



# FALLS CHURCH CITY HALL IMPROVEMENTS AND PUBLIC SAFETY CENTER FEASIBILITY STUDY



## REPORT 2 – CITY COUNCIL PRESENTATION FINAL REPORT

JULY 2008

PSA  Dewberry





# Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 1 – Introduction

#### A. Introduction

In September 2007, the PSA-Dewberry team was hired to explore long-term solutions to growth of the agencies currently housed within the City Hall Building (including the General District and Juvenile & Domestic Relations Court, Sheriff, Police, and City Hall functions). The Community Center and Mary Riley Styles Library were also included in the study.

The components of General Government included in this study are currently located on two different pieces of land – the City Hall/Community Center site, and the Library site. As each of the component agencies grows to the extent anticipated in this study, locating those components becomes increasingly difficult. The Library is already strained on its existing site, and the site will not permit expansion of either the building or the parking. The City Hall has undergone numerous renovations to improve building circulation and customer service, way-finding and adjacencies; yet the facility still struggles with the competing public and secure uses, screening vs. not screening facility visitors, and inadequate space for future growth. The Community Center has improved and expanded on site, and all future growth plans include remaining in the same location, where there is constant competition with the City Hall for public parking and vehicle circulation.

This study was also charged to examine the possibility and space needs associated with bringing Court Services and IT back into the building. Both of these functions are located off-site in leased space, but long-term plans involve bringing them back to be co-located with the agencies they support. Parts of School Administration are also to be co-located with General Government, coming in from their leased location with the rest of School Administration. These staff will be located in the work area with the staff most closely related to their function. The addition of IT, Court Services, and School Administration to the building program increase the future space needs beyond what would be needed without these three agencies.

A review was made of available sites within the City of Falls Church to determine if there were other sites to include in the final analysis of options. Sites which were reviewed include, among others, a green space behind the High School, a centrally located park area, and the Property Yard. Of these, the Property Yard was determined to be the only site with sufficient acreage and road access to consider for long-term use, and it was determined that the Police Station would be the appropriately sized component to consider for that location. A HazMat study was conducted on the Property Yard to determine if any contamination is present at that location. The results of that study found minor contamination with an estimated \$2,000 cleanup cost.

An effort was also made to capture the City of Falls Church's current downtown development initiatives, including the City Center project and other mixed use proposals. The PSA-Dewberry team worked with the City's Economic Development, Development Services, and City Administration staff to capture the long-term vision for a new downtown area, and to integrate the long-term City Hall options with this vision.

# Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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## Report 2 Section 1 – Introduction

To develop the three options for accommodating long-term growth, the program components were aggregated in various permutations to create building options appropriate to the sites available. Two fundamental assumptions form the foundation of all three options:

- 1) The Mary Riley Styles Library has outgrown its current location, and in order to grow, the Library must re-locate.
- 2) The Community Center should remain and expand in place, with the caveat that the proposed natatorium could be located elsewhere (perhaps at the High School).

Given the many issues to be considered, each option was designed to accomplish the following goals:

- 1) Remaining consistent with the values and goals of the City of Falls Church,
- 2) Preserving historically significant facilities for continued use,
- 3) Reducing the current overcrowded conditions in most agencies,
- 4) Optimizing functional adjacency needs and co-location needs with other agencies or departments,
- 5) Maximizing customer service and public usage, as necessary
- 6) Preserving green space and site density,
- 7) Improving vehicle circulation and parking at all locations.

Each option includes Police Station, Juvenile & Domestic Relations / General District Court, Sheriff's Department, General Government/School Administration, Community Center, and Library functions. The groupings and co-locations of these components vary for the three options, with different pros and cons.

As part of the introductory work, S3E (Engineering Analysis) and Froehling & Robertson, Inc. (Hazardous Materials Analysis) examined the Falls Church City Hall Building and supporting building documentation in order to determine the condition of the building and its systems and to identify any areas in need of attention. The results of this investigation can be found in the Report 1 volume. In general, the team found the facility to be reasonably well maintained but in need of modernization in order to bring it into compliance with current codes and to replace building systems which are at the end of their useful life cycle. This initial phase of work also included user interviews and development of an architectural space program for all study components. Those preliminary elements (the physical assessment and estimate of space needs) were included in Report 1.

Report 2 builds on the foundation of need developed in Report 1, beginning with the shortfall analysis and continuing on to summarize the immediate and long-term space needs by component. This report documents the 20-year (long-term) space needs of all included components, and presents three options for meeting future growth, with five-year phasing.



## **Falls Church City Hall Improvements and Public Safety Center Feasibility Study**

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### **Report 2 Section 1 – Introduction**

Report 2 also includes the stacking and final space needs for each of the three options, analysis of each option on its recommended site, and discussion of costs and phasing periods. These elements are included in the subsequent sections of this report.

#### Next Steps

This study is ready for community input, Council recommendation, and prioritization. Once that input and prioritization has been received, the final Master Plan document will be developed.



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 2 – Shortfall Analysis

#### A. Shortfall Analysis

In simple terms, a shortfall is the difference between the space currently available and the space needed. In the case of the tenants of the Falls Church City Hall, this shortfall can be divided into five-year intervals to give greater meaning to the phasing of the project. The current shortfall is the difference between the space currently available and the estimated space needs right now. The future shortfall is the difference between the space needs right now and the space needs in twenty years.

To calculate the current shortfall, the space currently occupied by each tenant was measured from facility plans, and was estimated in departmental gross square feet (DGSF). This estimated current space occupied is included in the column labeled “2008 Space” in the shortfall table on the following page. 2008 staff is also included to permit a full comparison of current and future space needs.

Some features were added or combined to increase the operational efficiency of the building. For example, the users all agreed that for security reasons, two separate lobbies must be included if Public Safety (Courts, Sheriff, Police) is co-located with General Government. One lobby, for Public Safety, will have screening for all visitors. The other will offer a more open, welcoming entrance for those coming to do business with General Government, and will only require the screening demanded by staff. A similar operational decision was made regarding the Council Chambers. If the building is co-located with Council Chambers and the courtroom in the same facility, a shared room should be designed. Only if these two functions are separated will two spaces be required.

Based on interviews, tours, industry standards such as the State of Virginia Supreme Court Guidelines, and operational best practices, the current space needs were programmed for the 2008 staff. These current space needs included workspaces, local storage, shared staff photocopy and/or work areas, and departmental circulation, and were totaled in DGSF. These estimated 2008 space needs are shown in the column labeled “Estimated 2008 Space Needs (DGSF).”

The difference between these two numbers is the estimated current space shortfall. This shortfall was calculated to the greatest degree possible by agency. In many cases within the existing City Hall, however, spaces are currently shared and used by multiple groups. This space sharing made it difficult to complete a clean shortfall analysis by functional component. The totals are shown in two columns – the first column estimates, as closely as was possible, the shortfall by functional component. The second column shows the shortfall aggregated into suites, or user groups, as recommended by the users for maximum operational efficiency. (This aggregated shortfall was helpful in estimating the future shortfall, where user groups were aggregated in the same manner).

# Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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## Report 2 Section 2 – Shortfall Analysis

The total current shortfall, according to this analysis, includes the following:

- General Government – 17,340 DGSF
- Courts and Sheriff – 9,524 DGSF
- Police Department – 14,078 DGSF
- Facility Shared Components – 6,848 DGSF
- **Subtotal – 47,790 DGSF**

Please Note: To complete the space needs for newly constructed space, a building grossing factor must be added to each of these numbers, which increases the total space needs by 25-35%. For leased space, the DGSF, or RSF numbers can be used.

The series of columns labeled “Future Estimated Needs” includes similar columns with 2028 staff, space, and shortfall. According to this analysis, the future shortfall between 2008 and 2028 is as follows:

- General Government – 2,727 DGSF
- Courts and Sheriff – 2,788 DGSF
- Police Department – 335 DGSF
- Facility Shared Components – 0 DGSF
- **Subtotal – 5,850 DGSF**

Please note - Future needs were estimated based on the assumption that all staff are at one location, sharing one lobby and building shared spaces, in order to ensure a comparison of space needs for components in similar configuration to the present situation. None of the Options actually considered is a perfect match for this scenario, therefore the future shortfall is greater than this estimate for Options 1 and 3 in which separate facilities are developed, as well as for Option 2, which includes a second lobby in the facility with all components on site. The result is that this shortfall will not match the estimate of space needs by component or for any of these options in any subsequent section of this report.

Also note that this shortfall assumes that all the necessary facility shared spaces are needed immediately, and if provided in the short-term, will not be needed in the long term. No future growth is anticipated for those areas.

Also interesting to note is that the current shortfall constitutes 89% of the total space needs, while the future space needs constitute 11% of the total space needs.

Total long-term space needs include those listed below.

- General Government – 20,067 DGSF
- Courts and Sheriff – 12,312 DGSF
- Police Department – 14,413 DGSF
- Facility Shared Components – 6,848 DGSF
- **Subtotal – 53,640 DGSF**



# Falls Church City Hall Improvements and Public Safety Center Feasibility Study

## Report 2 Section 2 – Shortfall Analysis

**Table 2-1 Current and Future Space Shortfall**

	Current Space Needs				Future Estimated Needs			Total Shortfall			
	2008 Staff	2008 Space	Estimated 2008 Space Needs (DGSF)	2008 Shortfall (Surplus)	2008 Shortfall (Surplus) Aggregated	2028 Staff	2028 Space (DGSF)		2008 to 2028 Shortfall (Surplus)		
<b>Staff Components</b>											
<b>General Government</b>											
2.000 City Manager (includes shared suite areas)	4	1,306	2,855	1,549	2,336	7	5,218	108	2,444		
2.000 Economic Development	3	677	756	79							
2.000 Communications	3	443	702	259							
2.000 City Clerk	2	348	797	449	1,448	3	1,944	-	1,448		
3.000 City Attorney	3	496	1,944	1,448							
4.000 City Council/Administrative Meeting Suite <sup>1</sup>	-	-	756	756	756	-	756	-	756		
5.000 Administrative Svcs <sup>1</sup> (includes shared suite areas)	8	1,191	3,996	2,805	3,903	15	8,316	667	4,570		
5.000 Real Estate	3	310	865	555							
5.000 Human Resources <sup>2,4</sup>	4	795	1,465	670							
5.000 Information Technology <sup>2,3</sup>	1	1,450	1,323	(127)	1,060	6	1,505	0.25	1,060		
6.000 Registrar of Voters	2	445	1,505	1,060							
7.000 Commissioner of Revenue / DMV Select	7	863	2,768	1,905	3,493	12	5,929	222	3,715		
7.000 Treasurer	4	439	1,303	864							
7.000 Water & Sewer Customer Service <sup>4</sup>	13	912	1,636	724	1,004	15	2,673	-	1,004		
8.000 Housing and Human Services Administration	9	1,669	2,673	1,004							
9.000 Development Services / Zoning	11	2,083	3,557	1,474	3,340	12	9,626	1,730	5,070		
9.000 Environmental Services / Building Inspector	24	2,473	4,339	1,866							
<b>Subtotals</b>	<b>101</b>	<b>15,900</b>	<b>33,240</b>	<b>17,340</b>	<b>17,340</b>	<b>140</b>	<b>35,967</b>	<b>2,727</b>	<b>20,067</b>		
<b>JDR Courts</b>											
11.000 Clerk of the Court	4	953	2,135	1,182	9,524	5	2,619	484	1,666		
12.000 Court Services Unit	5	Off-Site	1,586	n/a							
13.000 Court Set <sup>1</sup>	-	2,039	4,462	2,423							
14.000 Sheriff's Department Staff Areas (full time only)	9	811	2,933	2,122	3,797	12	5,216	2,283	4,405		
15.100 Inmate Processing <sup>5</sup>	-	634	4,431	3,797		-	2,933	-	-		
15.200 Juvenile Holding <sup>5</sup>	-				-	630	-	-	-	-	3,797
15.300 Adult Holding <sup>2</sup>	-				-	-	-	-	868	-	-
<b>Subtotals</b>	<b>18</b>	<b>4,437</b>	<b>15,547</b>	<b>9,524</b>	<b>9,524</b>	<b>23</b>	<b>18,335</b>	<b>2,788</b>	<b>12,312</b>		
<b>Police Department</b>											
16.000 Community / EOC	-	-	2,714	n/a	14,078	-	2,714	-	-		
17.000 Victim/Witness/Interview Area	-	-	932	n/a							
18.000 Administration	4	-	2,194	n/a							
19.000 Operations Division	11	-	2,209	n/a							
20.000 Training/Roll Call	-	-	1,150	n/a							
21.000 Report Writing	N/A	-	613	n/a							
22.000 Locker / Fitness	-	7,571	3,125	n/a							
23.000 Services Division	18	-	2,800	n/a							
24.000 Special Operations	2	-	405	n/a							
25.000 Evidence Processing	-	-	459	n/a							
26.000 Evidence Storage	-	-	378	n/a							
27.000 Equipment Room / Armory	-	-	1,430	n/a							
28.000 Vehicle Prep Bay and Officer Entrance	-	-	3,240	n/a							
<b>Subtotals <sup>6</sup></b>	<b>35</b>	<b>7,571</b>	<b>21,649</b>	<b>14,078</b>	<b>14,078</b>	<b>44</b>	<b>21,982</b>	<b>335</b>	<b>14,413</b>		
<b>Facility Shared Components</b>											
1.000 Building Entrance <sup>7</sup>	-	994	3,278	2,284	6,848	-	3,278	-	2,284		
1.000b Secure Lobby / Reception	-	n/a	2,144	2,144							
1.000 Training/Multipurpose Room	-	n/a	1,045	1,045							
29.000 Mail Room	-	477	150	(327)							
29.000 Print Shop	-	209	400	191							
29.000 Mechanical and Building Support <sup>8</sup>	-	2,729	2,740	11							
29.000 Loading Dock/Building Storage	-	n/a	1,500	1,500							
<b>Subtotals</b>	<b>5,854</b>	<b>0</b>	<b>5,403</b>	<b>11,257</b>		<b>6,848</b>	<b>0</b>	<b>11,743</b>	<b>0</b>	<b>6,848</b>	
<b>TOTALS</b>	<b>154</b>	<b>33,176</b>	<b>81,693</b>	<b>47,790</b>	<b>47,790</b>	<b>207</b>	<b>88,026</b>	<b>5,849</b>	<b>53,639</b>		
				<b>89%</b>				<b>11%</b>			

<sup>1</sup> Serves a dual purpose as both courtroom and City Council Chambers.  
<sup>2</sup> Includes an addition of staff currently located at School Administration as part of government consolidation plan.  
<sup>3</sup> Includes existing IT room plus approximately 800 SF of leased space located off-site for contracted staff.  
<sup>4</sup> Numbering indicates functional adjacency, but does not imply an organizational hierarchy.  
<sup>5</sup> Shared with Police Department in current and all future scenarios.  
<sup>6</sup> 2008 total taken from existing drawings. (G3 Level 3,475; G-2 Level 4,096). Does not include spaces shared with the Sheriff's Department.  
<sup>7</sup> There are currently three building entrances shared by all functions. Future needs are based on this entrance serving General Government functions only.  
<sup>8</sup> Includes a number of shared spaces including maintenance shop, janitor's closets, mechanical equipment, and wiring rooms.

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**

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**Report 2  
Section 2 – Shortfall Analysis**





## **A. Separable Components**

Stacking refers to the process of putting the tenants of a facility together, with the necessary vertical and horizontal adjacencies, so that the resulting building is normal in shape and conforms to the operational requirements of the tenants. Stacking is typically a precursor to architectural design, but can also be included as a part of conceptual planning.

In this case, a simplified stacking exercise was completed to determine which tenants could be separated from the rest. The determination was made that the following components could be separated, although doing so will cause operational changes to occur:

1. Police Station (currently co-located with Courts/Sheriff and General Government)
2. Courts/Sheriff (currently co-located with Police and General Government)
3. General Government (currently co-located with Police and Courts/Sheriff)
4. Library (already separated)
5. Community Center (already separated)

No other feasible operational separations were determined to exist, although it would be possible to divide some General Government functions with operational detriment.

## **B. Grouping and Stacking**

Component groupings were developed according to optimal functional adjacencies. These groupings place components together in suites as appropriate, with shared workrooms and staff restrooms. The efficiencies are reflected in the program spaces, where sharing is noted. Spaces to be shared are included in the first space of the “suite,” or group, and are zeroed out in all subsequent program tables.

Operational considerations were also incorporated into the grouping and stacking analysis. For example, the basement area, which currently houses the Police, is inappropriate for that function due to the fact that the department’s Nextel radios do not receive signal there. There are also humidity and air circulation issues in the basement area which make it appropriate for storage and/or holding functions, but not for staff-intensive components. Every effort was made to restrict use of basement space to the most appropriate (i.e. non-staff) functions in the future.

The options that were developed are predicated on these separations. Before sites could be tested for these configurations, however, space needs had to be adjusted to accommodate the unique requirements of each grouping. These options contain different lobby configurations and different calculations of shared spaces.

# Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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## Report 2 Section 3 – Option Development

Option 1, for example, develops two facilities – one for General Government and the second for Public Safety (Courts, Sheriff, Police). Each of these facilities must contain a lobby and building shared spaces, such as mechanical, loading dock, and building storage. The result is a slightly different total square footage than in the other two options.

Option 2 locates the Police Station, Courts/Sheriff, and General Government on the same site. General Government requires an open, welcoming lobby and easy way-finding, with no security screening required, unless deemed necessary by staff. The public safety functions, however, require a secure lobby with screening for all visitors, and restricted access to all other portions of the building. In order to satisfy these operational requirements, a unique Option 2 program was “stacked” to include separate lobbies for public safety and general government functions.

Option 3 locates the Police Station in a new location, with its own infrastructure – lobby, building shared, and public spaces. The remainder of the functions are co-located in one place, with a two-lobby solution as in Option 2. Under this scenario, there are duplicate holding cells required at the Police Station and Courthouse to permit both operations to function.

Summary space tables are included on the subsequent pages. Detailed space programs for each option are included in the Appendix.



**Falls Church City Hall Improvements and  
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**Report 2  
Section 3 – Option Development**

**C. Option 1: Two Building Solution**

(Public Safety [Police, Court, and Sheriff’s Department] on existing site; General Government on separate leased site in downtown area).

**Table 3-1 - Public Safety Facility Program Summary**

<b>SUMMARY OF SPACE NEEDS - POLICE, SHERIFF, COURTS</b>					
<b>No.</b>	<b>Space Name</b>	<b>No. of Staff</b>	<b>NSF</b>	<b>Dept Grossing</b>	<b>DGSF</b>
<b>Public Safety</b>					
1.000	b) Secure Lobby/Reception	0	1,948	682	2,630
11.000	Clerk of the Court	5	2,135	747	2,882
12.000	Court Services Unit	6	1,895	663	2,558
13.000	Court Set	1	3,305	1,157	4,462
14.000	Sheriff’s Department Staff Areas	32	3,864	1,352	5,216
15.000	Community/EOC	0	2,010	704	2,714
16.000	Victim/Witness/Interview Area	0	690	242	932
17.000	Police Administration	4	1,625	569	2,194
18.000	Police Operations Division	13	1,636	573	2,209
19.000	Training/Roll Call	0	852	298	1,150
20.000	Report Writing	20	454	159	613
21.000	Locker/Fitness	0	2,315	810	3,125
22.000	Services Division	25	2,322	813	3,135
23.000	Special Operations	2	300	105	405
24.000	Evidence Processing	0	340	119	459
25.000	Evidence Storage	0	280	98	378
26.000	Equipment Room/Armory	0	1,059	371	1,430
27.000	Inmate Processing	0	2,095	838	2,933
27.100	Juvenile Holding	0	450	180	630
27.200	Adult Holding	0	620	248	868
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
<b>Shared</b>					
100.000	Building Shared	0	6,370	2,230	8,600
<b>TOTALS</b>		<b>108</b>	<b>38,965</b>	<b>13,796</b>	<b>52,761</b>
	Building Grossing				35%
<b>BUILDING GROSS SQUARE FEET</b>					<b>71,227</b>

Note: This total DGSF will not equal that shown in the Shortfall Table on page 2-2 because this option includes a secure lobby for Public Safety and building shared areas not shown in the Shortfall Table.

**Falls Church City Hall Improvements and  
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**Report 2  
Section 3 – Option Development**

**Table 3-2 - General Government Program Summary**

<b>SUMMARY OF SPACE NEEDS - GENERAL GOVERNMENT</b>					
<b>No.</b>	<b>Space Name</b>	<b>No. of Staff</b>	<b>NSF</b>	<b>Dept Grossing</b>	<b>DGSF</b>
1.000	Building Entrance	0	3,202	1,121	4,323
2.000	City Manager	7	2,115	740	2,855
2.100	Economic Development	3	560	196	756
2.200	Communications	5	600	210	810
2.300	City Clerk	3	590	207	797
3.000	City Attorney	5	1,440	504	1,944
4.000	City Council/Administrative Mtg Suite	0	560	196	756
5.000	Administrative Services	14.5	3,365	1,178	4,543
5.100	Real Estate	5	820	287	1,107
5.200	Human Resources	7	1,040	364	1,404
5.300	Information Technology	6	935	327	1,262
6.000	Registrar of Voters	3	1,115	390	1,505
7.000	Commissioner Of Revenue/DMV Select	12	2,305	807	3,112
7.100	Treasurer	6	920	322	1,242
7.200	Water & Sewer Customer Service	12	1,167	408	1,575
8.000	Housing & Human Services Administration	9	1,980	693	2,673
9.000	Development Services	12	3,070	1,075	4,145
9.100	Building Inspector	4	680	238	918
9.200	Department of Environmental Services Adm	24	3,380	1,183	4,563
100.000	Building Shared	0	5,080	1,778	6,858
<b>TOTALS</b>		<b>138</b>	<b>34,924</b>	<b>12,223</b>	<b>47,147</b>
Building Grossing					35%
<b>BUILDING GROSS SQUARE FEET</b>					<b>63,649</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 3 – Option Development

#### D. Option 2 – “One Big Happy Family”

(General Government and Public Safety functions all in one facility on one site)

**Table 3-3 General Government and Public Safety Program Summary**

SUMMARY OF SPACE NEEDS - GEN. GOV. + COURT / SHERIFF					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
<b>City Hall</b>					
1.000	a) Public Building Entrance	0	3,202	1,121	4,323
2.000	City Manager/Economic Development/Communications/City Clerk	17	3,865	1,353	5,218
3.000	City Attorney	5	1,440	504	1,944
4.000	City Council/Administrative Mtg Suite	0	560	196	756
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	32.5	6,160	2,156	8,316
6.000	Registrar of Voters	3	1,115	390	1,505
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	30	4,392	1,537	5,929
8.000	Housing & Human Services Administration	9	1,980	693	2,673
9.000	Development Services / Inspector / DES Administration	40	7,130	2,496	9,626
<b>Court and Sheriff</b>					
1.000	b) Secure Lobby/Reception	0	1,948	682	2,630
11.000	Clerk of the Court	5	2,135	747	2,882
12.000	Court Services Unit	6	1,895	663	2,558
13.000	Court Set	1	3,305	1,157	4,462
14.000	Sheriff's Department Staff Areas	32	3,864	1,352	5,216
15.000	Inmate Processing	0	2,095	838	2,933
15.100	Juvenile Holding	0	450	180	630
15.200	Adult Holding	0	620	248	868
16.000	Community/EOC	0	2,010	704	2,714
17.000	Victim/Witness/Interview Area	0	690	242	932
18.000	Police Administration	4	1,625	569	2,194
19.000	Police Operations Division	13	1,636	573	2,209
20.000	Training/Roll Call	0	852	298	1,150
21.000	Report Writing	20	454	159	613
22.000	Locker/Fitness	0	2,315	810	3,125
23.000	Services Division	25	2,322	813	3,135
24.000	Special Operations	2	300	105	405
25.000	Evidence Processing	0	340	119	459
26.000	Evidence Storage	0	280	98	378
27.000	Equipment Room/Armory	0	1,059	371	1,430
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
<b>Shared</b>					
100.000	Building Shared	0	5,390	1,887	7,277
<b>TOTALS</b>		<b>245</b>	<b>67,829</b>	<b>23,898</b>	<b>91,727</b>
				Building Grossing	35%
<b>BUILDING GROSS SQUARE FEET</b>					<b>123,832</b>

Note: This total DGSF will not equal that shown in the Shortfall Table on page 2-2 because this option includes two lobbies – one for General Government and one for Public Safety.

**Falls Church City Hall Improvements and  
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**Report 2  
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**E. Option 3: New Police Station**

(General Government, Court, and Sheriff’s Department in one location; New Police Department facility off-site).

**Table 3-4 - General Government, Court, Sheriff’s Department Program Summary**

<b>SUMMARY OF SPACE NEEDS - GENERAL GOVERNMENT, COURT, SHERIFF</b>					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
<b>City Hall</b>					
1.000	a) Public Building Entrance	0	3,202	1,121	4,323
2.000	City Manager/Economic Development/Communications/City Clerk	17	3,865	1,353	5,218
3.000	City Attorney	5	1,440	504	1,944
4.000	City Council/Administrative Mtg Suite	0	560	196	756
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	32.5	6,160	2,156	8,316
6.000	Registrar of Voters	3	1,115	390	1,505
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	30	4,392	1,537	5,929
8.000	Housing & Human Services Administration	9	1,980	693	2,673
9.000	Development Services / Inspector / DES Administration	40	7,130	2,496	9,626
<b>Court/Sheriff</b>					
1.000	b) Secure Lobby/Reception	0	1,948	682	2,630
11.000	Clerk of the Court	5	2,135	747	2,882
12.000	Court Services Unit	6	1,895	663	2,558
13.000	Court Set	1	3,305	1,157	4,462
14.000	Sheriff's Department Staff Areas	34	3,864	1,352	5,216
15.000	Inmate Processing	0	2,095	838	2,933
15.100	Juvenile Holding	0	450	180	630
15.200	Adult Holding	0	620	248	868
<b>Shared</b>					
100.000	Building Shared	0	6,370	2,230	8,600
<b>TOTALS</b>		<b>183</b>	<b>52,526</b>	<b>18,542</b>	<b>71,068</b>
				Building Grossing	35%
				<b>BUILDING GROSS SQUARE FEET</b>	<b>95,942</b>

Note: This total DGSF will not equal that shown in the Shortfall Table on page 2-2 because this option includes two lobbies – one for General Government and one for the Court and Sheriff functions.



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Table 3-5-Police Department Program Summary

SUMMARY OF SPACE NEEDS - POLICE DEPARTMENT					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
1.000	b) Public Safety Lobby/Reception	0	1,408	493	1,901
15.000	Inmate Processing	0	2,095	838	2,933
16.000	Community/EOC	0	2,010	704	2,714
17.000	Victim/Witness/Interview Area	0	690	242	932
18.000	Administration	4	1,625	569	2,194
19.000	Operations Division	13	1,636	573	2,209
20.000	Training/Roll Call	0	852	298	1,150
21.000	Report Writing	20	454	159	613
22.000	Locker/Fitness	0	2,315	810	3,125
23.000	Services Division	25	2,322	813	3,135
24.000	Special Operations	2	300	105	405
25.000	Evidence Processing	0	340	119	459
26.000	Evidence Storage	0	280	98	378
27.000	Equipment Room/Armory	0	1,059	371	1,430
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
100.000	Building Shared	0	3,260	1,141	4,401
<b>TOTALS</b>		<b>64</b>	<b>23,046</b>	<b>8,171</b>	<b>31,217</b>
Building Grossing (35%)					35%
<b>BUILDING GROSS SQUARE FEET</b>					<b>42,142</b>

Note: This total DGSF will not equal that shown in the Shortfall Table on page 2-2 because this option includes holding at the Police Station – an area that is not needed if the Police Station is co-located with the Courts and Sheriff. There is also a need for a dedicated lobby and building shared areas, also not required if this facility is co-located with another function.





## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 4 – Options

#### A. Overview

The options that were developed revolve around three principal development themes, each of which results in a different configuration of facilities long-term. The options and their themes are listed below.

Option 1 – Two-Building Solution – this option develops two separate facilities for General Government and Public Safety (Courts, Sheriff, Police). General Government is relocated to a mixed use facility in the central down town area, while the existing City Hall site is expanded and renovated to create a Public Safety Center. The library is relocated to a mixed-use facility down town, and the community center expands on site.

Option 2 – “One Big Happy Family” – this option maintains both Public Safety (Courts, Sheriff, Police) and General Government on the existing City Hall site. The library is relocated to a mixed-use facility down town, and the community center expands on site.

Option 3 – New Police Station – this option constructs a new police station on an off-site location and expands all other City Hall tenants (General Government, Courts, Sheriff) on the existing City Hall site. The library is relocated to a mixed-use facility down town, and the community center expands on site.

#### B. Phasing

Possible phasing was considered as these options were developed. In some cases, such as with Option 1, success is dependent upon the successful construction of private facilities, which can house General Government. Several phasing configurations were considered for each option, to permit flexibility of funding and to allow for scheduling other crucial City projects in off-years. In some cases, a “HOLD” is recommended at some point in the project phasing, either to permit another City project to take place, or to diffuse the expenditures over multiple CIP funding cycles.

Four phases were defined for this project, in five-year intervals, over a 20-year period. Phase I covers years 1-5, Phase II is years 6-10, Phase III is years 11-15, and Phase IV is years 16-20.

The decision-tree diagram on page 4-3 lays out the phasing that is most viable for each option. Option 1 is indicated by the branches on the yellow background. Option 2 is indicated by the branches on the green background, and Option 3 is on a light red background. Phases are indicated at the bottom. Each box indicates activity to occur during the given phase. The cost of each phase is included on the arrow leading to the next box.

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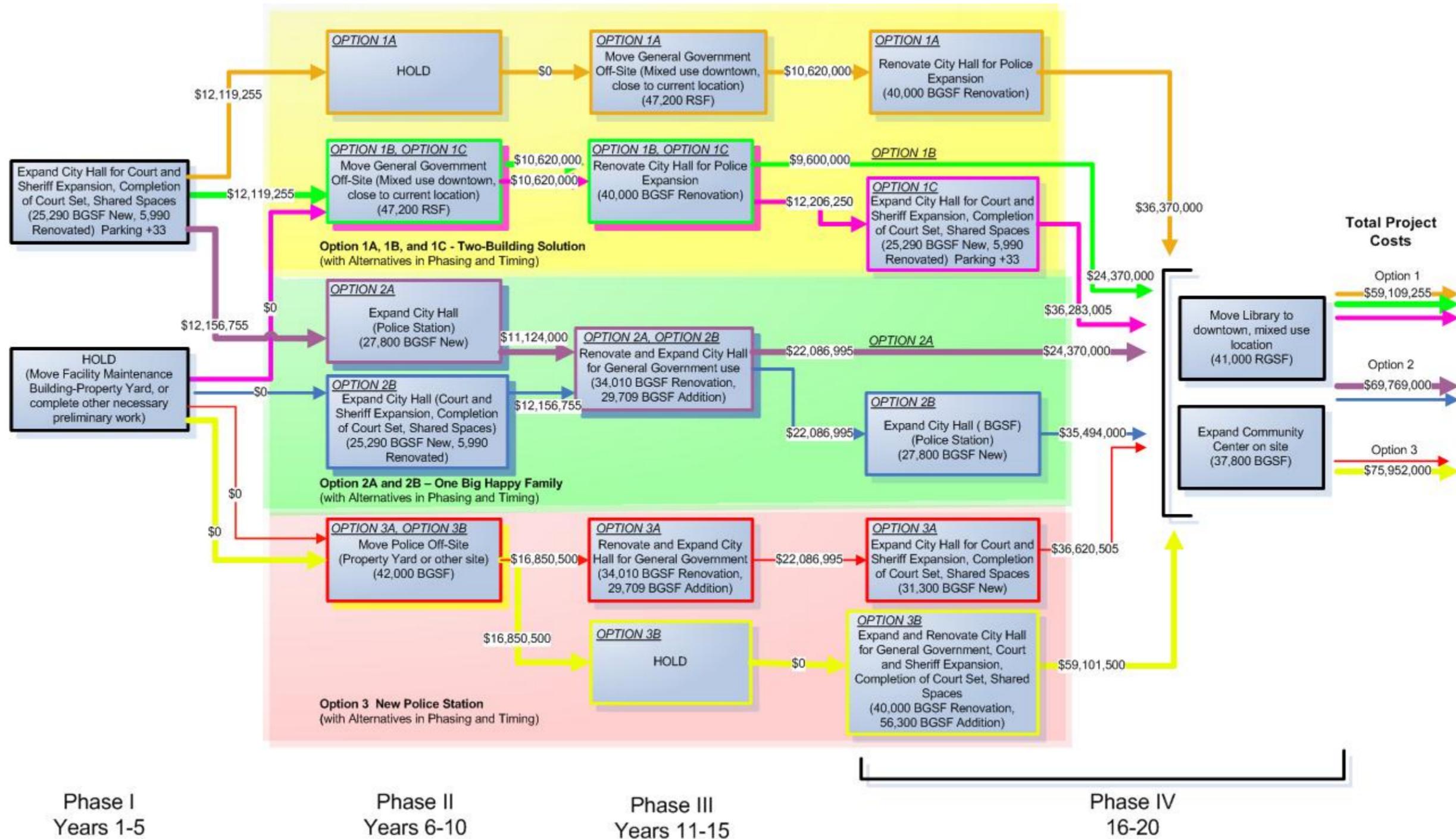
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Table 1 – Decision Tree Diagram





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## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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### Report 2 Section 4 – Options

#### **C. Option 1 - Two-Building Solution**

(General Government in downtown leased space, Public Safety functions (Court, Police, Sheriff) on existing City Hall site).

As shown in the Options Diagram, Option 1 has three possible phasing variations.

##### Option 1a:

- Phase I expands City Hall by 25,290 BGSF and renovates the existing 5,990 BGSF currently occupied by Courts and Sheriff (total 31,300 BGSF) to accommodate a secure court entrance and lobby, Sheriff's Department, and court holding, as well as the shared spaces needed by all building functions.
- Phase II holds for five years to permit other City projects to take place.
- Phase III moves General Government into approximately 47,200 RSF of leased space in a mixed-use facility downtown.
- Phase IV completes the renovation of the 40,000 BGSF of existing City Hall building for a full-service Police Station, and also provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

##### Option 1b:

- Phase I expands City Hall by 25,290 BGSF and renovates the existing 5,990 BGSF currently occupied by Courts and Sheriff (total 31,300 BGSF) to accommodate a secure court entrance and lobby, Sheriff's Department, and court holding, as well as the shared spaces needed by all building functions.
- Phase II moves General Government into approximately 47,200 RSF of leased space in a mixed-use facility downtown.
- Phase III completes the renovation of the 40,000 BGSF of existing City Hall building for a full-service Police Station.
- Phase IV provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

##### Option 1c:

- Phase I holds for five years to permit other City projects to take place.
- Phase II moves General Government into approximately 47,200 RSF of leased space in a mixed-use facility downtown.
- Phase III completes the renovation of the 40,000 BGSF of existing City Hall building for a full-service Police Station.
- Phase IV expands City Hall by 25,290 BGSF and renovates the existing 5,990 BGSF currently occupied by Courts and Sheriff (total 31,300 BGSF) to accommodate a secure court entrance and lobby, Sheriff's Department, and court holding, as well as the shared spaces needed by all building functions, and also provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

**Falls Church City Hall Improvements and  
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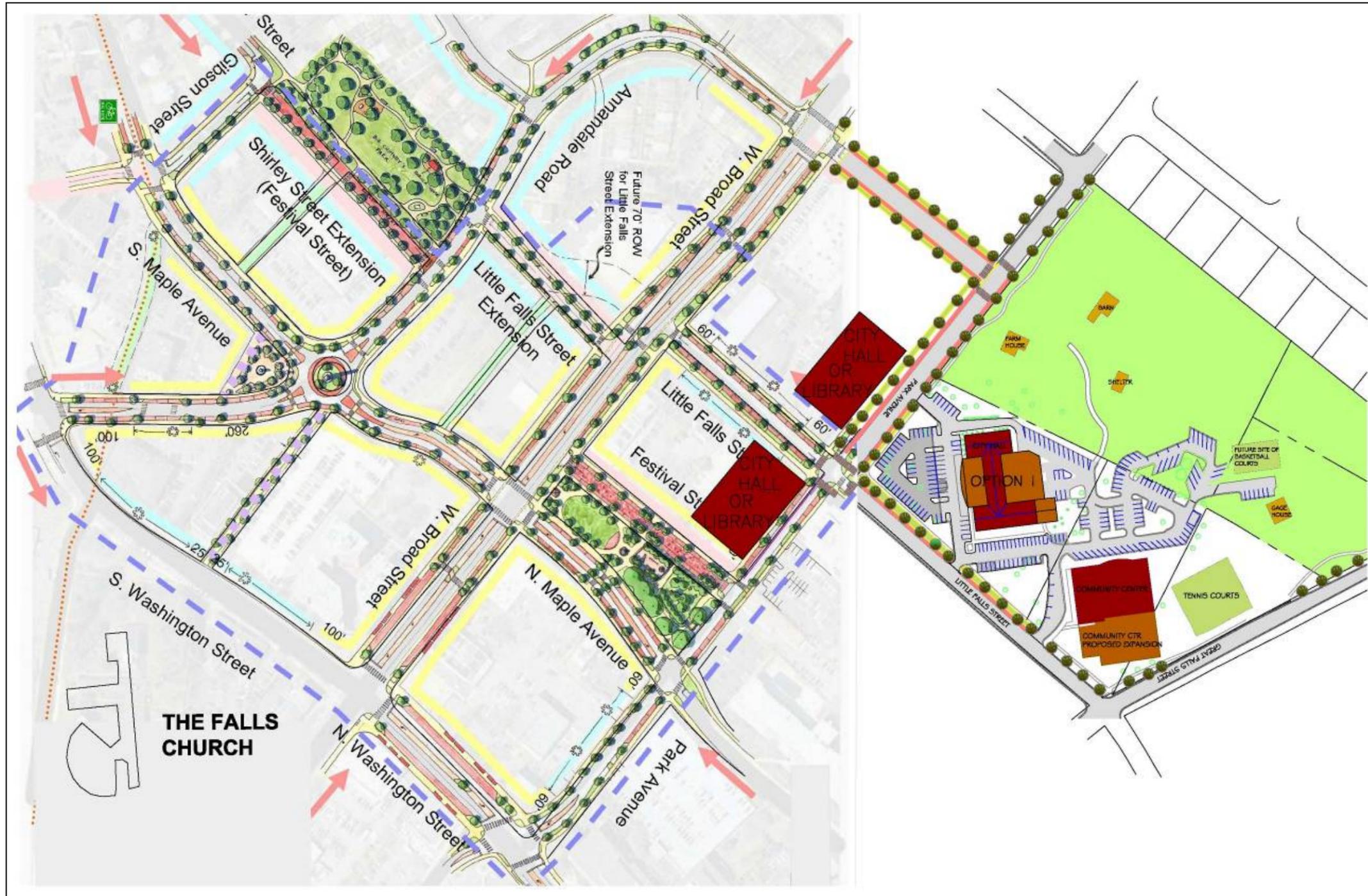
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**Option 1 - Two-Building Solution** (General Government in downtown leased space, Public Safety functions (Court, Police, Sheriff) on existing City Hall site).





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## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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### Report 2 Section 4 – Options

#### **D. Option 2 - One Big Happy Family**

(All facilities on existing City Hall site).

Option 2 has two possible phasing variations.

Option 2a:

- Phase I expands City Hall by 25,290 BGSF and renovates the existing 5,990 BGSF currently occupied by Courts and Sheriff (total 31,300 BGSF) to accommodate a secure court entrance and lobby, Sheriff's Department, and court holding, as well as the shared spaces needed by all building functions.
- Phase II expands City Hall by 27,810 BGSF to complete the Police Station.
- Phase III renovates the remaining existing 34,010 BGSF and expands the existing City Hall by approximately 29,709 BGSF to accommodate General Government.
- Phase IV provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

Option 2b:

- Phase I holds for five years to permit other City projects to take place.
- Phase II expands City Hall by 25,290 BGSF and renovates the existing 5,990 BGSF currently occupied by Courts and Sheriff (total 31,300 BGSF) to provide the space needed for completion of the court set, the Sheriff's Department, and building shared spaces.
- Phase III renovates the remaining existing 34,010 BGSF and expands the existing City Hall by approximately 29,709 BGSF to accommodate General Government.
- Phase IV provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

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**Option 2 - One Big Happy Family** (All facilities on existing City Hall site).





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### **E. Option 3 New Police Station**

(New two-story 42,142 BGSF Police Station, with all other components on existing City Hall site).

Option 3 has two possible phasing options.

Option 3a:

- Phase I holds for five years to permit other City projects to take place, including moving the Facility Maintenance Building at the Property Yard to permit the Police Station move to take place in Phase II.
- Phase II moves the Police Station off-site, perhaps to the Property Yard, to a 42,100 BGSF new facility.
- Phase III renovates an existing 34,010 BGSF and expands the existing City Hall by approximately 29,709 BGSF to accommodate General Government.
- Phase IV expands the existing City Hall by 25,290 BGSF and renovates the existing 5,990 BGSF currently occupied by Courts and Sheriff (total 31,300 BGSF) to accommodate a secure court entrance and lobby, Sheriff's Department, and court holding, as well as the shared spaces needed by all building functions. This phase also provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

Option 3b:

- Phase I holds for five years to permit other City projects to take place, including moving the Facility Maintenance Building at the Property Yard to permit the Police Station move to take place in Phase II.
- Phase II moves the Police Station off-site, perhaps to the Property Yard, to a 42,100 BGSF new facility.
- Phase III holds for five years to permit other City projects to take place.
- Phase IV renovates the 40,000 BGSF of existing City Hall and adds approximately 55,985 BGSF of new space to accommodate the long-term needs of the courts, Sheriff, and General Government on the existing City Hall site. This phase also provides for relocation of the library to 41,000 RSF of leased space in the downtown area and expansion of the Community Center by 37,800 BGSF on site.

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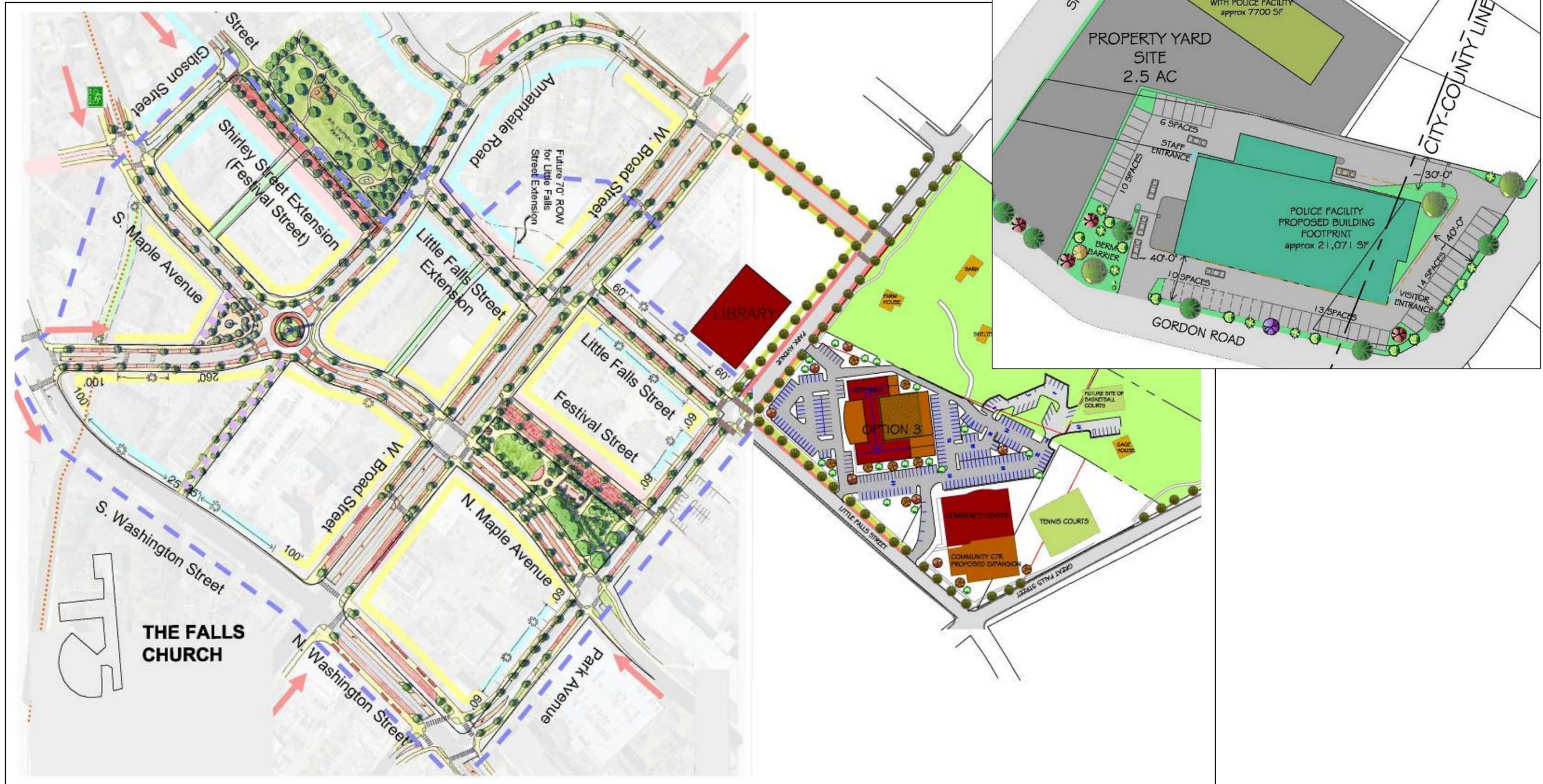
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**Option 3 - New Police Station** (New two-story 42,142 BGSF Police Station, with all other components on existing City Hall site).





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## F. Parking Analysis – City Hall/Community Center Site

The parking needs at the City Hall/Community Center site are a concern, as there is currently limited parking, and any building expansion will remove, rather than adding, parking. Given this concern, a parking analysis was completed to determine strategies for best matching the parking needs in each option with parking possibilities at the City Hall/Community Center site.

Current parking at the City Hall is 123 spaces; there are 78 spaces near the Community Center, for a site total of 201 parking spaces.

Slight modifications to the parking on the East Wing of the City Hall can add five spaces on the lane closest to the building and seven spaces on the side away from the building, for a total of 12 additional parking spaces. These modifications will require some tree removal, but are also recommended for all three options. **Total +12**

The addition on the front of the City Hall building, included in all three options, will result in a loss of 16 parking spaces. Modifications can be made to convert the triangle in front of the building to a small parking area with 46 spaces. Nine existing spaces will be lost to create the entrance and exit driveways for this lot. This modification will remove several trees but will help to create better visibility for the City Hall building, and will increase the visual perception that this building is part of the new downtown area. **Total +21**

The driveway in front of the Community Center can be widened slightly to provide four handicapped parallel spaces in front of the Community Center. **Total +4**

Each of the options included removes a number of parking spaces in the rear of the existing building. Option 1, for example, removes 19 spaces, while maintaining essentially the same parking layout that currently exists. Four additional parallel spaces can be achieved in the parking area just inside the park boundaries, for a total loss of 15 parking spaces. **Total -15**

Option 2 has a much larger building expansion, resulting in the loss of 96 existing parking spaces. A complete reconfiguration of the existing parking area results in an increase of 72 spaces (and a loss of a number of trees). Together with the four parallel spaces by the park, this option results in a net loss of a total of twenty parking spaces. **Total -20**

Option 3 has a medium level of facility expansion, resulting in the loss of 31 existing parking spaces. The reconfiguration effort, however, is able to regain a net increase of 44 spaces (lose 65, gain 109). Together with the four parallel spaces by the park, this option results in a net gain of 48 spaces. **Total +48**

Totals and calculations are shown on the following pages.

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**Table 4-2 – Option 1 Parking Analysis**

NEED		City Hall 101	Community Center 128	Total 229
Now		123	78	201
Front Addition and Parking Modifications		21		
	<i>Lose 16 (building)</i>	-16		
	<i>Lose 9 (driveway)</i>	-9		
	<i>Gain 46 (front)</i>	46		
East Wing Modifications		12		
	<i>Gain 5 (efficiency)</i>	5		
	<i>Gain 7 (efficiency)</i>	7		
Rear Parking Modifications		-15		
	<i>Lose 19 (building)</i>	-19		
	<i>Gain 4 parallel</i>	4		
Rear Parking Modifications			4	
	<i>Gain 4 parallel</i>	4		
Total parking		141	82	223
<b>Parking Shortfall</b>		<b>-40</b>	<b>46</b>	<b>6</b>

Under Option 1, the total need is estimated at 229 parking spaces. The recommended configuration results in a total of 223 parking spaces, for a shortfall of only six spaces. No mitigation of this shortfall is recommended.

**Table 4-3 – Option 2 Parking Analysis**

NEED		City Hall 261	Community Center 128	Total 389
Now		123	78	201
Front Addition and Parking Modifications		21		
	<i>Lose 16 (building)</i>	-16		
	<i>Lose 9 (driveway)</i>	-9		
	<i>Gain 46 (front)</i>	46		
East Wing Modifications		18		
	<i>Gain 5 (efficiency)</i>	5		
	<i>Gain 13 (efficiency)</i>	13		
Rear Parking Modifications		-15	-5	
	<i>Lose 96 (existing)</i>	-96		
	<i>Gain 72 (new layout)</i>	72		
	<i>Gain 4 parallel</i>	4		
Side Handicapped Parking			4	
	<i>Gain 4 parallel</i>	4		
Total parking		147	73	220
<b>Parking Shortfall</b>		<b>114</b>	<b>55</b>	<b>169</b>



Under Option 2 a total need of 389 parking spaces is estimated for both City Hall and the Community Center. With the parking reconfigured as recommended, this site can provide approximately 220 spaces, for a total shortfall of 169 spaces. If this option is pursued, it is recommended that the City pursue an adjacent parking solution, perhaps as part of one of the new development initiatives in the downtown core, to mitigate this shortfall within a one-block walking distance.

Table 4-4 – Option 3 Parking Analysis

		Community		
NEED:		City Hall	Center	
		220	128	
		Total		
		348		
Now		123	78	201
Front Addition and Parking Modifications		21		
	Lose 16 (building)	-16		
	Lose 9 (driveway)	-9		
	Gain 46 (front)	46		
East Wing Modifications		12		
	Gain 5 (efficiency)	5		
	Gain 7 (efficiency)	7		
Back Addition		-31		
	Lose 31 (building)	-31		
Rear Parking Modifications		27	21	
	Lose 65 (existing)	-65		
	Gain 109 (new layout)	109		
	Gain 4 parallel	4		
Side Handicapped Parking			4	
	Gain 4 parallel	4		
Total Proposed Future Parking		152	103	255
<b>Parking Shortfall</b>		<b>68</b>	<b>25</b>	<b>93</b>

Under Option 3 there is a total need for approximately 348 parking spaces at the combined City Hall/Community Center site. With the recommended reconfigurations, a total of 255 parking spaces can be provided on site, for a total shortfall of 93 parking spaces. As with Option 2, if this option is pursued it is recommended that the City seek a solution to this shortfall within a one-block walking distance of the City Hall.

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## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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### Report 2 Section 5 – Phasing and Costs

#### A. Cost Analysis

This cost estimate is a flat, rather than life-cycle cost estimate. This means that any ongoing operational or lease costs are not included in this analysis. First year, or tenant upfit costs, are the only lease costs included. Once the final option is selected, a complete life-cycle cost analysis will be completed to fill out the picture of anticipated expenditures by year throughout the 20-year planning window.

All costs are represented in 2008 dollars.

Some relevant and necessary tasks were not priced as part of this exercise, due to the fact that they were not included in the scope of this study. Some of these tasks include:

- Replacement of Facility Maintenance Building at Property Yard
- Land Acquisition (if necessary)

On the subsequent pages, cost estimates are given for each option, including sub-options, along with phasing for each possible implementation.

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B. Summary Cost for Options

Table 5-1 - Option 1a – Two Building Solution (a)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II				Phase III				Phase IV			
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST
Site Preparation				33	\$ 165,000				\$ -							4	\$ 20,000
Parking (Surface)	\$ 5,000				\$ -				\$ -								\$ -
Parking (Structured)	\$ 45,000				\$ -				\$ -								\$ -
					\$ 165,000				\$ -								\$ 20,000
<b>Construction/Renovation Costs</b>																	
New Construction (BGSF) <sup>1</sup>	\$ 320	City Hall	Court, Sheriff, Shared	25,290	\$ 8,092,816				\$ -								\$ -
Renovation (BGSF)	\$ 240	City Hall	Court, Sheriff, Shared	5,990	\$ 1,437,588				\$ -					City Hall	Police	40,000	\$ 9,600,000
New Construction <sup>1</sup>	\$ 320				\$ -				\$ -					Comm. Ctr	Comm. Ctr	37,800	\$ 12,096,000
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180				\$ -				\$ -	Mixed Use	Gen. Gov't	47,200	\$ 8,496,000	Mixed Use	Library	41,000	\$ 7,380,000
					\$ 9,530,404				\$ -				\$ 8,496,000				\$ 29,076,000
<b>HazMat Mitigation - Property Yard site</b>																	
					\$ -				\$ -				\$ -				\$ -
					\$ -				\$ -				\$ -				\$ -
<b>SUBTOTAL CAPITAL COSTS</b>					<b>\$ 9,695,404</b>				<b>\$ -</b>				<b>\$ 8,496,000</b>				<b>\$ 29,096,000</b>
<b>OTHER PROJECT COSTS</b>																	
Furnishings Fixtures and Equipment (FF&E)	15%				\$ 1,454,311				\$ -				\$ 1,274,400				\$ 4,364,400
Professional Services (Architectural design, soils testing)	10%				\$ 969,540				\$ -				\$ 849,600				\$ 2,909,600
					\$ 2,423,851				\$ -				\$ 2,124,000				\$ 7,274,000
<b>SUBTOTAL OTHER PROJECT COSTS</b>					<b>\$ 2,423,851</b>				<b>\$ -</b>				<b>\$ 2,124,000</b>				<b>\$ 7,274,000</b>
<b>TOTAL PROJECT COSTS (by phase)</b>					<b>\$ 12,119,255</b>				<b>\$ -</b>				<b>\$ 10,620,000</b>				<b>\$ 36,370,000</b>

\$ 59,109,255



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Table 5-2 - Option 1b – Two Building Solution (b)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II				Phase III				Phase IV						
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST			
Site Preparation																				
Parking (Surface)	\$ 5,000			33	\$ 165,000				\$ -				\$ -			4	\$ 20,000			
Parking (Structured)	\$ 45,000				\$ -				\$ -				\$ -				\$ -			
<b>Construction/Renovation Costs</b>																				
New Construction (BGSF) <sup>1</sup>	\$ 320	City Hall	Court, Sheriff, Shared	25,290	\$ 8,092,816				\$ -				\$ -				\$ -			
Renovation (BGSF)	\$ 240	City Hall	Court, Sheriff, Shared	5,990	\$ 1,437,588				\$ -	City Hall	Police	40,000	\$ 9,600,000				\$ -			
New Construction <sup>1</sup>	\$ 320								\$ -				\$ -	Comm. Ctr	Comm. Ctr	37,800	\$ 12,096,000			
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180					Mixed Use	Gen. Gov't	47,200	\$ 8,496,000				\$ -	Mixed Use	Library	41,000	\$ 7,380,000			
					\$ 9,530,404					\$ 8,496,000					\$ 9,600,000					\$ 19,476,000
<b>HazMat Mitigation - Property Yard site</b>					\$ -					\$ -					\$ -					\$ -
					\$ -					\$ -					\$ -					\$ -
<b>SUBTOTAL CAPITAL COSTS</b>					\$ 9,695,404					\$ 8,496,000					\$ 9,600,000					\$ 19,496,000
<b>OTHER PROJECT COSTS</b>																				
Furnishings Fixtures and Equipment (FF&E)	15%				\$ 1,454,311				\$ 1,274,400.00				\$ 1,440,000				\$ 2,924,400			
Professional Services (Architectural design, soils testing)	10%				\$ 969,540				\$ 849,600.00				\$ 960,000				\$ 1,949,600			
					\$ 2,423,851					\$ 2,124,000					\$ 2,400,000					\$ 4,874,000
<b>SUBTOTAL OTHER PROJECT COSTS</b>					\$ 2,423,851					\$ 2,124,000					\$ 2,400,000					\$ 4,874,000
<b>TOTAL PROJECT COSTS (by phase)</b>					\$ 12,119,255					\$ 10,620,000					\$ 12,000,000					\$ 24,370,000

\$ 59,109,255



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Table 5-3 -Option 1c – Two Building Solution (c)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II				Phase III				Phase IV			
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF OR UNIT	COST
Site Preparation																	
Parking (Surface)	\$ 5,000				\$ -				\$ -			33	\$ 165,000			4	\$ 20,000
Parking (Structured)	\$ 45,000				\$ -				\$ -				\$ -				\$ -
					\$ -				\$ -				\$ 165,000				\$ 20,000
<b>Construction/Renovation Costs</b>																	
New Construction (BGSF) <sup>1</sup>	\$ 320				\$ -				\$ -								
Renovation (BGSF)	\$ 240				\$ -				\$ -	City Hall	Police	40,000	\$ 9,600,000	City Hall	Courts, Sheri	5,990	\$ 1,437,588
New Construction <sup>1</sup>	\$ 320				\$ -				\$ -				\$ -	Comm. Ctr	Comm. Ctr	37,800	\$ 12,096,000
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180				\$ -	Mixed Use	Gen. Gov't	47,200	\$ 8,496,000				\$ -	Mixed Use	Library	41,000	\$ 7,380,000
					\$ -				\$ 8,496,000				\$ 9,600,000				\$ 29,006,404
HazMat Mitigation - Property Yard site					\$ -				\$ -				\$ -				\$ -
					\$ -				\$ -				\$ -				\$ -
<b>SUBTOTAL CAPITAL COSTS</b>					\$ -				\$ 8,496,000				\$ 9,765,000				\$ 29,026,404
<b>OTHER PROJECT COSTS</b>																	
Furnishings Fixtures and Equipment (FF&E)	15%				\$ -				\$ 1,274,400.00				\$ 1,464,750				\$ 4,353,961
Professional Services (Architectural design, soils testing)	10%				\$ -				\$ 849,600.00				\$ 976,500				\$ 2,902,640
					\$ -				\$ 2,124,000				\$ 2,441,250				\$ 7,256,601
<b>SUBTOTAL OTHER PROJECT COSTS</b>					\$ -				\$ 2,124,000				\$ 2,441,250				\$ 7,256,601
<b>TOTAL PROJECT COSTS (by phase)</b>					\$ -				\$ 10,620,000				\$ 12,206,250				\$ 36,283,005

\$ 59,109,255



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Table 5-4 -Option 2a – One Big Happy Family (a)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II				Phase III				Phase IV				
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST	
Site Preparation																		
Parking (Surface)	\$ 5,000			39	\$ 195,000				\$ -				\$ -			4	\$ 20,000	
Parking (Structured)	\$ 45,000				\$ -				\$ -				\$ -				\$ -	
<b>Construction/Renovation Costs</b>								\$ -				\$ -					\$ 20,000	
New Construction (BGSF) <sup>1</sup>	\$ 320	City Hall	Court, Sheriff, Shared	25,290	\$ 8,092,816	City Hall	Police (minus	27,810	\$ 8,899,200	City Hall	General Gov't	29,710	\$ 9,507,184				\$ -	
Renovation (BGSF)	\$ 240	City Hall	Court, Sheriff, Shared	5,990	\$ 1,437,588					City Hall	General Gov't	34,010	\$ 8,162,412				\$ -	
New Construction <sup>1</sup>	\$ 320								\$ -				\$ -	Comm. Ctr	Comm. Ctr	37,800	\$ 12,096,000	
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180								\$ -				\$ -	Mixed Use	Library	41,000	\$ 7,380,000	
					\$ 9,530,404					\$ 8,899,200					\$ 17,669,596			\$ 19,476,000
<b>HazMat Mitigation - Property Yard site</b>					\$ -					\$ -					\$ -			\$ -
					\$ -					\$ -					\$ -			\$ -
<b>SUBTOTAL CAPITAL COSTS</b>					\$ 9,725,404					\$ 8,899,200					\$ 17,669,596			\$ 19,496,000
<b>OTHER PROJECT COSTS</b>																		
Furnishings Fixtures and Equipment (FF&E)	15%				\$ 1,458,811				\$ 1,334,880.00				\$ 2,650,439				\$ 2,924,400	
Professional Services (Architectural design)	10%				\$ 972,540				\$ 889,920.00				\$ 1,766,960				\$ 1,949,600	
					\$ 2,431,351					\$ 2,224,800					\$ 4,417,399			\$ 4,874,000
<b>SUBTOTAL OTHER PROJECT COSTS</b>					\$ 2,431,351					\$ 2,224,800					\$ 4,417,399			\$ 4,874,000
<b>TOTAL PROJECT COSTS (by phase)</b>					\$ 12,156,755					\$ 11,124,000					\$ 22,086,995			\$ 24,370,000

\$ 69,737,750



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Table 5-5 -Option 2b – One Big Happy Family (b)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II				Phase III				Phase IV			
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST
Site Preparation																	
Parking (Surface)	\$ 5,000				\$ -			39	\$ 195,000				\$ -			4	\$ 20,000
Parking (Structured)	\$ 45,000				\$ -				\$ -				\$ -				\$ -
<b>Construction/Renovation Costs</b>					\$ -				\$ 195,000				\$ -				\$ 20,000
New Construction (BGSF) <sup>1</sup>	\$ 320				\$ -	City Hall	Police, Court,	25,290	\$ 8,092,816	City Hall	General Gov't	29709.95	\$ 9,507,184	City Hall	Police (minus	27810	\$ 8,899,200.00
Renovation (BGSF)	\$ 240					City Hall	Court, Sheriff,	5,990	\$ 1,437,588	City Hall	General Gov't	34,010	\$ 8,162,412				\$ -
New Construction <sup>1</sup>	\$ 320								\$ -				\$ -	Comm. Ctr	Comm. Ctr	37,800	\$ 12,096,000
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180								\$ -				\$ -	Mixed Use	Library	41,000	\$ 7,380,000
					\$ -				\$ 9,530,404				\$ 17,669,596				\$ 28,375,200
<b>HazMat Mitigation - Property Yard site</b>					\$ -				\$ -				\$ -				\$ -
					\$ -				\$ -				\$ -				\$ -
<b>SUBTOTAL CAPITAL COSTS</b>					\$ -				\$ 9,725,404				\$ 17,669,596				\$ 28,395,200
<b>OTHER PROJECT COSTS</b>																	
Furnishings Fixtures and Equipment (FF&E)	15%				\$ -				\$ 1,458,810.60				\$ 2,650,439				\$ 4,259,280
Professional Services (Architectural design)	10%				\$ -				\$ 972,540.40				\$ 1,766,960				\$ 2,839,520
					\$ -				\$ 2,431,351				\$ 4,417,399				\$ 7,098,800
<b>SUBTOTAL OTHER PROJECT COSTS</b>					\$ -				\$ 2,431,351				\$ 4,417,399				\$ 7,098,800
<b>TOTAL PROJECT COSTS (by phase)</b>					\$ -				\$ 12,156,755				\$ 22,086,995				\$ 35,494,000
																	\$ 69,769,000



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Table 5-6 -Option 3a – New Police Station (a)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II				Phase III				Phase IV			
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST
Site Preparation																	
Parking (Surface)	\$ 5,000				\$ -				\$ -				\$ -			58	\$ 290,000
Parking (Structured)	\$ 45,000				\$ -				\$ -				\$ -				\$ -
					\$ -				\$ -				\$ -				\$ 290,000
<b>Construction/Renovation Costs</b>																	
New Construction (BGSF) <sup>1</sup>	\$ 320				\$ -	Off-Site	Police	42,120	\$ 13,478,400	City Hall	General Gov't	29709.95	\$ 9,507,184	City Hall	Court, Sheriff,	25290.1	\$ 8,092,816.00
Renovation (BGSF)	\$ 240				\$ -				\$ -	City Hall	General Gov't	34,010	\$ 8,162,412	City Hall	Court, Sheriff,	5,990	\$ 1,437,588
New Construction <sup>1</sup>	\$ 320				\$ -				\$ -				\$ -	Comm. Ctr	Comm. Ctr	37,800	\$ 12,096,000
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180				\$ -				\$ -				\$ -	Mixed Use	Library	41,000	\$ 7,380,000
					\$ -				\$ 13,478,400				\$ 17,669,596				\$ 29,006,404
<b>HazMat Mitigation - Property Yard site</b>																	
					\$ -				\$ 2,000.00				\$ -				\$ -
					\$ -				\$ 2,000.00				\$ -				\$ -
<b>SUBTOTAL CAPITAL COSTS</b>					\$ -			\$ 13,480,400				\$ 17,669,596				\$ 29,296,404	
<b>OTHER PROJECT COSTS</b>																	
Furnishings Fixtures and Equipment (FF&E)	15%				\$ -				\$ 2,022,060.00				\$ 2,650,439				\$ 4,394,461
Professional Services (Architectural design)	10%				\$ -				\$ 1,348,040.00				\$ 1,766,960				\$ 2,929,640
					\$ -				\$ 3,370,100				\$ 4,417,399				\$ 7,324,101
<b>SUBTOTAL OTHER PROJECT COSTS</b>					\$ -			\$ 3,370,100				\$ 4,417,399				\$ 7,324,101	
<b>TOTAL PROJECT COSTS (by phase)</b>					\$ -			\$ 16,850,500				\$ 22,086,995				\$ 36,620,505	

\$ 75,558,000



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Table 5-7 -Option 3b – New Police Station (b)

**CAPITAL AND LEASE COSTS**

Site Costs	UNIT COST	Phase I				Phase II			Phase III				Phase IV			
		LOCATION	COMPONENT	SF OR UNIT	COST	LOCATION	COMPONENT	SF	LOCATION	COMPONENT	SF	COST	LOCATION	COMPONENT	SF	COST
Site Preparation					\$ -						\$ -					
Parking (Surface)	\$ 5,000				\$ -						\$ -			58	\$	290,000
Parking (Structured)	\$ 45,000				\$ -						\$ -				\$	-
					\$ -						\$ -				\$	290,000
<b>Construction/Renovation Costs</b>																
New Construction (BGSF) <sup>1</sup>	\$ 320				\$ -	Off-Site	Police	42120	\$ 13,478,400		\$ -	City Hall	General Gov't,	55985	\$	17,915,200.00
Renovation (BGSF)	\$ 240				\$ -				\$ -		\$ -	City Hall	General Gov't,	40,000	\$	9,600,000
New Construction <sup>1</sup>	\$ 320				\$ -				\$ -		\$ -	Comm. Ctr	Comm. Ctr	37,800	\$	12,096,000
Tenant Upfit/Lease (RSF) <sup>2</sup>	\$ 180				\$ -				\$ -		\$ -	Mixed Use	Library	41,000	\$	7,380,000
					\$ -				\$ -		\$ -				\$	46,991,200
<b>HazMat Mitigation - Property Yard site</b>					\$ -				\$ 2,000.00		\$ -				\$	-
					\$ -				\$ 2,000.00		\$ -				\$	-
<b>SUBTOTAL CAPITAL COSTS</b>					\$ -				\$ 13,480,400		\$ -				\$	47,281,200
<b>OTHER PROJECT COSTS</b>																
Furnishings Fixtures and Equipment (FF&E)	15%				\$ -				\$ -		\$ -				\$	7,092,180
Professional Services (Architectural design)	10%				\$ -				\$ -		\$ -				\$	4,728,120
					\$ -				\$ -		\$ -				\$	11,820,300
<b>SUBTOTAL OTHER PROJECT COSTS</b>					\$ -				\$ 3,370,100		\$ -				\$	11,820,300
<b>TOTAL PROJECT COSTS (by phase)</b>					\$ -				\$ -		\$ -				\$	59,101,500
																\$ 75,952,000



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# Falls Church City Hall Improvements and Public Safety Center Feasibility Study

## Report 2 Section 6 – Appendix Option 1 – Public Safety Facility

### A. Option 1: Two Building Solution

#### 1. Public Safety Facility

SUMMARY OF SPACE NEEDS - POLICE, SHERIFF, COURTS					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
<b>Public Safety</b>					
1.000	b) Secure Lobby/Reception	0	1,948	682	2,630
11.000	Clerk of the Court	5	2,135	747	2,882
12.000	Court Services Unit	6	1,895	663	2,558
13.000	Court Set	1	3,305	1,157	4,462
14.000	Sheriff's Department Staff Areas	32	3,864	1,352	5,216
15.000	Community/EOC	0	2,010	704	2,714
16.000	Victim/Witness/Interview Area	0	690	242	932
17.000	Police Administration	4	1,625	569	2,194
18.000	Police Operations Division	13	1,636	573	2,209
19.000	Training/Roll Call	0	852	298	1,150
20.000	Report Writing	20	454	159	613
21.000	Locker/Fitness	0	2,315	810	3,125
22.000	Services Division	25	2,322	813	3,135
23.000	Special Operations	2	300	105	405
24.000	Evidence Processing	0	340	119	459
25.000	Evidence Storage	0	280	98	378
26.000	Equipment Room/Armory	0	1,059	371	1,430
27.000	Inmate Processing	0	2,095	838	2,933
27.100	Juvenile Holding	0	450	180	630
27.200	Adult Holding	0	620	248	868
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
<b>Shared</b>					
100.000	Building Shared	0	6,370	2,230	8,600
<b>TOTALS</b>		<b>108</b>	<b>38,965</b>	<b>13,796</b>	<b>52,761</b>
	Building Grossing				35%
	<b>BUILDING GROSS SQUARE FEET</b>				<b>71,227</b>

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution –Parking Summary**

<b>PARKING NEEDS</b>		<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>
1.000	b) Secure Lobby/Reception	-	-	-	5
11.000	Clerk of the Court	-	5	-	4
12.000	Court Services Unit	-	6	1	2
13.000	Court Set	-	1	-	25
14.000	Sheriff's Department Staff Areas	-	4	7	-
15.000	Community/EOC	-	-	-	20
16.000	Victim/Witness/Interview Area	-	-	-	2
17.000	Police Administration	-	1	3	-
18.000	Police Operations Division	-	13	-	-
19.000	Training/Roll Call	-	-	-	-
20.000	Report Writing	-	-	-	-
21.000	Locker/Fitness	-	-	-	-
22.000	Services Division	-	-	-	-
23.000	Special Operations	-	2	-	-
24.000	Evidence Processing	-	-	-	-
25.000	Evidence Storage	-	-	-	-
26.000	Equipment Room/Armory	-	-	-	-
27.000	Inmate Processing	-	-	-	-
28.000	Vehicle Prep Bay and Officer Entrance	-	-	-	-
100.000	Building Shared	-	-	-	-
<b>Total (Vehicles)</b>		<b>-</b>	<b>32</b>	<b>11</b>	<b>58</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 1 – Public Safety Facility

#### Option 1: Two Building Solution – Secure Lobby / Reception

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments	
<b>1.000 b) Secure Lobby/Reception</b>								
1.001	Lobby/Waiting	0	0	1	500	500	Public seating, brochure display	
1.002	Security Screening	0	0	1	200	200	One magnetometer, one x-ray	
1.003	Victim/Witness Waiting	0	0	2	80	160	Waiting rooms adjacent to court entrance	
1.004	Central Control/Reception	0	3	1	68	204	ECC Techs. Pkg screening/bldg control	
1.005	NCIC Workstation	0	0	1	25	25	Lockable movable cart within 1.002	
1.006	Attorney/Prosecutor Work Room	0	0	1	180	180	Locked with fax, tables, chairs, lockers	
1.007	Restroom Male	0	0	1	240	240	One urinal, one toilet, two sinks	
1.008	Restroom Female	0	0	1	240	240	Two stalls, two sinks	
1.009	Family Restroom	0	0	1	150	150	For mixed-gender family use.	
1.010	Vending Machines	0	0	2	6	12	One drink machine; one snack machine	
1.011	Pay Telephone	0	0	1	2	2	One wall mounted phone	
1.012	Janitor's Closet	0	0	1	35	35		
Subtotal		0				1,948		
		Departmental Grossing				35%	682	
<b>Total (DGSF)</b>						<b>2,630</b>		

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	5	-	-	5	
Subtotal	5	-	-	5	
<b>Total (Vehicles)</b>		-	-	5	

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution – Clerk of Court**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>11.000 Clerk of the Court</b>							
11.001	Waiting/Queuing Area	0		1	180	180	Adjacent to lobby, doors for sound control
11.002	Service Windows	0	1	5	25	125	Cashier-ready, walk-up; Security glazing
11.003	Public Access Terminal	0		1	15	15	In waiting/queuing area
11.004	Secure Service Counter/Room	0		1	120	120	Camera to waiting area; controlled entrance
11.005	Deputy Clerks	4	1	4	80	320	Large workstations
11.006	Clerk of the Court	1	1	1	250	250	Seating for 4-6 in office
11.007	Archived File Storage	0		1	200	200	Inactive Files
11.008	File Storage Area	0		1	400	400	Active Files, High Density Files
11.009	Staff Work/Copy Area	0		1	150	150	Large photocopier, table for layout
11.010	Equipment Room	0		1	110	110	Independent cooling, vertically stacked
11.011	Supply Closet	0		1	45	45	
11.012	Beverage Station	0		1	10	10	Can be shared if adjacencies permit
11.013	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
11.014	Staff Restrooms	0		2	45	90	Share w/Ct. Svcs. if adjacencies permit
Subtotal		5				2,135	
		Departmental Grossing				35%	747
<b>Total (DGFSF)</b>						<b>2,882</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	4	-	-	4	
Subtotal	9	-	5	4	
<b>Total (Vehicles)</b>					<b>9</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 1 – Public Safety Facility

#### Option 1: Two Building Solution – Court Services Unit

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>12.000 Court Services Unit</b>							
12.001	Reception/Waiting	0	1	1	100	100	Adjacent to lobby; doors for sound control
12.002	Administrative Assistant	1	1	1	65	65	Inside reception/waiting area
12.003	File Storage Area	0	0	1	150	150	Lockable, near Administrative Assistant
12.004	Urinalysis Toilet	0	1	1	45	45	Pass-through to staff area
12.005	Interview Rooms	0	1	2	80	160	Near waiting; for disruptive clients, intake
12.006	Staff Conference Room	0	12	1	15	180	For public and staff use
12.007	Probation Officer	1	1	1	120	120	Private Office
12.008	Program Services Officer	1	1	1	120	120	Private Office
12.009	Intake Officer	1	1	1	120	120	Private Office
12.010	Intern/Temp Staff/Volunteer	1	1	2	65	130	Open workstations along staff secure area
12.011	Director Office	1	1	1	180	180	Seating for 2-4 in office
12.012	Staff Work/Copy Area	0	1	1	150	150	Open area in rear of office
12.013	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
12.014	Supply Closet	0	1	1	45	45	
12.015	Beverage Station	0	1	1	10	10	
12.016	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
12.016	Staff Restrooms	0	1	2	45	90	Share w/Clerk of Ct. if adjacencies permit
Subtotal		6				1,895	
		Departmental Grossing			35%	663	
<b>Total (DGSF)</b>						<b>2,558</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	6	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	9	-	6	1	2
<b>Total (Vehicles)</b>					<b>9</b>

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution – Court Set**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>13.000 Court Set</b>							
13.001	Soundlock Vestibule			1	80	80	
13.002	Attorney Conference Rooms			2	80	160	Adjacent to Soundlock
13.003	Courtroom			1	1,800	1,800	
13.004	Equipment Closet			1	80	80	Closet off of courtroom for equipment
13.005	Court Holding		1	2	50	100	Two single holding cells
13.006	Prisoner elevator			1	60	60	Includes vestibule
13.007	Secure Interview Room			1	80	80	Two sides, one adj. to public access
13.008	Hearing/Mediation Room			1	400	400	Adjacent to Court
13.009	Small Conference/Breakout Rm			1	150	150	Adjacent to Mediation Room
13.010	Chambers	1		1	350	350	Includes private restroom
13.011	Supply Storage Closet			1	45	45	Along staff secure corridor
Subtotal		1				3,305	
		Departmental Grossing			35%	1,157	
<b>Total (DGSF)</b>						<b>4,462</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	1	-	1	-	
Visitor Vehicles	25	-	-	25	
Subtotal	26	-	1	25	
<b>Total (Vehicles)</b>				<b>26</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 1 – Public Safety Facility

#### Option 1: Two Building Solution – Sheriff’s Department Staff Areas

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>14.000 Sheriff's Department Staff Areas</b>							
14.001	Reception/Waiting area	0	1	1	200	200	
14.002	Administrative Assistant	1	1	1	65	65	In Reception/Waiting Area
14.003	Sheriff	1	1	1	250	250	Seating for 4-6 in office
14.004	Chief Deputy Sheriff	1	1	1	180	180	Private Office
14.005	Operations Supervisor	1	1	1	150	150	Private Office
14.006	Permanent Deputy Sheriffs	8	0	0	0	-	Will work in the courtroom and holding
14.007	Part Time Deputy Sheriffs	20	0	0	0	-	Will work in the courtroom and holding
14.008	Staff Conference Room	0	20	1	15	300	
14.009	Staff Work/Copy Area	0	1	1	150	150	
14.010	File Storage Area	0	0	1	150	150	Lockable
14.011	Deputy Muster Room	0	8	1	25	200	Classroom, Computer carrells along wall
14.012	Male Locker Room	0	25	1	12	300	2' wide lockers with 2' in front & 1' bench
14.013	Female Locker Room	0	12	1	12	144	2' wide lockers with 2' in front & 1' bench
14.014	Male Restroom/Shower	0	1	1	250	250	2 stalls, 2 urinals, 2 showers, 2 sinks
14.015	Female Restroom/Shower	0	1	1	250	250	4 stalls, 2 showers, 2 sinks
14.016	Fitness Room	0	1	1	800	800	Standard weight equip., treadmill, etc.
14.017	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
14.018	Property Storage	0	0	1	220	220	Shelving, safe, large and small bags
14.019	Supply Closet	0	1	1	45	45	
14.020	Beverage Station	0	1	1	10	10	
14.021	Staff Restrooms	0	1	2	45	90	1 Male, 1 Female; Both accessible
Subtotal		32				3,864	
		Departmental Grossing			35%	1,352	
<b>Total (DGSF)</b>						<b>5,216</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	11	-	4	7	-
Visitor Vehicles	-	-	-	-	-
Subtotal	11	-	4	7	-
<b>Total (Vehicles)</b>				<b>11</b>	

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**Option 1: Two Building Solution – Community / EOC**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.000 Community/EOC</b>							
15.001	Community/EOC Room	0	100	1	12	1,200	Divides into two rooms, ample floor outlets
15.002	Equipment/Storage Closet	0	0	1	80	80	Fixed shelving, TV cart, one side of divider
15.003	Equipment Room	0	0	1	400	400	
15.004	Galley/Kitchenette	0	0	1	100	100	Sink, dishwasher, cabinets, shared
15.005	Storage Closet	0	0	1	150	150	Long, thin storage closet for chairs/tables
15.006	Extra Closet	0	0	1	80	80	For storing items overnight, one side of rm
Subtotal		0				2,010	
		Departmental Grossing			35%	704	
<b>Total (DGFSF)</b>						<b>2,714</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	20	-	-	20	Community classes, lectures, etc.
Subtotal	20	-	-	20	
<b>Total (Vehicles)</b>				<b>20</b>	



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**Option 1: Two Building Solution – Victim / Witness / Interview Area**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>16.000 Victim/Witness/Interview Area</b>							
16.001	Children's Play Room	0	0	1	150	150	One way mirror from interview room
16.002	Interview Rooms	0	0	2	180	360	window to play room w/blinds, wired
16.003	Fingerprint Room	0	0	1	180	180	One LiveScan machine; room for two
Subtotal		0				690	
		Departmental Grossing			35%	242	
<b>Total (DGSF)</b>						<b>932</b>	

Parking Needs	No. of Staff	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	0	-	-	0	-	
Visitor Vehicles	2	-	-	-	2	
Subtotal	2	-	-	-	2	
<b>Total (Vehicles)</b>					<b>2</b>	

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**Option 1: Two Building Solution – Police Administration**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>17.000 Police Administration</b>							
17.001	Reception/Waiting	0	5	1	20	100	Chairs, Alcove Area
17.002	Office of the Chief of Police	1	1	1	350	350	Private Office
17.003	Chief's Conference Room	0	1	1	375	375	Adjacent to Chief's Office
17.004	Deputy Chief	1	1	1	240	240	Private Office
17.005	Chaplain	1	1	0	64	-	(no space needed)
17.006	Admin. Assist./Locked Files	1	1	1	120	120	Lockable room with workstation and files
17.007	Kitchenette	0	0	1	40	40	Sink, Cabinets, Refrigerator
17.008	Staff Restroom	0	1	2	45	90	Two staff restrooms, one M; one F
17.009	Janitor's Closet	0	0	1	40	40	Near kitchenette, restrooms
17.010	File Room	0	0	1	120	120	Storage for active case files
17.011	Copy/Workroom	0	0	1	150	150	Copier, materials storage, fax
Subtotal		4				1,625	
		Departmental Grossing			35%	569	
<b>Total (DGsf)</b>						<b>2,194</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	4	-	1	3	Admin. Assist. Drives POV
Visitor Vehicles	-	-	-	-	
Subtotal	4	-	1	3	
<b>Total (Vehicles)</b>					<b>4</b>



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**Option 1: Two Building Solution – Police Operations Division**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>18.000 Police Operations Division</b>							
18.001	Operations Lieutenant	1	1	1	150	150	Private Office
18.002	K-9 Unit Officer	2	1	2	64	128	Workstation
18.003	Indoor Kennel Area	0	0	3	20	60	Three crating/kennel slots for large dogs
18.004	Outdoor Kennel/Run Area	0	0	3	30	-	Included in Building Shared Spaces
18.005	Bike Patrol (POP)	2	1	2	64	128	Workstation
18.006	Bike Patrol Equipment Room	0	-	-	-	-	Included in Vehicle Preparation Bay
18.007	Sergeant/Corporal A Platoon	2	2	1	120	240	Private Office, Shared
18.008	Sergeant/Corporal B Platoon	2	2	1	120	240	Private Office, Shared
18.009	Sergeant/Corporal C Platoon	2	2	1	120	240	Private Office, Shared
18.010	Sergeant/Corporal D Platoon	2	2	1	120	240	Private Office, Shared
18.011	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, lg copier, work table.
18.012	Supply Storage Closet	0	1	1	60	60	
Subtotal		13				1,636	
		Departmental Grossing			35%	573	
<b>Total (DGSF)</b>						<b>2,209</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	13	-	13	-	City or staff cars?
Visitor Vehicles	-	-	-	-	
Subtotal	13	-	13	-	
<b>Total (Vehicles)</b>				<b>13</b>	

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**Option 1: Two Building Solution – Training / Roll Call**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>19.000 Training/Roll Call</b>							
19.001	Training/Roll Call Room	0	30	1	15	450	Screen, white board, tackable walls, wiring for two TV's with cable and one TV-linked PC, two PC stations
19.002	Training/Roll Call Storage Closet	0	0	1	45	45	Storage closet with shelving for TV cart, DVD machine
19.003	Staff Kitchenette/Break room	0	0	1	250	250	Full kitchen wired for residential oven/stove/hood, two refrigerators, table, chairs, cabinets
19.004	Mailbox Area	0	0	58	0.25	15	Open wall, movable name plates, mail slot.
19.005	Equipment Chargers	0	0	1	10	10	Supplemental to chargers in locker area
19.006	Cruiser Key Board	0	0	1	2	2	Peg board with cruiser keys
19.007	Package Screening	0	0	1	50	50	Equipment for package screening
19.008	Mailbag Storage	0	0	1	10	10	Under mail slot, in mail room
19.009	Mail Sorting Table	0	0	1	20	20	Table or counter area
Subtotal		0				852	
		Departmental Grossing					298
<b>Total (DGSF)</b>						<b>1,150</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>20.000 Report Writing</b>							
20.001	PC Work Carrels	20	0	10	20	200	Shared workstations; two per three officers
20.002	Printer Station	0	0	7	4	28	Printer stands, one per two PC's
20.003	Copier	0	0	1	6	6	Large, high volume copier
20.004	CAD PC's	0	0	2	20	40	Two carrels with CAD PC's
20.005	Video PC	0	0	1	20	20	One video equipped PC
20.006	Video Storage Room	0	0	1	100	100	Shelving with storage drawers
20.007	Storage Closet	0	0	1	60	60	Closet with shelving
Subtotal		20				454	
		Departmental Grossing					159
<b>Total (DGSF)</b>						<b>613</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	City or staff cars?
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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#### Option 1: Two Building Solution – Locker / Fitness

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>21.000 Locker/Fitness</b>							
21.001	Male Locker Room	0	0	46	10	460	2' wide, attached bench, circ. (+10%)
21.002	Female Locker Room	0	0	30	10	300	2' wide, attached bench, circ. (+10%)
21.003	Male Shower Room	0	0	3	45	135	1:10, max shift + 35% peak
21.004	Female Shower Room	0	0	2	45	90	1:8, max shift + 35% peak
21.005	Male Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
21.006	Female Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
21.007	Male Toilet Area	0	0	4	45	180	1:8 per shift, opens to hall & locker rm.
21.008	Female Toilet Area	0	0	2	45	90	1:3 per shift, opens to hall & locker rm
21.009	Emergency Storage/Bunks	0	0	1	200	200	Cots & emerg. supplies; quiet location
21.010	Fitness Room	0	1	1	800	800	Rubber flooring, phone, intercom; acoustical barriers to other areas
Subtotal		0				2,315	
			Departmental Grossing		35%	810	
<b>Total (DGSF)</b>						<b>3,125</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 1: Two Building Solution – Services Division**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>22.000 Services Division</b>							
22.001	Criminal Investigations Sergeant	1	1	1	120	120	Private Office
22.002	General Assignment Detectives	4	1	4	120	480	private offices, one for growth
22.003	Gang Task Force Detective	1	1	1	120	120	Office with two chairs
22.004	Administrative Assistant	1	1	1	64	64	Workstation
22.005	Services Lieutenant	1	1	1	150	150	Private Office
22.006	Community Services Officer	1	1	1	110	110	Office or Workstation
22.007	Crossing Guards	5	-	-	-	-	Shared PC Access in Report Room
22.008	School Resource Officer	1	1	1	110	110	Office or Workstation
22.009	School Resource Officer Closet	0	0	1	80	-	Adjacent to 9.008
22.010	Parking Enforcement Officers	1	1	1	64	64	Workstations
22.011	Animal Control Officer	1	1	1	64	64	Workstation
22.012	Communications Supervisor	1	1	1	100	100	Office or Workstation
22.013	Emergency Comm. Dispatchers	5	3	1	100	300	Workstations used by several shifts
22.014	ECT Lockers	0	1	12	6	72	Long locker for personal belongings
22.015	Staff Restrooms	0	1	2	45	90	Locate inside or near ECT dispatch area.
22.016	Polygraph Room	0	1	1	120	120	Desk, printer, three chairs, video capable
22.017	Records Unit Admin. Assistants	2	1	2	64	128	Workstations
22.018	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, large copier, work table.
22.019	Storage Closet	0	1	1	80	80	
Subtotal		25				2,322	
		Departmental Grossing			35%	813	
<b>Total (DGSF)</b>						<b>3,135</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	Staff or city cars?
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					



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**Option 1: Two Building Solution – Special Operations**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>23.000 Special Operations</b>							
23.001	Special Operations Lieutenant	1	1	1	150	150	Private Office
23.002	Emergency Mgmt. Coordinator	1	1	1	150	150	Private Office
23.003	Copy/Fax/Printer Area	0	0	0	150	-	Shared
23.004	Storage Closet	0	0	0	80	-	Shared
Subtotal		2				300	
		Departmental Grossing			35%	105	
<b>Total (DGSF)</b>						<b>405</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	2	-	2	-	Staff or city cars?
Visitor Vehicles	-	-	-	-	
Subtotal	2	-	2	-	
<b>Total (Vehicles)</b>				<b>2</b>	

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**Option 1: Two Building Solution – Evidence Processing**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>24.000 Evidence Processing</b>							
24.001	Lab	0	2	1	120	240	Vented hood, negative airflow
24.002	Biohazard Disposal	0	1	1	100	100	Sharps/biohazard disposal, refrigerator for contaminated evidence
	Subtotal	0				340	
		Departmental Grossing			35%	119	
<b>Total (DGSF)</b>						<b>459</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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**Option 1: Two Building Solution – Evidence Storage**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>25.000 Evidence Storage</b>							
25.001	Evidence Receiving	0	1	1	120	120	Roll window, "slam" lockers
25.002	Evidence Room	0	0	1	120	120	Lockable room with fixed shelving
25.003	Drug/Cash Safe	0	0	2	20	40	one for money, one for drugs
Subtotal		0				280	
		Departmental Grossing				35%	98
<b>Total (DGSF)</b>						<b>378</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 1: Two Building Solution – Equipment Room / Armory**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>26.000 Equipment Room/Armory</b>							
26.001	Equipment Room/Armory	0	70	1	10	699	Storage room for tubs and duffle bags, wooden shelving. Three stacked cubes per 10 sf area. Total staff/3 shifts with 10% peaking.
26.002	Special Equipment Area	0	1	1	120	120	Additional storage space for special teams and their equipment
26.003	Gun Cleaning Area	0	1	1	80	80	Alcove for gun cleaning
26.004	Firing Barrel	0	1	1	10	10	Weapons testing area
26.005	Shotguns/Rifles	0	1	1	150	150	Lockable storage area with rifle, handgun, and ammunition storage. Out of direct line of sight of back door.
Subtotal		0				1,059	
					Departmental Grossing	35%	371
<b>Total (DG SF)</b>						<b>1,430</b>	
<b>Parking Needs</b>			<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>
Staff Vehicles		-	-	-	-	-	
Visitor Vehicles		-	-	-	-	-	
Subtotal		-	-	-	-	-	
<b>Total (Vehicles)</b>						<b>-</b>	



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### Option 1: Two Building Solution – Inmate Processing, Holding

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>27.000 Inmate Processing</b>							
27.001	Sallyport	0	0	1	800	800	Pull-in, drive-out, for one car/van. Keep clear and free of all equipment.
27.002	Intake/Fingerprint Area	0	0	1	200	200	Open area with benches, counter, and camera
27.003	Deputy Station/Fingerprint & ID	0		1	150	150	
27.004	Drug Testing Holding/Waiting	0		1	100	100	
27.005	Drug Testing Toilet	0		1	50	50	
27.006	In-Custody Restroom	0	0	1	50	50	ADA Compliant.
27.007	Single Cells	0	1	2	50	100	One for women or juveniles
27.008	Group Holding	0	8	2	25	400	Two group holding cells for 4-8 each
27.009	Staff Restroom	0	0	1	45	45	
27.010	Secure Interview Rooms	0	1	2	100	200	One way mirror to camera area in Detectives' multi-purpose room; table, chairs
Subtotal		0				2,095	
		Departmental Grossing			40%	838	
<b>Total (DGSF)</b>						<b>2,933</b>	

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>27.100 Juvenile Holding</b>							
<b>CAPACITY - 9 (3 FEMALE)</b>							
27.101	Staff Toilet	0		1	45	45	Accessible
27.102	Inmate Toilet	0		1	45	45	Accessible
27.103	Secure Interview Room	0		1	80	80	
27.103	Single Cells	0	1	2	50	100	CAPACITY 2 (one each)
27.104	Medium Group Holding	0	3	1	35	105	CAPACITY 3-6 (3-6 each)
27.105	Large Group Holding	0	6	0	35	0	CAPACITY 0 (6-12 each)
27.106	Isolation Cell	0	1	1	75	75	Camera, no furnishings CAPACITY ONE
Subtotal		0				450	
		Departmental Grossing			40%	180	
<b>Total (DGSF)</b>						<b>630</b>	

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>27.200 Adult Holding</b>							
<b>CAPACITY - 16 (2 FEMALE)</b>							
27.201	Staff Toilet	0	1	1	45	45	Accessible
27.202	Inmate Toilet	0	1	1	45	45	Accessible
27.203	Secure Interview Room	0		1	80	80	
27.204	Single Cells	0	1	3	50	150	Single wet cells, total capacity of 3-6
27.205	Medium Group Holding	0	6	1	25	150	Holds 6 to 8 individuals
27.206	Large Group Holding	0	10	0	25	0	Holds 10 to 14 individuals
27.207	Isolation Cell	0	1	2	75	150	dry cell, camera, total capacity of 2
Subtotal		0				620	
		Departmental Grossing			40%	248	
<b>Total (DGSF)</b>						<b>868</b>	
<b>Parking Needs</b>			<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>
Staff Vehicles		-	-	-	-	-	
Visitor Vehicles		-	-	-	-	-	
Subtotal		-	-	-	-	-	
<b>Total (Vehicles)</b>						<b>-</b>	

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**Option 1: Two Building Solution – Vehicle Prep Bay and Officer Entrance**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>28.000 Vehicle Prep Bay and Officer Entrance</b>							
28.001	Vehicle Bay	0	1	1	800	800	Extra wide bay w/ lift & garage doors. Wide swing doors for bikes.
28.002	Evidence Vehicle Bay	0	1	1	600	600	Lockable bay for evidence vehicle storage. Climate controlled.
28.003	Bike Storage Area	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.004	Equipment/Bike repair Room	0	1	1	200	200	Room for oversized equipment. Tool bench & stand for bike repair.
28.005	Vehicle Storage Room	0	1	1	200	200	Shelving & racks for flares, cones, salt, oil, tires, and chains.
28.006	Animal Control Storage	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.007	Officer Entrance	0	1	1	100	100	Covered portico entrance with bench outside secure door. Camera monitor to central control.
28.008	Mud Room	0	1	1	100	100	Wide corridor with floor drains and sprayers, benches and rubber mats.
Subtotal		0				2,400	
		Departmental Grossing			35%	840	
<b>Total (DGSF)</b>						<b>3,240</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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#### Option 1: Two Building Solution – Building Shared

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>100.000 Building Shared</b>							
100.001	Print Shop	0		1	400	400	Printers, counters, cabinets, shredder
100.002	Mail Room	0		1	150	150	Sorting table, drawers, cabinets
100.003	Server Room	0		1	600	600	Independently cooled
100.004	Work/Repair Room	0		1	180	180	Adjacent to 20.008; counter, workstation
100.005	Cabling/Computer Wiring Room	0		4	120	480	ONE PER FLOOR - COUNT IN DESIGN
100.006	Telephone Wiring Room	0		1	80	80	Closet for telephone switchboard and wiring
100.007	Mechanical Room	0		1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.008	Loading Dock	0		1	600	600	Panel truck deliveries
100.009	Staging area	0		1	150	150	Inventory computer, sink, eyewash station
100.010	Archived Customer Svc Storage	0		1	100	100	Closet for archived records for Auditors
100.011	Forms/equipment	0		1	100	100	
100.012	Outdoor Kennel/Run Area	0		3	30	90	Three runs for large dogs with shelters
100.013	Covered vehicles	0		1	700	350	Exterior storage, special veh. est. @ 50%
100.014	Staff restrooms	0		2	250	500	Male, Female
100.015	Janitorial Storage	0		1	200	200	Floor sink, drain, fixed shelves, mixing area
100.016	Janitor's Closets	0		12	45	540	Near restrooms- FINAL COUNT IN DESIGN
100.017	Building Storage	0		1	750	750	Caged or locked storage for bulky items
100.018	Dumpster	0		2	150	150	Two dumpsters (exterior, included at 50%)
100.019	Recycling Area	0		2	150	150	Two dumpsters (exterior, included at 50%)
	Subtotal	0				6,370	
					Departmental Grossing	35%	2,230
<b>Total (DGSF)</b>						<b>8,600</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**2. City Hall  
Option 1: Two Building Solution – General Government Summary**

<b>SUMMARY OF SPACE NEEDS - GENERAL GOVERNMENT</b>					
<b>No.</b>	<b>Space Name</b>	<b>No. of Staff</b>	<b>NSF</b>	<b>Dept Grossing</b>	<b>DGSF</b>
1.000	Building Entrance	0	3,202	1,121	4,323
2.000	City Manager	7	2,115	740	2,855
2.100	Economic Development	3	560	196	756
2.200	Communications	5	600	210	810
2.300	City Clerk	3	590	207	797
3.000	City Attorney	5	1,440	504	1,944
4.000	City Council/Administrative Mtg Suite	0	560	196	756
5.000	Administrative Services	14.5	3,365	1,178	4,543
5.100	Real Estate	5	820	287	1,107
5.200	Human Resources	7	1,040	364	1,404
5.300	Information Technology	6	935	327	1,262
6.000	Registrar of Voters	3	1,115	390	1,505
7.000	Commissioner Of Revenue/DMV Select	12	2,305	807	3,112
7.100	Treasurer	6	920	322	1,242
7.200	Water & Sewer Customer Service	12	1,167	408	1,575
8.000	Housing & Human Services Administration	9	1,980	693	2,673
9.000	Development Services	12	3,070	1,075	4,145
9.100	Building Inspector	4	680	238	918
9.200	Department of Environmental Services Adm	24	3,380	1,183	4,563
100.000	Building Shared	0	5,080	1,778	6,858
<b>TOTALS</b>		<b>138</b>	<b>34,924</b>	<b>12,223</b>	<b>47,147</b>
	Building Grossing				35%
	<b>BUILDING GROSS SQUARE FEET</b>				<b>63,649</b>

<b>PARKING NEEDS</b>				
	<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>
1.000	Building Entrance	-	-	-
2.000	City Manager	-	7	-
2.100	Economic Development	-	3	-
2.200	Communications	-	5	-
2.300	City Clerk	-	3	-
3.000	City Attorney	-	5	-
4.000	City Council/Administrative Mtg Suite	-	-	-
5.000	Administrative Services	-	15	-
5.100	Real Estate	-	5	-
5.200	Human Resources	-	7	5
5.300	Information Technology	-	6	-
6.000	Registrar of Voters	-	3	-
7.000	Commissioner Of Revenue/DMV Select	-	12	20
7.100	Treasurer	-	6	4
7.200	Water & Sewer Customer Service	-	12	-
8.000	Housing & Human Services Administration	-	9	1
9.000	Development Services	-	12	-
9.100	Building Inspector	-	4	2
9.200	Department of Environmental Services Adm	-	24	4
100.000	Building Shared	-	-	-
<b>TOTALS</b>		<b>-</b>	<b>138</b>	<b>3</b>



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**Option 1: Two Building Solution – Building Entrance**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>1.000 Building Entrance</b>							
1.001	Lobby			1	1,000	1,000	
1.002	Building Mgt/Security Office			1	180	180	Anunciator panel, security staff
1.003	Security Screening			1	200	200	One magnetometer, one x-ray, 2 staff
1.004	Elevator Lobby			2	60	120	Elevator and space in front of doors
1.005	Public Restrooms			2	300	600	SIZE PER CODE FOR FINAL DESIGN
1.006	Training Room			1	1,000	1,000	Central divider, counter/wet bar, press feed
1.007	Galley Kitchenette			1	45	45	Microwave, sink, cabinets, mini fridge
1.008	Vending			2	6	12	Two machines, drinks & snacks
1.009	Janitor's Closet			1	45	45	Adjacent to kitchenette
Subtotal		0				3,202	
		Departmental Grossing				35%	1,121
<b>Total (DGSF)</b>						<b>4,323</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	High need at overlap times w/Comm. Ctr
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					-

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**Option 1: Two Building Solution – City Manager**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>2.000</b>	<b>City Manager</b>						
2.001	Reception/Waiting Area	0	1	1	200	200	May be shared with City Clerk and OCOM
2.002	Administrative Assistant	2	2	1	80	160	Large Workstation
2.003	Executive Secretary	1	1	1	80	80	Large Workstation
2.004	City Manager	1	1	1	250	250	Seating for 4-6 in office
2.005	Assistant City Manager	1	1	1	180	180	Seating for 2-4 in office
2.006	Temporary Staff/Intern	2	1	2	65	130	Also used by Mayor and Vice Mayor
2.007	Staff Conference Room	0	20	1	15	300	Can be shared
2.008	Staff Work/Copy Area	0	-	1	200	200	Can be shared
2.009	File Storage Area	0	-	1	150	150	Lockable
2.010	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
2.011	Supply Closet	0	-	1	45	45	
2.012	Beverage Station	0	-	1	10	10	Can be shared
2.013	Staff Restroom - M	0	-	1	150	150	one stall, can be shared
2.014	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		7				2,115	
		Departmental Grossing			35%	740	
<b>Total (DGFSF)</b>						<b>2,855</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	7	-	
Visitor Vehicles	-	-	-	-	
Subtotal	7	-	7	-	
<b>Total (Vehicles)</b>				<b>7</b>	



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**Option 1: Two Building Solution – Economic Development**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>2.100 Economic Development</b>							
2.101	Reception/Waiting	0	1	1	120	-	Shared
2.102	Administrative Assistant	1	1	1	65	65	Typical Workstation
2.103	Business Development Manager	1	1	1	120	120	Private Office
2.104	Director	1	1	1	180	180	Seating for 2-4 in office
2.105	Staff Conference Room	0	20	1	15	-	
2.106	Staff Work/Copy Area	0	-	1	200	-	
2.107	File Storage Area	0	-	1	150	150	Lockable
2.108	Equipment Room	0	-	1	110	-	Independent cooling, vertically stacked
2.109	Supply Closet	0	-	1	45	45	
2.110	Beverage Station	0	-	1	10	-	Can be shared
2.111	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		3				560	
		Departmental Grossing			35%	196	
<b>Total (DGSF)</b>						<b>756</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
<b>Total (Vehicles)</b>				<b>3</b>	

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**Option 1: Two Building Solution – Communications**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>2.200 Communications</b>							
2.201	Reception/Waiting	0	1	1	120	-	Shared
2.202	Communications Specialist	3	1	2	80	160	Typical Workstation
2.203	Graphic Artist	1	1	1	65	65	Typical Workstation
2.204	Manager/Supervisor	1	1	1	180	180	Seating for 2-4 in office
2.205	Staff Conference Room	0	20	1	15	-	Shared
2.206	Staff Work/Copy Area	0	-	1	200	-	Shared
2.207	File Storage Area	0	-	1	150	150	Lockable
2.208	Equipment Room	0	-	1	110	-	Shared
2.209	Supply Closet	0	-	1	45	45	
2.210	Beverage Station	0	-	1	10	-	Shared
2.211	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		5				600	
		Departmental Grossing			35%	210	
<b>Total (DGFSF)</b>						<b>810</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
<b>Total (Vehicles)</b>				<b>5</b>	



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**Option 1: Two Building Solution – City Clerk**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>2.300</b>	<b>City Clerk</b>						
2.301	Reception/Waiting	0	1	1	120	-	Shared
2.302	Future Growth Workstation	1	1	1	65	65	Typical Workstation
2.303	Deputy Clerk	1	1	1	80	80	Large Workstation
2.304	City Clerk	1	1	1	250	250	Seating for 4-6 in office
2.305	Staff Conference Room	0	20	1	15	-	Shared
2.306	Staff Work/Copy Area	0	-	1	200	-	Shared
2.307	File Storage Area	0	-	1	150	150	Lockable
2.308	Equipment Room	0	-	1	110	-	Shared
2.309	Supply Closet	0	-	1	45	45	
2.310	Beverage Station	0	-	1	10	-	Shared
2.311	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
	Subtotal	3				590	
				Departmental Grossing	35%	207	
	<b>Total (DGSF)</b>					<b>797</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
<b>Total (Vehicles)</b>				<b>3</b>	

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**Option 1: Two Building Solution – City Attorney**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>3.000 City Attorney</b>							
3.001	Reception/Waiting	1	1	1	150	150	Includes receptionist/assistant station
3.002	Paralegal	1	1	1	80	80	Large Workstation
3.003	Assistant City Attorney	2	1	1	150	150	Private office
3.004	City Attorney	1	1	1	250	250	Private office with library and conf table
3.005	Staff Conference Room	0	20	1	15	300	
3.006	Staff Work/Copy Area	0	-	1	150	150	
3.007	File Storage Area	0	-	1	150	150	Lockable
3.008	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
3.009	Supply Closet	0	-	1	45	45	
3.010	Beverage Station	0	-	1	10	10	Can be shared
3.011	Staff Restrooms	0	-	1	45	45	To be shared for total of one M, one F
Subtotal		5				1,440	
		Departmental Grossing			35%	504	
<b>Total (DGSF)</b>						<b>1,944</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
<b>Total (Vehicles)</b>				<b>5</b>	



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**Option 1: Two Building Solution – City Council / Administrative Meeting Suite**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>4.000</b>	<b>City Council/Administrative Mtg Suite</b>						
4.001	Reception/Waiting	0	1	1	120	120	Open lobby/reception with chairs for waiting
4.002	Council Meeting Room	0	-	1	1,400	-	Delete if shared with courtrooms
4.003	Large Meeting Room	0	-	1	400	-	Delete if shared with courtrooms
4.003	Storage Closet	0	-	1	120	-	Delete if shared with courtrooms
4.002	Small Meeting/Work Room	0	-	2	150	300	Workstation, small table, chairs
4.003	Photocopy Alcove	0	-	1	40	40	Along corridor, cabinets, adj. to 5.002
4.004	Beverage Station	0	-	1	10	10	Can be shared
4.005	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
	Subtotal	0				560	
						196	Departmental Grossing
	<b>Total (DGSF)</b>					<b>756</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					

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**Option 1: Two Building Solution – Administrative Services**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>5.000 Administrative Services</b>							
5.001	Reception/Waiting Area	0	1	1	120	120	Shared
5.002	FIN General Manager / CFO	1	1	1	180	180	Includes conference table for 4
5.003	FIN Deputy Chief Financial Officer	1	1	1	180	180	Includes conference table for 4
5.004	FIN SCHOOL-Ass't Sup. School Div.	1	1	1	180	180	Private Office, conference for 4
5.005	FIN Procurement	2	1	2	120	240	Private Office
5.006	FIN SCHOOL-Procurement Agent	1	1	1	120	120	Private Office, Lockable
5.007	FIN Payroll	2	1	2	120	240	Private Office
5.008	FIN Accounting	2	1	2	120	240	Private Office
5.009	FIN Accounts Payable	1	1	1	120	120	Includes safes for petty cash
5.010	FIN SCHOOL-Financial Admin.	3.5	1	4	120	480	Private Office, Lockable
5.011	Staff Conference Room	0	30	1	15	450	Shared
5.012	Staff Work/Copy Area	0	-	1	200	200	Shared
5.013	File Storage Area	0	-	1	150	150	Lockable
5.014	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
5.015	Supply Closet	0	-	1	45	45	
5.016	Beverage Station	0	-	1	10	10	Can be shared
5.017	Staff Restrooms	0	-	2	150	300	To be shared for total of one M, one F
Subtotal		14.5				3,365	
			Departmental Grossing			35%	1,178
<b>Total (DGSF)</b>						<b>4,543</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	15	-	15	-	
Visitor Vehicles	-	-	-	-	
Subtotal	15	-	15	-	
<b>Total (Vehicles)</b>				<b>15</b>	



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Option 1: Two Building Solution – Real Estate

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>5.100 Real Estate</b>							
5.101	Reception/Waiting Area	0	1	1	120	-	Shared
5.102	Administrative Assistant	1	1	1	65	65	Typical Workstation
5.103	Director of Real Estate Assess.	1	1	1	180	180	Seating for 2-4 in office
5.104	Senior Commercial Appraiser	1	1	1	120	120	Includes small conference table
5.105	Appraisers	2	1	2	80	160	Large Workstation
5.106	Staff Conference Room	0	10	1	15	-	Shared
5.107	Staff Work/Copy Area	0	1	1	200	-	Shared
5.108	File Storage Area	0	-	1	250	250	Lockable, all commercial plans stored here
5.109	Equipment Room	0	-	1	110	-	Shared
5.110	Supply Closet	0	-	1	45	45	
5.111	Beverage Station	0	-	1	10	-	Shared
5.112	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		5				820	
		Departmental Grossing				35%	287
<b>Total (DGSF)</b>						<b>1,107</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
<b>Total (Vehicles)</b>				<b>5</b>	

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**Option 1: Two Building Solution – Human Resources**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>5.200 Human Resources</b>							
5.201	Reception/Waiting	0	1	1	120	-	Shared
5.202	HR Administrative Assistant	1	1	1	65	65	Typical Workstation
5.203	HR Analyst	1	1	1	120	120	Private Office
5.204	HR Generalist	1	1	1	120	120	Private Office
5.205	HR Director	1	1	1	180	180	Seating for 2-4 in office
5.206	HR SCHOOL-Benefits Supervisor	1	1	1	120	120	Private Office, Lockable
5.207	HR SCHOOL-Risk Manager	1	1	1	120	120	Private Office, Lockable
5.208	HR Manager	1	1	1	120	120	Private Office, Lockable
5.209	Staff Conference Room	0	20	1	15	-	Shared
5.210	Staff Work/Copy Area	0	-	1	200	-	Shared
5.211	File Storage Area	0	-	1	150	150	Lockable
5.212	Equipment Room	0	-	1	110	-	Shared
5.213	Supply Closet	0	-	1	45	45	Shared
5.214	Beverage Station	0	-	1	10	-	Shared
5.215	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		7				1,040	
					Departmental Grossing	35%	364
<b>Total (DGSF)</b>						<b>1,404</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	7	-	
Visitor Vehicles	5	-	-	5	
Subtotal	12	-	7	5	
<b>Total (Vehicles)</b>				<b>12</b>	



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Option 1: Two Building Solution – Information Technology

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>5.300 Information Technology</b>							
5.301	IT Server Room/Telephone closet	0	-	-	500	-	Included in Building Shared
5.302	IT Work/repair room	0	-	-	200	-	Included in Building Shared
5.303	IT Chief Technology Officer	1	1	1	180	180	Private Office
5.304	IT Support staff	1	1	1	80	80	Large Workstation
5.305	IT SCHOOL-Tech. Coordinator	1	1	1	120	120	Private Office, lockable
5.306	IT SCHOOL-Network Maintenance	2	1	2	120	240	Private Office, lockable
5.307	IT SCHOOL-Webmaster	1	1	1	120	120	Private Office, lockable
5.308	Staff Conference Room	0	-	-	15	-	Shared
5.309	Staff Work/Copy Area	0	-	-	180	-	Shared
5.310	File Storage Area	0	-	1	150	150	Lockable
5.311	Equipment Room	0	-	1	110	-	Shared
5.312	Supply Closet	0	-	1	45	45	
5.313	Beverage Station	0	-	1	10	-	Shared
5.314	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		6				935	
		Departmental Grossing			35%	327	
<b>Total (DGFSF)</b>						<b>1,262</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	6	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	6	6	-	-	
<b>Total (Vehicles)</b>				<b>6</b>	

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**Option 1: Two Building Solution – Registrar of Voters**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>6.000 Registrar of Voters</b>							
6.001	Waiting/Queueing Area	0	10	1	12	120	Public Side of customer service counter
6.002	Customer Service Stations	0	1	2	25	50	
6.003	Supervisor	1	1	1	65	65	Workstation with adjacent file storage
6.004	Assistants	2	1	2	65	130	Workstations with adjacent file storage
6.005	Voting Booth Area	0	-	1	80	80	Space for temporary voting booth setup
6.006	Temporary Staff	0	1	1	65	65	Workstation for Election Day staff
6.007	Staff Conference Room	0	-	1	300	-	Shared
6.007	Staff Work/Copy Area	0	-	1	200	200	
6.008	Secure File Storage Area	0	-	1	150	150	Lockable
6.009	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
6.010	Supply Closet	0	-	1	45	45	
6.011	Beverage Station	0	-	1	10	10	Can be shared
6.012	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		3				1,115	
		Departmental Grossing			35%	390	
<b>Total (DGFSF)</b>						<b>1,505</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
<b>Total (Vehicles)</b>				<b>3</b>	



**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – General Government**

**Option 1: Two Building Solution – Commissioner of Revenue / DMV Select**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>7.000</b>	<b>Commissioner Of Revenue/DMV Select</b>						
7.001	Waiting/Queueing Area	0	15	1	12	180	Public side of customer service counter
7.002	Customer Service Stations	0	1	6	25	150	
7.003	DMV Terminal	0	1	1	25	25	Dedicated DMV station at counter
7.004	DMV/Revenue Assistants	7	1	7	65	455	Typical Workstation
7.005	Seasonal Help/Intern	1	1	1	65	65	Typical Workstation
7.006	Business License Auditor	1	1	1	120	120	Private Office
7.007	Assist. Bus. License Auditor	1	1	1	65	65	Typical Workstation
7.008	Dep. Commissioner of Revenue	1	1	1	180	180	Seating for 2-4 in office
7.009	Commissioner Of Revenue	1	1	1	250	250	Seating for 4-6 in office
7.010	Staff Conference Room	0	20	1	15	-	Shared
7.011	Staff Work/Copy Area	0	-	1	200	200	Shared
7.012	File Storage Area	0	-	1	150	150	Lockable
7.013	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
7.014	Supply Closet	0	-	1	45	45	
7.015	Beverage Station	0	-	1	10	10	Can be shared
7.016	Staff Restrooms	0	-	2	150	300	To be shared for total of one M, one F
	Subtotal	12				2,305	
						Departmental Grossing	
					35%	807	
	<b>Total (DGSF)</b>					<b>3,112</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	12	-	12	-	
DMV Visitor Vehicles	10	-	-	10	Could increase - this is the 2007 need.
COR Visitor Vehicles	10	-	-	10	
Subtotal	32	-	12	20	
<b>Total (Vehicles)</b>				<b>32</b>	

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution – Treasurer**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>7.100</b>	<b>Treasurer</b>						
7.101	Waiting/Queueing Area	0	10	1	12	-	Shared
7.102	Treasurer Cashier Stations	0	1	2	25	50	Staffed by Assistants
7.103	Treas Customer Service Stations	0	1	4	25	100	
7.104	Chief Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.105	Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.106	Treasurer's Assistants	3	1	3	65	195	Typical Workstation
7.107	Treasurer	1	1	1	250	250	Seating for 4-6 in office
7.108	Staff Conference Room	0	20	1	15	-	Shared
7.109	Staff Work/Copy Area	0	-	1	200	-	Shared
7.110	File Storage Area	0	-	1	150	150	Lockable
7.111	Equipment Room	0	-	1	110	-	Independent cooling, vertically stacked
7.112	Supply Closet	0	-	1	45	45	
7.113	Beverage Station	0	-	1	10	-	Shared
7.114	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		6				920	
		Departmental Grossing			35%	322	
<b>Total (DGFSF)</b>						<b>1,242</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	-	6	-	
Visitor Vehicles	4	-	-	4	
Subtotal	10	-	6	4	
<b>Total (Vehicles)</b>				<b>10</b>	



**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – General Government**

**Option 1: Two Building Solution – Water & Sewer Customer Service**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>7.200 Water &amp; Sewer Customer Service</b>							
7.201	Waiting/Queuing Area	0	6	1	12	72	Public side of customer service counter
7.202	Water & Sewer Cust. Svc.Stations	0	1	4	25	100	
7.203	Water&SewerCust.Svc.Personnel	7	1	7	65	455	Typical Workstation
7.204	Customer Service Director	1	1	1	180	180	Seating for 2-4 in office
7.205	Meter Technicians	2	1	2	25	50	
7.206	Chief Meter Reader	1	1	1	65	65	
7.207	Meter Readers	1	1	1	25	25	Carrel style shared workstations
7.208	Meter Reading Equipment	0	-	1	25	25	
7.209	Staff Conference Room	0	20	1	15	-	Shared
7.210	Staff Work/Copy Area	0	-	1	200	-	Shared
7.211	File Storage Area	0	-	1	150	150	Lockable
7.212	Equipment Room	0	-	1	110	-	Shared
7.213	Supply Closet	0	-	1	45	45	
7.214	Beverage Station	0	-	1	10	-	Shared
7.215	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		12				1,167	
		Departmental Grossing			35%	408	
<b>Total (DGSF)</b>						<b>1,575</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	12	-	12	-	
Visitor Vehicles	-	-	-	-	
Subtotal	12	-	12	-	
<b>Total (Vehicles)</b>				<b>12</b>	

**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution – Housing & Human Services Administration**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>8.000 Housing &amp; Human Services Administration</b>							
8.001	Waiting/Queueing Area	0	-	1	150	150	For peak of 4 visitors with ample space
8.002	Receptionist Station	1	1	1	65	65	
8.003	Housing Specialist	2	1	2	110	220	Small Private Office
8.004	Development Specialist	1	1	1	110	110	Small Private Office (could be shared)
8.005	Program Analyst	1	1	1	120	120	Private Office
8.006	Administrative Assistant	1	1	1	65	65	Typical Workstation
8.007	Intern	0	1	1	65	65	Typical Workstation
8.008	Human Services Specialist	2	1	2	120	240	Private Office
8.009	Director	1	1	1	180	180	Seating for 2-4 in office
8.010	Interview Rooms	0	1	2	80	160	
8.011	Conference Room	0	-	1	300	-	Shared
8.012	Staff Work/Copy Area	0	1	1	200	200	
8.013	File Storage Area	0	-	1	150	150	Lockable
8.014	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
8.015	Supply Closet	0	-	1	45	45	
8.016	Beverage Station	0	-	1	10	10	Can be shared
8.017	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		9				1,980	
		Departmental Grossing			35%	693	
<b>Total (DGSF)</b>						<b>2,673</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	10	-	9	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	12	-	9	1	2
<b>Total (Vehicles)</b>					<b>12</b>



**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – General Government**

**Option 1: Two Building Solution – Development Services**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>9.000 Development Services</b>							
9.001	Reception/Waiting Area	0	1	1	180	180	
9.002	Administrative Assistant	1	1	1	65	65	
9.003	Architect/Planning Specialist	1	1	1	120	120	Private Office
9.004	Principle Planners	2	1	2	120	240	Private Office
9.005	Senior Planner	1	1	1	180	180	Seating for 2-4 in private office
9.006	GIS Technician	1	1	1	120	120	Private Office
9.007	General Manager	1	1	1	180	180	Seating for 2-4 in private office
9.008	Planning Specialist	1	1	1	120	120	Private Office
9.009	Zoning Director	1	1	1	180	180	Seating for 2-4 in private office
9.010	Zoning Inspector	1	1	1	80	80	Large Workstation
9.011	Commercial Arborist	1	1	1	120	120	Private Office
9.012	Residential Arborist	1	1	1	120	120	Private Office
9.013	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
9.014	Staff Conference Room	0	20	1	15	300	Shared
9.015	Staff Work/Copy Area	0	-	1	250	250	Includes 50SF for plotter
9.016	File Storage Area	0	-	1	150	150	Lockable
9.017	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
9.018	Supply Closet	0	-	1	45	45	
9.019	Beverage Station	0	-	1	10	10	Can be shared
9.020	Staff Restrooms	0	-	2	150	300	To be shared for total of one M, one F
Subtotal		12				3,070	
					Departmental Grossing	35%	1,075
<b>Total (DGSF)</b>						<b>4,145</b>	
<b>Parking Needs</b>			<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>
	Staff Vehicles	12	-	12	-	-	
	Visitor Vehicles	-	-	-	-	-	
Subtotal		12	-	12	-	-	
<b>Total (Vehicles)</b>						<b>12</b>	

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution – Building Inspector**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>9.100 Building Inspector</b>							
9.101	Reception/Waiting Area	0	1	1	120	-	Shared
9.102	Administrative Assistant	1	1	1	80	80	Large Workstation for plan review
9.103	Building Inspector	1	1	1	80	80	Large Workstation
9.104	Electrical Inspector	1	1	1	80	80	Large Workstation
9.105	Plan Review Table	0	-	1	65	65	Table/Layout Area
9.106	Building Official	1	1	1	180	180	Seating for 2-4 in office
9.107	Staff Conference Room	0	20	1	15	-	Shared
9.108	Staff Work/Copy Area	0	1	1	200	-	Shared
9.109	File Storage Area	0	-	1	150	150	Lockable
9.110	Equipment Room	0	-	1	110	-	Shared
9.111	Supply Closet	0	-	1	45	45	
9.112	Beverage Station	0	-	1	10	-	Shared
9.113	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		4				680	
		Departmental Grossing				35%	238
<b>Total (DGFSF)</b>							<b>918</b>

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	-	4	2	-
Visitor Vehicles	-	-	-	-	-
Subtotal	6	-	4	2	-
<b>Total (Vehicles)</b>					<b>6</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 1 – General Government

#### Option 1: Two Building Solution – Department of Environmental Services Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>9.200</b>	<b>Department of Environmental Services Administration</b>						
9.201	Reception/Waiting	0	-	1	180	-	Shared
9.202	Customer Service Stations	0	1	4	40	160	Wide high service counter areas
9.203	Customer Service Layout Areas	0	1	2	40	80	Lower counter, broad layout surface
9.203	Cashier Stations	0	1	6	40	240	
9.204	Admin. Assistant Administration	1	1	1	65	65	Typical Workstation
9.205	Contract Manager	1	1	1	65	65	Typical Workstation
9.206	Temporary Staff/Intern	2	1	2	65	130	Typical Workstation
9.207	City Center Manager	1	1	1	80	80	
9.208	General Manager	1	1	1	180	180	Large Workstation
9.209	Civil Engineer	2	1	2	80	160	Large Workstations
9.210	Environmental Specialist	1	1	1	80	80	Large Workstation
9.211	Urban Inspector	1	1	1	80	80	Large Workstation
9.212	Engineering Technician	1	1	1	80	80	Large Workstation
9.213	Technician	1	1	1	80	80	Large Workstation
9.214	Senior Technician	1	1	1	80	80	Large Workstation
9.215	Director	1	1	1	180	180	Seating for 2-4 in office
9.216	Admin. Assistant Public Utilities	1	1	1	65	65	Typical Workstation
9.217	Engineer	1	1	1	80	80	Large Workstation
9.218	Engineer/Technician	1	1	1	80	80	Large Workstation
9.219	Engineering Assistant	1	1	1	80	80	Large Workstation
9.220	E&S Inspector	2	1	2	80	160	Large Workstation
9.221	Engineer (Part-Time)	1	1	1	80	80	Large Workstation
9.222	Utilities Inspectors (off-site)	2	1	1	80	80	Large Shared Workstation
9.223	Expansion Workstations	0	1	3	80	240	Large Workstation
9.224	Public Utilities Director	1	1	1	180	180	Seating for 2-4 in office
9.225	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
9.226	Drawing Storage Area	0	-	1	200	200	Rolled drawings, flat files, code books
9.227	Staff Conference Room	0	25	1	15	-	Shared
9.228	Staff Work/Copy Area	0	1	1	250	-	Shared
9.229	File Storage Area	0	-	1	150	150	Fixed shelving, room or area
9.230	Equipment Room	0	-	1	110	-	Shared
9.231	Supply Closet	0	-	1	45	45	
9.232	Beverage Station	0	-	1	10	-	Shared
9.233	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
	Subtotal	24				3,380	
		Departmental Grossing			35%	1,183	
	<b>Total (DGSF)</b>					<b>4,563</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	24	-	24	-	
Visitor Vehicles	4	-	-	4	
Subtotal	28	-	24	4	
<b>Total (Vehicles)</b>				<b>28</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 1: Two Building Solution – Building Shared**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>100.000</b>	<b>Building Shared</b>						
100.001	Print Shop			1	400	400	Printers, counters, cabinets, shredder
100.002	Mail Room			1	150	150	Sorting table, drawers, cabinets
100.003	Server Room			1	600	600	Independently cooled
100.004	Work/Repair Room			1	180	180	Adjacent to 20.008; counter, workstation
100.005	Cabling/Computer Wiring Room			4	120	480	ONE PER FLOOR - COUNT IN DESIGN
100.006	Telephone Wiring Room			1	80	80	Closet for telephone switchboard and wiring
100.007	Mechanical Room			1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.008	Loading Dock			1	600	600	Panel truck deliveries
100.009	Staging area			1	150	150	Inventory computer, sink, eyewash station
100.010	Archived Customer Svc Storage			1	100	100	Closet for archived records for Auditors
100.011	Janitorial Storage			1	200	200	Floor sink, drain, fixed shelves, mixing area
100.012	Janitor's Closets			12	45	540	Near restrooms- FINAL COUNT IN DESIGN
100.013	Building Storage			1	500	500	Caged or locked storage for bulky items
100.014	Dumpster			2	150	150	Two dumpsters (exterior, included at 50%)
100.015	Recycling Area			2	150	150	Two dumpsters (exterior, included at 50%)
	Subtotal		0			5,080	
			Departmental Grossing		35%	1,778	
	<b>Total (DGSF)</b>					<b>6,858</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### B. Option 2: One Big Happy Family - Summary

SUMMARY OF SPACE NEEDS - GEN. GOV. + COURT / SHERIFF					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
<b>City Hall</b>					
1.000	a) Public Building Entrance	0	3,202	1,121	4,323
2.000	City Manager/Economic Development/Communications/City Clerk	17	3,865	1,353	5,218
3.000	City Attorney	5	1,440	504	1,944
4.000	City Council/Administrative Mtg Suite	0	560	196	756
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	32.5	6,160	2,156	8,316
6.000	Registrar of Voters	3	1,115	390	1,505
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	30	4,392	1,537	5,929
8.000	Housing & Human Services Administration	9	1,980	693	2,673
9.000	Development Services / Inspector / DES Administration	40	7,130	2,496	9,626
<b>Court and Sheriff</b>					
1.000	b) Secure Lobby/Reception	0	1,948	682	2,630
11.000	Clerk of the Court	5	2,135	747	2,882
12.000	Court Services Unit	6	1,895	663	2,558
13.000	Court Set	1	3,305	1,157	4,462
14.000	Sheriff's Department Staff Areas	32	3,864	1,352	5,216
15.000	Inmate Processing	0	2,095	838	2,933
15.100	Juvenile Holding	0	450	180	630
15.200	Adult Holding	0	620	248	868
16.000	Community/EOC	0	2,010	704	2,714
17.000	Victim/Witness/Interview Area	0	690	242	932
18.000	Police Administration	4	1,625	569	2,194
19.000	Police Operations Division	13	1,636	573	2,209
20.000	Training/Roll Call	0	852	298	1,150
21.000	Report Writing	20	454	159	613
22.000	Locker/Fitness	0	2,315	810	3,125
23.000	Services Division	25	2,322	813	3,135
24.000	Special Operations	2	300	105	405
25.000	Evidence Processing	0	340	119	459
26.000	Evidence Storage	0	280	98	378
27.000	Equipment Room/Armory	0	1,059	371	1,430
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
<b>Shared</b>					
100.000	Building Shared	0	5,390	1,887	7,277
<b>TOTALS</b>		<b>245</b>	<b>67,829</b>	<b>23,898</b>	<b>91,727</b>
	Building Grossing				35%
<b>BUILDING GROSS SQUARE FEET</b>					<b>123,832</b>

PARKING NEEDS	Special Vehicles	Staff Cars	City Cars	Visitor Cars
Total (Vehicles)	-	169	12	80

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy - City Hall and Public Safety**

<b>SUMMARY OF CONFERENCE SPACE NEEDS - CITY OF FALLS CHURCH CITY HALL</b>					
No.	Space Name	No. of Users	NSF	Dept Grossing	DGSF
<b>City Hall</b>					
2.000	City Manager/Economic Development/Communications/City Clerk	17	300	105	405
3.000	City Attorney	5	250	88	338
4.000	City Council/Administrative Mtg Suite	-	560	196	756
5.000	Administrative Services - Fin / Real Estate / HR / IT	33	450	158	608
6.000	Registrar of Voters	3	-	-	-
7.000	Commissioner Of Revenue/DMV Select, Treasurer, and Water & Sewer Customer Service	30	-	-	-
8.000	Housing & Human Services Administration	9	-	-	-
9.000	Development Services / Inspector / DES Administration	40	300	105	405
<b>Public Safety</b>					
1.000	b) Secure Lobby/Reception	-	-	-	-
11.000	Clerk of the Court	5	-	-	-
12.000	Court Services Unit	6	180	63	243
13.000	Court Set	1	-	-	-
14.000	Sheriff's Department Staff Areas	32	300	105	405
15.000	Inmate Processing	-	-	-	-
15.100	Juvenile Holding	-	-	-	-
15.200	Adult Holding	-	-	-	-
16.000	Community/EOC	-	1,200	420	1,620
17.000	Victim/Witness/Interview Area	-	-	-	-
18.000	Police Administration	4	375	131	506
19.000	Police Operations Division	13	-	-	-
20.000	Training/Roll Call	-	450	158	608
21.000	Report Writing	20	-	-	-
22.000	Locker/Fitness	-	-	-	-
23.000	Services Division	25	-	-	-
24.000	Special Operations	2	-	-	-
25.000	Evidence Processing	-	-	-	-
26.000	Evidence Storage	-	-	-	-
27.000	Equipment Room/Armory	-	-	-	-
28.000	Vehicle Prep Bay and Officer Entrance	-	-	-	-
<b>Shared</b>					
100.000	Building Shared	-	-	-	-
<b>TOTALS</b>		<b>245</b>	<b>-</b>	<b>4,365</b>	<b>1,528</b>
				<b>5,893</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family - City Hall and Public Safety - continued

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments	
<b>1.000 a) Public Building Entrance</b>								
1.001	Lobby			1	1,000	1,000		
1.002	Building Mgt/Security Office			1	180	180	Anunciator panel, security staff	
1.003	Security Screening			1	200	200	One magnetometer, one x-ray, 2 staff	
1.004	Elevator Lobby			2	60	120	Elevator and space in front of doors	
1.005	Public Restrooms			2	300	600	SIZE PER CODE FOR FINAL DESIGN	
1.006	Training Room			1	1,000	1,000	Central divider, counter/wet bar, press feed	
1.007	Galley Kitchenette			1	45	45	Microwave, sink, cabinets, mini fridge	
1.008	Vending			2	6	12	Two machines, drinks & snacks	
1.009	Janitor's Closet			1	45	45	Adjacent to kitchenette	
Subtotal		0				3,202		
		Departmental Grossing				35%	1,121	
<b>Total (DGSF)</b>						<b>4,323</b>		

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	High need at overlap times w/Comm. Ctr
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>				-	

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – City Manager / Economic Development /  
Communications / City Clerk**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>2.000 City Manager/Economic Development/Communications/City Clerk</b>							
<b>City Manager</b>							
2.001	Lobby/Reception	0	1	1	200	200	Shared
2.002	Administrative Assistant	2	2	1	80	160	Large Workstation
2.003	Executive Secretary	1	1	1	80	80	Large Workstation
2.004	City Manager	1	1	1	250	250	Seating for 4-6 in office
2.005	Assistant City Manager	1	1	1	180	180	Seating for 2-4 in office
2.006	Temporary Staff/Intern	2	1	2	65	130	Also used by Mayor and Vice Mayor
<b>Economic Development</b>							
2.101	Ec. Dev. Admin. Assistant	1	1	1	65	65	Typical Workstation
2.102	Ec. Dev. Bus. Development Mgr.	1	1	1	120	120	Private Office
2.103	Ec. Dev. Director	1	1	1	180	180	Seating for 2-4 in office
<b>Communications / City Clerk</b>							
2.201	Communications Specialist	2	1	2	80	160	Typical Workstation
2.202	Communications Graphic Artist	1	1	1	65	65	Typical Workstation
2.203	Communications Mgr/Sup.	1	1	1	180	180	Seating for 2-4 in office
<b>City Clerk</b>							
2.301	Future Growth Workstation	1	1	1	65	65	Typical Workstation
2.302	Deputy Clerk	1	1	1	80	80	Large Workstation
2.303	City Clerk	1	1	1	250	250	Seating for 4-6 in office
<b>Shared</b>							
2.401	Staff Conference Room	0	20	1	15	300	
2.402	Staff Work/Copy Area	0	-	1	200	200	
2.403	File Storage Area	0	-	4	150	600	Lockable
2.404	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
2.405	Supply Closet	0	-	4	45	180	
2.406	Beverage Station	0	-	1	10	10	Can be shared
2.407	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
2.408	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		17				3,865	
					Departmental Grossing	35%	1,353
<b>Total (DGsf)</b>						<b>5,218</b>	
<b>Parking Needs</b>			<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>
	Staff Vehicles	17	-	17	-	-	
	Visitor Vehicles	-	-	-	-	-	
Subtotal		17	-	17	-	-	
<b>Total (Vehicles)</b>						<b>17</b>	



**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 2 – General Government, Courts, Sheriff**

**Option 2: One Big Happy Family – City Attorney**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>3.000</b>	<b>City Attorney</b>						
3.001	Reception/Waiting	1	1	1	150	150	Includes receptionist/assistant station
3.002	Paralegal	1	1	1	80	80	Large Workstation
3.003	Assistant City Attorney	2	1	1	150	150	Private office
3.004	City Attorney	1	1	1	250	250	Private office with library and conf table
3.005	Staff Conference Room	0	20	1	15	300	
3.006	Staff Work/Copy Area	0	-	1	150	150	
3.007	File Storage Area	0	-	1	150	150	Lockable
3.008	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
3.009	Supply Closet	0	-	1	45	45	
3.010	Beverage Station	0	-	1	10	10	Can be shared
3.011	Staff Restrooms	0	-	1	45	45	To be shared for total of one M, one F
	Subtotal	5				1,440	
				Departmental Grossing	35%	504	
	<b>Total (DGSF)</b>					<b>1,944</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
<b>Total (Vehicles)</b>				<b>5</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – City Council / Administrative Meeting Suite**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>4.000</b>	<b>City Council/Administrative Mtg Suite</b>						
4.001	Reception/Waiting	0	1	1	120	120	Open lobby/reception with chairs for waiting
4.002	Council Meeting Room	0	-	1	1,400	-	Delete if shared with courtrooms
4.003	Large Meeting Room	0	-	1	400	-	Delete if shared with courtrooms
4.003	Storage Closet	0	-	1	120	-	Delete if shared with courtrooms
4.004	Small Meeting/Work Room	0	-	2	150	300	Workstation, small table, chairs
4.005	Photocopy Alcove	0	-	1	40	40	Along corridor, cabinets, adj. to 5.002
4.006	Beverage Station	0	-	1	10	10	Can be shared
4.007	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
	Subtotal	0				560	
						196	Departmental Grossing
						35%	
	<b>Total (DGSF)</b>					<b>756</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

### Option 2: One Big Happy Family –Administrative Services – Finance / Real Estate / Human Resources / Information Technology

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>5.000 Administrative Services - (Fin / Real Estate / IT), Human Resources</b>							
<b>Administrative Services - Fin/HR/IT</b>							
5.001	FIN Reception/Waiting Area	0	1	1	120	120	
5.002	FIN General Manager	1	1	1	180	180	Includes conference table for 4
5.003	FIN Chief Financial Officer	1	1	1	180	180	Includes conference table for 4
5.004	<i>FIN SCHOOL-Ass't Sup School</i>	1	1	1	180	180	Private Office, conference for 4
5.005	FIN Procurement	2	1	2	120	240	Private Office
5.006	<i>FIN SCHOOL-Procurement Agent</i>	1	1	1	120	120	Private Office, Lockable
5.007	FIN Payroll	2	1	2	120	240	Private Office
5.008	FIN Accounting	2	1	2	120	240	Private Office
5.009	FIN Accounts Payable	1	1	1	120	120	Includes safes for petty cash
5.010	<i>FIN SCHOOL-Financial Admin.</i>	3.5	1	4	120	480	Private Office, Lockable
<b>Real Estate</b>							
5.101	Real Estate - Admin. Ass't	1	1	1	65	65	Typical Workstation
5.102	Director of Real Estate Assess.	1	1	1	180	180	Seating for 2-4 in office
5.103	Senior Commercial Appraiser	1	1	1	120	120	Includes small conference table
5.104	Appraisers	2	1	2	80	160	Large Workstation
<b>Human Resources</b>							
5.201	HR Administrative Assistant	1	1	1	65	65	Typical Workstation
5.202	HR Analyst	1	1	1	120	120	Private Office
5.203	HR Generalist	1	1	1	120	120	Private Office
5.204	HR Director	1	1	1	180	180	Seating for 2-4 in office
5.205	<i>HR SCHOOL-Benefits Superv.</i>	1	1	1	120	120	Private Office, Lockable
5.206	<i>HR SCHOOL-Risk Manager</i>	1	1	1	120	120	Private Office, Lockable
5.207	<i>HR SCHOOL-HR Manager</i>	1	1	1	120	120	Private Office, Lockable
<b>IT</b>							
5.301	IT Server Rm/Telephone Closet	0	-	-	500	-	Included in Building Shared
5.302	IT Work/repair room	0	-	-	200	-	Included in Building Shared
5.303	IT Chief Technology Officer	1	1	1	180	180	Private Office
5.304	IT Support staff	1	1	1	80	80	Large Workstation
5.305	<i>IT SCHOOL-Tech. Coordinator</i>	1	1	1	120	120	Private Office, lockable
5.306	<i>IT SCHOOL-Network Maint.</i>	2	1	2	120	240	Private Office, lockable
5.307	<i>IT SCHOOL-Webmaster</i>	1	1	1	120	120	Private Office, lockable
<b>Shared</b>							
5.401	Staff Conference Room	0	30	1	15	450	
5.402	Staff Work/Copy Area	0	-	1	200	200	
5.403	IT File Storage Area	0	-	1	150	150	Lockable
5.404	HR File Storage Area	0	-	1	150	150	Lockable
5.405	FIN File Storage Area	0	-	1	150	150	Lockable
5.406	REAL File Storage Area	0	-	1	250	250	Lockable
5.407	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
5.408	Supply Closet	0	-	4	45	180	
5.409	Beverage Station	0	-	1	10	10	Can be shared
5.410	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
5.410	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		32.5				6,160	
		Departmental Grossing			35%	2,156	
<b>Total (DGSF)</b>						<b>8,316</b>	
<b>Parking Needs</b>		<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>	
Staff Vehicles		33	-	33	-		
Visitor Vehicles		-	-	-	-		
Subtotal		33	-	33	-		
<b>Total (Vehicles)</b>						<b>33</b>	

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Registrar of Voters**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>6.000 Registrar of Voters</b>							
6.001	Waiting/Queueing Area	0	10	1	12	120	Public Side of customer service counter
6.002	Customer Service Stations	0	1	2	25	50	
6.003	Supervisor	1	1	1	65	65	Workstation with adjacent file storage
6.004	Assistants	2	1	2	65	130	Workstations with adjacent file storage
6.005	Voting Booth Area	0	-	1	80	80	Space for temporary voting booth setup
6.006	Temporary Staff	0	1	1	65	65	Workstation for Election Day staff
6.007	Staff Conference Room	0	20	1	15	-	Shared with an adjacent department
6.008	Staff Work/Copy Area	0	-	1	200	200	
6.009	Secure File Storage Area	0	-	1	150	150	Lockable
6.010	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
6.011	Supply Closet	0	-	1	45	45	
6.012	Beverage Station	0	-	1	10	10	Can be shared
6.013	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		3				1,115	
		Departmental Grossing			35%	390	
<b>Total (DGFSF)</b>						<b>1,505</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
<b>Total (Vehicles)</b>				<b>3</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family – Commissioner of Revenue / DMV Select, Treasurer, and Water & Sewer Customer Service

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>7.000 Commissioner Of Revenue/DMV Select/Treasurer, Water &amp; Sewer Customer Service</b>							
<b>COR/DMV</b>							
7.001	Waiting/Queueing Area	0	15	1	12	180	Public side of customer service counter
7.002	COR Customer Service Stations	0	1	6	25	150	
7.003	DMV Terminal	0	1	1	25	25	Dedicated DMV station at counter
7.004	DMV/Revenue Assistants	7	1	7	65	455	Typical Workstation
7.005	COR Seasonal Help/Intern	1	1	1	65	65	Typical Workstation
7.006	COR Business License Auditor	1	1	1	120	120	Private Office
7.007	COR Assist. Bus. Lic. Auditor	1	1	1	65	65	Typical Workstation
7.008	Dep. Commissioner of Revenue	1	1	1	180	180	Seating for 2-4 in office
7.009	Commissioner Of Revenue	1	1	1	250	250	Seating for 4-6 in office
<b>Treasurer</b>							
Physically separate from other areas							
7.101	Waiting/Queueing Area	0	-	-	-	-	Share with 7.001
7.102	Treasurer Cashier Stations	0	1	2	25	50	Staffed by Assistants
7.103	Treas Customer Service Stations	0	1	4	25	100	
7.104	Chief Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.105	Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.106	Treasurer's Assistants	3	1	3	65	195	Typical Workstation
7.107	Treasurer	1	1	1	250	250	Seating for 4-6 in office
<b>Water &amp; Sewer Customer Service</b>							
7.201	Waiting/Queueing Area	0	6	1	12	72	Public side of customer service counter
7.202	Water & Sewer Cust. Svc. Station	0	1	4	25	100	Counter Station
7.203	Water&SewerCust.Svc.Personnel	7	1	7	65	455	Typical Workstation
7.204	Customer Service Director	1	1	1	180	180	Seating for 2-4 in office
7.205	Meter Technicians	2	1	2	25	50	Field Personnel
7.206	Chief Meter Reader	1	1	1	65	65	
7.207	Meter Readers	1	1	1	25	25	Carrel style shared workstations
7.208	Meter Reading Equipment	0	-	1	25	25	
<b>Shared</b>							
7.301	Staff Conference Room	0	-	-	-	-	Shared with other area
7.302	Staff Work/Copy Area	0	-	1	200	200	
7.303	File Storage Area	0	-	3	150	450	Lockable
7.304	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
7.305	Supply Closet	0	-	3	45	135	
7.306	Beverage Station	0	-	1	10	10	Can be shared
7.307	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
7.308	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		30				4,392	
			Departmental Grossing		35%	1,537	
<b>Total (DGSF)</b>						<b>5,929</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	30	-	30	-	
DMV Visitor Vehicles	10	-	-	10	Could increase - this is the 2007 need.
COR Visitor Vehicles	10	-	-	10	
Subtotal	50	-	30	20	
<b>Total (Vehicles)</b>				<b>50</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Housing and Human Services Administration**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>8.000 Housing &amp; Human Services Administration</b>							
8.001	Waiting/Queueing Area	0	-	1	150	150	For peak of 4 visitors with ample space
8.002	Receptionist Station	1	1	1	65	65	
8.003	Housing Specialist	2	1	2	110	220	Small Private Office
8.004	Development Specialist	1	1	1	110	110	Small Private Office (could be shared)
8.005	Program Analyst	1	1	1	120	120	Private Office
8.006	Administrative Assistant	1	1	1	65	65	Typical Workstation
8.007	Intern	0	1	1	65	65	Typical Workstation
8.008	Human Services Specialist	2	1	2	120	240	Private Office
8.009	Director	1	1	1	180	180	Seating for 2-4 in office
8.010	Interview Rooms	0	1	2	80	160	
8.011	Staff Conference Room	0	20	1	15	-	Shared with other area
8.012	Staff Work/Copy Area	0	1	1	200	200	
8.013	File Storage Area	0	-	1	150	150	Lockable
8.014	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
8.015	Supply Closet	0	-	1	45	45	
8.016	Beverage Station	0	-	1	10	10	Can be shared
8.017	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		9				1,980	
		Departmental Grossing			35%	693	
<b>Total (DGSF)</b>						<b>2,673</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	10	-	9	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	12	-	9	1	2
<b>Total (Vehicles)</b>					<b>12</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix

#### Option 2 – General Government, Courts, Sheriff

### Option 2: One Big Happy Family – Development Services / Inspector / DES Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>9.000 Development Services / Inspector / DES Administration</b>							
<b>Development Services</b>							
9.001	Reception/Waiting Area	0	1	1	180	180	
9.002	Administrative Assistant	1	1	1	65	65	
9.003	Architect/Planning Specialist	1	1	1	120	120	Private Office
9.004	Principle Planners	2	1	2	120	240	Private Office
9.005	Senior Planner	1	1	1	180	180	Seating for 2-4 in private office
9.006	GIS Technician	1	1	1	120	120	Private Office
9.007	General Manager	1	1	1	180	180	Seating for 2-4 in private office
9.008	Planning Specialist	1	1	1	120	120	Private Office
9.009	Zoning Director	1	1	1	180	180	Seating for 2-4 in private office
9.010	Zoning Inspector	1	1	1	80	80	Large Workstation
9.011	Commercial Arborist	1	1	1	120	120	Private Office
9.012	Residential Arborist	1	1	1	120	120	Private Office
9.013	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
<b>Building Inspector</b>							
9.101	Administrative Assistant	1	1	1	80	80	Large Workstation for plan review
9.102	Building Inspector	1	1	1	80	80	Large Workstation
9.103	Electrical Inspector	1	1	1	80	80	Large Workstation
9.104	Plan Review Table	0	-	1	65	65	Table/Layout Area
9.105	Building Official	1	1	1	180	180	Seating for 2-4 in office
<b>Department of Environmental Services Administration</b>							
9.201	Customer Service Stations	0	1	4	40	160	Wide high service counter areas
9.202	Customer Service Layout Areas	0	1	2	40	80	Lower counter, broad layout surface
9.203	Cashier Stations	0	1	6	40	240	
9.204	Admin. Assistant Administration	1	1	1	65	65	Typical Workstation
9.205	Contract Manager	1	1	1	65	65	Typical Workstation
9.206	Temporary Staff/Intern	2	1	2	65	130	Typical Workstation
9.207	City Center Manager	1	1	1	80	80	
9.208	General Manager	1	1	1	180	180	Seating for 2-4 in office
9.209	Civil Engineer	2	1	2	80	160	Large Workstations
9.210	Environmental Specialist	1	1	1	80	80	Large Workstation
9.211	Urban Inspector	1	1	1	80	80	Large Workstation
9.212	Engineering Technician	1	1	1	80	80	Large Workstation
9.213	Technician	1	1	1	80	80	Large Workstation
9.214	Senior Technician	1	1	1	80	80	Large Workstation
9.215	Director	1	1	1	180	180	Seating for 2-4 in office
9.216	Admin. Assistant Public Utilities	1	1	1	65	65	Typical Workstation
9.217	Engineer	1	1	1	80	80	Large Workstation
9.218	Engineer/Technician	1	1	1	80	80	Large Workstation
9.219	Engineering Assistant	1	1	1	80	80	Large Workstation
9.220	E&S Inspector	2	1	2	80	160	Large Workstation
9.221	Engineer (Part-Time)	1	1	1	80	80	Large Workstation
9.222	Utilities Inspectors (off-site)	2	1	1	80	80	Large Shared Workstation
9.223	Expansion Workstations	0	1	3	80	240	Large Workstation
9.224	Public Utilities Director	1	1	1	180	180	Seating for 2-4 in office
9.225	Drawing Storage Area	0	-	1	200	200	Rolled drawings, flat files, code books
9.226	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
<b>Shared</b>							
9.301	Staff Conference Room	0	20	1	15	300	
9.302	Staff Work/Copy Area	0	-	1	250	250	Includes 50SF for plotter
9.303	File Storage Area	0	-	3	150	450	Lockable
9.304	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
9.305	Supply Closet	0	-	3	45	135	
9.306	Beverage Station	0	-	1	10	10	Can be shared
9.307	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
9.308	Staff Restrooms F	0	-	1	150	150	Two to three stalls, shared
Subtotal		40				7,130	
		Departmental Grossing			35%	2,496	
<b>Total (DGSF)</b>						<b>9,626</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Development Services / Inspector / DES Administration  
– continued**

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	40	-	40	-	
Visitor Vehicles	-	-	-	-	
Subtotal	40	-	40	-	
<b>Total (Vehicles)</b>				<b>40</b>	



**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 2 – General Government, Courts, Sheriff**

**Option 2: One Big Happy Family – Secure Lobby / Reception**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>1.000 b) Secure Lobby/Reception</b>							
1.001	Lobby/Waiting	0	0	1	500	500	Public seating, brochure display
1.002	Security Screening	0	0	1	200	200	One magnetometer, one x-ray
1.003	Victim/Witness Waiting	0	0	2	80	160	Waiting rooms adjacent to court entrance
1.004	Central Control/Reception	0	3	1	68	204	ECC Techs. Pkg screening/bldg control
1.005	NCIC Workstation	0	0	1	25	25	Lockable movable cart within 1.002
1.006	Attorney/Prosecutor Work Room	0	0	1	180	180	Locked with fax, tables, chairs, lockers
1.007	Restroom Male	0	0	1	240	240	One urinal, one toilet, two sinks
1.008	Restroom Female	0	0	1	240	240	Two stalls, two sinks
1.009	Family Restroom	0	0	1	150	150	For mixed-gender family use.
1.010	Vending Machines	0	0	2	6	12	One drink machine; one snack machine
1.011	Pay Telephone	0	0	1	2	2	One wall mounted phone
1.012	Janitor's Closet	0	0	1	35	35	
Subtotal		0				1,948	
		Departmental Grossing				35%	682
<b>Total (DGSF)</b>						<b>2,630</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	5	-	-	5	
Subtotal	5	-	-	5	
<b>Total (Vehicles)</b>	-	-	-	5	

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Clerk of Court**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>11.000 Clerk of the Court</b>							
11.001	Waiting/Queuing Area	0		1	180	180	Adjacent to lobby, doors for sound control
11.002	Service Windows	0	1	5	25	125	Cashier-ready, walk-up; Security glazing
11.003	Public Access Terminal	0		1	15	15	In waiting/queuing area
11.004	Secure Service Counter/Room	0		1	120	120	Camera to waiting area; controlled entrance
11.005	Deputy Clerks	4	1	4	80	320	Large workstations
11.006	Clerk of the Court	1	1	1	250	250	Seating for 4-6 in office
11.007	Archived File Storage	0		1	200	200	Inactive Files
11.008	File Storage Area	0		1	400	400	Active Files, High Density Files
11.009	Staff Conference Room	0	20	1	15	-	Shared with other groups
11.010	Staff Work/Copy Area	0		1	150	150	Large photocopier, table for layout
11.011	Equipment Room	0		1	110	110	Independent cooling, vertically stacked
11.012	Supply Closet	0		1	45	45	
11.013	Beverage Station	0		1	10	10	Can be shared if adjacencies permit
11.014	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
11.015	Staff Restrooms	0		2	45	90	Share w/Ct. Svcs. if adjacencies permit
Subtotal		5				2,135	
		Departmental Grossing			35%	747	
<b>Total (DGSF)</b>						<b>2,882</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	4	-	-	4	
Subtotal	9	-	5	4	
<b>Total (Vehicles)</b>				<b>9</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family – Court Services Unit

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>12.000 Court Services Unit</b>							
12.001	Reception/Waiting	0	1	1	100	100	Adjacent to lobby; doors for sound control
12.002	Administrative Assistant	1	1	1	65	65	Inside reception/waiting area
12.003	File Storage Area	0	0	1	150	150	Lockable, near Administrative Assistant
12.004	Urinalysis Toilet	0	1	1	45	45	Pass-through to staff area
12.005	Interview Rooms	0	1	2	80	160	Near waiting; for disruptive clients, intake
12.006	Staff Conference Room	0	12	1	15	180	For public and staff use
12.007	Probation Officer	1	1	1	120	120	Private Office
12.008	Program Services Officer	1	1	1	120	120	Private Office
12.009	Intake Officer	1	1	1	120	120	Private Office
12.010	Intern/Temp Staff/Volunteer	1	1	2	65	130	Open workstations along staff secure area
12.011	Director Office	1	1	1	180	180	Seating for 2-4 in office
12.012	Staff Work/Copy Area	0	1	1	150	150	Open area in rear of office
12.013	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
12.014	Supply Closet	0	1	1	45	45	
12.015	Beverage Station	0	1	1	10	10	
12.016	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
12.016	Staff Restrooms	0	1	2	45	90	Share w/Clerk of Ct. if adjacencies permit
Subtotal		6				1,895	
		Departmental Grossing			35%	663	
<b>Total (DGSF)</b>						<b>2,558</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	6	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	9	-	6	1	2
<b>Total (Vehicles)</b>					<b>9</b>

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Court Set**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>13.000 Court Set</b>							
13.001	Soundlock Vestibule			1	80	80	
13.002	Attorney Conference Rooms			2	80	160	Adjacent to Soundlock
13.003	Courtroom			1	1,800	1,800	
13.004	Equipment Closet			1	80	80	Closet off of courtroom for equipment
13.005	Court Holding		1	2	50	100	Two single holding cells
13.006	Prisoner elevator			1	60	60	Includes vestibule
13.007	Secure Interview Room			1	80	80	Two sides, one adj. to public access
13.008	Hearing/Mediation Room			1	400	400	Adjacent to Court
13.009	Small Conference/Breakout Rm			1	150	150	Adjacent to Mediation Room
13.010	Chambers	1		1	350	350	Includes private restroom
13.011	Supply Storage Closet			1	45	45	Along staff secure corridor
Subtotal		1				3,305	
		Departmental Grossing			35%	1,157	
<b>Total (DGSF)</b>						<b>4,462</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	1	-	1	-	
Visitor Vehicles	25	-	-	25	
Subtotal	26	-	1	25	
<b>Total (Vehicles)</b>				<b>26</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family – Sheriff’s Department Staff Areas

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments	
<b>14.000 Sheriff's Department Staff Areas</b>								
14.001	Reception/Waiting area	0	1	1	200	200		
14.002	Administrative Assistant	1	1	1	65	65	In Reception/Waiting Area	
14.003	Sheriff	1	1	1	250	250	Seating for 4-6 in office	
14.004	Chief Deputy Sheriff	1	1	1	180	180	Private Office	
14.005	Operations Supervisor	1	1	1	150	150	Private Office	
14.006	Permanent Deputy Sheriffs	8	0	0	0	-	Will work in the courtroom and holding	
14.007	Part Time Deputy Sheriffs	20	0	0	0	-	Will work in the courtroom and holding	
14.008	Staff Conference Room	0	20	1	15	300		
14.009	Staff Work/Copy Area	0	1	1	150	150		
14.010	File Storage Area	0	0	1	150	150	Lockable	
14.011	Deputy Muster Room	0	8	1	25	200	Classroom, Computer carrells along wall	
14.012	Male Locker Room	0	25	1	12	300	2' wide lockers with 2' in front & 1' bench	
14.013	Female Locker Room	0	12	1	12	144	2' wide lockers with 2' in front & 1' bench	
14.014	Male Restroom/Shower	0	1	1	250	250	2 stalls, 2 urinals, 2 showers, 2 sinks	
14.015	Female Restroom/Shower	0	1	1	250	250	4 stalls, 2 showers, 2 sinks	
14.016	Fitness Room	0	1	1	800	800	Standard weight equip., treadmill, etc.	
14.017	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked	
14.018	Property Storage	0	0	1	220	220	Shelving, safe, large and small bags	
14.019	Supply Closet	0	1	1	45	45		
14.020	Beverage Station	0	1	1	10	10		
14.021	Staff Restrooms	0	1	2	45	90	1 Male, 1 Female; Both accessible	
Subtotal		32				3,864		
		Departmental Grossing				35%	1,352	
<b>Total (DGSE)</b>						<b>5,216</b>		

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	11	-	4	7	-
Visitor Vehicles	-	-	-	-	-
Subtotal	11	-	4	7	-
<b>Total (Vehicles)</b>				<b>11</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Inmate Processing / Holding**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.000 Inmate Processing</b>							
15.001	Sallyport	0	0	1	800	800	Pull-in, drive-out, for one car/van. Keep clear and free of all equipment.
15.002	Intake/Fingerprint Area	0	0	1	200	200	Open area with benches, counter, and camera
15.003	Deputy Station/Fingerprint & ID	0		1	150	150	
15.004	Drug Testing Holding/Waiting	0		1	100	100	
15.005	Drug Testing Toilet	0		1	50	50	
15.006	In-Custody Restroom	0	0	1	50	50	ADA Compliant.
15.007	Single Cells	0	1	2	50	100	One for women or juveniles
15.008	Group Holding	0	8	2	25	400	Two group holding cells for 4-8 each
15.009	Staff Restroom	0	0	1	45	45	
15.010	Secure Interview Rooms	0	1	2	100	200	One way mirror to camera area in Detectives' multi-purpose room; table, chairs
Subtotal		0				2,095	
		Departmental Grossing			40%	838	
<b>Total (DGSF)</b>						<b>2,933</b>	

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.100 Juvenile Holding</b>							
<b>CAPACITY - 9 (3 FEMALE)</b>							
15.101	Staff Toilet	0		1	45	45	Accessible
15.102	Inmate Toilet	0		1	45	45	Accessible
15.103	Secure Interview Room	0		1	80	80	
15.103	Single Cells	0	1	2	50	100	CAPACITY 2 (one each)
15.104	Medium Group Holding	0	3	1	35	105	CAPACITY 3-6 (3-6 each)
15.105	Large Group Holding	0	6	0	35	0	CAPACITY 0 (6-12 each)
15.106	Isolation Cell	0	1	1	75	75	Camera, no furnishings CAPACITY ONE
Subtotal		0				450	
		Departmental Grossing			40%	180	
<b>Total (DGSF)</b>						<b>630</b>	

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.200 Adult Holding</b>							
<b>CAPACITY - 16 (2 FEMALE)</b>							
15.201	Staff Toilet	0	1	1	45	45	Accessible
15.202	Inmate Toilet	0	1	1	45	45	Accessible
15.203	Secure Interview Room	0		1	80	80	
15.204	Single Cells	0	1	3	50	150	Single wet cells, total capacity of 3-6
15.205	Medium Group Holding	0	6	1	25	150	Holds 6 to 8 individuals
15.206	Large Group Holding	0	10	0	25	0	Holds 10 to 14 individuals
15.207	Isolation Cell	0	1	2	75	150	dry cell, camera, total capacity of 2
Subtotal		0				620	
		Departmental Grossing			40%	248	
<b>Total (DGSF)</b>						<b>868</b>	
Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments	
Staff Vehicles		-	-	-	-		
Visitor Vehicles		-	-	-	-		
Subtotal		-	-	-	-		
<b>Total (Vehicles)</b>						<b>-</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family – Community / EOC

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>16.000 Community/EOC</b>							
16.001	Community/EOC Room	0	100	1	12	1,200	Divides into two rooms, ample floor outlets
16.002	Equipment/Storage Closet	0	0	1	80	80	Fixed shelving, TV cart, one side of divider
16.003	Equipment Room	0	0	1	400	400	
16.004	Galley/Kitchenette	0	0	1	100	100	Sink, dishwasher, cabinets, shared
16.005	Storage Closet	0	0	1	150	150	Long, thin storage closet for chairs/tables
16.006	Extra Closet	0	0	1	80	80	For storing items overnight, one side of rm
Subtotal		0				2,010	
		Departmental Grossing			35%	704	
<b>Total (DGSF)</b>						<b>2,714</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	20	-	-	-	Community classes, lectures, etc.
Subtotal	20	-	-	20	
<b>Total (Vehicles)</b>				<b>20</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Victim / Witness / Interview Area**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>17.000 Victim/Witness/Interview Area</b>							
17.001	Children's Play Room	0	0	1	150	150	One way mirror from interview room
17.002	Interview Rooms	0	0	2	180	360	window to play room w/blinds, wired
17.003	Fingerprint Room	0	0	1	180	180	One LiveScan machine; room for two
Subtotal		0				690	
					Departmental Grossing	35%	242
<b>Total (DGSF)</b>						<b>932</b>	

Parking Needs	No. of Staff	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	0	-	-	0	-	
Visitor Vehicles	2	-	-	-	2	
Subtotal	2	-	-	-	2	
<b>Total (Vehicles)</b>					<b>2</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family – Police Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>18.000 Police Administration</b>							
18.001	Reception/Waiting	0	5	1	20	100	Chairs, Alcove Area
18.002	Office of the Chief of Police	1	1	1	350	350	Private Office
18.003	Chief's Conference Room	0	1	1	375	375	Adjacent to Chief's Office
18.004	Deputy Chief	1	1	1	240	240	Private Office
18.005	Chaplain	1	1	0	64	-	(no space needed)
18.006	Admin. Assist./Locked Files	1	1	1	120	120	Lockable room with workstation and files
18.007	Kitchenette	0	0	1	40	40	Sink, Cabinets, Refrigerator
18.008	Staff Restroom	0	1	2	45	90	Two staff restrooms, one M; one F
18.009	Janitor's Closet	0	0	1	40	40	Near kitchenette, restrooms
18.010	File Room	0	0	1	120	120	Storage for active case files
18.011	Copy/Workroom	0	0	1	150	150	Copier, materials storage, fax
Subtotal		4				1,625	
		Departmental Grossing			35%	569	
<b>Total (DGSF)</b>						<b>2,194</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	4	-	1	3	Admin. Assist. Drives POV
Visitor Vehicles	-	-	-	-	
Subtotal	4	-	1	3	
<b>Total (Vehicles)</b>				<b>4</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Police Operations Division**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>19.000 Police Operations Division</b>							
19.001	Operations Lieutenant	1	1	1	150	150	Private Office
19.002	K-9 Unit Officer	2	1	2	64	128	Workstation
19.003	Indoor Kennel Area	0	0	3	20	60	Three crating/kennel slots for large dogs
19.004	Outdoor Kennel/Run Area	0	0	3	30	-	Included in Building Shared Spaces
19.005	Bike Patrol (POP)	2	1	2	64	128	Workstation
19.006	Bike Patrol Equipment Room	0	-	-	-	-	Included in Vehicle Preparation Bay
19.007	Sergeant/Corporal A Platoon	2	2	1	120	240	Private Office, Shared
19.008	Sergeant/Corporal B Platoon	2	2	1	120	240	Private Office, Shared
19.009	Sergeant/Corporal C Platoon	2	2	1	120	240	Private Office, Shared
19.010	Sergeant/Corporal D Platoon	2	2	1	120	240	Private Office, Shared
19.011	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, lg copier, work table.
19.012	Supply Storage Closet	0	1	1	60	60	
Subtotal		13				1,636	
		Departmental Grossing			35%	573	
<b>Total (DGsf)</b>						<b>2,209</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	13	-	13	-	City or staff cars?
Visitor Vehicles	-	-	-	-	
Subtotal	13	-	13	-	
<b>Total (Vehicles)</b>				<b>13</b>	



Falls Church City Hall Improvements and  
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Report 2  
Section 6 – Appendix  
Option 2 – General Government, Courts, Sheriff

Option 2: One Big Happy Family – Training / Roll Call

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>20.000 Training/Roll Call</b>							
20.001	Training/Roll Call Room	0	30	1	15	450	Screen, white board, tackable walls, wiring for two TV's with cable and one TV-linked PC, two PC stations
20.002	Training/Roll Call Storage Closet	0	0	1	45	45	Storage closet with shelving for TV cart, DVD machine
20.003	Staff Kitchenette/Break room	0	0	1	250	250	Full kitchen wired for residential oven/stove/hood, two refrigerators, table, chairs, cabinets
20.004	Mailbox Area	0	0	58	0.25	15	Open wall, movable name plates, mail slot.
20.005	Equipment Chargers	0	0	1	10	10	Supplemental to chargers in locker area
20.006	Cruiser Key Board	0	0	1	2	2	Peg board with cruiser keys
20.007	Package Screening	0	0	1	50	50	Equipment for package screening
20.008	Mailbag Storage	0	0	1	10	10	Under mail slot, in mail room
20.009	Mail Sorting Table	0	0	1	20	20	Table or counter area
Subtotal		0				852	
		Departmental Grossing			35%	298	
<b>Total (DGSF)</b>						<b>1,150</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Report Writing**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>21.000 Report Writing</b>							
21.001	PC Work Carrels	20	0	10	20	200	Shared workstations; two per three officers
21.002	Printer Station	0	0	7	4	28	Printer stands, one per two PC's
21.003	Copier	0	0	1	6	6	Large, high volume copier
21.004	CAD PC's	0	0	2	20	40	Two carrels with CAD PC's
21.005	Video PC	0	0	1	20	20	One video equipped PC
21.006	Video Storage Room	0	0	1	100	100	Shelving with storage drawers
21.007	Storage Closet	0	0	1	60	60	Closet with shelving
Subtotal		20				454	
		Departmental Grossing			35%	159	
<b>Total (DGSF)</b>						<b>613</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	City or staff cars?
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 2 – General Government, Courts, Sheriff

#### Option 2: One Big Happy Family – Locker / Fitness

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>22.000 Locker/Fitness</b>							
22.001	Male Locker Room	0	0	46	10	460	2' wide, attached bench, circ. (+10%)
22.002	Female Locker Room	0	0	30	10	300	2' wide, attached bench, circ. (+10%)
22.003	Male Shower Room	0	0	3	45	135	1:10, max shift + 35% peak
22.004	Female Shower Room	0	0	2	45	90	1:8, max shift + 35% peak
22.005	Male Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
22.006	Female Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
22.007	Male Toilet Area	0	0	4	45	180	1:8 per shift, opens to hall & locker rm.
22.008	Female Toilet Area	0	0	2	45	90	1:3 per shift, opens to hall & locker rm
22.009	Emergency Storage/Bunks	0	0	1	200	200	Cots & emerg. supplies; quiet location
22.010	Fitness Room	0	1	1	800	800	Rubber flooring, phone, intercom; acoustical barriers to other areas
Subtotal		0				2,315	
			Departmental Grossing		35%	810	
<b>Total (DGSF)</b>						<b>3,125</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

**Falls Church City Hall Improvements and  
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Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Services Division**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>23.000 Services Division</b>							
23.001	Criminal Investigations Sergeant	1	1	1	120	120	Private Office
23.002	General Assignment Detectives	4	1	4	120	480	private offices, one for growth
23.003	Gang Task Force Detective	1	1	1	120	120	Office with two chairs
23.004	Administrative Assistant	1	1	1	64	64	Workstation
23.005	Services Lieutenant	1	1	1	150	150	Private Office
23.006	Community Services Officer	1	1	1	110	110	Office or Workstation
23.007	Crossing Guards	5	-	-	-	-	Shared PC Access in Report Room
23.008	School Resource Officer	1	1	1	110	110	Office or Workstation
23.009	School Resource Officer Closet	0	0	1	80	-	Adjacent to 9.008
23.010	Parking Enforcement Officers	1	1	1	64	64	Workstations
23.011	Animal Control Officer	1	1	1	64	64	Workstation
23.012	Communications Supervisor	1	1	1	100	100	Office or Workstation
23.013	Emergency Comm. Dispatchers	5	3	1	100	300	Workstations used by several shifts
23.014	ECT Lockers	0	1	12	6	72	Long locker for personal belongings
23.015	Staff Restrooms	0	1	2	45	90	Locate inside or near ECT dispatch area.
23.016	Polygraph Room	0	1	1	120	120	Desk, printer, three chairs, video capable
23.017	Records Unit Admin. Assistants	2	1	2	64	128	Workstations
23.018	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, large copier, work table.
23.019	Storage Closet	0	1	1	80	80	
Subtotal		25				2,322	
		Departmental Grossing			35%	813	
<b>Total (DGSF)</b>						<b>3,135</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	Staff or city cars?
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 2 – General Government, Courts, Sheriff**

**Option 2: One Big Happy Family – Special Operations**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>24.000 Special Operations</b>							
24.001	Special Operations Lieutenant	1	1	1	150	150	Private Office
24.002	Emergency Mgmt. Coordinator	1	1	1	150	150	Private Office
24.003	Copy/Fax/Printer Area	0	0	0	150	-	Shared
24.004	Storage Closet	0	0	0	80	-	Shared
Subtotal		2				300	
		Departmental Grossing			35%	105	
<b>Total (DGSF)</b>						<b>405</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	2	-	2	-	Staff or city cars?
Visitor Vehicles	-	-	-	-	
Subtotal	2	-	2	-	
<b>Total (Vehicles)</b>				<b>2</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Evidence Processing**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>25.000 Evidence Processing</b>							
25.001	Lab	0	2	1	120	240	Vented hood, negative airflow
25.002	Biohazard Disposal	0	1	1	100	100	Sharps/biohazard disposal, refrigerator for contaminated evidence
	Subtotal	0				340	
			Departmental Grossing		35%	119	
<b>Total (DGSF)</b>						<b>459</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



Falls Church City Hall Improvements and  
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Option 2 – General Government, Courts, Sheriff

Option 2: One Big Happy Family – Evidence Storage

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>26.000 Evidence Storage</b>							
26.001	Evidence Receiving	0	1	1	120	120	Roll window, "slam" lockers
26.002	Evidence Room	0	0	1	120	120	Lockable room with fixed shelving
26.003	Drug/Cash Safe	0	0	2	20	40	one for money, one for drugs
Subtotal		0				280	
		Departmental Grossing			35%	98	
<b>Total (DGSF)</b>						<b>378</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

**Falls Church City Hall Improvements and  
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Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Equipment Room / Armory**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>27.000 Equipment Room/Armory</b>							
27.001	Equipment Room/Armory	0	70	1	10	699	Storage room for tubs and duffle bags, wooden shelving. Three stacked cubes per 10 sf area. Total staff/3 shifts with 10% peaking.
27.002	Special Equipment Area	0	1	1	120	120	Additional storage space for special teams and their equipment
27.003	Gun Cleaning Area	0	1	1	80	80	Alcove for gun cleaning
27.004	Firing Barrel	0	1	1	10	10	Weapons testing area
27.005	Shotguns/Rifles	0	1	1	150	150	Lockable storage area with rifle, handgun, and ammunition storage. Out of direct line of sight of back door.
Subtotal		0				1,059	
					Departmental Grossing	35%	371
<b>Total (DG SF)</b>						<b>1,430</b>	
<b>Parking Needs</b>			<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>
Staff Vehicles		-	-	-	-	-	
Visitor Vehicles		-	-	-	-	-	
Subtotal		-	-	-	-	-	
<b>Total (Vehicles)</b>						<b>-</b>	



Falls Church City Hall Improvements and  
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Option 2 – General Government, Courts, Sheriff

Option 2: One Big Happy Family – Vehicle Prep Bay and Officer Entrance

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>28.000 Vehicle Prep Bay and Officer Entrance</b>							
28.001	Vehicle Bay	0	1	1	800	800	Extra wide bay w/ lift & garage doors. Wide swing doors for bikes.
28.002	Evidence Vehicle Bay	0	1	1	600	600	Lockable bay for evidence vehicle storage. Climate controlled.
28.003	Bike Storage Area	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.004	Equipment/Bike repair Room	0	1	1	200	200	Room for oversized equipment. Tool bench & stand for bike repair.
28.005	Vehicle Storage Room	0	1	1	200	200	Shelving & racks for flares, cones, salt, oil, tires, and chains.
28.006	Animal Control Storage	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.007	Officer Entrance	0	1	1	100	100	Covered portico entrance with bench outside secure door. Camera monitor to central control.
28.008	Mud Room	0	1	1	100	100	Wide corridor with floor drains and sprayers, benches and rubber mats.
Subtotal		0				2,400	
					Departmental Grossing	35%	840
<b>Total (DGSF)</b>						<b>3,240</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 2: One Big Happy Family – Building Shared**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>100.000 Building Shared</b>							
100.001	Print Shop	0		1	400	400	Printers, counters, cabinets, shredder
100.002	Mail Room	0		1	150	150	Sorting table, drawers, cabinets
100.003	Server Room	0		1	600	600	Independently cooled
100.004	Work/Repair Room	0		1	180	180	Adjacent to 20.008; counter, workstation
100.005	Cabling/Computer Wiring Room	0		4	120	-	Included in staff areas
100.006	Telephone Wiring Room	0		1	80	80	Closet for telephone switchboard and wiring
100.007	Mechanical Room	0		1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.008	Loading Dock	0		1	600	600	Panel truck deliveries
100.009	Staging area	0		1	150	150	Inventory computer, sink, eyewash station
100.010	Archived Customer Svc Storage	0		1	100	100	Closet for archived records for Auditors
100.011	Forms/equipment	0		1	100	100	
100.012	Outdoor Kennel/Run Area	0		3	30	90	Three runs for large dogs with shelters
100.013	Covered vehicles	0		1	700	350	Exterior storage, special veh. est. @ 50%
100.014	Staff restrooms	0		2	250	-	Included in staff areas
100.015	Janitorial Storage	0		1	200	200	Floor sink, drain, fixed shelves, mixing area
100.016	Janitor's Closets	0		12	45	540	Near restrooms- FINAL COUNT IN DESIGN
100.017	Building Storage	0		1	750	750	Caged or locked storage for bulky items
100.018	Dumpster	0		2	150	150	Two dumpsters (exterior, included at 50%)
100.019	Recycling Area	0		2	150	150	Two dumpsters (exterior, included at 50%)
	Subtotal	0				5,390	
					Departmental Grossing	35%	1,887
<b>Total (DGFSF)</b>						<b>7,277</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



Falls Church City Hall Improvements and  
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Option 3 – Police Department

C. Option 3: New Police Station

1. City Hall, Court, Sheriff’s Department - Summary

<b>SUMMARY OF SPACE NEEDS - GENERAL GOVERNMENT, COURT, SHERIFF</b>						
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF	
<b>City Hall</b>						
1.000	a) Public Building Entrance	0	3,202	1,121	4,323	
2.000	City Manager/Economic Development/Communications/City Clerk	17	3,865	1,353	5,218	
3.000	City Attorney	5	1,440	504	1,944	
4.000	City Council/Administrative Mtg Suite	0	560	196	756	
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	32.5	6,160	2,156	8,316	
6.000	Registrar of Voters	3	1,115	390	1,505	
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	30	4,392	1,537	5,929	
8.000	Housing & Human Services Administration	9	1,980	693	2,673	
9.000	Development Services / Inspector / DES Administration	40	7,130	2,496	9,626	
<b>Court/Sheriff</b>						
1.000	b) Secure Lobby/Reception	0	1,948	682	2,630	
11.000	Clerk of the Court	5	2,135	747	2,882	
12.000	Court Services Unit	6	1,895	663	2,558	
13.000	Court Set	1	3,305	1,157	4,462	
14.000	Sheriff’s Department Staff Areas	34	3,864	1,352	5,216	
15.000	Inmate Processing	0	2,095	838	2,933	
15.100	Juvenile Holding	0	450	180	630	
15.200	Adult Holding	0	620	248	868	
<b>Shared</b>						
100.000	Building Shared	0	6,370	2,230	8,600	
<b>TOTALS</b>		<b>183</b>	<b>52,526</b>	<b>18,542</b>	<b>71,068</b>	
	Building Grossing					35%
	<b>BUILDING GROSS SQUARE FEET</b>					<b>95,942</b>

**Falls Church City Hall Improvements and  
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Option 1 – Public Safety Facility**

**Option 3: New Police Station – City Hall, Court, Sheriff’s Department – Summary**

<b>PARKING NEEDS</b>		<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>
1.000	a) Public Building Entrance	-	-	-	-
2.000	City Manager/Economic Development/Communications/City Clerk	-	17	-	-
3.000	City Attorney	-	5	-	-
4.000	City Council/Administrative Mtg Suite	-	-	-	-
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	-	33	-	-
6.000	Registrar of Voters	-	3	-	-
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	-	30	-	20
8.000	Housing & Human Services Administration	-	9	1	2
9.000	Development Services / Inspector / DES Administration	-	40	-	-
1.000	b) Secure Lobby/Reception	-	-	-	5
11.000	Clerk of the Court	-	5	-	4
12.000	Court Services Unit	-	6	1	2
13.000	Court Set	-	1	-	25
14.000	Sheriff's Department Staff Areas	-	4	7	-
15.000	Inmate Processing	-	-	-	-
100.000	Building Shared	-	-	-	-
<b>Total (Vehicles)</b>		<b>-</b>	<b>153</b>	<b>9</b>	<b>58</b>



Falls Church City Hall Improvements and  
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Option 3 – Police Department

Option 3: New Police Station – Public Entrance

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>1.000 a) Public Building Entrance</b>							
1.001	Lobby			1	1,000	1,000	
1.002	Building Mgt/Security Office			1	180	180	Anunciator panel, security staff
1.003	Security Screening			1	200	200	One magnetometer, one x-ray, 2 staff
1.004	Elevator Lobby			2	60	120	Elevator and space in front of doors
1.005	Public Restrooms			2	300	600	SIZE PER CODE FOR FINAL DESIGN
1.006	Training Room			1	1,000	1,000	Central divider, counter/wet bar, press feed
1.007	Galley Kitchenette			1	45	45	Microwave, sink, cabinets, mini fridge
1.008	Vending			2	6	12	Two machines, drinks & snacks
1.009	Janitor's Closet			1	45	45	Adjacent to kitchenette
Subtotal		0				3,202	
		Departmental Grossing			35%	1,121	
<b>Total (DGSF)</b>						<b>4,323</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	High need at overlap times w/Comm. Ctr
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					-

**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – City Manager / Economic Development / Communications /  
City Clerk**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>2.000 City Manager/Economic Development/Communications/City Clerk</b>							
<b>City Manager</b>							
2.001	Lobby/Reception	0	1	1	200	200	May be shared with City Clerk and OCOM
2.002	Administrative Assistant	2	2	1	80	160	Large Workstation
2.003	Executive Secretary	1	1	1	80	80	Large Workstation
2.004	City Manager	1	1	1	250	250	Seating for 4-6 in office
2.005	Assistant City Manager	1	1	1	180	180	Seating for 2-4 in office
2.006	Temporary Staff/Intern	2	1	2	65	130	Also used by Mayor and Vice Mayor
<b>Economic Development</b>							
2.101	Ec. Dev. Admin. Assistant	1	1	1	65	65	Typical Workstation
2.102	Ec. Dev. Bus. Development Mgr.	1	1	1	120	120	Private Office
2.103	Ec. Dev. Director	1	1	1	180	180	Seating for 2-4 in office
<b>Communications / City Clerk</b>							
2.201	Communications Specialist	2	1	2	80	160	Typical Workstation
2.202	Communications Graphic Artist	1	1	1	65	65	Typical Workstation
2.203	Communications Mgr/Sup.	1	1	1	180	180	Seating for 2-4 in office
<b>City Clerk</b>							
2.301	Future Growth Workstation	1	1	1	65	65	Typical Workstation
2.302	Deputy Clerk	1	1	1	80	80	Large Workstation
2.303	City Clerk	1	1	1	250	250	Seating for 4-6 in office
<b>Shared</b>							
2.401	Staff Conference Room	0	20	1	15	300	
2.402	Staff Work/Copy Area	0	-	1	200	200	
2.403	File Storage Area	0	-	4	150	600	Lockable
2.404	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
2.405	Supply Closet	0	-	4	45	180	
2.406	Beverage Station	0	-	1	10	10	Can be shared
2.407	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
2.408	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		17				3,865	
			Departmental Grossing		35%	1,353	
<b>Total (DGSF)</b>						<b>5,218</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	17	-	17	-	
Visitor Vehicles	-	-	-	-	
Subtotal	17	-	17	-	
<b>Total (Vehicles)</b>				<b>17</b>	



**Falls Church City Hall Improvements and  
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Option 3 – Police Department**

**Option 3: New Police Station – City Attorney**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>3.000 City Attorney</b>							
3.001	Reception/Waiting	1	1	1	150	150	Includes receptionist/assistant station
3.002	Paralegal	1	1	1	80	80	Large Workstation
3.003	Assistant City Attorney	2	1	1	150	150	Private office
3.004	City Attorney	1	1	1	250	250	Private office with library and conf table
3.005	Staff Conference Room	0	20	1	15	300	
3.006	Staff Work/Copy Area	0	-	1	150	150	
3.007	File Storage Area	0	-	1	150	150	Lockable
3.008	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
3.009	Supply Closet	0	-	1	45	45	
3.010	Beverage Station	0	-	1	10	10	Can be shared
3.011	Staff Restrooms	0	-	1	45	45	To be shared for total of one M, one F
Subtotal		5				1,440	
		Departmental Grossing			35%	504	
<b>Total (DGSF)</b>						<b>1,944</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
<b>Total (Vehicles)</b>				<b>5</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – City Council / Administrative Meeting Suite**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>4.000</b>	<b>City Council/Administrative Mtg Suite</b>						
4.001	Reception/Waiting	0	1	1	120	120	Open lobby/reception with chairs for waiting
4.002	Council Meeting Room	0	-	1	1,400	-	Delete if shared with courtrooms
4.003	Large Meeting Room	0	-	1	400	-	Delete if shared with courtrooms
4.003	Storage Closet	0	-	1	120	-	Delete if shared with courtrooms
4.002	Small Meeting/Work Room	0	-	2	150	300	Workstation, small table, chairs
4.003	Photocopy Alcove	0	-	1	40	40	Along corridor, cabinets, adj. to 5.002
4.004	Beverage Station	0	-	1	10	10	Can be shared
4.005	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
	Subtotal	0				560	
					Departmental Grossing	35%	196
	<b>Total (DGSF)</b>					<b>756</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 3 – Police Department

### Option 3: New Police Station –Administrative Services – Finance / Real Estate / Human Resources / Information Technology

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>5.000 Administrative Services - (Fin / Real Estate / IT), Human Resources</b>							
<b>Administrative Services - Fin/HR/IT</b>							
5.001	FIN Reception/Waiting Area	0	1	1	120	120	
5.002	FIN General Manager	1	1	1	180	180	Includes conference table for 4
5.003	FIN Chief Financial Officer	1	1	1	180	180	Includes conference table for 4
5.004	FIN SCHOOL-Ass't Sup School	1	1	1	180	180	Private Office, conference for 4
5.005	FIN Procurement	2	1	2	120	240	Private Office
5.006	FIN SCHOOL-Procurement Agent	1	1	1	120	120	Private Office, Lockable
5.007	FIN Payroll	2	1	2	120	240	Private Office
5.008	FIN Accounting	2	1	2	120	240	Private Office
5.009	FIN Accounts Payable	1	1	1	120	120	Includes safes for petty cash
5.010	FIN SCHOOL-Financial Admin.	3.5	1	4	120	480	Private Office, Lockable
<b>Real Estate</b>							
5.101	Real Estate - Admin. Ass't	1	1	1	65	65	Typical Workstation
5.102	Director of Real Estate Assess.	1	1	1	180	180	Seating for 2-4 in office
5.103	Senior Commercial Appraiser	1	1	1	120	120	Includes small conference table
5.104	Appraisers	2	1	2	80	160	Large Workstation
<b>Human Resources</b>							
5.201	HR Administrative Assistant	1	1	1	65	65	Typical Workstation
5.202	HR Analyst	1	1	1	120	120	Private Office
5.203	HR Generalist	1	1	1	120	120	Private Office
5.204	HR Director	1	1	1	180	180	Seating for 2-4 in office
5.205	HR SCHOOL-Benefits Superv.	1	1	1	120	120	Private Office, Lockable
5.206	HR SCHOOL-Risk Manager	1	1	1	120	120	Private Office, Lockable
5.207	HR SCHOOL-HR Manager	1	1	1	120	120	Private Office, Lockable
<b>IT</b>							
5.301	IT Server Rm/Telephone Closet	0	-	-	500	-	Included in Building Shared
5.302	IT Work/repair room	0	-	-	200	-	Included in Building Shared
5.303	IT Chief Technology Officer	1	1	1	180	180	Private Office
5.304	IT Support staff	1	1	1	80	80	Large Workstation
5.305	IT SCHOOL-Tech. Coordinator	1	1	1	120	120	Private Office, lockable
5.306	IT SCHOOL-Network Maint.	2	1	2	120	240	Private Office, lockable
5.307	IT SCHOOL-Webmaster	1	1	1	120	120	Private Office, lockable
<b>Shared</b>							
5.401	Staff Conference Room	0	30	1	15	450	
5.402	Staff Work/Copy Area	0	-	1	200	200	
5.403	IT File Storage Area	0	-	1	150	150	Lockable
5.404	HR File Storage Area	0	-	1	150	150	Lockable
5.405	FIN File Storage Area	0	-	1	150	150	Lockable
5.406	REAL File Storage Area	0	-	1	250	250	Lockable
5.406	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
5.407	Supply Closet	0	-	4	45	180	
5.408	Beverage Station	0	-	1	10	10	Can be shared
5.409	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
5.410	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		32.5				6,160	
		Departmental Grossing			35%		2,156
<b>Total (DGSF)</b>						<b>8,316</b>	
<b>Parking Needs</b>		<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>	<b>Comments</b>	
Staff Vehicles		33	-	33	-		
Visitor Vehicles		-	-	-	-		
Subtotal		33	-	33	-		
<b>Total (Vehicles)</b>						<b>33</b>	

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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – Registrar of Voters**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>6.000 Registrar of Voters</b>							
6.001	Waiting/Queueing Area	0	10	1	12	120	Public Side of customer service counter
6.002	Customer Service Stations	0	1	2	25	50	
6.003	Supervisor	1	1	1	65	65	Workstation with adjacent file storage
6.004	Assistants	2	1	2	65	130	Workstations with adjacent file storage
6.005	Voting Booth Area	0	-	1	80	80	Space for temporary voting booth setup
6.006	Temporary Staff	0	1	1	65	65	Workstation for Election Day staff
6.007	Staff Conference Room	0	-	1	200	-	Shared with an adjacent department
6.008	Staff Work/Copy Area	0	-	1	200	200	
6.009	Secure File Storage Area	0	-	1	150	150	Lockable
6.010	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
6.011	Supply Closet	0	-	1	45	45	
6.012	Beverage Station	0	-	1	10	10	Can be shared
6.013	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		3				1,115	
		Departmental Grossing			35%	390	
<b>Total (DGFSF)</b>						<b>1,505</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	3	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	3	-	-	
<b>Total (Vehicles)</b>				<b>3</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 3 – Police Department

### Option 3: New Police Station – Commissioner of Revenue / DMV Select, Treasurer, and Water & Sewer Customer Service

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>7.000 Commissioner Of Revenue/DMV Select/Treasurer, Water &amp; Sewer Customer Service</b>							
<b>COR/DMV</b>							
7.001	Waiting/Queueing Area	0	15	1	12	180	Public side of customer service counter
7.002	COR Customer Service Stations	0	1	6	25	150	
7.003	DMV Terminal	0	1	1	25	25	Dedicated DMV station at counter
7.004	DMV/Revenue Assistants	7	1	7	65	455	Typical Workstation
7.005	COR Seasonal Help/Intern	1	1	1	65	65	Typical Workstation
7.006	COR Business License Auditor	1	1	1	120	120	Private Office
7.007	COR Assist. Bus. Lic. Auditor	1	1	1	65	65	Typical Workstation
7.008	Dep. Commissioner of Revenue	1	1	1	180	180	Seating for 2-4 in office
7.009	Commissioner Of Revenue	1	1	1	250	250	Seating for 4-6 in office
<b>Treasurer</b>							
Physically separate from other areas							
7.101	Waiting/Queueing Area	0	-	-	-	-	Share with 7.001
7.102	Treasurer Cashier Stations	0	1	2	25	50	Staffed by Assistants
7.103	Treas Customer Service Stations	0	1	4	25	100	
7.104	Chief Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.105	Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.106	Treasurer's Assistants	3	1	3	65	195	Typical Workstation
7.107	Treasurer	1	1	1	250	250	Seating for 4-6 in office
<b>Water &amp; Sewer Customer Service</b>							
7.201	Waiting/Queueing Area	0	6	1	12	72	Public side of customer service counter
7.202	Water & Sewer Cust. Svc. Station	0	1	4	25	100	
7.203	Water&SewerCust.Svc.Personnel	7	1	7	65	455	Typical Workstation
7.204	Customer Service Director	1	1	1	180	180	Seating for 2-4 in office
7.205	Meter Technicians	2	1	2	25	50	
7.206	Chief Meter Reader	1	1	1	65	65	
7.207	Meter Readers	1	1	1	25	25	Carrel style shared workstations
7.208	Meter Reading Equipment	0	-	1	25	25	
<b>Shared</b>							
7.301	Staff Conference Room	0	-	-	-	-	Shared with other area
7.302	Staff Work/Copy Area	0	-	1	200	200	
7.303	File Storage Area	0	-	3	150	450	Lockable
7.304	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
7.305	Supply Closet	0	-	3	45	135	
7.306	Beverage Station	0	-	1	10	10	Can be shared
7.307	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
7.308	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		30				4,392	
			Departmental Grossing		35%	1,537	
<b>Total (DGSF)</b>						<b>5,929</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	30	-	30	-	
DMV Visitor Vehicles	10	-	-	10	Could increase - this is the 2007 need.
COR Visitor Vehicles	10	-	-	10	
Subtotal	50	-	30	20	
<b>Total (Vehicles)</b>				<b>50</b>	

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – Housing and Human Services Administration**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>8.000 Housing &amp; Human Services Administration</b>							
8.001	Waiting/Queueing Area	0	-	1	150	150	For peak of 4 visitors with ample space
8.002	Receptionist Station	1	1	1	65	65	
8.003	Housing Specialist	2	1	2	110	220	Small Private Office
8.004	Development Specialist	1	1	1	110	110	Small Private Office (could be shared)
8.005	Program Analyst	1	1	1	120	120	Private Office
8.006	Administrative Assistant	1	1	1	65	65	Typical Workstation
8.007	Intern	0	1	1	65	65	Typical Workstation
8.008	Human Services Specialist	2	1	2	120	240	Private Office
8.009	Director	1	1	1	180	180	Seating for 2-4 in office
8.010	Interview Rooms	0	1	2	80	160	
8.011	Staff Work/Copy Area	0	1	1	200	200	
8.012	File Storage Area	0	-	1	150	150	Lockable
8.013	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
8.014	Supply Closet	0	-	1	45	45	
8.015	Beverage Station	0	-	1	10	10	Can be shared
8.016	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		9				1,980	
					Departmental Grossing	35%	693
<b>Total (DGSF)</b>						<b>2,673</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	10	-	9	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	12	-	9	1	2
<b>Total (Vehicles)</b>				<b>12</b>	



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 3 – Police Department

### Option 3: New Police Station – Development Services / Inspector / DES Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>9.000 Development Services / Inspector / DES Administration</b>							
Development Services							
9.001	Reception/Waiting Area	0	1	1	180	180	
9.002	Administrative Assistant	1	1	1	65	65	
9.003	Architect/Planning Specialist	1	1	1	120	120	Private Office
9.004	Principle Planners	2	1	2	120	240	Private Office
9.005	Senior Planner	1	1	1	180	180	Seating for 2-4 in private office
9.006	GIS Technician	1	1	1	120	120	Private Office
9.007	General Manager	1	1	1	180	180	Seating for 2-4 in private office
9.008	Planning Specialist	1	1	1	120	120	Private Office
9.009	Zoning Director	1	1	1	180	180	Seating for 2-4 in private office
9.010	Zoning Inspector	1	1	1	80	80	Large Workstation
9.011	Commercial Arborist	1	1	1	120	120	Private Office
9.012	Residential Arborist	1	1	1	120	120	Private Office
9.013	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
Building Inspector							
9.101	Administrative Assistant	1	1	1	80	80	Large Workstation for plan review
9.102	Building Inspector	1	1	1	80	80	Large Workstation
9.103	Electrical Inspector	1	1	1	80	80	Large Workstation
9.104	Plan Review Table	0	-	1	65	65	Table/Layout Area
9.105	Building Official	1	1	1	180	180	Seating for 2-4 in office
Department of Environmental Services Administration							
9.201	Customer Service Stations	0	1	4	40	160	Wide high service counter areas
9.202	Customer Service Layout Areas	0	1	2	40	80	Lower counter, broad layout surface
9.203	Cashier Stations	0	1	6	40	240	
9.204	Admin. Assistant Administration	1	1	1	65	65	Typical Workstation
9.205	Contract Manager	1	1	1	65	65	Typical Workstation
9.206	Temporary Staff/Intern	2	1	2	65	130	Typical Workstation
9.207	City Center Manager	1	1	1	80	80	
9.208	General Manager	1	1	1	180	180	Seating for 2-4 in office
9.209	Civil Engineer	2	1	2	80	160	Large Workstations
9.210	Environmental Specialist	1	1	1	80	80	Large Workstation
9.211	Urban Inspector	1	1	1	80	80	Large Workstation
9.212	Engineering Technician	1	1	1	80	80	Large Workstation
9.213	Technician	1	1	1	80	80	Large Workstation
9.214	Senior Technician	1	1	1	80	80	Large Workstation
9.215	Director	1	1	1	180	180	Seating for 2-4 in office
9.216	Admin. Assistant Public Utilities	1	1	1	65	65	Typical Workstation
9.217	Engineer	1	1	1	80	80	Large Workstation
9.218	Engineer/Technician	1	1	1	80	80	Large Workstation
9.219	Engineering Assistant	1	1	1	80	80	Large Workstation
9.220	E&S Inspector	2	1	2	80	160	Large Workstation
9.221	Engineer (Part-Time)	1	1	1	80	80	Large Workstation
9.222	Utilities Inspectors (off-site)	2	1	1	80	80	Large Shared Workstation
9.223	Expansion Workstations	0	1	3	80	240	Large Workstation
9.224	Public Utilities Director	1	1	1	180	180	Seating for 2-4 in office
9.225	Drawing Storage Area	0	-	1	200	200	Rolled drawings, flat files, code books
9.226	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
Shared							
9.301	Staff Conference Room	0	20	1	15	300	
9.302	Staff Work/Copy Area	0	-	1	250	250	Includes 50SF for plotter
9.303	File Storage Area	0	-	3	150	450	Lockable
9.304	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
9.305	Supply Closet	0	-	3	45	135	
9.306	Beverage Station	0	-	1	10	10	Can be shared
9.307	Staff Restroom - M	0	-	1	150	150	Two urinals, one stall
9.308	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		40				7,130	
		Departmental Grossing			35%	2,496	
<b>Total (DGSF)</b>						<b>9,626</b>	

**Falls Church City Hall Improvements and  
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**Report 2**  
**Section 6 – Appendix**  
**Option 1 – Public Safety Facility**

**Option 3: New Police Station – Development Services / Inspector / DES Administration -  
continued**

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	40	-	40	-	
Subtotal	40	-	40	-	
<b>Total (Vehicles)</b>				<b>40</b>	



**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 3 – Police Department**

**Option 3: New Police Station – Secure Lobby / Reception**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>1.000 b) Secure Lobby/Reception</b>							
1.001	Lobby/Waiting	0	0	1	500	500	Public seating, brochure display
1.002	Security Screening	0	0	1	200	200	One magnetometer, one x-ray
1.003	Victim/Witness Waiting	0	0	2	80	160	Waiting rooms adjacent to court entrance
1.004	Central Control/Reception	0	3	1	68	204	ECC Techs. Pkg screening/bldg control
1.005	NCIC Workstation	0	0	1	25	25	Lockable movable cart within 1.002
1.006	Attorney/Prosecutor Work Room	0	0	1	180	180	Locked with fax, tables, chairs, lockers
1.007	Restroom Male	0	0	1	240	240	One urinal, one toilet, two sinks
1.008	Restroom Female	0	0	1	240	240	Two stalls, two sinks
1.009	Family Restroom	0	0	1	150	150	For mixed-gender family use.
1.010	Vending Machines	0	0	2	6	12	One drink machine; one snack machine
1.011	Pay Telephone	0	0	1	2	2	One wall mounted phone
1.012	Janitor's Closet	0	0	1	35	35	
Subtotal		0				1,948	
		Departmental Grossing				35%	682
<b>Total (DGSF)</b>						<b>2,630</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	5	-	-	5	
Subtotal	5	-	-	5	
<b>Total (Vehicles)</b>	-	-	-	5	

**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – Clerk of the Court**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>11.000 Clerk of the Court</b>							
11.001	Waiting/Queuing Area	0		1	180	180	Adjacent to lobby, doors for sound control
11.002	Service Windows	0	1	5	25	125	Cashier-ready, walk-up; Security glazing
11.003	Public Access Terminal	0		1	15	15	In waiting/queuing area
11.004	Secure Service Counter/Room	0		1	120	120	Camera to waiting area; controlled entrance
11.005	Deputy Clerks	4	1	4	80	320	Large workstations
11.006	Clerk of the Court	1	1	1	250	250	Seating for 4-6 in office
11.007	Archived File Storage	0		1	200	200	Inactive Files
11.008	File Storage Area	0		1	400	400	Active Files, High Density Files
11.009	Staff Conference Room	0	20	1	15	-	Shared with other groups
11.010	Staff Work/Copy Area	0		1	150	150	Large photocopier, table for layout
11.011	Equipment Room	0		1	110	110	Independent cooling, vertically stacked
11.012	Supply Closet	0		1	45	45	
11.013	Beverage Station	0		1	10	10	Can be shared if adjacencies permit
11.014	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
11.015	Staff Restrooms	0		2	45	90	Can be shared if adjacencies permit
Subtotal		5				2,135	
		Departmental Grossing			35%	747	
<b>Total (DGSF)</b>						<b>2,882</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	4	-	-	4	
Subtotal	9	-	5	4	
<b>Total (Vehicles)</b>				<b>9</b>	



**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 3 – Police Department**

**Option 3: New Police Station – Court Services Unit**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>12.000 Court Services Unit</b>							
12.001	Reception/Waiting	0	1	1	100	100	Adjacent to lobby; doors for sound control
12.002	Administrative Assistant	1	1	1	65	65	Inside reception/waiting area
12.003	File Storage Area	0	0	1	150	150	Lockable, near Administrative Assistant
12.004	Urinalysis Toilet	0	1	1	45	45	Pass-through to staff area
12.005	Interview Rooms	0	1	2	80	160	Near waiting; for disruptive clients, intake
12.006	Staff Conference Room	0	12	1	15	180	For public and staff use
12.007	Probation Officer	1	1	1	120	120	Private Office
12.008	Program Services Officer	1	1	1	120	120	Private Office
12.009	Intake Officer	1	1	1	120	120	Private Office
12.010	Intern/Temp Staff/Volunteer	1	1	2	65	130	Open workstations along staff secure area
12.011	Director Office	1	1	1	180	180	Seating for 2-4 in office
12.012	Staff Work/Copy Area	0	1	1	150	150	Open area in rear of office
12.013	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
12.014	Supply Closet	0	1	1	45	45	
12.015	Beverage Station	0	1	1	10	10	
12.016	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
12.016	Staff Restrooms	0	1	2	45	90	Can be shared if adjacencies permit
Subtotal		6				1,895	
		Departmental Grossing			35%	663	
<b>Total (DGSF)</b>						<b>2,558</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	6	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	9	-	6	1	2
<b>Total (Vehicles)</b>					<b>9</b>

**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – Court Set**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>13.000 Court Set</b>							
13.001	Soundlock Vestibule			1	80	80	
13.002	Attorney Conference Rooms			2	80	160	Adjacent to Soundlock
13.003	Courtroom			1	1,800	1,800	
13.004	Equipment Closet			1	80	80	Closet off of courtroom for equipment
13.005	Court Holding		1	2	50	100	Two single holding cells
13.006	Prisoner elevator			1	60	60	Includes vestibule
13.007	Secure Interview Room			1	80	80	Two sides, one adj. to public access
13.008	Hearing/Mediation Room			1	400	400	Adjacent to Court
13.009	Small Conference/Breakout Rm			1	150	150	Adjacent to Mediation Room
13.010	Chambers	1		1	350	350	Includes private restroom
13.011	Supply Storage Closet			1	45	45	Along staff secure corridor
Subtotal		1				3,305	
		Departmental Grossing			35%	1,157	
<b>Total (DGSF)</b>						<b>4,462</b>	

Parking Needs	No. of Staff	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	1	-	1	-	-	
Visitor Vehicles	25	-	-	-	25	
Subtotal	26	-	1	-	25	
<b>Total (Vehicles)</b>					<b>26</b>	



**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 3 – Police Department**

**Option 3: New Police Station – Sheriff’s Department Staff Areas**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>14.000 Sheriff's Department Staff Areas</b>							
14.001	Reception/Waiting area	0	1	1	200	200	
14.002	Administrative Assistant	1	1	1	65	65	In Reception/Waiting Area
14.003	Sheriff	1	1	1	250	250	Seating for 4-6 in office
14.004	Chief Deputy Sheriff	1	1	1	180	180	Private Office
14.005	Operations Supervisor	1	1	1	150	150	Private Office
14.006	Deputy Sheriffs	30	0	0	0	-	Will work in the courtroom and holding
14.007	Staff Conference Room	0	20	1	15	300	
14.008	Staff Work/Copy Area	0	1	1	150	150	
14.009	File Storage Area	0	0	1	150	150	Lockable
14.010	Deputy Muster Room	0	8	1	25	200	Classroom, Computer carrells along wall
14.011	Male Locker Room	0	25	1	12	300	2' wide lockers with 2' in front & 1' bench
14.012	Female Locker Room	0	12	1	12	144	2' wide lockers with 2' in front & 1' bench
14.013	Male Restroom/Shower	0	1	1	250	250	2 stalls, 2 urinals, 2 showers, 2 sinks
14.014	Female Restroom/Shower	0	1	1	250	250	4 stalls, 2 showers, 2 sinks
14.015	Fitness Room	0	1	1	800	800	Standard weight equip., treadmill, etc.
14.016	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
14.017	Property Storage	0	0	1	220	220	Shelving, safe, large and small bags
14.018	Supply Closet	0	1	1	45	45	
14.019	Beverage Station	0	1	1	10	10	
14.020	Staff Restrooms	0	1	2	45	90	1 Male, 1 Female; Both accessible
Subtotal		34				3,864	
Departmental Grossing					35%	1,352	
<b>Total (DGSF)</b>						<b>5,216</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	11	-	4	7	-
Visitor Vehicles	-	-	-	-	-
Subtotal	11	-	4	7	-
<b>Total (Vehicles)</b>				<b>11</b>	

**Falls Church City Hall Improvements and  
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Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – Inmate Processing / Holding**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.000 Inmate Processing</b>							
15.001	Sallyport	0	0	1	800	800	Pull-in, drive-out, for one car/van. Keep clear and free of all equipment.
15.002	Intake/Fingerprint Area	0	0	1	200	200	Open area with benches, counter, and camera
15.003	Deputy Station/Fingerprint & ID	0		1	150	150	
15.004	Drug Testing Holding/Waiting	0		1	100	100	
15.005	Drug Testing Toilet	0		1	50	50	
15.006	In-Custody Restroom	0	0	1	50	50	ADA Compliant.
15.007	Single Cells	0	1	2	50	100	One for women or juveniles
15.008	Group Holding	0	8	2	25	400	Two group holding cells for 4-8 each
15.009	Staff Restroom	0	0	1	45	45	
15.010	Secure Interview Rooms	0	1	2	100	200	One way mirror to camera area in Detectives' multi-purpose room; table, chairs
Subtotal		0				2,095	
		Departmental Grossing					838
<b>Total (DGFSF)</b>						<b>2,933</b>	



Falls Church City Hall Improvements and  
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Option 3: New Police Station – Inmate Processing / Holding - continued

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.100 Juvenile Holding</b>		<b>CAPACITY - 9 (3 FEMALE)</b>					
15.101	Staff Toilet	0		1	45	45	Accessible
15.102	Inmate Toilet	0		1	45	45	Accessible
15.103	Secure Interview Room	0		1	80	80	
15.103	Single Cells	0	1	2	50	100	CAPACITY 2 (one each)
15.104	Medium Group Holding	0	3	1	35	105	CAPACITY 3-6 (3-6 each)
15.105	Large Group Holding	0	6	0	35	0	CAPACITY 0 (6-12 each)
15.106	Isolation Cell	0	1	1	75	75	Camera, no furnishings CAPACITY ONE
Subtotal		0				450	
		Departmental Grossing			40%	180	
<b>Total (DGSF)</b>						<b>630</b>	

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.200 Adult Holding</b>		<b>CAPACITY - 16 (2 FEMALE)</b>					
15.201	Staff Toilet	0	1	1	45	45	Accessible
15.202	Inmate Toilet	0	1	1	45	45	Accessible
15.203	Secure Interview Room	0		1	80	80	
15.204	Single Cells	0	1	3	50	150	Single wet cells, total capacity of 3-6
15.205	Medium Group Holding	0	6	1	25	150	Holds 6 to 8 individuals
15.206	Large Group Holding	0	10	0	25	0	Holds 10 to 14 individuals
15.207	Isolation Cell	0	1	2	75	150	dry cell, camera, total capacity of 2
Subtotal		0				620	
		Departmental Grossing			40%	248	
<b>Total (DGSF)</b>						<b>868</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

**Falls Church City Hall Improvements and  
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**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**Option 3: New Police Station – Building Shared**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>100.000 Building Shared</b>							
100.001	Print Shop	0		1	400	400	Printers, counters, cabinets, shredder
100.002	Mail Room	0		1	150	150	Sorting table, drawers, cabinets
100.003	Server Room	0		1	600	600	Independently cooled
100.004	Work/Repair Room	0		1	180	180	Adjacent to 20.008; counter, workstation
100.005	Cabling/Computer Wiring Room	0		4	120	480	ONE PER FLOOR - COUNT IN DESIGN
100.006	Telephone Wiring Room	0		1	80	80	Closet for telephone switchboard and wiring
100.007	Mechanical Room	0		1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.008	Loading Dock	0		1	600	600	Panel truck deliveries
100.009	Staging area	0		1	150	150	Inventory computer, sink, eyewash station
100.010	Archived Customer Svc Storage	0		1	100	100	Closet for archived records for Auditors
100.011	Forms/equipment	0		1	100	100	
100.012	Outdoor Kennel/Run Area	0		3	30	90	Three runs for large dogs with shelters
100.013	Covered vehicles	0		1	700	350	Exterior storage, special veh. est. @ 50%
100.014	Staff restrooms	0		2	250	500	Male, Female
100.015	Janitorial Storage	0		1	200	200	Floor sink, drain, fixed shelves, mixing area
100.016	Janitor's Closets	0		12	45	540	Near restrooms- FINAL COUNT IN DESIGN
100.017	Building Storage	0		1	750	750	Caged or locked storage for bulky items
100.018	Dumpster	0		2	150	150	Two dumpsters (exterior, included at 50%)
100.019	Recycling Area	0		2	150	150	Two dumpsters (exterior, included at 50%)
	Subtotal	0				6,370	
					Departmental Grossing	35%	2,230
<b>Total (DGSF)</b>						<b>8,600</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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**2. Police Department**

**Option 3: New Police Station – Summary**

<b>SUMMARY OF SPACE NEEDS - POLICE DEPARTMENT</b>					
<b>No.</b>	<b>Space Name</b>	<b>No. of Staff</b>	<b>NSF</b>	<b>Dept Grossing</b>	<b>DGSF</b>
1.000	b) Public Safety Lobby/Reception	0	1,408	493	1,901
15.000	Inmate Processing	0	2,095	838	2,933
16.000	Community/EOC	0	2,010	704	2,714
17.000	Victim/Witness/Interview Area	0	690	242	932
18.000	Administration	4	1,625	569	2,194
19.000	Operations Division	13	1,636	573	2,209
20.000	Training/Roll Call	0	852	298	1,150
21.000	Report Writing	20	454	159	613
22.000	Locker/Fitness	0	2,315	810	3,125
23.000	Services Division	25	2,322	813	3,135
24.000	Special Operations	2	300	105	405
25.000	Evidence Processing	0	340	119	459
26.000	Evidence Storage	0	280	98	378
27.000	Equipment Room/Armory	0	1,059	371	1,430
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
100.000	Building Shared	0	3,260	1,141	4,401
<b>TOTALS</b>		<b>64</b>	<b>23,046</b>	<b>8,171</b>	<b>31,217</b>
	Building Grossing (35%)				35%
	<b>BUILDING GROSS SQUARE FEET</b>				<b>42,142</b>

<b>PARKING NEEDS</b>				
	<b>Special Vehicles</b>	<b>Staff Cars</b>	<b>City Cars</b>	<b>Visitor Cars</b>
1.000	b) Public Safety Lobby/Reception	-	-	5
15.000	Inmate Processing	-	-	-
16.000	Community/EOC	-	-	20
17.000	Victim/Witness/Interview Area	-	-	2
18.000	Administration	-	1	-
19.000	Operations Division	-	13	-
20.000	Training/Roll Call	-	-	-
21.000	Report Writing	-	-	-
22.000	Locker/Fitness	-	-	-
23.000	Services Division	-	-	-
24.000	Special Operations	-	2	-
25.000	Evidence Processing	-	-	-
26.000	Evidence Storage	-	-	-
27.000	Equipment Room/Armory	-	-	-
28.000	Vehicle Prep Bay and Officer Entrance	-	-	-
100.000	Building Shared	-	-	-
<b>TOTALS</b>	<b>-</b>	<b>16</b>	<b>3</b>	<b>27</b>

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**Option 3: New Police Station – Public Safety Lobby / Reception**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>1.000 b) Public Safety Lobby/Reception</b>							
1.001	Lobby/Waiting	0	0	1	500	500	Public seating, brochure display
1.002	Central Control/Reception	0	3	1	68	204	ECC Techs. Pkg screening/bldg control
1.003	NCIC Workstation	0	0	1	25	25	Lockable movable cart within 1.002
1.004	Restroom Male	0	0	1	240	240	One urinal, one toilet, two sinks
1.005	Restroom Female	0	0	1	240	240	Two stalls, two sinks
1.006	Family Restroom	0	0	1	150	150	
1.007	Vending Machines	0	0	2	6	12	One drink machine; one snack machine
1.008	Pay Telephone	0	0	1	2	2	One wall mounted phone
1.009	Janitor's Closet	0	0	1	35	35	
Subtotal		0				1,408	
		Departmental Grossing				35%	493
<b>Total (DGSF)</b>						<b>1,901</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	5	-	-	5	
Subtotal	5	-	-	5	
<b>Total (Vehicles)</b>	-	-	-	<b>5</b>	



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Option 3: New Police Station – Inmate Processing

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>15.000 Inmate Processing</b>							
15.001	Sallyport	0	0	1	800	800	Pull-in, drive-out, for one car/van. Keep clear and free of all equipment.
15.002	Intake/Fingerprint Area	0	0	1	200	200	Open area with benches, counter, and camera
15.003	Deputy Station/Fingerprint & ID	0	0	1	150	150	
15.004	Drug Testing Holding / Waiting	0	0	1	100	100	
15.005	Drug Testing Toilet	0	0	1	50	50	
15.006	In-Custody Restroom	0	0	1	50	50	ADA Compliant.
15.006	Single Cells	0	1	2	50	100	One for women or juveniles
15.007	Group Holding	0	8	2	25	400	Two group holding cells for 4-8 each
15.008	Staff Restroom	0	0	1	45	45	
15.009	Secure Interview Rooms	0	1	2	100	200	One way mirror to camera area in Detectives' multi-purpose room; table, chairs
Subtotal		0				2,095	
		Departmental Grossing			40%	838	
<b>Total (DGSE)</b>						<b>2,933</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 3: New Police Station – Community / EOC**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>16.000 Community/EOC</b>							
16.001	Community/EOC Room	0	100	1	12	1,200	Divides into two rooms, ample floor outlets
16.002	Equipment/Storage Closet	0	0	1	80	80	Fixed shelving, TV cart, one side of divider
16.003	Equipment Room	0	0	1	400	400	
16.004	Galley/Kitchenette	0	0	1	100	100	Sink, dishwasher, cabinets, shared
16.005	Storage Closet	0	0	1	150	150	Long, thin storage closet for chairs/tables
16.006	Extra Closet	0	0	1	80	80	For storing items overnight, one side of rm
Subtotal		0				2,010	
		Departmental Grossing			35%	704	
<b>Total (DGFSF)</b>						<b>2,714</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	20	-	-	-	Community classes, lectures, etc.
Subtotal	20	-	-	-	
<b>Total (Vehicles)</b>				<b>20</b>	



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Option 3: New Police Station – Victim / Witness / Interview Area

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>17.000 Victim/Witness/Interview Area</b>							
17.001	Children's Play Room	0	0	1	150	150	One way mirror from interview room
17.002	Interview Rooms	0	0	2	180	360	window to play room w/blinds, wired
17.003	Fingerprint Room	0	0	1	180	180	One LiveScan machine; room for two
Subtotal		0				690	
		Departmental Grossing			35%	242	
<b>Total (DGSF)</b>						<b>932</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	2	-	-	2	
Subtotal	2	-	-	2	
<b>Total (Vehicles)</b>				<b>2</b>	

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**Option 3: New Police Station – Administration**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>18.000 Administration</b>							
18.001	Reception/Waiting	0	5	1	20	100	Chairs, Alcove Area
18.002	Office of the Chief of Police	1	1	1	350	350	Private Office
18.003	Chief's Conference Room	0	1	1	375	375	Adjacent to Chief's Office
18.004	Deputy Chief	1	1	1	240	240	Private Office
18.005	Chaplain	1	1	0	64	-	(no space needed)
18.006	Admin. Assist./Locked Files	1	1	1	120	120	Lockable room with workstation and files
18.007	Kitchenette	0	0	1	40	40	Sink, Cabinets, Refrigerator
18.008	Staff Restroom	0	1	2	45	90	Two staff restrooms, one M; one F
18.009	Janitor's Closet	0	0	1	40	40	Near kitchenette, restrooms
18.010	File Room	0	0	1	120	120	Storage for active case files
18.011	Copy/Workroom	0	0	1	150	150	Copier, materials storage, fax
Subtotal		4				1,625	
		Departmental Grossing			35%	569	
<b>Total (DGsf)</b>						<b>2,194</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	4	-	1	3	Admin. Assist. Drives POV
Visitor Vehicles	-	-	-	-	
Subtotal	4	-	1	3	
<b>Total (Vehicles)</b>					<b>4</b>



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**Option 3: New Police Station – Operations Division**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>19.000 Operations Division</b>							
19.001	Operations Lieutenant	1	1	1	150	150	Private Office
19.002	K-9 Unit Officer	2	1	2	64	128	Workstation
19.003	Indoor Kennel Area	0	0	3	20	60	Three crating/kennel slots for large dogs
19.004	Outdoor Kennel/Run Area	0	0	3	30	-	Included in Building Shared Spaces
19.005	Bike Patrol (POP)	2	1	2	64	128	Workstation
19.006	Bike Patrol Equipment Room	0	-	-	-	-	Included in Vehicle Preparation Bay
19.007	Sergeant/Corporal A Platoon	2	2	1	120	240	Private Office, Shared
19.008	Sergeant/Corporal B Platoon	2	2	1	120	240	Private Office, Shared
19.009	Sergeant/Corporal C Platoon	2	2	1	120	240	Private Office, Shared
19.010	Sergeant/Corporal D Platoon	2	2	1	120	240	Private Office, Shared
19.011	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, lg copier, work table.
19.012	Supply Storage Closet	0	1	1	60	60	
Subtotal		13				1,636	
		Departmental Grossing			35%	573	
<b>Total (DGSF)</b>						<b>2,209</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	13	-	13	-	City or staff cars?
Visitor Vehicles	-	-	-	-	
Subtotal	13	-	13	-	
<b>Total (Vehicles)</b>				<b>13</b>	

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**Option 3: New Police Station – Training / Roll Call**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments	
<b>20.000 Training/Roll Call</b>								
20.001	Training/Roll Call Room	0	30	1	15	450	Screen, white board, tackable walls, wiring for two TV's with cable and one TV-linked PC, two PC stations	
20.002	Training/Roll Call Storage Closet	0	0	1	45	45	Storage closet with shelving for TV cart, DVD machine	
20.003	Staff Kitchenette/Break room	0	0	1	250	250	Full kitchen wired for residential oven/stove/hood, two refrigerators, table, chairs, cabinets	
20.004	Mailbox Area	0	0	58	0.25	15	Open wall, movable name plates, mail slot.	
20.005	Equipment Chargers	0	0	1	10	10	Supplemental to chargers in locker area	
20.006	Cruiser Key Board	0	0	1	2	2	Peg board with cruiser keys	
20.007	Package Screening	0	0	1	50	50	Equipment for package screening	
20.008	Mailbag Storage	0	0	1	10	10	Under mail slot, in mail room	
20.009	Mail Sorting Table	0	0	1	20	20	Table or counter area	
Subtotal		0				852		
		Departmental Grossing					298	
<b>Total (DGSF)</b>						<b>1,150</b>		

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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Option 3: New Police Station – Report Writing

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>21.000 Report Writing</b>							
21.001	PC Work Carrels	20	0	10	20	200	Shared workstations; two per three officers
21.002	Printer Station	0	0	7	4	28	Printer stands, one per two PC's
21.003	Copier	0	0	1	6	6	Large, high volume copier
21.004	CAD PC's	0	0	2	20	40	Two carrels with CAD PC's
21.005	Video PC	0	0	1	20	20	One video equipped PC
21.006	Video Storage Room	0	0	1	100	100	Shelving with storage drawers
21.007	Storage Closet	0	0	1	60	60	Closet with shelving
Subtotal		20				454	
		Departmental Grossing			35%	159	
<b>Total (DGsf)</b>						<b>613</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 3: New Police Station – Locker / Fitness**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>22.000 Locker/Fitness</b>							
22.001	Male Locker Room	0	0	46	10	460	2' wide, attached bench, circ. (+10%)
22.002	Female Locker Room	0	0	30	10	300	2' wide, attached bench, circ. (+10%)
22.003	Male Shower Room	0	0	3	45	135	1:10, max shift + 35% peak
22.004	Female Shower Room	0	0	2	45	90	1:8, max shift + 35% peak
22.005	Male Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
22.006	Female Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
22.007	Male Toilet Area	0	0	4	45	180	1:8 per shift, opens to hall & locker rm.
22.008	Female Toilet Area	0	0	2	45	90	1:3 per shift, opens to hall & locker rm
22.009	Emergency Storage/Bunks	0	0	1	200	200	Cots & emerg. supplies; quiet location
22.010	Fitness Room	0	1	1	800	800	Rubber flooring, phone, intercom; acoustical barriers to other areas
Subtotal		0				2,315	
		Departmental Grossing			35%	810	
<b>Total (DGsf)</b>						<b>3,125</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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### Option 3: New Police Station – Services Division

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>23.000 Services Division</b>							
23.001	Criminal Investigations Sergeant	1	1	1	120	120	Private Office
23.002	General Assignment Detectives	4	1	4	120	480	private offices, one for growth
23.003	Gang Task Force Detective	1	1	1	120	120	Office with two chairs
23.004	Administrative Assistant	1	1	1	64	64	Workstation
23.005	Services Lieutenant	1	1	1	150	150	Private Office
23.006	Community Services Officer	1	1	1	110	110	Office or Workstation
23.007	Crossing Guards	5	-	-	-	-	Shared PC Access in Report Room
23.008	School Resource Officer	1	1	1	110	110	Office or Workstation
23.009	School Resource Officer Closet	0	0	1	80	-	Adjacent to 9.008
23.010	Parking Enforcement Officers	1	1	1	64	64	Workstations
23.011	Animal Control Officer	1	1	1	64	64	Workstation
23.012	Communications Supervisor	1	1	1	100	100	Office or Workstation
23.013	Emergency Comm. Technicians	5	3	1	100	300	Workstations used by several shifts
23.014	ECT Lockers	0	1	12	6	72	Long locker for personal belongings
23.015	Staff Restrooms	0	1	2	45	90	Locate inside or near ECT dispatch area.
23.016	Polygraph Room	0	1	1	120	120	Desk, printer, three chairs, video capable
23.017	Records Unit Admin. Assistants	2	1	2	64	128	Workstations
23.018	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, large copier, work table.
23.019	Storage Closet	0	1	1	80	80	
Subtotal		25				2,322	
		Departmental Grossing			35%	813	
<b>Total (DGSF)</b>						<b>3,135</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 3: New Police Station – Special Operations**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>24.000 Special Operations</b>							
24.001	Special Operations Lieutenant	1	1	1	150	150	Private Office
24.002	Emergency Mgmt. Coordinator	1	1	1	150	150	Private Office
24.003	Copy/Fax/Printer Area	0	0	0	150	-	Shared
24.004	Storage Closet	0	0	0	80	-	Shared
Subtotal		2				300	
		Departmental Grossing			35%	105	
<b>Total (DGSF)</b>						<b>405</b>	

Parking Needs	No. of Staff	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	2	-	2	-	-	Staff or city cars?
Visitor Vehicles	-	-	-	-	-	
Subtotal	2	-	2	-	-	
<b>Total (Vehicles)</b>						<b>2</b>



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**Option 3: New Police Station – Evidence Processing**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>25.000 Evidence Processing</b>							
25.001	Lab	0	2	1	120	240	Vented hood, negative airflow
25.002	Biohazard Disposal	0	1	1	100	100	Sharps/biohazard disposal, refrigerator for contaminated evidence
	Subtotal	0				340	
		Departmental Grossing			35%	119	
<b>Total (DGSF)</b>						<b>459</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 3: New Police Station – Evidence Storage**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>26.000 Evidence Storage</b>							
26.001	Evidence Receiving	0	1	1	120	120	Roll window, "slam" lockers
26.002	Evidence Room	0	0	1	120	120	Lockable room with fixed shelving
26.003	Drug/Cash Safe	0	0	2	20	40	one for money, one for drugs
Subtotal		0				280	
		Departmental Grossing				35%	98
<b>Total (DGSF)</b>						<b>378</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



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**Option 3: New Police Station – Equipment Room / Armory**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>27.000 Equipment Room/Armory</b>							
27.001	Equipment Room/Armory	0	70	1	10	699	Storage room for tubs and duffle bags, wooden shelving. Three stacked cubes per 10 sf area. Total staff/3 shifts with 10% peaking.
27.002	Special Equipment Area	0	1	1	120	120	Additional storage space for special teams and their equipment
27.003	Gun Cleaning Area	0	1	1	80	80	Alcove for gun cleaning
27.004	Firing Barrel	0	1	1	10	10	Weapons testing area
27.005	Shotguns/Rifles	0	1	1	150	150	Lockable storage area with rifle, handgun, and ammunition storage. Out of direct line of sight of back door.
Subtotal		0				1,059	
		Departmental Grossing			35%	371	
<b>Total (DGFSF)</b>						<b>1,430</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

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**Option 3: New Police Station – Vehicle Prep Bay and Officer Entrance**

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>28.000 Vehicle Prep Bay and Officer Entrance</b>							
28.001	Vehicle Bay	0	1	1	800	800	Extra wide bay w/ lift & garage doors. Wide swing doors for bikes.
28.002	Evidence Vehicle Bay	0	1	1	600	600	Lockable bay for evidence vehicle storage. Climate controlled.
28.003	Bike Storage Area	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.004	Equipment/Bike repair Room	0	1	1	200	200	Room for oversized equipment. Tool bench & stand for bike repair.
28.005	Vehicle Storage Room	0	1	1	200	200	Shelving & racks for flares, cones, salt, oil, tires, and chains.
28.006	Animal Control Storage	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.007	Officer Entrance	0	1	1	100	100	Covered portico entrance with bench outside secure door. Camera monitor to central control.
28.008	Mud Room	0	1	1	100	100	Wide corridor with floor drains and sprayers, benches and rubber mats.
Subtotal		0				2,400	
					Departmental Grossing	35%	840
<b>Total (DGSF)</b>						<b>3,240</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix Option 3 – Police Department

### Option 3: New Police Station – Building Shared

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
<b>100.000 Building Shared</b>							
100.001	Mechanical Room	0		1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.002	Loading Dock	0		1	600	600	Panel truck deliveries
100.003	Staging area	0		1	150	150	Inventory computer, sink, eyewash station
100.004	Janitorial Storage	0		1	150	150	Floor sink, drain, fixed shelves, mixing area
100.005	Janitor's Closets	0		6	45	270	Near restrooms- FINAL COUNT IN DESIGN
100.006	Building Storage	0		1	250	250	Caged or locked storage for bulky items
100.007	Forms/equipment	0		1	100	100	
100.008	Outdoor Kennel/Run Area	0		3	30	90	Three runs for large dogs with shelters
100.009	Covered vehicles	0		1	700	350	Exterior storage, special veh. est. @ 50%
100.010	Staff restrooms	0		2	250	500	Male, Female
Subtotal		0				3,260	
				Departmental Grossing		35%	1,141
<b>Total (DGSF)</b>						<b>4,401</b>	

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
<b>Total (Vehicles)</b>					<b>-</b>

**Falls Church City Hall Improvements and  
Public Safety Center Feasibility Study**



**Report 2  
Section 6 – Appendix  
Option 1 – Public Safety Facility**

**D. Restroom & Conference Space Summary**

Current restrooms in the City Hall facility total nine (stalls, urinals, or toilets) for men and ten (stalls or toilets) for women. These restrooms are shared by staff and visitors. They are allocated at a rate of approximately one to two per wing, per floor. Most are not accessible and some are sufficiently undersized to make use of certain fixtures uncomfortable.

Preliminary programming recommends approximately 27 fixtures for men, 24 for women, and 8 unisex. Final numbers should be calculated in design, according to code.

**Restroom Summary**

SUMMARY OF RESTROOM SPACE NEEDS - ALL STUDY COMPONENTS							Total	Total	Total
No.	Space Name	No. of Users	NSF	Dept Grossing	DGSF		Male	Female	Unisex
<b>General Government</b>							<b>16</b>	<b>15</b>	<b>1</b>
1.000	a) Public Building Entrance	-	600	210	810	5	4	0	
2.000	City Manager/Economic Development/Communications/City Clerk	17	300	105	405	2	2		
3.000	City Attorney	5	45	16	61			1	
4.000	City Council/Administrative Mtg Suite	-	90	32	122	1	1		
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	33	300	105	405	2	2		
6.000	Registrar of Voters	3	90	32	122	1	1		
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	30	300	105	405	2	2		
8.000	Housing & Human Services Administration	9	90	32	122	1	1		
9.000	Development Services / Inspector / DES Administration	40	300	105	405	2	2		
<b>Public Safety</b>							<b>11</b>	<b>9</b>	<b>7</b>
1.000	b) Secure Lobby/Reception	-	630	221	851	2	2	1	
11.000	Clerk of the Court	5	90	32	122	1	1		
12.000	Court Services Unit	6	90	32	122	1	1		
13.000	Court Set	1	-	-	-				
14.000	Sheriff's Department Staff Areas	32	90	32	122	1	1		
15.000	Inmate Processing	-	45	18	63			1	
15.000	Inmate Processing	-	50	20	70			1	
15.100	Juvenile Holding	-	45	18	63			1	
15.100	Juvenile Holding	-	45	18	63			1	
15.200	Adult Holding	-	45	18	63			1	
15.200	Adult Holding	-	45	18	63			1	
16.000	Community/EOC	-	-	-	-				
17.000	Victim/Witness/Interview Area	-	-	-	-				
18.000	Police Administration	4	90	32	122	1	1		
19.000	Police Operations Division	13	-	-	-				
20.000	Training/Roll Call	-	-	-	-				
21.000	Report Writing	20	-	-	-				
22.000	Locker/Fitness	-	270	-	270	4	2		
23.000	Services Division	25	90	-	90	1	1		
24.000	Special Operations	2	-	-	-				
25.000	Evidence Processing	-	-	-	-				
26.000	Evidence Storage	-	-	-	-				
27.000	Equipment Room/Armory	-	-	-	-				
28.000	Vehicle Prep Bay and Officer Entrance	-	-	-	-				
<b>Shared</b>									
100.000	Building Shared	-	-	-	-				
<b>TOTALS</b>		<b>245</b>	<b>-</b>	<b>3,740</b>	<b>1,197</b>	<b>4,937</b>	<b>27</b>	<b>24</b>	<b>8</b>
<b>CURRENT RESTROOMS - PUBLIC AND STAFF SHARED (for comparison purposes)</b>							<b>9</b>	<b>10</b>	<b>0</b>



## Falls Church City Hall Improvements and Public Safety Center Feasibility Study

### Report 2 Section 6 – Appendix

#### Restroom & Conference Space Needs Assessment

Conferencing space in the existing building is limited to several shared rooms and the courtroom. Police do not have a dedicated muster room and many departments do not have access to a room large enough for all staff to meet at once. The training room in the basement is the largest existing facility, and is used for everything from training to staff celebrations of accomplishments.

The table below summarizes the anticipated need for conference space in the future.

### Conference Space Summary

SUMMARY OF CONFERENCE SPACE NEEDS - ALL STUDY COMPONENTS					
No.	Space Name	No. of Users	NSF	Dept Grossing	DGSF
<b>General Government</b>					
2.000	City Manager/Economic Development/Communications/City Clerk	17	300	105	405
3.000	City Attorney	5	300	105	405
4.000	City Council/Administrative Mtg Suite	-	300	105	405
5.000	Administrative Services - (Fin / Real Estate / IT), Human Resources	33	450	158	608
6.000	Registrar of Voters	3	-	-	-
7.000	Commissioner Of Revenue/DMV Select/Treasurer, Water & Sewer Customer Service	30	-	-	-
8.000	Housing & Human Services Administration	9	-	-	-
9.000	Development Services / Inspector / DES Administration	40	300	105	405
<b>Public Safety</b>					
1.000	b) Secure Lobby/Reception	-	-	-	-
11.000	Clerk of the Court	5	-	-	-
12.000	Court Services Unit	6	-	-	-
13.000	Court Set	1	-	-	-
14.000	Sheriff's Department Staff Areas	32	300	105	405
15.000	Inmate Processing	-	-	-	-
15.100	Juvenile Holding	-	-	-	-
15.200	Adult Holding	-	-	-	-
16.000	Community/EOC	-	1,200	420	1,620
17.000	Victim/Witness/Interview Area	-	-	-	-
18.000	Police Administration	4	375	131	506
19.000	Police Operations Division	13	-	-	-
20.000	Training/Roll Call	-	450	158	608
21.000	Report Writing	20	-	-	-
22.000	Locker/Fitness	-	-	-	-
23.000	Services Division	25	-	-	-
24.000	Special Operations	2	-	-	-
25.000	Evidence Processing	-	-	-	-
26.000	Evidence Storage	-	-	-	-
27.000	Equipment Room/Armory	-	-	-	-
28.000	Vehicle Prep Bay and Officer Entrance	-	-	-	-
<b>Shared</b>					
100.000	Building Shared	-	-	-	-
<b>TOTALS</b>		<b>245</b>	<b>-</b>	<b>3,975</b>	<b>1,391</b>
				<b>5,366</b>	





**REPORT 2 – CITY COUNCIL PRESENTATION  
FINAL REPORT**

**JULY 2008**



**FALLS CHURCH CITY HALL IMPROVEMENTS AND PUBLIC  
SAFETY CENTER FEASIBILITY STUDY**

**REPORT 2**



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