

EXHIBIT E

# Lake Oswego

## Municipal Facilities and Space Planning Analysis



SEPTEMBER 26, 2008

REISSUED OCTOBER 15, 2008



City of Lake  
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SERA

# SPACE PROGRAM REQUIREMENTS



City of Lake  
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## MUNICIPAL FACILITIES AND SPACE PLANNING ANALYSIS SPACE PROGRAM REQUIREMENTS

### **POLICE LOCOM (E911)**

**Department:** Police / LOCom (E911)  
**Division or Sub-Department:** \_\_\_\_\_  
**Survey Date:** August 13, 2008  
**Reported By:** Dan Duncan, Police Chief  
**Current Location:** City Hall, 380 A. Ave, 2nd Floor  
**Adjacency requirements:** Police / LOCom (E911), Municipal Court, Emergency Operation Center (EOC), Evidence Storage  
**No. public visitors per day:** 18-20, 80% of which is for Records. Tickets are paid on 1st Floor at Municipal Courts.  
**Areas requiring increased security:** Department perimeter, records should be enclosed, Drug and non-drug evidence, Armory

<b>Staff:</b>											
The current program space is based on a population of 36,000 and the future program space is based on a population of 50,000. While some growth projections can be attributed to staff growth, much of the space growth is a result of an insufficient amount of existing space for current program needs. All current square footage information is approximate.											
Department or Division	Position	Current - 36,000 Population			Current Right Size			Future - 50,000 Population			Special Requirements & Comments:
		Current Quantity FTE	Current SF Each	Current SF Subtotal	Current Right Size Quantity	Current Right Size SF Each	Current Right Size SF Sub Total	Future Quantity FTE	Future SF Each	Future SF Sub-Total	
Police	Chief of Police	1	180	180	1	150	150	1	150	150	
Police	Operations Captain	1	100	100	1	120	120	1	120	120	
Police	Admin Captain	1	100	100	1	120	120	1	120	120	
LOCom	Manager	1	124	124	1	216	216	1	216	216	
Police	Admin Assistant	1	48	48	1	80	80	1	80	80	
Police	Patrol Lieutenant	1	48	48	1	80	80	1	80	80	
Police	Detective Lieutenent	1	48	48	1	80	80	1	80	80	
Police	Detectives	4	48	192	4	64	256	5	64	320	1:8,000 persons
Police	School Resource Officer	1	48	48	1	64	64	1	64	64	
Police	Narcotics Officer	1	48	48	1	64	64	1	64	64	
Police	Admin Secretary	1	48	48	1	80	80	1	80	80	
Police	Traffic Lieutenant	1	48	48	1	80	80	1	80	80	
Police	Motor Officers	3	48	144	3	64	192	3	64	192	
Police	Community Service Officers	4	48	192	4	64	256	4	64	256	
Police	Training Officer	1	48	48	1	64	64	1	64	64	
Police	Records Supervisor	1	48	48	1	80	80	1	80	80	
Police	Records Clerks	3	48	144	3	64	192	3	64	192	
Police	Evidence Custodian	1	48	48	1	80	80	1	80	80	
Police	Custodian	0.5			0.5			0.5			
LOCom	IT / Technical Asst	2	64	128	2	80	160	2	80	160	currently located within IT dept
<b>Shared Workstation:</b>											
Police	Patrol Sergeants	6	48	288	6	26.6	160	6	26.6	160	(2) shared 80 sf workstations for (6) staff over (3) shifts
Police	Patrol Officers	21	16	336	21	28.57	600	28	28.57	800	(10) shared 80 sf workstations for (28) staff over (3) shifts
LOCom	Future IT / Technical Asst	0	0	0	0	0	0	2	40	80	(1) shared 80 sf workstation for (2) staff over (2) shifts, currently located within IT dept
LOCom	Call Taking Dispatch	15.5	16	248	15.5	58.38	905	18.5	58.38	1,080	(8) shared 135 sf workstations for (18.5) staff over (3) shifts
<b>SUBTOTALS:</b>		<b>73</b>		<b>2,656</b>	<b>73</b>		<b>4,078</b>	<b>86</b>			
										<b>Future Staff Net SF Subtotal:</b>	<b>4,598</b>
										<b>Add'l 35% Circulation:</b>	<b>1,609</b>
										<b>Future Staff Net SF Subtotal:</b>	<b>6,207</b>





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## MUNICIPAL FACILITIES AND SPACE PLANNING ANALYSIS SPACE PROGRAM REQUIREMENTS

### POLICE Locom (E911)

Department: Police / Locom (E911)

Division or Sub-Department:

Survey Date: August 13, 2008

Reported By: Dan Duncan, Police Chief

Current Location: City Hall, 380 A. Ave, 2nd Floor

Adjacency requirements: Police / Locom (E911), Municipal Court, Emergency Operation Center (EOC), Evidence Storage

No. public visitors per day: 18-20, 80% of which is for Records. Tickets are paid on 1st Floor at Municipal Courts.

Areas requiring increased security: Department perimeter, records should be enclosed, Drug and non-drug evidence, Armory

Department Support Space:											
Department or Division	Space Name	Current - 36,000			Current Right Size			Future - 50,000 Population			Special Requirements & Comments:
		Current Quantity	Current SF Each	Current SF Subtotal	Current Right Size Quantity	Current Right Size SF Each	Current Right Size SF Sub Total	Future Quantity	Future SF Each	Future SF Sub-Total	
Police	Reception / Waiting	1	294	294	1	300	300	1	300	300	
Police	55-60 Seat Public Meeting Room	0	0	0	1	900	900	1	900	900	classroom style seating
Police	Records Files	1	915	915	1	600	600	1	600	600	includes active and archival
Police	Records Copy	1			1	140	140	1	140	140	
Police	Report Writing	1			1	400	400	1	400	400	
Police	Briefing Room	1	175	175	1	320	320	1	320	320	seating for 12 to 14
Police	Special Evidence Storage	1	62	62	1	900	900	1	900	900	drug and non-drug, secure
Police	Hazardous Materials	0	0	0	1	150	150	1	150	150	separate building
Police	General Evidence Storage	1	250	250	1	1,360	1,360	1	1,360	1,360	currently located off site, high density shelves
Police	Vehicle Impound	0	0	0	4	200	800	4	200	800	secure
Police	Evidence Van Parking	0	0	0	1	200	200	1	200	200	secure
Police	Evidence Processing	1	50	50	1	413	413	1	413	413	secure
Police	Evidence Viewing & Receiving	0	0	0	1	90	90	1	90	90	secure
Police	Evidence / Patrol Staff Entry	0	0	0	1	100	100	1	100	100	secure
Police	General Storage	1	66	66	1	400	400	1	400	400	
Police	Uniform Storage	1	60	60	1	120	120	1	120	120	
Police	Detective Storage	1	53	53	1	120	120	1	120	120	
Police	Lunch / Break	0	0	0	1	174	174	1	174	174	
Police	Fitness	0	0	0	1	900	900	1	900	900	
Police	Holding Cell	0	0	0	4	64	256	4	64	256	plumbing required
Police	Intox / DUI processing	1	67	67	1	100	100	1	100	100	
Police	In Custody Report Writing and Processing	0	0	0	1	180	180	1	180	180	
Police	Wellness / Nursing Mothers	0	0	0	1	80	80	1	80	80	
Police	Armory	1	83	83	1	140	140	1	140	140	secure
Police	Grab & Go Storage Alcove	0	0	0	1	80	80	1	80	80	
Police	Hard Interview	1	77	77	2	100	200	2	100	200	
Police	Soft Interview	0	0	0	1	100	100	1	100	100	
Police	12-14 Seat Conference	0	0	0	1	320	320	1	320	320	
Police	Training Room / EOC	0	0	0	1	1,200	1,200	1	1,200	1,200	
Police	Officer Bunk Room	0	0	0	2	100	200	2	100	200	
Police	Bike Storage	1	50	50	1	220	220	1	220	220	
LOCom	Conference	1	36	36	1	200	200	1	200	200	
LOCom	Copy	1	10	10	1	90	90	1	90	90	
LOCom	Supply	1	20	20	1	105	105	1	105	105	
LOCom	Communications Equipment	1	144	144	1	1,000	1,000	1	1,000	1,000	
LOCom	Communications Equipment	1	138	138	0	0	0	0	0	0	
LOCom	Work Out / Fitness	0	0	0	1	150	150	1	150	150	
LOCom	Break	1	14	14	1	350	350	1	350	350	
LOCom	Quiet/ Bunk Room	0	0	0	2	100	200	2	100	200	
LOCom	Lockers	1	20	20	1	255	255	1	255	255	
LOCom	Toilet Room	1	30	30	2	65	130	2	65	130	
LOCom	Mail	1	10	10	1	45	45	1	45	45	
LOCom	Staff Entry	0	0	0	1	25	25	1	25	25	
<b>SUBTOTALS:</b>				2,624			14,013				
										<b>Future Department Support Space Net SF Subtotal:</b>	<b>14,013</b>
										<b>Add'l 35% Circulation:</b>	<b>4,905</b>
										<b>Future Department Support Space Net SF Subtotal:</b>	<b>18,918</b>

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Building Support Space Requirements:											
Space Name	Current - 36,000			Current Right Size			Future - 50,000 Population			Special Requirements & Comments:	
	Current Quantity	Current SF Each	Current SF Subtotal	Current Right Size Quantity	Current Right Size SF Each	Current Right Size SF Sub Total	Future Quantity	Future SF Each	Future SF Sub-Total		
Men's Showers /Lockers/ Restrooms	1	594	594	1	1,250	1,250	1	1,250	1,250	3 showers	
Women's Showers/ Lockers/ Restrooms	1	209	209	1	800	800	1	800	800	2 showers	
Janitor's Closet	1	33	33	2	36	72	2	36	72		
Mechanical	Included in Net to Gross Efficiency Factor										
Electrical											
Telecom											
Men's Public Restroom	1	136	136	1	250	250	1	250	250		
Women's Public Restroom	1	136	136	1	250	250	1	250	250		
Sallyport	1	595	595	1	750	750	1	750	750	with overhead door	
<b>SUBTOTALS:</b>			1,703			3,372					
<b>Future Building Support Space Net SF Subtotal:</b>									<b>3,372</b>	[Add'l circulation not required]	
<b>Subtotals:</b>											
<b>FUTURE STAFF NET SF SUBTOTAL:</b>									<b>6,207</b>		
<b>FUTURE DEPARTMENT SUPPORT SPACE NET SF:</b>									<b>18,918</b>		
<b>FUTURE BUILDING SUPPORT SPACE NET SF SUBTOTAL:</b>									<b>3,372</b>		
<b>FUTURE BUILDING NET SF TOTAL:</b>									<b>28,496</b>		
<b>80% NET TO GROSS EFFICIENCY FACTOR:</b>									<b>5,699</b>		
<b>FUTURE [50,000 POPULATION] BUILDING GROSS SF:</b>									<b>34,196</b>		
<b>Existing Building Square Footage:</b> Existing gross building square footage provided by the City of Lake Oswego.											
<b>City Hall</b> Basement: 1,920 1st Floor: 12,411 2nd Floor: 13,441 3rd Floor: 11,632 Total Building: <b>39,404</b> 2nd Floor Police/ LOCom Tenant Area*: 9,283 Basement Police/ LOCom Tenant Area: 650 *does not include building common areas such as restrooms <b>9,933</b> Building Area without Police / LOCom: <b>29,471</b>											

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Site Program:													
	Program Type	Current Quantity	Current SF Each	Current SF Subtotal				Future Quantity	Future SF Each	Future SF Sub-Total	Special Requirements & Comments:		
<b>Parking:</b>													
	Visitor	138 at existing City Hall	350	48,300				10	350	3,500	4 LOCom, 6 Police		
	Staff									60	350	21,000	50 Police, 10 LOCom
	City Assigned Vehicle									40	350	14,000	40 Police
	Secured Vehicles									40	350	14,000	40 Police
<b>Other:</b>													
	<b>TOTAL</b>	<b>0</b>						<b>150</b>		<b>52,500</b>			
<b>Subtotal Site Program Gross SF:</b>										<b>52,500</b>			
[Add'l circulation not required]													