

City of Gardiner

Programming and Space Plan Evaluation.

Front Office

Function: Responsible for public walk in customer service (taxes, bill payments, vehicle registration, etc.)

3 people (may increase to 4 people)

- city clerk
- tax collector
- utility account clerk

Space	Existing SF	Required SF
Staff work area Including 3 work stations and support space	300 sf	500 sf
Public area Includes transaction counter and queuing space	130 sf	250 sf
Vault	80 sf	100 sf
Conference room	DNE	180 sf
Public research room	DNE	50 sf
Register of voters (part time)	DNE	50 sf
Ballot Storage	DNE	20 sf
Total Area	510 sf	1,150 sf

Notes:

- Vault must be located adjacent to clerk, and must be upgraded to archival standards
- May have up to a dozen people waiting at one time
- Need secure location to store ballots

Finance

Function: Responsible for all city financial admin (payroll, accounts payable, banking, etc.)

One Person

Space	Existing SF	Required SF
Office	150 sf	150 sf
Storage	DNE	30 sf
Total Area	150 sf	180 sf

Notes:

- Office in quiet location
- Requires space to store 5 years of records

City Manager

2 people

- City Manager
- Administrative assistant

Space	Existing SF	Required SF
City Manager's office	160 sf	250 sf
Reception area and office	215 sf	225 sf
Total Area	375 sf	475 sf

City Services

1 person: City Services Director

Space	Existing SF	Required SF
City Services Director's shared office	180 sf	180 sf
Total Area	180 sf	180 sf

Notes:

- Relocate part time utility clerk to planning office

Assessor and Code Enforcement

3 people. Potentially may increase to 4 people.

Space	Existing SF	Required SF
Assessor office	80 sf	120 sf
CEO office	70 sf	120 sf
Reception/open office space	280 sf	300 sf
Part time utility clerk	DNE	50 sf
Total Area	430 sf	590 sf

Economic Development

1 person

Space	Existing SF	Required SF
Economic development office	110 sf	200 sf
Total Area	110 sf	200 sf

Notes:

- Large layout table for plans
- Storage for large drawings
- Private meeting space

Planning

1 person

Space	Existing SF	Required SF
Planning office	110 sf	150 sf
Total Area	110 sf	150 sf

City Council Chambers

Function: Open meeting space for council and public

Space	Existing SF	Required SF
Conference Chambers	1,010 sf	1,500 sf
Storage	10 sf	150 sf
Total Area	1,020 sf	1,650 sf

General Use Space

The following spaces are used by all departments and/or the general public.

Space	Existing SF	Required SF
Entry Lobby	200 sf	500 sf
Mechanical/Utility Room	95 sf	100 sf
Storage	60 sf	150 sf
Toilet Rooms	125 sf	400 sf
Employee Lounge	120 sf	150 sf
Total Area	600 sf	1,300 sf

Total Town Office Proposed Area	5,875 sf
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Fire Department

12 Full time personnel, with 4 persons on shift and 15 on call at any given time.

Police Chief

Administrative Assistant (shared with police department)

13 firefighter paramedics

20+ on call fire fighters

24/7 operation of all firefighting, emergency and administrative functions

Space	Existing SF	Required SF
Fire Chief office	100sf	200 sf
Captain's office	DNE	100 sf
Administrator (currently shared with police department)	90 sf	100 sf
Dispatch	230 sf	200 sf
Reception/Waiting room	125 sf	200 sf
Kitchen	110 sf	110 sf
Recreation room	700 sf	700 sf
Bunk room	550 sf	800 sf (4 @ 200 sf)
Shower/Toilet room	180 sf	DNE
Toilet rooms (2 total)	DNE	160 sf (2 @ 80 sf)
Locker room	DNE	300 sf
Shower rooms (2 total)	DNE	240 sf (2@ 120 sf)
Conference/Training room (include storage space for tables and chairs)	DNE	700 sf
Physical fitness training room	100 sf	300 sf
Total Staff Area	1,765 sf	3,510 sf
Ambulance supply closet	unknown	100 sf
Wash area for blood contaminants	DNE	200 sf
Compressor room	unknown	TBD
Hose room	100 sf	100 sf
Generator	100 sf	100 sf
Workshop	unknown	TBD
Fire apparatus bays (quantity unknown)	unknown	TBD
Ambulance bays (3 total)	unknown	TBD
Total Equipment Area	6,100 sf	9,000 sf
Total Building Area	7,865 sf	12,510 sf

Notes:

- Provide 4 bunk rooms, 3 people per room
- Provide 2 bathrooms and 2 separate shower rooms
- Commercial grade kitchen (stainless steel)
- Chief's office should be large enough to hold a small meeting

Police Department

12 full time employees

- Police Chief
- Administrative Assistant (currently shared with fire department)
- 3 sergeants
- 7 patrolmen

7-15 part time reserve police officers

Number of staff is expected to increase as the Town grows.

24/7 operation of all police security and administrative functions

Space	Existing SF	Required SF
Police Chief Office	200 sf	200 sf
Administrator (currently shared with fire department)	90 sf	100 sf
Dispatch	150 sf	250 sf
Shower/Locker Rooms (both male and female)	240 sf	500 sf (2 @ 250 sf)
Booking Room	110 sf	150 sf
Property and Evidence Storage	60 sf (verify)	120 sf
Sergeant's Office	150 sf	150 sf
Patrol Officer's Report room (3 workstations)	DNE	150 sf
Conference Room/Training Room/Library	DNE	600 sf
Interview/Interrogation Room (require 1 or 2)	DNE	100 sf
Sally Port	DNE	400 sf
Reception/Waiting Area	125 sf	200 sf
Office for Detective (future)	DNE	200 sf
Total Building Area	1,125 sf	3,120 SF
Secure Parking area for officer's personal cars and impound	DNE	2,700 SF
Parking for Police Cars (5 total)	800 sf	1,620 SF
Total Site Area	800 sf	4320 SF

Notes:

- Provide separation of public entrance and private/secure entrance
- Entrance configuration must respect privacy of visitors and informants
- Booking room must be attached to sally port (out of public view)
- No holding facility