

## City Hall / Public Safety Building Space Requirements

### **Administration**

#### Offices:

1. Mayor
2. City Administrator + small conference table
3. City Secretary
4. Finance Director
5. Development Services Manager
6. Court Clerk (public facing window)

#### Work Stations:

1. Receptionist/Assistant to the City Administrator (public facing window)
2. Utility Billing Manager (public facing window)

#### Rooms:

1. Staff Restrooms
2. Lobby Space for Citizens and Visitors
3. Public Restrooms

#### Parking:

1. Approx. 12 Spaces

### **Public Works**

#### Offices:

1. Public Works Director
2. Office with one work station and small meeting table

#### Yard:

1. Yard for Material Storage
2. Shed

#### Parking:

1. Approx. 5 Spaces

### **Separate Police Space**

#### Offices:

1. Chief of Police
2. Assistant Chief of Police
3. Sergeant
4. Corporals (only 1 shared office needed since they work opposite days)

#### Rooms:

1. Interview room
2. Secure file room
3. Secure server room
4. Secure storage (weapons, radios, and equipment)
5. Large storage (need not be air conditioned) bicycles, vehicle equipment, large items
6. Secure evidence room with separate ventilation system and small processing area
7. Locker/changing room

Work stations:

1. Administrative Assistant/Receptionist
2. 2 spaces for Patrol Officers and 2 computers
3. Detective
4. Lobby space for citizens and visitors

Parking:

1. Approx. 10 spaces

**Space that can be shared with City Hall**

1. Large multipurpose conference/training/ briefing room
2. Kitchen /break room with sufficient seating for numerous employees to eat lunch at once
3. Rest Rooms (not shared with general public)
4. Shower facilities.