & CTMRD Garage				3,752	1	1	1		3,752	3,752	3,752	3,752	3,752	
32														
33 Subtotal, Special Area/Equipment:								26,800	26,800	35,060	35,530	35,060	35,530	
34 Circulation Factor (Percent of Square Feet):								10%	10%	10%	10%	10%	10%	
35 Circulation Allowance:								2,680	2,680	3,506	3,553	3,506	3,553	
36 Total Square Feet (Special Area/Equipment):								29,480	29,480	38,566	39,083	38,566	39,083	
37 Total Square Feet (Personnel & Special Area/Equipment):								29,707	29,707	38,793	39,310	38,793	39,310	
38 Area Factor (Net Square Feet/Staff)								29,707	29,707	38,793	39,310	38,793	39,310	
39 Annual Rate of Increase (Percent)														
40 Space Utilization Improvement														
41 Percent Open Office Stations														
42 Total Internal Circulation Percentage								10%	10%	10%	10%	10%	10%	Collaborative Design Studio

Appendix B. Space Standards

Exhibit B-1. Proposed Office of the Future Standards

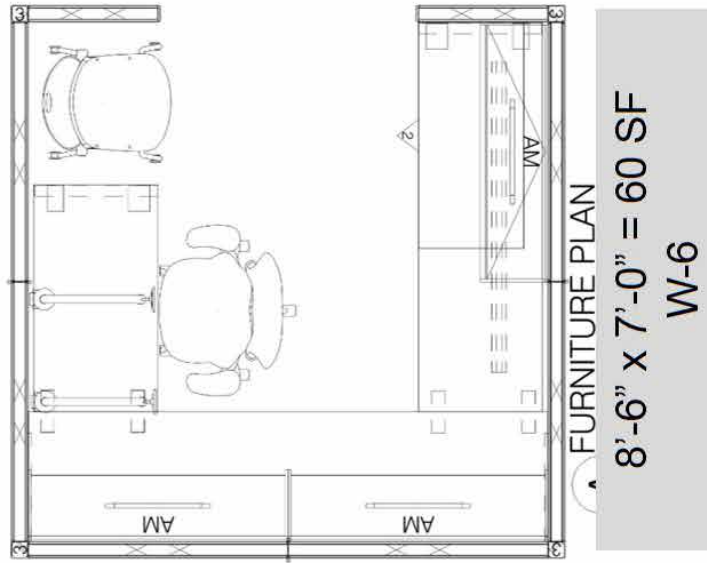
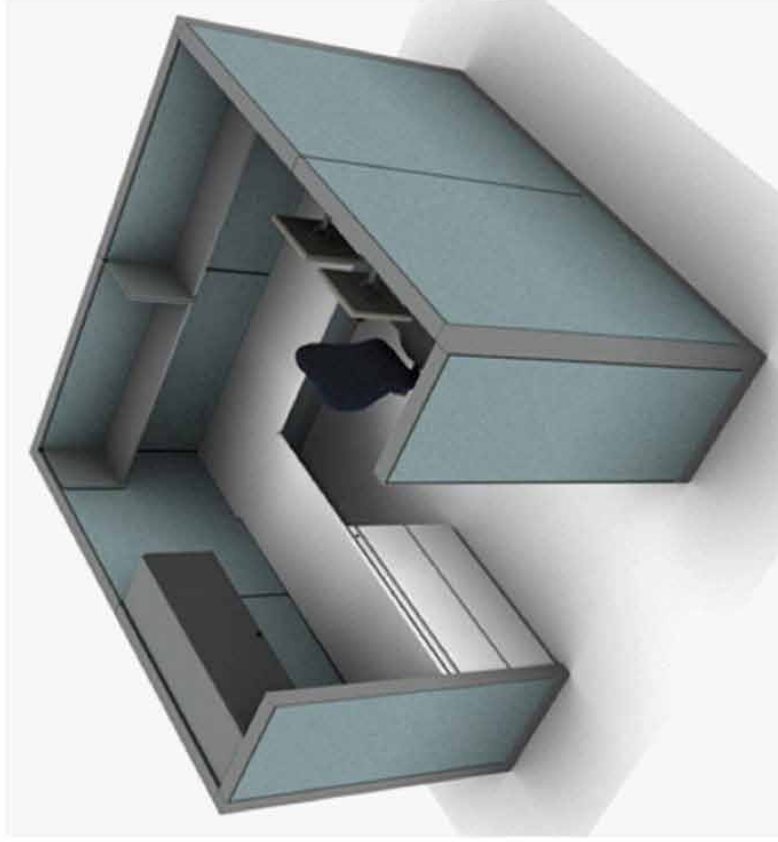
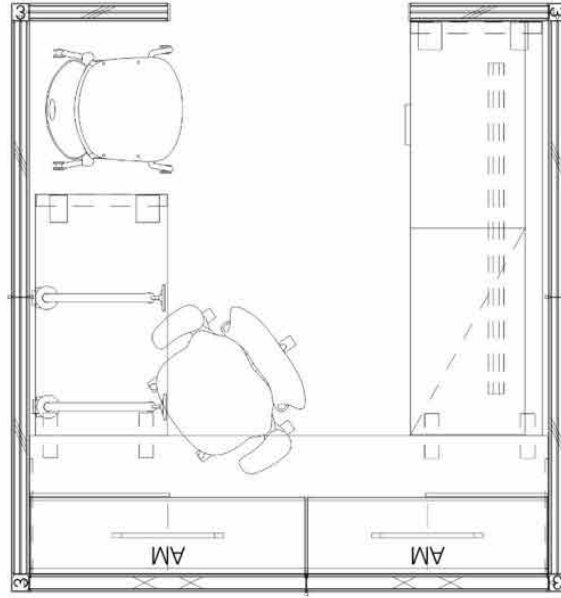
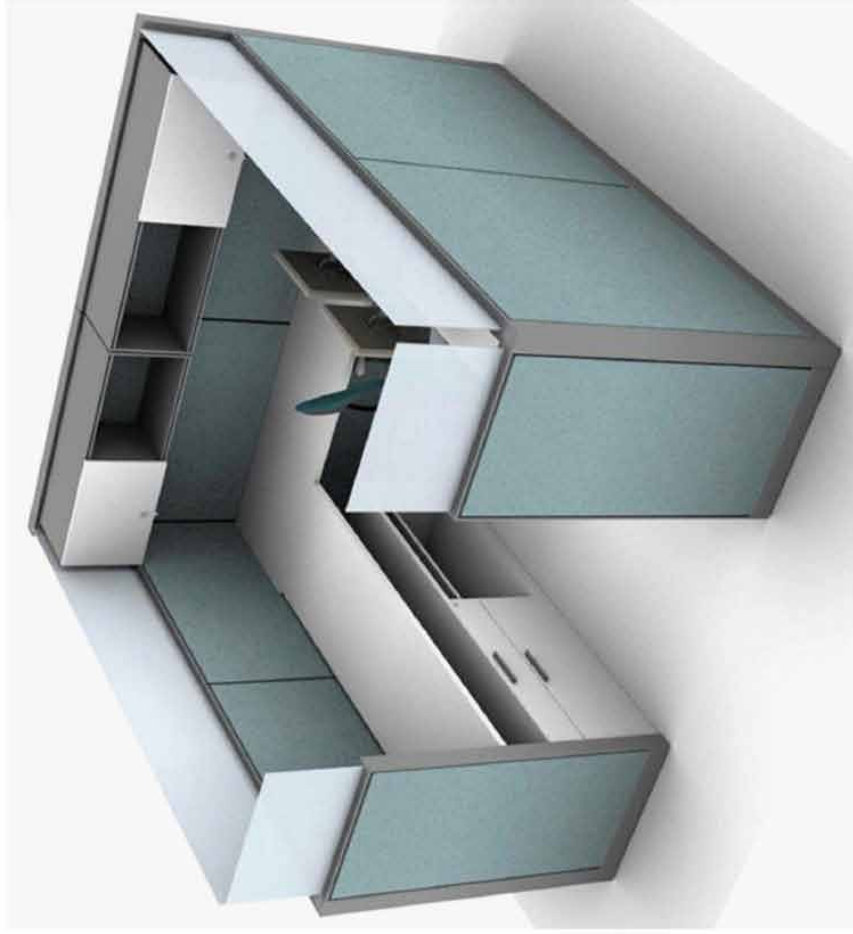


Exhibit B-2. Proposed Office of the Future Standards



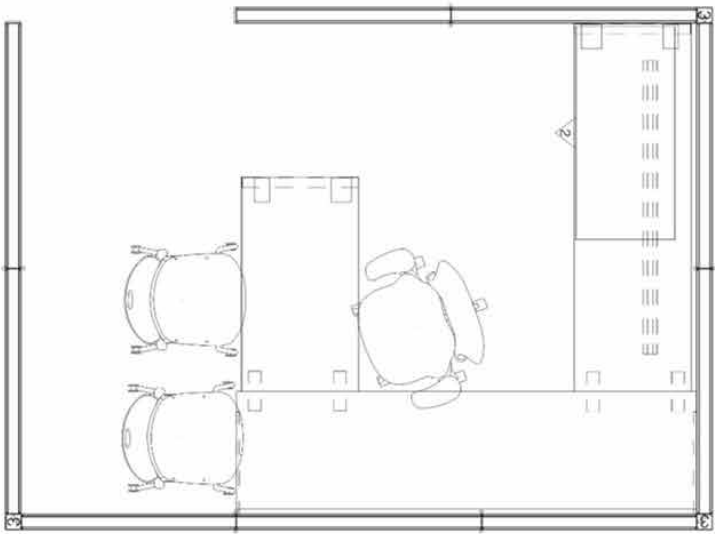
A FURNITURE PLAN

SCALE: 1/2" = 1'-0"

8'-6" x 7'-0" = 60 SF

W-6

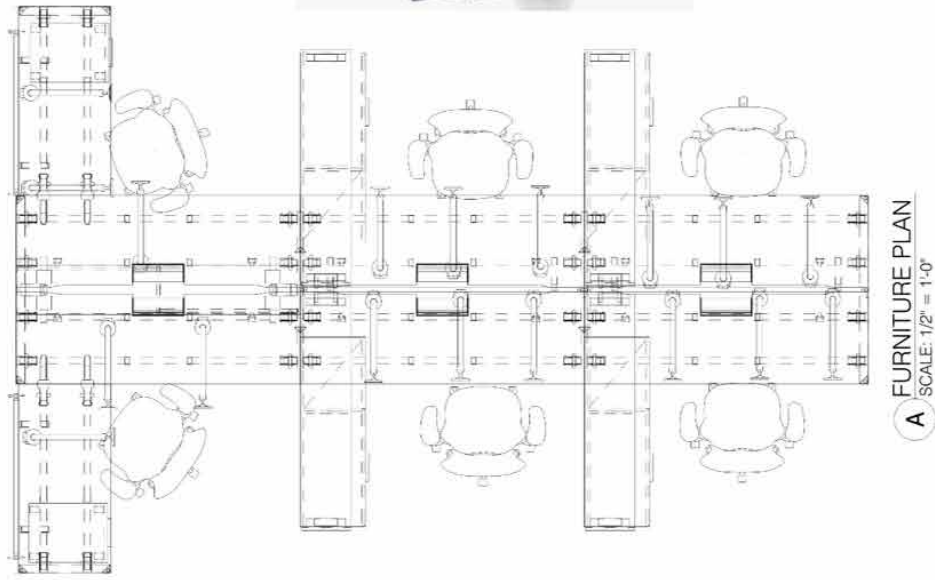
Exhibit B-3. Proposed Office of the Future Standards



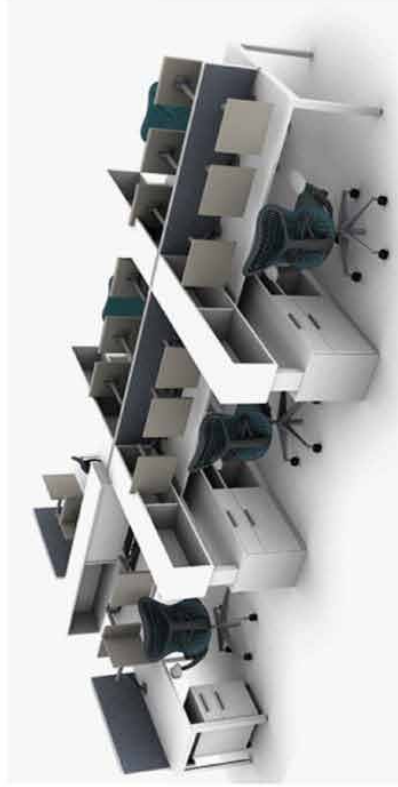
9'-3" x 11'-0" = 102 SF
W-11



Exhibit B-4. Proposed Office of the Future Standards

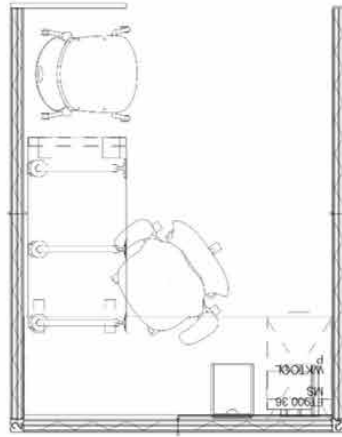


7'-6" x 7'-6" = 56 SF
W-5

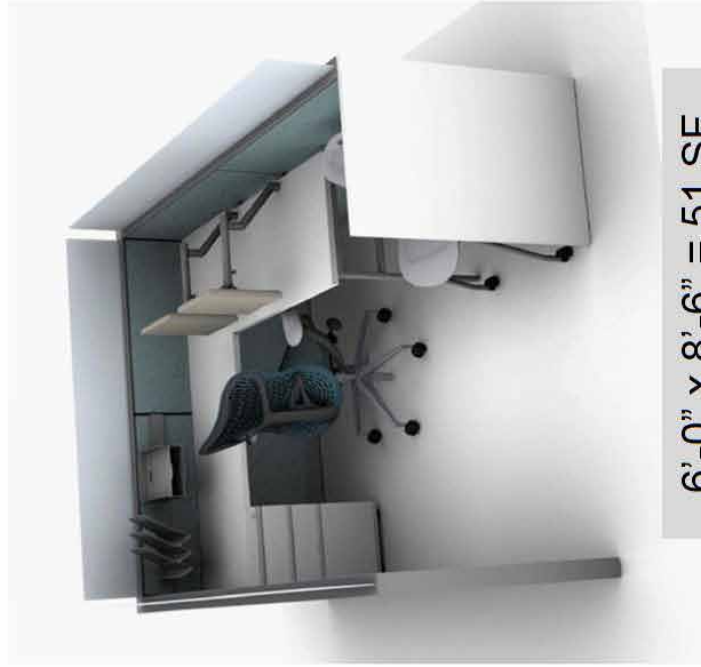


7'-6" x 6'-3" = 48 SF
W-2

Exhibit B-5. Proposed Office of the Future Standards

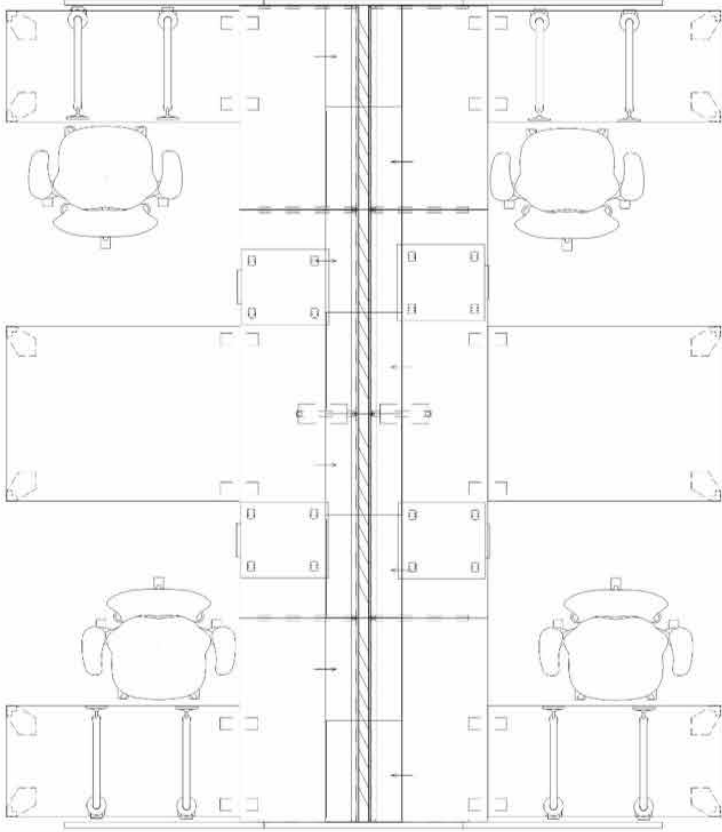


A FURNITURE PLAN
SCALE: 1/2" = 1'-0"



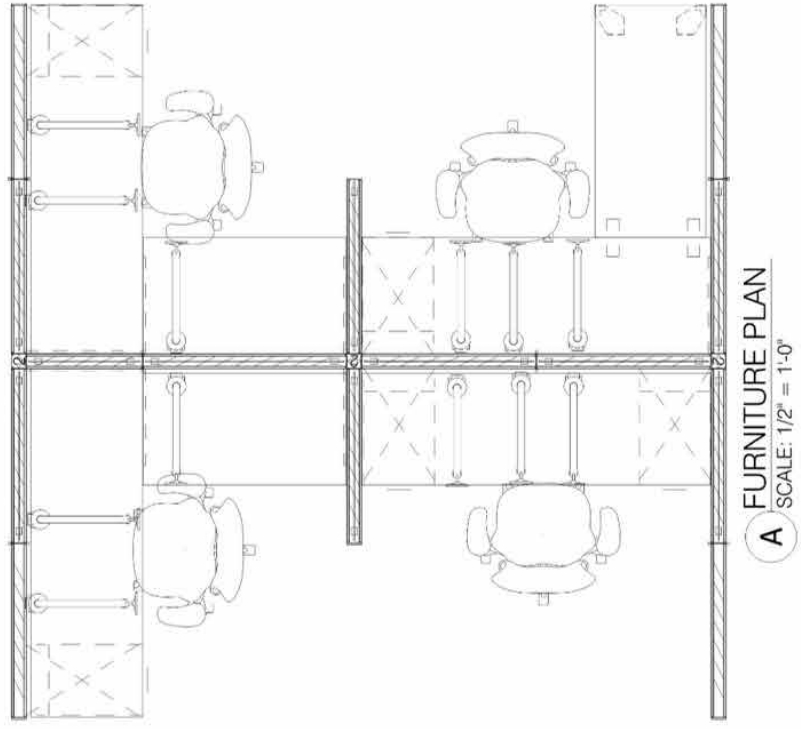
6'-0" x 8'-6" = 51 SF
W-3

Exhibit B-6. Proposed Office of the Future Standards



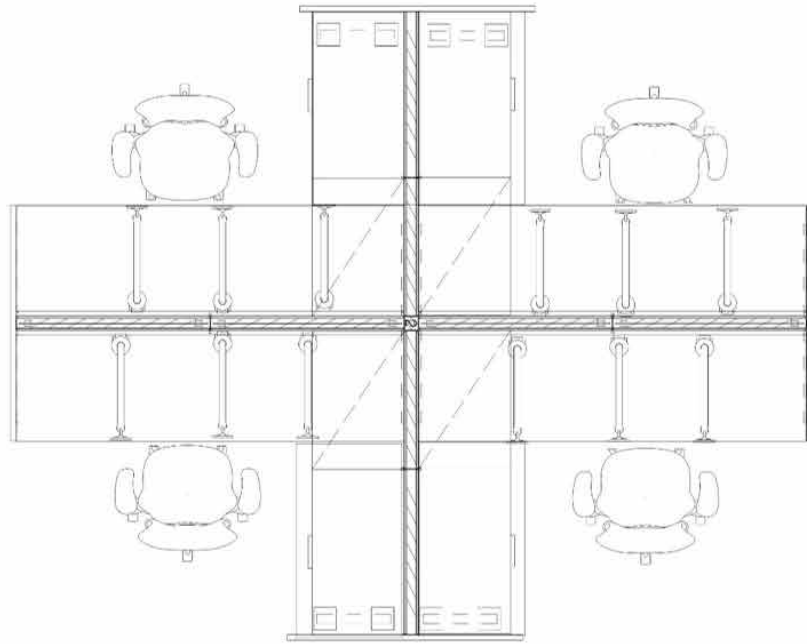
7'-6" x 7'-3" = 54 SF
W-4

Exhibit B-7. Proposed Office of the Future Standards



7' x 8' = 56SF
W-5

Exhibit B-8. Proposed Office of the Future Standards



A FURNITURE PLAN
SCALE: 1/2" = 1'-0"



7' x 9' = 64 SF
W-7

Appendix C. Steering Committee Meeting #2 Presentation

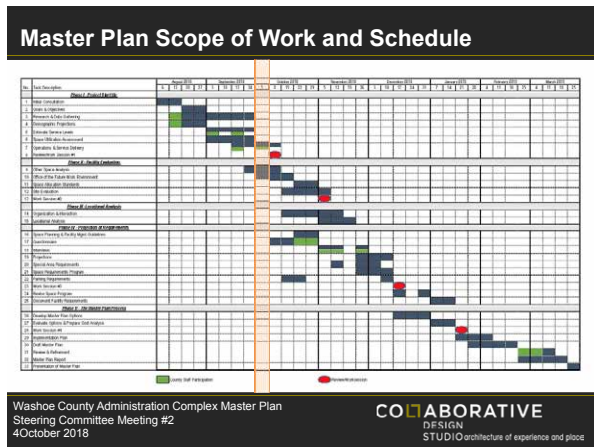


1

INTRODUCTION/ OUTLINE OF WORKSHOP DISCUSSION

- Space Inventory
- Space Utilization Analysis
- Historical Staff Levels
- Future Proposed Space Standards
- Organizational Space Changes to Evaluate
- Range of Future Space Requirements
- Development Opportunities

2



3

Key Dates for Master Plan Study	
Study Tasks	Date
1. Distribute Introduction of Study to Stakeholders	07/17/18
2. Response to Brief Included Information Request	07/31/18
3. Space Utilization Analysis	07/26/18 – 07/27/18
4. Kick-Off Meeting with Departments	08/09/18
5. Round #1 Individual Meetings with Departments Having Service Levels Related to Demographics and Economics	08/22/18 – 08/23/18
6. Steering Committee Workshops	10/04/18 • 11/15/18 12/17/18 • 01/17/19
7. Interim Board Presentation	01/29/19
8. Final Report	03/25/19

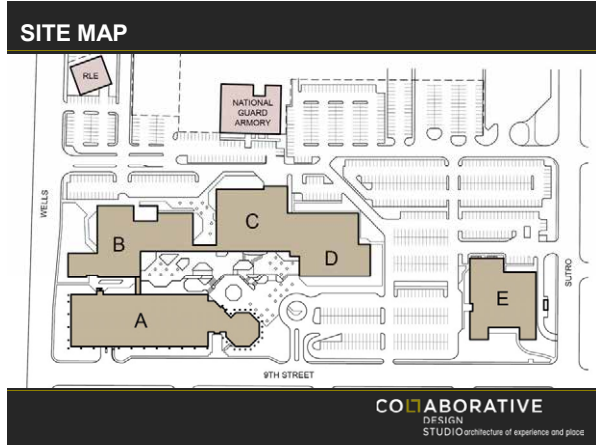
Washoe County Administration Complex Master Plan
Steering Committee Meeting #2
4 October 2018

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4




5



6

TOTAL SPACE BY BUILDING AND SITE		
9 TH STREET SPACE INVENTORY		
Building	Gross Square Feet	Office Net Square Feet
A	90,518	71,528
B	56,322	34,881
C	48,158	26,221
D	51,052	26,855
Senior Center	29,142	0
TOTAL	275,192	159,485




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SPACE BY NET, CIRCULATION, CORE, DEPARTMENT												
Washoe County 9th Street Space Allocations												
No.	Building/Level	A	B	C	D	E	F	G	H	I	J	K
		Building Gross Area & Walls (1)	Core Areas & Walls (1)	Public Circulation	Dept. Gross Area	Special or Support Area	Office Gross	Vacant Spaces (2)	Vacant Area	Under Utilized Space	Potential Overuse Stations	NSF Required
1	A-2 Manager	9,155			9,155		9,155	3	420	1,374		7,361
2	A-2 Human Resources	5,715			5,715		5,715	2	280			5,435
3	A-2 C.S. Planning	4,000			4,000		4,000	3	420			3,580
4	A-2 C.S. Finance	2,300			2,300		2,300	1	140			2,160
5	A-2 C.S. Building and Safety	4,000			4,000		4,000	2	280			3,720
6	A-2 C.S. Capital Projects	970			970		970	0	0			970
7	A-2 C.S. Public Lobby and Common	2,002			2,002		2,002	0	0			2,002
8	A-2 C.S. Engineering	5,450			5,450		5,450	3	420			5,030
9	A-2 C.S. Admin., Bus. Lic., & Water	1,978			1,978		1,978	2	280			1,698
10	A-2 Circulation & Core	10,498	1,916	2,354					0			0

(1) Core areas include stairs, elevator shafts, utility rooms, restrooms, for the public (not special use), and structure and walls.
 (2) Currently unassigned or available offices (average of 150 sf) and workstations (70 sf) plus required internal circulation of 35%.




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SPACE BY NET, CIRCULATION, CORE, DEPARTMENT												
Washoe County 9th Street Space Allocations												
No.	Building/Level	A	B	C	D	E	F	G	H	I	J	K
		Building Gross Area	Core Areas & Walls (1)	Public Circulation	Dept. Gross Area	Special or Support Area	Office Gross	Vacant Spaces (2)	Vacant Area	Under Utilized Space	Potential Overuse Stations	NSF Required
11	A-1 Recorder	8,802			8,802		8,802	3	420			8,382
12	A-1 Votes Registration	8,802			8,802		8,802	0	0			8,802
13	A-1 Manager and Support	1,825			1,825		1,825	0	0			1,825
14	A-1 Security & Vacant	626			626		626	3	420			584
15	A-1 County Clerk	4,656			4,656		4,656	3	420			4,186
16	A-1 Commission Hearing	8,140	474	3,000	4,656	4,656			0			0
17	A-1 Circulation & Core	11,549	3,015	3,311					0			0

(1) Core areas include stairs, elevator shafts, utility rooms, restrooms, for the public (not special use), and structure and walls.
 (2) Currently unassigned or available offices (average of 150 sf) and workstations (70 sf) plus required internal circulation of 35%.



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SPACE BY NET, CIRCULATION, CORE, DEPARTMENT

Washoe County 9th Street Space Allocations

18	B-1 Health Clinic				13,662		13,662	2	280	800	12,602	
19	B-1 AQMD				4,670		4,670	2	280		5	4,265
20	B-1 Community Health Services				2,256		2,256	2	280		3	1,901
21	B-1 Circulation & Core	33,885	2,482	6,112						0		0
22	Central Plant & Facilities		3,430							0		0
23	B-1 Health Auditorium	2,174			2,174	2,174	0			0		0
24	B-2 Health Clinic	20,243	5,229	761	12,273		12,273	4	560	300		11,413
25	B-2 Epidemiology				2,000		2,000	2		200		1,800
26	C-1 Adult Services				8,144		8,144	17	2,380	300	7	3,289
27	C-1 CTM Remediation				1,964		1,964	1	140		2	1,774
28	C-1 Reprographics				3,862		3,862			0		3,862
29	Central Conference Room				2,172		2,172			0		0
30	Cafe				2,358		2,358			0		0
31	Facilities		270		603		603			0		0
32	C-1 Circulation & Core	28,421	2,671	6,177			11,131					0
33	C-2 Technology Services	19,737	5,545	724	11,131		11,131	4	840	1,100		9,191
34	C-2 G13				2,337		2,337	1	140			2,197

(1) Core areas include stairs, elevator shafts, utility rooms, restrooms, for the public (not special use), and structure and walls.
 (2) Currently unassigned or available office (average of 150 sf) and workstations (70 sf) plus required internal circulation of 35%.

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SPACE BY NET, CIRCULATION, CORE, DEPARTMENT

Washoe County 9th Street Space Allocations

No.	Building/Level	A	B	C	D	E	F	G	H	I	J	K
		Building Gross Area	Core Areas & Walls (1)	Public Circulation	Dept. Gross Area	Special or Support Area	Office Gross Area	Vacant Spaces (2)	Vacant Area	Under Utilized Space	Potential Overuse Stations	NF Required
35	D-1 Assessor	30,114	3,008	1,486	17,171		17,171	8	1,120	1,600	10	14,201
36	D-1 Treasurer				8,188		8,188	5	700			7,413
37	D-1 Facilities		289							0		0
38	D-2 Fire District				3,937		3,937			0		3,937
39	D-2 Comptroller	20,936	6,744	1,659	7,559		7,559	5	700	560	5	6,174
40	Senior Center	29,142		2,147	26,975		26,975	0		0		0
41	TOTAL	275,192	35,073	27,951	198,653	39,168	159,485	80	10,920	6,234	35	141,456

(1) Core areas include stairs, elevator shafts, utility rooms, restrooms, for the public (not special use), and structure and walls.
 (2) Currently unassigned or available offices (average of 150 sf) and workstations (70 sf) plus required internal circulation of 35%.

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SPACE INVENTORY SUMMARY

COMPONENT	SQ. FT.	%
Gross area	275,192	
Core & demising walls	35,073	
Public circulation	27,951	
Department gross area	198,653	72%
Special areas	39,168	
Office gross area	159,485	58%
Vacant Stations/Offices	80	
Unused space	10,920	
Net office area required	141,456	89%

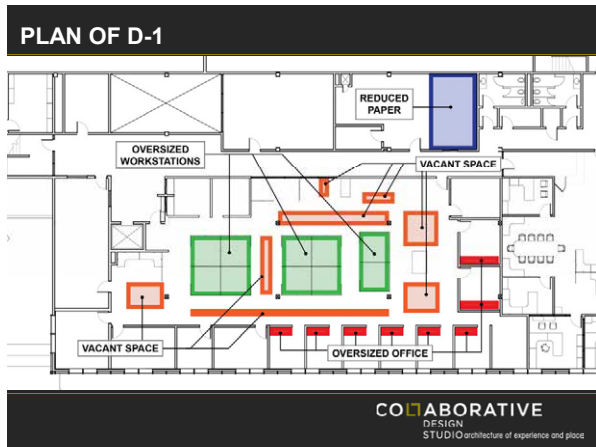
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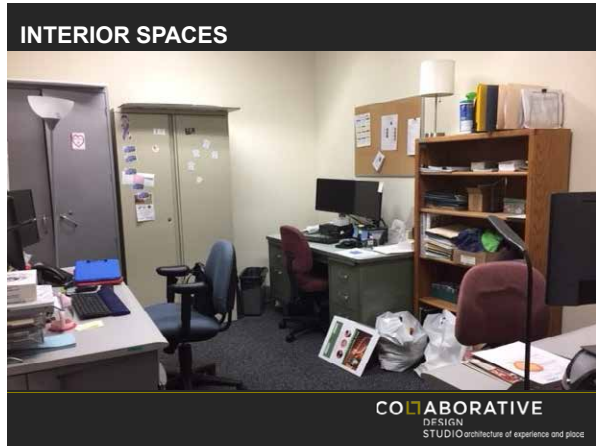
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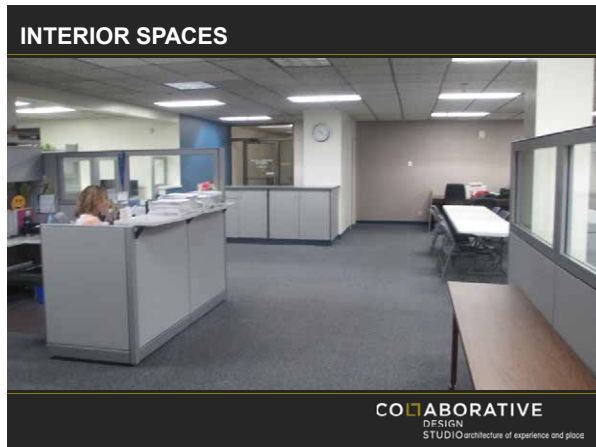
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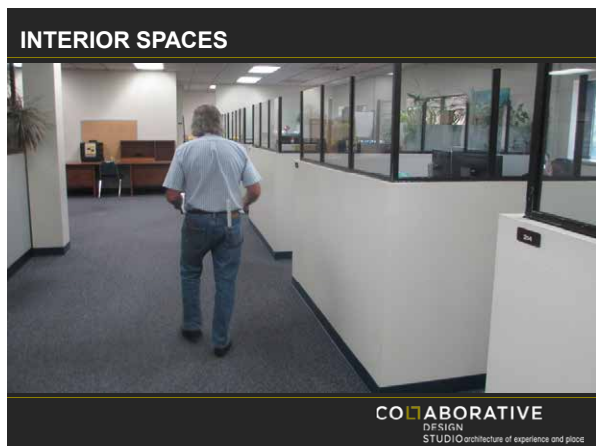
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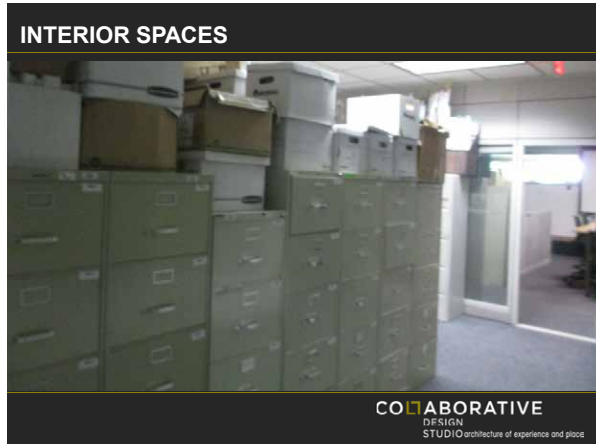
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SPACE UTILIZATION CALCULATIONS		
SPACE UTILIZATION ANALYSIS		
1.	Net Square Feet	159,485
2.	Staff	561
3.	Area Factor (NSF/Person)	284
4.	Vacant Offices & Workstations	80
5.	Vacant Space at 136 sf/person	10,920
6.	Underutilized Space	6,234
7.	Oversized Workstations – 300 at 23 sf	6,900
8.	Potential Space Reduction	24,054
9.	Adjusted Space Required (#1 - #8)	135,431
10.	Adjusted Area Factor	241
11.	Improvement Potential with No Remodeling	15%

20

SPACE UTILIZATION CALCULATIONS		
LOCAL GOVERNMENT BENCHMARK		
Area Factor		210
County Staff		561
Ideal Space Requirement		117,810
Current Adjusted Space		141,456
Remodel/Relocation Potential		23,646
Improvement Potential		17%

21

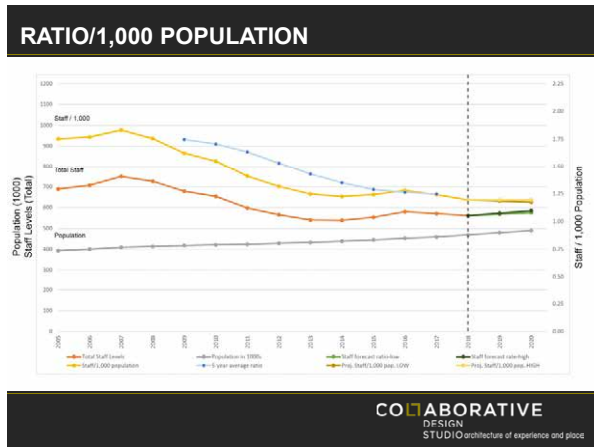
HISTORICAL DATA

Washoe County 9th Street Staff

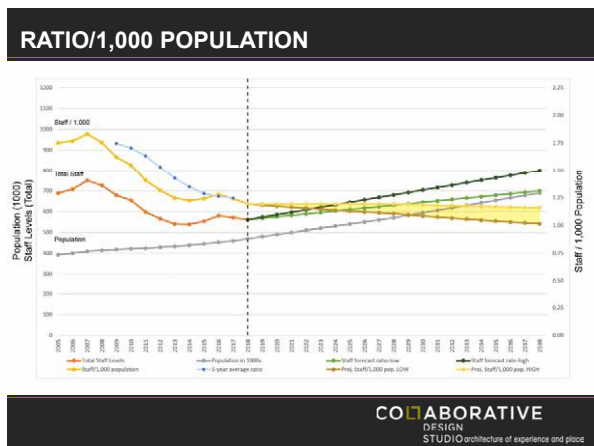
	Staff Levels in Year (June 30, 20xx)																	Rate of Change		Future Staff Levels		
	2006	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2018-19	2019-20	Future	2023	2028	2038		
16 Total Staff Levels	689	708	750	727	679	654	598	565	540	538	553	580	571	561	-1.8%	0.8%	1.28%	594	626	705		
17 Population (1,000)	393	400	409	414	418	422	424	429	433	439	445	453	460	470				500	570	690		
18 Staff/1,000 population	1.75	1.77	1.83	1.76	1.62	1.56	1.41	1.32	1.25	1.23	1.24	1.28	1.24	1.19				1.18	1.12	1.07		
19 5 year average ratio						1.75	1.71	1.63	1.53	1.43	1.35	1.29	1.26	1.25	1.24			1.22	1.20	1.15		
20 @ line #13 ratio																		634	694	794		
Population forecast																						
21 (1,000s)	393	400	409	414	418	422	424	429	433	439	445	453	460	460				500	570	690		
22 Current surplus Capacity @ 90% achievement																		40	40	40		
23 Staff increase (line #16)																		7	28	104		
24 Staff increase (line #20)																		33	83	193		
25 Space @ (line #20)																		(1,060)	4,225	18,568		
26 Space @ (line #20) area factor of 150																		5,010	12,450	28,875		

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SPACE REDUCTIONS		
Space	Current	Proposed
Office	> 180 sf	No Change
Office	151 sf – 179 sf	140 sf
Office	150 sf	120 sf
Office	< 120 sf	No Change
Workstation	8' x 10' = 80 sf	8' x 8' = 64 sf
Workstation	8' x 8' = 64 sf	7' x 7'-6" = 52 sf
Workstation	6' x 8' = 48 sf	6' x 7' = 42 sf

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PROPOSED OFFICE OF THE FUTURE STANDARDS

7'-6" x 7'-6" = 56 SF
W-5

7'-6" x 6'-3" = 48 SF
W-3

FURNITURE PLAN
SCALE 1/2" = 1'-0"

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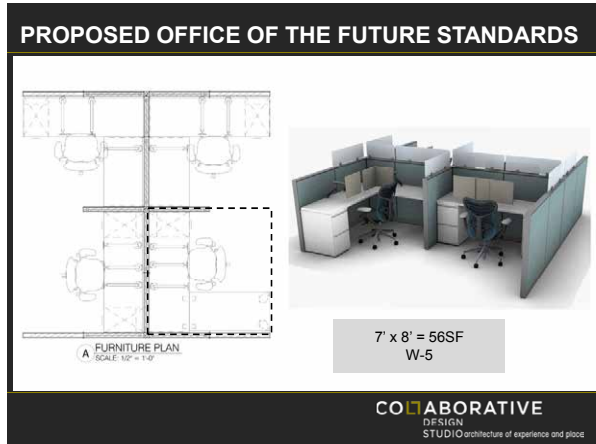
PROPOSED OFFICE OF THE FUTURE STANDARDS

6'-0" x 8'-6" = 51 SF
W-4

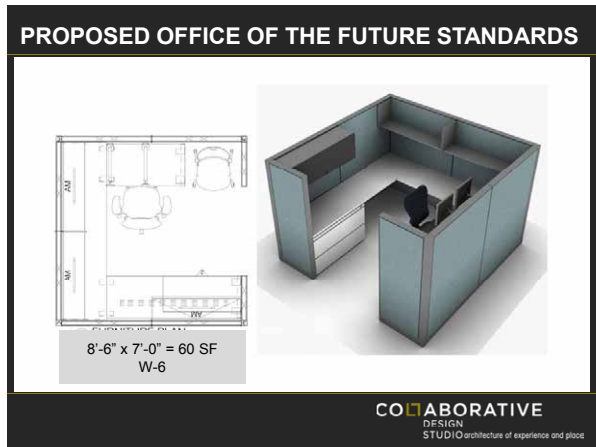
FURNITURE PLAN
SCALE 1/2" = 1'-0"

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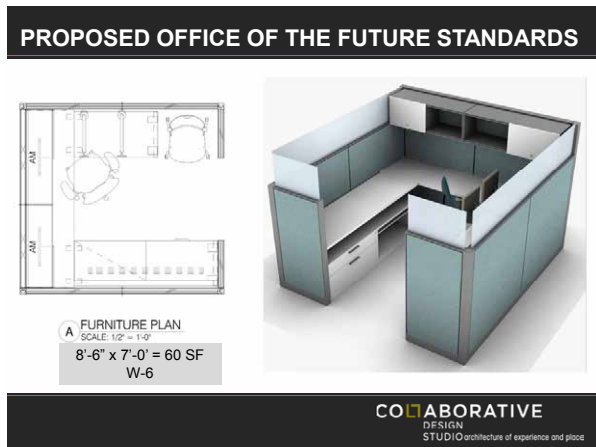
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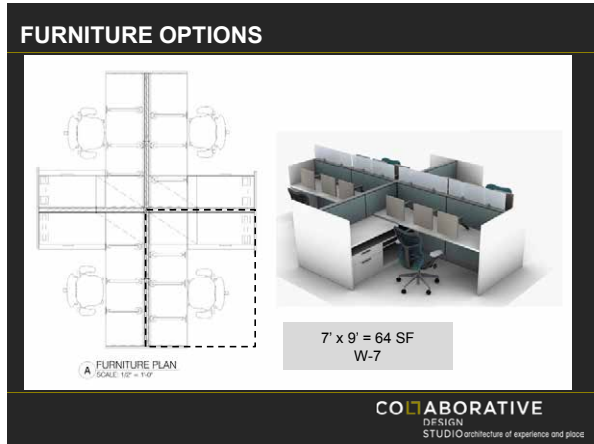
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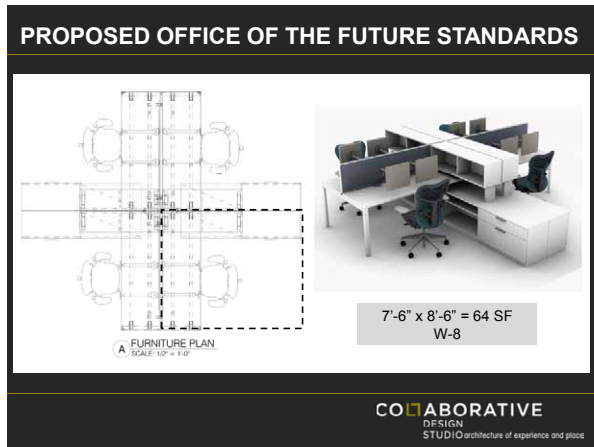
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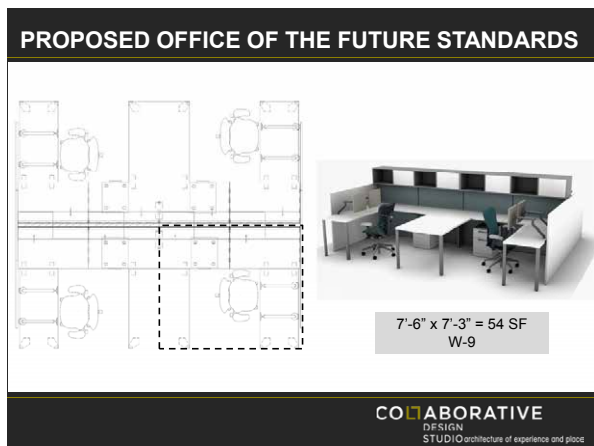
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TYPICAL WORKSTATION CONFIGURATIONS



49

TYPICAL WORKSTATION CONFIGURATIONS



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TYPICAL WORKSTATION CONFIGURATIONS



51

SPACE STANDARDS SPACE IMPROVEMENT

Applied to Space if Relocated or Totally Remodeled

- Space Reduction – 23 sf/person
- Value @ \$600/sf = \$13,800/person

Applied Only to Internal Space Reconfiguration

- Space Reduction = 18 sf/person
- Value @ \$600/sf = \$10,800/person

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SPACE CHANGES TO EVALUATE



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POTENTIAL SPACE ADJUSTMENTS

- 1. Social Services Program with State**
 - Daybreak to Relocate
 - Audit Services Relocates to Downtown Reno
 - Meals on Wheels Food Preparation to New Site
 - Senior Services Relocates to Vacant Space in Senior Center
- 2. Communications Department**
 - Reprographics Outsourced
 - Staff Increases for Media and Communications

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POTENTIAL SPACE ADJUSTMENTS	
3. Information Technology Consolidates	<ul style="list-style-type: none"> 6 Staff from Edison Relocate to 9th Street
4. Community Services	<ul style="list-style-type: none"> Implements Current Space Rearrangement Staff Accommodations for 10 Years
5. Utilities	<ul style="list-style-type: none"> Consider relocation from current location to 9th Street Reduce Transit Time to Field Locations Requires 10,000 sf = +/- \$4,000,000
6. Fire District	<ul style="list-style-type: none"> Develop Vehicle Maintenance Requires 9,000 sf = +/- \$4,500,000

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PENDING SPACE ADJUSTMENTS		
		NSF
1.	Senior Services Staff to Senior Center	(1,200)
2.	Adult Services to Relocate to Downtown	(7,000)
3.	Lease Space for 31 Staff to State	4,650
4.	Communications Department Reorganization	(1,000)
5.	Information Technology Consolidation	1,100
6.	Community Services Remodeling	(1,500)
7.	Fire District Logistics & Maintenance	9,000
8.	Utilities Operation	10,000
9.	TOTAL POTENTIAL SPACE CHANGES	13,850
10.	Office Space Adjustments Only (#1 + #6)	(5,150)

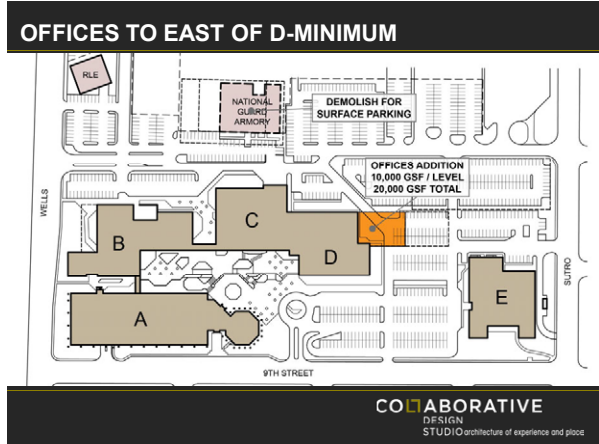
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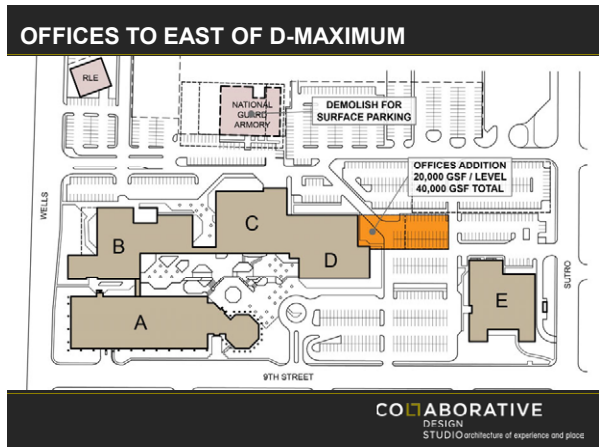
POTENTIAL FUTURE SPACE REQUIREMENTS			
	Office Space	Minimum	Maximum
1.	Staff Increases	20,000	39,185
2.	Pending Office Space Adjustments	(5,150)	(5,150)
3.	Space Utilization Improvements	(24,054)	(24,054)
4.	Full Remodeling Potential	(9,204)	1,796
Industrial Space			
5.	Utilities	0	10,000
6.	Fire District	0	12,540

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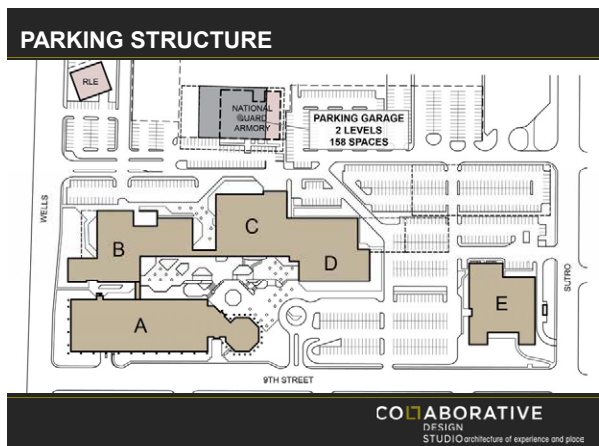
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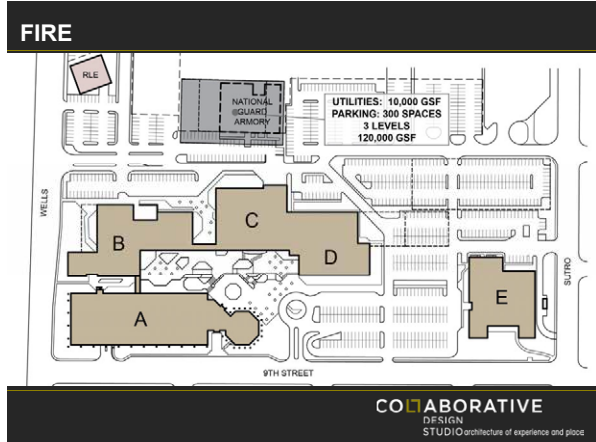
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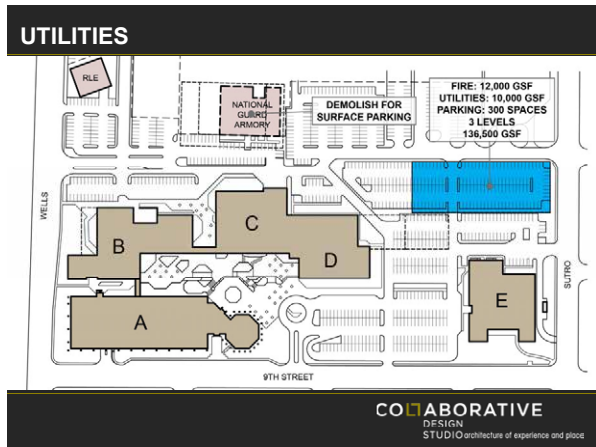
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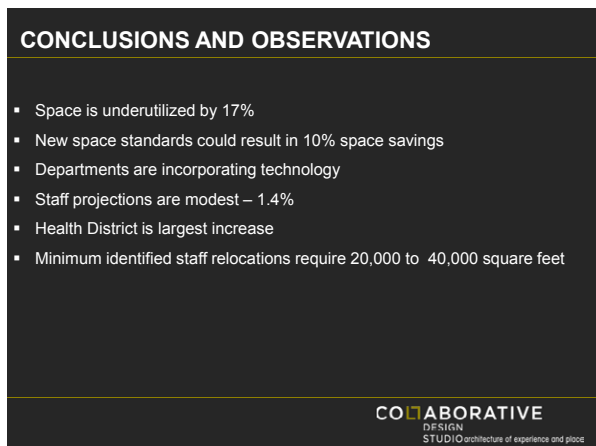
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Appendix D. Steering Committee Meeting #3 Presentation

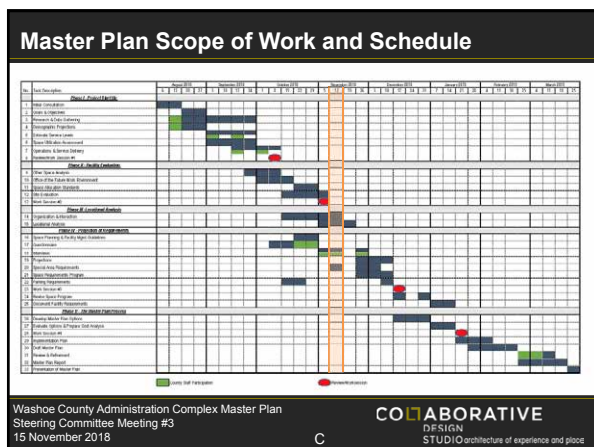


PRESENTATION OUTLINE

- Final Space Inventory
- Department Staff Level Projections
- Space Shortfall
- Department Accommodations
- Expansion Options
- Potential Cost & Phasing

B

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How to Accommodate Additional 166 Staff

2038 Theoretical – w/ Maximum Remodel	3,018 sf	2%
2038 Theoretical – w/ Minimum Remodel	9,000 sf	5%
2038 Component Minimum Requirement	12,000 sf	7%
2038 Component Maximum Requirement	18,000 sf	10%

G

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How to Accommodate Additional 166 Staff -- Requiring up to 18,000 Net Square Feet

1. Fill vacant space
2. Rearrange open space
3. Reduce paper accommodation
4. Re-configure workstations to office-of-the-future
5. Convert offices to workstations
6. Expand to contiguous space
7. Relocate to new space
8. Construct additional space

H

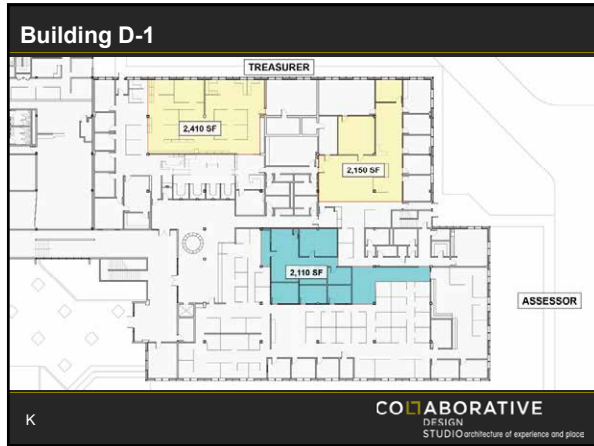
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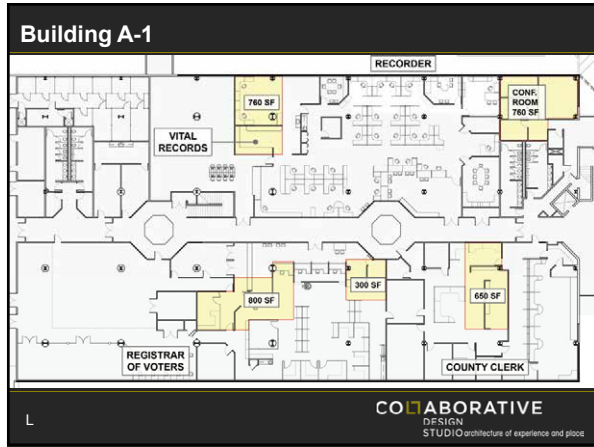
Departments Accommodated With:

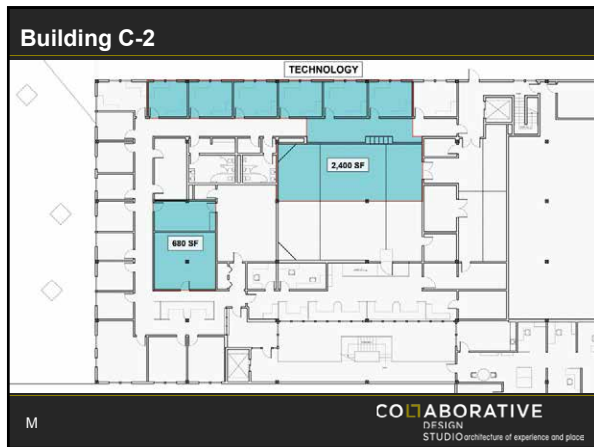
Remodeling in Existing Space	
Minor	Major
▪ County Clerk	▪ Comptroller/ Fire District
▪ Registrar of Voters	▪ Technology
▪ Recorder	▪ Senior Services
▪ Treasurer	
▪ GIS	
▪ Assessor	

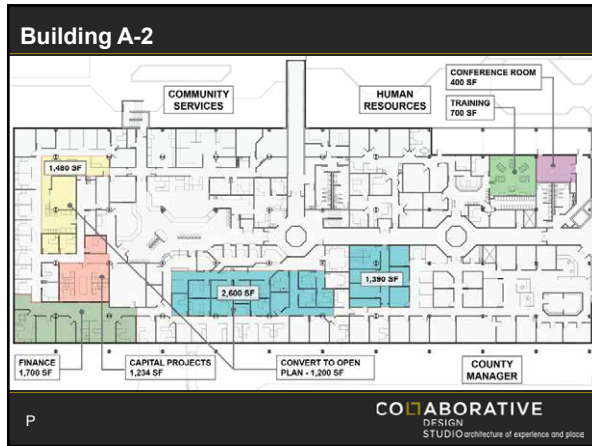
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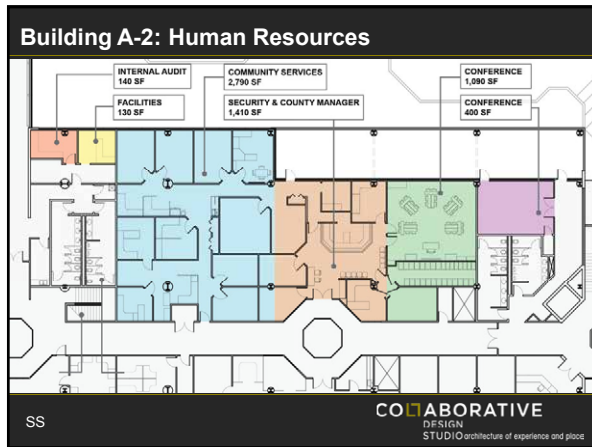
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Departments Accommodated With:

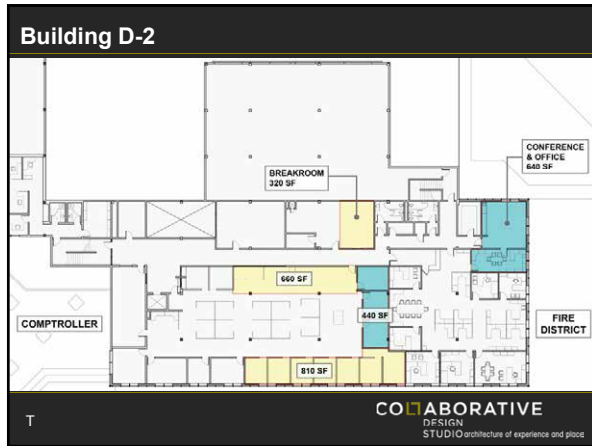
Expansion to Adjacent Space

TM Fire Protection District (800 sf)

Adjacent Break Room	580 sf
Relocate to Comptroller	400 sf
Break Room to Comptroller Records	250 sf

R

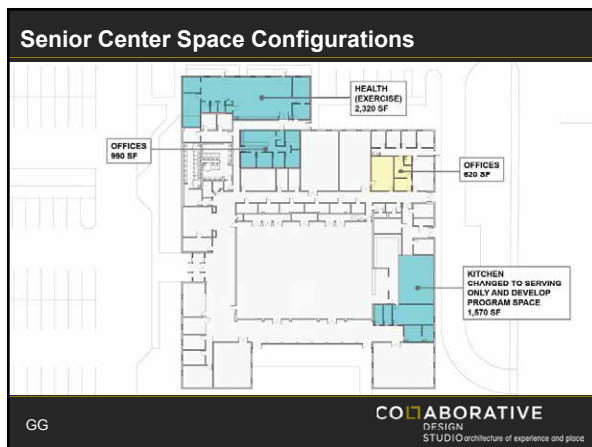
COLLABORATIVE DESIGN STUDIO architecture of experience and place

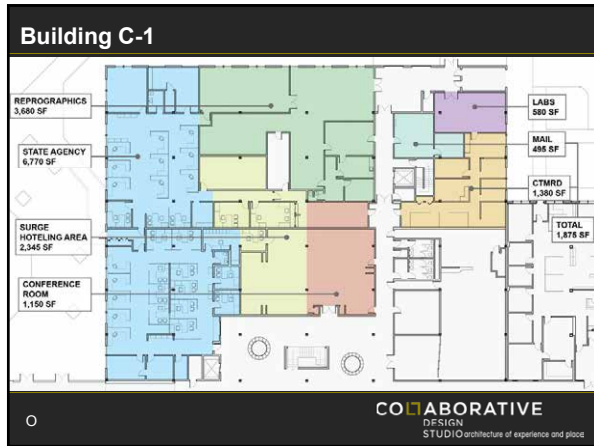


Space Infill Opportunities

<ul style="list-style-type: none"> Health Facility (Exercise) to: <ul style="list-style-type: none"> Reprographics and Central Conference 1,800 sf CTMRD Office, Laboratory, Mail Room Area 2,100 sf Senior Center Daybreak Area 2,300 sf A-2 Conference Room to: <ul style="list-style-type: none"> Security/Lobby on A-1 700 sf 	
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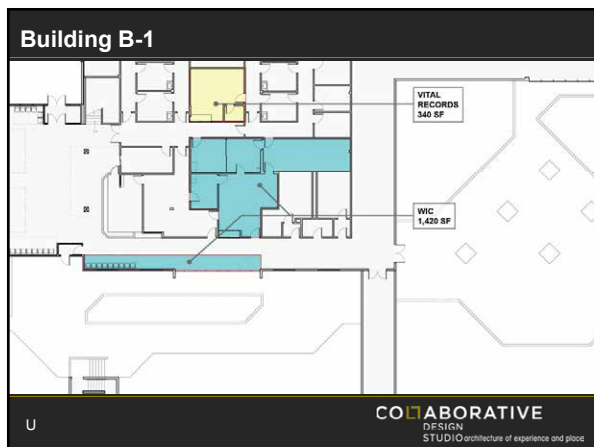


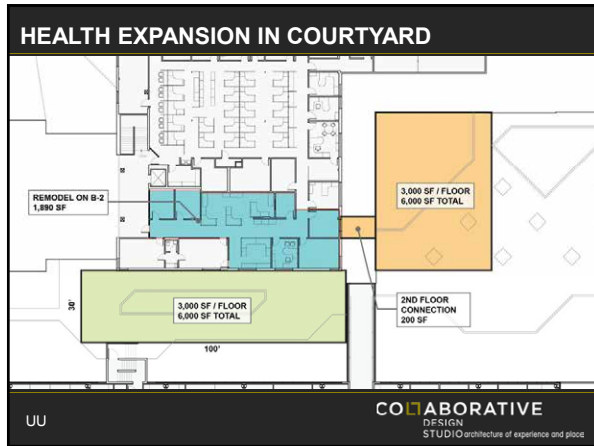


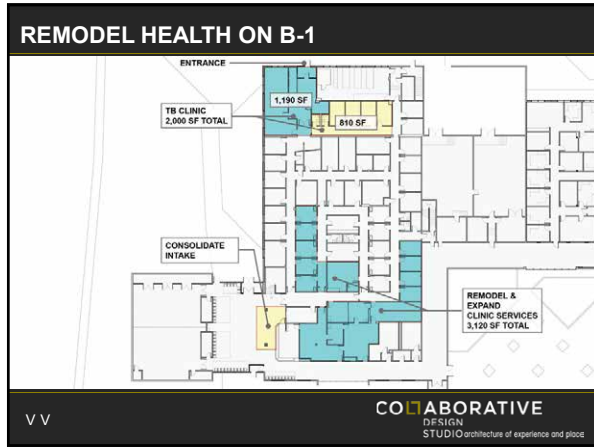
Building Expansion Required For:

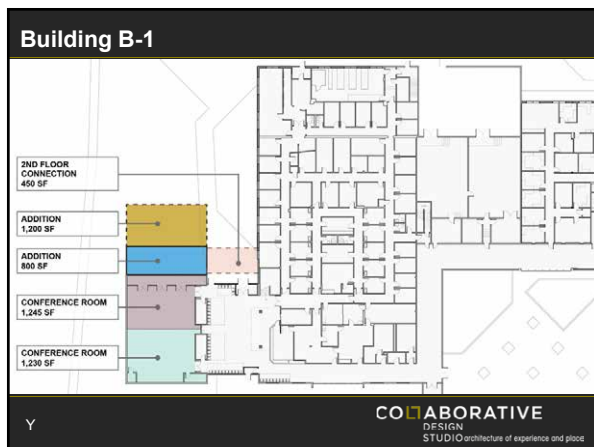
Health District	
▪ 4,500 sf with offices converted to workstations	
▪ 8,000 sf with minimal remodeling	
▪ Vital Records to Recorder	400 sf
▪ WIC to new construction	1,200 sf
▪ Administration & Health offices to construction	4,100 sf
▪ 10,000 sf with TB Clinic	

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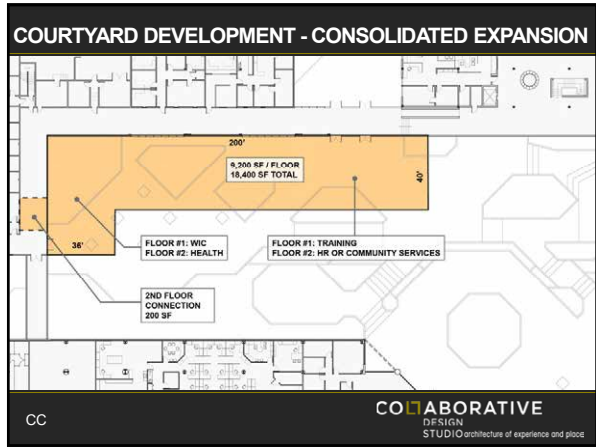






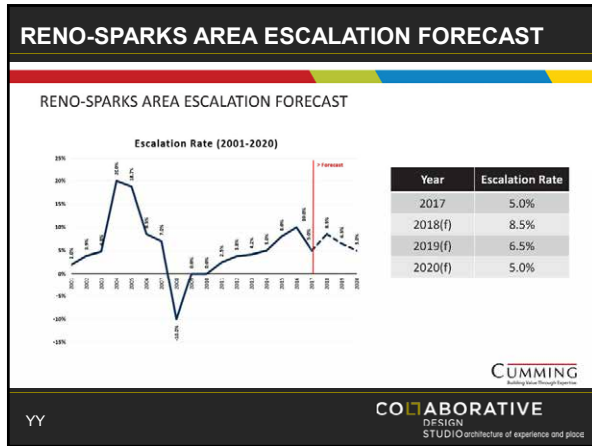
Consolidated Expansion Option	
One 2-Level Addition in Courtyard – 18,000 GSF	
Health Administration	2,000 sf
WIC Clinic	1,200 sf
Training Center & Core	4,500 sf
Community Services or HR	4,400 sf
District Health Office	2,100 sf
SUBTOTAL	14,000 sf
Plus Core & Circulation (25%)	18,000 sf

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Senior Center Modifications	
▪ Office suite remodeling	1,700 sf
▪ Develop Health (exercise & yoga) Center	2,300 sf
▪ Convert surplus kitchen area to program space	1,500 sf

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- ### Discussion Topics
1. Training/Testing/Hearing Center
 2. Community Services or HR to Courtyard
 3. Health Center to Senior Center or C-1
 4. Health Expansion to:
 - Between A & B
 - Courtyard East of B
 - Northwest of B
 5. TB Clinic to 9th Street
 - B-1 North
 - ½ of Auditorium & Construction
 6. 18,000 sf Consolidated in Courtyard or Phased Development
 7. Utility Staff to 9th Street
 8. Fire District Vehicle Service & Logistics to Longley
- QQ
- CUMMING**
ARCHITECTURE
- COLLABORATIVE**
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- ### Next Steps
- Presentation to County Commission.....December 18
- Draft Report.....January 11
- Steering Committee Meeting (Draft Report Review).....January 17
- Final Report.....February 22
- RR
- CUMMING**
ARCHITECTURE
- COLLABORATIVE**
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Appendix E. Progress Review Presentation



1



2



3

Space Efficiency Opportunities

1. Paperless Environment in 7 Years
 - Smaller workstations
 - Reduce filing areas
 - Minimum archives
2. 2 or 3 Monitors
3. Shared Support Spaces
4. Fewer Enclosed Offices



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4

Changes in the Workplace:

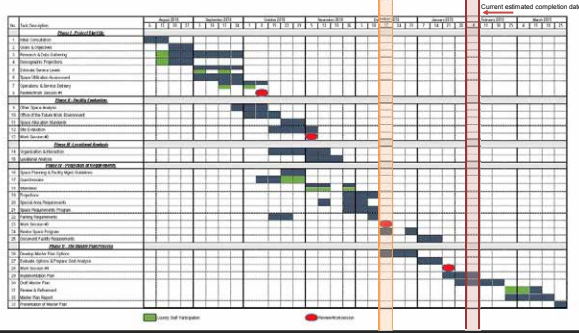
- E-mail & texting replaces telephone
- E-filing & e-mail replace office visits
- Less paper on work surface
- Less reference material
- Shared meeting areas
 - Team rooms
 - Collaboration spaces



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5

Master Plan Scope of Work and Schedule



Washoe County Administration Complex Master Plan Review Meeting -17 December 2018

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Key Dates for Master Plan Study

Remaining Activities

1. Participate in Strategic Planning Session in January
2. Present Final Recommendations to Steering Committee following Strategic Planning Session
3. Final Report in February

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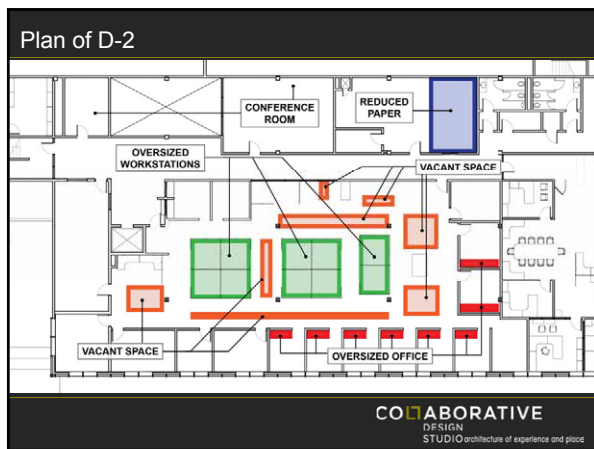
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Space Inventory Summary

COMPONENT	SQ. FT.	%
Gross area	272,349	
Core & demising walls	33,129	
Public circulation	22,829	
Department gross area	216,391	80%
Special areas	29,707	
Senior Center	29,240	
Office gross area	157,444	57%
Vacant Stations/Offices	80	
Unused space	10,480	
Net office area required	146,964	93%

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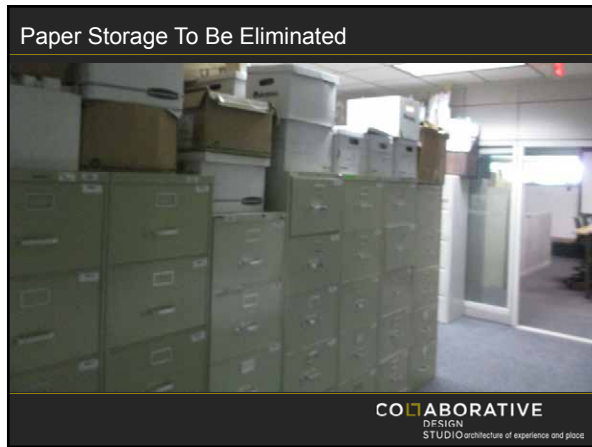
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Space Utilization Calculations

SPACE UTILIZATION ANALYSIS		
1.	Net Square Feet	157,444
2.	Staff	522
3.	Area Factor (NSF/Person)	302
4.	Vacant Offices & Workstations	80
5.	Vacant Space at 131 sf/person	10,480
6.	Underutilized Space & Oversized Workstations	9,840
7.	Potential Space Reduction (5 + 6)	20,320
8.	Adjusted Space Required (#1 - #8)	137,124
9.	Adjusted Area Factor	262
10.	Improvement Potential with No Remodeling	13%

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Suggested Adjustments to Space Standards

Rationale

- Reduced Files
- Reduced Reference Material
- Reduced Acoustical Dampening Needed
- Fewer "Guests" and Verbal Interaction

Results

- Reduced Floor Space for Files & Shelves
- Work Surface of 24" Down From 30" – 36"
- Reduced Need for Guest Seating

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Space Reductions

Space	Current	Proposed
Office	> 180 sf	No Change
Office	151 sf – 179 sf	140 sf
Office	150 sf	120 sf
Office	< 120 sf	No Change
Workstation	8' x 10' = 80 sf	8' x 8' = 64 sf
Workstation	8' x 8' = 64 sf	7' x 7'-6" = 52 sf
Workstation	6' x 8' = 48 sf	6' x 7' = 42 sf

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Proposed Office of the Future Standards

FURNITURE PLAN
SCALE: 1/2" = 1'-0"

7'-6" x 8'-6" = 64 SF
W-8

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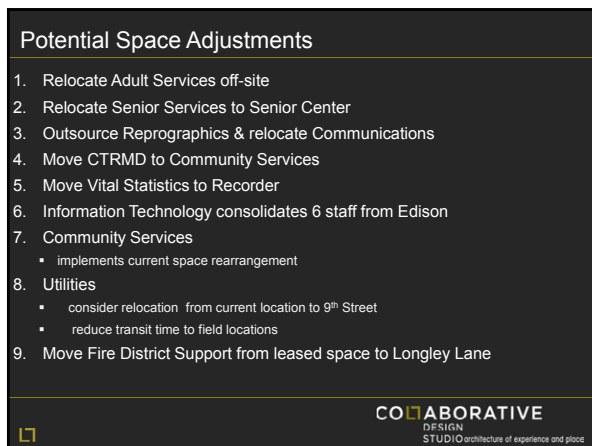
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Conclusions and Observations

- Space is underutilized by 17%
- New space standards could result in 10% space savings
- Departments are incorporating technology
- Staff projections are modest – 1.4% per year
- Health District is largest increase
- Minimum identified staff relocations require 15,000 to 30,000 square feet

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Space Inventory

Gross Building Area	270,000 sf
Net Square Feet	217,306 sf
Office Area	157,596 sf
Net Square Feet Required	141,007 sf
Current Staff	553
Current Area Factor	296 NSF/Person
Support Spaces	29,960 sf

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How to Accommodate Additional 166 Staff --

Requiring up to 18,000 Net Square Feet

1. Fill vacant space
2. Rearrange open space
3. Reduce paper accommodation
4. Re-configure workstations to office-of-the-future
5. Convert offices to workstations
6. Expand to contiguous space
7. Relocate to new space
8. Construct additional space

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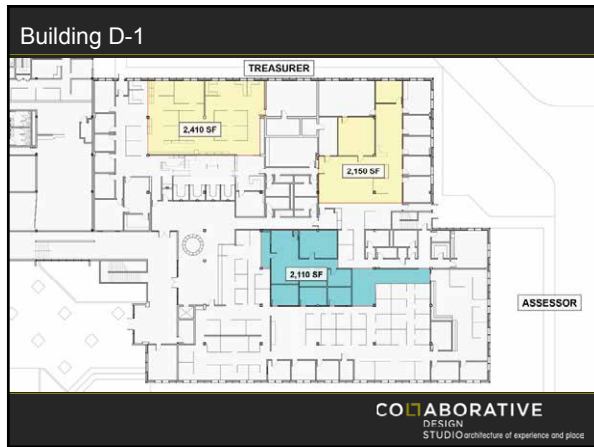
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Departments Accommodated With:

Remodeling in Existing Space	
Minor	Major
▪ County Clerk	▪ Comptroller/ Fire District
▪ Registrar of Voters	▪ Technology
▪ Recorder	▪ Senior Services
▪ Treasurer	
▪ GIS	
▪ Assessor	

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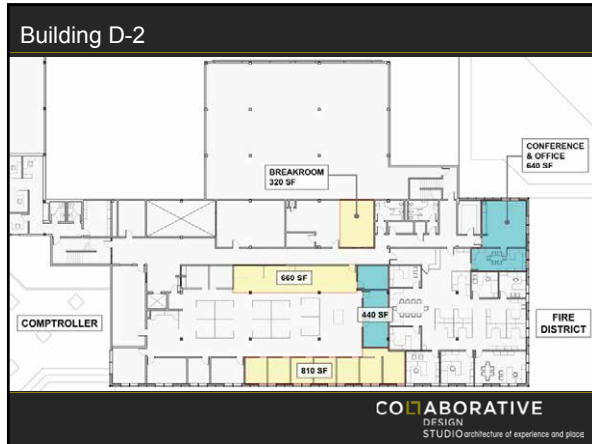
26

Departments Accommodated With:

Relocation of a Component		
▪ County Manager	5 staff	471 sf
Relocate Communications to C-1		
▪ Communications	15 staff	1,500 sf
Outsource Reprographics		
▪ Human Resources	4 staff	800 sf
Relocate Training Room		

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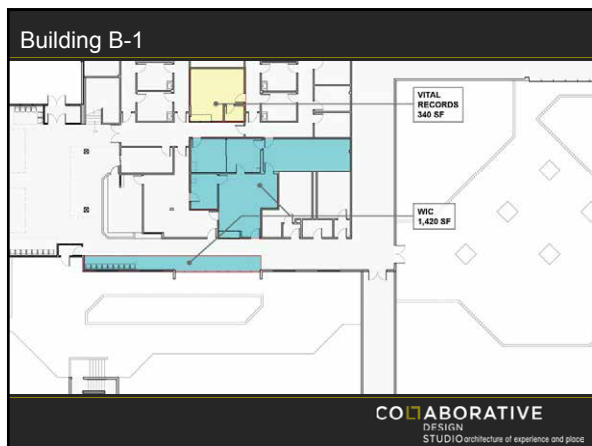
31

Building Expansion Required For:

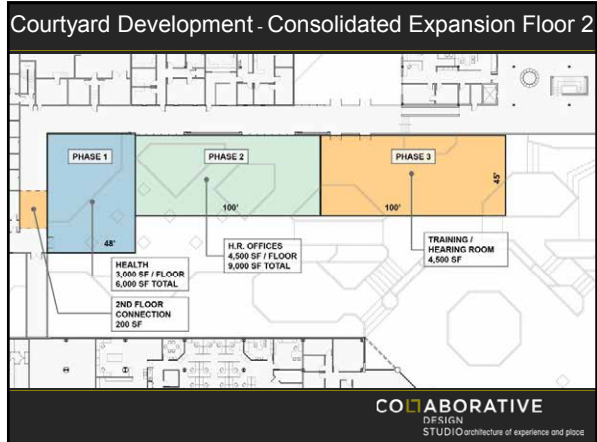
Health District	
▪ 4,500 sf with offices converted to workstations	
▪ 8,000 sf with minimal remodeling	
▪ Vital Records to Recorder	400 sf
▪ WIC to new construction	1,200 sf
▪ Administration & Health offices to construction	4,100 sf

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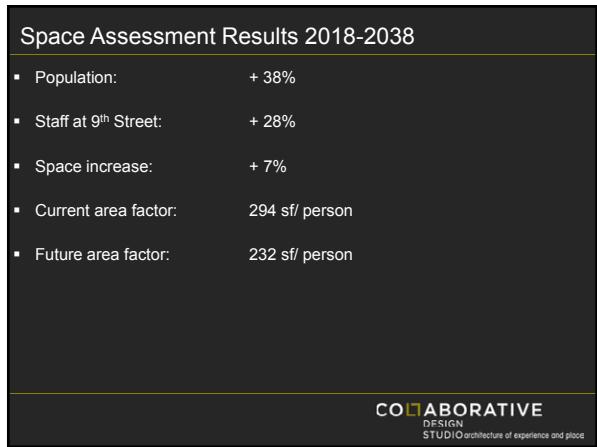
32



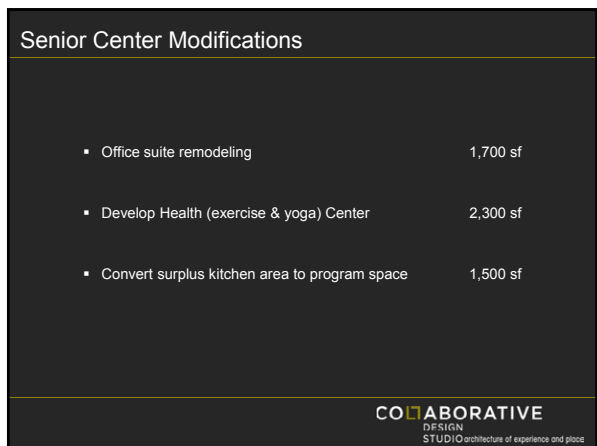
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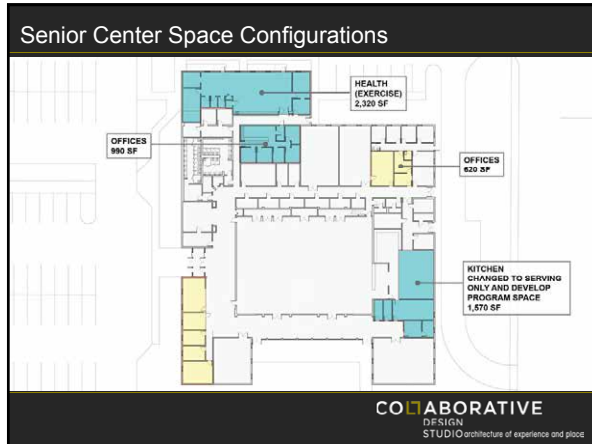
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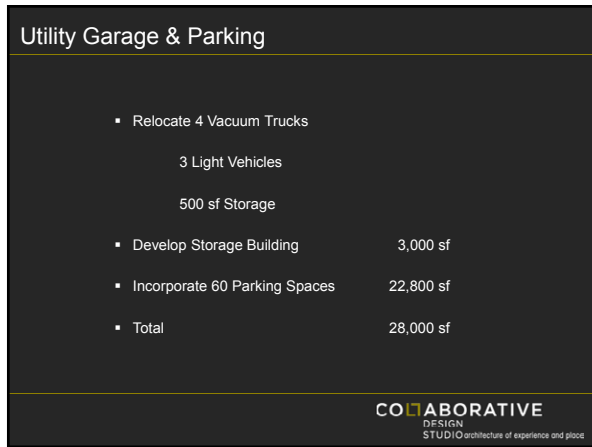
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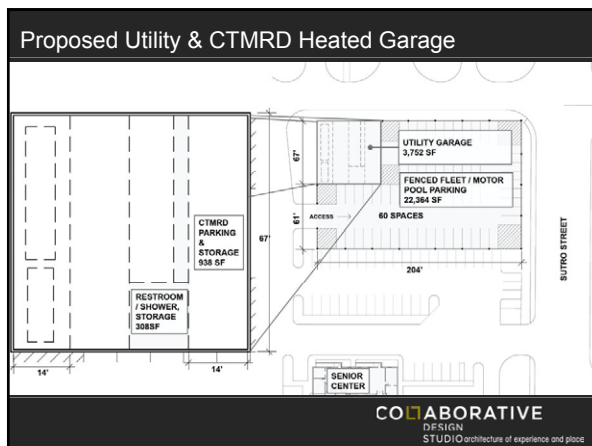
39



40



41



42

Fire District Support Requirements

- Fire Vehicle Maintenance 8,000 sf
Longley Lane Development
- Fire Logistics
Expand Storage by: 2,000 sf
- Fire Vehicle Parts Storage
Expand County Parts by: 1,000 sf

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Fire District Operations at Longley

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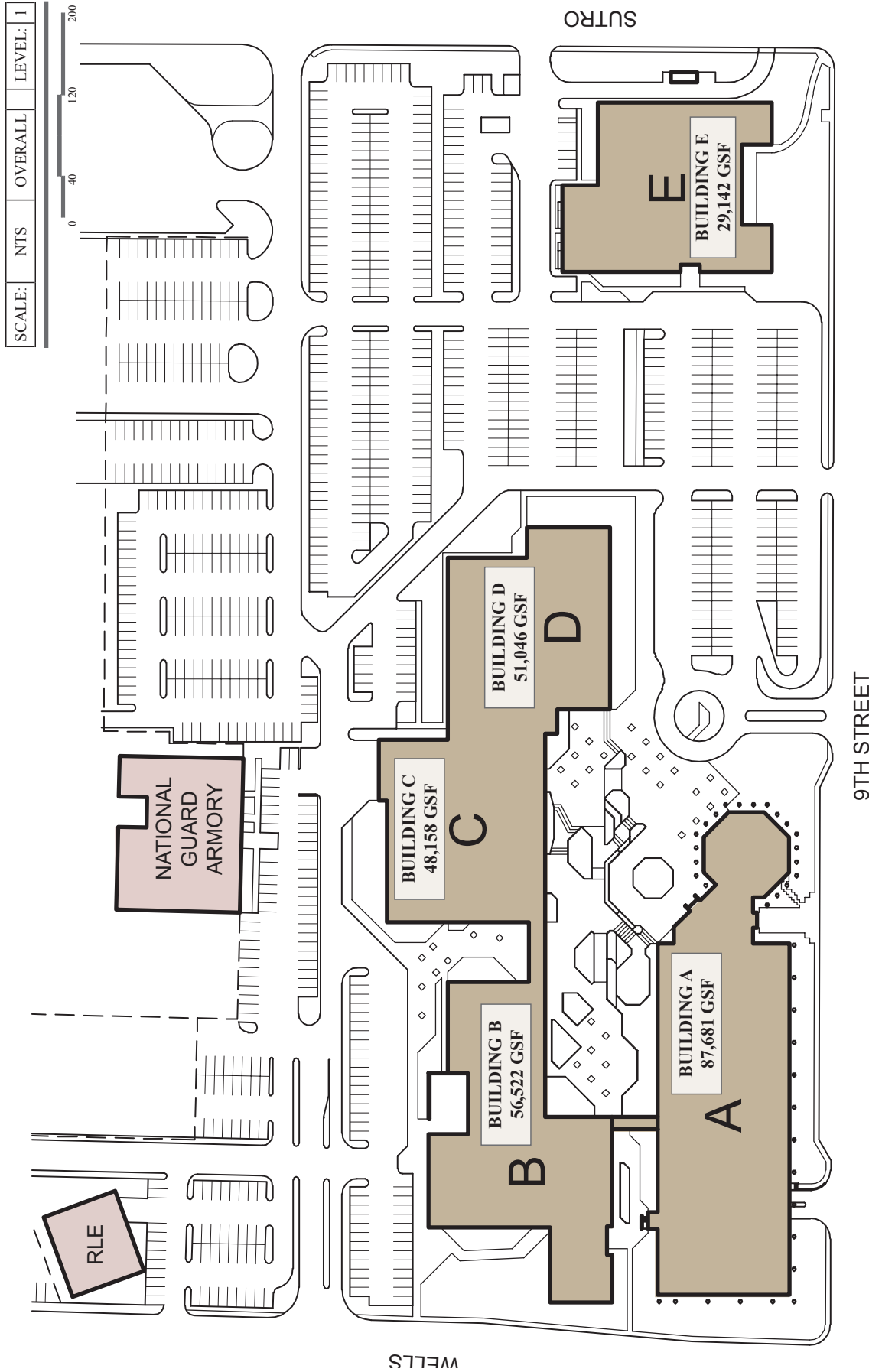
Project Costs

- Minimum remodel..... \$40 - \$80/sf
- Maximum remodel..... \$120/sf
- Convert to workstation..... \$10,000/staff
- Additional workstation..... \$5,000/staff
- New space..... \$550/sf

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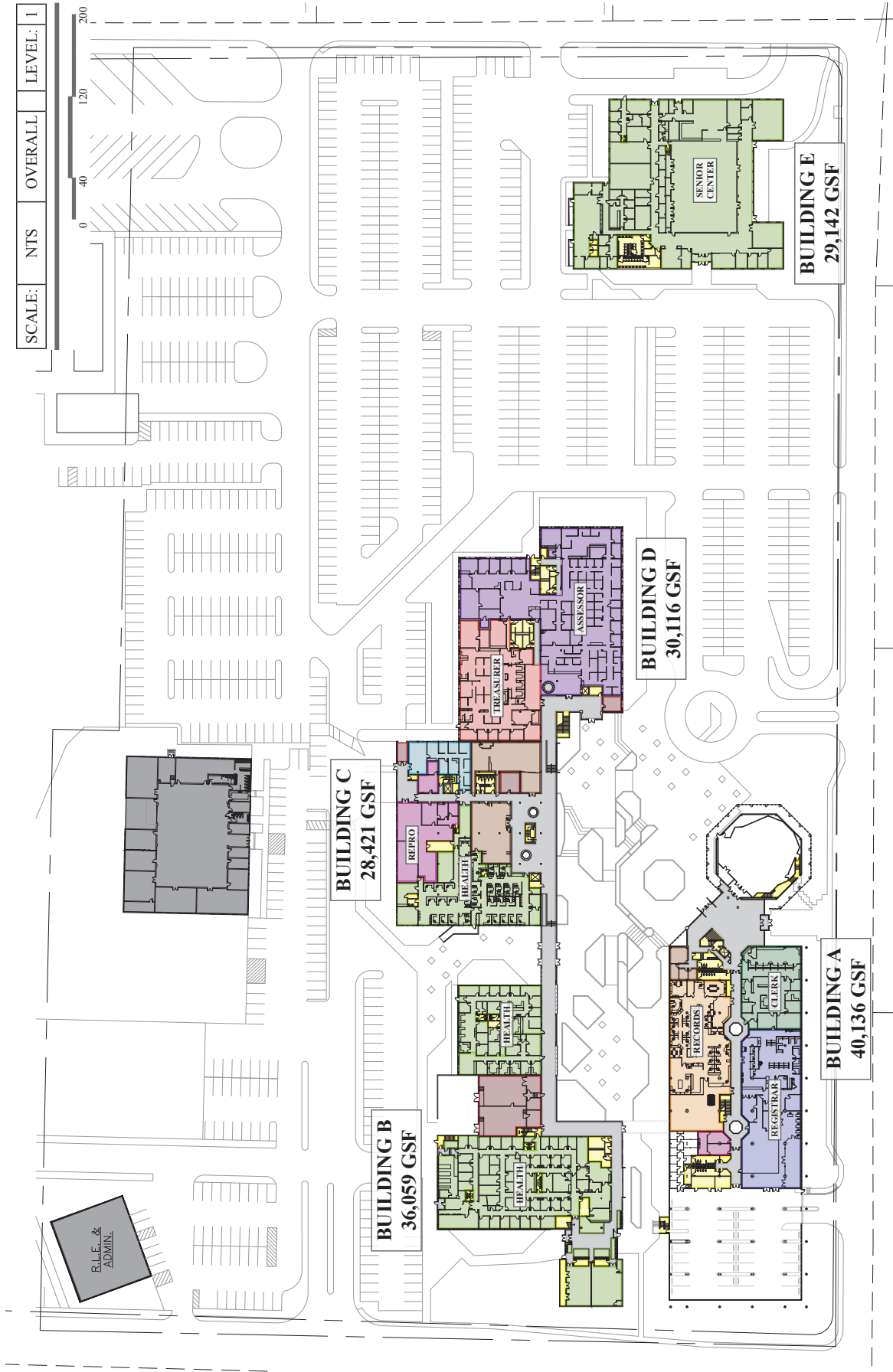
45

Appendix F. Space Inventory



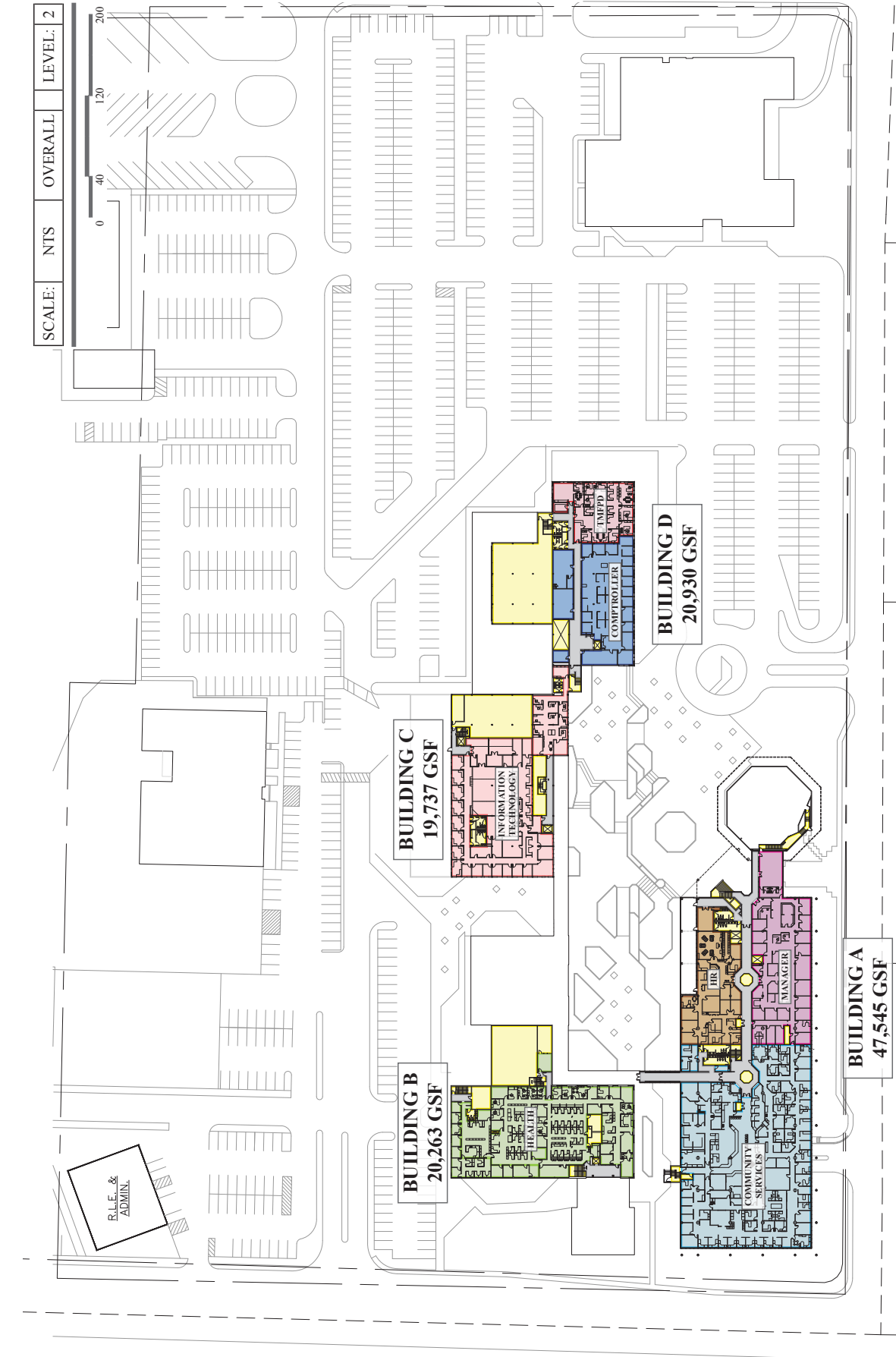
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WASHOE COUNTY ADMINISTRATION COMPLEX



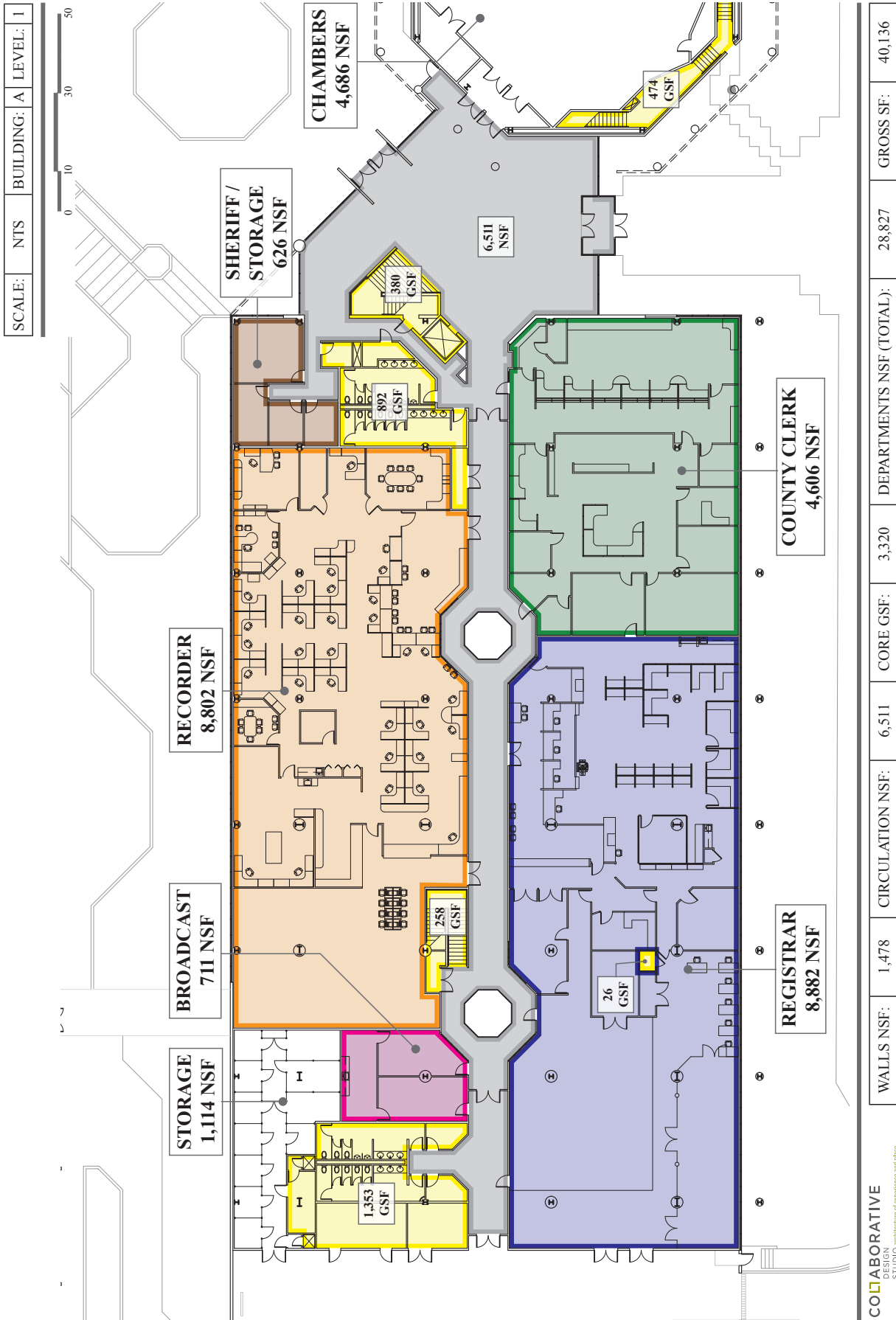
COLLABORATIVE
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WASHOE COUNTY ADMINISTRATION COMPLEX

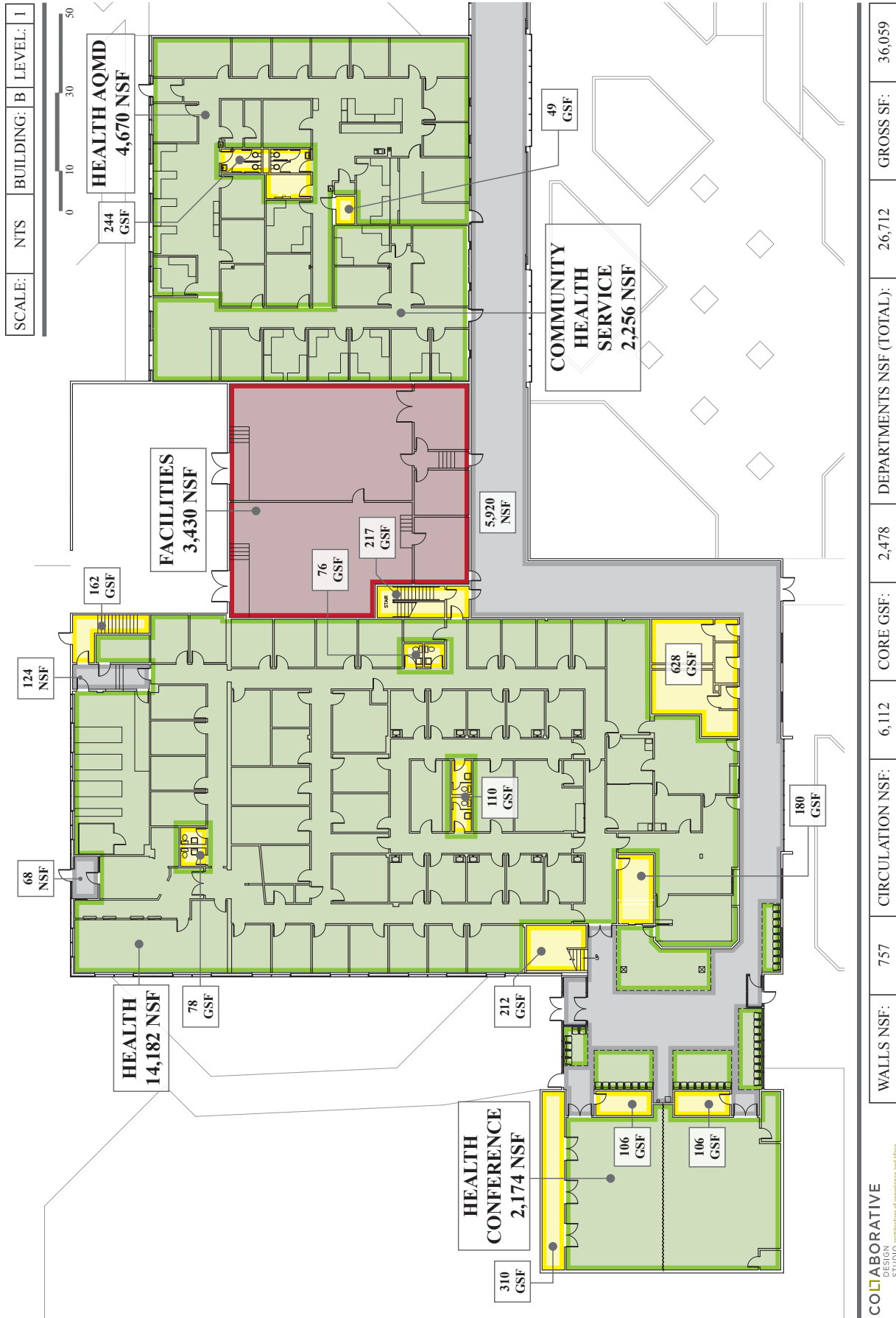


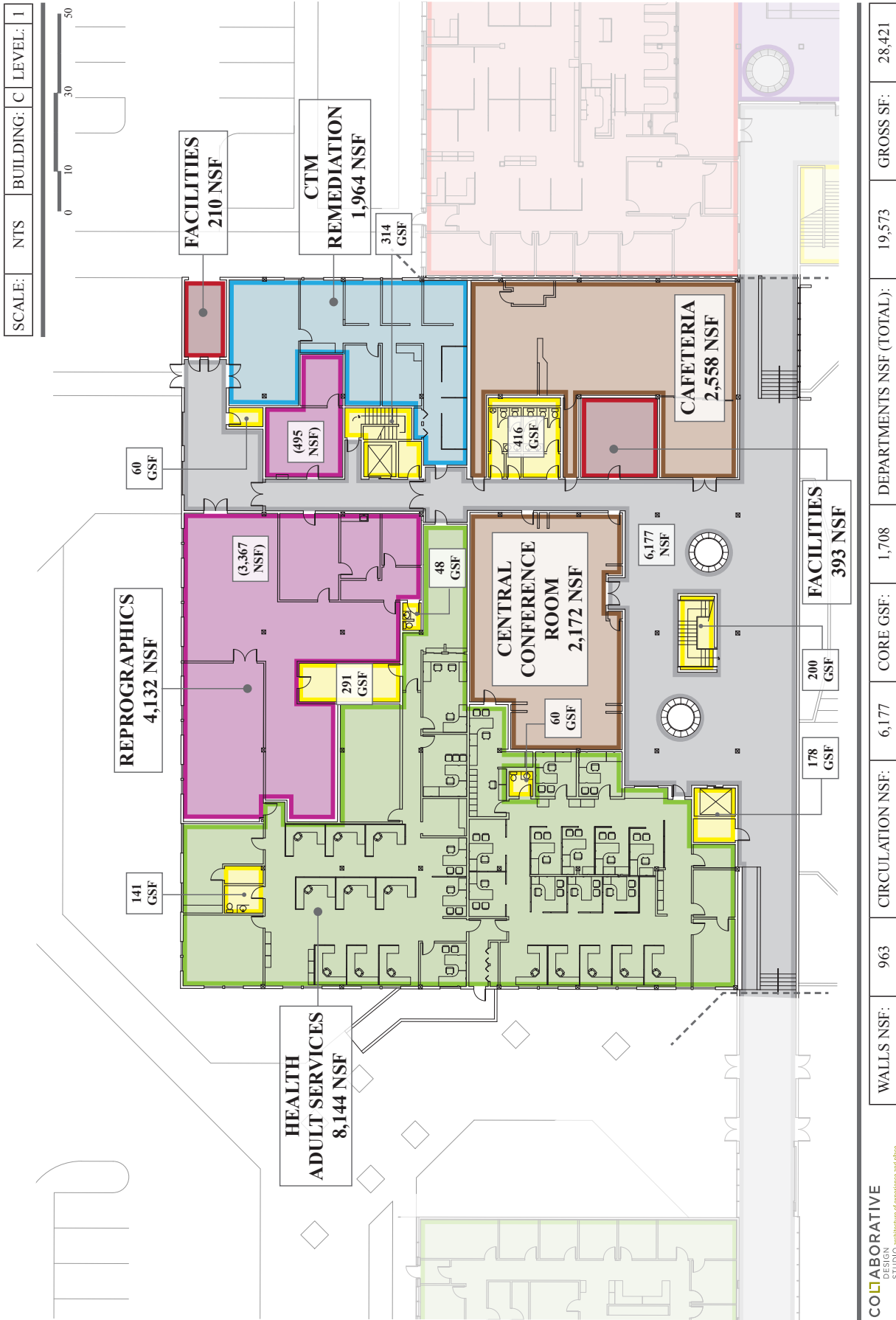
WASHOE COUNTY ADMINISTRATION COMPLEX

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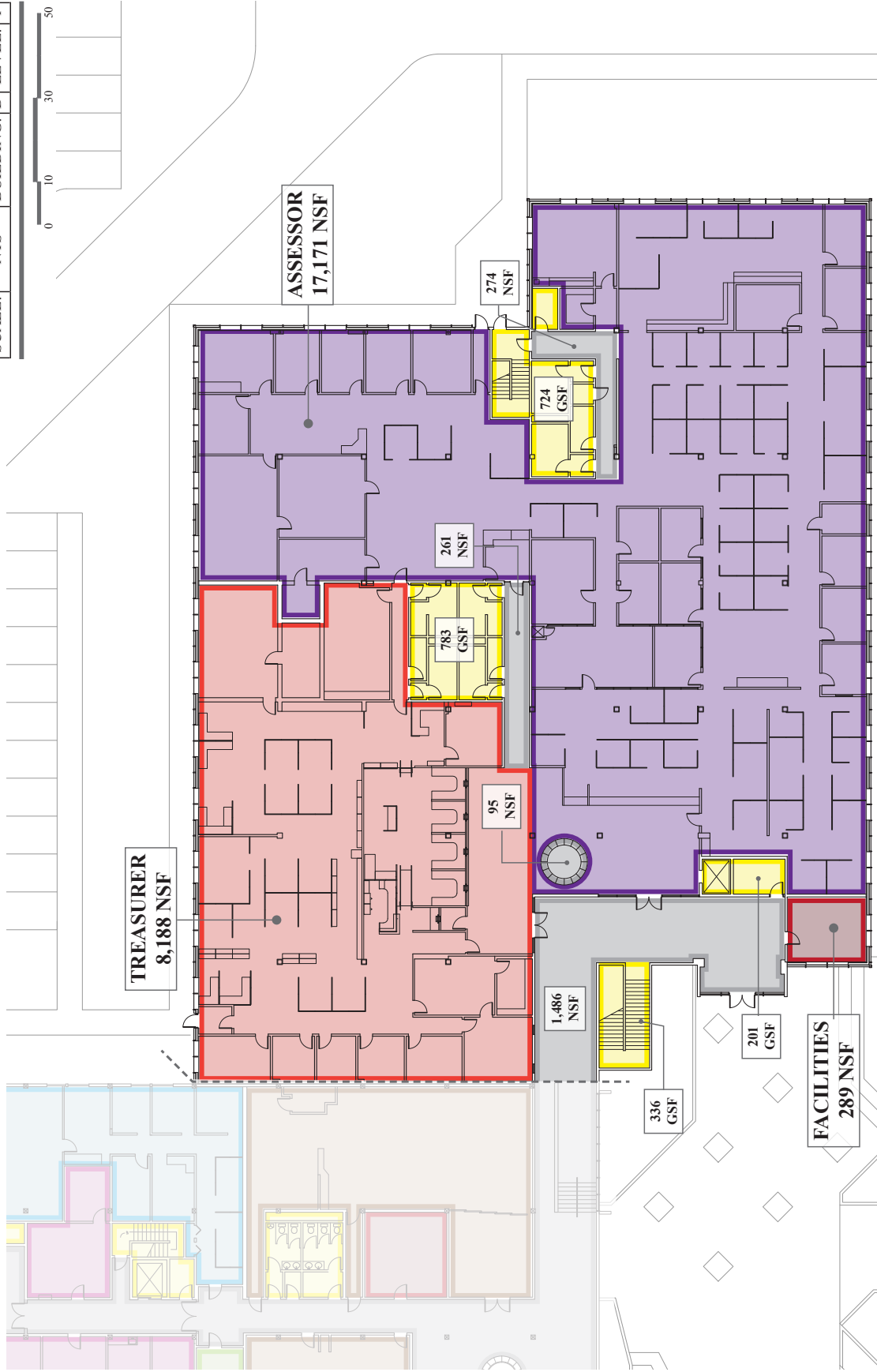


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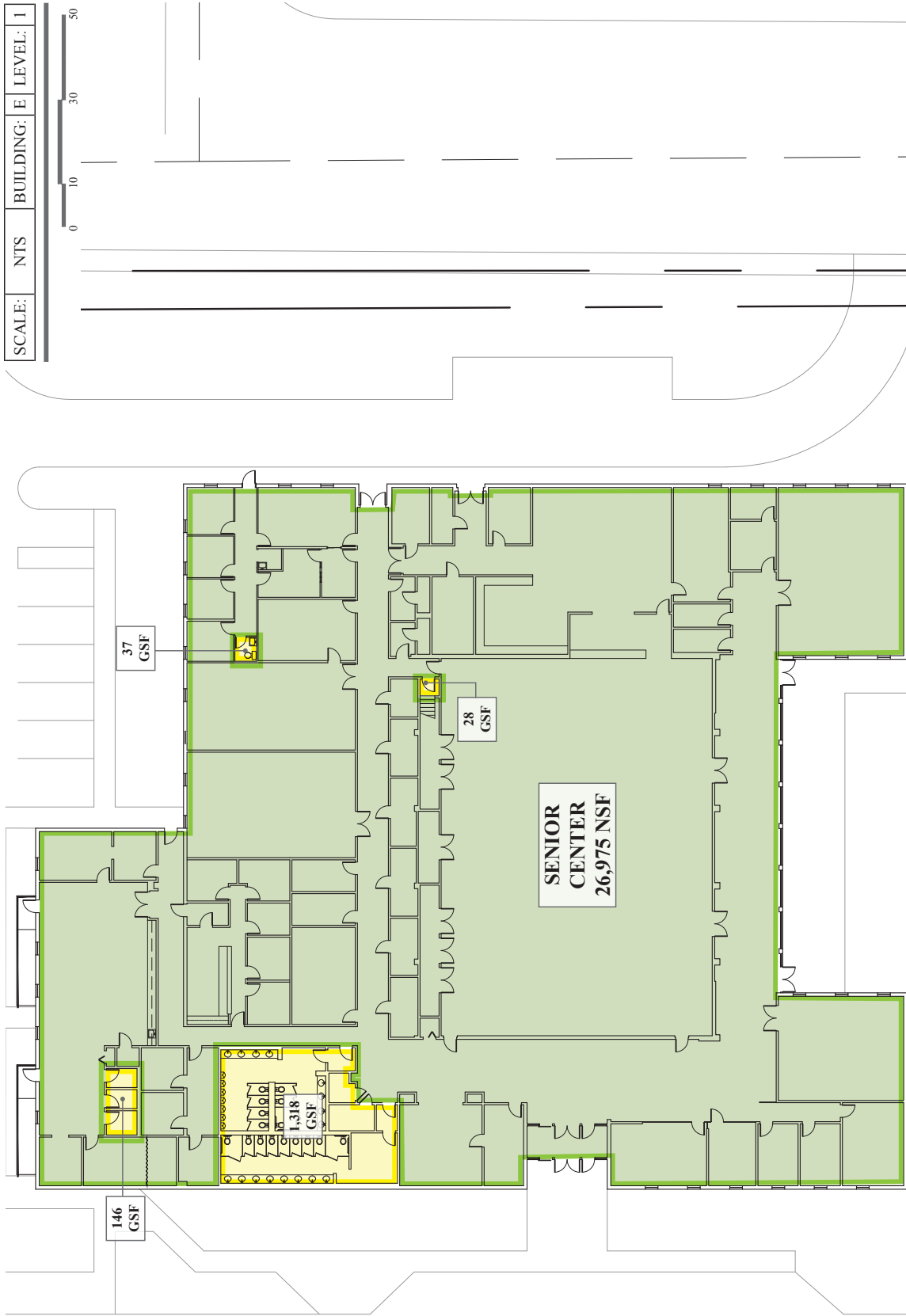
SCALE: NTS BUILDING: D LEVEL: 1



WALLS NSF:	964	CIRCULATION NSF:	2,116	CORE GSF:	2,044	DEPARTMENTS NSF (TOTAL):	24,992	GROSS SF:	30,116
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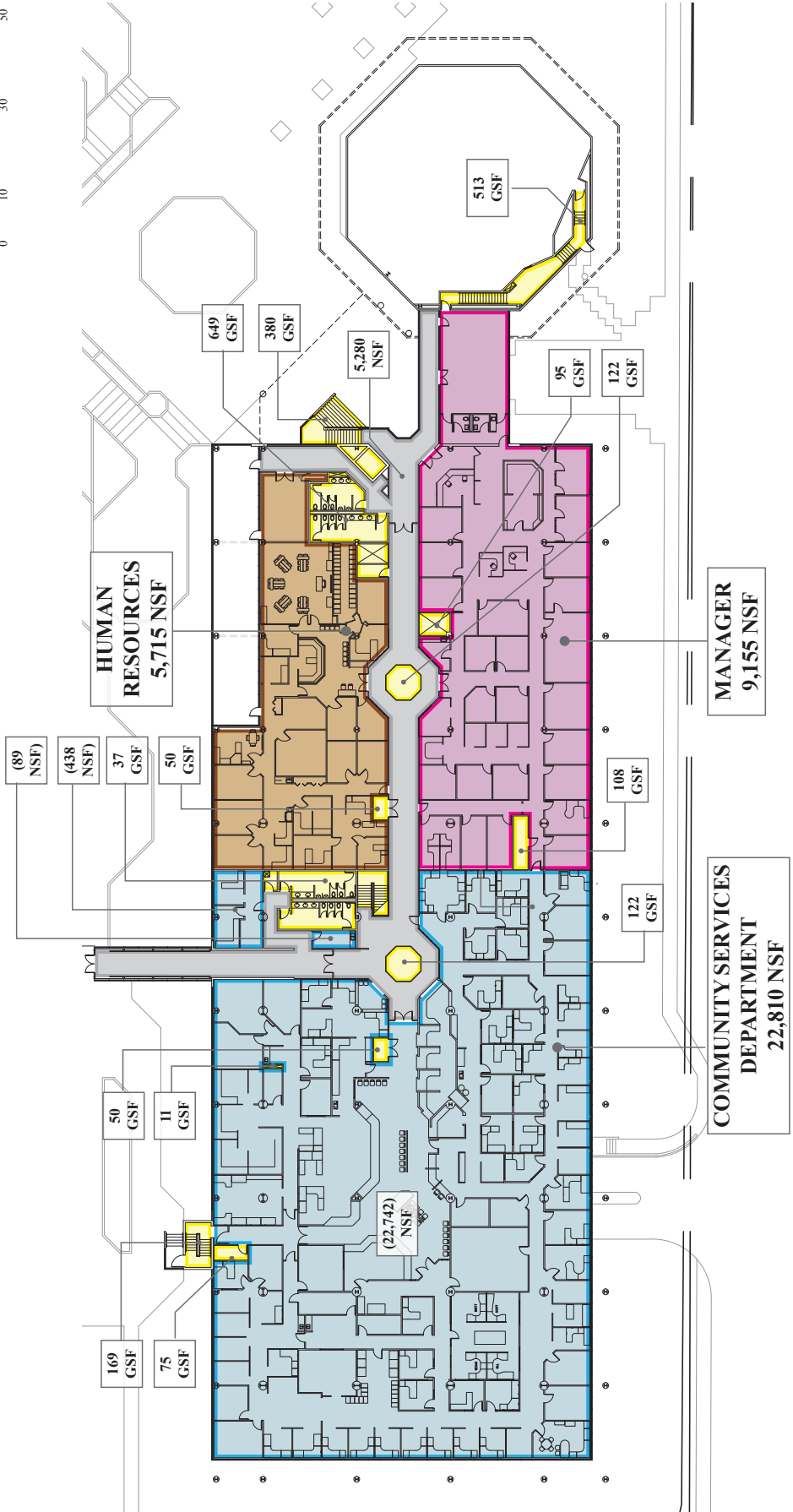
Appendix F. Space Inventory



WALLS NSF:	638	CIRCULATION NSF:	0	CORE GSF:	1,529	DEPARTMENTS NSF (TOTAL):	26,975	GROSS SF:	29,142
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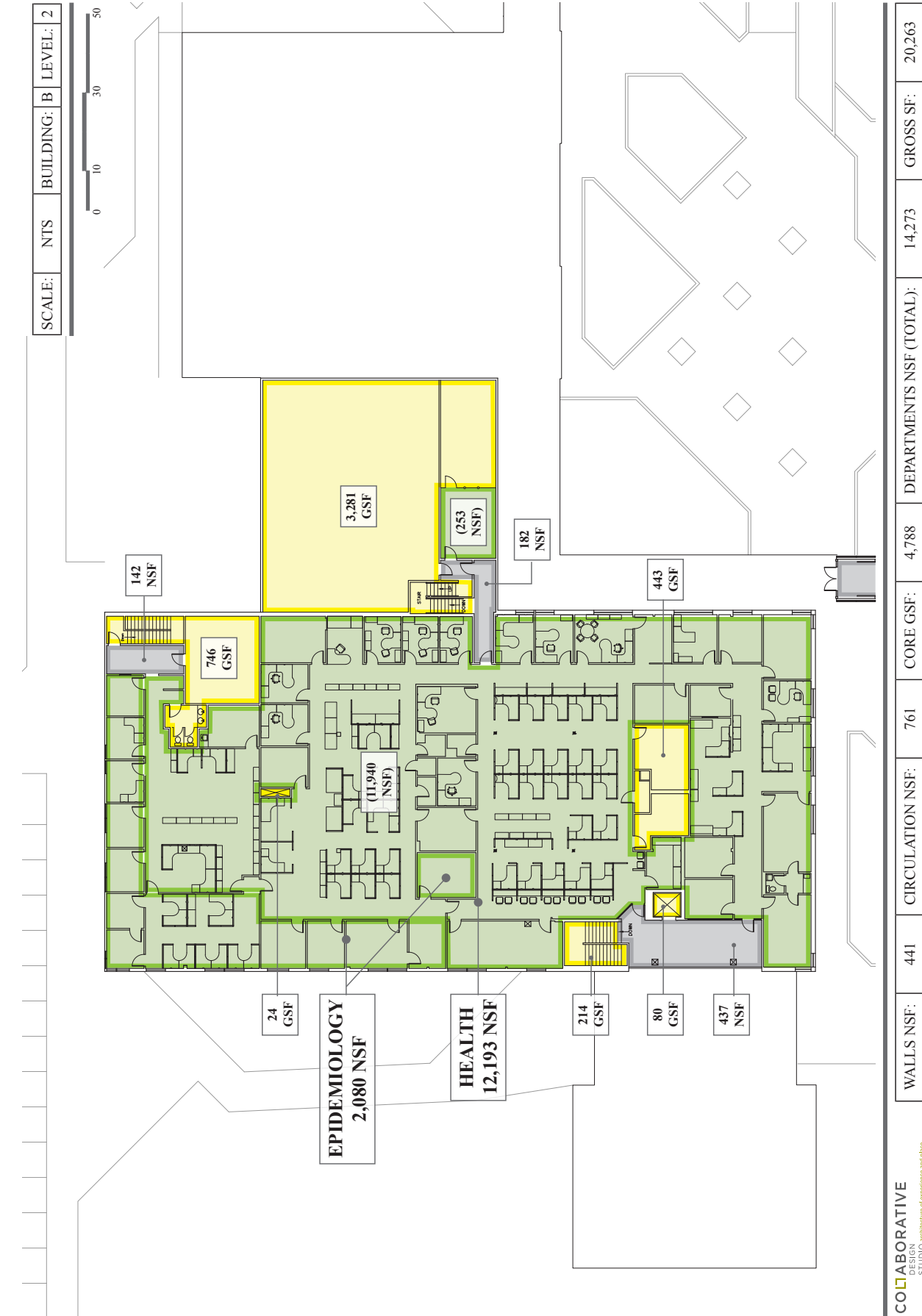
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SCALE: NTS BUILDING: A LEVEL: 2



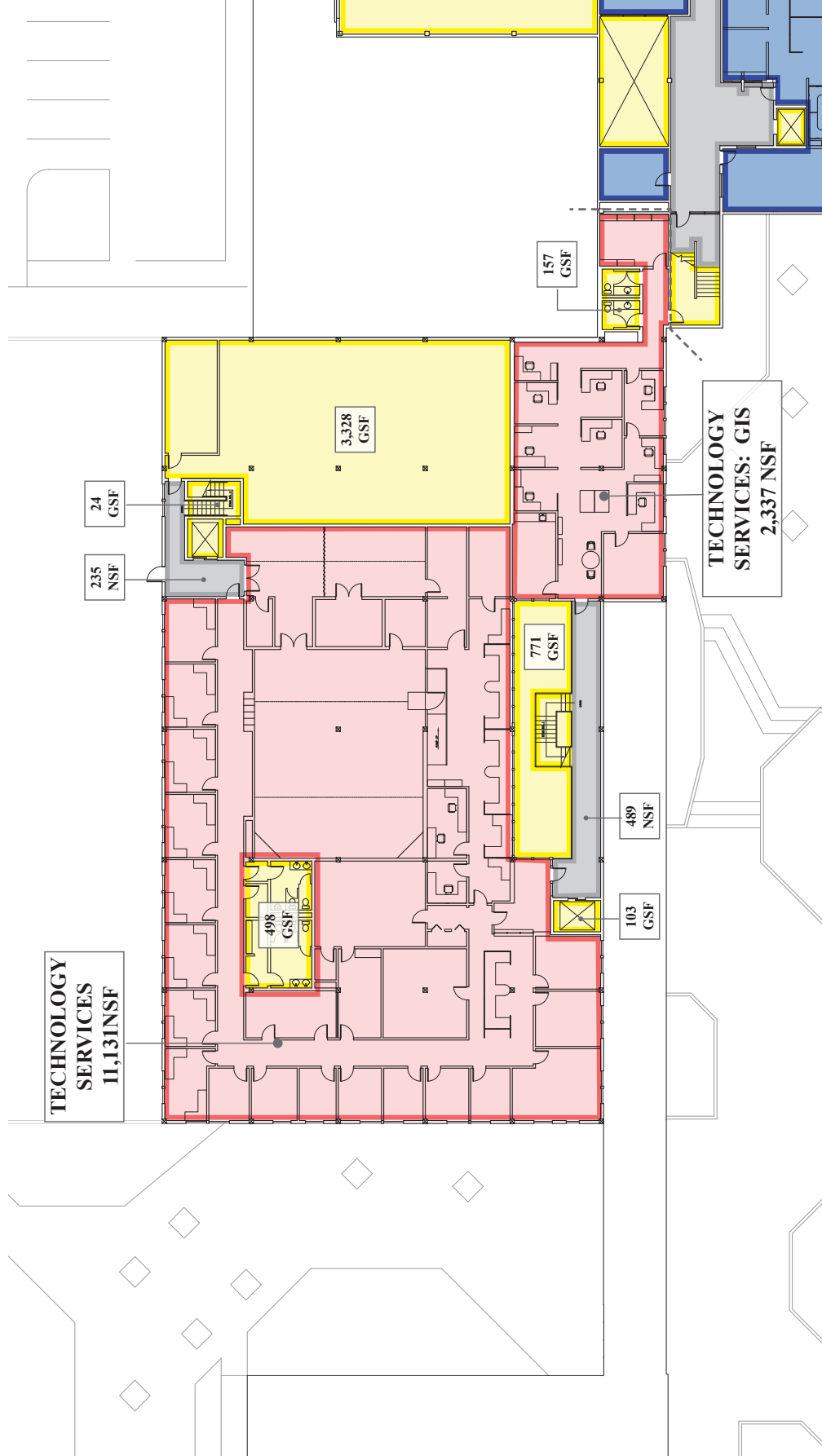
WALLS NSF:	989	CIRCULATION NSF:	5,280	CORE GSF:	3,009	DEPARTMENTS NSF (TOTAL):	38,267	GROSS SF:	47,545
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Appendix F. Space Inventory

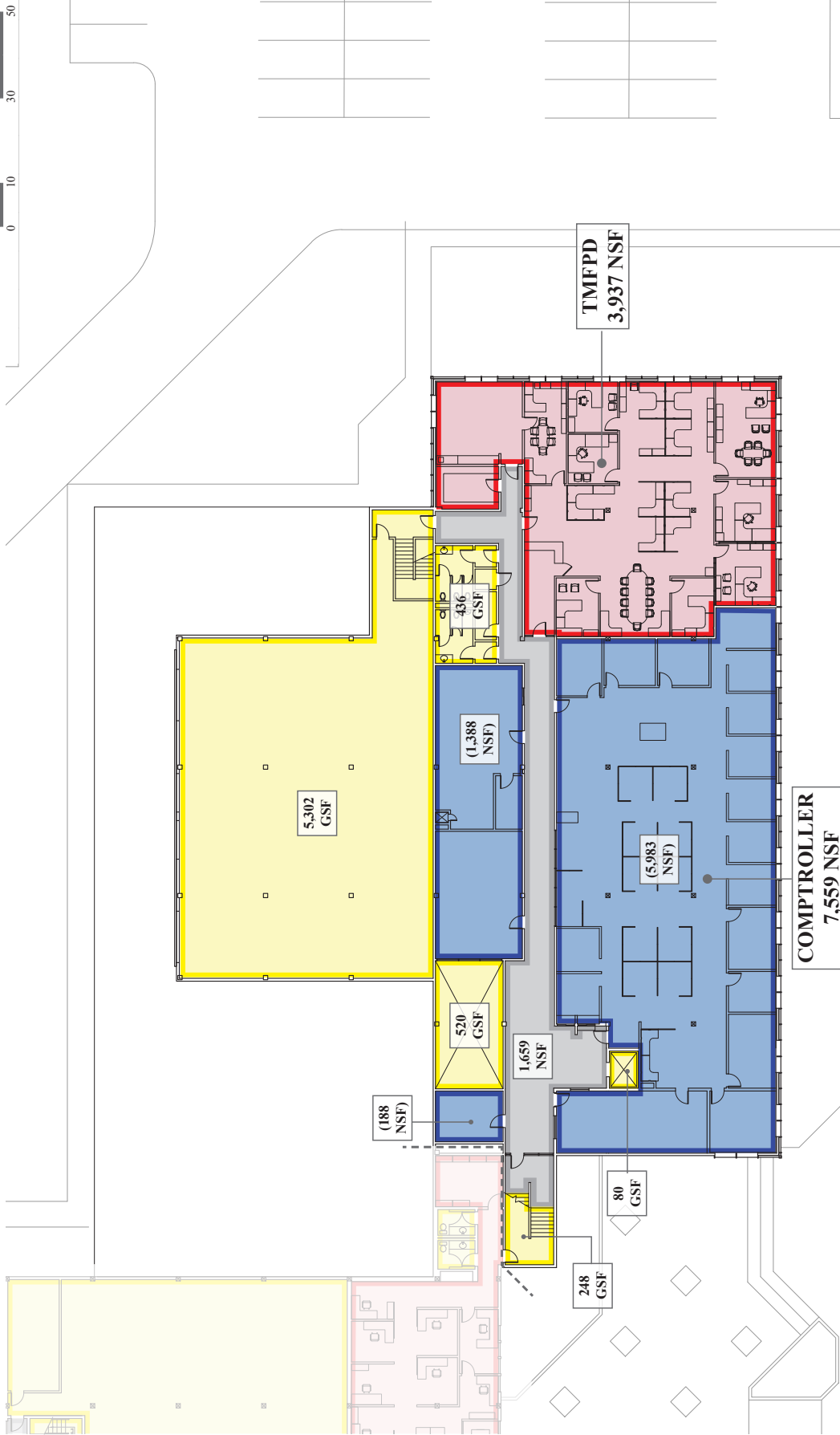
SCALE: NTS BUILDING: C LEVEL: 2



WALLS NSF:	464	CIRCULATION NSF:	724	CORE GSF:	5,081	DEPARTMENTS NSF (TOTAL):	13,468	GROSS SF:	19,737
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SCALE: NTS BUILDING: D LEVEL: 2



WALLS NSF:	1,189	CIRCULATION NSF:	1,659	CORE GSF:	6,586	DEPARTMENTS NSF (TOTAL):	11,496	GROSS SF:	20,930
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