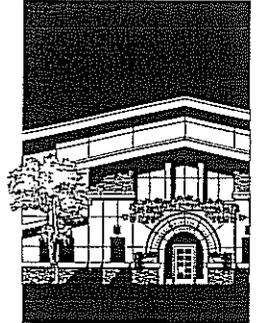


Town of Yucca Valley
Public Facilities Master Plan Study
December 5, 2007

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INTRODUCTION

Town of Yucca Valley – Public Facilities Master Plan Study

1.1 Background and Study Objectives:

The purpose of this study is twofold. The first part is to identify the public building necessary for providing services to the community based upon the adopted General plan build out population of approximately 65,000, and the second is the identification of alternative locations for these facilities.”

Several of the town of Yucca Valley facilities have outgrown their built capacity and need to expand in order to meet the current and future needs. As the population of the town continues to grow, the need for additional staff at the Town Facilities will also increase.

We studied the Town Hall/Community Center Complex including Library, Museum and Senior Center, the Public Works Facility Yard and the Animal Shelter. We also considered future facilities such as additional fire stations, and police substations.

This study make recommendations on space requirements based on four benchmark populations.

- Current population – approximately 22000
- 35,000 population
- 50,000 population
- 65,000 population

These recommendations are intended to assist the Town of Yucca Valley to efficiently provide quality services to the community and plan for future facilities. This study looks at the operational and spatial needs for the Town and makes the following recommendations:

- Total area in square footage required for each facility
- Recommended building layout of each facility
- Recommended sites for the buildings.
- Recommended site layout.
- Types of Construction for each facility.
- Projected cost estimates.
- Recommended phasing plan for implementation.

The study is intended to work in conjunction with the General Plan, the Old Town Yucca Valley Specific Plan and the Parks Master Plan study that projects the types and location of necessary parks and recreation facilities.

1.2 Executive Summary:

During our study of the Town of Yucca Valley facilities, we noted two major significant limitations to the existing facilities. The first limitation is the lack of enough space to support all the operational needs of the various departments. Many functions use small and often crowded spaces which do not support efficient operations.

The second limitation is inefficient use of the existing space. Due to space constraints, some employees from the same department or division are not grouped together, which in turn inhibits the department from functioning efficiently. Lack of office spaces and privacy for some key employees, and lack of noise control also contribute to the inefficient use of space.

After interviewing the representatives and some staff from all department and facilities, and gathering the information from surveys, meeting and site visits, we determined the following:

- There is a general consensus to have all the town employees except the public works department in one location. Due to the nature of their work and the type of space requirement, the public works can be housed in a separate location from the Town Hall.
- The Public Works Yard facility is currently
- The Yucca Valley Branch Library is inadequate to meet the current needs of its operational requirements. It lacks sufficient space to accommodate the existing programs, some staff lack office space and work areas and the noise level at the library is generally higher than desired.
- Similar to the Library, the Hi-Desert Nature Museum also lacks enough space to accommodate the storage and exhibit requirements as well as staff office areas and necessary staff amenities.
- The animal shelter facility is old and most of the amenities need to be upgraded and expanded to meet the municipal level standards.
- The number of fire stations serving the town and their current location is not enough to meet the recommended response time of 7 minutes.

We concluded that the following facilities will be necessary to provide services to the community.

- Town Hall Facility with Fire Department Offices and Police Station within the same complex.
- Public Works Facility Yard that is separate from the Town Hall
- New Library and Museum in the Old Town.
- Animal Shelter
- New Fire Stations
- Police Substations
- Relocation of the Welcome Center to the Old Town.

After gathering information from surveys, meeting and site visits we determined the required site area for these facilities. The sites are selected based on the functional needs of the facility. For example, the library, Museum and Town hall need to be centrally located and easily accessible to the public. The fire stations on the hand need to be distributed throughout the town to allow for immediate response in case of emergency. In this situation, we used the response area to ensure all parts of the town will receive service within the recommended response time.

In case of the Public Yard, it is important that it is located not to far from the Town Hall and away from the residential area due to the noise levels. The animal shelter also needs to be away from the residential areas due to noise concerns.

1.3 Methodology:

In order to correctly identify the spatial requirements of the different facilities, it is necessary to understand individual personnel functions and daily operations. We conducted a tour of the facilities and made observations on the current operations. We also collected pertinent information such as the list of existing equipment and vehicles that need to be accommodated.

After obtaining a general idea of the operations and space needs we developed a questionnaire to obtain the current and projected needs for the various departments. During this time we also conducted on-site interviews with representatives from all departments and random town employees to further understand their needs, adjacency requirements and visions for their working environment.

The information gathered through this report was compiled together into a space needs assessment documents that shows the space requirements for the four benchmark populations. This information can be found on item 2.2.2 Detailed Space Needs Document. We then use this information to develop the floor plans for the different facilities, and to obtain the needed land information and projected order of magnitude cost estimates.

1.4 Project Team:

The team of consultants facilitating this study included the following key members:

- Don Gillis, AIA – Principal, Gillis and Associates Architects, Inc.
- Jack Panichapan, AIA - Project Architect, Gillis and Associates Architects, Inc.
- Angela Nkya – Designer, Gillis and Associates Architects, Inc.
- Ron Hilton - Operations Consultant, Maintenance Facility Consultants

We worked closely together with the Town of Yucca Valley Facility Master Plan Design Committee. The Design Committee reviewed the project progress and provided necessary information pertaining to the project. This team consisted of the following members:

- Shane Stueckle, Deputy Town Manager – Project Manager
- Andy Takata, Town Manager
- Curtis Yakimow, Administrative Services Director
- Tom Best, Community Development Director
- Jim Schooler, Community Services Director

Other key participant responsible for providing necessary information on the existing facilities and operations are:

- Joseph Glowitz, PE, Former Director of Public Works/Town Engineer
- Dennis Armbruster, Public Works Supervisor, Town of Yucca Valley
- Lynne Richardson, Museum Supervisor, Town of Yucca Valley
- Frank Sheckler, Recreation Supervisor, Town of Yucca Valley
- Melanie Crider, Animal Care and Control Manager, Town of Yucca Valley
- Linda Grove, Yucca Valley Branch Library Director, San Bernardino County Public Libraries
- James William, Sheriffs Captain, San Bernardino County Sheriff Department
- Chuck Willis, Sheriffs Lieutenant, San Bernardino County Sheriff Department
- Paul Summers, Division Chief, Yucca Valley Fire Protection District

EXISTING FACILITIES

Town of Yucca Valley – Public Facilities Master Plan Study

2.1 Existing Facilities:

2.1.1 Town Hall

The existing 3938 Town Hall facility was constructed in 1980. This facility is currently occupied by the Office of the Town Manager, Administrative Services Department and a portion is leased to the San Bernardino County Libraries and used as the Yucca Valley Branch Library.

2.1.2 Community Center

Constructed in 1970, when the population of Yucca Valley was 6000, the Community Center houses offices for the Community Services Department and several rental spaces. The total area of this facility is 11,922 square feet, most of which is rental space.

2.1.3 Museum

The 5108 SF Museum facility currently used was constructed in 1970. This facility was not constructed to be a Museum. The building has inadequate storage, office and workspace for the staff. The size of the exhibit areas is also puts limitations to the type of exhibits that can be accommodated. The signage to the museum is not very clear on the outside therefore most people have some difficulty finding their way to the Museum.

Despite the visibility limitations the museum has approximately 2000 visitors per month, 75% of which are local residents. This number goes up 3000 during summer.

2.1.4 Library

The Library facility is owned by the Town of Yucca Valley, but the services are provided by the San Bernardino County Library. The current staff is 18 personnel, which is divided into 3 full-time and 15 part-time employees.

The library has approximately 400-500 visitors per day and carries approximately 51,000 volumes. The library does not have adequate space to accommodate all its programs and collections. As an example, the children program needs room to accommodate approximately 100 participants.

In addition, the San Bernardino County Library runs a Literacy program which provides free, confidential, one-on-one tutoring for adults who wish to improve their reading, writing, spelling and technology skills. This program needs study rooms needed to provide confidential one service for this program.

Other space deficiencies include

- Private offices for some of the library senior staff.
- Staff Lunch room. Currently shared with the storage.
- Lockers for staff/volunteers
- Teen area with reference books for homework.
- A Room/Office for the Friends of the Library Program.
- Collection area for the expansion of the Genealogy Section.

2.1.5 Senior Center

Similar to the Library, the senior facility is owned by the Town of Yucca Valley but the program is run by the County of San Bernardino. This facility is not a full a full senior center, but has 4 offices, a small lounge area, a dining room and a kitchen. This center serves 5 meals per week and approximately 14000 meals per month through dining in and meals on wheel. The community would like to see a fully functioning senior center with more lounge space and game rooms.

The Parks Master Plan Consultants are making recommendations to have a Multi-Generational Facility. If constructed, the facility will be able to provide full services to the senior community.

2.1.6 Public Works Facility Yard

The Public Works Yard has a 15800 SF office facility and a 40,280 SF shop. The office facility houses the Office of the Deputy Town Manager, Community Development Department and Engineering/Public Works Department.

We noted that there is a general consensus to have all to other town departments in one location. When this happens, the facility will be adequate to meet the needs of the remaining employees at the Yard.

2.1.7 Animal Shelter

The Animal Care and Control Facility is a 1414 SF office building and occupies approximately 1.32 acre site that contains animal sheds. This facility was not built to provide municipal level services and lacks enough workspace for the employees. Some of the concerns for the existing facility are:

- Lack of proper working areas
- Water is not set up in all needed areas
- There are a lot of dirt areas which make it difficult to sanitize
- Front Office is small
- Insufficient parking areas

With the plans to further expand the area of services to other municipalities around Yucca Valley, the need for a new facility is necessary.

2.1.8 Sheriff's Substation

The town Policing services are provided by the San Bernardino County Sheriffs Department and uses a 672 SF Office Space located in the Town Hall Campus. The current number of employees for the Police Services Division is 19. The population growth will only increase the demand for policing services. The recommended requirements are 1 patrol deputy for every 1000 residents. At some point it might be economical for the town to have its own police force. As a result the number of town owned fleet will increase and there will be a need for another service bay at the Yard.

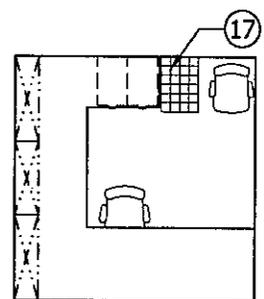
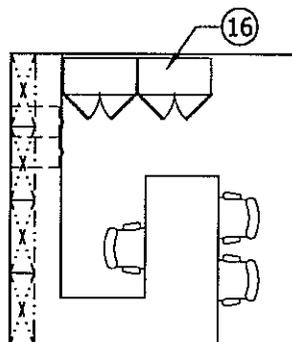
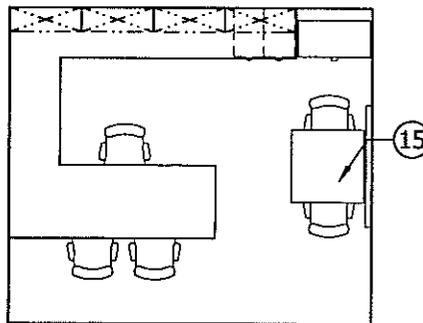
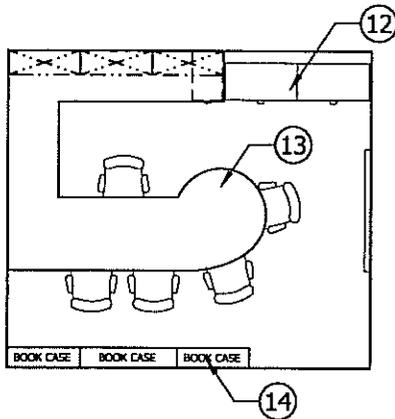
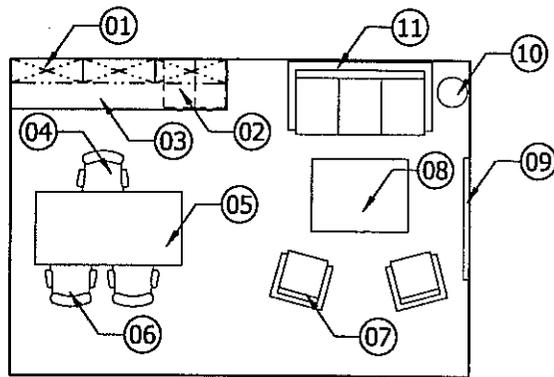
OFFICE LAYOUTS

Town of Yucca Valley – Public Facilities Master Plan Study

The typical office layouts represent the size and type of space needed for the staff to perform their daily activities. The standard spaces take into consideration necessary furniture and equipment needed by the staff and help to accurately project the required space needed.

KEYNOTES

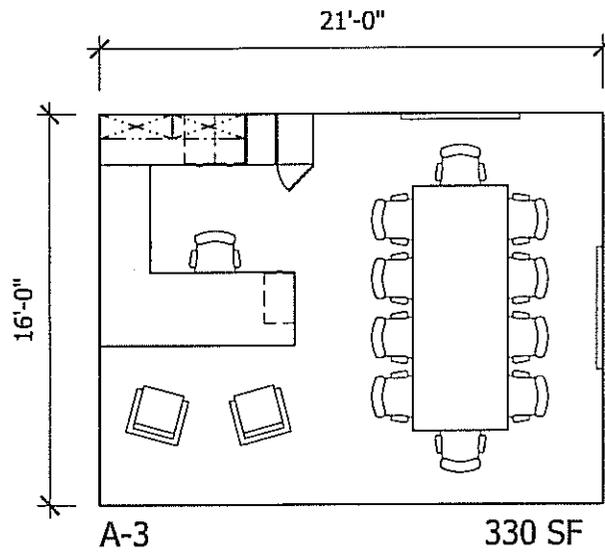
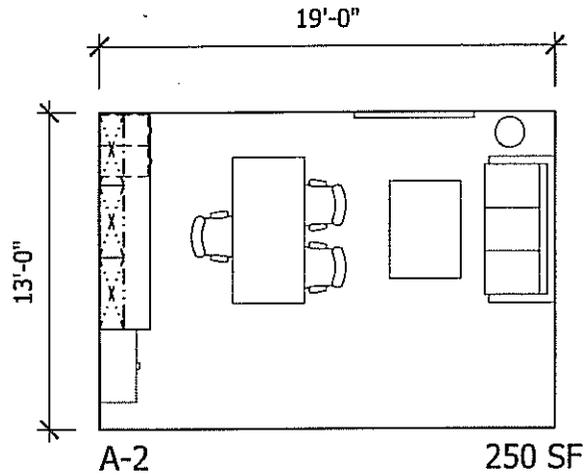
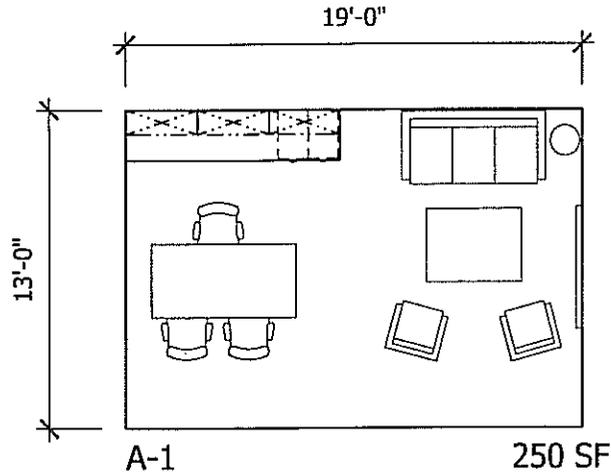
- ① OVERHEAD BINDER BINS
- ② UNDER COUNTER PEDESTAL FILE
- ③ COUNTERTOP WORKSPACE
- ④ CHAIR
- ⑤ DESK
- ⑥ VISITOR'S CHAIR 1
- ⑦ VISITOR'S CHAIR 2
- ⑧ COFFEE TABLE
- ⑨ MARKER BOARD
- ⑩ SMALL SIDE TABLE
- ⑪ COUCH
- ⑫ LATERAL FILE
- ⑬ DESK W/ EXTENDED MEETING SURFACE
- ⑭ BOOKCASE
- ⑮ SIDE TABLE
- ⑯ VERTICAL SHELVES W/ DOORS
- ⑰ ROLLED PLAN STORAGE



OFFICE STANDARDS

A. 250 - 330 SF

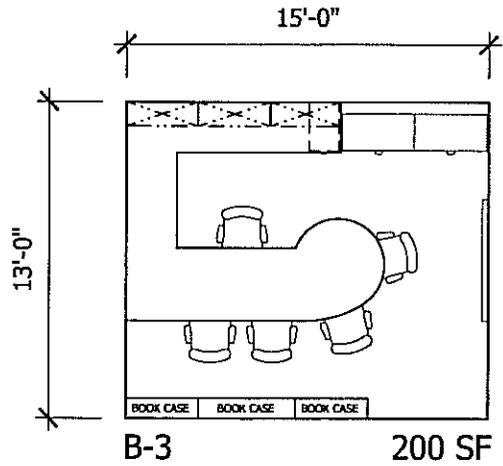
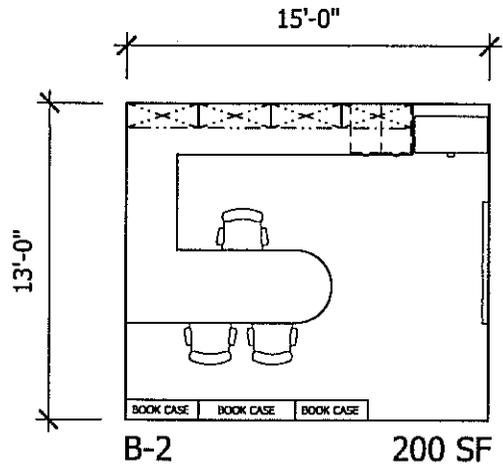
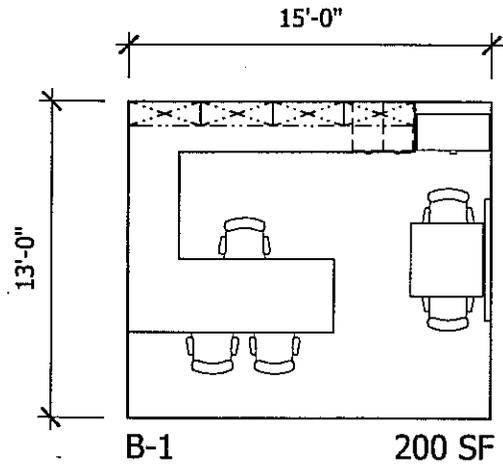
Town Manager



OFFICE STANDARDS

B. 200 SF

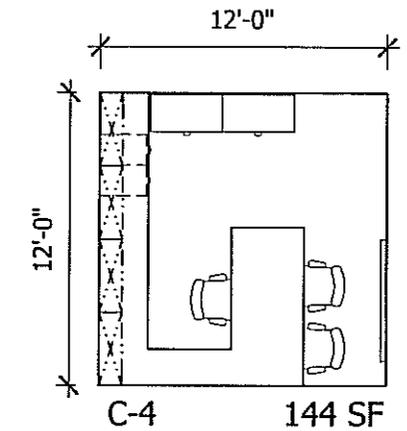
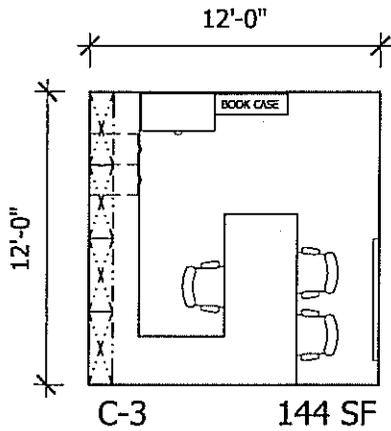
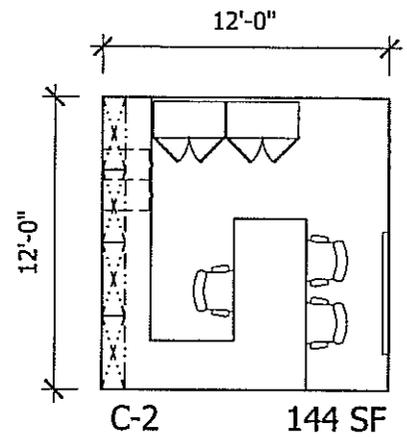
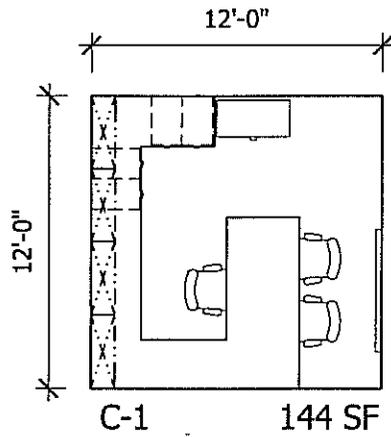
Deputy Town Manager
 Director of Admini. Services
 Community Dev. Director
 Community Serv. Director
 Director of Public Works
 Fire Chief
 Chief of Police



OFFICE STANDARDS

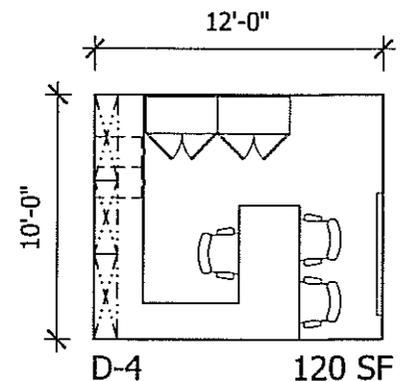
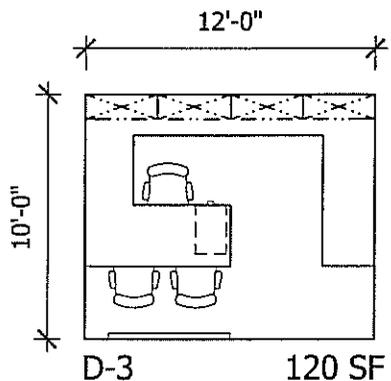
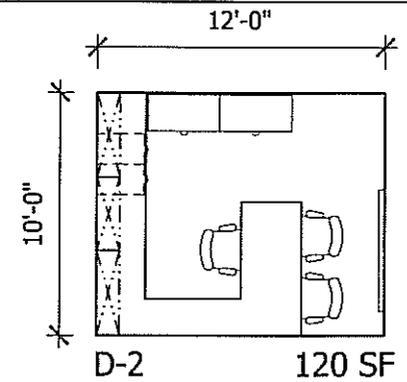
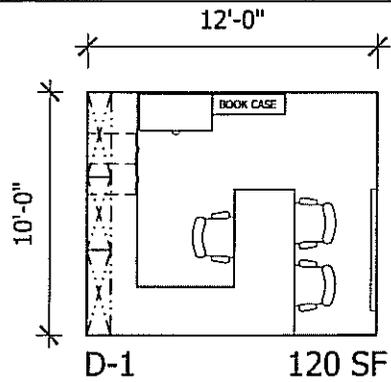
C. 144 SF

Animal Care & Control Manager
 Captain
 Administrative Captain
 Deputy Director of Comm. Services



D. 120 SF

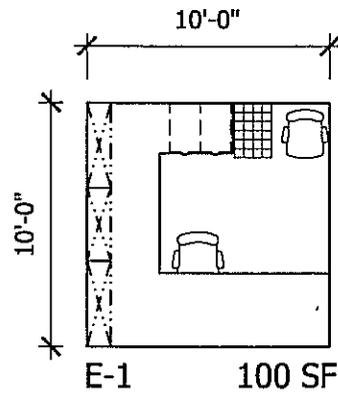
Code Compliance Supervisor
 Public Works Supervisor
 Town Clerk
 Senior Project Manager (contract)
 Human Resources/Risk Manager
 Recreation Superintendant
 Lieutenant
 Town Attorney
 Librarian



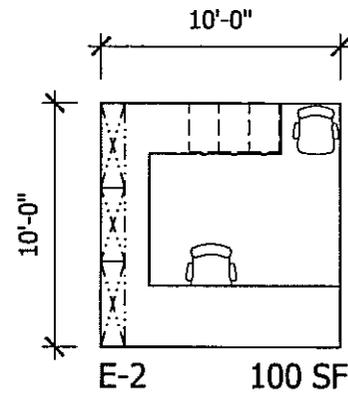
OFFICE STANDARDS

E. 100 SF

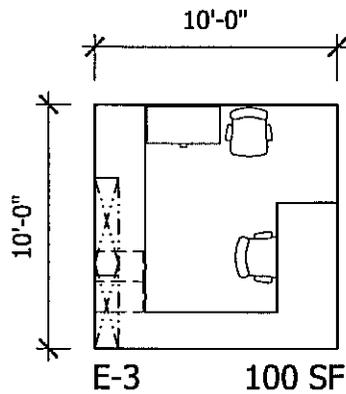
- Accountant
- Accounting Technician
- Payroll and Benefits
- Senior Management Analyst
- Recreation Supervisor
- Museum Supervisor
- Executive Assistant
- Deputy Town Clerk
- Building and Safety Supervisor
- Engineer
- Senior Planner
- Building Official
- Aquatics Supervisor
- Comm. Relations Supervisor
- Sergeant
- Museum Curator
- Senior Center Manager
- Librarian Assistant



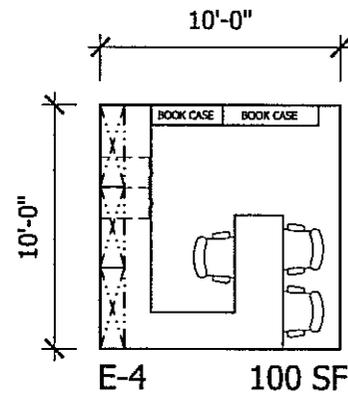
E-1 100 SF



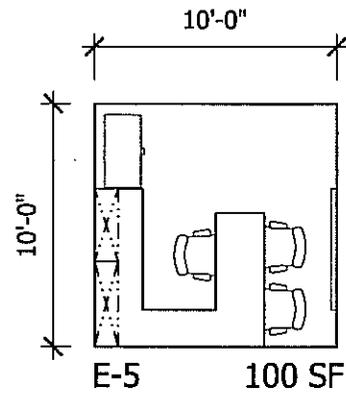
E-2 100 SF



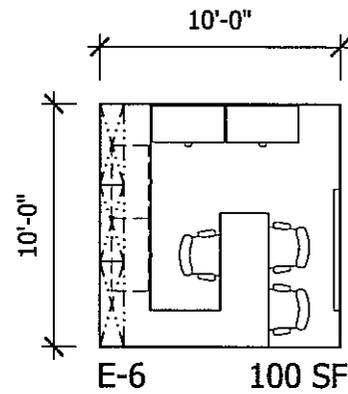
E-3 100 SF



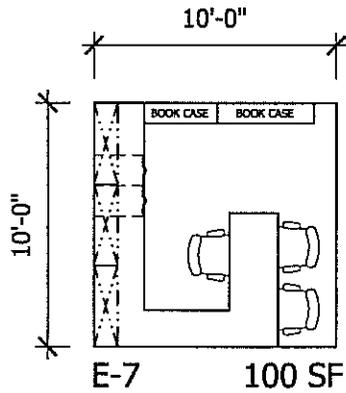
E-4 100 SF



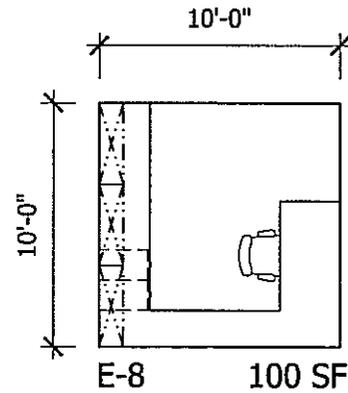
E-5 100 SF



E-6 100 SF



E-7 100 SF

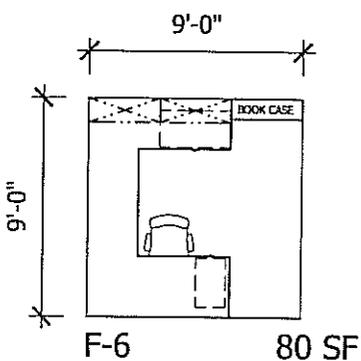
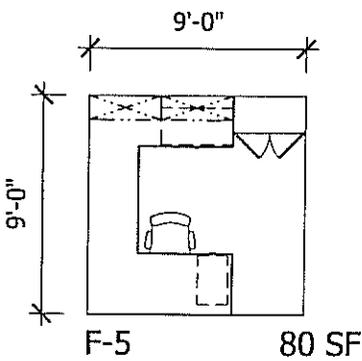
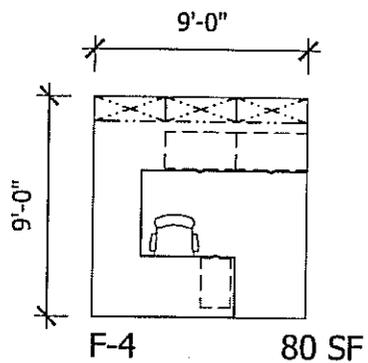
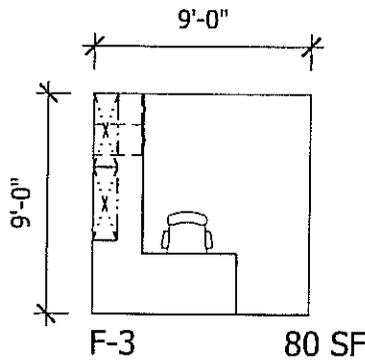
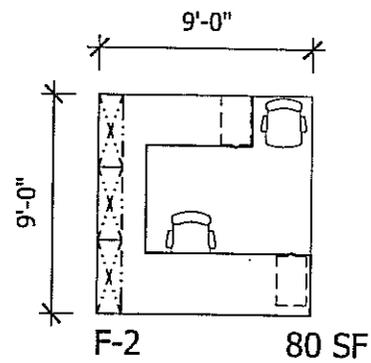
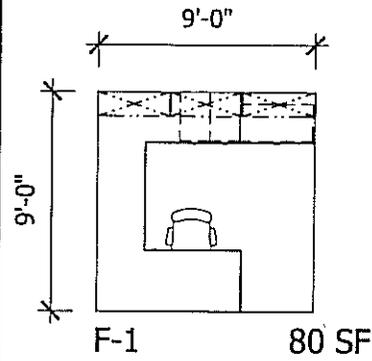


E-8 100 SF

OFFICE STANDARDS

F. 80 SF

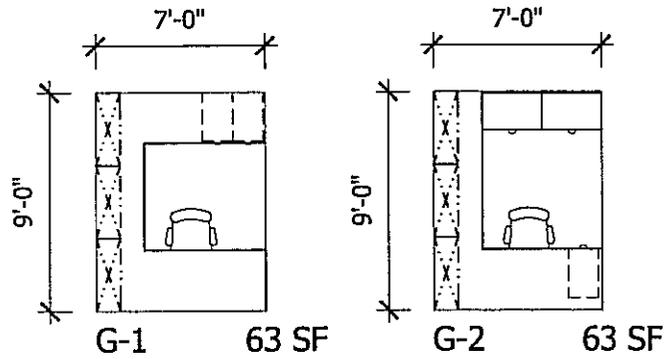
- Administrative Assistant II
- Administrative Assistant III
- Building Inspector
- Code Compliance Officer
- Code Compliance Technician
- Engineering Technician
- IT Consultant (contract)
- Public Works Lead Worker
- Public Works Observer
- Associate Planner
- Contract Planner
- Recreation Coordinator
- Recreation Leader
- Facilities Maintenance Specialist
- Animal Shelter Supervisor
- Lifeguard/Swim Instructor
- Special Events Coordinator
- Assistant Aquatics Supervisor
- Youth & Teen Coordinator
- Sports Coordinator
- Comm. Relations Coordinator
- Comm. Relations Assistant
- Museum Assistant
- Museum Program Coordinator
- Museum Registrar
- Children Service Coordinator
- Circulation Supervisor
- Dispatch Supervisor
- Detective
- Station Clerks
- Juvenile Officer
- Senior Clerk
- Educator
- Public Safety Specialist
- Senior Center Coordinator
- Young Adult Services Coordinator
- Adult Services Coordinator
- Nutritionist
- Lifelong Learning Coordinator



OFFICE STANDARDS

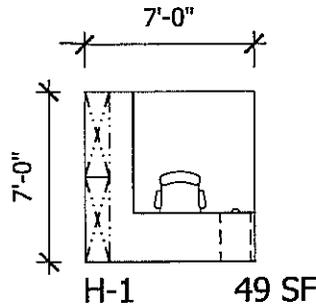
G. 63 SF

Planning Technician
Permit Technician
Animal Control Field Officers
G.I.S. Technician
Locker Room Attendant
Museum Aide
Cooks
Children Services Staff
Literacy Program
Circulation Staff
Young Adult Services Staff
Periodical Staff
Genealogy Department
Inter Library Staff



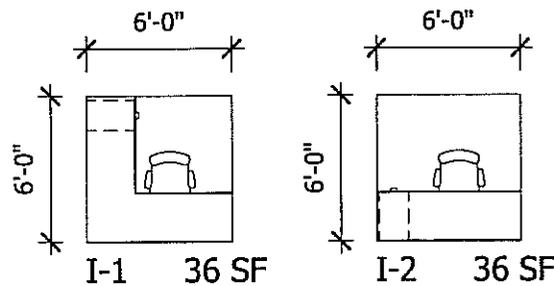
H. 49 SF

Animal Shelter Staff
Kennel Technician
After- Hour Emergency Officer



I. 36 SF

Maintenance Worker
Patrol Deputies



OFFICE STANDARDS

SPACE NEEDS

Town of Yucca Valley – Public Facilities Master Plan Study

The information contained in the Space Needs Document represents the total square footage required for each department and facility. The sum of all categories is indicated in the summaries.

- The first summary shows the total area and number of employees required for each department at the four benchmark populations.
- The second summary shows the type of spaces needed for each facility. This information is particularly useful in estimating the construction cost of each facility.
- The third summary shows the total area required in each facility and the land required for construction on one level.

Circulation areas such as hallways and stairways are not programmed by function but are added by the circulation factor multiplier.



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Project
Client:

Facilities Master Plan Study
Town of Yucca Valley

FINAL

Department	Total Area per Department				Total Head Count:			
	Current	35000	50000	65000	Current	35000	50000	65000
Office of the Town Manager	4,463	5,313	6,363	7,413	4	4	6	8
Deputy Town Manager	4,150	7,038	7,038	7,538	5	9	9	10
Administrative Services Dept	5,154	6,908	7,983	8,883	7	8	10	11
Community Development Dept	7,985	10,933	12,393	12,393	12	15	18	18
Community Services	5,488	10,538	13,068	13,468	6	16	20	20
Public Works/Engineering Dept	21,615	76,406	106,666	133,007	38	50	62	78
Public Safety - Fire	3,718	5,418	5,998	6,523	5	5	6	7
Public Safety - Police	13,783	42,626	54,763	69,983	19	43	60	79
Council Chambers	2,813	26,148	26,148	26,148				
Common Areas	63	8,300	8,825	8,825				
Animal Care and Control	5,210	106,083	111,793	119,338	9	9	13	21
Museum	23,798	42,356	42,356	42,356	6	8	8	8
Comm Serv @ Other Facilities	1,300	7305	10,110	12,535	1	14	19	23
Senior Center	36,774	47,485	55,708	66,288				
Library	38,849	61,958	72,208	77,057				
Fire Stations	3,650	11,125	11,125	11,125				
Police Substation	4,148	4,148	4,148	5,148				
TOTAL REQUIRED AREA	175,160	464,810	541,415	611,751				
Total Head Count:					112	181	231	283



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Project Facilities Master Plan Study
Client: Town of Yucca Valley

FINAL

Department	Total Area per Space Type at 65,000						Total Area
	Office	Warehouse	Workshop	Covered Canopy	Exterior Spaces	Kitchen	
Office of the Town Manager	3,413				4000		7,413
Deputy Town Manager	2,738				4800		7,538
Administrative Services Dept	3,283				5600		8,883
Community Development Dept	3,993				8400		12,393
Community Services	3,868				9600		13,468
Public Works/Engineering Dept	9,238	5,910	13,644	6,567	97648		133,007
Public Safety - Fire					3600		2,923
Public Safety - Police					49828		20,155
Council Chambers	9,288				16860		26,148
Common Areas	8,200				625		8,825
Animal Care and Control	7,125	83,763	1,000		27450		119,338
Museum	12,060		375		29921		42,356
Comm Serv @ Other Facilities	1,735				10800		12,535
Senior Center	64,163				375	1750	66,288
Library	23,341				53716		77,057
Fire Stations							11125
Police Substation	1,548				3600		5,148
TOTAL	152,442	89,673	15,019	6,567	323,223	1,750	34,203

LEGEND

- OFF** = OFFICE
- WH** = WAREHOUSE
- EF** = ESSENTIAL FACILITY
- CC** = COVERED CANOPY
- EX** = EXTERIOR SPACE
- SH** = SHOP
- KIT** = KITCHEN
- PO** = PRIVATE OFFICE
- SP** = SEMI-PRIVATE OFFICE
- WS** = WORK STATION
- CIRC** = CIRCULATION FACTOR
- SF** = SQUARE FEET
- DEPT** = DEPARTMENT
- FT** = FULL TIME
- PT** = PART TIME



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Project: Facilities Master Plan Study
Client: Town of Yucca Valley

FINAL

Facility	Total Area per Facility (SF)				Site Circulation (SF)	Land Required (Acres)
	Current	35000	50000	65000		
Town Hall Campus	49,652	129,121	149,678	168,273	126,205	6.76
Public Yard Facility	19,578	70,503	99,563	125,904	94,428	5.06
Library / Museum	62,647	104,314	114,564	119,413	89,560	4.80
Senior Center	36,774	47,485	55,708	66,288	49,716	2.66
Animal Shelter	5,210	106,083	111,793	119,338	89,503	4.79
Fire Station *	3,650	11,125	11,125	11,125	8,344	0.45
Police Substation**	4,148	4,148	4,148	5,148	3,861	0.21
TOTAL REQUIRED AREA	181,657	472,777	546,577	615,489		
Total Head Count:						

* Typical for 1 fire station. 4 stations are recommended.

** Typical for 1 station. 2 stations are recommended.



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Andy Takata, Town Manager

Contact Info:

FINAL

Department: Management

Job Title					Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Town Manager	1	1	1	1	OFF	PO	A3	250	1.25	313	313	313	313	
Town Clerk	1	1	1	1	OFF	PO	D4	120	1.25	150	150	150	150	
Town Attorney	0	0	1	1	OFF	PO	D4	120	1.25	0	0	150	150	
Deputy Town Clerk	0	0	0	1	OFF	WS	E	100	1.25	0	0	0	125	
Executive Assistant	1	1	1	1	OFF	WS	E8	100	1.25	125	125	125	125	
Administrative Assistant	0	0	1	1	OFF	WS	F	80	1.25	0	0	100	100	
Senior Management Analyst	1	1	1	2	OFF	PO	E4	100	1.25	125	125	125	250	
Total Personnel for Dept:	4	4	6	8										
Total Office SF for Dept:										713	713	963	1213	SF
Support Areas for Dept:														
Communal Work Space	0	1	1	1	OFF			80	1.25	0	100	100	100	
Conference Room	0	1	1	1	OFF			420	1.25	0	525	525	525	35 sf per person - 12 people
Copier / Fax Area	1	1	1	1	OFF			100	1.25	125	125	125	125	
File Room	0	1	1	1	OFF			80	1.25	0	100	100	100	
Mail Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Public Counter	1	1	1	1	OFF			250	1.25	313	313	313	313	
Storage	0	1	1	1	OFF			100	1.25	0	125	125	125	
Vault	1	1	1	1	OFF			300	1.25	375	375	375	375	
Waiting/Reception	1	1	1	1	OFF			300	1.25	375	375	375	375	
Other: Restrooms	2	2	2	2	OFF			65	1.25	163	163	163	163	
Total Support SF for Dept:										1350	2200	2200	2200	SF
Total Personnel and Support Square Footage										2063	2913	3163	3413	SF
Exterior Parking														
Employees	4	4	6	8	EX			200	2.00	1600	1600	2400	3200	
Visitors	2	2	2	2	EX			200	2.00	800	800	800	800	
Total Exterior Parking										2400	2400	3200	4000	SF
TOTAL AREA REQUIRED										4463	5313	6363	7413	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Shane Stueckle, Deputy Town Manager
Contact Info:
Department: Management

FINAL

Job Title	NET AREA:				Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Deputy Town Manager	1	1	1	1	OFF	PO	B	200	1.25	250	250	250	250	
Project Manager	1	1	1	1	OFF	PO	D3	120	1.25	150	150	150	150	
Code Compliance Supervisor	1	1	1	1	OFF	PO	D2	120	1.25	150	150	150	150	
Code Compliance Officer	1	2	2	2	OFF	WS	F1	80	1.25	100	200	200	200	
Code Compliance Technician	1	2	2	2	OFF	WS	F1	80	1.25	100	200	200	200	
Administrative Assistant III	0	1	1	1	OFF	WS	F1	80	1.25	0	100	100	100	
Administrative Assistant	0	1	1	2	OFF	WS	F	80	1.25	0	100	100	200	
Total Personnel for Dept:	5	9	9	10										
Total Office SF for Dept:										750	1150	1150	1250	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Communal Work Space	0	1	1	1	OFF			80	1.25	0	100	100	100	
Conference Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Copier / Fax Area	0	1	1	1	OFF			100	1.25	0	125	125	125	
Equipment Storage Room	0	1	1	1	OFF			150	1.25	0	188	188	188	
File Room	0	1	1	1	OFF			80	1.25	0	100	100	100	
Library	0	1	1	1	OFF			100	1.25	0	125	125	125	
Mail Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Map/Drawing Room	1	1	1	1	OFF			100	1.25	125	125	125	125	
Public Counter	1	1	1	1	OFF			250	1.25	313	313	313	313	
Storage	0	1	1	1	OFF			100	1.25	0	125	125	125	
Waiting/Reception	0	1	1	1	OFF			100	1.25	0	125	125	125	
Other: Training Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Other: Restroom	2	2	2	2	OFF			65	1.25	163	163	163	163	
Total Support SF for Dept:										600	1488	1488	1488	SF
Total Personnel and Support Square Footage										1350	2638	2638	2738	SF
Exterior Parking	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Employees	5	9	9	10	EX			200	2.00	2000	3600	3600	4000	
Visitors	2	2	2	2	EX			200	2.00	800	800	800	800	
Total Exterior Parking										2800	4400	4400	4800	SF
TOTAL AREA REQUIRED										4150	7038	7038	7538	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Curtis Yakimow, Director of Administrative Services
Contact Info: 760-369-7207
Department: Administrative Services

FINAL

Job Title					Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Director of Admin. Serv.	1	1	1	1	OFF	PO	B	200	1.25	250	250	250	250	
Human Resources Manager	1	1	1	1	OFF	PO	D3	120	1.25	150	150	150	150	
Risk Management	0	0	1	1	OFF	PO	D	120	1.25	0	0	150	150	
Payroll and Benefits	1	1	1	1	OFF	PO	E5	100	1.25	125	125	125	125	
Accountant	1	1	1	1	OFF	WS	E6	100	1.25	125	125	125	125	
Accounting Technician	1	1	2	2	OFF	WS	E6	100	1.25	125	125	250	250	
Admin, Assistant /Receptionist	1	2	2	2	OFF	WS	G1	63	1.25	79	158	158	158	
IT (contract)	1	1	1	2	OFF	WS	F1	80	1.25	100	100	100	200	
Total Personnel for Dept:	7	8	10	11										
Total Office SF for Dept:										954	1033	1308	1408	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Communal Work Space	0	1	1	1	OFF			80	1.25	0	100	100	100	
Conference Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Copier / Fax Area	0	1	1	1	OFF			50	1.25	0	63	63	63	
Equipment Storage Room	0	1	1	1	OFF			150	1.25	0	188	188	188	
File Room	0	1	1	1	OFF			100	1.25	0	125	125	125	
Mail Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Public Counter	1	1	1	1	OFF			250	1.25	313	313	313	313	
Storage	0	1	1	1	OFF			100	1.25	0	125	125	125	
Server Room	0	1	1	1	OFF			400	1.25	0	500	500	500	
Waiting/Reception	1	1	1	1	OFF			100	1.25	125	125	125	125	
Other: Mtg/Training Room	0	0	0	0	OFF			200	1.25	0	0	0	0	See Common Areas
Other: HR Conf. Rm	0	1	1	1	OFF			140	1.25	0	175	175	175	35 sf per person - 4 people
Other: Restrooms	2	2	2	2	OFF			65	1.25	163	163	163	163	
Total Support SF for Dept:										600	1875	1875	1875	SF
Total Personnel and Support Square Footage										1554	2908	3183	3283	SF
Exterior Parking	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Employees	7	8	10	11	EX			200	2.00	2800	3200	4000	4400	
Visitors	2	2	2	3	EX			200	2.00	800	800	800	1200	
Total Exterior Parking										3600	4000	4800	5600	SF
TOTAL AREA REQUIRED										5154	6908	7983	8883	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Tom Best, Director of Community Development
Contact Info: 760-865-6575
Department: Community Development

FINAL

Job Title					Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Director of Community Dev.	1	1	1	1	OFF	PO	B	200	1.25	250	250	250	250	
Building & Safety Supervisor	1	1	1	1	OFF	PO	E	100	1.25	125	125	125	125	
Building Official	1	1	1	1	OFF	PO	E	100	1.25	125	125	125	125	
Senior Planner	1	1	1	1	OFF	PO	E	100	1.25	125	125	125	125	
Building Inspector	2	3	4	4	OFF	WS	F4	80	1.25	200	300	400	400	
Associate Planner	2	3	3	3	OFF	WS	F4	80	1.25	200	300	300	300	
Contract Planner	1	1	1	1	OFF	WS	F4	80	1.25	100	100	100	100	
Administrative Assistant III	1	1	1	1	OFF	WS	F5	80	1.25	100	100	100	100	
Planning Technician	1	1	2	2	OFF	WS	G	64	1.25	80	80	160	160	
Permit Technician	1	1	2	2	OFF	WS	G	64	1.25	80	80	160	160	
GIS Technician		1	1	1	OFF	WS	G	64	1.25		80	80	80	
<i>Animal Care & Control Manager</i>														<i>separate facility</i>
<i>Animal Shelter Supervisor</i>														<i>separate facility</i>
<i>Administrative Assistant III</i>														<i>separate facility</i>
<i>Animal Control Field Officers</i>														<i>separate facility</i>
<i>Animal Shelter Staff</i>														<i>separate facility</i>
<i>Kennel Technician</i>														<i>separate facility</i>
<i>After Hours Emergency Officer</i>														<i>separate facility</i>
Total Personnel for Dept:	12	15	18	18										
Total Office SF for Dept:										1385	1665	1925	1925	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ	Current	35000	50000	65000	Comments
Communal Work Space	0	1	1	1	OFF			80	1.25	0	100	100	100	
Conference Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Copier / Fax Area	0	1	1	1	OFF			100	1.25	0	125	125	125	
Equipment Storage Room	0	1	1	1	OFF			150	1.25	0	188	188	188	
File Room	0	1	1	1	OFF			80	1.25	0	100	100	100	
Library	0	1	1	1	OFF			100	1.25	0	125	125	125	
Mail Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Map/Drawing Room	0	1	1	1	OFF			300	1.25	0	375	375	375	
Public Counter	1	1	1	1	OFF			250	1.25	313	313	313	313	
Storage	0	1	1	1	OFF			100	1.25	0	125	125	125	
Waiting/Reception	1	1	1	1	OFF			100	1.25	125	125	125	125	
<i>Other: Cust. Comp. Workstations</i>	0	2	2	2	OFF			32	1.25	0	80	80	80	
<i>Other: Training Rm.</i>	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
<i>Other: Restrooms</i>	2	2	2	2	OFF			65	1.25	163	163	163	163	
<i>Other: Shower/lockers</i>	0	2	2	2	OFF			100	1.25	0	250	250	250	
Total Support SF for Dept:										600	2068	2068	2068	SF
Total Personnel and Support Square Footage										1985	3733	3993	3993	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Tom Best, Director of Community Development
Contact Info: 760-865-6575
Department: Community Development

FINAL

	Current	35000	50000	65000	Space Type	Typ. SF	Circ.	NET AREA:				Comments
								Current	35000	50000	65000	
Exterior Parking												
Employees	12	15	18	18	EX	200	2.00	4800	6000	7200	7200	
Visitors	3	3	3	3	EX	200	2.00	1200	1200	1200	1200	
Total Exterior Parking								6000	7200	8400	8400	SF
TOTAL AREA REQUIRED								7985	10933	12393	12393	SF



**Summary Validation Form Listing by Functional Group / Department
through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Melanie Crider, Animal Care and Control Manager
Contact Info: 760-365-3111 x 422
Department:

FINAL

Job Title	NET AREA:				Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Animal Care & Control Manager	1	1	1	1	OFF	PO	C	144	1.25	180	180	180	180	
Administrative Assistant III	1	1	1	1	OFF	WS	F	80	1.5	120	120	120	120	
Animal Shelter Supervisor	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	
Animal Control Field Officers	2	2	4	8	OFF	WS	G	64	1.25	160	160	320	640	
Animal Shelter Staff	2	2	4	8	OFF	WS	H	50	1.25	125	125	250	500	
Kennel Technician	1	1	1	1	OFF	WS	H	50	1.25	63	63	63	63	
After Hours Emergency Officer	1	1	1	1	OFF	WS	H	50	1.25	63	63	63	63	
Total Personnel for Dept:	9	9	13	21										
Total Office SF for Dept:										810	810	1095	1665	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Visiting Veterenarian	1	1	1	1	OFF	PO	E	100	1.25	0	125	125	125	
Waiting/Reception	1	1	1	1	OFF			120	1.25	0	150	150	150	
Volunteer Work Area	1	1	1	1	OFF			120	1.25	0	150	150	150	
Hearing Room	1	1	1	1	OFF			144	1.25	0	180	180	180	
Adoption Area	1	1	1	1	OFF			100	1.25	0	125	125	125	
Conference Room	1	1	1	1	OFF			120	1.25	0	150	150	150	
General Work Room	1	1	1	1	OFF			144	1.25	0	180	180	180	
File/Record Storage	1	1	1	1	OFF			100	1.25	0	125	125	125	
Copy Work Room	1	1	1	1	OFF			120	1.25	0	150	150	150	
Clinic	1	1	1	1	OFF			400	1.25	0	500	500	500	
Euthanasia Room	1	1	1	1	OFF			200	1.25	0	250	250	250	
Lab/Drug Storage	1	1	1	1	OFF			100	1.25	0	125	125	125	
Food Preparation Area	1	1	1	1	OFF			600	1.25	0	750	750	750	does not include storage 10 to 20 cages
Infirmary	1	1	1	1	OFF			400	1.25	0	500	500	500	
Grooming Room	1	1	1	1	OFF			100	1.25	0	125	125	125	
Laundry Room	1	1	1	1	OFF			100	1.25	0	125	125	125	
Armory	1	1	1	1	OFF			100	1.25	0	125	125	125	
Lunch/Break Room (# of persons)	20	25	30	OFF				20	1.25	0	500	625	750	Also used for training
Other: <i>Lockers/Shower</i>	6	8	10	OFF				80	1.25	0	600	800	1000	
Total Support SF for Dept:										0	4810	5135	5460	
Total Personnel and Support Square Footage:										810	5620	6230	7125	SF



**Summary Validation Form Listing by Functional Group / Department
through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Melanie Crider, Animal Care and Control Manager
Contact Info: 760-365-3111 x 422
Department:

FINAL

					NET AREA:				Comments			
	Current	35000	50000	65000	Space Type	Typ. SF	Circ.	Current		35000	50000	65000
Exterior Spaces												
Animal Housing												
Cats		3	3	3	WH	200	1.25	0	750	750	750	
Community Cat Room		1	1	1	WH	240	1.25	0	300	300	300	
Rodent Room		1	1	1	WH	100	1.25	0	125	125	125	
Reptile Room		1	1	1	WH	100	1.25	0	125	125	125	
Exterior												
Normal Runs		50	60	75	EX	120	1.25	0	7500	9000	11250	
Quarantine - bites		8	8	8	WH	120	1.25	0	1200	1200	1200	
Quarantine - sick		8	8	8	WH	120	1.25	0	1200	1200	1200	
Large Animal Shelters		10	10	10	WH	6000	1.25	0	75000	75000	75000	
Large Animal Feed Areas		1	1	1	WH	400	1.25	0	500	500	500	
Loading/Marshalling Area		1	1	1	WH	1000	1.25	0	1250	1250	1250	
Exterior Work Areas												
Truck/Equipment Wash		1	1	1	SH	800	1.25	0	1000	1000	1000	
Animal Wash Area		1	1	1	WH	150	1.25	0	188	188	188	
After Hour Drop Area		1	1	1	WH	600	1.25	0	750	750	750	
Storage												
Feed Storage		1	1	1	WH	800	1.25	0	1000	1000	1000	
Traps and Kennels		1	1	1	WH	300	1.25	0	375	375	375	
Tool Crib		1	1	1	WH	150	1.25	0	188	188	188	
Freezer		1	1	1	WH	200	1.25	0	250	250	250	
Equipment Supplies		1	1	1	WH	300	1.25	0	375	375	375	
Paper Supplies		1	1	1	WH	150	1.25	0	188	188	188	
Total Exterior Spaces:								0	92263	93763	96013	SF
Parking												
Small Equipment		5	5	5	EX	100	2.00	0	1000	1000	1000	
Medium Vehicles/Equipment		4	8	10	EX	200	2.00	0	1600	3200	4000	
Large Vehicles/Equipment		2	2	2	EX	300	2.00	0	1200	1200	1200	
Employees		9	13	21	EX	200	2.00	3600	3600	5200	8400	
Visitors		2	2	3	EX	200	2.00	800	800	1200	1600	
Total Exterior Parking								4400	8200	11800	16200	SF
TOTAL AREA REQUIRED								5210	106083	111793	119338	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Jim Schooler, Director of Community Services
Contact Info: 760-369-7211
Department: Community Services

FINAL

Job Title					Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Director of Community Services	1	1	1	1	OFF	PO	B	200	1.25	250	250	250	250	
Deputy Director of Comm. Serv.	0	0	1	1	OFF	PO	C	144	1.25	0	0	180	180	
Recreation Superintendant	0	0	1	1	OFF	PO	D	120	1.25	0	0	150	150	
Recreation Supervisor	1	2	2	2	OFF	PO	E7	100	1.25	125	250	250	250	
Recreation Coordinator	1	2	2	2	OFF	WS	F	80	1.25	100	200	200	200	
Special Events Coordinator	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Youth and Teen Coordinator	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Sports Coordinator	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Recreation Leaders	1	2	3	3	OFF	WS	F4	80	1.25	100	200	300	300	
Administrative Assistant III	1	2	2	2	OFF	WS	F	80	1.25	100	200	200	200	
Administrative Assistant II	1	2	2	2	OFF	WS	F	80	1.25	100	200	200	200	
Community Relations Supervisor	0	1	1	1	OFF	PO	F	100	1.25	0	125	125	125	
Comm. Relations Coordinator	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Comm. Relations Assistant	0		1	1	OFF	WS	F	80	1.25	0	0	100	100	
<i>Aquatics Supervisor</i>														<i>separate facility</i>
<i>Assist. Aquatics Supervisor</i>														<i>separate facility</i>
<i>Lifeguard/Swim Instructor</i>														<i>separate facility</i>
<i>Locker Room Attendant</i>														<i>separate facility</i>
<i>Museum Supervisor</i>														<i>separate facility</i>
<i>Museum Programs Coordinator</i>														<i>separate facility</i>
<i>Museum Registrar</i>														<i>separate facility</i>
<i>Museum Curator</i>														<i>separate facility</i>
<i>Museum Assistant</i>														<i>separate facility</i>
<i>Museum Aide</i>														<i>separate facility</i>
Total Personnel for Dept:	6	16	20	20										
Total Office SF for Dept:										775	1825	2355	2355	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Jim Schooler, Director of Community Services
Contact Info: 760-369-7211
Department: Community Services

FINAL

					NET AREA:				Comments			
	Current	35000	50000	65000	Space Type	Typ. SF	Circ.	Current		35000	50000	65000
Support Areas for Dept:												
Communal Work Space	1	1	1	1	OFF	80	1.25	100	100	100	100	See Common Areas
Conference Room	1	1	1	1	OFF	0	1.25	0	0	0	0	
Copier / Fax Area	1	1	1	1	OFF	100	1.25	125	125	125	125	
Equipment Storage Room	1	1	1	1	OFF	150	1.25	188	188	188	188	
Mail Room	0	1	1	1	OFF	0	1.25	0	0	0	0	
Public Counter	1	1	1	1	OFF	250	1.25	313	313	313	313	
Storage	1	1	1	1	OFF	400	1.25	500	500	500	500	
Waiting/Reception	1	1	1	1	OFF	100	1.25	125	125	125	125	
Other: Training Room	0	1	1	1	OFF	0	1.25	0	0	0	0	
Other: Restrooms	2	2	2	2	OFF	65	1.25	163	163	163	163	
Total Support SF for Dept:								1513	1513	1513	1513	SF
Total Personnel and Support Square Footage								2288	3338	3868	3868	SF
Exterior Parking												
	Current	35000	50000	65000	Space Type	Typ. SF	Circ.	Current	35000	50000	65000	Comments
Employees	6	16	20	20	EX	200	2.00	2400	6400	8000	8000	
Visitors	2	2	3	4	EX	200	2.00	800	800	1200	1600	
Total Exterior Parking								3200	7200	9200	9600	SF
TOTAL AREA REQUIRED								5488	10538	13068	13468	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Jim Schooler, Director of Community Services
Contact Info: 760-369-7211
Department: Community Services

FINAL

Job Title	NET AREA:				Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Recreation Supervisor	0	0	1	2	OFF	PO	E7	100	1.25	0	0	125	250	
Aquatics Supervisor	0	1	1	1	OFF	PO	E7	100	1.25	0	125	125	125	
Assist. Aquatics Supervisor	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Recreation Coordinator	0	0	0	1	OFF	WS	F	80	1.25	0	0	0	100	
Lifeguard/Swim Instructor	0	8	10	10	OFF	WS	F	32	1.25	0	320	400	400	
Recreation Leaders	1	2	3	4	OFF	WS	F4	80	1.25	100	200	300	400	
Locker Room Attendant	0	2	2	2	OFF	WS	G	64	1.25	0	160	160	160	
Administrative Assistant II	0	0	1	2	OFF	WS	F	80	1.25	0	0	100	200	
Total Personnel for Dept:	1	14	19	23										
Total Office SF for Dept:										100	905	1310	1735	SF
Exterior Parking	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Employees	1	14	19	23	EX			200	2.00	400	5600	7600	9200	
Visitors	2	2	3	4	EX			200	2.00	800	800	1200	1600	
Total Exterior Parking										1200	6400	8800	10800	SF
TOTAL AREA REQUIRED										1300	7305	10110	12535	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Lynne Richardson, Museum Supervisor

Contact Info:

FINAL

Department: Community Services - Museum

Job Title	NET AREA:				Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Museum Supervisor	1	1	1	1	OFF	PO	E	100	1.25	125	125	125	125	
Museum Curator	1	1	1	1	OFF	PO	E	100	1.25	125	125	125	125	
Museum Program Coordinator	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	
Museum Registrar	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	
Educator	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Museum Assistant	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	
Museum Aide	1	2	2	2	OFF	WS	G	64	1.25	80	160	160	160	
Total Personnel for Dept:	6	8	8	8										
Total Office SF for Dept:										630	810	810	810	SF

Support Areas for Dept:	NET AREA:				Space Type	Typ. SF	Circ.	NET AREA:				Comments
	Current	35000	50000	65000				Current	35000	50000	65000	
Lobby	0	1	1	1	OFF	500	1.25	0	625	625	625	
Public Counter	0	1	1	1	OFF	120	1.25	0	150	150	150	
Children play room	0	1	1	1	OFF	300	1.25	0	375	375	375	
Copier / Fax Area	0	1	1	1	OFF	50	1.25	0	63	63	63	
Equipment Storage Room	0	1	1	1	OFF	500	1.25	0	625	625	625	
Collection Storage Room	1	1	1	1	OFF	1000	1.25	1250	1250	1250	1250	
Souvenir Shop	0	1	1	1	OFF	400	1.25	0	500	500	500	
Exhibit area	1	1	1	1	OFF	4000	1.5	6000	6000	6000	6000	
Mini zoo	0	1	1	1	OFF	300	1.5	0	450	450	450	
Laboratory	0	1	1	1	OFF	200	1.25	0	250	250	250	
Pantry	1	1	1	1	OFF	120	1.25	150	150	150	150	
Museum Workshop	0	1	1	1	SH	300	1.25	0	375	375	375	
Loading Area	0	1	1	1	EX	300	1.25	0	375	375	375	
Lunch Room	0	1	1	1	OFF	100	1.25	0	125	125	125	
Employee Restrooms	2	2	2	2	OFF	80	1.25	200	200	200	200	
Public Restrooms	0	6	6	6	OFF	65	1.25	0	488	488	488	
Outdoor Exhibit		1	1	1	EX	1500	1.5	0	2250	2250	2250	
Total Support SF for Dept:								7600	14250	14250	14250	
Total Personnel and Support Square Footage:								8230	15060	15060	15060	

Exterior Parking	NET AREA:				Space Type	Typ. SF	Circ.	NET AREA:				Comments
	Current	35000	50000	65000				Current	35000	50000	65000	
Employees	6	8	8	8	EX	200	2.00	2400	3200	3200	3200	
Visitors	33	60	60	60	EX	200	2.00	13168	24096	24096	24096	4 parking/ 1000 SF
Total Exterior Parking								15568	27296	27296	27296	SF
TOTAL AREA REQUIRED								23798	42356	42356	42356	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Jim Schooler, Director of Community Services
Contact Info: 760-369-7211
Department: Community Services - Senior Center

FINAL

Job Title	NET AREA:				Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Senior Center Manager	0	1	1	1	OFF	PO	E	100	1.25	0	125	125	125	
Senior Center Coordinator	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Nutritionist	0	1	1	1	OFF	PO	E	80	1.25	0	100	100	100	
Lifelong learning Coordinator	0	1	1	1	OFF	WS	E	80	1.25	0	100	100	100	
Head Chef	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Cooks	0	2	3	4	OFF	WS	G	32	1.25	0	80	120	160	
Volunteer	0	2	5	8	OFF	WS		32	1.25	0	80	200	320	
Total Personnel for Dept:	0	9	13	17										
Total Office SF for Dept:										0	685	845	1005	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Lobby	1	1	1	1	OFF			500	1.25	625	625	625	625	
Reception/Waiting	1	1	1	1	OFF			100	1.25	125	125	125	125	
Copier / Fax Area	1	1	1	1	OFF			50	1.25	63	63	63	63	
Small Conference Room	1	1	1	1	OFF			150	1.25	188	188	188	188	15 sf/person, 10 persons
Large Conference Room	1	1	1	1	OFF			375	1.25	469	469	469	469	15 sf/person, 25 persons
Library/Reading Room	1	1	1	1	OFF			1000	1.25	1250	1250	1250	1250	50 sf/person, 20 persons
Nutrition/Health Clinic	1	1	1	1	OFF			500	1.25	625	625	625	625	
Exercise Room	1	1	1	1	OFF			1000	1.25	1250	1250	1250	1250	50 sf/person, 20 persons
Classrooms	1	1	2	3	OFF			400	1.25	500	500	1000	1500	20 sf/person, 20 persons
Computer Lab	1	1	1	2	OFF			500	1.25	625	625	625	1250	20 sf/person, 25 persons
Arts and Crafts	1	1	1	1	OFF			500	1.25	625	625	625	625	
Game Room	1	1	1	1	OFF			500	1.25	625	625	625	625	
Lounge	1	1	1	1	OFF			750	1.25	938	938	938	938	15 sf/person, 50 persons
Dining/Banquet Hall	150	230	320	425	OFF			15	1.25	2813	4313	6000	7969	15 sf/person
Storage Room	1	1	1	1	OFF			400	1.25	500	500	500	500	
Food Preparation / Kitchen	1	1	1	1	KIT			1000	1.25	1250	1250	1250	1250	
Food Storage / Walk-in Cooler	1	1	1	1	KIT			400	1.25	500	500	500	500	
Loading Area	1	1	1	1	EX			300	1.25	375	375	375	375	
Employee Restrooms	4	4	4	4	OFF			80	1.25	400	400	400	400	
Public Restrooms	4	8	10	12	OFF			80	1.25	400	800	1000	1200	
<i>Other: Lockers</i>	0	2	2	2	OFF			60	1.25	0	150	150	150	
Total Support SF for Dept:										14144	16194	18581	21875	SF
Total Personnel and Support Square Footage:										14144	16879	19426	22880	SF
Exterior Parking	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Employees	0	9	13	17	EX			200	2.00	0	3600	5200	6800	
Visitors	57	68	78	92	EX			200	2.00	22630	27006	31082	36608	4 parking/ 1000 SF
Total Exterior Parking										22630	30606	36282	43408	SF
Total Personnel and Support Square Footage:										36774	47485	55708	66288	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: xxxxx, Director of Public Works/Town Engineer
Contact Info: 760-369-1265 x 310
Department: Public Works/Engineering

FINAL

Job Title	NET AREA:				Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Director of Public Works	1	1	1	1	OFF	PO	B	200	1.25	250	250	250	250	Located at Town Hall
Public Works Supervisor	1	1	3	4	OFF	PO	D5	120	1.25	150	150	450	600	
Engineer	1	1	1	1	OFF	PO	E	100	1.25	125	125	125	125	Located at Town Hall
Engineering Technician	1	1	2	2	OFF	WS	F4	80	1.25	100	100	200	200	Located at Town Hall
Public Works Observer	1	1	2	2	OFF	WS	F1	80	1.25	100	100	200	200	Located at Town Hall
Administrative Assistant III	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	Located at Town Hall
Administrative Assistant II	0	1	1	1	OFF	WS	F	80	1.25	0	100	100	100	
Facilities Maint. Specialist	2	2	2	2	OFF	WS	F	80	1.25	200	200	200	200	
Skilled Lead Maint. Worker	3	4	4	4	OFF	WS	F4	80	1.25	300	400	400	400	
Skilled Maintenance Worker II	7	12	15	20	OFF	WS	I	36	1.25	315	540	675	900	
Skilled Maintenance Worker I	20	25	30	40	OFF	WS	I	36	1.25	900	1125	1350	1800	
Total Personnel at PW Facility:	38	45	55	71										
Total Personnel at Town Hall:	0	5	7	7										
Total Personnel for this Dept:	38	50	62	78										
Total Office SF at Town Hall										675	675	875	875	
Total Office SF at Public Yard										1865	2515	3175	4000	
Total Office SF for Dept										2540	3190	4050	4875	
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Communal Work Space	0	1	1	1	OFF			80	1.25	0	100	100	100	Located at Town Hall
Conference Room	0	1	1	1	OFF			0	1.25	0	0	0	0	See Common Areas
Copier / Fax Area	0	1	1	1	OFF			100	1.25	0	125	125	125	
Equipment Storage Room	0	1	1	1	OFF			150	1.25	0	188	188	188	
File Room	0	1	1	1	OFF			80	1.25	0	100	100	100	
Mail Room	0	1	1	1	OFF			50	1.25	0	63	63	63	
Map/Drawing Room	1	1	1	1	OFF			300	1.25	375	375	375	375	Located at Town Hall
Public Counter	1	1	1	1	OFF			250	1.25	313	313	313	313	Located at Town Hall
Storage	0	1	1	1	OFF			100	1.25	0	125	125	125	Located at Town Hall
Lunch Room	1	1	1	1	OFF			600	1.25	750	750	750	750	
Waiting/Reception	0	1	1	1	OFF			100	1.25	0	125	125	125	
Other: Training Room	0	1	1	1	OFF			600	1.25	0	750	750	750	20 sf per person - 30 people
Other: Restrooms	2	4	4	4	OFF			65	1.25	163	325	325	325	
Total Support Square Footage at Town Hall:										1363	1588	1788	1788	
Total Support Square Footage at Public Yard										913	2425	2425	2425	
Total Support SF for Dept:										1600	3338	3338	3338	
Total Personnel and Support Square Footage at Town Hall										2038	2263	2663	2663	
Total Personnel and Support Square Footage at Public Yard										2778	4940	5600	6425	
Total Personnel and Support Square Footage:										4815	7203	8263	9088	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: xxxxx, Director of Public Works/Town Engineer
Contact Info: 760-369-1265 x 310
Department: Public Works/Engineering

FINAL

	NET AREA:				Typ. SF	Circ.	Current	35000	50000	65000	Comments
	Current	35000	50000	65000							
Shops/Storage:											
Streets											
Sign Shop Computer/Plotter	1	1	1	SH	120	1.20	0	144	144	144	
Sign Preparation Storage	1	1	1	WH	400	1.20	0	480	480	480	
Materials Storage	1	1	1	WH	700	1.20	0	840	840	840	
General Street Shop	1	1	1	SH	1000	1.20	0	1200	1200	1200	
Tool Crib	1	1	1	WH	200	1.20	0	240	240	240	
Gasoline Powered Equip Storage	1	1	1	WH	200	1.20	0	240	240	240	
Archive Storage	1	1	1	WH	500	1.20	0	600	600	600	for Town
Surplus	1	1	1	WH	200	1.20	0	240	240	240	for Town
Parks											
General Parks Shop	1	1	1	SH	1000	1.20	0	1200	1200	1200	
Irrigation Shop	1	1	1	SH	150	1.20	0	180	180	180	
Tool Crib	1	1	1	WH	200	1.20	0	240	240	240	
Small Engine Repair Shop	1	1	1	SH	200	1.20	0	240	240	240	
Gasoline Pwr'd Equip. Storage	1	1	1	WH	200	1.20	0	240	240	240	
Interior Materials Storage	1	1	1	WH	500	1.20	0	600	600	600	
Facilities											
Facilities Specialist Office	1	1	1	OFF	120	1.25	0	150	150	150	includes record storage
Janitorial Supply Shop/Storage	1	1	1	WH	300	1.20	0	360	360	360	includes workstation
Carpentry Shop	1	1	1	SH	1000	1.20	0	1200	1200	1200	separated
Welding/Fabrication Shop	1	1	1	SH	1000	1.20	0	1200	1200	1200	
Facilities Material Storage	1	1	1	WH	750	1.20	0	900	900	900	
Tool Crib	1	1	1	WH	200	1.20	0	240	240	240	
Key Shop	1	1	1	SH	100	1.20	0	120	120	120	
Fleet											
Large Repair Bay	1	2	3	SH	1100	1.20	0	1320	2640	3960	
Small Repair Bay	0	2	4	SH	525	1.20	0	0	1260	2520	
Wash Bay	1	1	1	SH	1100	1.20	0	1320	1320	1320	
Common Work Area	1	1	1	SH	150	1.20	0	180	180	180	
Tool Crib	1	1	1	WH	100	1.20	0	120	120	120	
Lube/Compressor	1	1	1	SH	150	1.20	0	180	180	180	
Parts Storage	1	1	2	WH	100	1.20	0	120	120	240	
Total Shops and Storage at Town Hall							0	840	840	840	
Total Shops and Storage at Public Yard							0	13254	15834	18534	
Total Shops and Storage							0	14094	16674	19374	



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: xxxxx, Director of Public Works/Town Engineer
Contact Info: 760-369-1265 x 310
Department: Public Works/Engineering

FINAL

					NET AREA:				Comments			
	Current	35000	50000	65000	Space Type	Typ. SF	Circ.	Current		35000	50000	65000
Covered Materials Storage:												
Crack Fill Material	1	1	1	CC	400	1.10	0	440	440	440		
Material Bins	3	3	3	CC	150	1.10	0	495	495	495	sand, top soil, mulch	
Fertilizer	1	1	1	WH	300	1.10	0	330	330	330		
Barricades	1	1	1	CC	200	1.10	0	220	220	220		
Concrete Forms	1	1	1	CC	100	1.10	0	110	110	110		
Plastic Pipe	1	1	1	CC	100	1.10	0	110	110	110		
Total Covered Materials Storage							0	1705	1705	1705		SF
Exterior Material Storage												
Material Bins		6	6	EX	400	1.10	0	2640	2640	2640	recycle asphalt, cold mix, green waste, sand, gravel (2)	
Trash Trailers		3	3	EX	160	1.10	0	528	528	528		
Material Storage		1	1	EX	4000	1.10	0	4400	4400	4400		
Total Material Storage							0	7568	7568	7568	SF	
Covered Parking												
Small Equipment		12	18	24	CC	100	1.10	0	1320	1980	2640	
Medium Vehicles /Equipment		4	6	8	CC	200	1.10	0	880	1320	1760	
Large Vehicles/Equipment		1	1	2	CC	360	1.10	0	396	396	792	
X-Large Vehicles/Equipment		0	0	0	CC	540	1.10	0	0	0	0	
Total Covered Parking							0	2596	3696	5192	SF	
Exterior Parking at PY												
Small Equipment		9	9	18	EX	100	2.00	0	1800	1800	3600	
Medium Vehicles/Equipment		25	38	50	EX	200	2.00	0	10000	15200	20000	
Large Vehicles/Equipment		12	18	24	EX	360	2.00	0	8640	12960	17280	
X-Large Vehicles/Equipment		0	0	0	EX	540	2.00	0	0	0	0	
Employees	38	45	55	71	EX	200	2.00	15200	18000	22000	28400	
Visitors	4	5	6	7	EX	200	2.00	1600	2000	2400	2800	
Down/Ready Line		0	15	20	EX	360	2.00	0	0	10800	14400	
Total Exterior Parking at Public Yard							16800	40440	65160	86480	SF	
Parking at Town Hall												
Employees	0	5	7	7	EX	200	2.00	0	2000	2800	2800	
Visitors		2	2	2	EX	200	2.00	0	800	800	800	
Total Exterior Parking at Town Hall							0	2800	3600	3600		
TOTAL AREA REQUIRED AT TOWN HALL							2038	5903	7103	7103	SF	
TOTAL AREA REQUIRED AT PUBLIC YARD							19578	70503	99563	125904	SF	
TOTAL AREA REQUIRED FOR THE DEPT							21615	76406	106666	133007	SF	



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

FINAL

Common Areas:	Common Areas				Space Type	Typ. SF	Circ.	NET AREA:				Comments
	Current	35000	50000	65000				22000	35000	50000	65000	
Lobby	0	1	1	1	OFF	600	1.25	0	750	750	750	
Copy/Fax		1	1	1	OFF	100	1.25	0	125	125	125	
Mail Room		1	1	1	OFF	250	1.25	0	313	313	313	
Conference Room - Small		1	2	2	OFF	420	1.25	0	525	1050	1050	35 sf per person - 12 people
Conference Room - Large		1	1	1	OFF	700	1.25	0	875	875	875	35 sf per person - 20 people
Lunch Room	0	1	1	1	OFF	800	1.25	0	1000	1000	1000	10 sf per person
Pantry/Coffee Area	0	1	1	1	OFF	200	1.25	0	250	250	250	
Storage	0	1	1	1	OFF	300	1.25	0	375	375	375	
Training Room	0	1	1	1	OFF	600	1.25	0	750	750	750	20 sf per person - 30 people
Training Room Storage	0	1	1	1	OFF	250	1.25	0	313	313	313	
Wellness Room	0	1	1	1	OFF	400	1.25	0	500	500	500	
Quiet Room	0	1	1	1	OFF	250	1.25	0	313	313	313	
Drinking Fountain	1	2	2	2	OFF	50	1.25	63	125	125	125	
Employee Restroom					OFF	300	1.25		0	0	0	
Public Restroom		18	18	18	OFF	65	1.25	0	1463	1463	1463	1 fixture per 15 people
Outdoor Lunch Area	0	1	1	1	EX	500	1.25	0	625	625	625	
Total Common Area SF:								63	8300	8825	8825	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

FINAL

Council Chambers

					Space Type	Typ. SF	Circ.	NET AREA:				Comments
	Current SF	35000	50000	65000				Current	35000	50000	65000	
Support Areas:												
Council Chamber	0	1	1	1	OFF	6000	1.25	0	7500	7500	7500	30 sf per person - 200 people
Closed Session Room	0	1	1	1	OFF	420	1.25	0	525	525	525	35 sf per person - 12 people
Office	1	1	1	1	OFF	250	1.25	313	313	313	313	
Pre-Event Area	0	1	1	1	OFF	600	1.25	0	750	750	750	
Public Toilet Room	0	18	18	18	OFF	0	1.25	0	0	0	0	See Common Areas
Council Member Toilet Room	0	2	2	2	OFF	80	1.25	0	200	200	200	
Total Support SF for Dept:								313	9288	9288	9288	SF
Exterior Parking												
Council Members	5	5	5	5	EX	200	2.00	2000	2000	2000	2000	
Visitors	1	37	37	37	EX	200	2.00	500	14860	14860	14860	4 Parking / 1000 SF
Total Exterior Parking								2500	16860	16860	16860	
TOTAL AREA FOR COUNCIL CHAMBERS								2813	26148	26148	26148	



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Paul Summers, Fire Chief
Contact Info:
Department: Public Safety - Fire

FINAL

Job Title	NET AREA:				Space Type	Office Type	Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Fire Chief	1	1	1	1	OFF	PO	B	200	1.25	250	250	250	250	
Administrative Captain	1	1	2	2	OFF	PO	C	144	1.25	180	180	360	360	
Administrative Analyst	1	1	1	2	OFF	PO	E	100	1.25	125	125	125	250	
Administrative Assistant	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	
Senior Clerk	1	1	1	1	OFF	WS	F	80	1.25	100	100	100	100	
Total Personnel for this Dept:	5	5	6	7										
Total Office SF for Dept:										755	755	935	1060	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Communal Work Space	0	1	1	1	OFF			80	1.25	0	100	100	100	
Conference Room	0	1	1	1	OFF			350	1.25	0	438	438	438	35 sf per person - 10 people
Copier / Fax Area	0	1	1	1	OFF			100	1.25	0	125	125	125	
Equipment Storage Room	0	1	1	1	OFF			150	1.25	0	188	188	188	
File Room	0	1	1	1	OFF			100	1.25	0	125	125	125	
Mail Room	0	1	1	1	OFF			50	1.25	0	63	63	63	
Public Counter	0	1	1	1	OFF			250	1.25	0	313	313	313	
Storage	0	1	1	1	OFF			100	1.25	0	125	125	125	
Lunch Room	0	1	1	1	OFF			80	1.25	0	100	100	100	
Waiting/Reception	0	1	1	1	OFF			100	1.25	0	125	125	125	
Other: Training Room	0	1	1	1	OFF			0	1.25	0	0	0	0	share with other department
Other: Restrooms	2	2	2	2	OFF			65	1.25	163	163	163	163	
Total Support SF for Dept:										163	1863	1863	1863	SF
Total Personnel and Support Square Footage:										918	2618	2798	2923	SF
Exterior Parking	Current	35000	50000	65000	Space Type			Typ. SF	Circ.	Current	35000	50000	65000	Comments
Small Equipment		0	0	0	EX			100	2.00	0	0	0	0	
Medium Vehicles/Equipment		0	0	0	EX			200	2.00	0	0	0	0	
Large Vehicles/Equipment		0	0	0	EX			360	2.00	0	0	0	0	
X-Large Vehicles/Equipment		0	0	0	EX			540	2.00	0	0	0	0	
Employees	5	5	6	7	EX			200	2.00	2000	2000	2400	2800	
Visitors	2	2	2	2	EX			200	2.00	800	800	800	800	
Total Exterior Parking										2800	2800	3200	3600	SF
TOTAL AREA REQUIRED										3718	5418	5998	6523	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Paul Summers, Fire Chief
Contact Info:
Department: Public Safety - Fire Station

FINAL

Job Title					NET AREA:				Circulation					Comments
	Current	35000	50000	65000	Space Type	Office Type	Office Style	Typical SF		Current	35000	50000	65000	
Battalion Chief	1	1	1	1	EF	PO	D	120	1.25	150	150	150	150	
Firemen	3	3	3	3	EF	WS	D	80	1.25	100	100	100	100	
Paramedics	2	2	2	2	EF	WS	D	80	1.25	200	200	200	200	
Total Personnel:	6	6	6	6										
Total Office SF:										450	450	450	450	SF
Support Areas for Dept:	Current	35000	50000	65000	Space Type		Typ. SF	Circ.		Current	35000	50000	65000	Comments
Lobby	0	1	1	1	EF		100	1.25		0	125	125	125	
Training Room	0	1	1	1	EF		350	1.25		0	438	438	438	35 sf per person - 10 people
Day Room	0	1	1	1	EF		200	1.25		0	250	250	250	
Dormitory Room	0	4	4	4	EF		120	1.25		0	600	600	600	
Kitchen	0	1	1	1	EF		100	1.25		0	125	125	125	
Dining Area	0	1	1	1	EF		150	1.25		0	188	188	188	15 sf per person - 10 people
Fitness Room	0	1	1	1	EF		250	1.25		0	313	313	313	
Storage	0	1	1	1	EF		100	1.25		0	125	125	125	
Laundry	0	1	1	1	EF		50	1.25		0	63	63	63	
Other:														
Other:														
Total Support SF for Dept:										0	2225	2225	2225	SF
Apparatus Bays	Current	35000	50000	65000	Space Type		Typ. SF	Circ.		Current	35000	50000	65000	Comments
Apparatus Bay	0	2	2	2			1600	1.25		0	4000	4000	4000	
Apparatus Bay Support	0	1	1	1			1000	1.25		0	1250	1250	1250	
Other:							0	1.25		0	0	0	0	
Other:							0	1.25		0	0	0	0	
Total Apparatus Bay SF:										0	5250	5250	5250	SF
Exterior Parking	Current	35000	50000	65000	Space Type		Typ. SF	Circ.		Current	35000	50000	65000	Comments
Employees	6	6	6	6	EX		200	2.00		2400	2400	2400	2400	
Visitors	2	2	2	2	EX		200	2.00		800	800	800	800	
Total Exterior Parking										3200	3200	3200	3200	SF
TOTAL AREA REQUIRED										3650	11125	11125	11125	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: James Williams, Sheriff's Captain
Contact Info:
Department: Public Safety - Police

FINAL

Job Title					Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Chief of Police	0	0	1	1	EF	PO	B	200	1.25	0	0	250	250	
Captain	1	1	1	1	EF	PO	C	144	1.25	180	180	180	180	
Lieutenant	1	1	1	1	EF	PO	D	120	1.25	150	150	150	150	
Sergeant	2	2	2	2	EF	PO	E	100	1.25	250	250	250	250	
Detective	1	1	1	2	EF	WS	F	80	1.25	100	100	100	200	
Dispatch Supervisor	0	0	1	1	EF	WS	F	80	1.25	0	0	100	100	
Patrol Deputies	11	35	50	65	EF	WS	I	36	1.25	495	1575	2250	2925	
Juvenile Officer	1	1	1	2	EF	WS	F	80	1.25	100	100	100	200	
Public Safety Specialist	1	1	1	2	EF	WS	F	80	1.25	100	100	100	200	
Station Clerks	1	1	1	2	EF	WS	F	80	1.25	100	100	100	200	
Total Personnel for this Dept:	19	43	60	79										
Total Office SF for Dept:										1475	2555	3580	4655	



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: James Williams, Sheriff's Captain

Contact Info:

FINAL

Department: Public Safety - Police

Support Areas for Dept:	NET AREA:				Space Type	Typ. SF	Circ.	Current	35000	50000	65000	Comments
	Current	35000	50000	65000								
Communal Work Space	0	1	1	1	EF	80	1.25	0	100	100	100	35 sf per person - 10 people
Conference Room	0	1	1	2	EF	950	1.25	0	438	438	875	
Copier / Fax Area	0	1	1	1	EF	150	1.25	0	188	188	188	
File Room	0	1	1	1	EF	200	1.25	0	250	250	250	
Mail Room	0	1	1	1	EF	120	1.25	0	150	150	150	
Lab/Evidence Processing	0	1	1	1	EF	300	1.25	0	375	375	375	
Evidence Storage	0	1	1	1	EF	500	1.25	0	625	625	625	
Fingerprinting area	0	1	1	1	EF	80	1.25	0	100	100	100	
Interview Room A	0	2	2	2	EF	100	1.25	0	250	250	250	
Interview Room B	1	1	1	1	EF	150	1.25	0	188	188	188	
Booking	1	1	1	1	EF	200	1.25	0	250	250	250	
Booking Cells	2	2	2	2	EF	80	1.25	0	200	200	200	
Holding Cells	2	2	2	2	EF	80	1.25	0	200	200	200	
Detox/Handicapped Cell	1	1	1	1	EF	120	1.25	0	150	150	150	
Patrol Report Writing	0	1	1	1	EF	250	1.25	0	313	313	313	
Patrol Squad Room/ Briefing	0	1	1	1	EF	1000	1.25	0	1250	1250	1250	20 sf per person - 50 people
Armory, Patrol	0	1	1	1	EF	150	1.25	0	188	188	188	
Armory, SWAT	1	1	1	1	EF	150	1.25	0	188	188	188	
Communications/Dispatch	1	1	1	1	EF	300	1.25	0	375	375	375	
EOC/Training	1	1	1	1	EF	800	1.25	0	1000	1000	1000	
EOC Storage	0	1	1	1	EF	200	1.25	0	250	250	250	
Storage	0	1	1	1	EF	200	1.25	0	250	250	250	
Vault	0	1	1	1	EF	200	1.25	0	250	250	250	
Server Room	0	1	1	1	EF	300	1.25	0	375	375	375	
Lunch Room	0	1	1	1	EF	600	1.25	0	750	750	750	
Fitness / Physical Training	1	1	1	1	EF	1300	1.25	0	1625	1625	1625	50 sf per person 26 people
Waiting/Reception	0	1	1	1	EF	300	1.25	0	375	375	375	
Community Meeting Room	1	1	1	1	EF	450	1.25	0	563	563	563	Used for Citizen Patrol
Public Restrooms	6	6	6	6	EF	80	1.25	0	600	600	600	20 sf per person - 50 people
Other: Training Room	0	1	1	1	EF	1000	1.25	0	1250	1250	1250	
Other: Shower/lockers	4	8	12	16	EF	100	1.25	500	1000	1500	2000	

Total Support SF for Dept: 500 14063 14563 15500 SF

Total Personnel and Support Square Footage: 1975 16618 18143 20155 SF

Exterior Parking	NET AREA:				Space Type	Typ. SF	Circ.	Current	35000	50000	65000	Comments
	Current	35000	50000	65000								
Small Equipment	2	5	8	10	EX	100	2.00	475	1075	1500	1975	
Medium Vehicles/Equipment	6	14	20	26	EX	200	2.00	2533	5733	8000	10533	
Large Vehicles/Equipment	0	0	1	2	EX	360	2.00	0	0	720	1440	
X-Large Vehicles/Equipment	0	0	0	1	EX	540	2.00	0	0	0	1080	
Employees	19	43	60	79	EX	200	2.00	7600	17200	24000	31600	
Visitors	3	5	6	8	EX	200	2.00	1200	2000	2400	3200	

Total Exterior Parking 11808 26008 36620 49828 SF

TOTAL AREA REQUIRED 13783 42626 54763 69983 SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: James Williams, Sheriff's Captain

Contact Info:

FINAL

Department: Public Safety - Police Substation

Job Title	NET AREA:				Space Type	Office Type	Style	Typical SF	Circulation	NET AREA:				Comments
	Current	35000	50000	65000						Current	35000	50000	65000	
Detective	1	1	1	2	OFF	WS	F	80	1.25	100	100	100	200	
Patrol Deputies	3	3	3	3	OFF	WS	I	36	1.25	135	135	135	135	
Station Clerks	1	1	1	2	OFF	WS	F	80	1.25	100	100	100	200	
Total Personnel for this Dept:	5	5	5	7										
Total Office SF for Dept:										335	335	335	535	

Support Areas for Dept:	NET AREA:				Space Type	Typ. SF	Circ.	NET AREA:				Comments		
	Current	35000	50000	65000				Current	35000	50000	65000			
Copier / Fax Area	1	1	1	1	OFF		150	1.25	188	188	188	188		
File Room/Storage	1	1	1	1	OFF		200	1.25	250	250	250	250		
Lunch Room	1	1	1	1	OFF		100	1.25	125	125	125	125		
Waiting/Reception	1	1	1	1	OFF		200	1.25	250	250	250	250		
Public Restrooms	2	2	2	2	OFF		80	1.25	200	200	200	200		
Other:	0	0	0	0	OFF		0	1.25	0	0	0	0		
Other:	0	0	0	0	OFF		0	1.25	0	0	0	0		
Total Support SF for Dept:										1013	1013	1013	1013	SF
Total Personnel and Support Square Footage:										1348	1348	1348	1548	SF

Exterior Parking	NET AREA:				Space Type	Typ. SF	Circ.	NET AREA:				Comments		
	Current	35000	50000	65000				Current	35000	50000	65000			
Employees	5	5	5	7	EX		200	2.00	2000	2000	2000	2800		
Visitors	2	2	2	2	EX		200	2.00	800	800	800	800		
Total Exterior Parking										2800	2800	2800	3600	SF
TOTAL AREA REQUIRED										4148	4148	4148	5148	SF

12' x 60' Trailer



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Linda Grove, Librarian
Contact Info:
Department:

FINAL

Job Title	Current	35000	50000	65000	Space Type	Office Type	Office Style	Typical SF	Circulation	NET AREA:				Comments
										Current	35000	50000	65000	
Librarian	1	1	1	1	OFF	PO		120	1.25	150	150	150	150	
Librarian Assistant	1	1	1	1	OFF	PO		100	1.25	125	125	125	125	
Circulation Supervisor			1	1	OFF	WS		80	1.25	0	0	100	100	
Circulation Staff		1	2	3	OFF	WS		64	1.25	0	80	160	240	
Adult Services Coordinator	1	1	1	1	OFF	WS		80	1.25	100	100	100	100	
Young Adult Servs Coordinator	1	1	1	1	OFF	WS		80	1.25	100	100	100	100	
Young Adult Services Staff			1	1	OFF	WS		64	1.25	0	0	80	80	
Children Services Coordinator	1	1	1	1	OFF	WS		80	1.25	100	100	100	100	
Children Services Staff		1	2	2	OFF	WS		64	1.25	0	80	160	160	
Periodical Staff	1	1	1	1	OFF	WS		64	1.25	0	80	80	80	
Genealogy Department		1	1	1	OFF	WS		64	1.25	0	80	80	80	
Literacy Program	1	1	2	2	OFF	WS		64	1.25	80	80	160	160	
Inter Library Staff		1	2	2	OFF	WS		64	1.25		80	160	160	
Volunteer	12	14	18	20	OFF	WS		32	1.25	480	560	720	800	
Total Personnel for Dept:	18	25	35	38										
Total Office SF for Dept:										1135	1615	2275	2435	SF



**Summary Validation Form Listing by Functional Group /
Department through 65000 Population**

Data Valid as of 12/05/07

Contact Name: Linda Grove, Librarian
Contact Info:
Department:

FINAL

Support Areas for Dept:	NET AREA:				Space Type	Typ. SF	Circ.	NET AREA:				Comments
	Current	35000	50000	65000				Current	35000	50000	65000	
Lobby	1	1	1	1	OFF	500	1.25	625	625	625	625	
Information	1	1	1	1	OFF	200	1.25	250	250	250	250	
Reference	1	1	1	1	OFF	400	1.25	500	500	500	500	
Circulation	1	1	1	1	OFF	200	1.25	250	250	250	250	
Adult Fiction	1	1	1	1	OFF	500	1.25	625	625	625	625	
Adult Non Fiction	1	1	1	1	OFF	2000	1.25	2500	2500	2500	2500	
Adult Paperback	1	1	1	1	OFF	500	1.25	625	625	625	625	
Adult Magazines	1	1	1	1	OFF	200	1.25	250	250	250	250	
Young Adult Fiction	1	1	1	1	OFF	500	1.25	625	625	625	625	
Young Adult Non-Fiction	1	1	1	1	OFF	1000	1.25	1250	1250	1250	1250	
Young Adult Paperback	1	1	1	1	OFF	500	1.25	625	625	625	625	
Young Adult Magazines	1	1	1	1	OFF	200	1.25	250	250	250	250	
Teen Area	1	1	1	1	OFF	1000	1.25	1250	1250	1250	1250	
Children Collection	1	1	1	1	OFF	500	1.25	625	625	625	625	
Children Area	1	1	1	1	OFF	800	1.25	1000	1000	1000	1000	50 sf/person 16 people
Conference Room	1	2	3	3	OFF	875	1.25	1094	2188	3281	3281	35 sf/person 25 people
Computer Lab	1	2	2	2	OFF	400	1.25	500	500	1000	1000	20 sf/person 20 people
Study Room	2	3	4	4	OFF	120	1.25	300	450	600	600	
General Reading Area	1	1	1	1	OFF	1000	1.25	1250	1250	1250	1250	50 sf/person 20 people
Storage Room	1	1	1	1	OFF	500	1.25	625	625	625	625	
Copier / Fax / Mail Room	1	1	1	1	OFF	250	1.25	313	313	313	313	
Employee Restrooms	2	6	6	6	OFF	65	1.25	163	488	488	488	
Public Restrooms	12	12	12	12	OFF	65	1.25	975	975	975	975	
Loading Area	1	1	1	1	EX	300	1.5	450	450	450	450	
Lunch Room	1	1	1	1	OFF	400	1.25	500	500	500	500	
Pantry	1	1	1	1	OFF	120	1.25	150	150	150	150	
Locker Room	1	1	1	1	OFF	380	1.25	475	475	475	475	10 sf/person 38 people
Total Support SF for Dept:								11038	18369	20113	21356	SF
Total Personnel and Support Square Footage:								12173	19984	22388	23791	SF
Exterior Parking	Current	35000	50000	65000	Space Type	Typ. SF	Circ.	Current	35000	50000	65000	Comments
Employees	18	25	35	38	EX	200	2.00	7200	10000	14000	15200	
Visitors	49	80	90	95	EX	200	2.00	19476	31974	35820	38066	4 parking/ 1000 SF
Total Exterior Parking								26676	41974	49820	53266	SF
TOTAL AREA REQUIRED								38849	61958	72208	77057	SF

BLOCK DIAGRAMS

Town of Yucca Valley – Public Facilities Master Plan Study

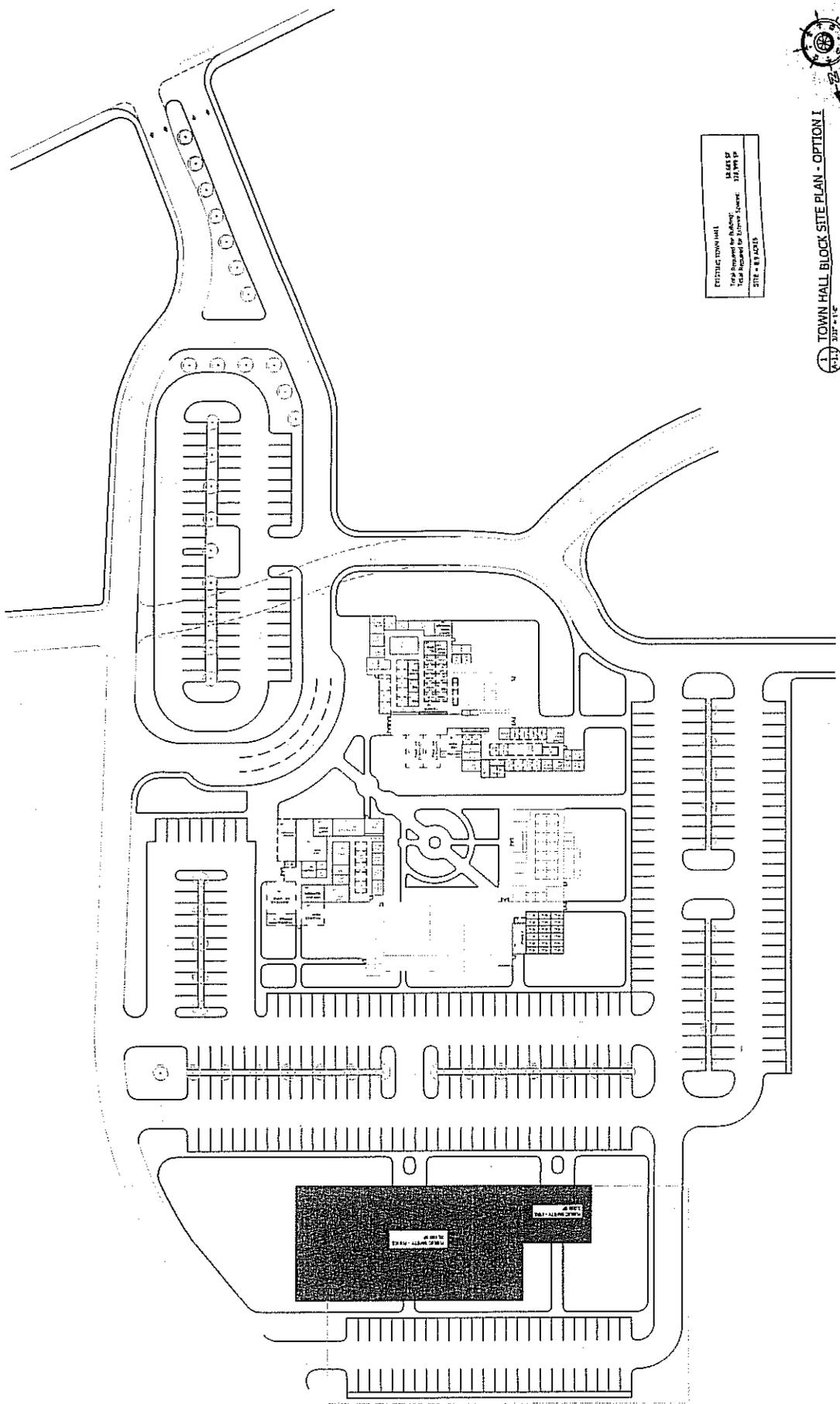
Based on our study, we concluded that the following facilities would be necessary based on the needs and operations of the Town of Yucca Valley. These facilities are:

- Town Hall Complex, with Fire Administration Offices and Police Department
- Public Yard Complex.
- Museum and Library Facility
- Senior Center Facility
- Animal Shelter Facility

The block diagrams show the proposed layout of each facility and are arranged as follows.

- A-1.1 Existing Town Hall Site Plan
- A-1.2 Enlarged Town Hall – Option 1
- A-1.3 New Town Hall Site Plan
- A-1.4 Enlarged Proposed Town Hall – Option 2
- A-2.1 Public Yard Block Site Plan
- A-2.1 Enlarged Public Yard Floor Plan
- A-3.1 Museum and Library Block Site Plan
- A-3.2 Museum and Library Enlarged Floor Plan
- A-4.1 Senior Center Block Plan
- A-5.1 Animal Shelter Block Site Plan
- A-5.2 Animal Shelter Block Floor Plan

DATE: 01/11/11	DATE: 01/11/11
DRAWN BY: J. GILLIS	CHECKED BY: J. GILLIS
DESIGNED BY: J. GILLIS	DATE: 01/11/11
PROJECT: TOWN HALL	



EXISTING TOWN HALL
 18,445 SF
 Total Proposed for Addition: 115,000 SF
 Total Proposed for Overall Program: 133,445 SF
 SITE = 8.9 ACRES



1.1 TOWN HALL BLOCK SITE PLAN - OPTION I
 2011-11-11



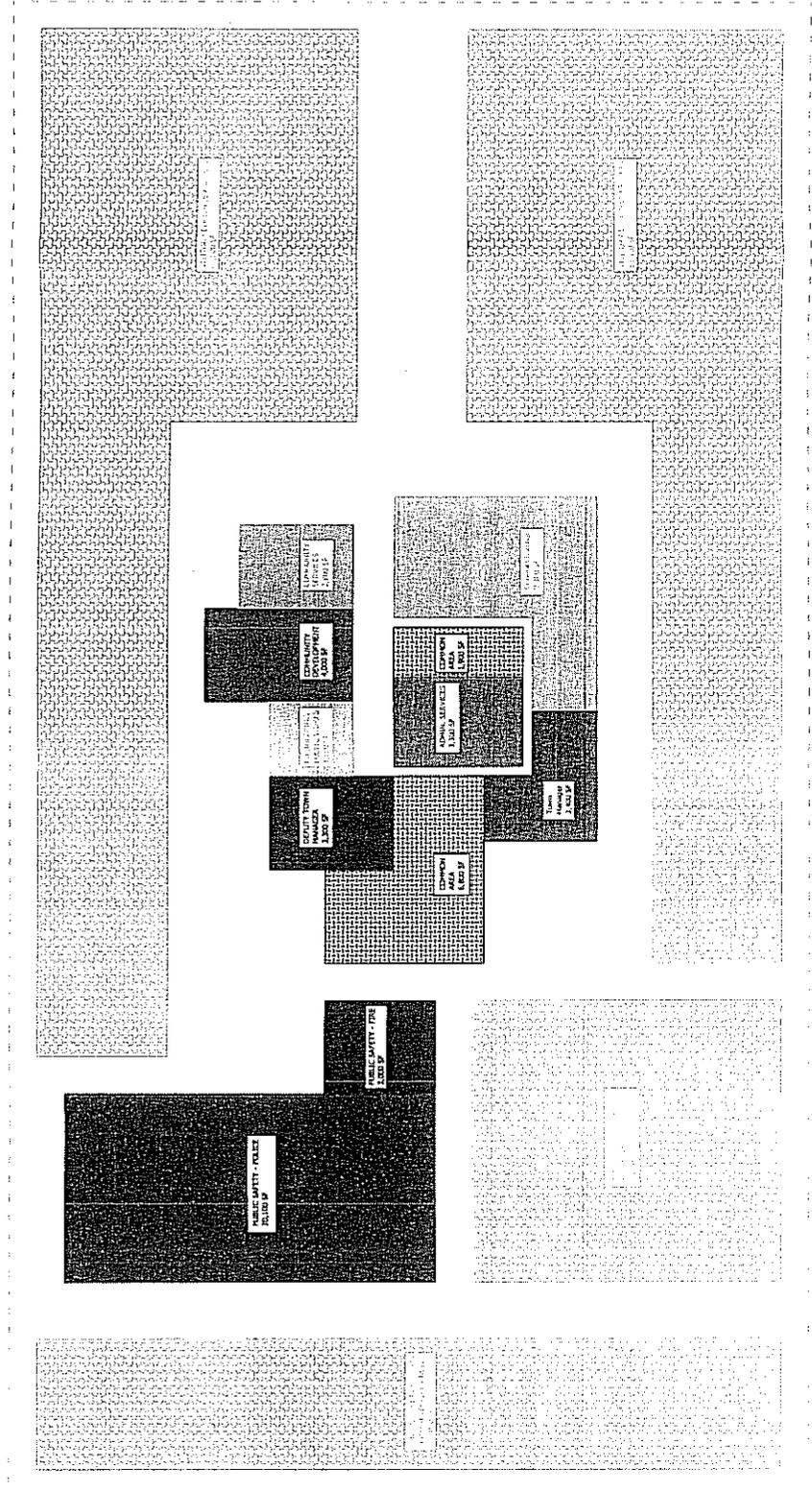
GILLIS ASSOCIATES ARCHITECTURAL INC.
 2500 EIGHTH STREET, SUITE 202, YUCCA VALLEY, CALIFORNIA 92389
 TEL: 760.833.4200 FAX: 760.833.4201

FINAL DRAWINGS

DATE:	11/11/11
DESIGNER:	DAVID L. GILLIS
DATE:	11/11/11
DATE:	11/11/11
DATE:	11/11/11

TOWN OF YUCCA VALLEY FACILITIES MASTER PLAN STUDY

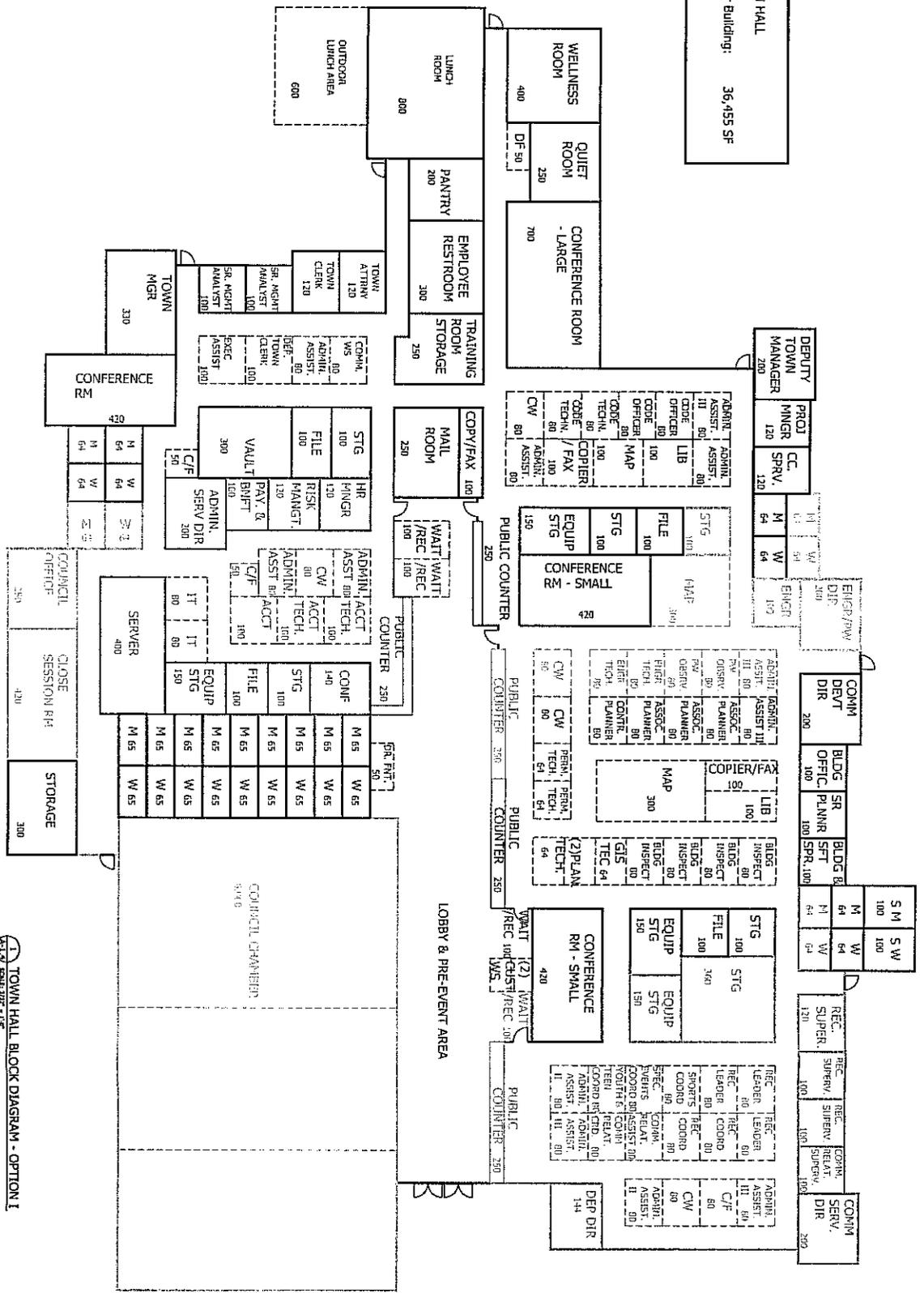
SITE PLAN A-1.3



TOWN HALL BLOCK DIAGRAM - OPTION 2
 SCALE: 1/8" = 1'-0"

PROPOSED TOWN HALL	
Total Required for Building:	99,111 SF
Total Required for Exterior Spaces:	106,400 SF
SITE = 8 ACRES	

PROPOSED TOWN HALL
Total Required for Building: 36,455 SF



TOWN HALL BLOCK DIAGRAM - OPTION 1

A-1.4

TOWN HALL BLOCK PLAN
TOWN OF YUCCA VALLEY
FACILITIES MASTER PLAN STUDY

DRAWING STAFF	DATE: 12/20/07
CHECKED BY	DATE: 01/08/08

FINAL DRAWINGS

GILLIS ASSOCIATES ARCHITECTS INC.
2900 BUENA VISTA STREET COSTA MESA, CALIFORNIA 92626



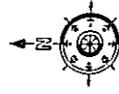
GILLIS ASSOCIATES
 ARCHITECTS & ENGINEERS
 2000 BRITTON STREET, SUITE 100, YUCAIPA, CALIFORNIA 92595
 TEL: (951) 824-4255 FAX: (951) 824-4250

FINAL DRAWINGS

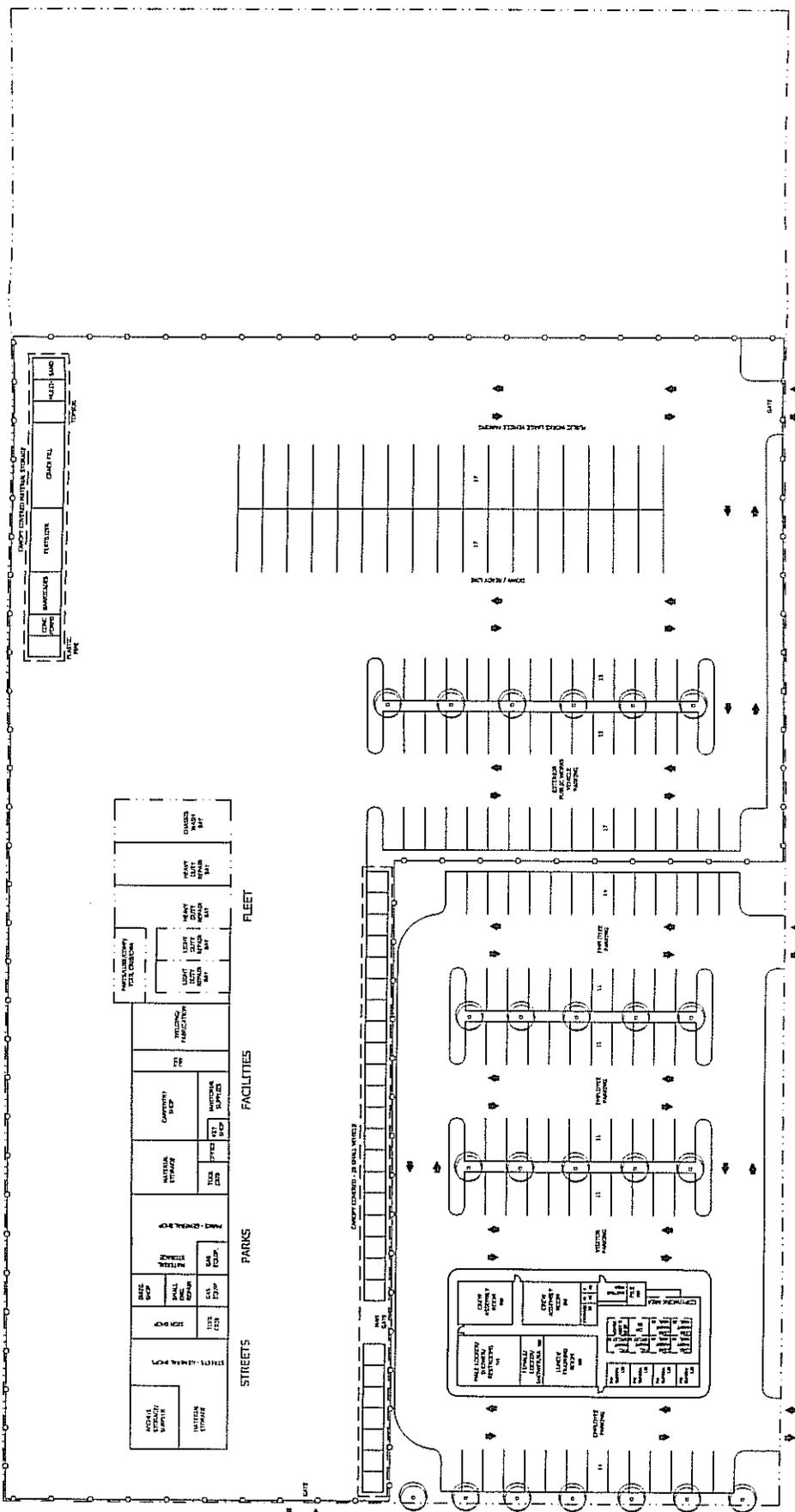
DATE:	12/15/11
PROJECT NO.:	11-001
DRAWING NO.:	11-001-01
DATE:	12/15/11
SCALE:	AS SHOWN

PUB. YARD BLOCK SITE PLAN
 TOWN OF YUCCA VALLEY
 FACILITIES MASTER STUDY

A-2.1



1 PUBLIC WORKS BLOCK SITE PLAN
 1/2" = 1' SCALE



PUBLIC WORKS	
Total Required for Building:	5500 SF
Total Required for Covered Public Works:	6,052 SF
Total Required for Warehouse:	14,793 SF
Total Required for Exterior Spaces:	173,231 SF
SITE = 4.6 ACRES	



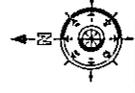
GILLIS ASSOCIATES, INC.
 2008 BOSTON STREET, SUITE 203, WEST PALM BEACH, FL 33411
 TEL: 561-833-1111 FAX: 561-833-1112

FINAL DRAWINGS

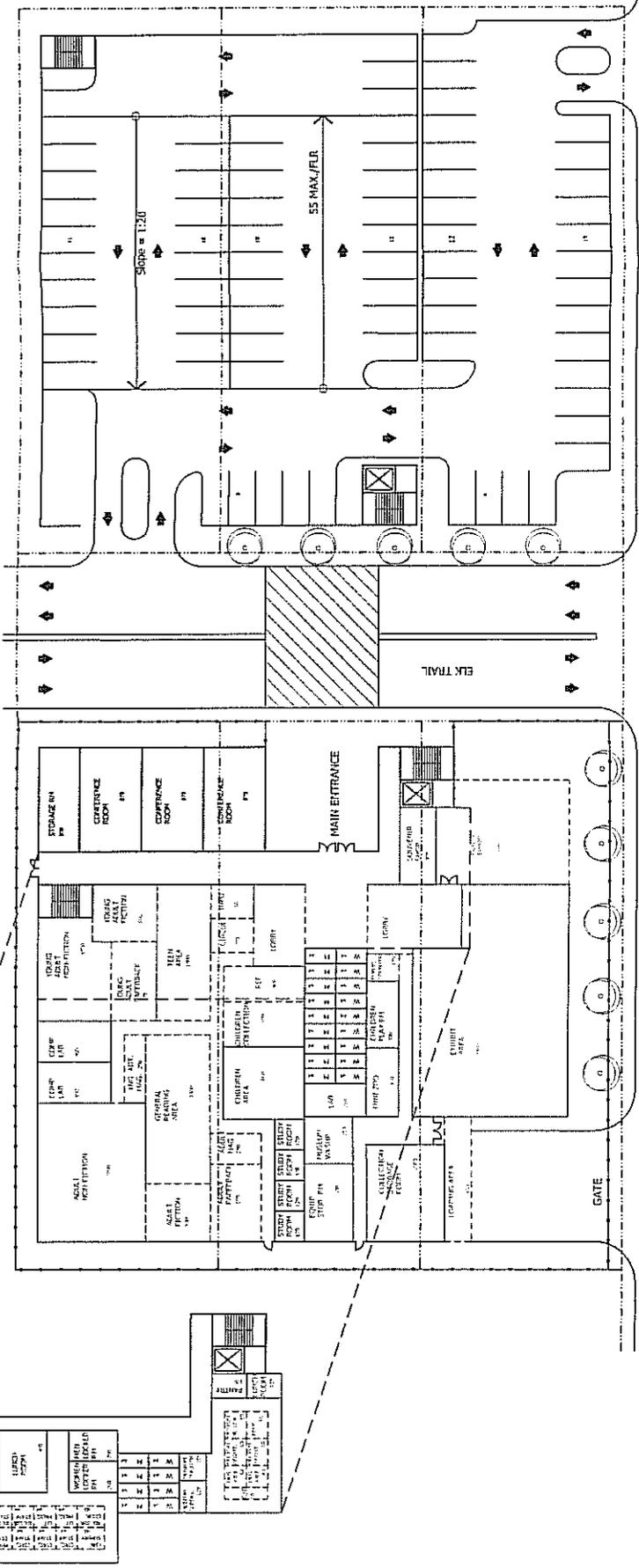
DATE	DESCRIPTION

MUSEUM LIBRARY SITE PLAN
 TOWN OF YUCCA VALLEY
 FACILITIES MASTER PLAN STUDY

A-3.1



LIBRARY AND MUSEUM BLOCK SITE PLAN



29 PALMS HIGHWAY

ELK TRAIL

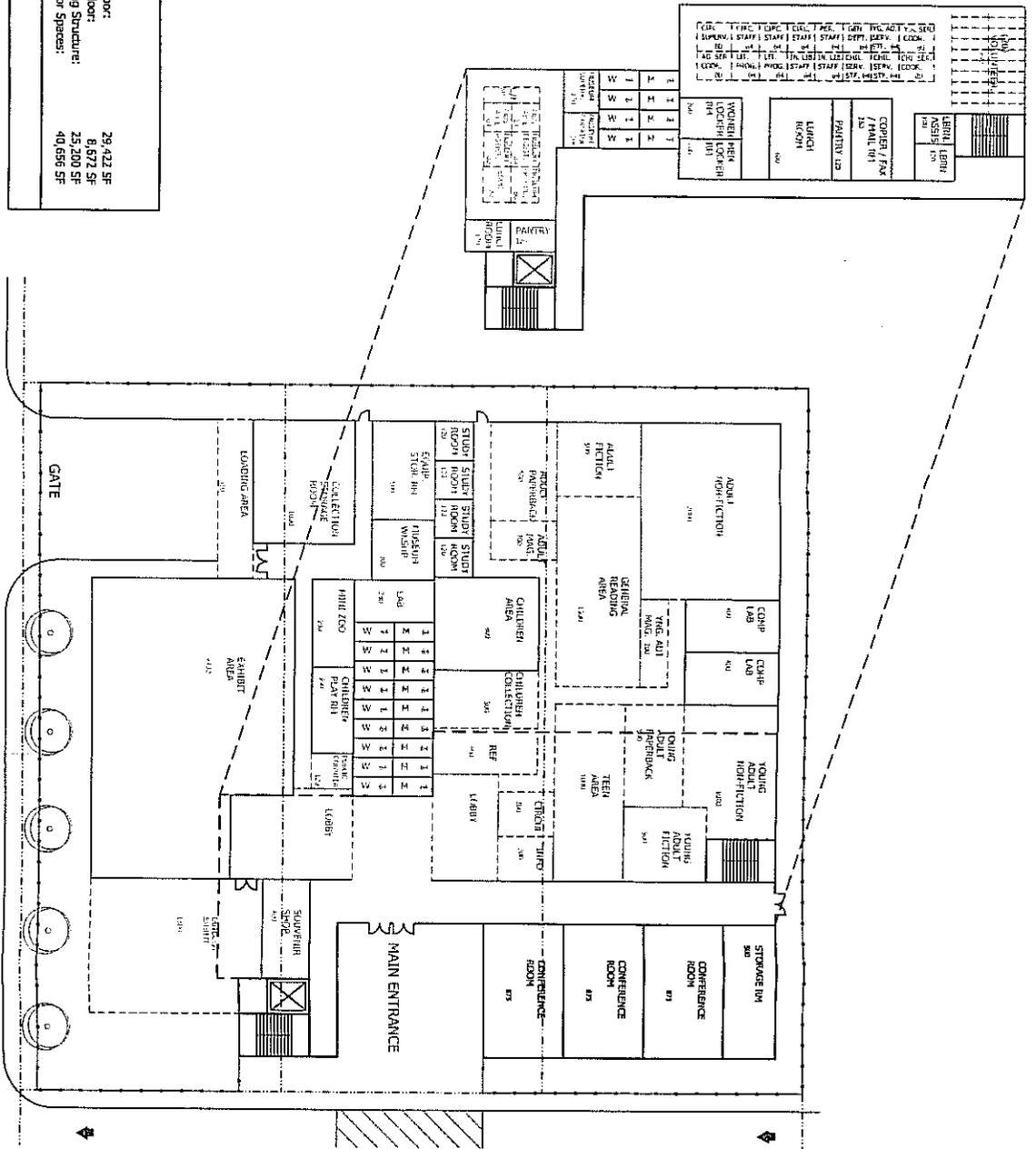
GATE

LIBRARY / MUSEUM	
Total Required for 1st Floor:	29,422 SF
Total Required for 2nd Floor:	6,972 SF
Total Required for parking Structure:	5,200 SF
Total Required for Exterior Space:	40,595 SF
SITE = 2.4 ACRES	

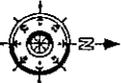
LIBRARY / MUSEUM

Total Required for 1st Floor: 29,422 SF
 Total Required for 2nd Floor: 8,677 SF
 Total Required for Parking Structure: 25,200 SF
 Total Required for Exterior Spaces: 40,696 SF

SITE = 2.4 ACRES



LIBRARY AND MUSEUM BLOCK FLOOR PLAN



A-3

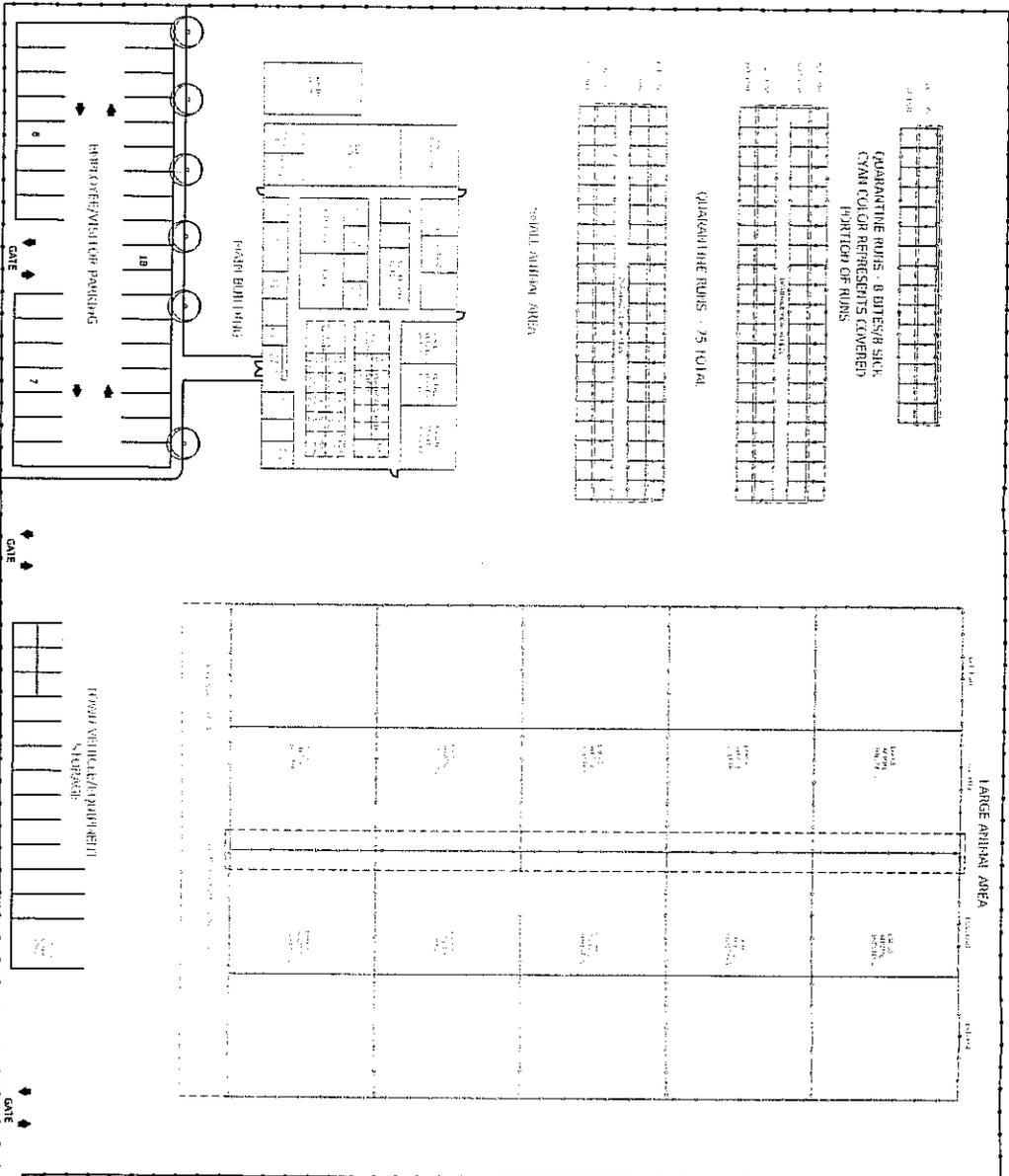
MUS/LIB FLOOR PLAN
 TOWN OF YUCCA VALLEY

DATE: 11/20/07	DRAWN: STMP
----------------	-------------

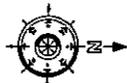
FINAL DRAWINGS



ANIMAL SHELTER	
Total Required for Building:	12,040 SF
Total Required for Covered Animal Shelter:	16,774 SF
Total Required for Uncovered Animal Shelter:	60,900 SF
Total Required for Exterior Spaces:	105,460 SF
SITE = 4.5 ACRES	



1 ANIMAL SHELTER BLOCK FLOOR PLAN
SCALE: 1/8" = 1'-0"



A-5.1

ANI. SHELTER SITE PLAN
TOWN OF YUCCA VALLEY

DRAWN BY	DATE: 12/25/17
CHECKED BY	
APPROVED BY	

FINAL DRAWINGS

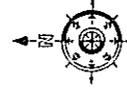


GILLIS & ASSOCIATES
ARCHITECTS INC.

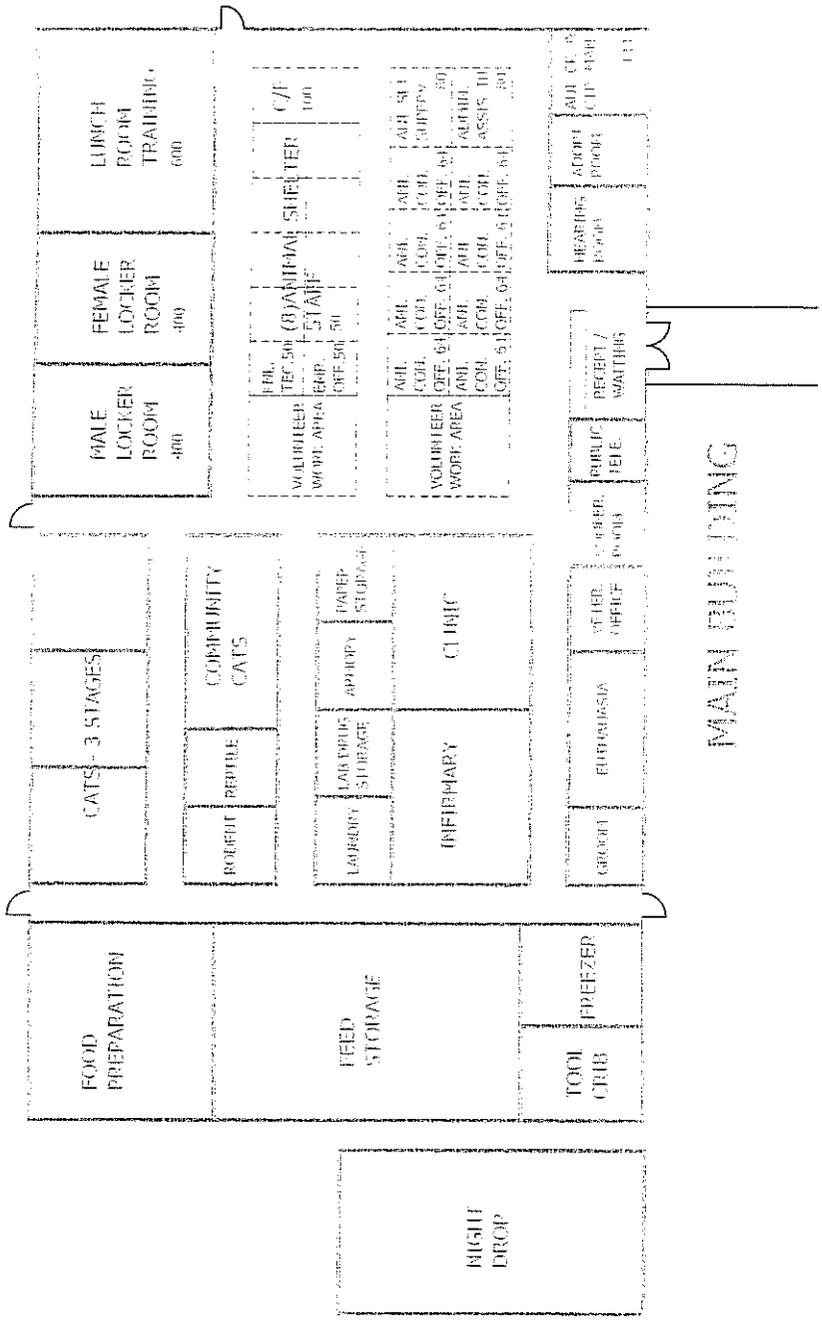




DATE	11/11/11
BY	JL
CHECKED BY	JL
DATE	11/11/11
BY	JL
CHECKED BY	JL
DATE	11/11/11
BY	JL
CHECKED BY	JL



1 ANIMAL SHELTER BLOCK FLOOR PLAN
 1/31 SCALE: 1/8" = 1'-0"



MAIN BUILDING

ANIMAL SHELTER	
Total Required for Building:	12,040 SF
Total Required for Covered Animal Shelter:	16,774 SF
Total Required for Uncovered Animal Shelter:	60,900 SF
Total Required for Exterior Spaces:	106,460 SF
SITE =	4.5 ACRES

SITE CONSIDERATIONS

Town of Yucca Valley – Public Facilities Master Plan Study

6.1 TOWN HALL FACILITY

The site options for the Town Hall facility are:

OPTION 1: Remodel and expand the Existing Facility

Relocate the Library, Museum and Community Services Rental Space to a different facility and remodel the existing facility to accommodate all of the town employees currently in the Public Facility Yard with exception of Public Works Employees.

Advantages:

- Utilizes the existing property and buildings
- Existing site is centrally located

Disadvantages:

- Layout of the facility limited due to existing layout of buildings and site constraints.
- Staff will have to be relocated during construction.



OPTION 2: New Town Hall Facility on a different Site

The second option is to construct a new facility that will accommodate all departments including the Fire Department administrative offices and the Police Station. With this option, the public works employees will still remain at the public works yard.

Advantages:

- New construction allows for more efficient layout.
- No impact on existing facility during construction.

Disadvantages:

- The property must be acquired.



6.2 PUBLIC YARD FACILITY

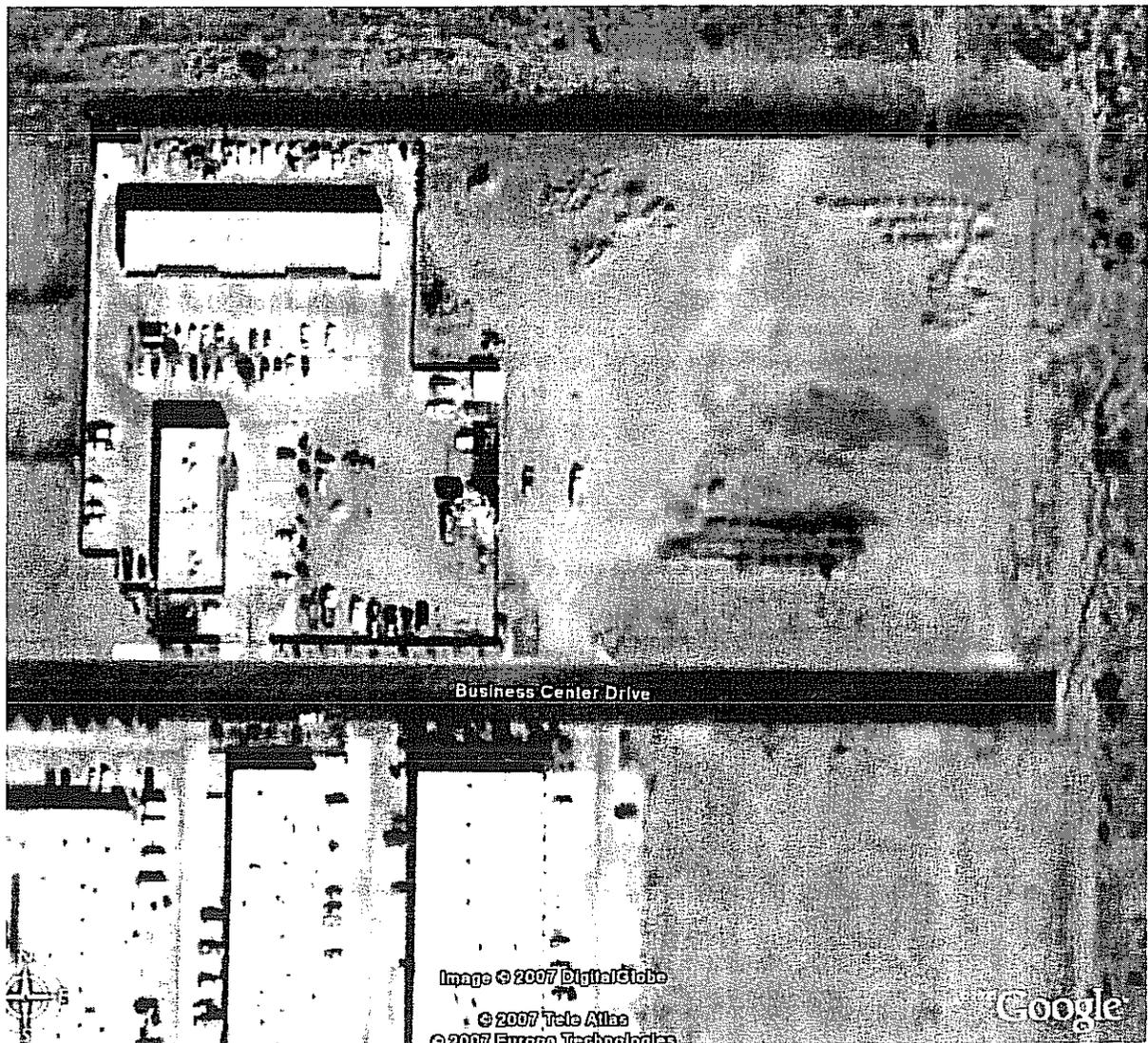
Once the employees from the other departments that do not need to be at the yard get relocated to the Town Hall, the existing building will be sufficient to accommodate the functional needs of the Yard. Additionally, municipal yards are usually hard to sell and usually involve expensive clearing cost, therefore long term ownership is recommended.

OPTION 1: Remodel the Existing Facility

Relocate the Library, Museum and Community Services Rental Space to a different facility and remodel the existing facility to accommodate all of the town employees currently in the Public Facility Yard with exception of Public Works Employees.

Advantages:

- Utilizes the existing property and buildings



6.3 LIBRARY AND MUSEUM

The current allocation standards for the County of San Bernardino are 1 volume per capita. If one volume is to be added for every new resident, 43,000 volumes will have to be added by the population of 65,000. (65,000 – 22,000) This means the total number of volumes that will have to be accommodated when the population reaches 65000 is 98,000 volumes. (current volumes of 51,000 + 43,000)

There are limited possibilities for expansion of these facilities to meet the optimum square footage at the current location. Relocating these facilities to a new site is therefore the best option for meeting the future needs is required.

The Library and Museum run several programs together, which necessitates the need to be located within a close proximity of each other. Placing them in the Old Town will bring people to the area and help boost the old town specific plan.

The proposed site is on the intersection of Elk Trail and highway 62. This site is based on the proposed location for the library and Museum on the Old Town Specific Plan.

OPTION 1: Construct a single shared Facility in the Old Town

Relocate the Library, Museum to a new facility and remodel the existing facility in the old town. The new facility will have a shared lobby and event rooms.

Advantages:

- New Construction will allow for optimum plan.
- Placing them in the Old town will attract people in the area and promote development in the area.
- New construction allows the daily activities to continue undisturbed during construction.

OPTION 2: Construct two Separate Facilities for the Museum and Library in close proximity of each other

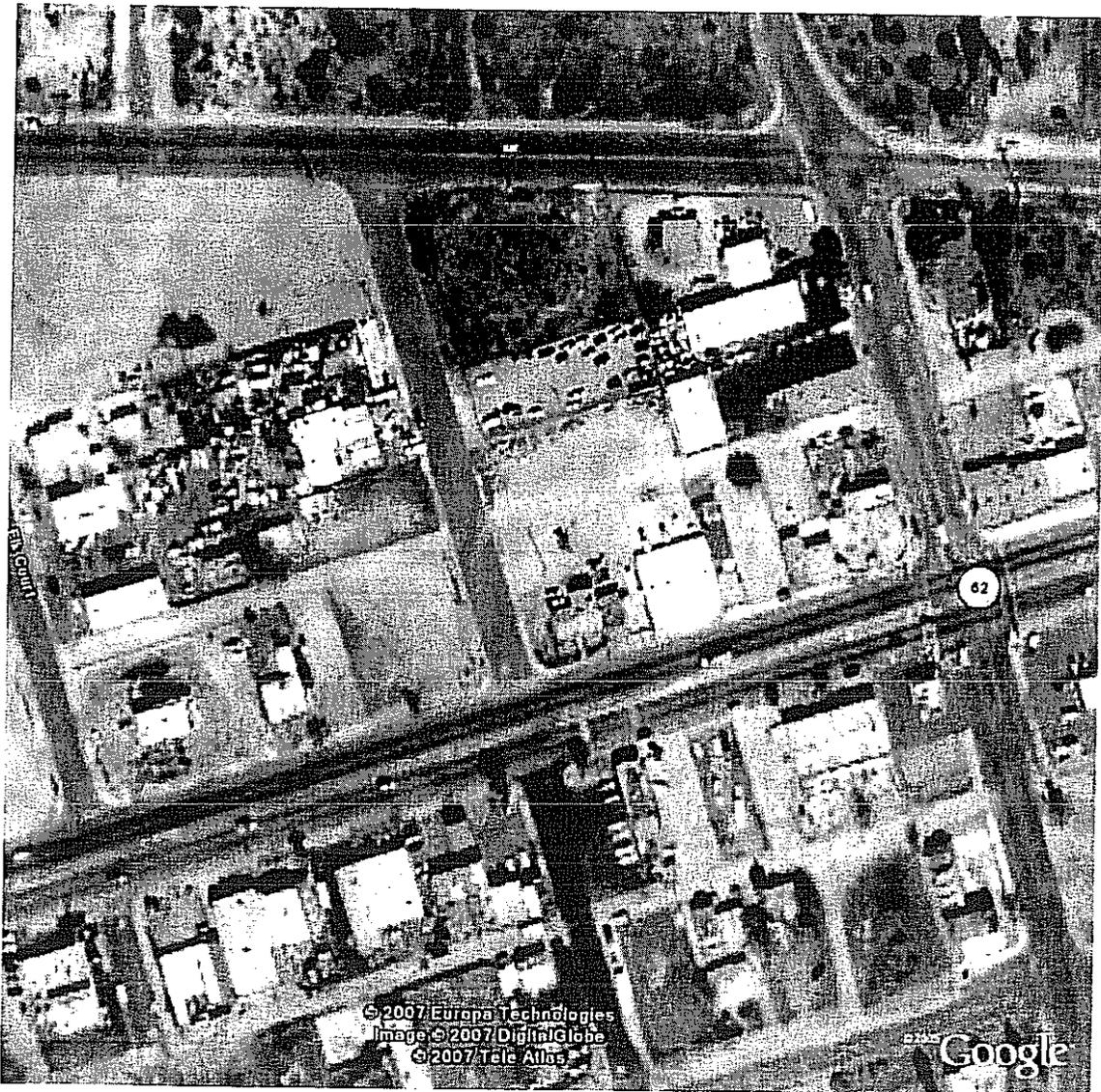
Using the same site, another option would be to construct the Museum and the Library as separate facilities in close proximity to each other.

Advantages:

- New construction allows for more efficient layout.
- No impact on existing facility during construction

Disadvantages:

- The property must be acquired
- More area per facility due to lack of shared spaces.



6.4 SENIOR CENTER FACILITY

The site considerations for Senior Center facility are:

OPTION 1: Remodel and Expand the Existing Facility

Advantages:

- Utilizes the existing property and buildings
- Existing site is centrally located

Disadvantages:

- Layout of the facility limited due to existing layout of buildings and site constraints.
- Staff will have to be relocated during construction.

OPTION 2: Have the Senior Center as part of the proposed Multi Generational Center

This option integrates the Senior Center with the Parks Master Plan proposed Multigenerational Center. The exact location for the site will be in accordance to the Parks Master Plan suggestions.

Advantages:

- New construction allows for more efficient layout.
- No impact on existing facility during construction

Disadvantages:

- The property must be acquired

6.5 ANIMAL SHELTER FACILITY

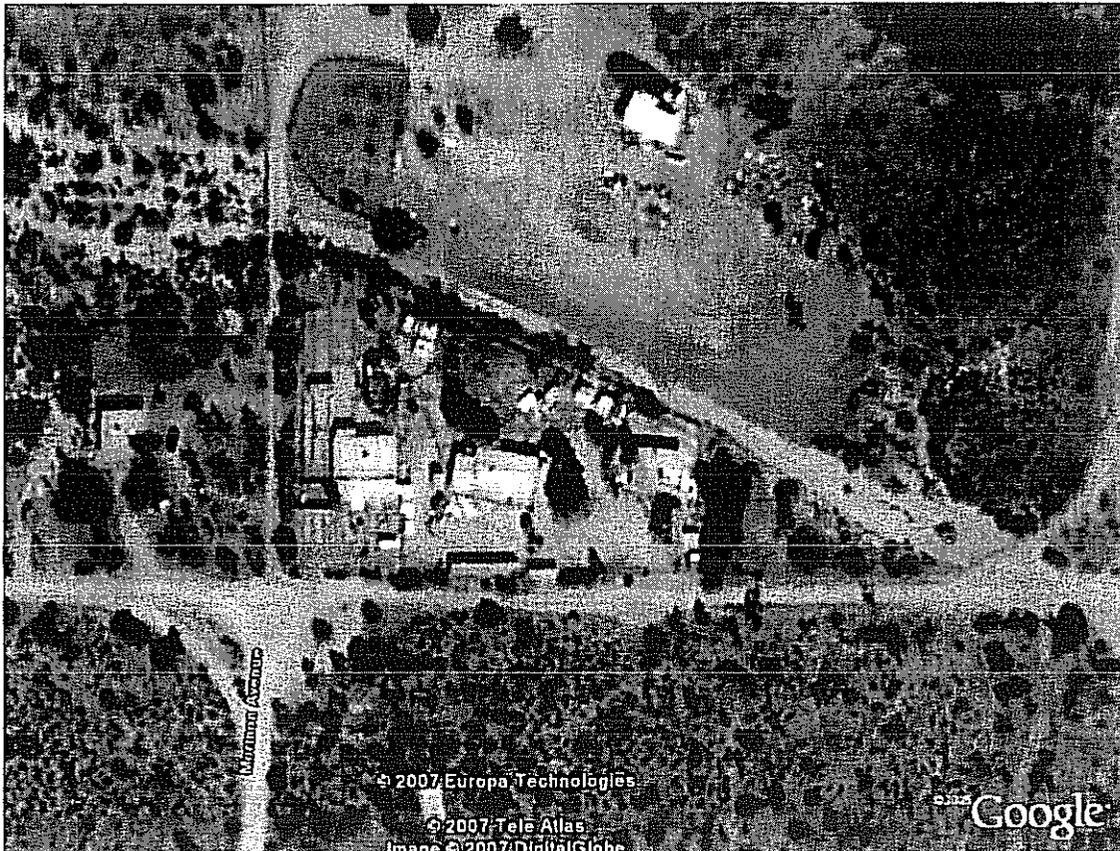
The best site option for the Animal shelter is to locate it away from residential neighborhoods due to noise concerns. The existing facility is very old and most of the elements will have to be demolished for a remodel. The site considerations for the Animal Shelter are as follows:

OPTION 1: Construct a new facility at the adjacent site

This option would involve acquiring extra land adjacent to the site, and constructing a new facility at this new location.

Advantages:

- New construction allows for more efficient layout.
- No impact on existing facility during construction
- The town already owns the property
- Existing neighborhood is already used to the noise and other disturbances from the animal shelter.



6.6 FIRE STATIONS

Currently there are three fire Stations that serve the town of Yucca Valley. Of these, only one is located within the town of Town of Yucca Valley boundaries. Based on the our conversation with the fire department 3 fire additional fire stations and a relocation of one would be sufficient to adequately address the needs of the Town of Yucca Valley up to the maximum population of 65,000.

We used a 2.5 mile radius effective area circle to find the optimum location for the fire stations. This means that it will take approximately 5 minutes for the fire engine traveling at 30mph to get to the furthest location. With this set up we estimate the fire department will be able to get to the scene within the recommended time of 7 minutes.

Furthermore, the fire department recommended placing the Fire Station on a primary road. Once we obtained the general site by using the 2.5 mile radius circle, the specific site was selected ensuring that the station will be on a primary road. See diagram SK-1.

FIRE STATION SITE 1:

We propose placing the first fire station on either the intersection of Wamega Trail and Elk Court. This site is closer to the old town but might not be adequate in size.

Another option will be placing it on the intersection of Yucca Trail and Inca Trail.



FIRE STATION SITE 2:

The site for the second proposed fire station is on the intersection of Joshua Lane and Frontera Avenue.



FIRE STATION SITE 3:

The location for the third fire station is on the intersection of Douglas lane and Linda Lee Drive.

Advantages:

- Close to a major road.
- More centrally located to the effective area

Disadvantages:

- Both Douglas Lane and Linda Lee are not paved.



FIRE STATION SITE 4:

The location for the fourth fire station is on the intersection of Skyline Ranch Road and Grand Avenue.



6.7 POLICE SUBSTATION

We recommend locating the two police substations on the opposite sides of the town, one on the north and one on the south. These stations will be open during regular business hours and will be used mainly for paperwork.

POLICE SUBSTATION SITE 1:

The suggested location for the first police substation is on the location of Corner of Joshua Lane and Emerson Avenue. This site will serve the southern part of the Town.



POLICE SUBSTATION SITE 2:

The suggested location for the second Police station is on the intersection of Buena Vista Drive and Newton Street. This site will serve the northern part of the town.



POLICE SUBSTATION SITE OPTION 2:

Given the size of the stations and it might be more economical to locate the substation in the same site as the fire stations. Both these facilities require a small area of land that can be accommodated on one parcel.

6.8 WELCOME CENTER

The existing facility has enough space to meet its current and future space needs but lacks enough visibility from the street. Even though the existing facility is located off of a major street, most people have a hard time seeing the building or finding where it is located. While keeping the existing facility and improving the signage will address these needs, the ideal location for the welcome center is at the entry to the old town. We therefore recommend relocating the welcome center to the entry to old town.

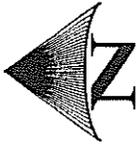
Advantages:

- Will bring people to the old town and work well with the Old Town Specific Plan
- New location can provide increased visibility from the street.

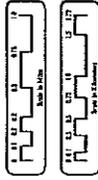
Disadvantages:

- The land for the new facility will need to be acquired.





SCALE: 1" = 1,500'



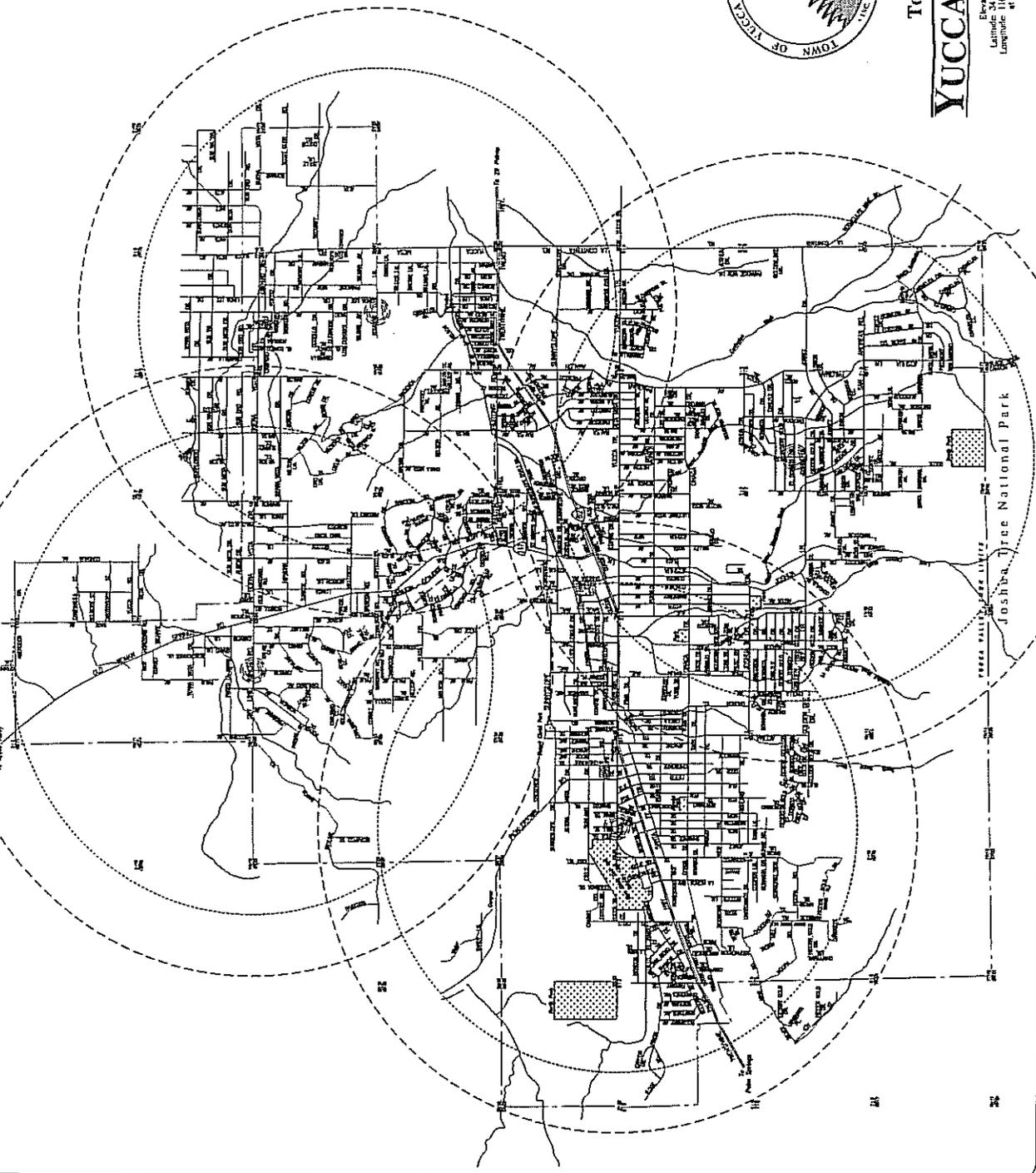
Legend

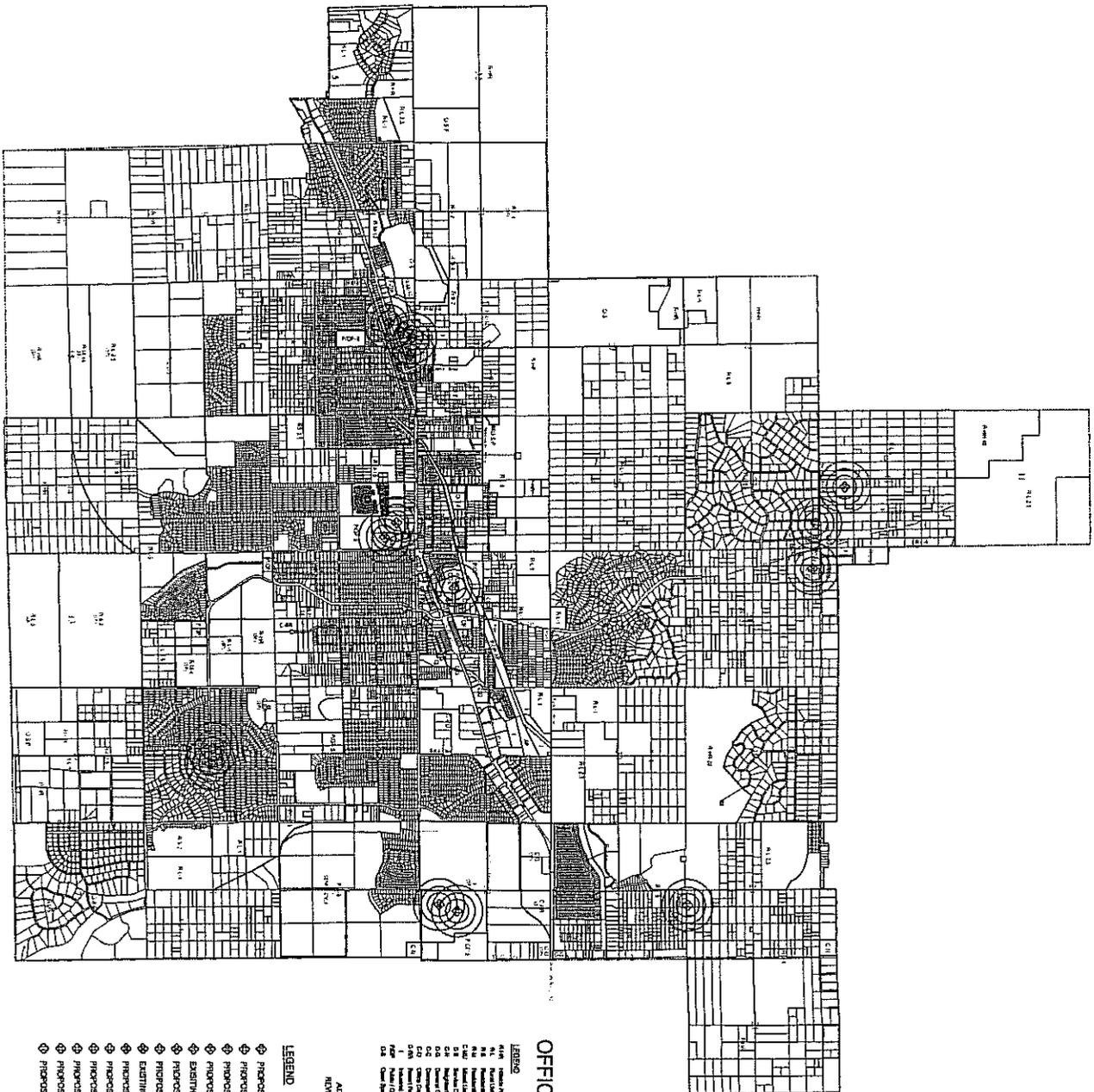
- Check Station
- MAIN ARTERIAL, GRADE UNADJ
- MAIN ARTERIAL
- MAIN COLLECTOR
- MAIN COLLECTOR
- LOCAL
- Storm Drain
- Proposed Channel of River
- San. Manholes (R. - 6" dia)
- Sew. Manholes (R. - 18" dia) - NOT WORKED BY THE TOWN
- Maintenance Road
- ROAD RIGHT-OF-WAY WORKED BY THE TOWN
- Proposed Sites for Fire Stations
- 1/4 AC. ROAD AREA
- 1/4 AC. ROAD AREA



TOWN OF YUCCA VALLEY

Elevation: 3,277 Ft.
 Latitude: 34 Deg 07 Min 10 Sec N.
 Longitude: 116 Deg 27 Min 05 Sec W.
 at Post Office



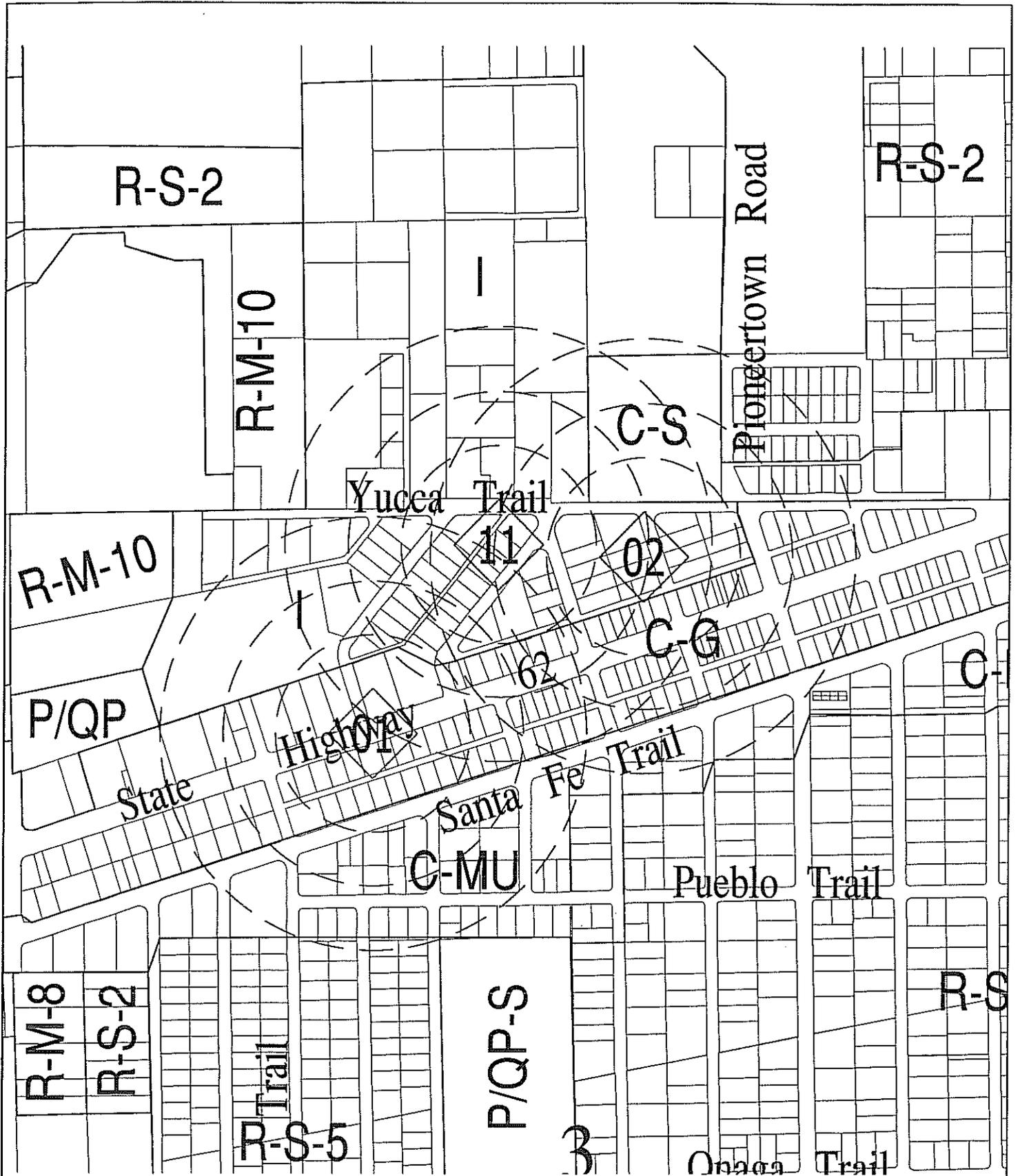


OFFICIAL ZONING DISTRICT MAP

- LEGEND**
- ◆ PROPOSED SITE FOR WELCOME CENTER
 - ◆ PROPOSED SITE FOR LIBRARY & MUSEUM
 - ◆ PROPOSED SITE FOR TOWN HALL
 - ◆ PROPOSED SITE FOR SENIOR CENTER
 - ◆ EXISTING TOWN HALL
 - ◆ PROPOSED SITE FOR ANIMAL SHELTER
 - ◆ PROPOSED SITE FOR PUBLIC WORKS FACILITY
 - ◆ EXISTING PUBLIC WORKS FACILITY
 - ◆ PROPOSED SITE FOR POLICE SUBSTATION
 - ◆ PROPOSED SITE FOR POLICE SUBSTATION
 - ◆ PROPOSED SITE FOR FIRE STATION
 - ◆ PROPOSED SITE FOR FIRE STATION
 - ◆ PROPOSED SITE FOR FIRE STATION

ADOPTED BY TOWN COUNCIL: MARCH 9, 1987
 FEDERAL REGISTER: 22, 2002 FOR NOTIFICATION, PA.





(01) PROP. WELCOME CENTER / (02) PROP. LIBRARY & MUSEUM / (11) PROP. FIRE STATION

GILLIS & ASSOCIATES
ARCHITECTS

2900 BRISTOL STREET, SUITE G-205, COSTA MESA CALIFORNIA 92626 FAX (714) 668-4265 TEL (714) 668-4260

CREATED BY:

DATE: 12/05/07

Sheet No.

SCALE: 1:7500

JOB NO.: 2705

TOWN OF YUCCA VALLEY
Public Facilities Master Plan Study

S-1



(03) PROP. TOWN HALL / (04) PROP. SENIOR CENTER / (05) EXIST. TOWN HALL

GILLIS & ASSOCIATES
ARCHITECTS

CREATED BY:

DATE: 12/05/07

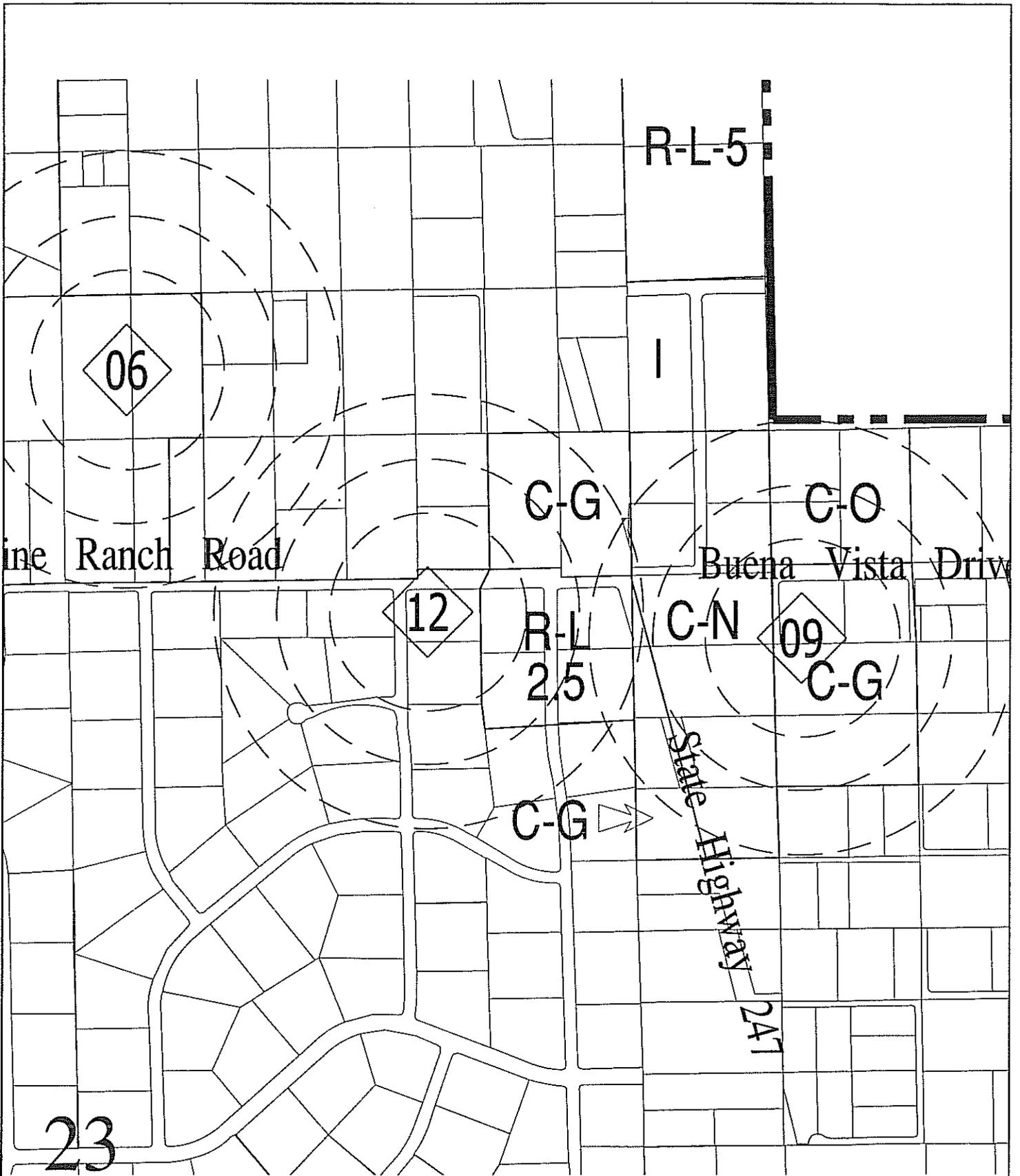
Sheet No.

SCALE: 1:7500

JOB NO.: 2705

TOWN OF YUCCA VALLEY

S-2



(06) PROP. TOWN HALL / (09) PROP. POLICE SUBSTATION / (12) PROP. FIRE STATION

GILLIS
& ASSOCIATES
 ARCHITECTS

2900 BRISTOL STREET, SUITE G-205, COSTA MESA CALIFORNIA 92626 FAX (714) 668-4265 TEL (714) 668-4260

CREATED BY:

DATE: 12/05/07

Sheet No.

SCALE: 1:7500

JOB NO.: 2705

TOWN OF YUCCA VALLEY
 Public Facilities Master Plan Study

S-3

La Contenta

Sunnyslope Drive 32

1
(SP)

P/QP-S

07

08

C-N

R-S-2

(07) PROP. PUBLIC WORKS / (08) EXIST. PUBLIC WORKS

GILLIS & ASSOCIATES ARCHITECTS

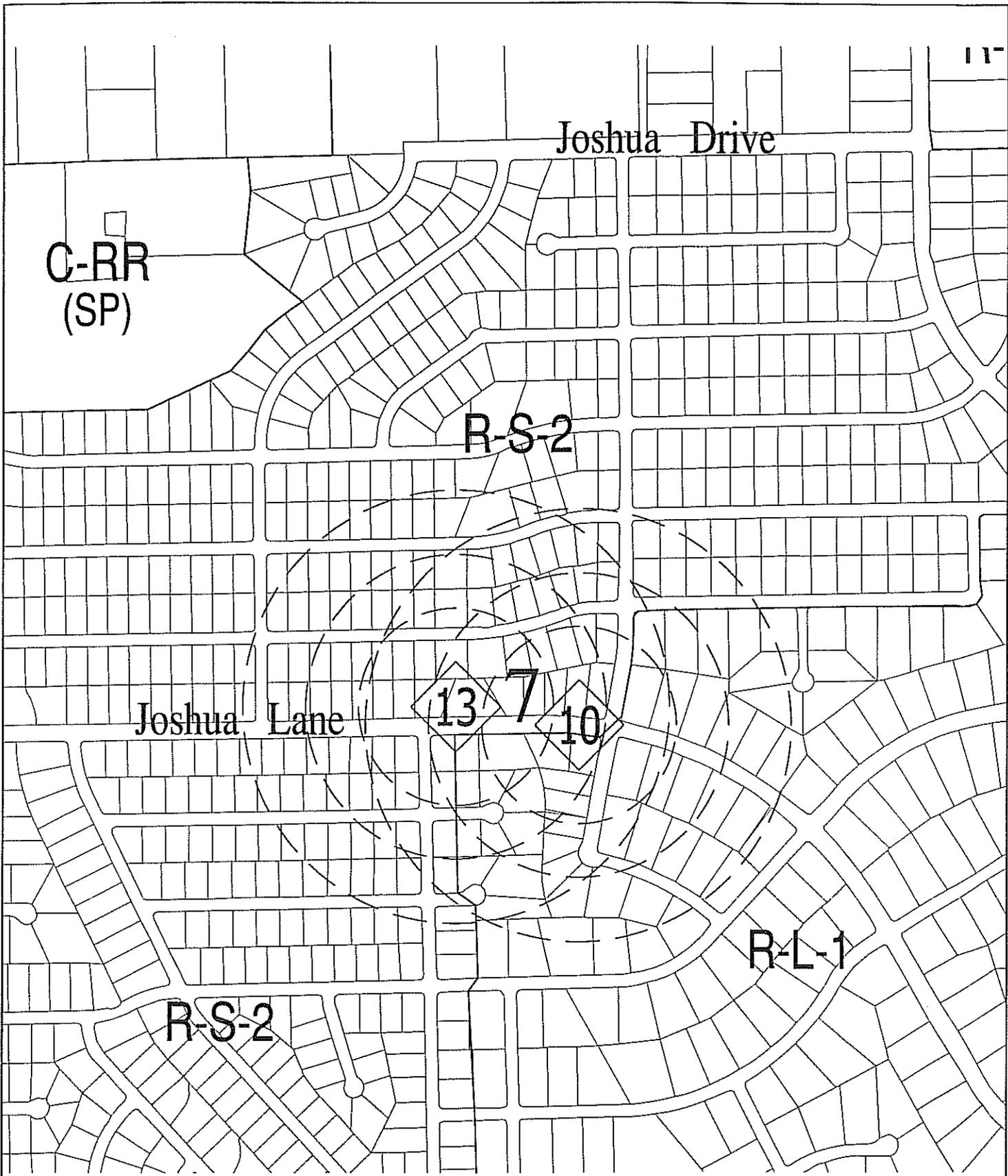
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Sheet No.

SCALE: 1:7500 JOB NO.: 2705

TOWN OF YUCCA VALLEY Public Facilities Master Plan Study

S-4

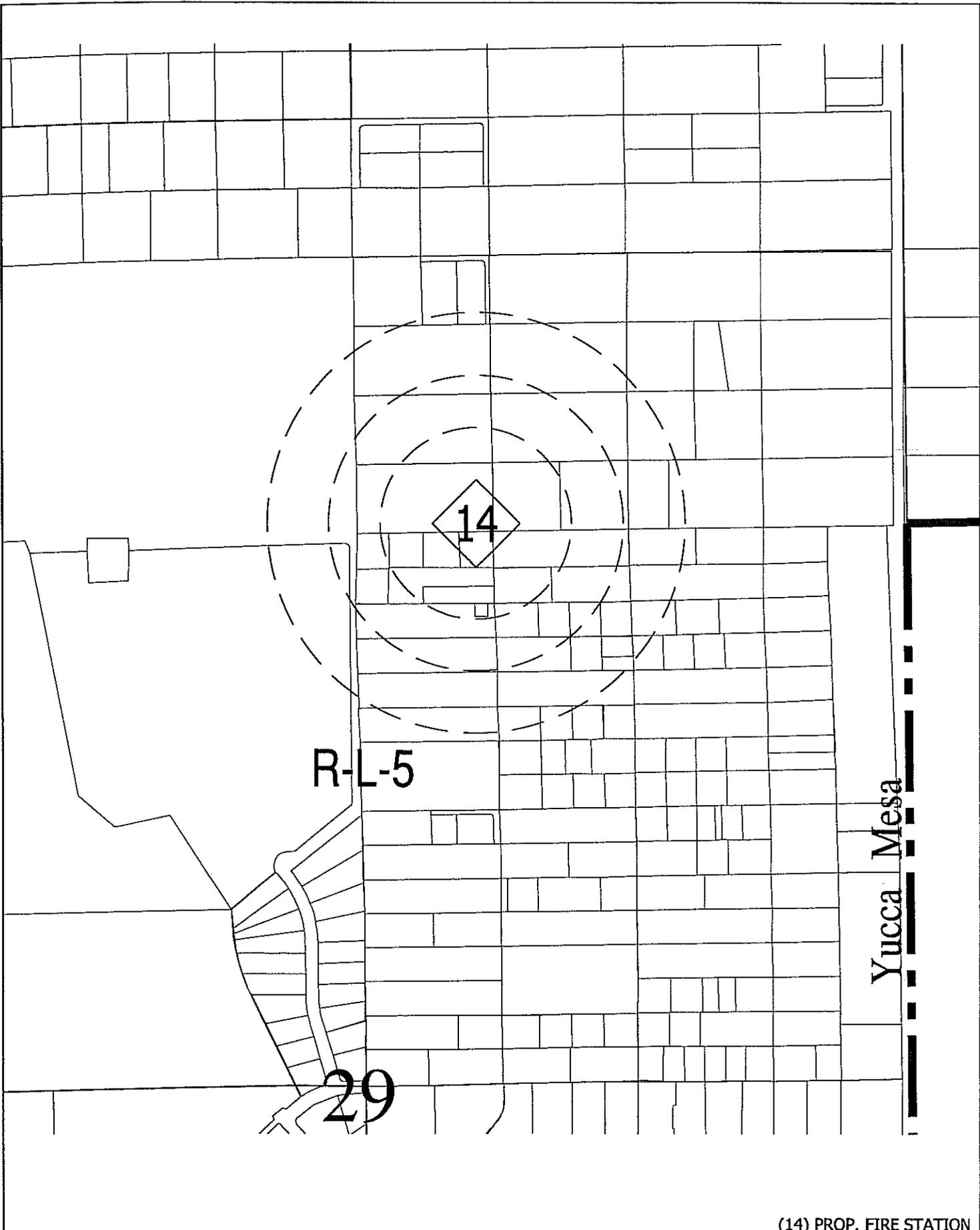


(10) PROP. POLICE SUBSTATION / (13) PROP. FIRE STATION

GILLIS & ASSOCIATES
ARCHITECTS

2900 BRISTOL STREET, SUITE G-205, COSTA MESA CALIFORNIA 92626 FAX (714) 668-4265 TEL (714) 668-4260

CREATED BY:	DATE: 12/05/07	Sheet No.
SCALE: 1:7500	JOB NO.: 2705	
TOWN OF YUCCA VALLEY Public Facilities Master Plan Study		S-5



(14) PROP. FIRE STATION

Town of Yucca Valley
 Facilities Master Plan Study
Statement of Probable Cost

DATE: 12/05/07

Facility	Quantity	Unit Cost	Total
Town Hall Facility	1	\$11,358,837	\$11,358,837
Public Safety Facility	1	\$13,745,818	\$13,745,818
Public Works Facility	1	\$6,197,588	\$6,197,588
Museum / Library Facility	1	\$16,005,202	\$16,005,202
Senior Center Facility	1	\$8,049,850	\$8,049,850
Animal Shelter Facility	1	\$7,225,974	\$7,225,974
Fire Station	4	\$4,260,385	\$17,041,540
Police Substation	2	\$580,132	\$1,160,264

Total Estimated Construction Cost

\$80,785,071

***NOTE:** This statement is based on the "Public Facilities Master Plan Study" presented by Gillis & Associates Architects, Inc. The average construction escalation cost increase 6% annually. The unit costs posted in this report assume that the project began the first quarter of 2008.*

Town of Yucca Valley
Facilities Master Plan Study
Statement of Probable Cost

DATE: 12/05/07

Town Hall Facility

Item	Quantity	Unit Cost	Total	Notes
Selective Demolition	28,800 sf	\$18.00 sf	\$518,400	
Existing Structure Renovation				
Office	26,790 sf	\$85.00 sf	\$2,277,150	
Warehouse			\$0	
Workshop			\$0	
Kitchen	2,010 sf	\$200.00 sf	\$402,000	
Mechanical	28,800 sf	\$20.00 sf	\$576,000	
Electrical	28,800 sf	\$20.00 sf	\$576,000	
New Construction				
Office	6,410 sf	\$180.00 sf	\$1,153,800	
Warehouse			\$0	
Workshop			\$0	
Covered Canopy			\$0	
Exterior Spaces	600 sf	\$20.00 sf	\$12,000	
Kitchen	660 sf	\$280.00 sf	\$184,800	
Mechanical	7,070 sf	\$35.00 sf	\$247,450	
Electrical	7,070 sf	\$35.00 sf	\$247,450	
Site Work			\$0	
Fencing			\$0	
Landscape	12,000 sf	\$15.00 sf	\$180,000	
Parking - Exterior	242 unit	\$3,500.00 unit	\$847,000	
Equipment			\$0	
Furniture	33,200 sf	\$35.00 sf	\$1,162,000	
Misc			\$0	
Subtotal			\$8,384,050	
General Conditions		15.0%	\$1,257,608	
Subtotal			\$9,641,658	
General Contractor OH&P		5.0%	\$482,083	
Subtotal			\$10,123,740	
Bonds & Insurance		2.0%	\$202,475	
Subtotal			\$10,326,215	
Design Contingency		10.0%	\$1,032,622	
Total Estimated Construction Cost			\$11,358,837	

Town of Yucca Valley
Facilities Master Plan Study
Statement of Probable Cost

DATE: 12/05/07

Public Safety Facility

Item	Quantity	Unit Cost	Total	Note
Selective Demolition			\$0	
Existing Structure Renovation				
Office			\$0	
Warehouse			\$0	
Workshop			\$0	
Kitchen			\$0	
Mechanical			\$0	
Electrical			\$0	
New Construction				
Office	23,080 sf	\$310.00 sf	\$7,154,800	
Warehouse			\$0	
Workshop			\$0	
Covered Canopy			\$0	
Exterior Spaces			\$0	
Kitchen			\$0	
Mechanical	23,080 sf	\$35.00 sf	\$807,800	
Electrical	23,080 sf	\$35.00 sf	\$807,800	
Site Work			\$0	
Fencing	690 lf	\$80.00 lf	\$55,200	
Landscape	5,000 sf	\$15.00 sf	\$75,000	
Parking - Exterior	125 unit	\$3,500.00 unit	\$437,500	
Equipment			\$0	
Furniture	23,080 sf	\$35.00 sf	\$807,800	
Misc			\$0	
Subtotal			\$10,145,900	
General Conditions		15.0%	\$1,521,885	
Subtotal			\$11,667,785	
General Contractor OH&P		5.0%	\$583,389	
Subtotal			\$12,251,174	
Bonds & Insurance		2.0%	\$245,023	
Subtotal			\$12,496,198	
Design Contingency		10.0%	\$1,249,620	
Total Estimated Construction Cost			\$13,745,818	

Town of Yucca Valley
Facilities Master Plan Study
Statement of Probable Cost

DATE: 12/05/07

Public Works Yard

Item	Quantity	Unit Cost	Total	Note
Selective Demolition				
Office	5,500 sf	\$15.00 sf	\$82,500	
Warehouse	9,570 sf	\$4.00 sf	\$38,280	
Existing Structure Renovation				
Office	4,550 sf	\$85.00 sf	\$386,750	
Warehouse	3,980 sf	\$65.00 sf	\$258,700	
Workshop	5,060 sf	\$70.00 sf	\$354,200	
Kitchen	1,050 sf	\$200.00 sf	\$210,000	
Mechanical	15,070 sf	\$12.00 sf	\$180,840	
Electrical	15,070 sf	\$16.00 sf	\$241,120	
New Construction				
Office			\$0	
Warehouse	530 sf	\$120.00 sf	\$63,600	
Workshop	4,700 sf	\$135.00 sf	\$634,500	
Covered Canopy	6,850 sf	\$90.00 sf	\$616,500	
Exterior Spaces			\$0	
Kitchen			\$0	
Mechanical	5,230 sf	\$22.00 sf	\$115,060	
Electrical	5,230 sf	\$16.00 sf	\$83,680	
Site Work				
Fencing	1,820 lf	\$65.00 lf	\$118,300	
Landscape	2,000 sf	\$15.00 sf	\$30,000	
Parking - Exterior	181 unit	\$3,500.00 unit	\$633,500	
Equipment	14,270 sf	\$28.00 sf	\$399,560	
Furniture	4,550 sf	\$28.00 sf	\$127,400	
Misc			\$0	
Subtotal			\$4,574,490	
General Conditions		15.0%	\$686,174	
Subtotal			\$5,260,664	
General Contractor OH&P		5.0%	\$263,033	
Subtotal			\$5,523,697	
Bonds & Insurance		2.0%	\$110,474	
Subtotal			\$5,634,171	
Design Contingency		10.0%	\$563,417	
Total Estimated Construction Cost			\$6,197,588	

Town of Yucca Valley
Facilities Master Plan Study
Statement of Probable Cost

DATE: 12/05/07

Library & Museum

Item	Quantity	Unit Cost	Total	Note
Selective Demolition			\$0	
Existing Structure Renovation				
Office			\$0	
Warehouse			\$0	
Workshop			\$0	
Kitchen			\$0	
Mechanical			\$0	
Electrical			\$0	
New Construction				
Office	35,720 sf	\$170.00 sf	\$6,072,400	
Warehouse			\$0	
Workshop	300 sf	\$135.00 sf	\$40,500	
Covered Canopy			\$0	
Exterior Spaces	4,450 sf	\$55.00 sf	\$244,750	
Kitchen	2,070 sf	\$280.00 sf	\$579,600	
Mechanical	38,090 sf	\$35.00 sf	\$1,333,150	
Electrical	38,090 sf	\$35.00 sf	\$1,333,150	
Site Work			\$0	
Fencing	790 lf	\$80.00 lf	\$63,200	
Landscape	9,900 sf	\$12.00 sf	\$118,800	
Parking - Exterior	29 unit	\$3,500.00 unit	\$101,500	
Parking - Structure	172 unit	\$5,000.00 unit	\$860,000	
Equipment			\$0	
Furniture	38,090 sf	\$28.00 sf	\$1,066,520	
Misc			\$0	
Subtotal			\$11,813,570	
General Conditions		15.0%	\$1,772,036	
Subtotal			\$13,585,606	
General Contractor OH&P		5.0%	\$679,280	
Subtotal			\$14,264,886	
Bonds & Insurance		2.0%	\$285,298	
Subtotal			\$14,550,183	
Design Contingency		10.0%	\$1,455,018	
Total Estimated Construction Cost			\$16,005,202	

Town of Yucca Valley
Facilities Master Plan Study
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DATE: 12/05/07

Senior Center

Item	Quantity	Unit Cost	Total	Note
Selective Demolition			\$0	
Existing Structure Renovation				
Office			\$0	
Warehouse			\$0	
Workshop			\$0	
Kitchen			\$0	
Mechanical			\$0	
Electrical			\$0	
New Construction				
Office	17,020 sf	\$180.00 sf	\$3,063,600	
Warehouse			\$0	
Workshop			\$0	
Covered Canopy			\$0	
Exterior Spaces			\$0	
Kitchen	2,620 sf	\$280.00 sf	\$733,600	
Mechanical	19,640 sf	\$32.00 sf	\$628,480	
Electrical	19,640 sf	\$32.00 sf	\$628,480	
Site Work				
Fencing			\$0	
Landscape	1,000 sf	\$15.00 sf	\$15,000	
Parking - Exterior	109 unit	\$3,500.00 unit	\$381,500	
Equipment			\$0	
Furniture	19,640 sf	\$25.00 sf	\$491,000	
Misc			\$0	
Subtotal			\$5,941,660	
General Conditions		15.0%	\$891,249	
Subtotal			\$6,832,909	
General Contractor OH&P		5.0%	\$341,645	
Subtotal			\$7,174,554	
Bonds & Insurance		2.0%	\$143,491	
Subtotal			\$7,318,046	
Design Contingency		10.0%	\$731,805	
Total Estimated Construction Cost			\$8,049,850	

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Animal Shelter Facility

Item	Quantity	Unit Cost	Total	Note
Selective Demolition			\$0	
Existing Structure Renovation				
Office			\$0	
Warehouse			\$0	
Workshop			\$0	
Kitchen			\$0	
Mechanical			\$0	
Electrical			\$0	
New Construction				
Office	10,370 sf	\$170.00 sf	\$1,762,900	
Warehouse	13,670 sf	\$85.00 sf	\$1,161,950	animal runs
Workshop	600 sf	\$135.00 sf	\$81,000	vehicle wash
Covered Canopy	4,860 sf	\$30.00 sf	\$145,800	
Exterior Spaces	64,030 sf	\$6.00 sf	\$384,180	large animal area
Kitchen	1,670 sf	\$280.00 sf	\$467,600	
Mechanical	12,040 sf	\$35.00 sf	\$421,400	
Electrical	12,040 sf	\$35.00 sf	\$421,400	
Site Work			\$0	
Fencing	1,780 lf	\$65.00 lf	\$115,700	
Landscape	2,300 sf	\$15.00 sf	\$34,500	
Equipment			\$0	
Furniture	12,040 sf	\$28.00 sf	\$337,120	
Misc			\$0	
Subtotal			\$5,333,550	
General Conditions		15.0%	\$800,033	
Subtotal			\$6,133,583	
General Contractor OH&P		5.0%	\$306,679	
Subtotal			\$6,440,262	
Bonds & Insurance		2.0%	\$128,805	
Subtotal			\$6,569,067	
Design Contingency		10.0%	\$656,907	
Total Estimated Construction Cost			\$7,225,974	

Town of Yucca Valley
Facilities Master Plan Study
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DATE: 12/05/07

Fire Station

Item	Quantity	Unit Cost	Total	Note
Selective Demolition			\$0	
Existing Structure Renovation				
Office			\$0	
Warehouse			\$0	
Workshop			\$0	
Kitchen			\$0	
Mechanical			\$0	
Electrical			\$0	
New Construction				
Office	7,925 sf	\$310 sf	\$2,456,750	
Warehouse			\$0	
Workshop			\$0	
Covered Canopy			\$0	
Exterior Spaces			\$0	
Kitchen			\$0	
Mechanical	7,925 sf	\$35 sf	\$277,375	
Electrical	7,925 sf	\$35 sf	\$277,375	
Site Work			\$0	
Fencing			\$0	
Landscape	300 sf	\$15 sf	\$4,500	
Parking - Exterior	10 unit	\$3,500 unit	\$35,000	
Equipment			\$0	
Furniture	2,675 sf	\$35 sf	\$93,625	
Misc			\$0	
Subtotal			\$3,144,625	
General Conditions		15.0%	\$471,694	
Subtotal			\$3,616,319	
General Contractor OH&P		5.0%	\$180,816	
Subtotal			\$3,797,135	
Bonds & Insurance		2.0%	\$75,943	
Subtotal			\$3,873,077	
Design Contingency		10.0%	\$387,308	
Total Estimated Construction Cost			\$4,260,385	

Town of Yucca Valley
Facilities Master Plan Study
Statement of Probable Cost

DATE: 12/05/07

Police Sub-Station

Item	Quantity	Unit Cost	Total	Note
Selective Demolition			\$0	
Existing Structure Renovation				
Office			\$0	
Warehouse			\$0	
Workshop			\$0	
Kitchen			\$0	
Mechanical			\$0	
Electrical			\$0	
New Construction				
Office	1,550 sf	\$170 sf	\$263,500	
Warehouse			\$0	
Workshop			\$0	
Covered Canopy			\$0	
Exterior Spaces			\$0	
Kitchen			\$0	
Mechanical	1,550 sf	\$28 sf	\$43,400	
Electrical	1,550 sf	\$28 sf	\$43,400	
Site Work			\$0	
Fencing			\$0	
Landscape	200 sf	\$15 sf	\$3,000	
Parking - Exterior	9 unit	\$3,500 unit	\$31,500	
Equipment			\$0	
Furniture	1,550 sf	\$28 sf	\$43,400	
Misc			\$0	
Subtotal			\$428,200	
General Conditions		15.0%	\$64,230	
Subtotal			\$492,430	
General Contractor OH&P		5.0%	\$24,622	
Subtotal			\$517,052	
Bonds & Insurance		2.0%	\$10,341	
Subtotal			\$527,393	
Design Contingency		10.0%	\$52,739	
Total Estimated Construction Cost			\$580,132	

RECOMMENDATIONS

Town of Yucca Valley – Public Facilities Master Plan Study

Recommendations

We recommend the following phasing plan:

Phase 1:

During this phase we recommend constructing a new library and Museum facility to free up some space at the Town hall.

Phase 2:

The second step is to renovate the freed up space at the community center/town hall to accommodate appropriate departments.

The first step is to develop the museum to accommodate the office of the town manager and employee lunch room and other common areas. Once this area is done the office of the town manager can be relocated to this area.

The second step is to develop the south with of community services building, currently used as rental space to accommodate the community service department.

The third step is to develop the area currently occupied by the Yucca Valley Branch Library into Community Development department.

With increase in the number of employees at the Town Hall, the forth step will be to develop the space currently occupied by the community services department to accommodate more restrooms.

The fifth step is to construct the town council suite which includes the closed session and council member's office on the east side of the community services building.

The sixth step is to develop temporary office spaces for the Administrative Services Department at the library and relocate the Administrative Services temporarily to this new space.

The seventh step is to construct additional common area on the east side of the library to accommodate additional conference room.

The eighth step is to develop the existing town hall area to accommodate the administrative services department and the office of the deputy town manager.

Following this step, the Administrative department can be relocated back to the new space and the office of the Deputy town manager can be relocated to the town hall complex.

The last step is to develop the area that was temporarily occupied by the administrative services department to accommodate the town engineer offices.

Phase 3:

The third step is to renovate the office building at the Public Yard. During this time there might be a need for a temporary office space to hold the operations crew.

Phase 4:

The fourth step is to develop the fleet garage, shop and warehouse to accommodate future programs. During that time the Senior Center can be renovated or the construction of the new senior center, animal shelter and the welcome center.

Phase 5:

At this phase there is probably going to be a need for additional fire stations. We recommend starting with the one in the area that is most developed and expand to finish constructing the rest of the stations.

Phase 6:

At this phase we assume the population might have reached 45000 therefore we recommend constructing the Public Safety facility. At this time we also recommend expanding the fleet garage to accommodate the Public Safety functions.

APPENDICES

Town of Yucca Valley – Public Facilities Master Plan Study

9.1 Code Requirements

TABLE 10-A—MINIMUM EGRESS REQUIREMENTS¹

USE ²	MINIMUM OF TWO MEANS OF EGRESS ARE REQUIRED WHERE NUMBER OF OCCUPANTS IS AT LEAST	OCCUPANT LOAD FACTOR ³ (square feet)
		× 0.0929 for m ²
1. Aircraft hangars (no repair)	10	500
2. Auction rooms	30	7
3. Assembly areas, concentrated use (without fixed seats) Auditoriums Churches and chapels Dance floors Lobby accessory to assembly occupancy Lodge rooms Reviewing stands Stadiums Waiting area	50	7
4. Assembly areas, less-concentrated use Conference rooms Dining rooms Drinking establishments Exhibit rooms Gymnasiums Lounges Stages Gaming: keno, slot machine and live games area	50	15
5. Bowling alley (assume no occupant load for bowling lanes)	50	4
6. Children's homes and homes for the aged	6 [for SFM] 7	80
7. Classrooms	50	20
8. Congregate residences	10	200
9. Courtrooms	50	40
10. Dormitories	10	50
11. Dwellings	10	300
12. Exercising rooms	50	50
13. Garage, parking	30	200
14. Health care facilities— Sleeping rooms Treatment rooms	8 [for SFM] 7 10 [for SFM] 7	120 240
15. Hotels and apartments	10	200
16. Kitchen—commercial	30	200
17. Library— Reading rooms Stack areas	50 30	50 100
18. Locker rooms	30	50
19. Malls (see Chapter 4)	—	—
20. Manufacturing areas	30	200 ✓
21. Mechanical equipment room	30	300
22. Nurseries for children (day care)	7	35
23. Offices	30	100
24. School shops and vocational rooms	50	50
25. Skating rinks	50	50 on the skating area; 15 on the deck
26. Storage and stock rooms	30	300
27. Stores—retail sales rooms Basements and ground floor Upper floors	50 50	30 60
28. Swimming pools	50	50 for the pool area; 15 on the deck
29. Warehouses ⁵	30	500
30. All others	50	100
31. Group R, Division 2	10	300 ⁶
32. Group R, Division 6	10	—

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¹ Access to, and egress from, buildings for persons with disabilities shall be provided as specified in Chapter 11.
² For additional provisions on number of exits from Groups H and I Occupancies and from rooms containing fuel-fired equipment or cellulose nitrate, see Sections 1007.4, 1007.5 and 1007.7, respectively.
³ This table shall not be used to determine working space requirements per person.
⁴ Occupant load based on five persons for each alley, including 15 feet (4572 mm) of runway.
⁵ Occupant load for warehouses containing approved high rack storage systems designed for mechanical handling may be based on the floor area exclusive of the rack area rather than the gross floor area.
⁶ The number of clients for occupancy classification shall be determined by the licensing authority.