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Professional Project Research

A City Administration Building • Bartlesville, Oklahoma.



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# City of Bartlesville

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1897

OKLAHOMA

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A City Administration Building • Bartlesville, Oklahoma.

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Bartlesville City

This report is submitted December, 1984  
in partial fulfillment of the require-  
ments of the degree of MASTER OF SCIENCE  
at Oklahoma State University.



Roger Haymaker

This thesis is dedicated to my family  
for their many years of continued support.  
And to Debbie Maloney for the  
countless hours spent helping to achieve  
my educational goals in the School of  
Architecture at Oklahoma State University.

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INTRODUCTION . . . . . 1

STATE OF THE ART . . . . . 14

GOALS AND CONCEPTS . . . . . 31

STATEMENT OF THE PROBLEM . . . . . 43

SITE ANALYSIS . . . . . 46

SPACE ALLOCATIONS . . . . . 66

COUNCIL MEETING ROOM . . . . . 69

ENTRANCE LOBBY . . . . . 72

CITY MANAGER . . . . . 76

ENGINEERING . . . . . 84

CODES ENFORCEMENT . . . . . 108

COMMUNICATIONS . . . . . 118

PERSONNEL . . . . . 122

FINANCE . . . . . 131

DATA PROCESSING . . . . . 149

OTHER . . . . . 159

APPENDIX . . . . . 167

A City Administration Building ° Bartlesville, Oklahoma.



The intent of this program is to provide the needed information necessary to design a new City Administration Building for the city of Bartlesville. This building will house the administrative offices of the city government. It will be a public facility with the upmost responsibility being to serve the people that it represents, the citizens of the city. It should be a symbol of civic pride and serve as an economic primer to the surrounding context.

The site selected is a one city block region located on the edge of the Central Business District in accordance with the city's four point plan, which defines the four corners of the Central Business District with public buildings in hopes that economic revival will occur within these limits. This revival will benefit the area directly south of the site. It is a prime area for development of business and uptown housing due to the many amenities that surround it.

The site is at the entrance to the city's most elegant park, Johnstone Park. The park area has historical significance to the community, because it was the origin of the city and a place of public gathering. Therefore, it seems appropriate to locate the public facility there. If proper attention is given to this historical background, the park and facility would then become a homogenous mix and compliment each other.

Some key remnants of this heritage are located adjacent to the site. To the west is the municipal stadium, which was built in 1932. The concrete stadium and fence houses many sporting events, but namely baseball. Baseball was the first sport to come to Bartlesville, dating back to 1907. Directly north of the site is the Art Center, which was built in 1915. This structure has one large room with porches on three sides. This is a place where local artists display their work.

Also to the north is the "Kiddy Park", a small scale amusement park for children. The "Kiddy Park" was originally placed in another park and relocated to Johnstone Park in 1955 for political reasons. Since then the "Kiddy Park" has expanded and is acting like a cancer to the whole park. The relocation caused the termination of a long time rose garden which once graced Johnstone Park. The chain link fence which surrounds the "Kiddy Park", and the unsightly structures that it adorns, seem to signal 'keep out' in a place where the atmosphere should attract not distract. Therefore, it is suggested that the "Kiddy Park" be relocated to an area more suitable for its use. With its removal, this space could be used for year round activities suitable for all ages. Presently, the "Kiddy Park" is used only a few months a year.

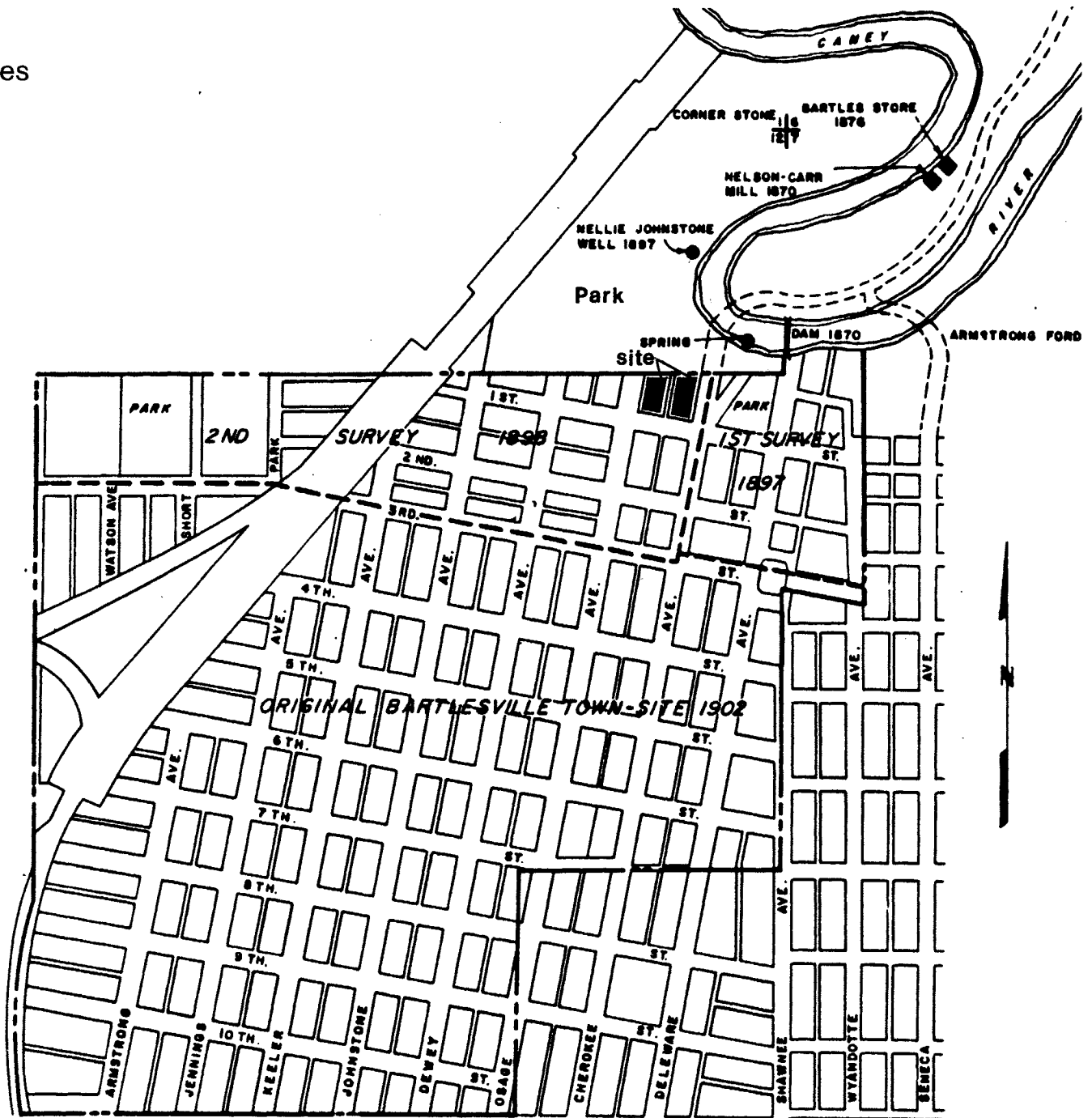
The oil derrick, the Nellie Johnstone, is located to the northeast. It is an exact replica of the 1897 original. This vertical element was the first commercial oil well in Oklahoma. To many of the residents of Bartlesville, it is a symbol of civic pride.

To the east of the site is the Caney River, which flows over a dam directly under the Cherokee Bridge. The sounds of this mini waterfall can be heard on the site and throughout the park creating a very peaceful atmosphere. This river bank was first terraced in 1915. The city raised the dam higher and built bath houses and a cement stairway down to the waters edge. It became an area full of many activities including swimming, canoeing, fishing, and even baptistry ceremonies. Today, the activity is gone and the area deteriorated. An effort should be made to bring the area back to life.

The Cherokee Bridge, mentioned earlier, was an important factor, in that it linked the communities of Bartlesville and Dewey together. Therefore, Cherokee Avenue became a major north/south artery through town. Its intersection with Hensley Boulevard, the first major east/west artery, makes it an entry node into town. Cherokee Avenue has other historical value as well. Many of the towns early oil tycoons settled on this street during the 1920's. The houses that line the street today are landmarks dating that era.

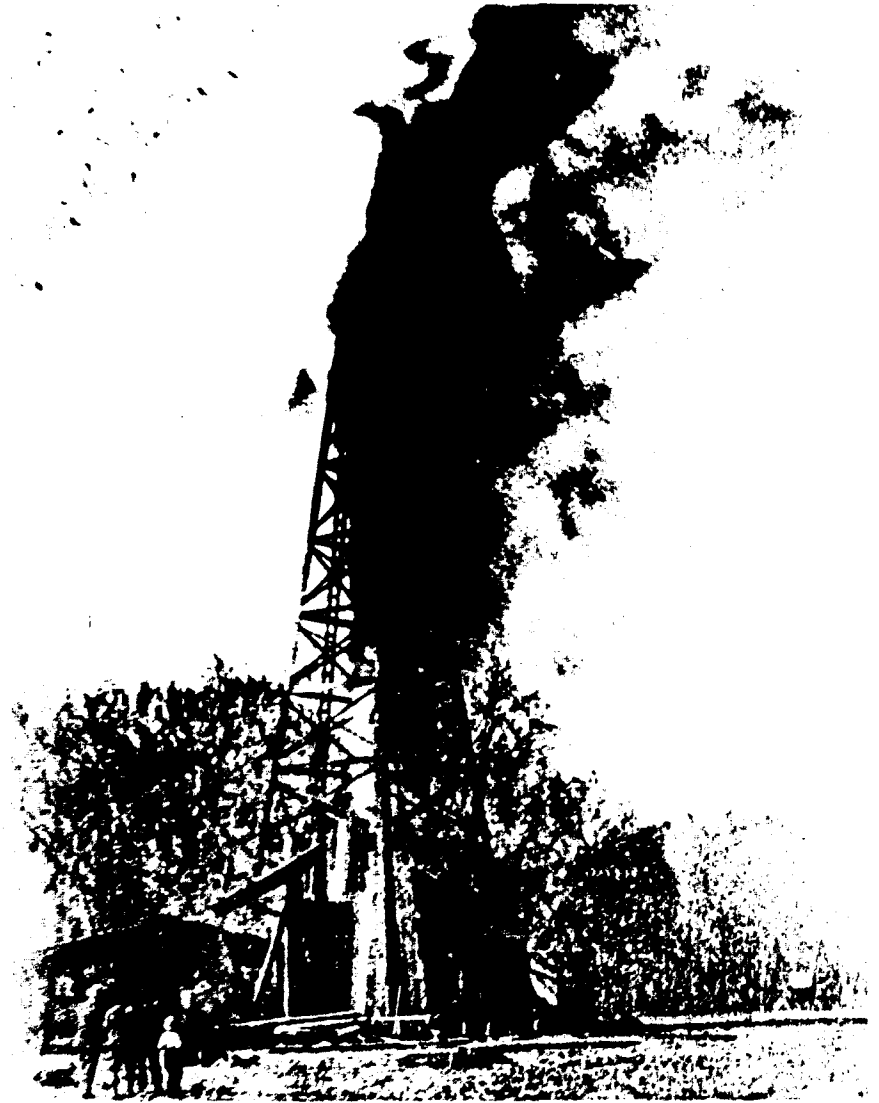
In conclusion, the new City Administration Building will serve in many varying capacities. The facility will become the seed of city functions, with public service being the number one goal. And once planted, the seed will encourage growth and prosperity to the surrounding area.

Original Town-Sites



Introduction

The Nellie Johnstone 1897





The Caney River and Dam

The Johnstone Park Rose Gardens





The "Kiddy Park"



The First City Hall  
1903 to 1910

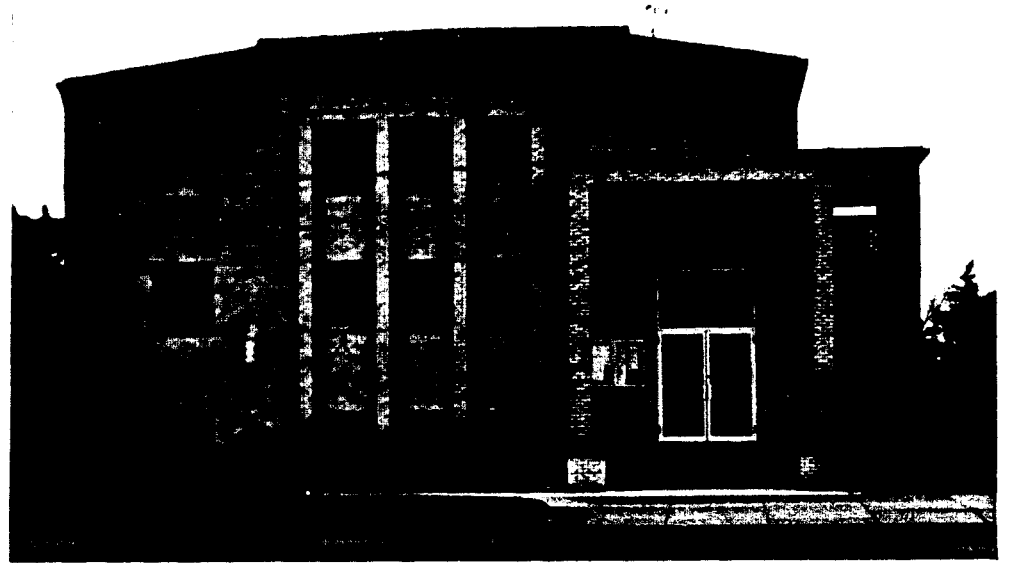


The City Hall from 1910 to 1932



Introduction

Present City Administration Building





The location of this project created a challenge for the architects of John D. Latimer and Associates, in that the urban fabric was very mixed. This complex situation brought about a complex design solution. This fabric consisted of a parking lot to the west, low scaled buildings with a local landmark church to the south. To the north is the police headquarters building which shares the site with the civic center. The architects created a building with as many faces as those of the existing context.

On the south side, a light colored false facade protrudes from the building to act as a sunscreen and to relate to the pedestrian scaled street. Warm tone brick behind the facade creates high contrast that aids in the breakdown of scale. On the east side, the building is angled to allow visual access to the church. On the west side of the building across from the parking lot is the location of the council chamber room which protrudes out in a semicircular form calling symbolic attention to itself as an important civic space. The form is also echoed in form by a nearby stair tower. On the north side, the City Hall steps down to compliment the scale of the rather small police station. This stepping allows for natural daylighting into the interior spaces.

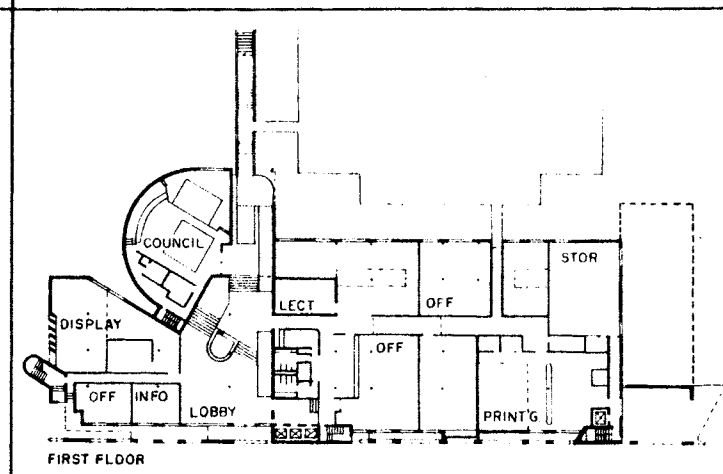
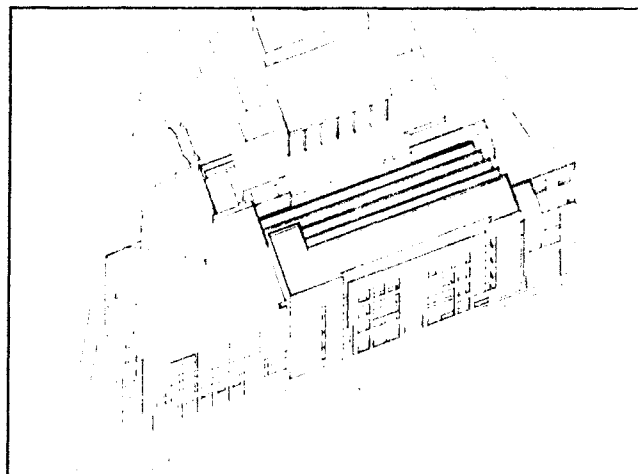
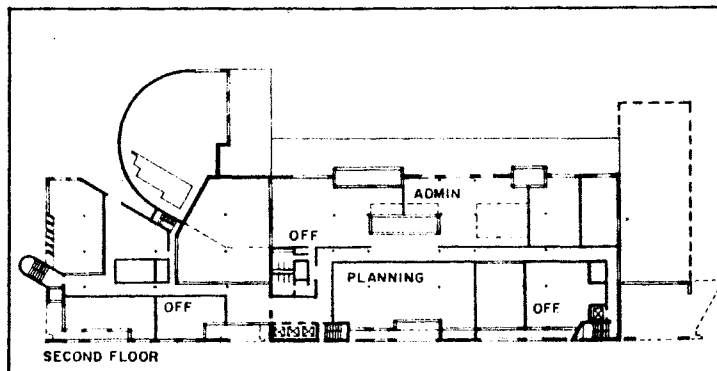
It also allows sun to reach a plaza that separates the two structures.

All major public functions are located on the lower level near the main lobby and information desk, where several entrances are treated equally to encourage pedestrian activity all around. Expansion is provided for within the present volume.

First Floor Plan

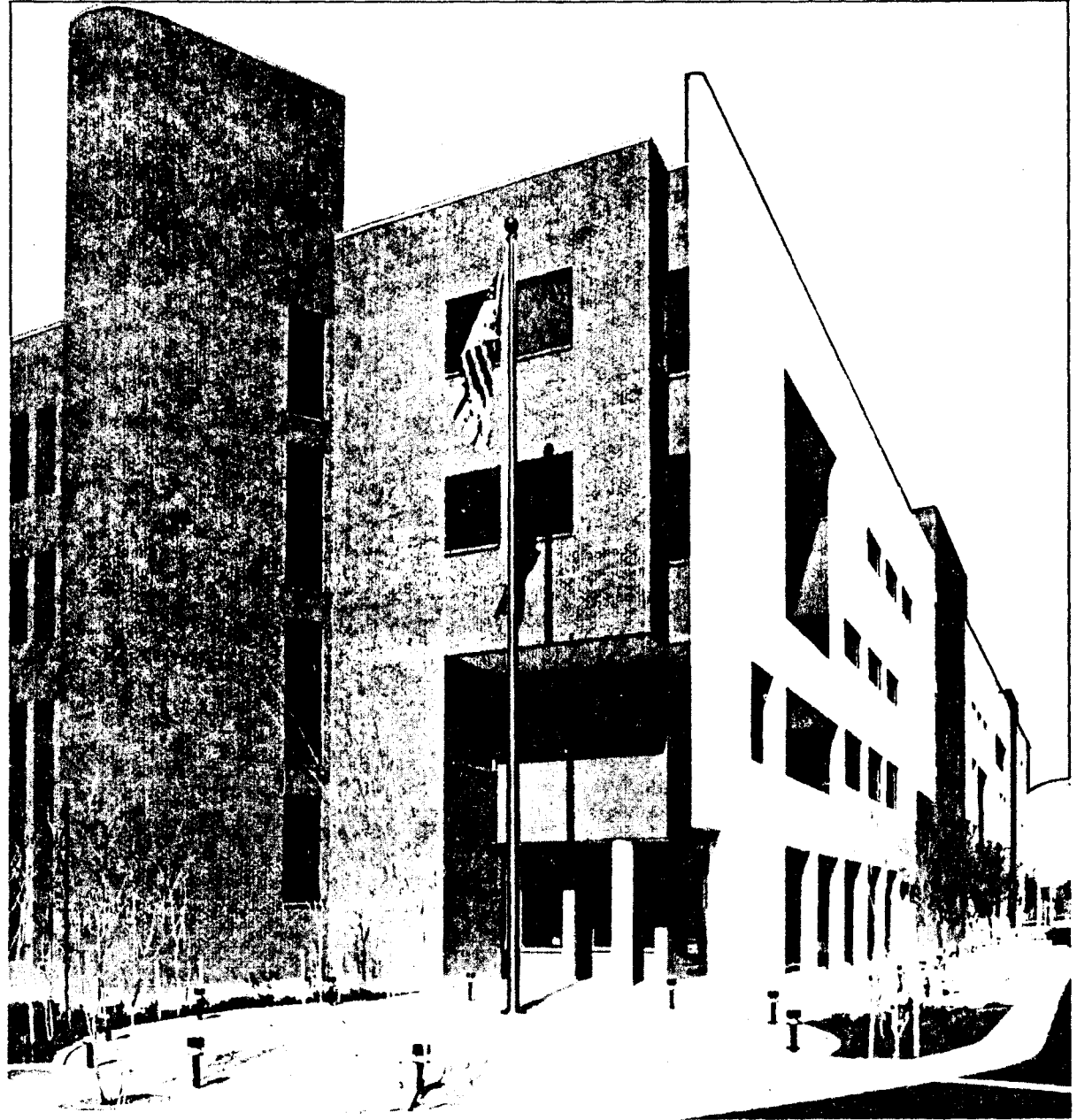
Second Floor Plan

Isometric





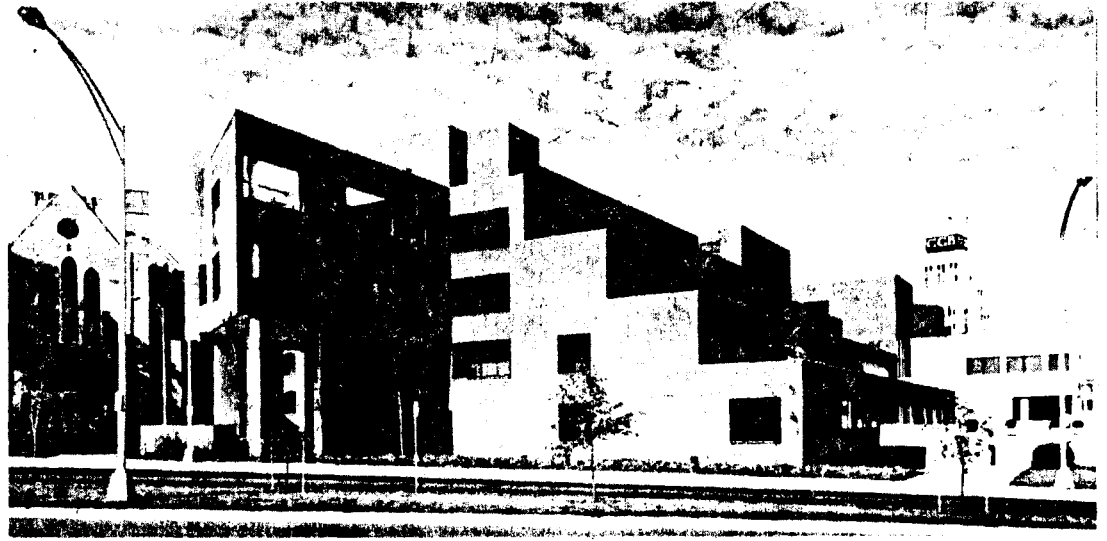
View From  
Southwest



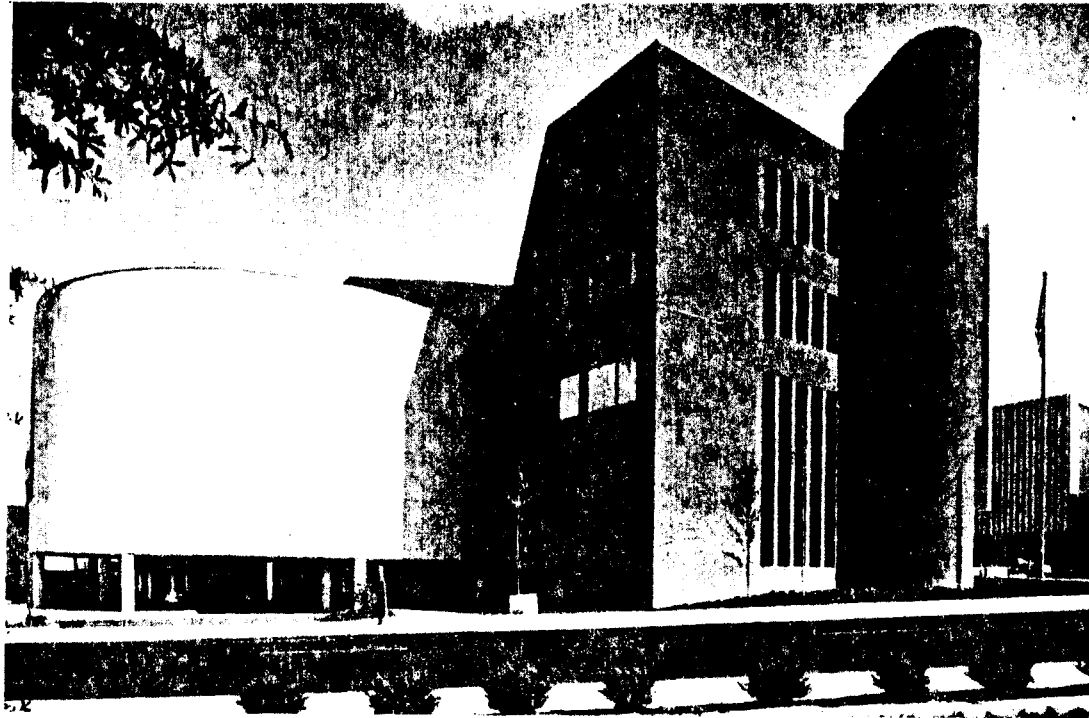
State Of The Art

A City Administration Building • Bartlesville, Oklahoma.

View From Northeast



View From West



In this project designed by Skidmore, Owings, and Merrill/San Francisco, the concept of contextural response played a key role in determining the form and configuration of the civic center. By employing an isosceles right triangle for the plan, it allowed for a visual link from the courthouse to the newspaper office, also designed by S. O. M.

The facade is simple. It has a limestone base with brick coursing completing the elevation from the limestone to the parapet. The entrance to the building happens under two cantilevered arms into a semicircular court. From this court, entry into the building occurs through a curved, vertical glass-mullioned facade into a two story circulation space. Conference rooms, council chamber, a large meeting room, and open plan offices occur off this two story circulation space.

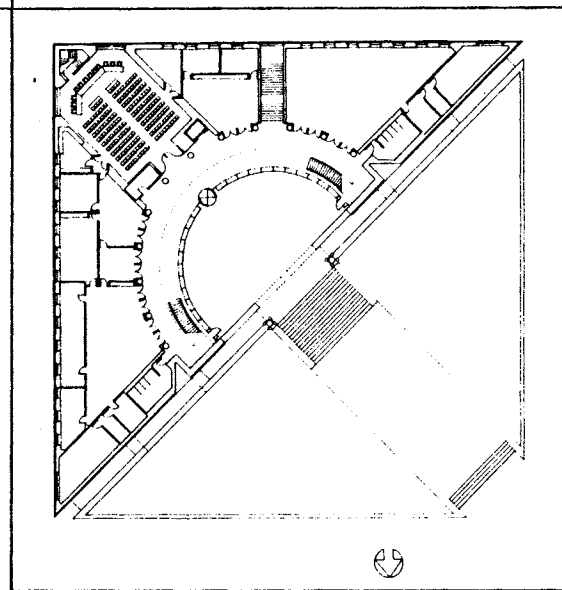
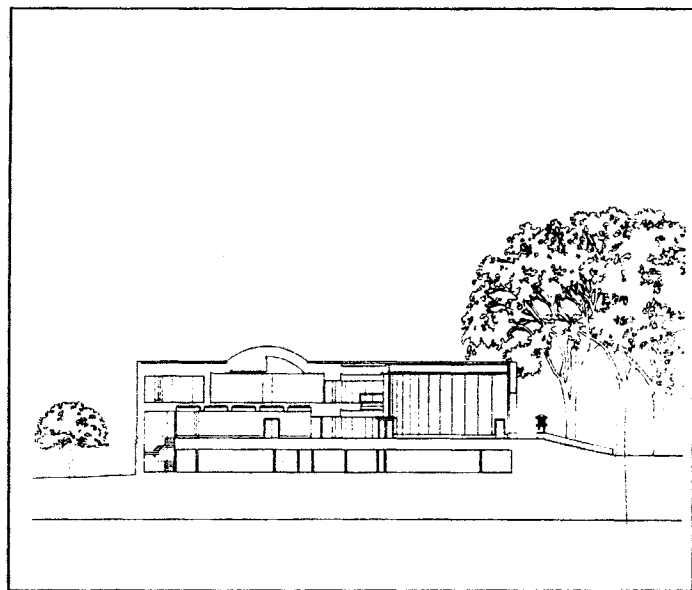
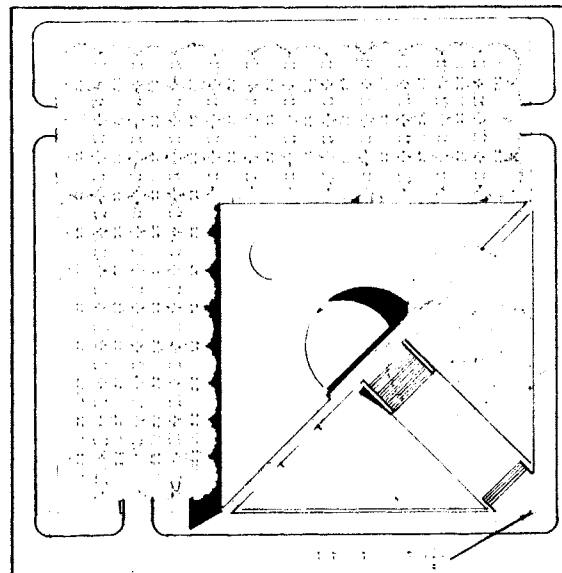
Behind these functions along the legs of the triangle are where private offices happen with views out the rear of the building. The two large public spaces are stacked at the centroid of the triangle, with the council chamber being on the second level and revealing a half domed ceiling. The police department is located in the basement.

In conclusion, there is a distinct separation of public and staff areas. The plan seems to function effectively. However, a criticism concerning public image is indicated in this quote by Allen Freeman. "Obesiance to surroundings is also the building's salient short coming: what should be the small city's most identifiable civic symbol fails to establish a strong identity of its own."

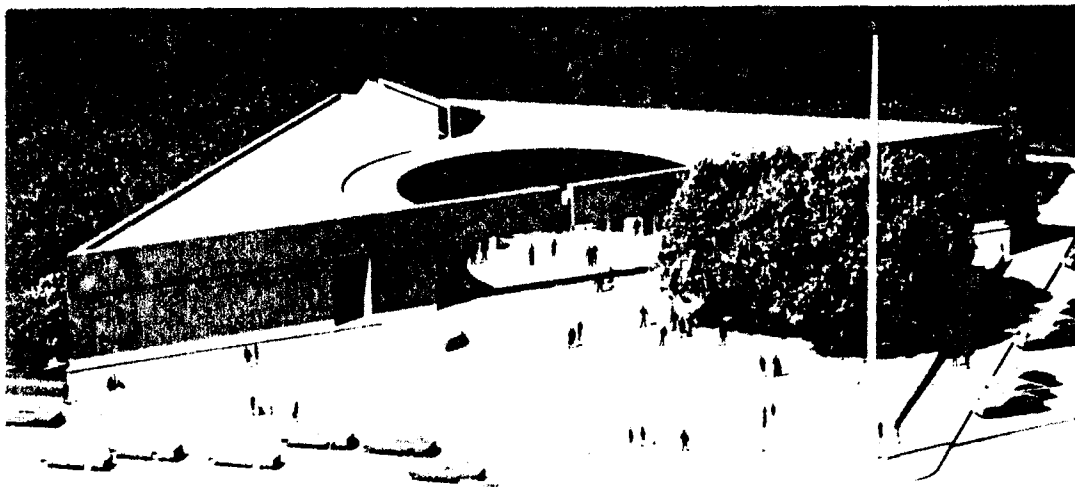
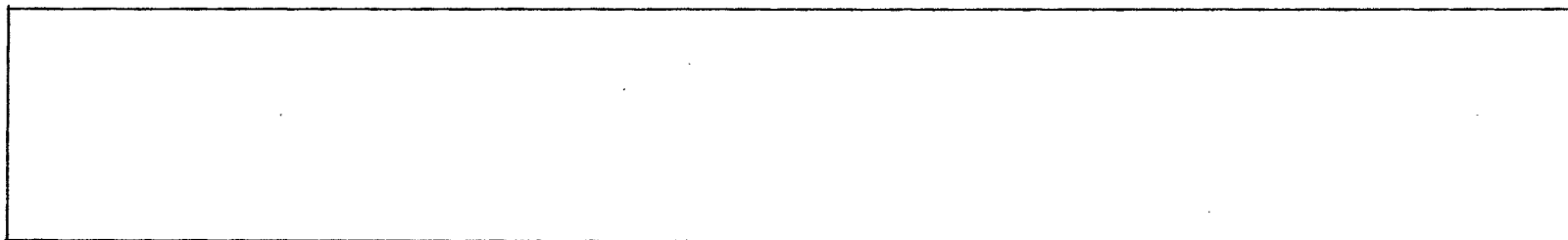
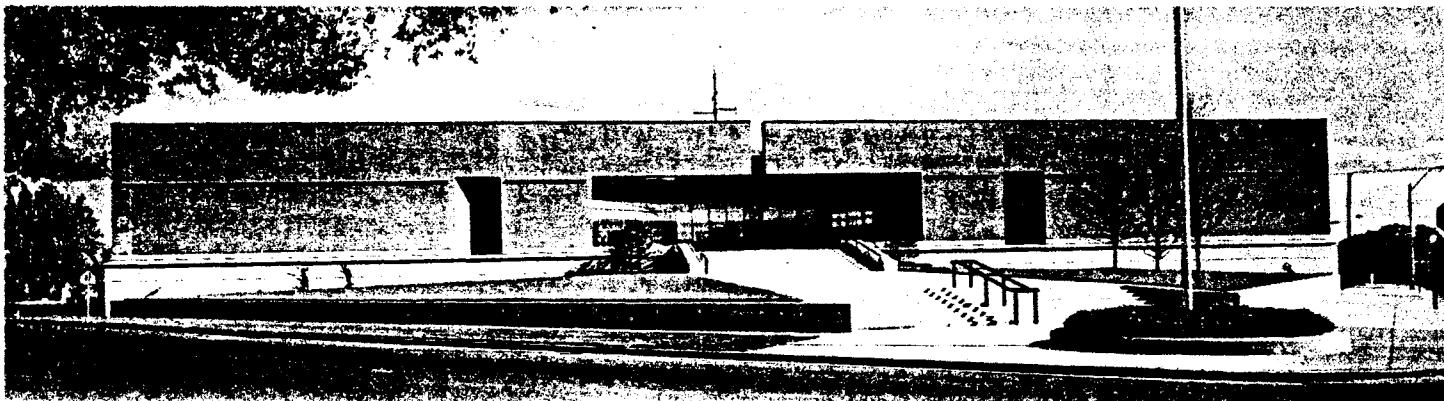
Site Plan

First Floor Plan

Section



Elevation . . .



Model Photo . . .

Two Story Circulation Space...



Typical Open Office...

The key factor in the success of this building designed by Heery and Heery, Architects is the transition that it creates from the small scale business district to the massive Florida State Complex. Yet, it still maintains a strong identity to the city government.

To relate to the business district, the architects used low scale warm brick facades, colonades, and covered walks. These features bring the building to a more human scale to relate to the people spaces of the business district. On the facade facing the capitol complex, the massing, monumental entry and a garden overlooked by a ceremonial balcony aid the building in making a smooth transition to the capitol plaza.

The materials used in this project are rich and welcoming. The architects employed two tones of brick with the main civic interior spaces noted by the darker brick. The council chamber is given some symbolic significance by using a swelling shape different from the rest of the building.

The main lobby is a curved two story space that is brightly skylit. For ease in service, major public functions happen on the first floor along a curved wall. The lobby space is defined by this curved wall. At the center

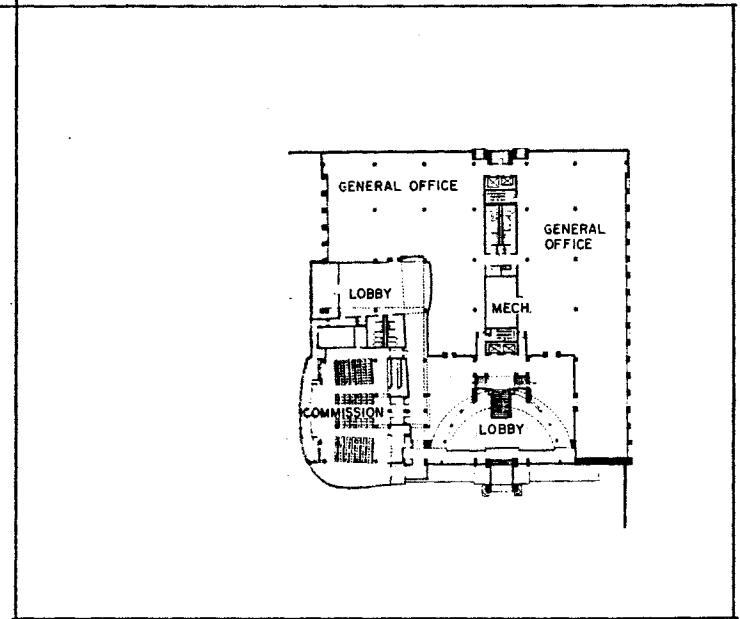
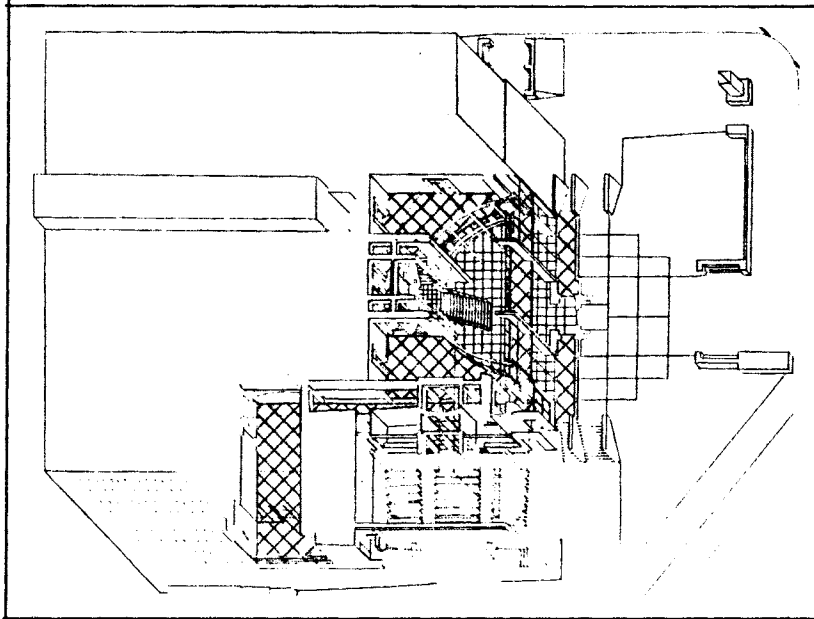
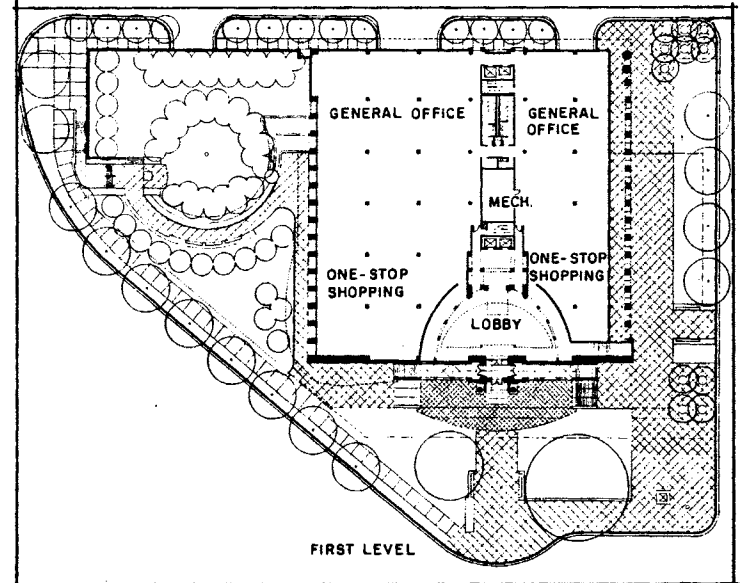


of the lobby is a monumental stair that leads to the council chamber, lounges, and galleries. Flexibility is achieved through open-planning to meet the city's needs in space requirements.

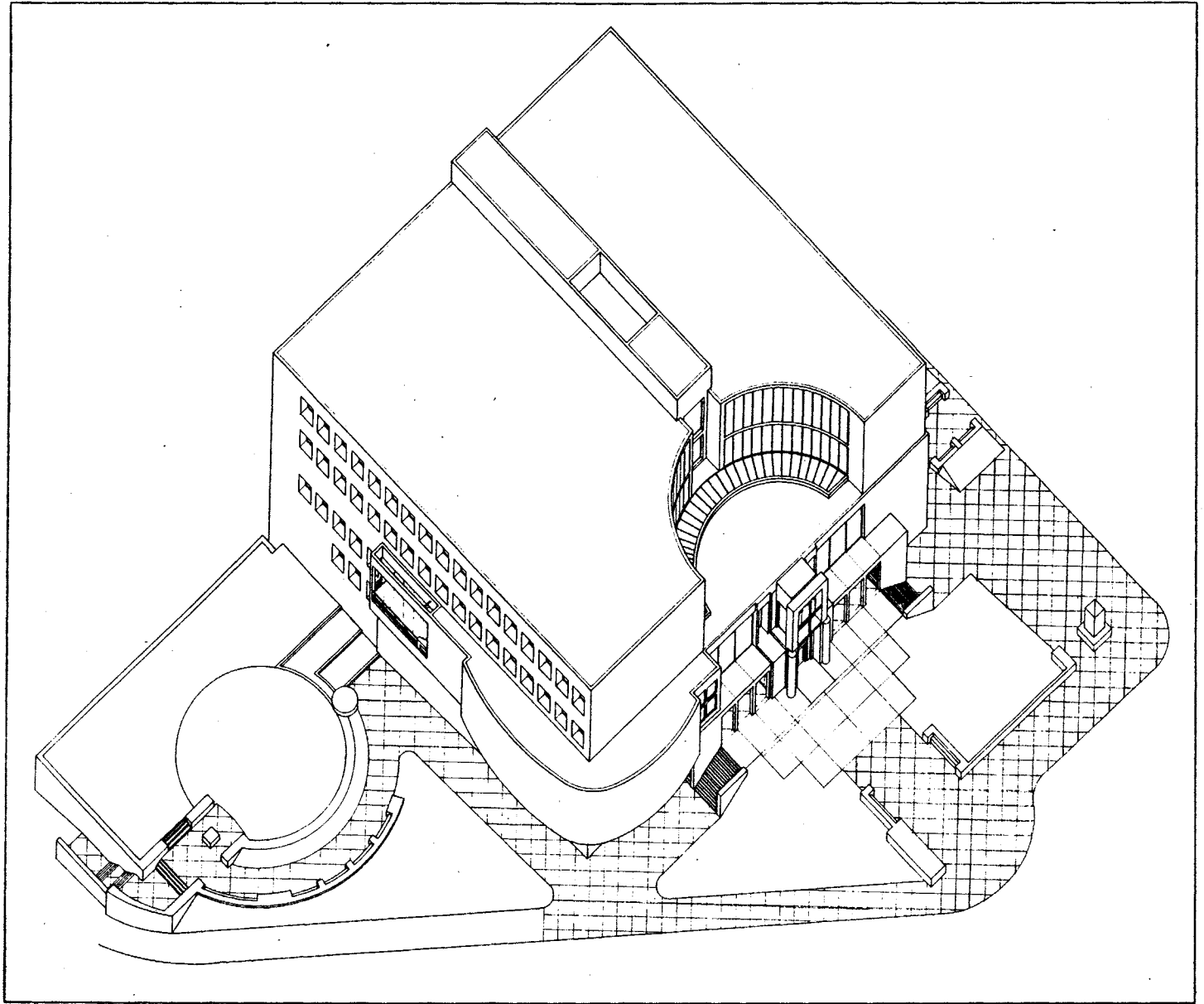
First Floor Plan

Second Floor Plan

Isometric

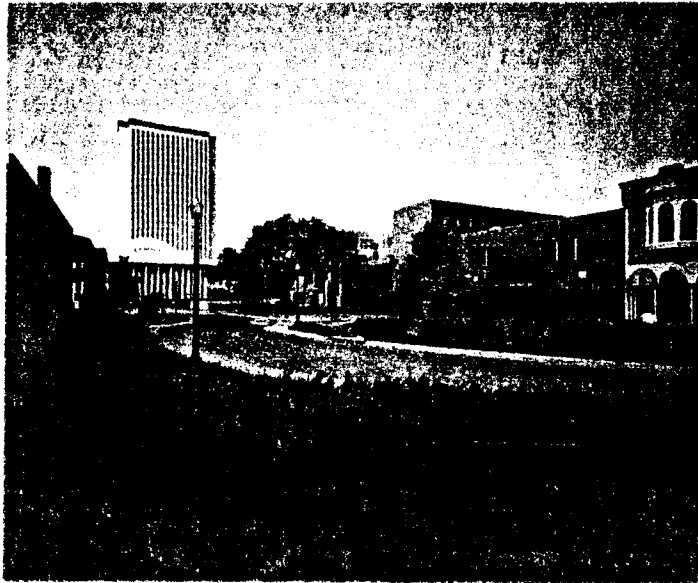


Isometric...



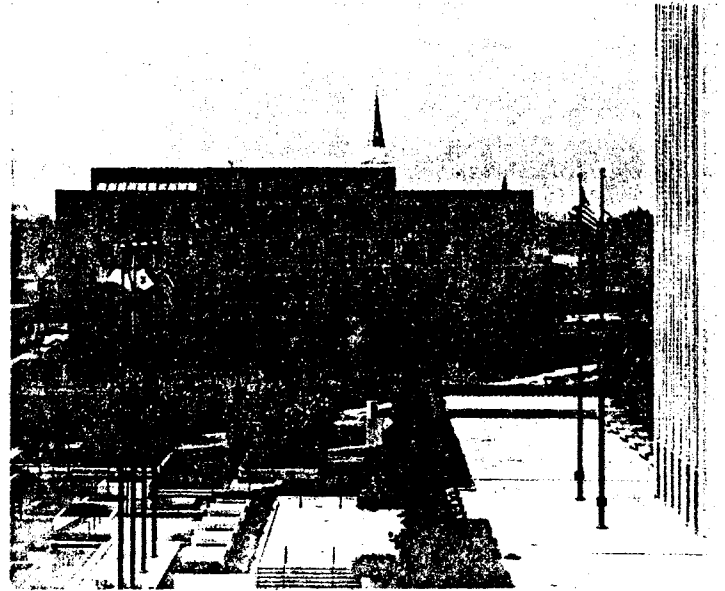
State Of The Art

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View From Small Business District...

View From Capitol Complex...



Lobby Space & Monumental Stairs...



Public Service Area...



DEFINITIONS

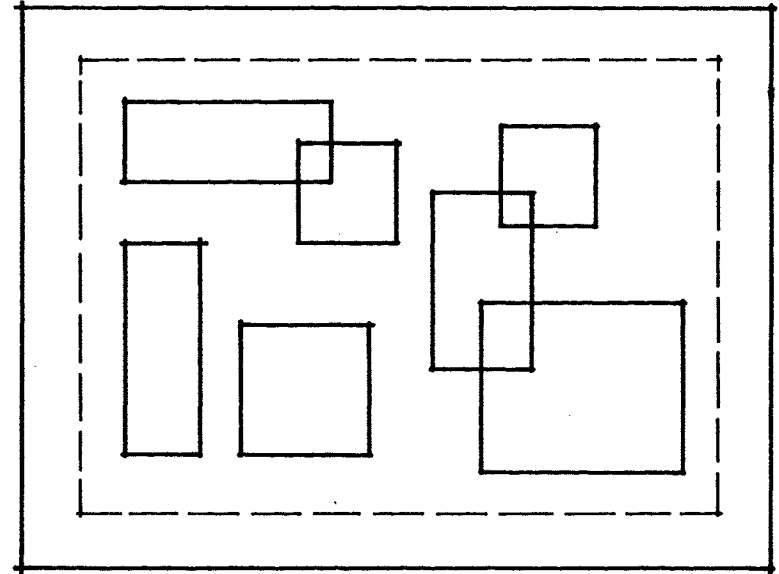
PROJECT GOALS: are established by the Architect working with the client. These are elicited from the considerations of Function, Form, Economy, and Time. . . and their subcategories.

PROJECT CONCEPTS: refer to ideas intended mainly as functional and organizational solutions to the client's own performance problems. They are general or abstract ideas generalized from particular instances.

FUNCTION

GOAL: The arrangement of spaces within the departments must be well defined to provide for functional efficiency.

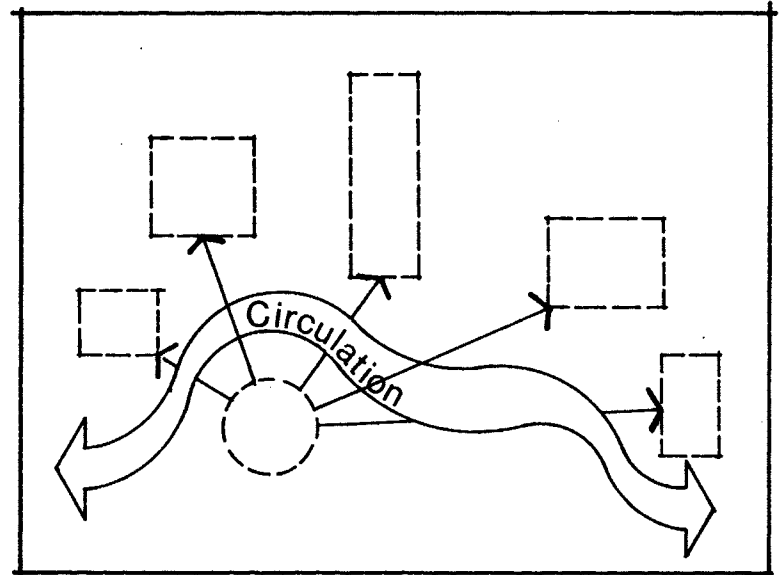
CONCEPT: Group similar activities together and activities which share specific functions adjacent to each other.



FUNCTION

GOAL: The arrangement of departments within the facility must be clear to allow for successful public interaction.

CONCEPT: A direct relationship between the departments is not pertinent except for the City Manager. Thus flexibility and variety in planning can be implemented.

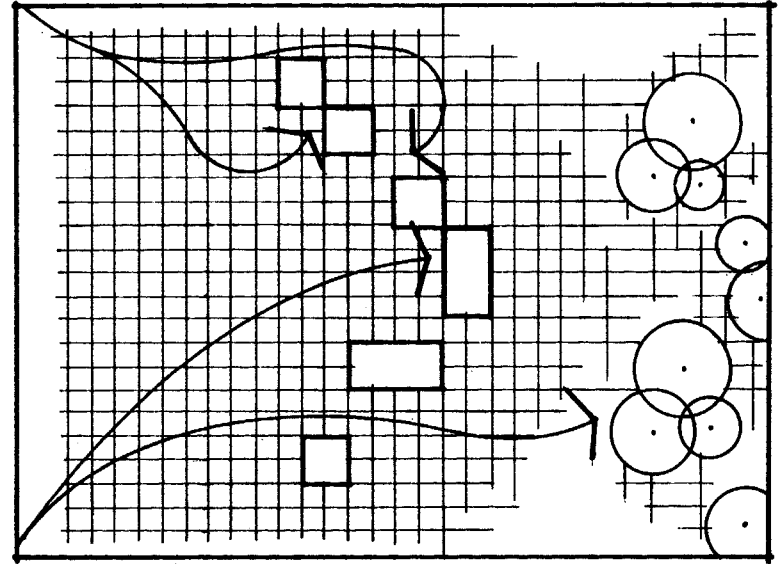




FUNCTION

GOAL: To allow for good visual and physical access to the building and park.

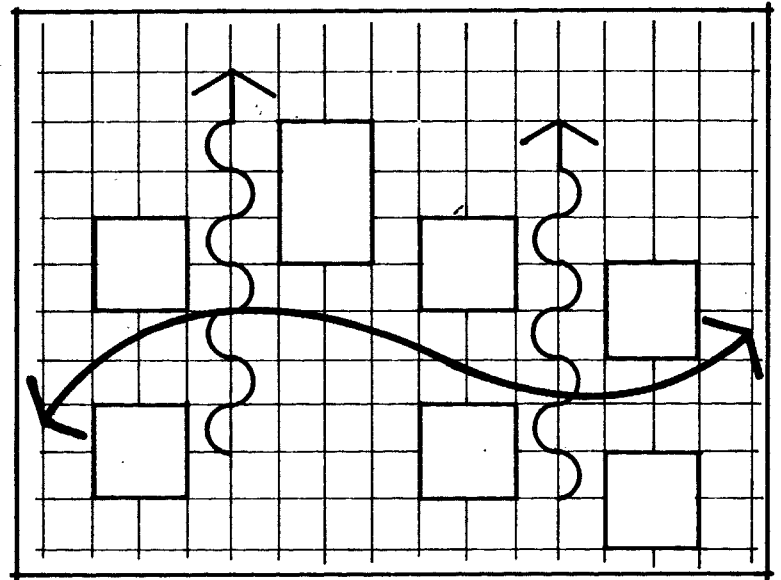
CONCEPT: To improve and enhance existing pedestrian and vehicular circulation to and from the building and park.



FUNCTION

GOAL: To allow for easy access of the city departments within the facility.

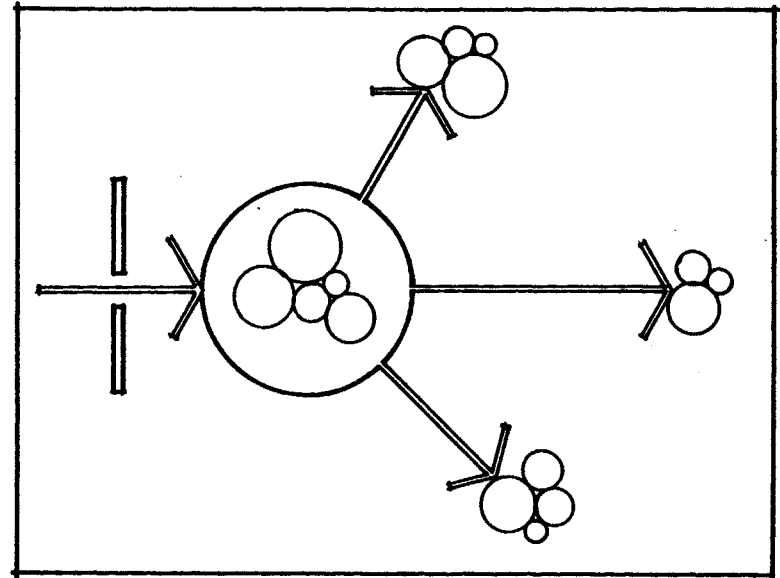
CONCEPT: A well defined flow of circulation between the departments will allow the citizens of the city to orientate themselves to the building for ease in public service.



FUNCTION

GOAL: Service to and through the facility should be separate from the public and efficient.

CONCEPT: Develop a central service area for incoming service. From this central area supplies could then be dispersed throughout the facility to the various departments.

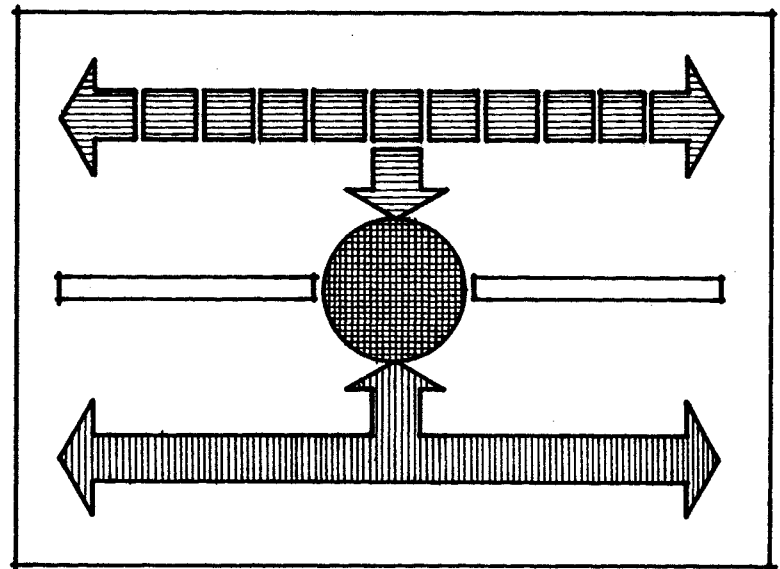


FUNCTION

GOAL: To properly carry on the cities business, a division between public and staff is needed.

CONCEPT: Separation of staff and public may be accomplished by means of audio and visual barriers such as walls, floors, and spaces.

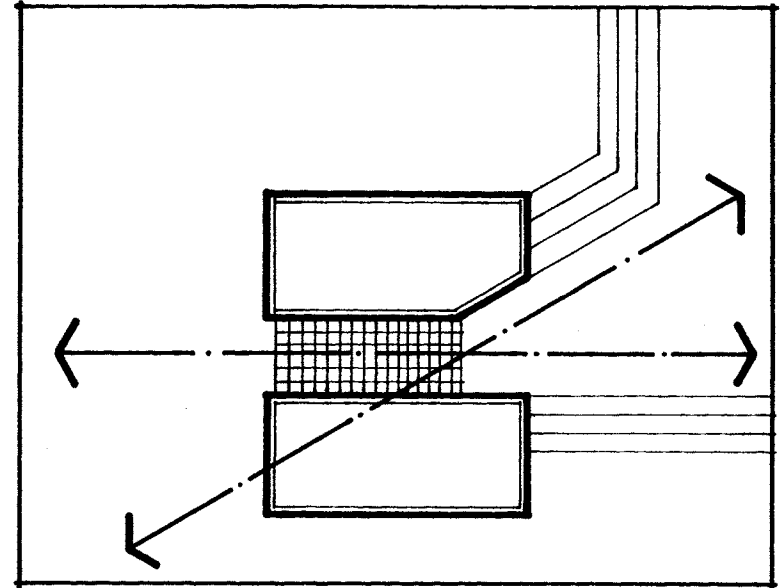
CONCEPT: Allow public and staff interaction only at designated areas such as cashiering or reception areas.



FORM

GOAL: Provide a clear and well-defined entry into the facility.

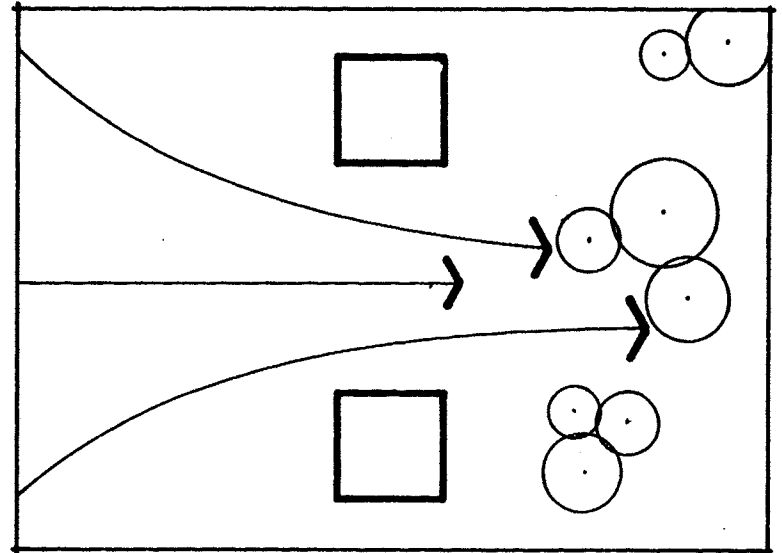
CONCEPT: Use existing traffic patterns (pedestrian and vehicular) and site conditions to develop and locate the entry.



FORM

GOAL: The facility should act as a gateway to the park.

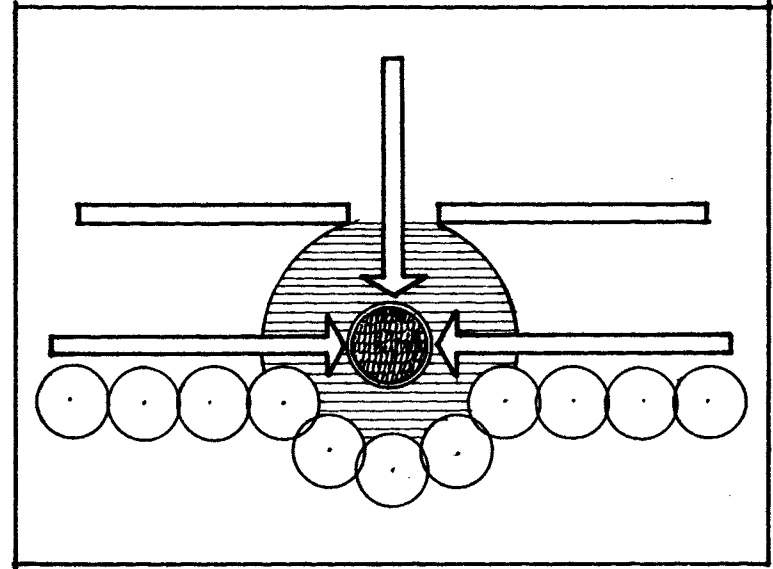
CONCEPT: Use building forms and site lines to develop the facility as a transitional filter from the Central Business District to the natural park.



FORM

GOAL: To control the microclimate and enhance the facility by exterior building development.

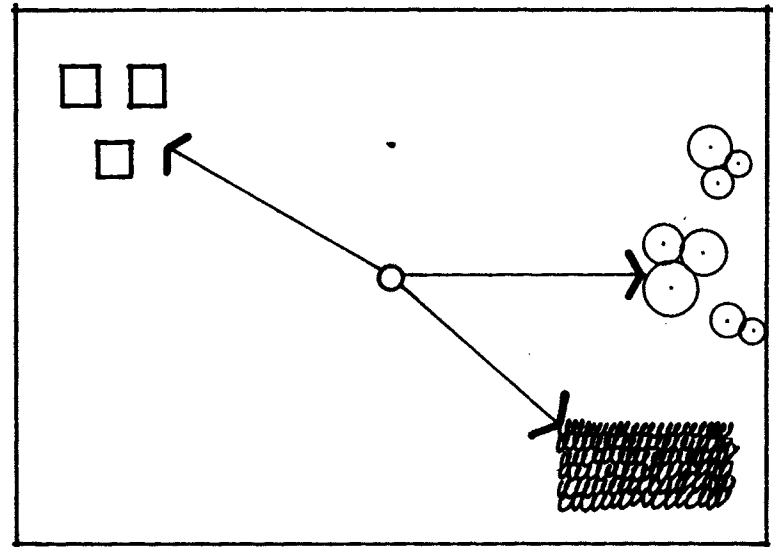
CONCEPT: Use landscape features which identify and encourage maximum use of exterior spaces. Include earth forms, trees, and other plantings when possible.



FORM

GOAL: The facility must respect the existing site conditions, views, and park amenities.

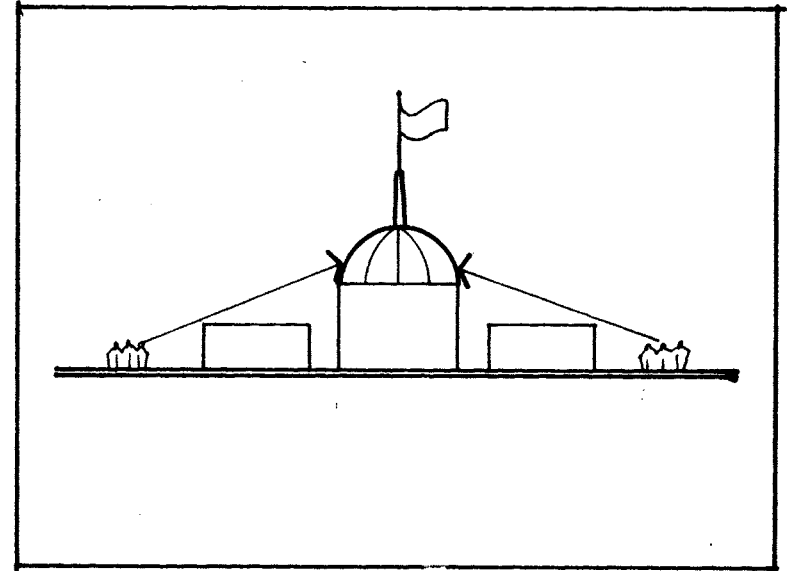
CONCEPT: Design the facility to take full advantage of the variety of views available.



FORM

GOAL: The facility should exemplify the meaning of a community place.

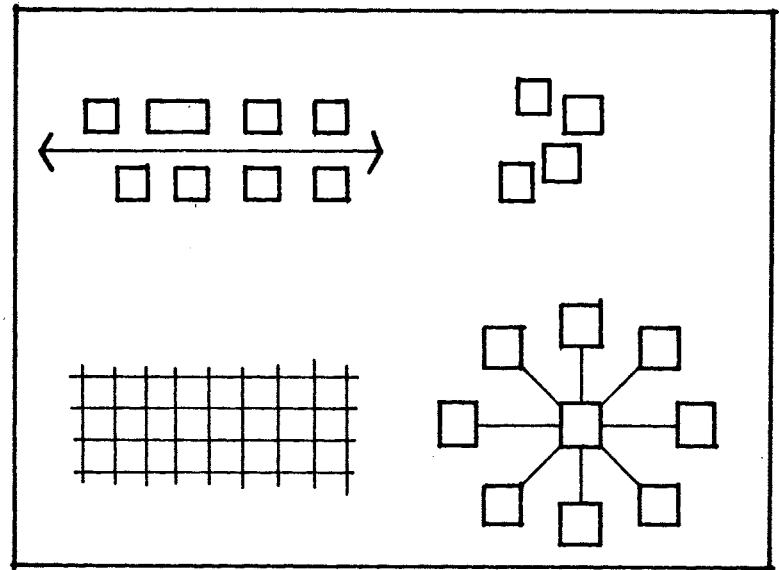
CONCEPT: Explore the use of symbolism in public gathering spaces such as the Council Meeting Room and the Main Lobby.



FORM

GOAL: The facility should reflect a positive psychological environment for the principle users.

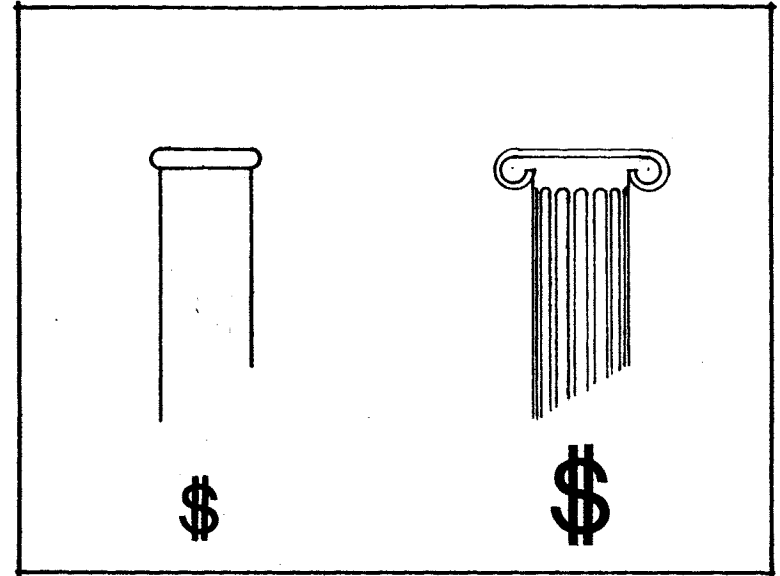
CONCEPT: Through the use of Architectural form principles, create the best possible psychological environment as a problem solving means for the facility.



FORM

GOAL: The facility must project an image that is positive, open, and inviting, yet reflect efficient use of the cities monies.

CONCEPT: Keep the design simple and direct to indicate an adequate but not over-sized budget.

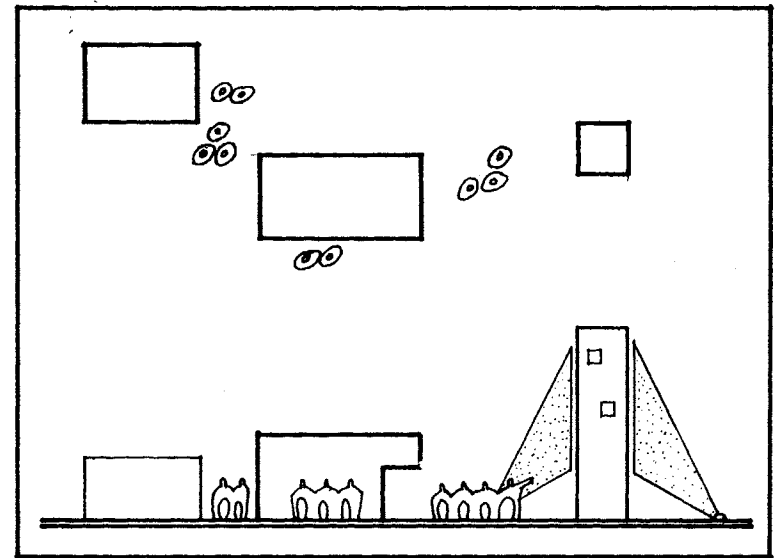


FORM

GOAL: The facilities image must reflect a sense of security to the general public.

CONCEPT: Keep the facility well lit, highly visible, and encourage public interaction around it.

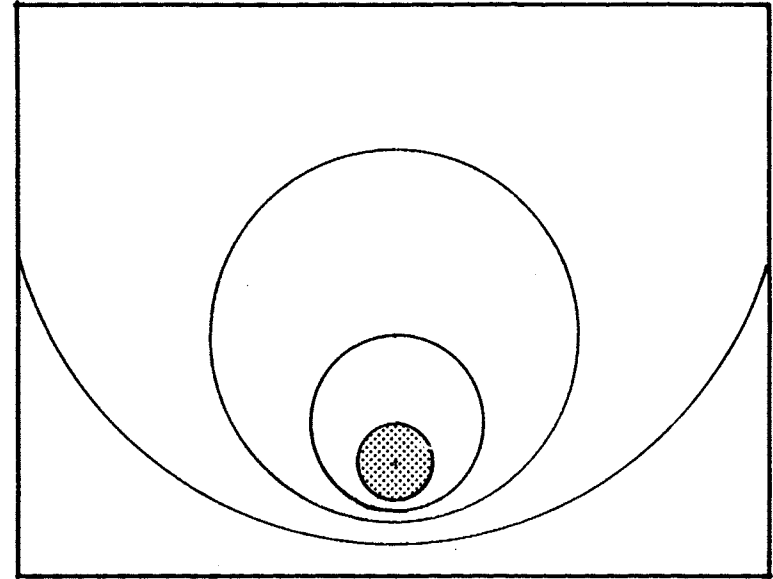
CONCEPT: If the quality of the design is high, vandalism is less likely.



ECONOMY

GOAL: Use the facility as an economic primer to spur further improvement downtown.

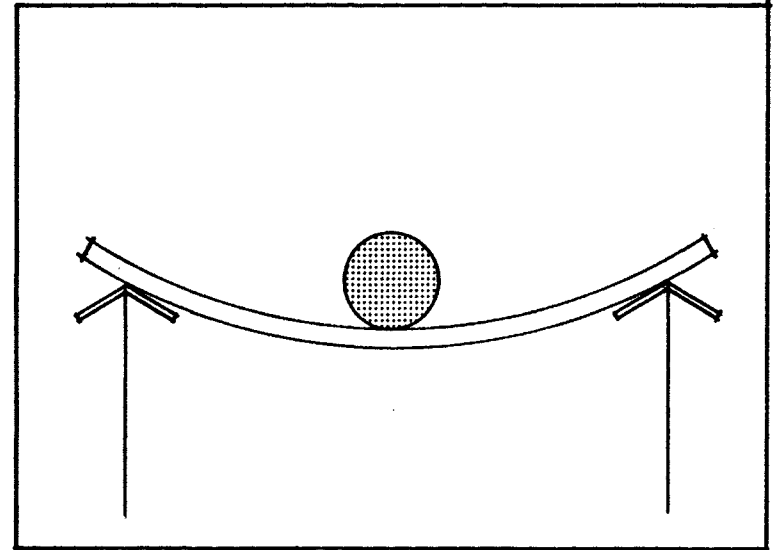
CONCEPT: Key placement of the municipal facility in an area in need of revitalization will show public support and thus increase surrounding land value.



ECONOMY

GOAL: Provide activities for increased city revenue to help support the facility.

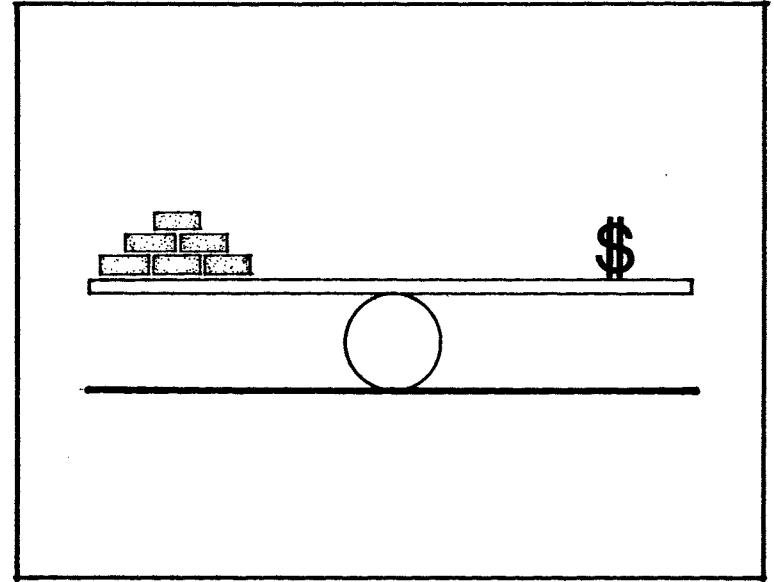
CONCEPT: Introduce small commercial business to increase public density.



ECONOMY

GOAL: Keep the facility within the cities budget.

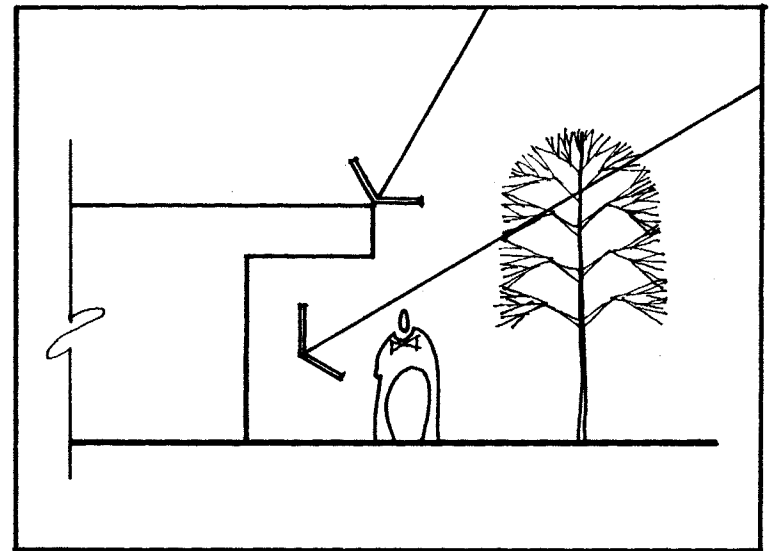
CONCEPT: Reduce cost by careful selection of building materials and construction methods.



ECONOMY

GOAL: Reduce building operational costs by utilizing energy conservation methods.

CONCEPT: Explore natural daylighting, ventilation, and passive solar concepts.

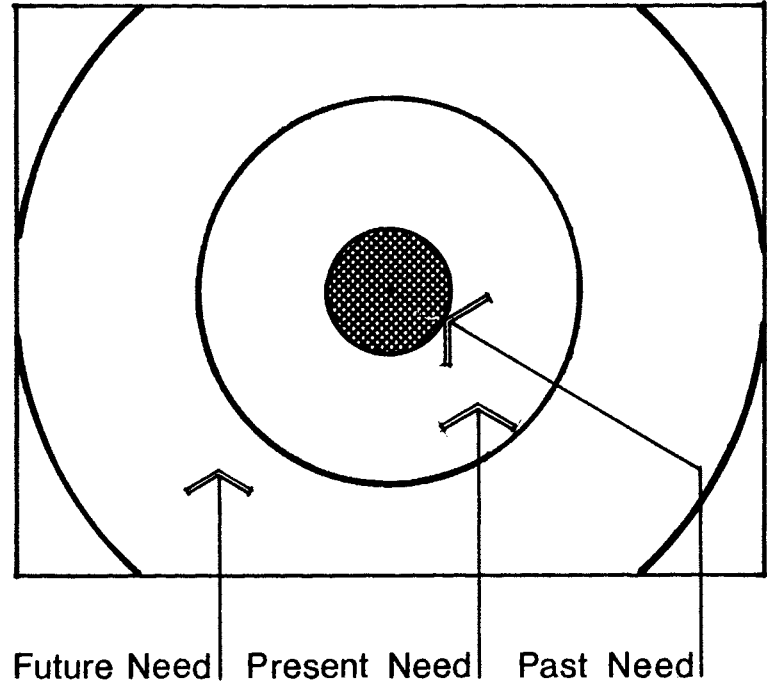




TIME

GOAL: Assuming a constant growth pattern for the city of Bartlesville, the facility should include space allocations for the future.

CONCEPT: The facility should be designed with provisions for future expansion, due to the changing needs of the city.



A City Administration Building • Bartlesville, Oklahoma.

DEFINITIONS

PROBLEM STATEMENT: A description of the critical conditions and design premises which become a starting point for schematic design.

DESIGN PREMISE: A specific condition leading to a general design directive.

DESIGN CRITERIA: The problem statements in terms of design premises are used as standards to judge a design solution.

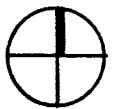
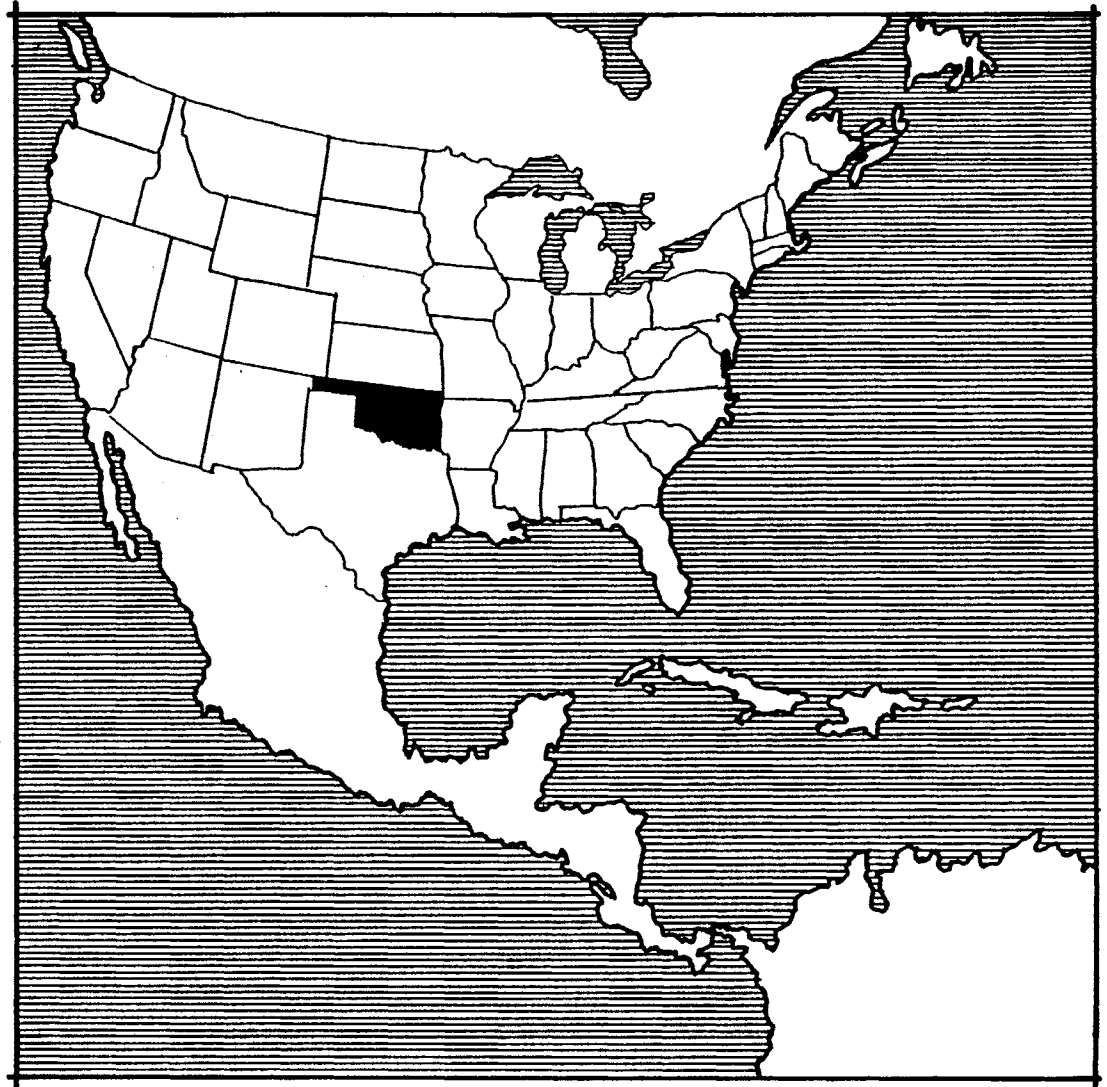
**FUNCTION:** Since the City Administration building has a direct relationship to the community, functional convenience is of utmost importance. The citizens of the city must be able to orientate themselves easily with the building for efficient service.

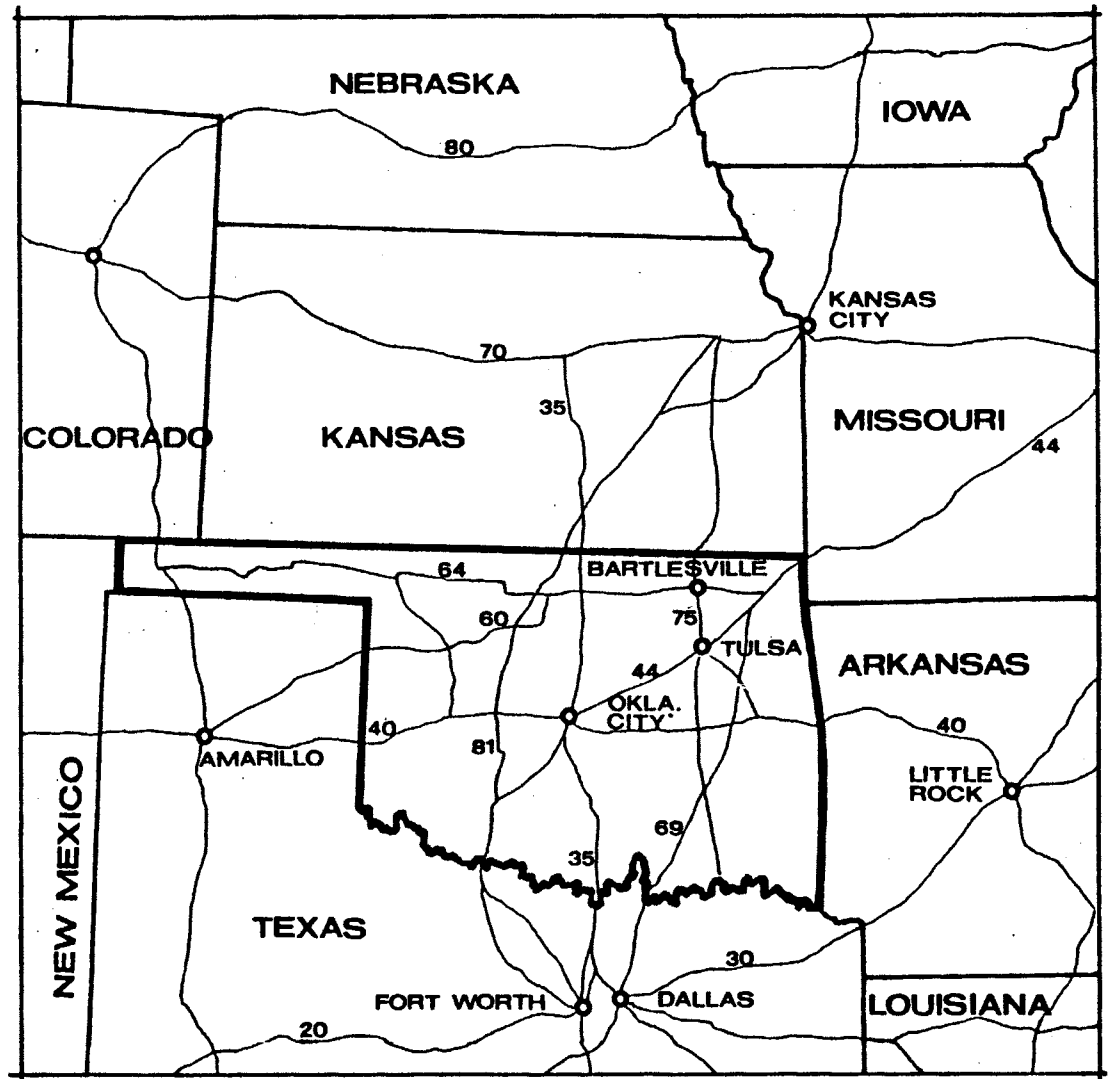
**FORM:** Since the purpose of the facility is to serve the citizens of the community, the facility should reflect a sense of civic pride and community gathering. Therefore the facility should be open and welcoming.

**ECONOMY:** Since the budget of the building will be adequate but not luxurious, the design should be simple and direct to reflect efficient use of the taxpayers monies.






**TIME:** Since the Administration Building seeks to be flexible to the changes in city government created by population growth, expansion may be needed. By carefully planned systems, this can be accomplished easily.

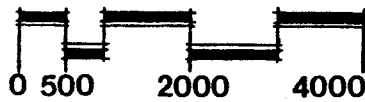
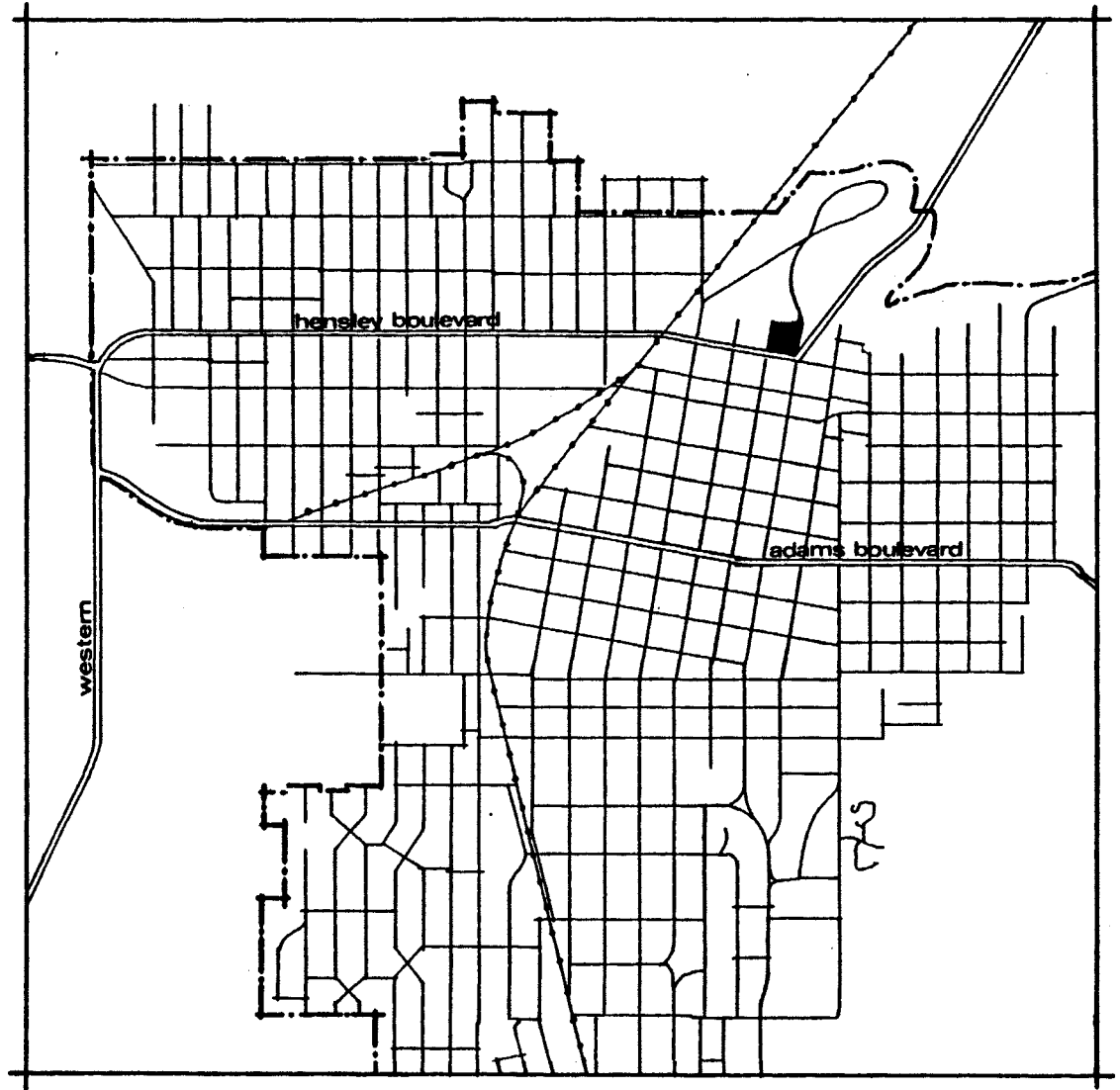






# Legend









- Major Traffic Artery 
- Minor Traffic Artery 
- Railroad 
- Bartlesville City Limit 
- Site Block 

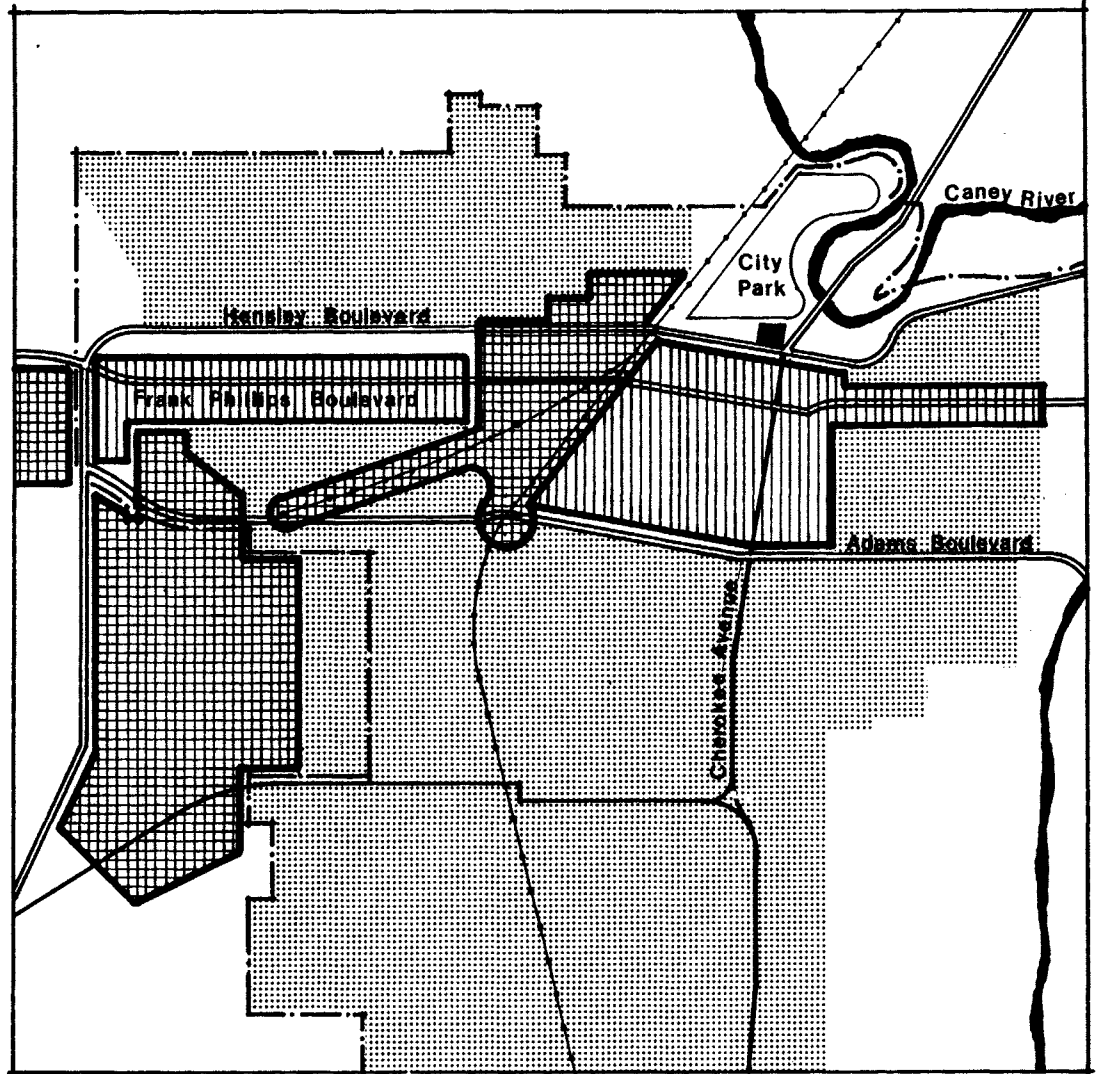


Bartlesville CBD / Site



# Legend

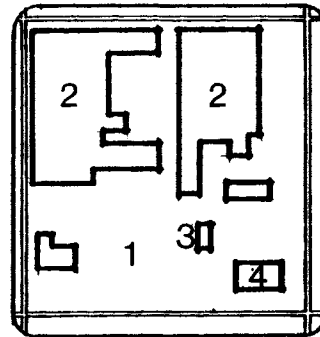
- Major Traffic Artery 
- Minor Traffic Artery 
- Railroad 
- Bartlesville City Limit 
- Site Block 
- Residential 
- Commercial 
- Industrial 



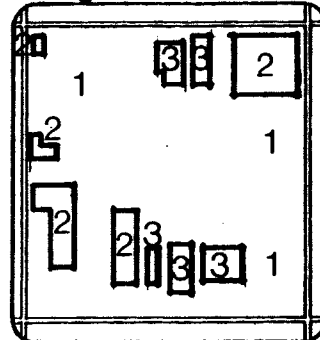
Gross Land Use

# Legend

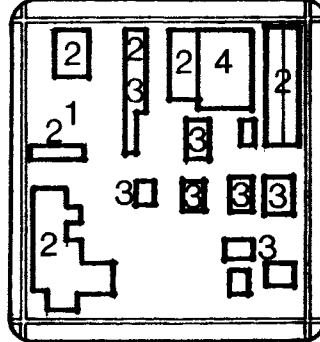
- 1 Parking
- 2 Commercial
- 3 Residential
- 4 Service
- 5 Recreation



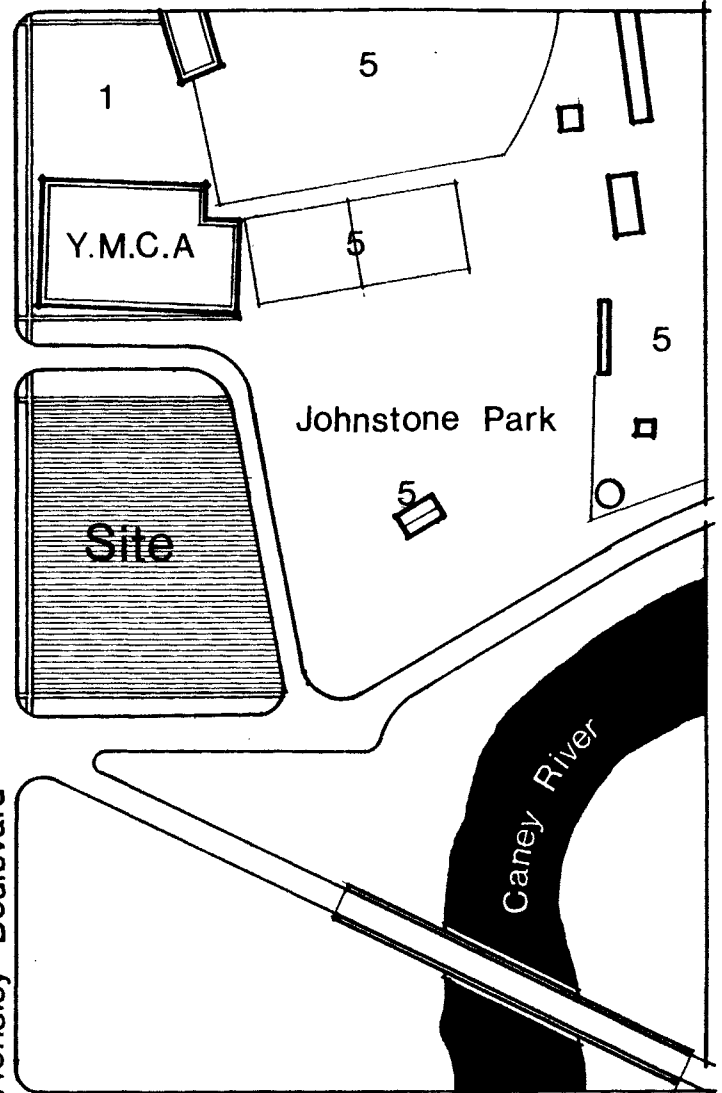
Osage Avenue



Cherokee Avenue



Hensley Boulevard

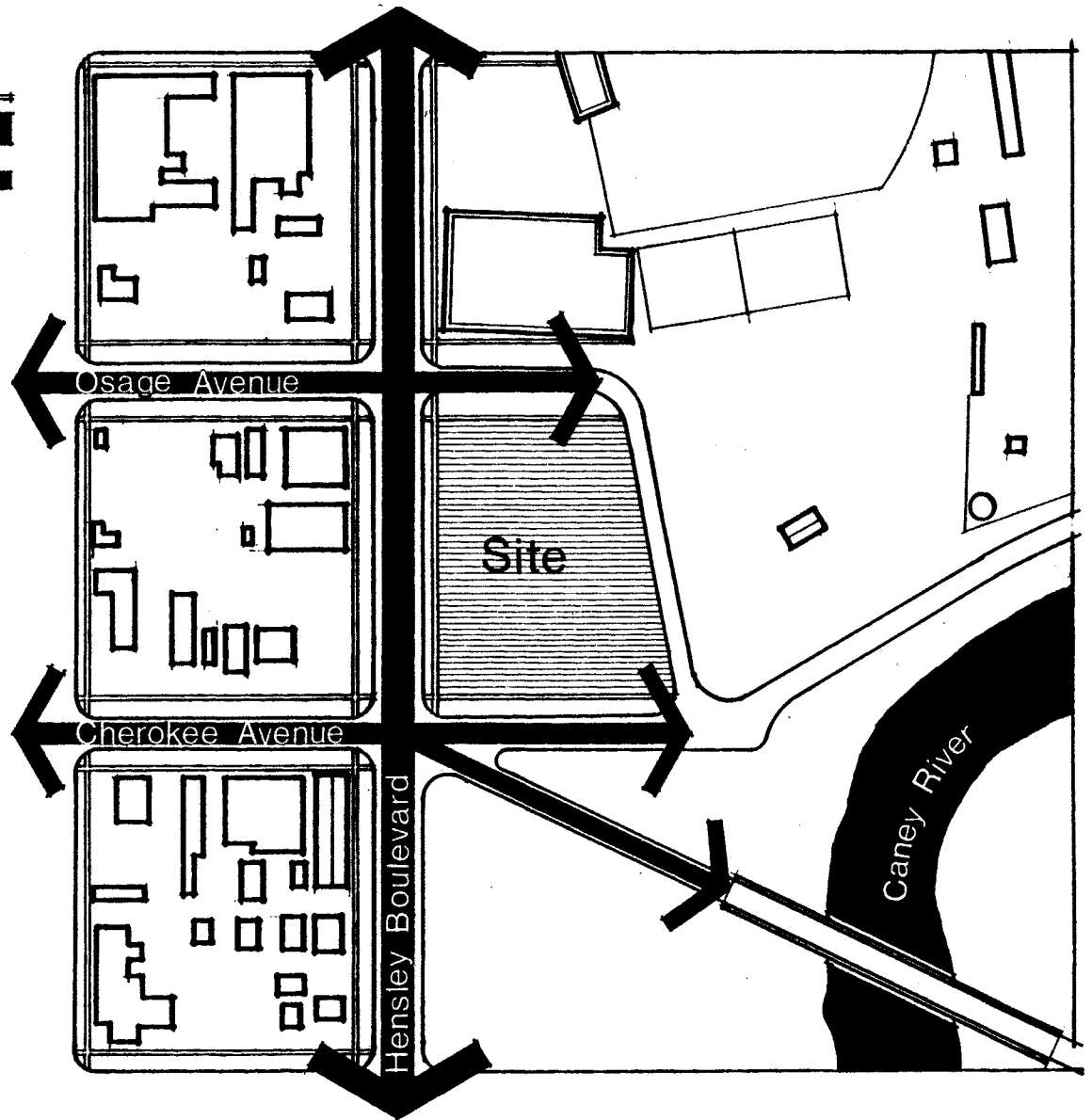
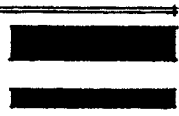


Building Identification

Legend

Primary

Secondary

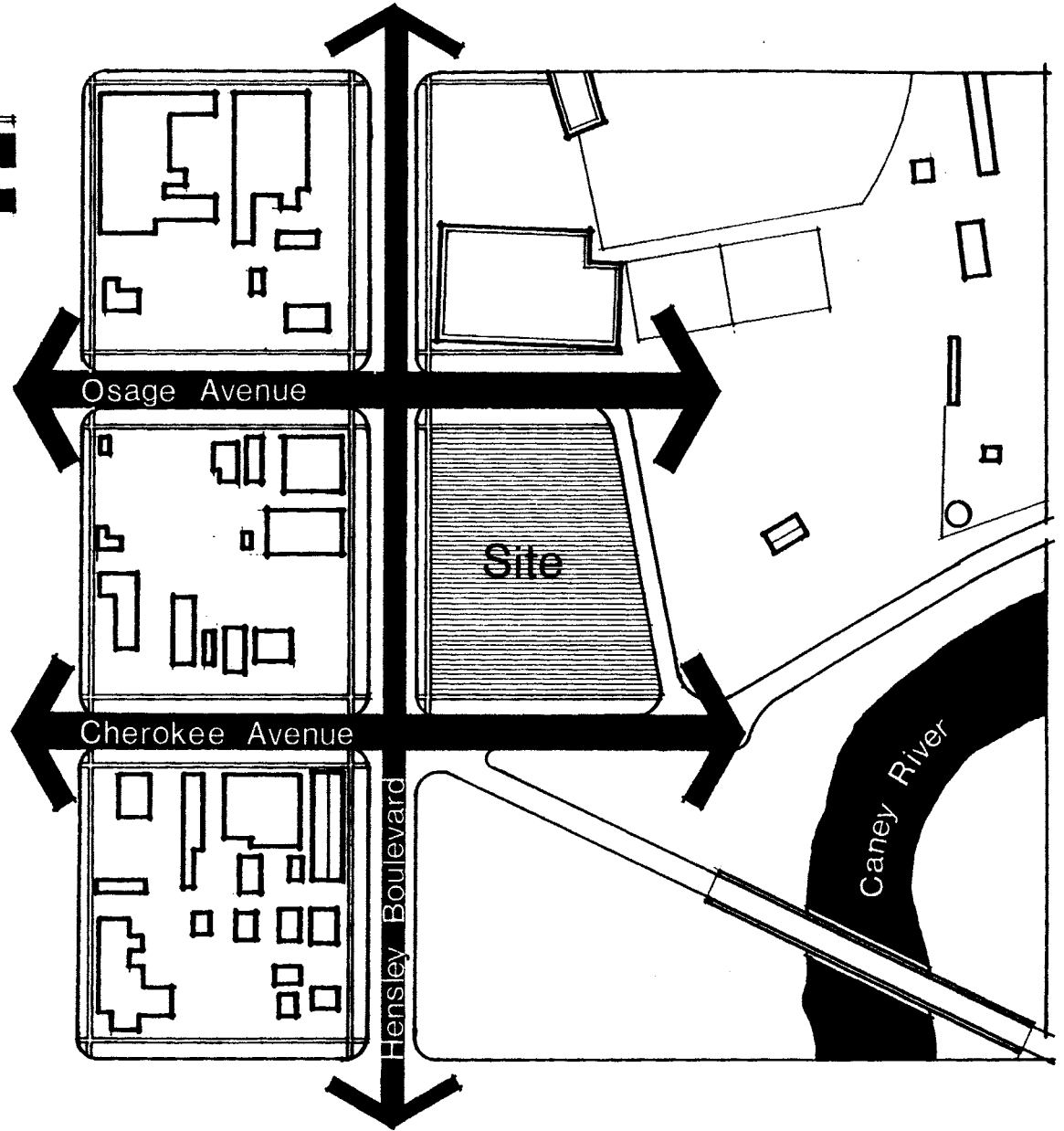
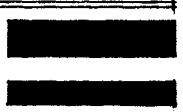


Vehicular Flow

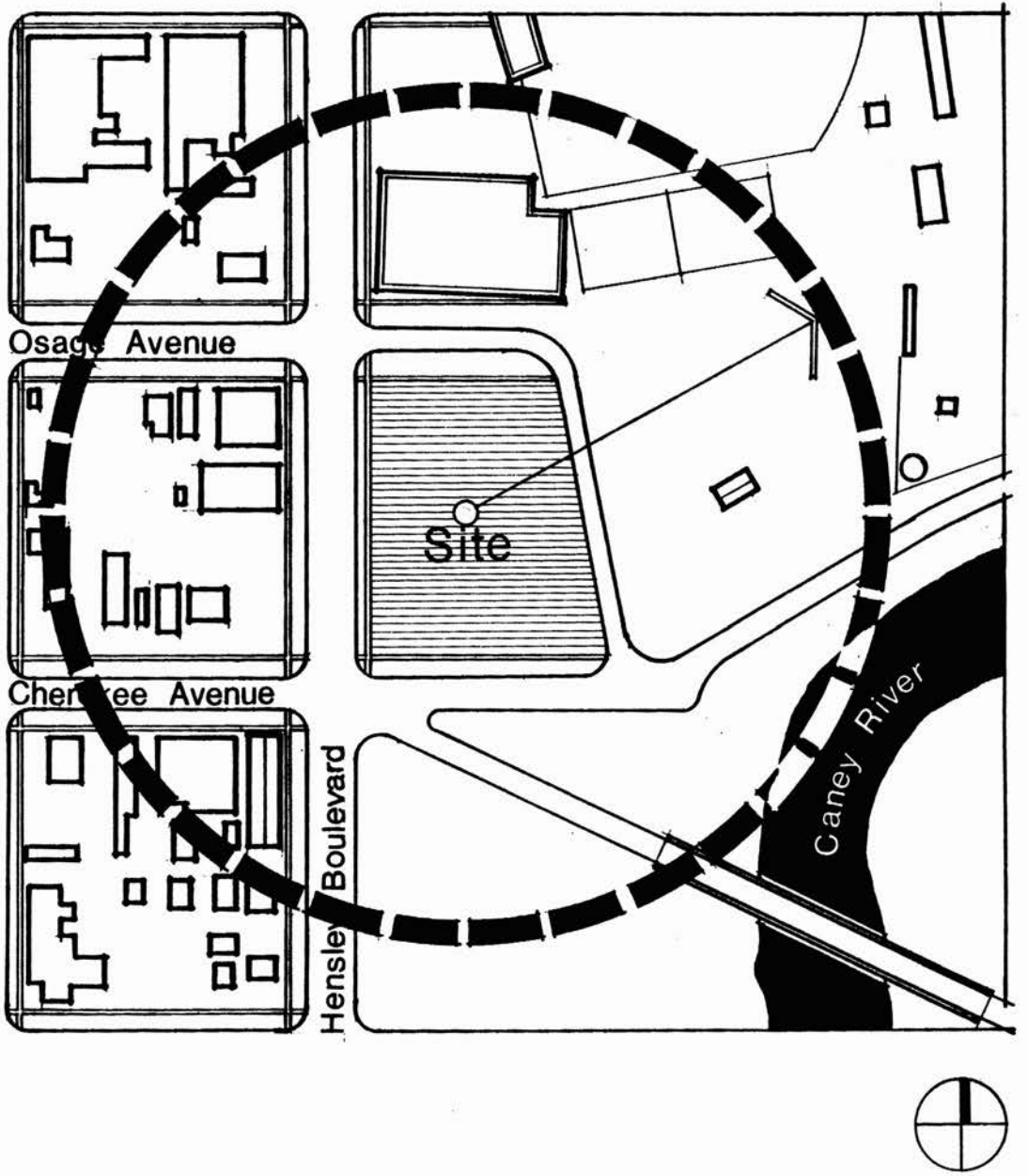
Legend

Primary

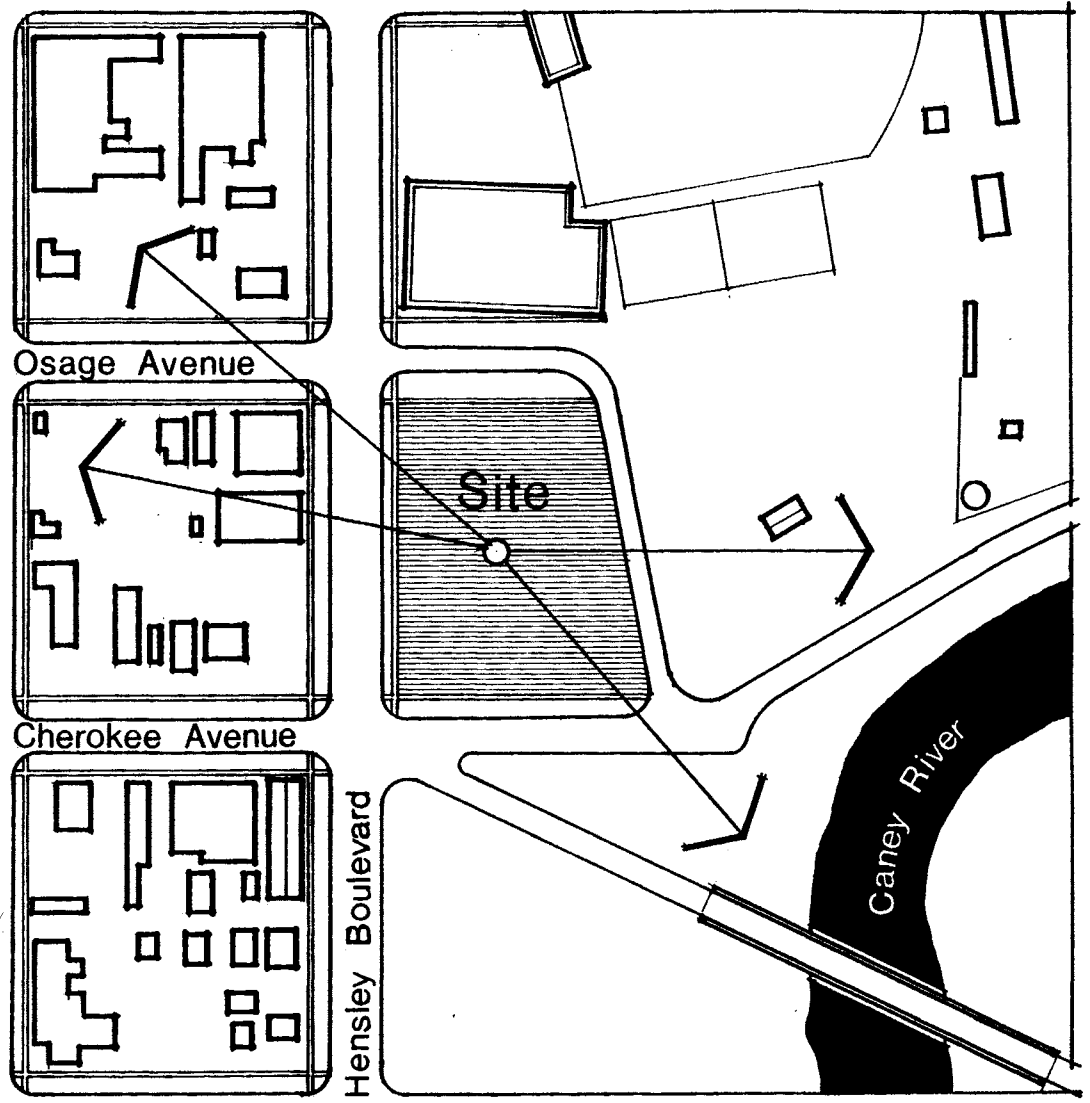
Secondary



Pedestrian Flow

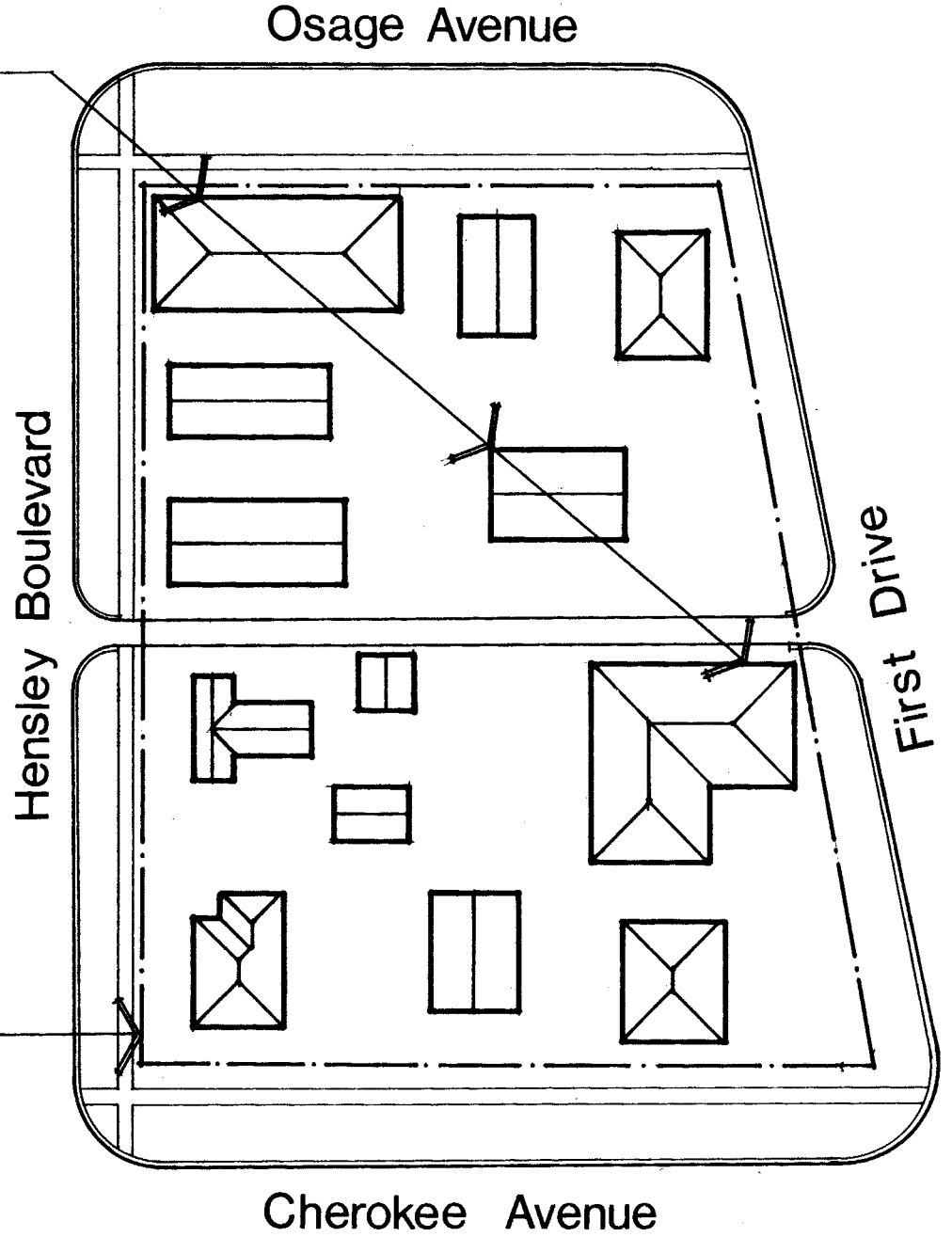


Five Minute Walking Radius



Desirable Views

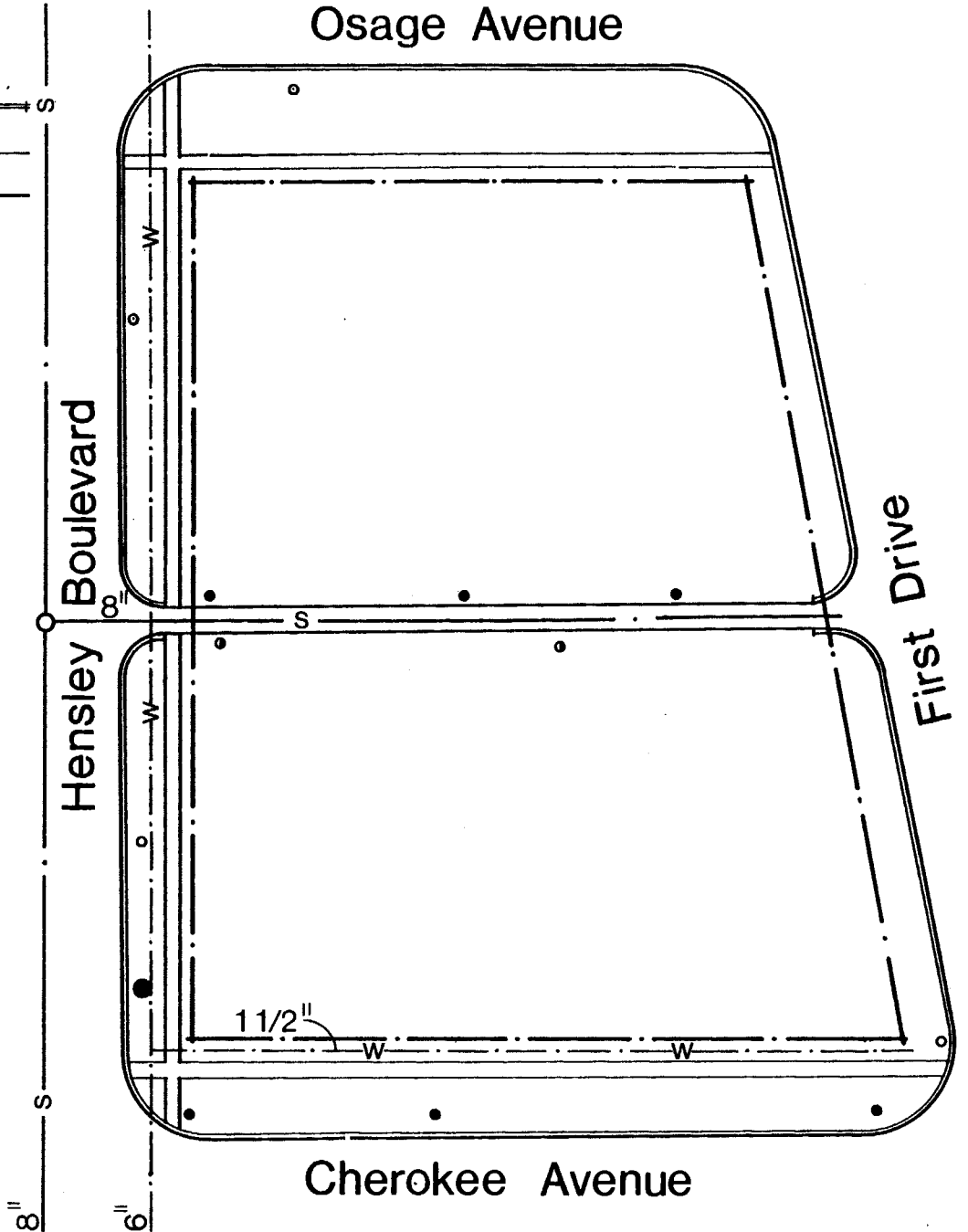
All Existing Structures  
To Be Removed



Existing Site

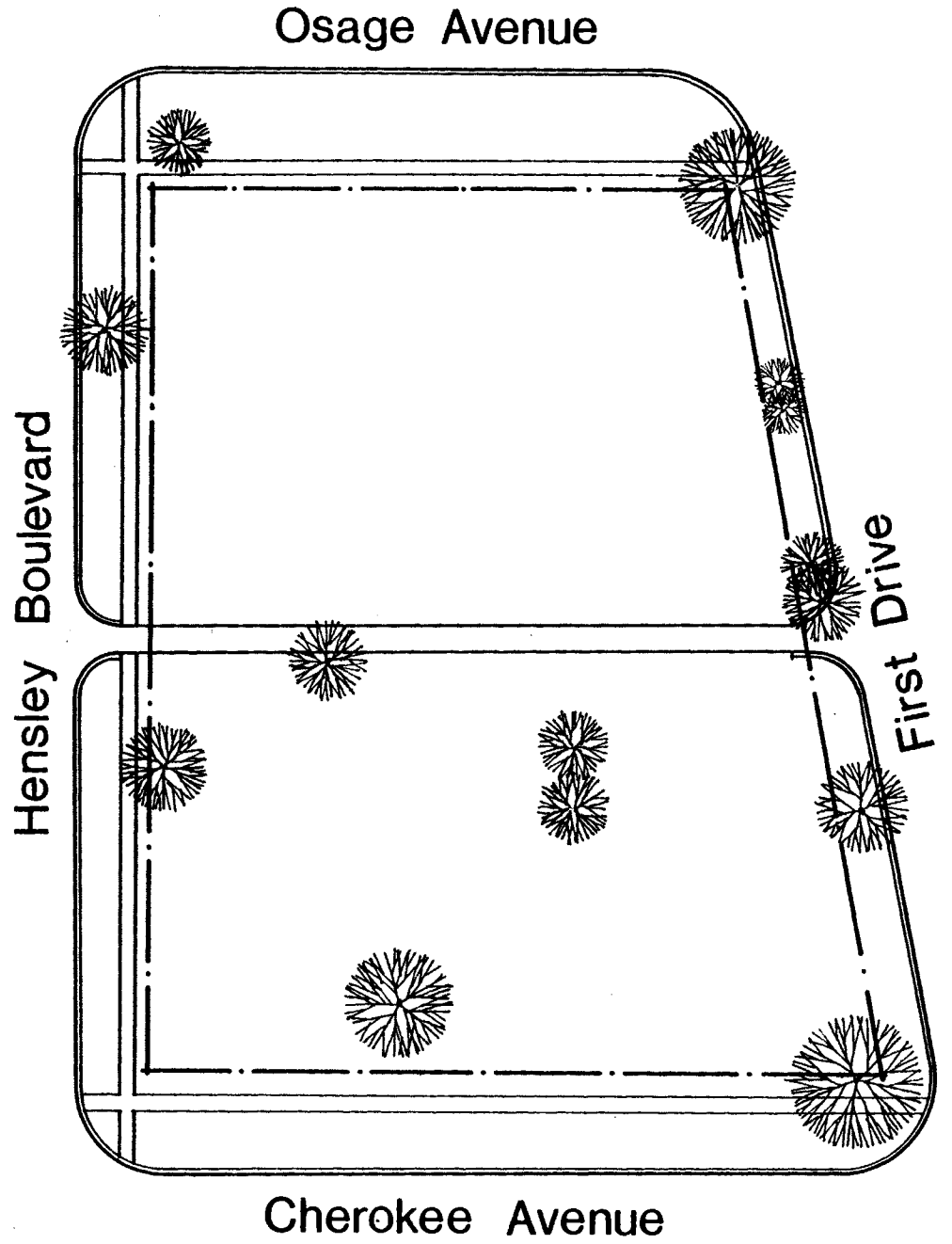
# Legend

- Water Lines & Fire Hydr. ● — w —
- Sewer Lines & Manholes ○ — s —
- Light Pole ○
- Utility Pole ●
- Telephone Pole ●



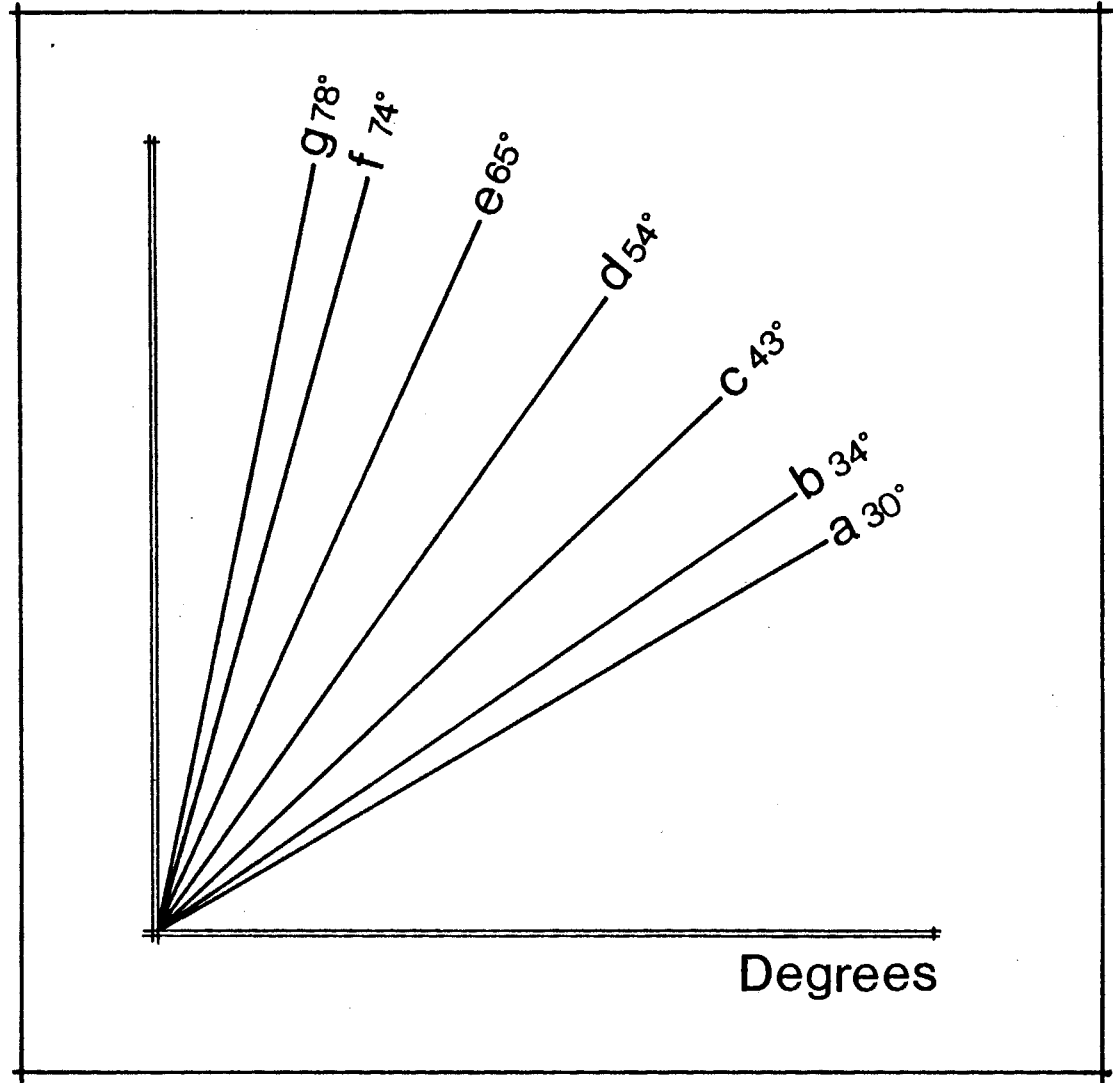
Utilities / Site





## Months

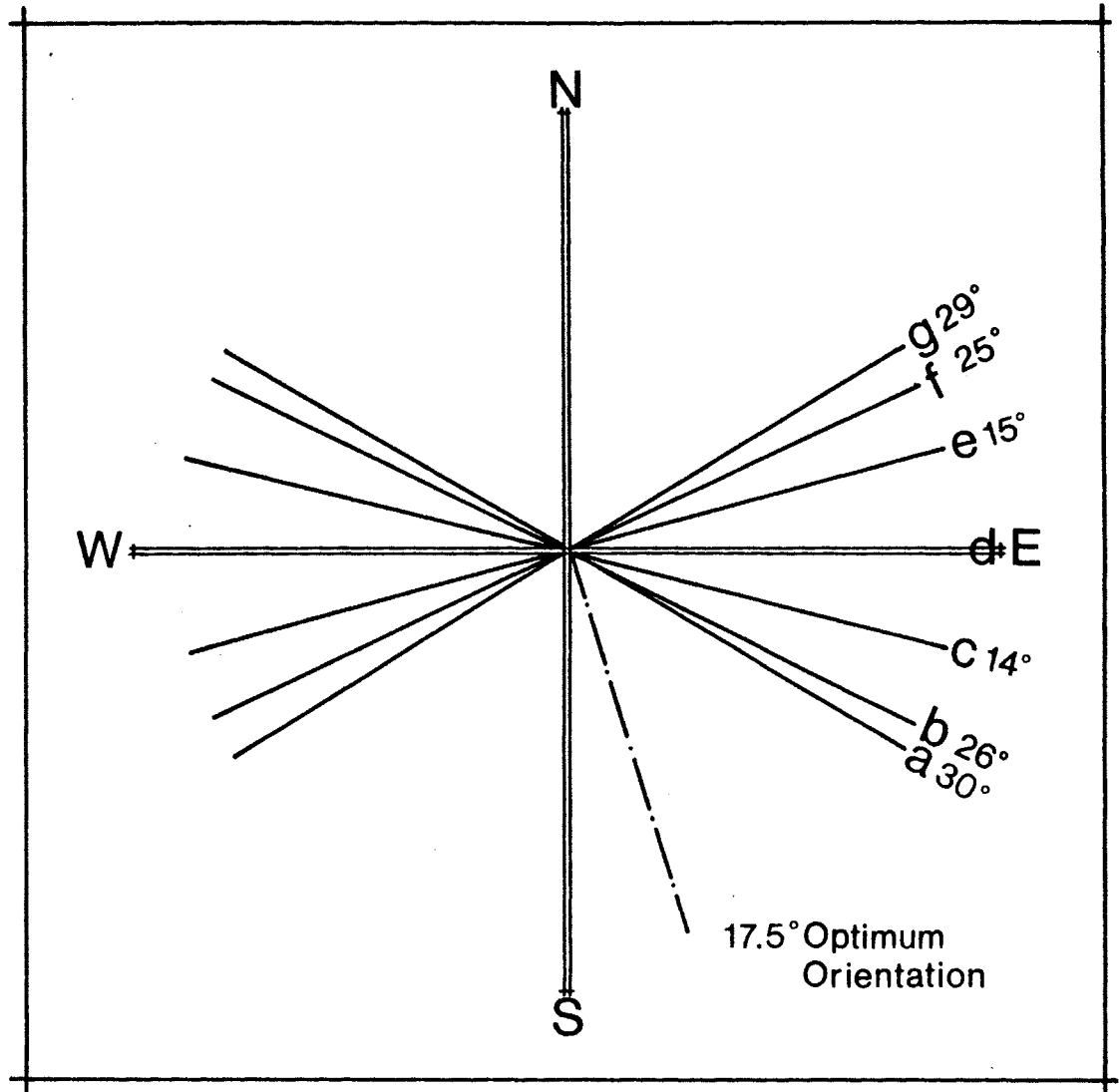
- a. December 22
- b. January 22 / November 22
- c. February 22 / October 22
- d. March 22 / September 22
- e. April 22 / August 22
- f. May 22 / July 22
- g. June 22



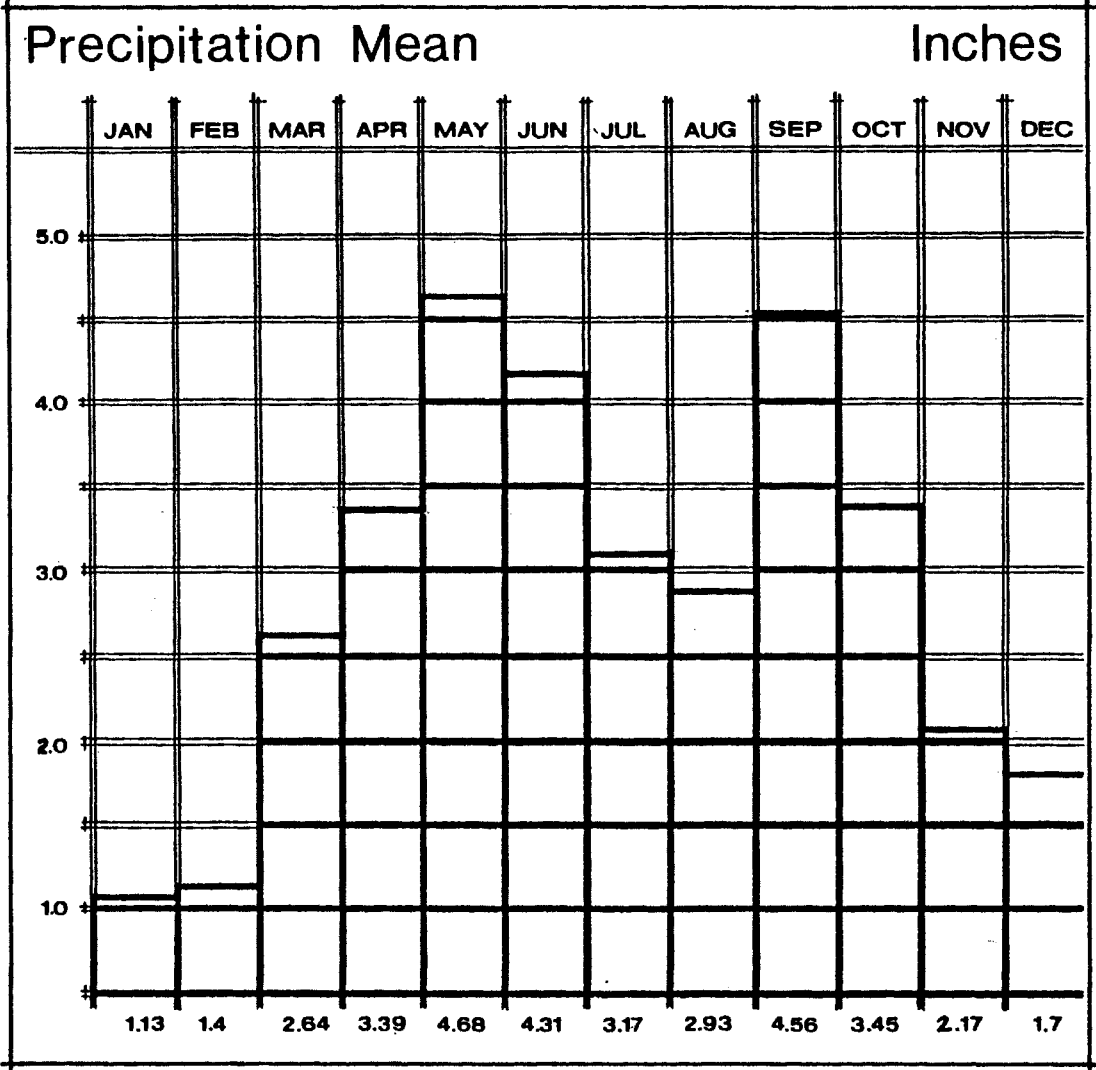
Solar Altitude

## Months

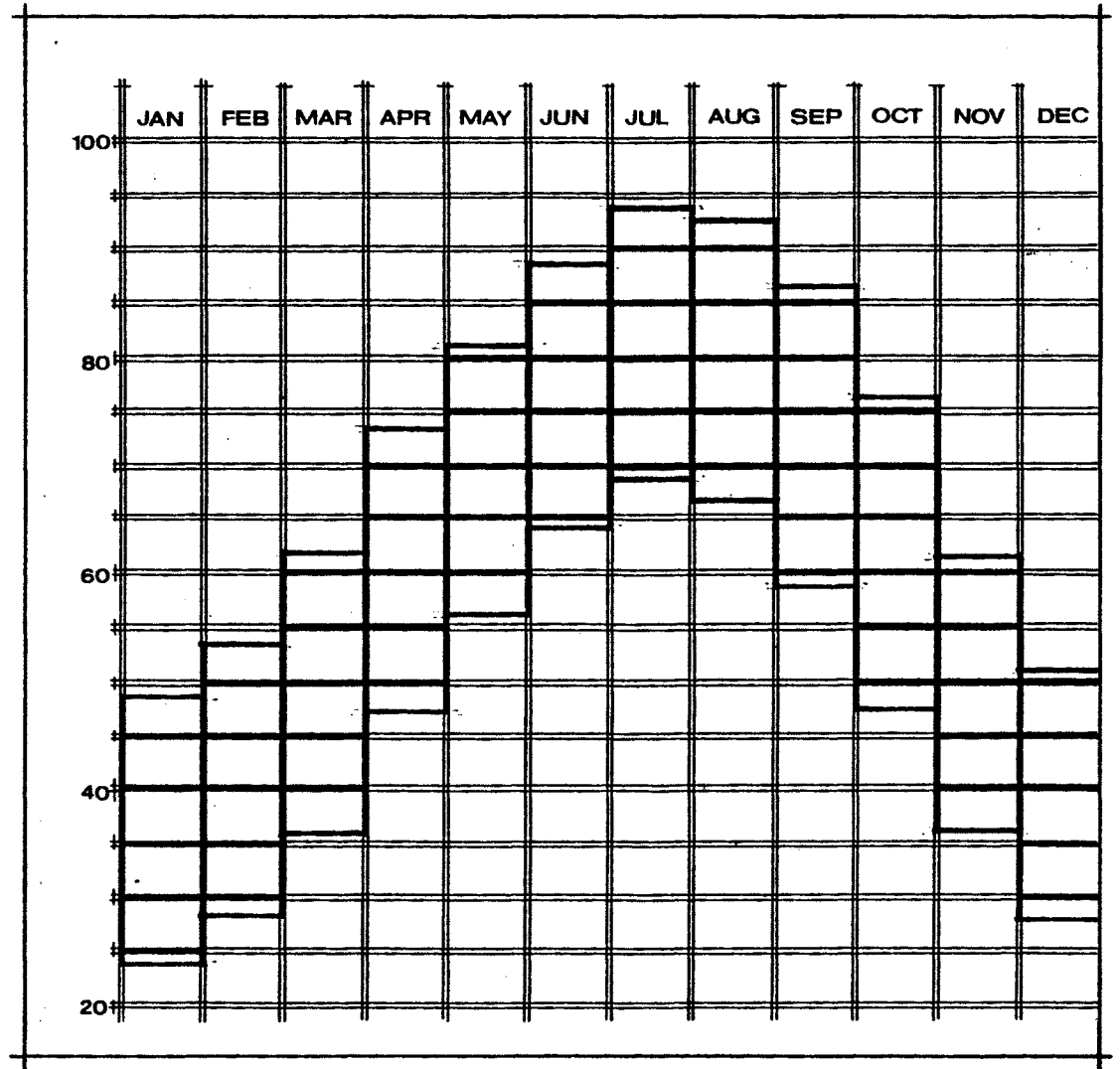
- a. December 22
- b. January 22 / November 22
- c. February 22 / October 22
- d. March 22 / September 22
- e. April 22 / August 22
- f. May 22 / July 22
- g. June 22



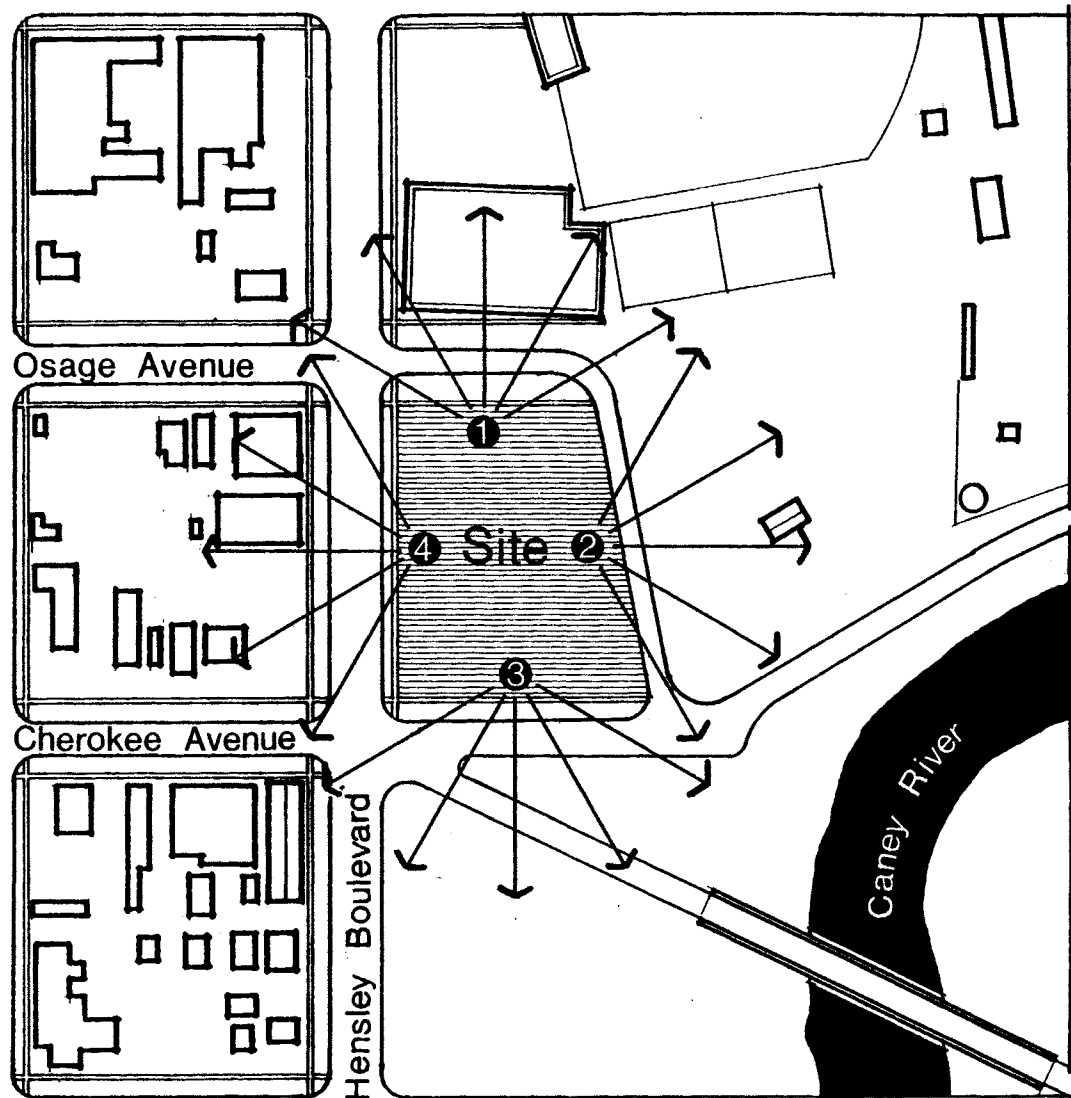
Solar Azimuth



Monthly Precipitation



Average Monthly Temperature °F



Photographic Documentation Key

Cherokee Bridge

Cherokee Avenue



### (3) Panoramic View To The East

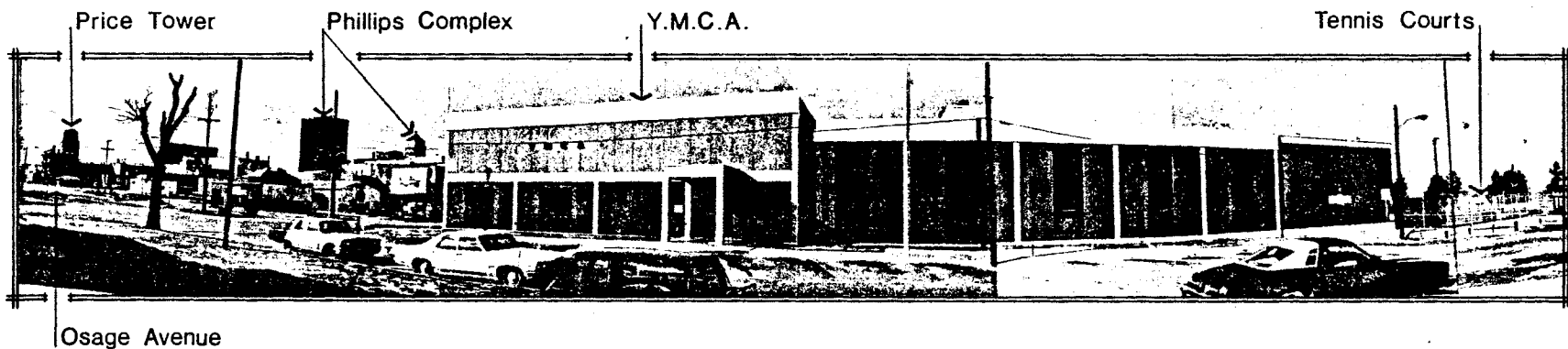
Hensley Boulevard

Price Tower

Phillips Complex



### (4) Panoramic View To The South



(1) Panoramic View To The West



(2) Panoramic View To The North





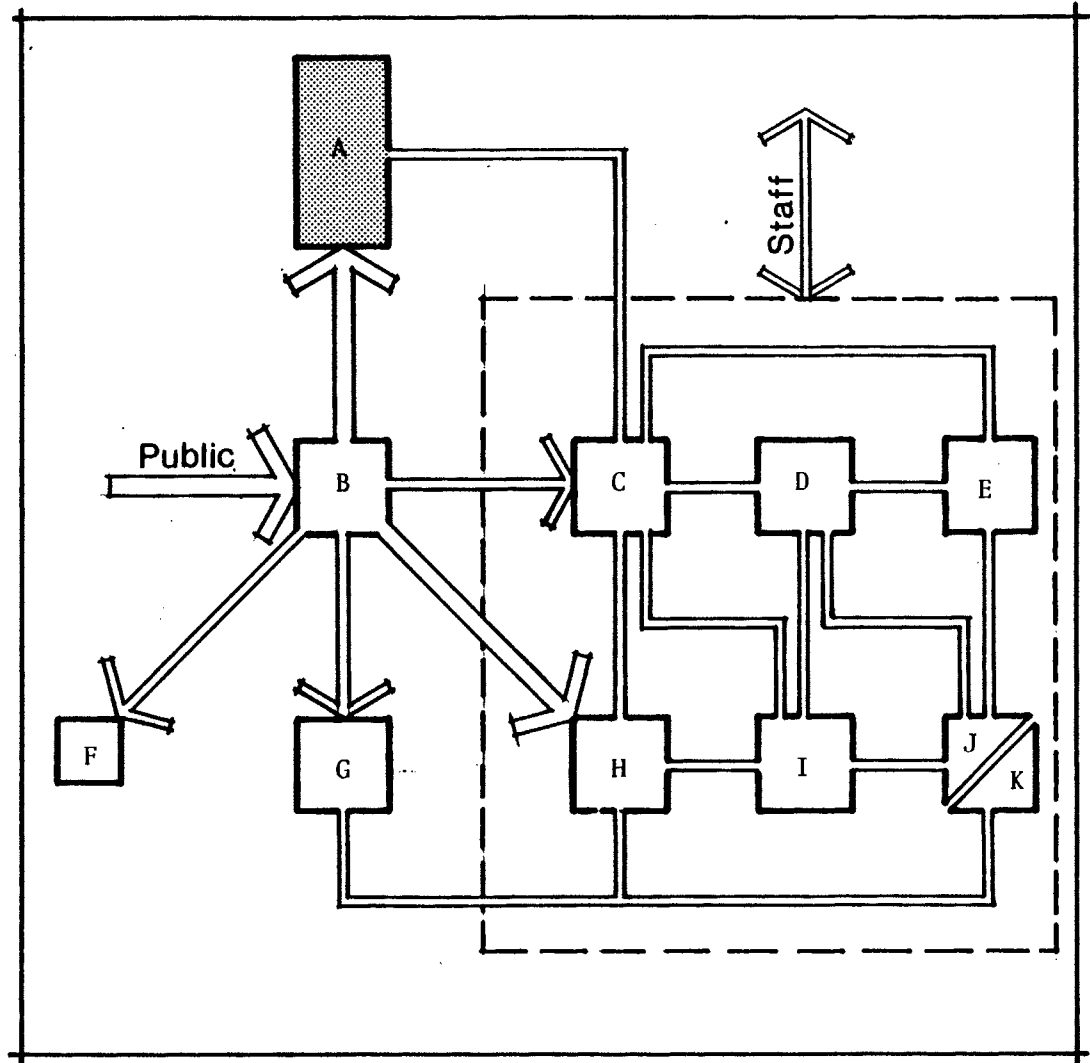
<u>AREA</u>	<u>ELEMENT</u>	<u>NET AREA SQUARE FEET</u>
LOBBY GROUP	Council Meeting Room	2000
	Main Lobby	1000
	Public Restroom	250
CITY MANAGER	Reception/Secretary	150
	Conference Room	375
	City Manager	400
	Assistant City Manager	200
ENGINEERING DEPARTMENT	Conference Room	375
	Reception	150
	City Engineer	200
	Department Secretary	100
	Inspection	300
	Engineering Core	450
	Engineers Assistant	100
	Computer Room	60
	Soils Lab	100
	Nuclear Storage	50
	Library	200
	Chief Draftsman	150
	Drafting Core	300
	Print Room/Supplies	100
	Storage Vault	50
	Surveying	225
	Surveyors Storage	100
City Planner	150	
CODES ENFORCEMENT DEPARTMENT	Reception	150
	Codes Inspector	150
	Health Inspector	100
	Building Inspector	100
	Ordinance Inspector	100
COMMUNICATIONS DEPARTMENT	Referral Clerk	100

<u>AREA</u>	<u>ELEMENT</u>	<u>NET AREA SQUARE FEET</u>
PERSONNEL DEPARTMENT	Conference Room	250
	Reception	150
	Director	200
	Storage	50
	Technicians	200
FINANCE DEPARTMENT	Utility Billing	475
	Purchasing	300
	Conference Room	375
	Reception/Secretary	150
	Cashiers	75
	Municipal Court	300
	City Accountant	150
	Finance Director	200
	City Clerk	100
	City Treasurer	100
	City Archives	500
	Vault	100
	Employee Lounge	500
DATA PROCESSING DEPARTMENT	Manager	150
	Storage	50
	Reception/Work	100
	Operator	75
	Machine Room	300
	Computer Programmer	100
OTHER	Wastewater Director	200
	Park Superintendent	150
	Police Chief	200
	Water Director	200
	Fire Chief	200
TOTAL NET AREA		<u>14135</u>
Net-to-gross multiplier (single story)		<u>x1.6</u>
TOTAL GROSS AREA		<u>22616</u>



# Legend

- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

Spatial:

- Area: 2000 SQUARE FEET
- Height: 25 FEET - 0 INCHES

Function:

SPACE FOR CITY COUNCIL MEETINGS  
AND MUNICIPAL COURT  
ADJACENCY REQUIREMENTS DEFINED  
BY BUBBLE DIAGRAM

Special Considerations:

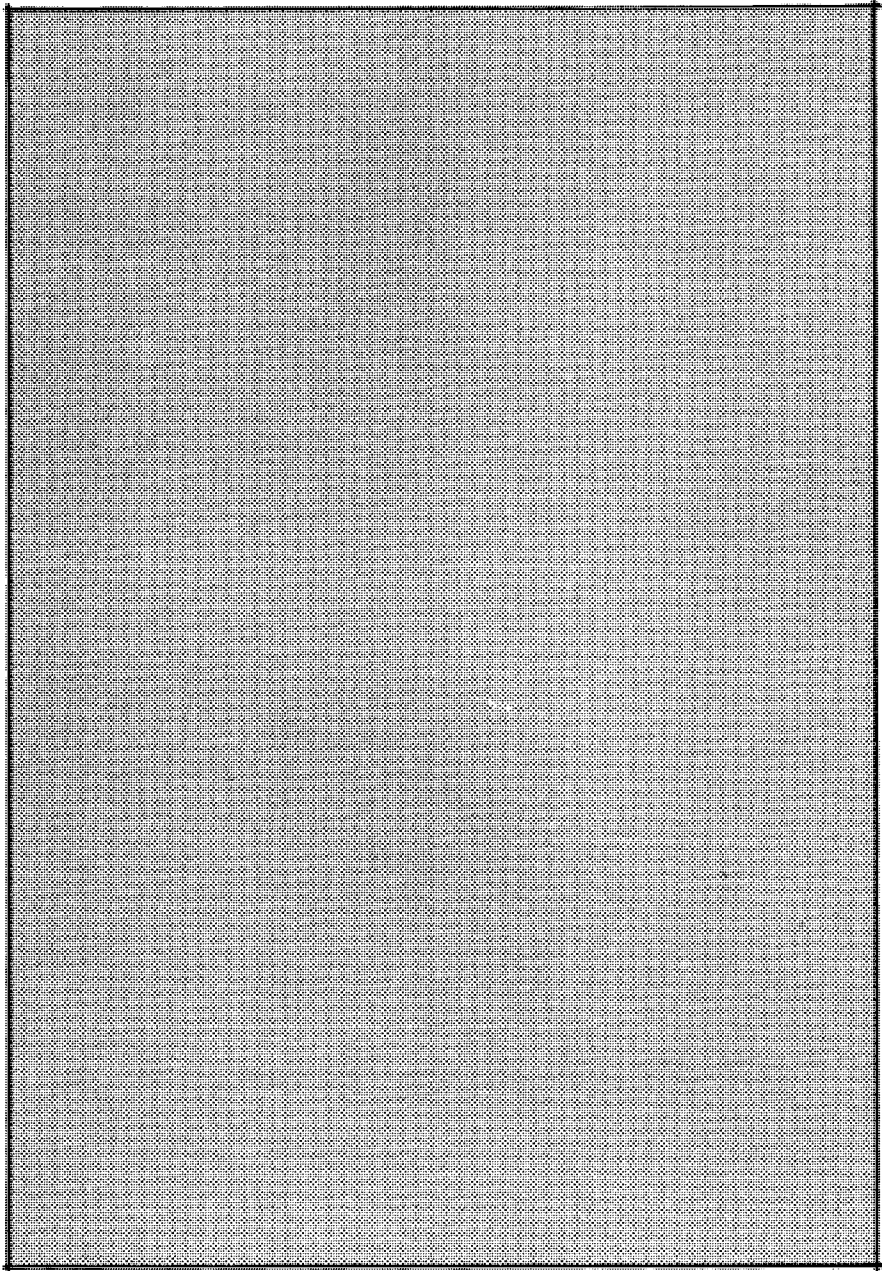
NOISE CONTROL  
ACCESS TO MAIN LOBBY  
HIGH IMAGE

Systems:

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)  
DIMMING CAPABILITIES
- Furniture: SEATING FOR 300  
COUNCIL SEATING FOR 6
- Equipment: PROJECTION SCREEN
- H.V.A.C.: REQUIRED (INCREASED DESIGN LOAD)

Finishes:

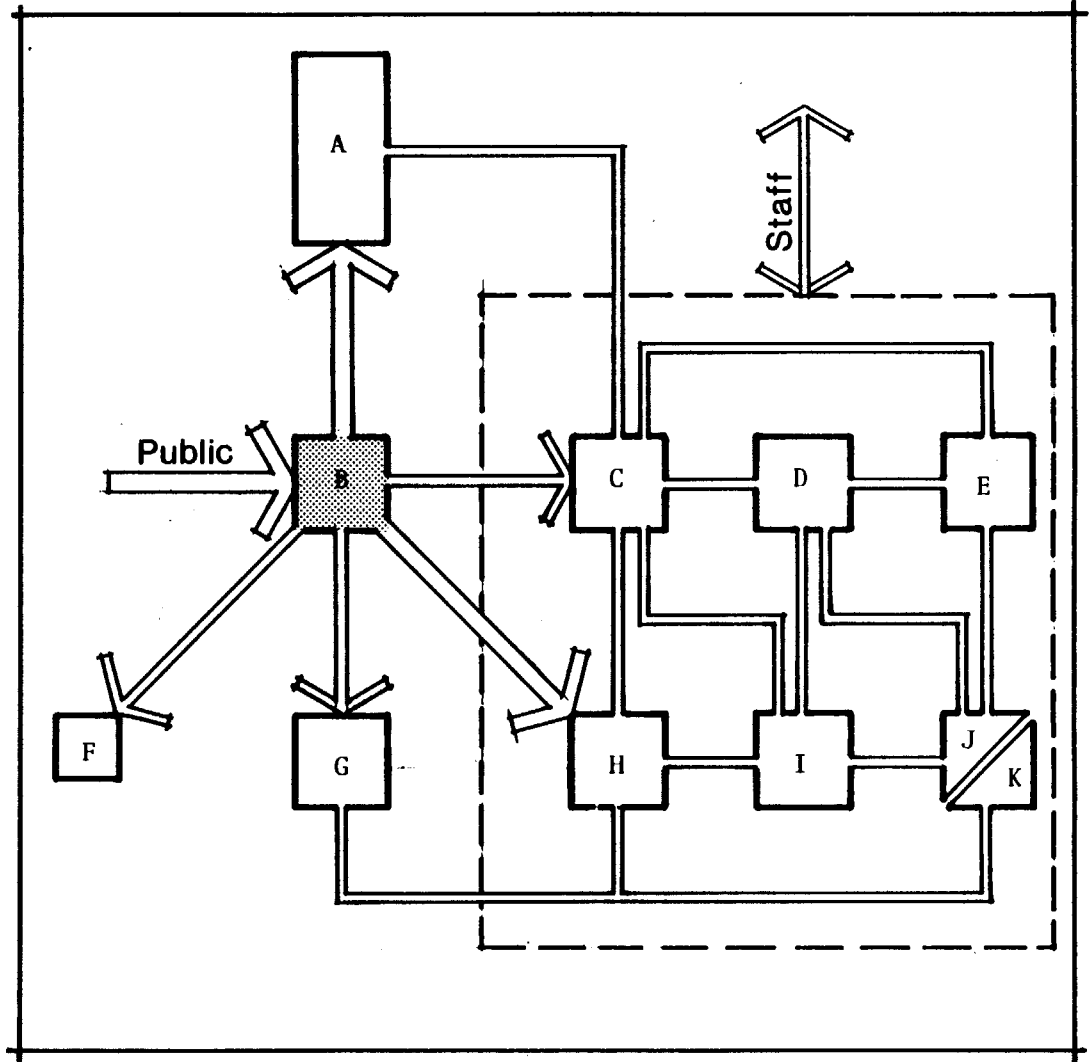
- Floor: TILE/CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: TEXTURED/VINYL





# Legend

- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING





Spatial:

- Area: 1000 SQUARE FEET
- Height: ATRIUM - 20 FEET TO 30 FEET

Function:

PUBLIC ORIENTATION  
ENTRY TO CITY ADMINISTRATION BUILDING  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

Special Considerations:

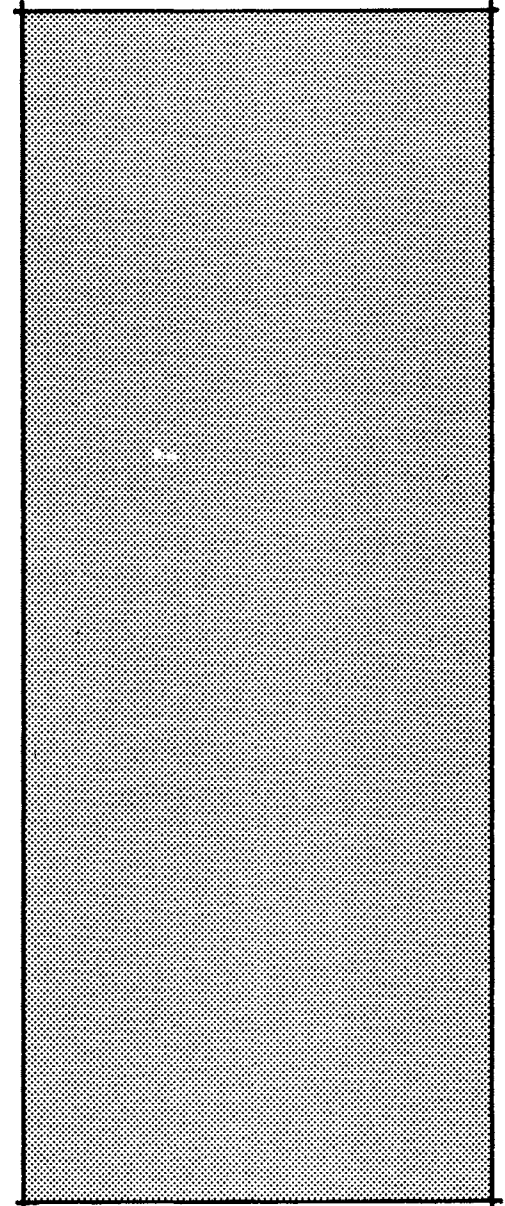
INFORMATION AREA  
DISPLAY AREA  
NATURAL DAYLIGHT DESIRABLE

Systems:

- Plumbing: DRINKING FOUNTAINS (NEAR PUBLIC RESTROOMS)
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)  
TRACK LIGHTING (INCANDESCENT)
- Furniture: NONE
- Equipment: NONE
- H.V.A.C.: REQUIRED

Finishes:

- Floor: TILE
- Ceiling: ACOUSTIC PANEL
- Wall: TEXTURED/VINYL



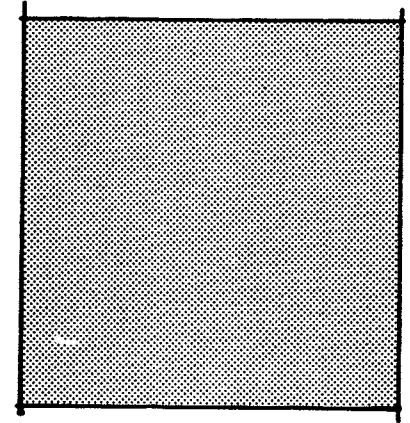
Main Lobby

**Spatial:**

- **Area:** 250 SQUARE FEET
- **Height:** 8 FEET - 0 INCHES

**Function:**

PUBLIC SERVICE AREA  
LOBBY, DRINKING FOUNTAIN, AND PHONE ADJACENCY



**Special Considerations:**

PROVISION FOR HANDICAPPED

**Systems:**

- **Plumbing:** REQUIRED (TOILETS, LAVATORIES, URINALS)
- **Electrical:** TYPICAL (DUPLEX RECEPTACLES)
- **Lighting:** GENERAL (FLUORESCENT)
- **Furniture:** VANITY (WOMEN'S)
- **Equipment:** ELECTRIC HAND DRYERS
- **H.V.A.C.:** REQUIRED

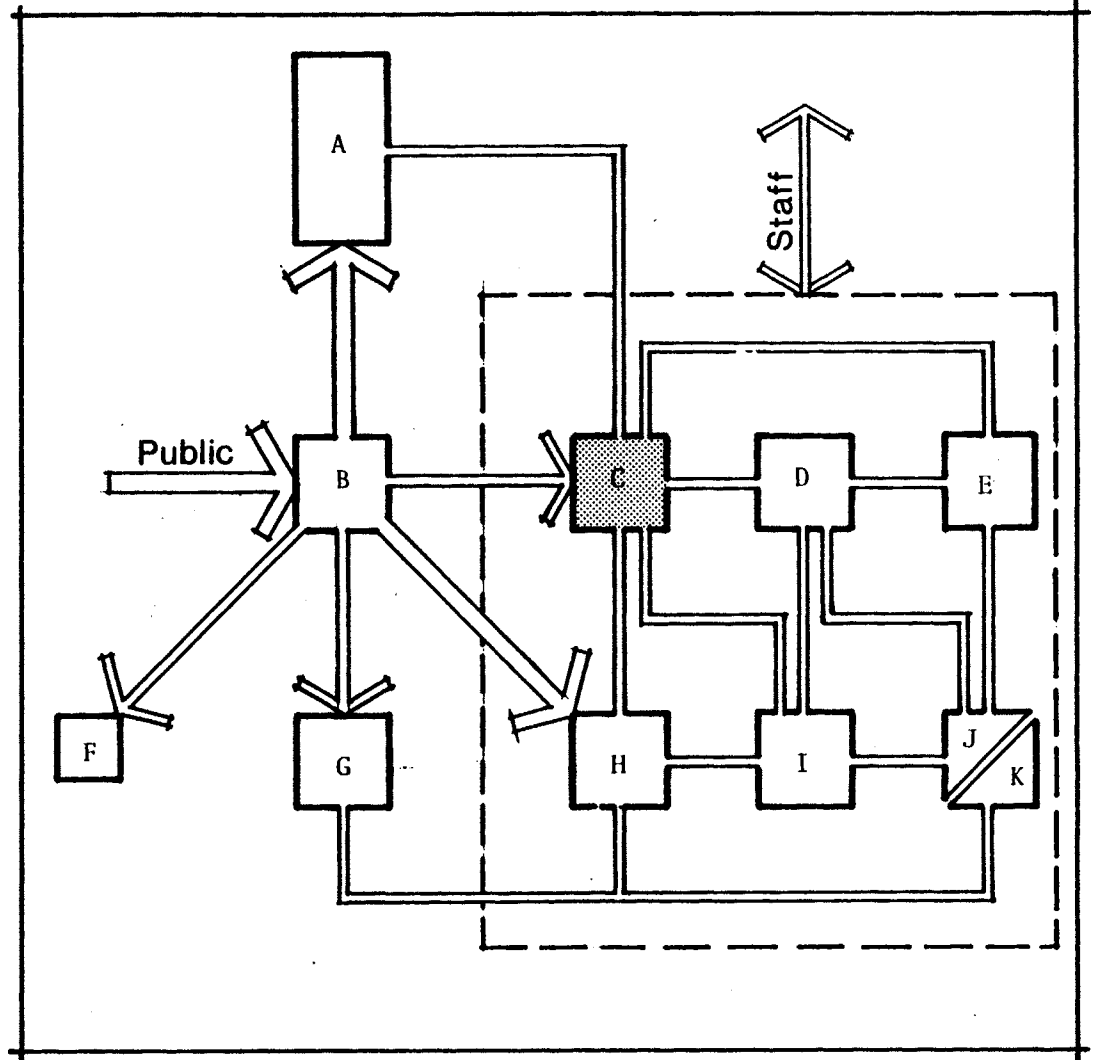
**Finishes:**

- **Floor:** TILE
- **Ceiling:** ACOUSTIC TILES
- **Wall:** TILE/GYPSUM WALL BOARD

A City Administration Building ° Bartlesville, Oklahoma.

# Legend

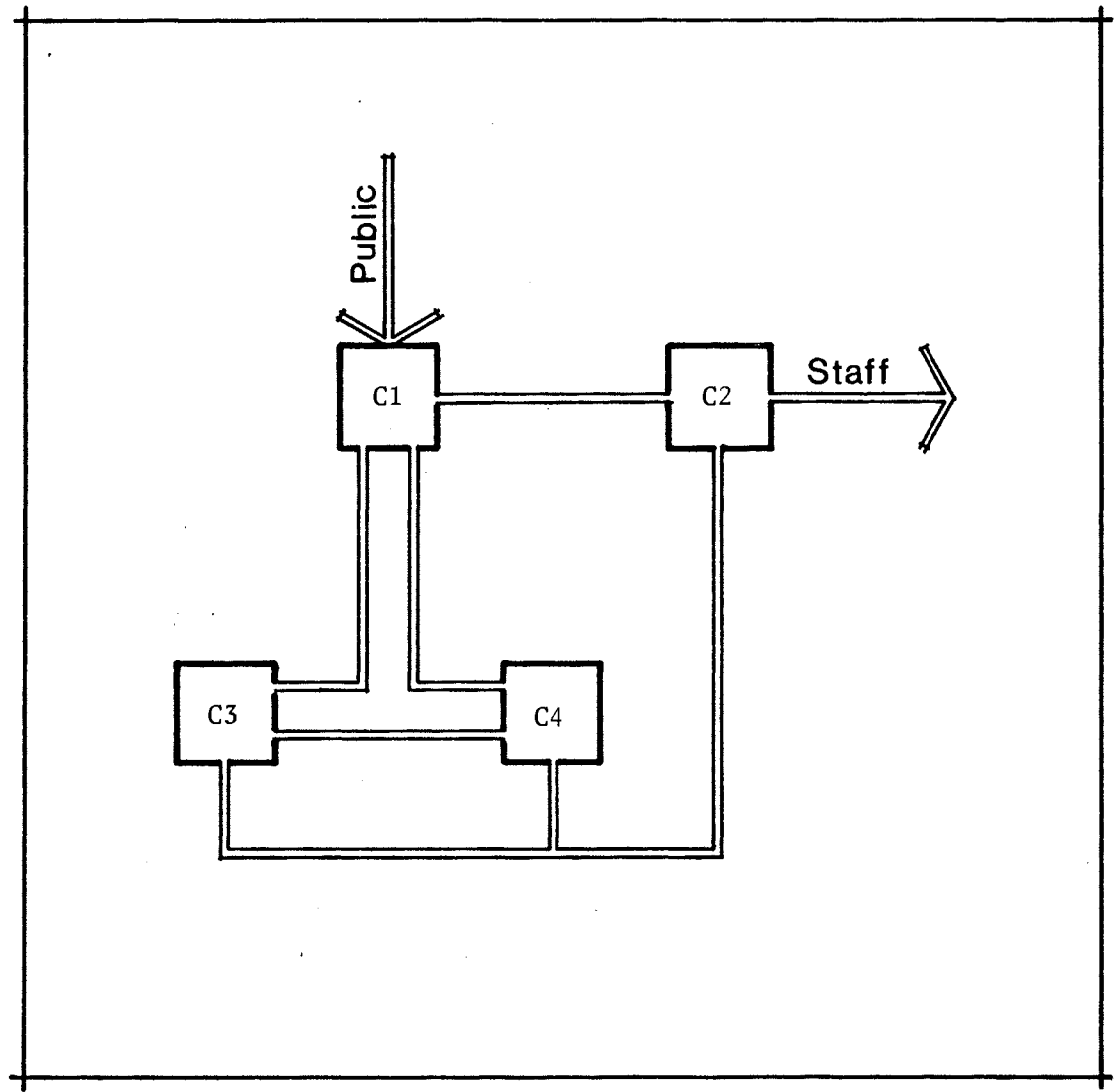
- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

# Legend

- C1 RECEPTION
- C2 CONFERENCE ROOM
- C3 CITY MANAGER
- C4 ASSISTANT CITY MANAGER



Spatial Relationship Diagram

TITLE

JOB DEFINITION

SECRETARY/RECEPTION

As executive secretary to the city manager, performing extensive and complex clerical responsibilities involving considerable discretion and latitude; preparing agendas and minutes of meetings of the city commissioners and other agencies; correspondence and reports for the city manager, the Mayor and members of the city commissioners; and assisting the city manager in scheduling meetings.

CITY MANAGER

Serves as Administrative head of the city's government; makes recommendations to the city council and carries out their will; oversees all departments; handles citizen's complaints; has the capacity of Public Relations Director for the city.

ASSISTANT CITY MANAGER

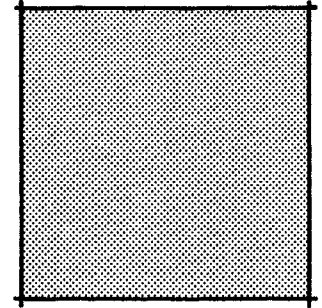
As assistant to the city manager, conducting a variety of studies, reviews, and investigations of administrative problems; assisting the city manager in regard to special problems; making recommendations as to various policies of the city government.

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

RECEPTION/SECRETARIAL AREA FOR CITY MANAGER  
AND ASSISTANT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

EASY ACCESS FROM LOBBY

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 1 TYPING TABLE  
3 VISITORS CHAIRS
- Equipment: 1 TYPEWRITER, 4 FILE CABINETS
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

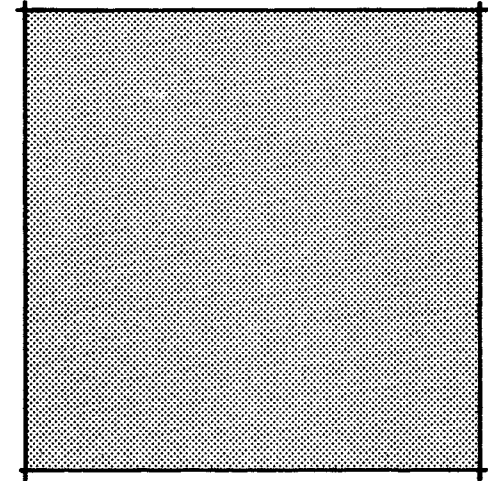
- **Area:** 375 SQUARE FEET
- **Height:** 8 FEET - 0 INCHES

**Function:**

CONFERENCE AREA FOR CITY MANAGER AND CITY COMMISSIONERS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

SOUNDPROOF WALL SYSTEM  
PRIVATE SPACE  
ENVIROMENTAL CONTROL FOR 15 PEOPLE IN ONE SPACE



**Systems:**

- **Plumbing:** NOT REQUIRED
- **Electrical:** TYPICAL (DUPLEX RECEPTACLES)
- **Lighting:** GENERAL (FLUORESCENT)  
TRACK LIGHTING (INCANDESCENT)
- **Furniture:** 1 CONFERENCE TABLE, 15 CHAIRS
- **Equipment:** BULLETIN BOARD, WHITE MARKER BOARD
- **H.V.A.C.:** REQUIRED

**Finishes:**

- **Floor:** CARPET
- **Ceiling:** ACOUSTIC TILES
- **Wall:** TEXTURED/VINYL

Conference Room



**Spatial:**

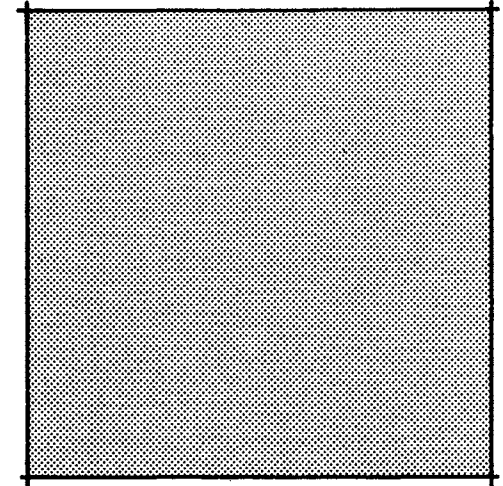
- Area: 400 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR ADMINISTRATIVE HEAD OF CITY  
GOVERNMENT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

PRIVATE OFFICE  
AUTHORITATIVE IMAGE



**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)  
TRACK LIGHTING (INCANDESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 2 VISITORS CHAIRS
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

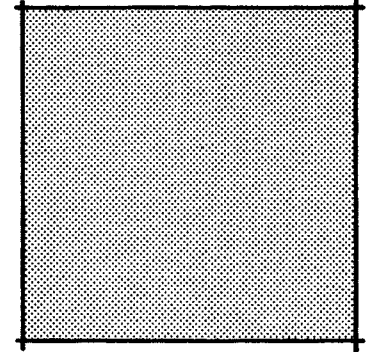
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: WOOD PANELING

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR ASSISTANT TO CITY MANAGER  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA  
10 FEET LINEAR SHELVING
- Equipment: NONE
- H.V.A.C.: REQUIRED

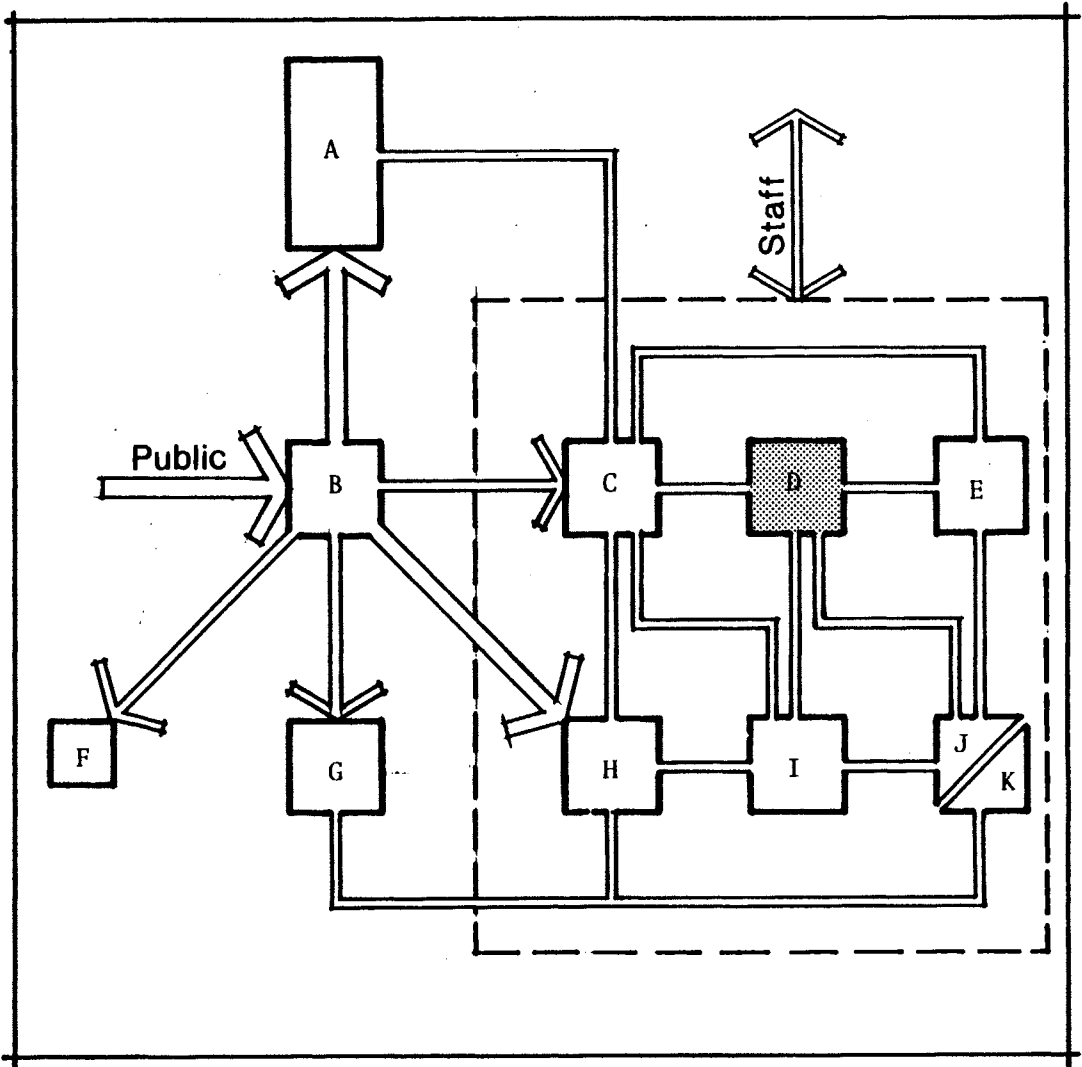
**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL



# Legend

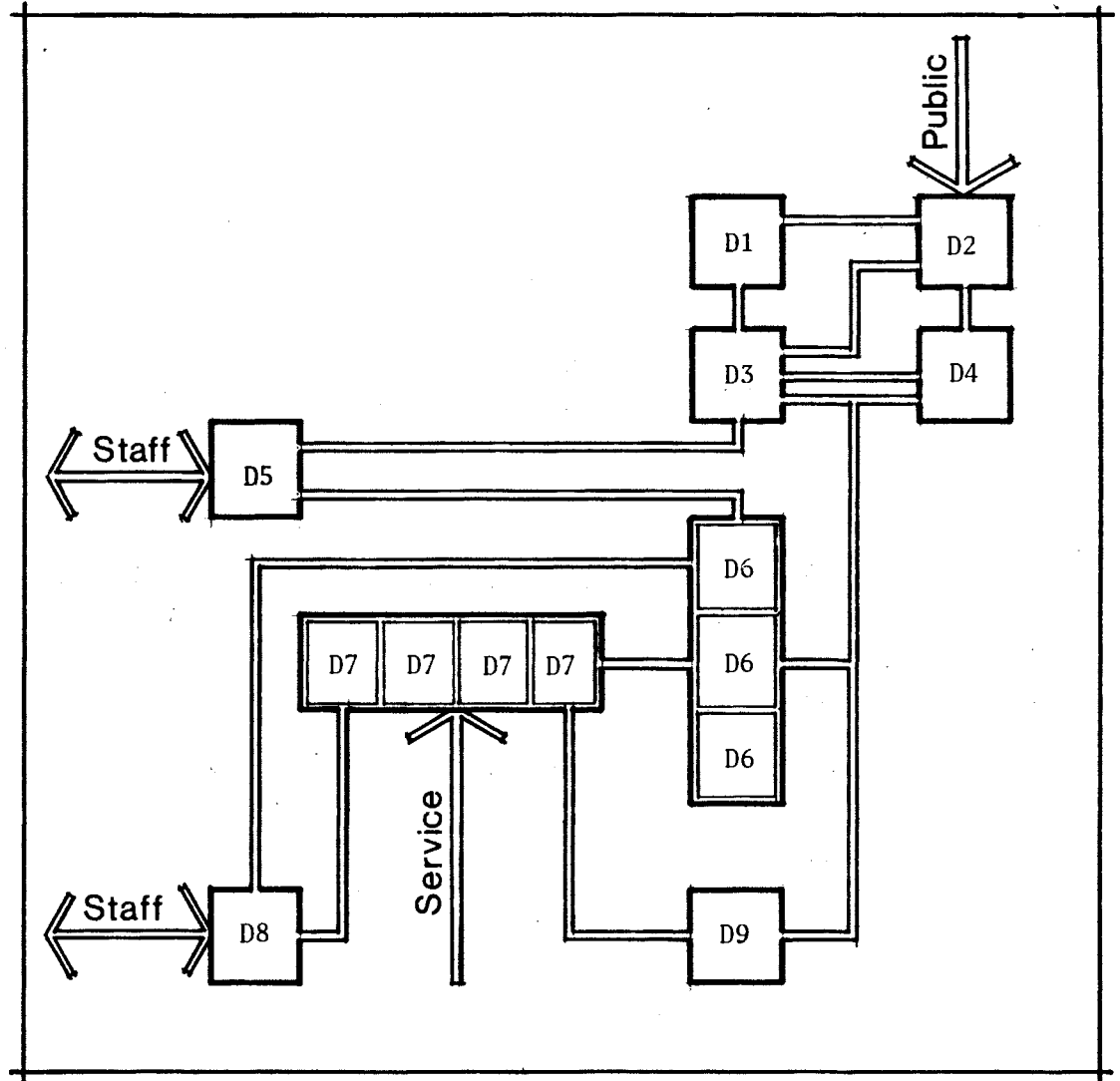
- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

# Legend

- D1 CONFERENCE ROOM
- D2 RECEPTION
- D3 CITY ENGINEER
- D4 SECRETARY
- D5 INSPECTIONS
- D6 ENGINEERING CORE
- D7 DRAFTING CORE
- D8 SURVEYING
- D9 CITY PLANNER



Spatial Relationship Diagram

TITLE

JOB DEFINITION

SECRETARY/RECEPTION

In the engineering department, performing a variety of responsible clerical duties which may include dealing with the public and employees and officers of the city with matters of moderate complexity; operating various office machines and/or radio; preparing reports; assisting the supervisor; and supervising others as required.

CITY ENGINEER

Directing the design and supervision of construction of all city capital improvements, including public works, utilities and other improvements; supervises professionals, consultants, and others in design, cost estimates, bid specifications, and supervision of construction of such projects; planning and budgeting for future capital improvements; administering the planning and zoning programs of the city.

DEPARTMENT SECRETARY

As an assistant to the city engineers, performing a wide range of complex clerical duties requiring a high order of knowledge and experience, including complete knowledge of the operations of the department; ability to take and transcribe dictation at considerable speed and accuracy; typing complex and specialized material requiring judgment; handling confidential matters; writing letters based upon general direction; preparing agendas for meetings and recording and transcribing meetings; and supervising others as required.

TITLE

JOB DEFINITION

CONSTRUCTION INSPECTOR I

Inspecting the work of contractors in constructing water and wastewater lines, sidewalks, streets, curb and gutters, and like projects for conformity to plans and specifications; collecting test samples; handling inquiries and complaints from the public.

CONSTRUCTION INSPECTOR II

Doing the same work as a Construction Inspector I as to larger or more complex projects; supervising one to three such inspectors.

CIVIL ENGINEER I

As a graduate civil engineer, designing structures and facilities for the city, preparing plans and specifications, and supervising the construction; doing research including useage of computer analyses and methodology in conducting engineering design studies.

CIVIL ENGINEER II

As a professional civil engineer, doing the work of a Civil Engineer I and, in addition, reviewing the work of such engineers; supervising the employees of the engineering department and acting as city engineer in his absence.

ENGINEERING ASSISTANT

Doing civil, mechanical and architectural drafting and cartography; preparing charts and other exhibits; dealing with public inquiries and requests for information; designing components of water, sewer, and street facilities, and serving as engineer in charge of the soils lab.

<u>TITLE</u>	<u>JOB DEFINITION</u>
DRAFTSPERSON	Performing a variety of technical duties in providing a high level of drafting of a wide variety of civil engineering and architectural designs, preparing property maps, and other duties of a moderately complex nature; directing the work of others; other duties as required.
SURVEY PARTY CHIEF	Serving as chief of a survey party and supervising others in the survey crew; operating levels, transits, theodolites and other instruments; keeping records and logs of survey data; establishing rights of way and easement lines, setting hubs, grade stakes and centerlines for various construction purposes including water and sewer lines, road improvements, storm sewers, and other public facilities; making basic calculations of quantities based on field surveys; performing other work as required.
SURVEY HELPER	Doing unskilled labor as a member of a survey party; cutting brush; measuring with a chain; doing clerical tasks for the party chief; assisting in servicing the equipment.
CITY PLANNER	Under the direction of the city engineer, serving as official secretary to the metropolitan area planning commission and the board of adjustment; developing and maintaining a comprehensive plan to meet the long range needs of the community; providing assistance and advice to private landowners, developers, city officials, and the public in planning matters.



Spatial:

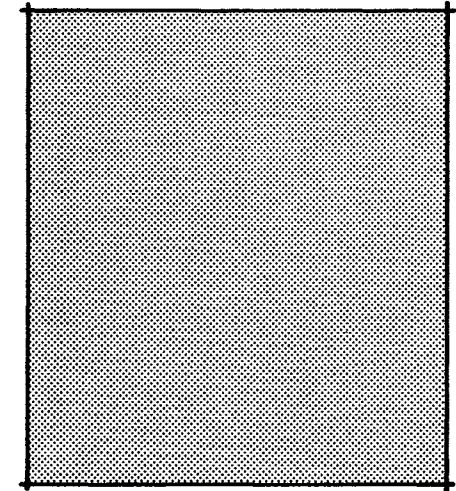
- Area: 375 SQUARE FEET
- Height: 8 FEET - 0 INCHES

Function:

AREA FOR STAFF MEETINGS, PRESENTATIONS, AND CONFERENCES  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

Special Considerations:

SOUNDPROOF WALL SYSTEM  
PRIVATE AREA



Systems:

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)  
TRACK LIGHTING (INCANDESCENT)
- Furniture: 1 CONFERENCE TABLE, 15 CHAIRS
- Equipment: BULLETIN BOARD, WHITE MARKER BOARD
- H.V.A.C.: REQUIRED

Finishes:

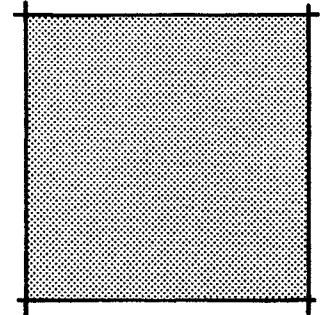
- Floor: CARPET
- Ceiling: ACOUSTIC TILE
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR RECEPTION/ASSISTANT SECRETARY  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

NONE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL, 1 TYPING TABLE  
3 VISITORS CHAIRS
- Equipment: 1 TYPEWRITER
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: TEXTURED/VINYL

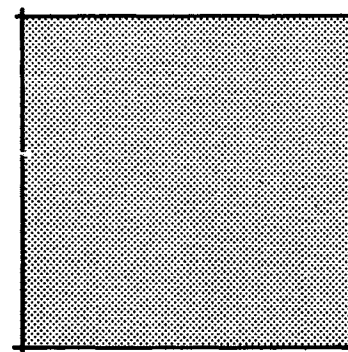
Reception

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR DEPARTMENT HEAD  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
ACCESS TO COMPUTER ROOM  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA, 2 VISITORS CHAIRS
- Equipment: 15 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

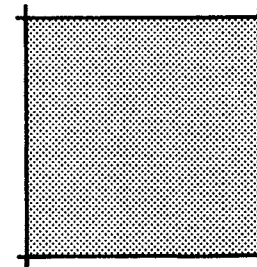
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR SECRETARY/OFFICE MANAGER  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

NONE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: INDIRECT (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 1 TYPING TABLE
- Equipment: 1 CRT, 6 FILE CABINETS, 8 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

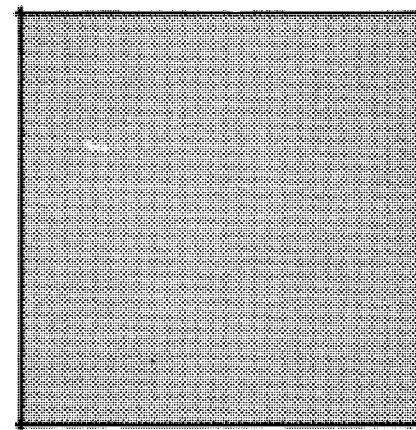
Secretary

**Spatial:**

- Area: 300 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

WORK AREA FOR EVALUATING PROJECTS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

OPEN OFFICE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 4 DESKS, 4 CHAIRS
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

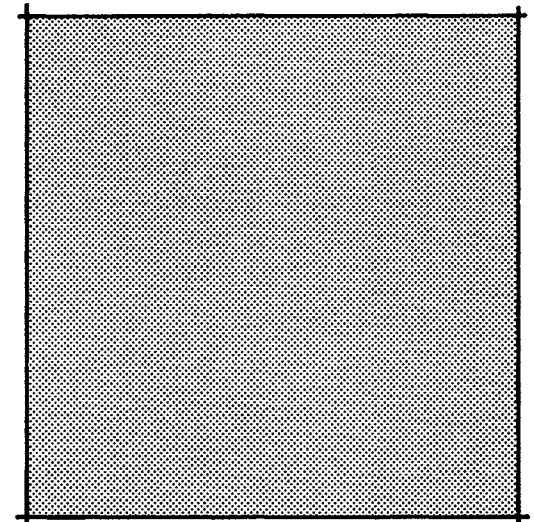
- Area: 450 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

DESIGN AND CONSULTATION AREA FOR CITY PROJECTS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

SEMIPRIVATE  
CONFERENCE AREA  
ACCESS TO COMPUTER ROOM



**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLIX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 3 DESKS, 3 EXECUTIVE CHAIRS, 3 CREDENZAS  
6 VISITORS CHAIRS
- Equipment: 30 FEET LINEAR SHELIVING
- H.V.A.C.: REQUIRED

**Finishes:**

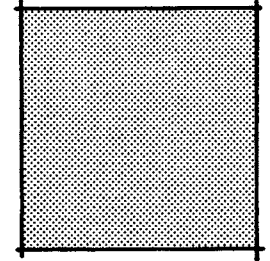
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

Spatial:

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

Function:

OFFICE AREA FOR ENGINEERS ASSISTANT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Special Considerations:

SEMIPRIVATE OFFICE  
ACCESS TO COMPUTER ROOM  
ACCESS TO DRAFTING CORE

Systems:

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 VISITORS CHAIR
- Equipment: 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

Finishes:

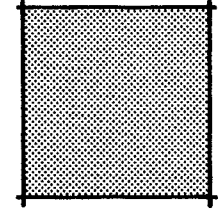
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

Spatial:

- Area: 60 SQUARE FEET
- Height: 8 FEET - 0 INCHES

Function:

AREA FOR COMPUTER USE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Special Considerations:

NONE

Systems:

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: INDIRECT (FLUORESCENT)
- Furniture: 1 COMPUTER TABLE, 1 SECRETARIAL CHAIR
- Equipment: 1 CRT, 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

Finishes:

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

Computer Room

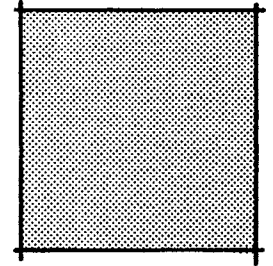


**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR TESTING AND ANALYSIS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SOUNDPROOF WALL SYSTEM  
ADEQUATE COUNTER SPACE  
ACCESS TO EXTERIOR

**Systems:**

- Plumbing: REQUIRED (LAB SINK)
- Electrical: TYPICAL (DUPLEX RECEPTACLES @ COUNTER HEIGHT)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 2 WORK TABLES, 2 STOOLS
- Equipment: 20 FEET LINEAR SHELIVING
- H.V.A.C.: REQUIRED

**Finishes:**

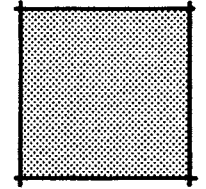
- Floor: TILE
- Ceiling: ACOUSTIC PANEL
- Wall: PAINTED/GYPSUM BOARD

**Spatial:**

- Area: 50 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

STORAGE OF RADIOACTIVE MATERIALS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

ACCESS TO SOILS LAB  
RESTRICTED AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: TILE
- Ceiling: EXPOSED
- Wall: PAINTED GYPSUM BOARD

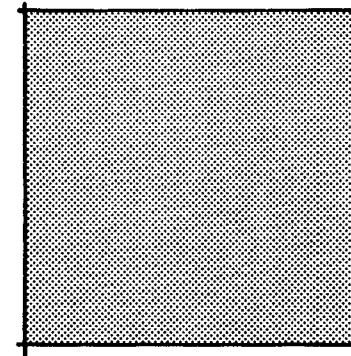
Nuclear Storage

Spatial:

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

Function:

AREA TO RETAIN AND USE TECHNICAL INFORMATION  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Special Considerations:

ADEQUATE LIGHT FOR READING (NATURAL DAYLIGHTING)  
NOISE CONTROL

Systems:

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLIX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 2 TABLES, 4 CHAIRS
- Equipment: 30 FEET BOOKSHELVING
- H.V.A.C.: REQUIRED

Finishes:

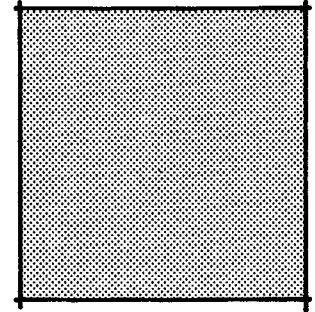
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR DRAFTING SUPERVISOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SEMIPRIVATE  
ADEQUATE TACK SPACE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: INDIRECT (FLUORESCENT)  
TASK (100 FOOT CANDELS AT TABLETOP)
- Furniture: 1 DRAFTING TABLE, 1 DRAFTING CHAIR, 1 LAY TABLE
- Equipment: 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

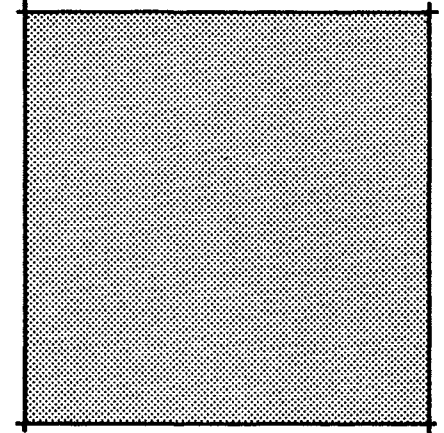
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 300 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR DEPARTMENTAL DRAFTING  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

OPEN TO ALLOW FOR COMMUNICATION FLOW  
ADEQUATE TACK SPACE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: INDIRECT (FLUORESCENT)  
TASK (100 FOOT CANDLES AT TABLETOP)
- Furniture: 3 DRAFTING TABLES, 3 DRAFTING CHAIRS, 3 LAY TABLES
- Equipment: PLAN LAYOUT COUNTER, LIGHT TABLE
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: TEXTURED/VINYL

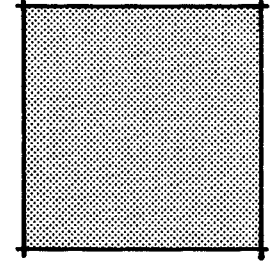
Drafting Core

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

REPRODUCTIONS AREA  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SOUNDPROOF WALL SYSTEM  
ADEQUATE COUNTER SPACE  
STORAGE FOR SUPPLIES

**Systems:**

- Plumbing: REQUIRED (SINK)
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: 1 PRINTER, 1 PHOTOCOPY MACHINE
- H.V.A.C.: REQUIRED (EXHAUST FAN)

**Finishes:**

- Floor: TILE
- Ceiling: ACOUSTIC PANEL
- Wall: PAINTED/GYPSUM BOARD

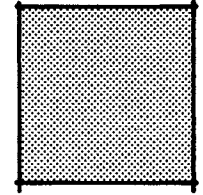
Print Room / Supplies

Spatial:

- Area: 50 SQUARE FEET
- Height: 8 FEET - 0 INCHES

Function:

STORAGE FOR CURRENT DRAWINGS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Special Considerations:

FIREPROOF

Systems:

- Plumbing: NOT REQUIRED
- Electrical: NOT REQUIRED
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: FLAT FILES, VERTICAL FILES
- H.V.A.C.: NOT REQUIRED

Finishes:

- Floor: TILE
- Ceiling: CONCRETE
- Wall: CONCRETE

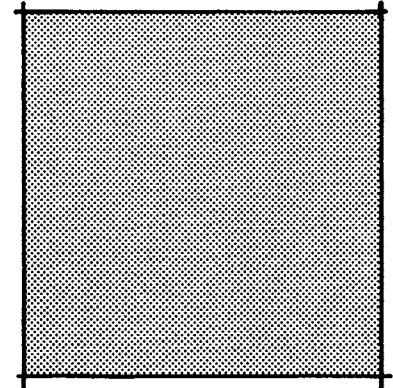
Storage Vault / Active

Spatial:

- Area: 225 SQUARE FEET
- Height: 8 FEET - 0 INCHES

Function:

WORK AREA FOR CITY SURVEYORS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Special Considerations:

ACCESS TO EXTERIOR

Systems:

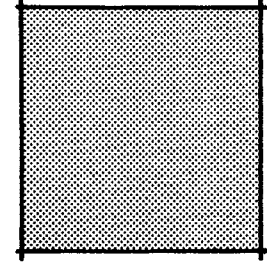
- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 3 WORK TABLES, 3 CHAIRS
- Equipment: NONE

- H.V.A.C.: REQUIRED

Finishes:

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: TEXTURED/VINYL





**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

EQUIPMENT STORAGE AREA FOR SURVEYORS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

NONE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: NOT REQUIRED
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: FLAGS, TRANSOM, AND SIGHTING RODS  
SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CONCRETE
- Ceiling: EXPOSED
- Wall: PAINTED GYPSUM BOARD

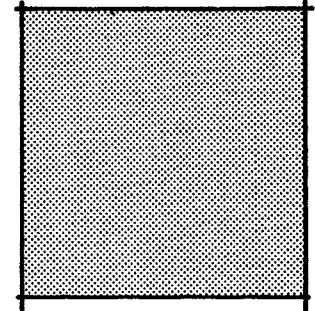
Surveyors Storage

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

STUDIO AREA FOR CITY PLANNERS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SEMIPRIVATE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DRAFTING TABLE, 1 DRAFTING CHAIR, 1 LAY TABLE
- Equipment: 10 FEET LINEAR SHELVING, TACK BOARD
- H.V.A.C.: REQUIRED

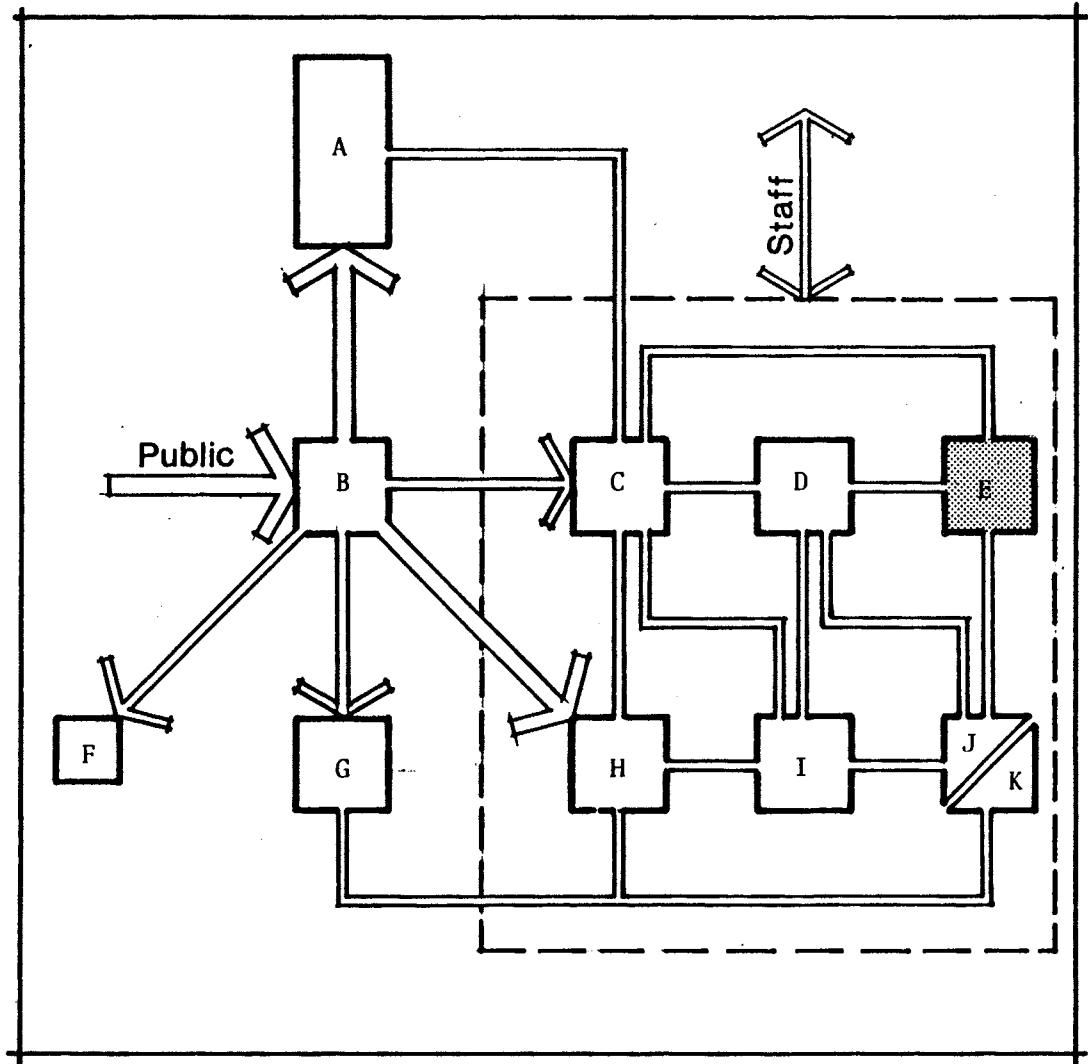
**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: ACOUSTIC PARTITION



# Legend

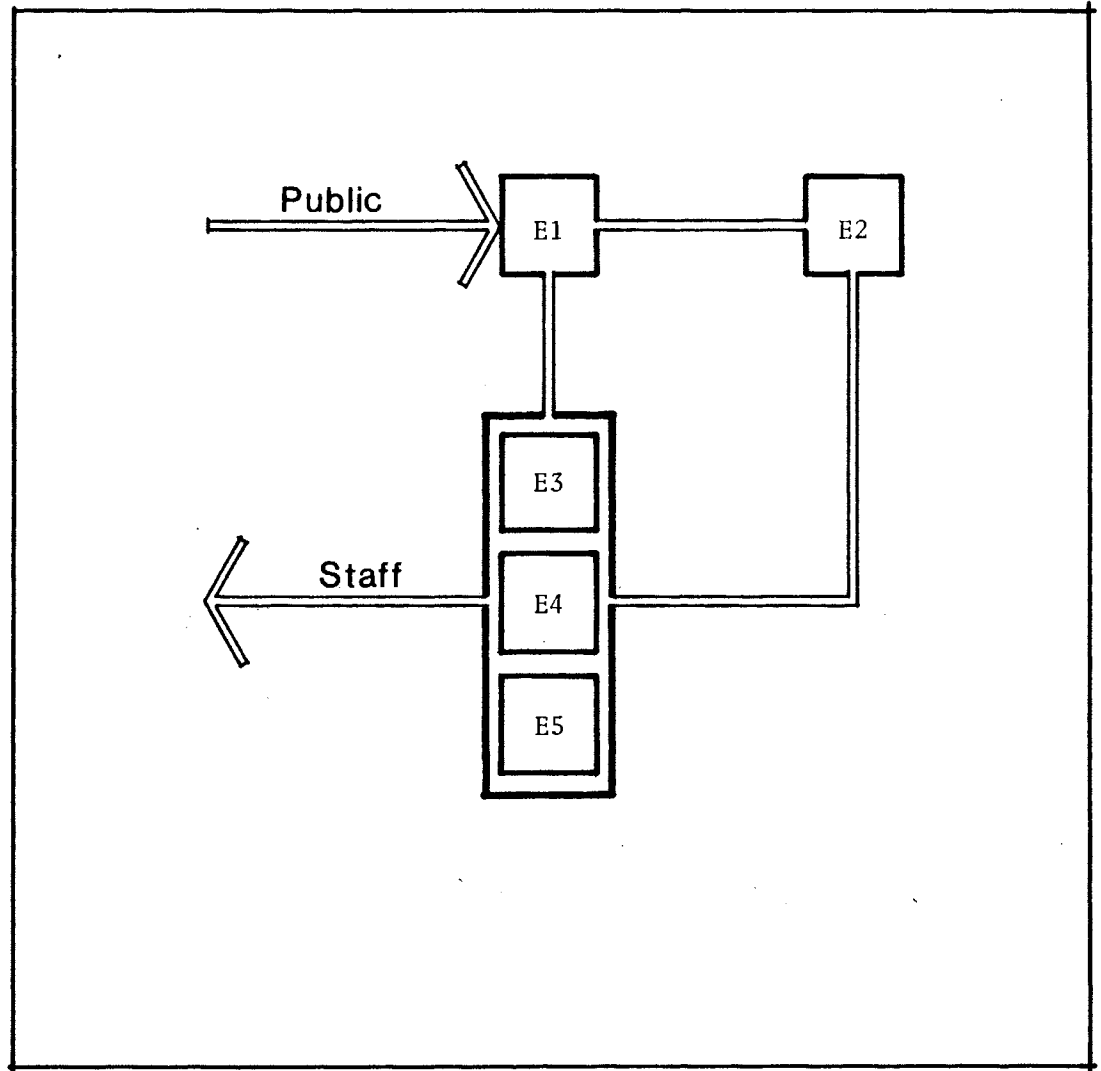
- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

# Legend

- E1 RECEPTION/SECRETARY
- E2 CODES ENFORCEMENT INSPECTOR
- E3 HEALTH INSPECTOR
- E4 BUILDING INSPECTOR
- E5 ORDINANCE INSPECTOR



TITLE

JOB DEFINITION

SECRETARY/RECEPTION

In the codes enforcement department, performing a variety of responsible clerical duties which may include dealing with the public and employees and officers of the city with matters of moderate complexity; interpreting city policies and rules; issuing permits and licenses; maintaining logs, schedules, work orders and records; operating various office machines and/or radio; preparing reports; assisting the supervisor; and supervising others as required.

CODES ENFORCEMENT INSPECTOR

Under the general direction of the city manager, enforcing and recommending changes in the building, zoning, fire, health and other codes of the city; approving plans and specifications for construction and rehabilitation projects; dealing with contractors, property owners, and the public as to building and zoning code matters; supervising inspectors.

HEALTH INSPECTOR

Enforcing the ordinances relating to restaurants and food handlers and the ordinances relating to public nuisances in the health and safety field; dealing with public complaints and alleged violations; testifying as a witness in regard to alleged violations.

BUILDING INSPECTOR

Enforcing municipal ordinances and other codes relating to zoning, building construction, electrical, plumbing, heating, building systems, and other areas; enforcing compliance with licensing requirements for contractors doing the work.

TITLE

JOB DEFINITION

ORDINANCE INSPECTOR

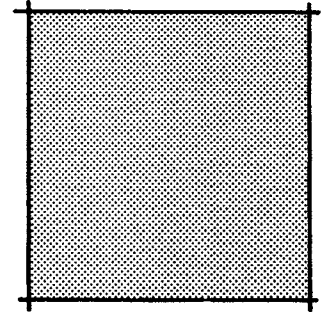
As a field inspector, enforcing various city ordinances relating to food, restaurants, garbage, dead animals, weeds, mosquito control, and similar public health and safety problems; issuing summons for violations and appearing as a witness relating to alleged violations.

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

RECEPTION/SECRETARIAL AREA FOR CODES ENFORCEMENT  
DEPARTMENT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

NONE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 1 TYPING TABLE,  
3 VISITORS CHAIRS
- Equipment: 1 TYPEWRITER, 4 FILE CABINETS
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

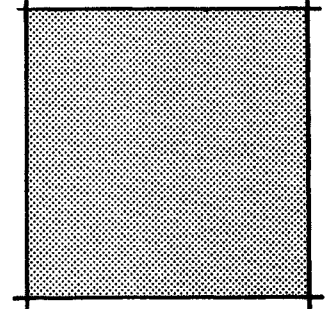


**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR CODES ENFORCEMENT INSPECTOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 2 VISITORS CHAIRS
- Equipment: FILE CABINETS, 6 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

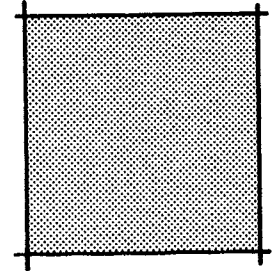
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR HEALTH INSPECTOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

CONFERENCE AREA  
EASY ACCESS TO EXTERIOR  
SEMI-PRIVATE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 CHAIR, 6 FEET LINEAR SHELVING
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

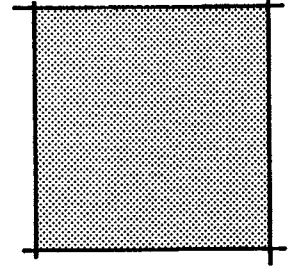
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR BUILDING INSPECTOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

CONFERENCE AREA  
EASY ACCESS TO EXTERIOR  
SEMI-PRIVATE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 CHAIR, 6 FEET LINEAR SHELVING
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

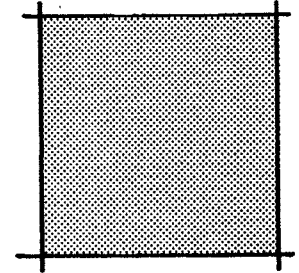
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR ORDINANCE INSPECTOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

CONFERENCE AREA  
EASY ACCESS TO EXTERIOR  
SEMI-PRIVATE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 CHAIR, 6 FEET LINEAR SHELVING
- Equipment: NONE
- H.V.A.C.: REQUIRED

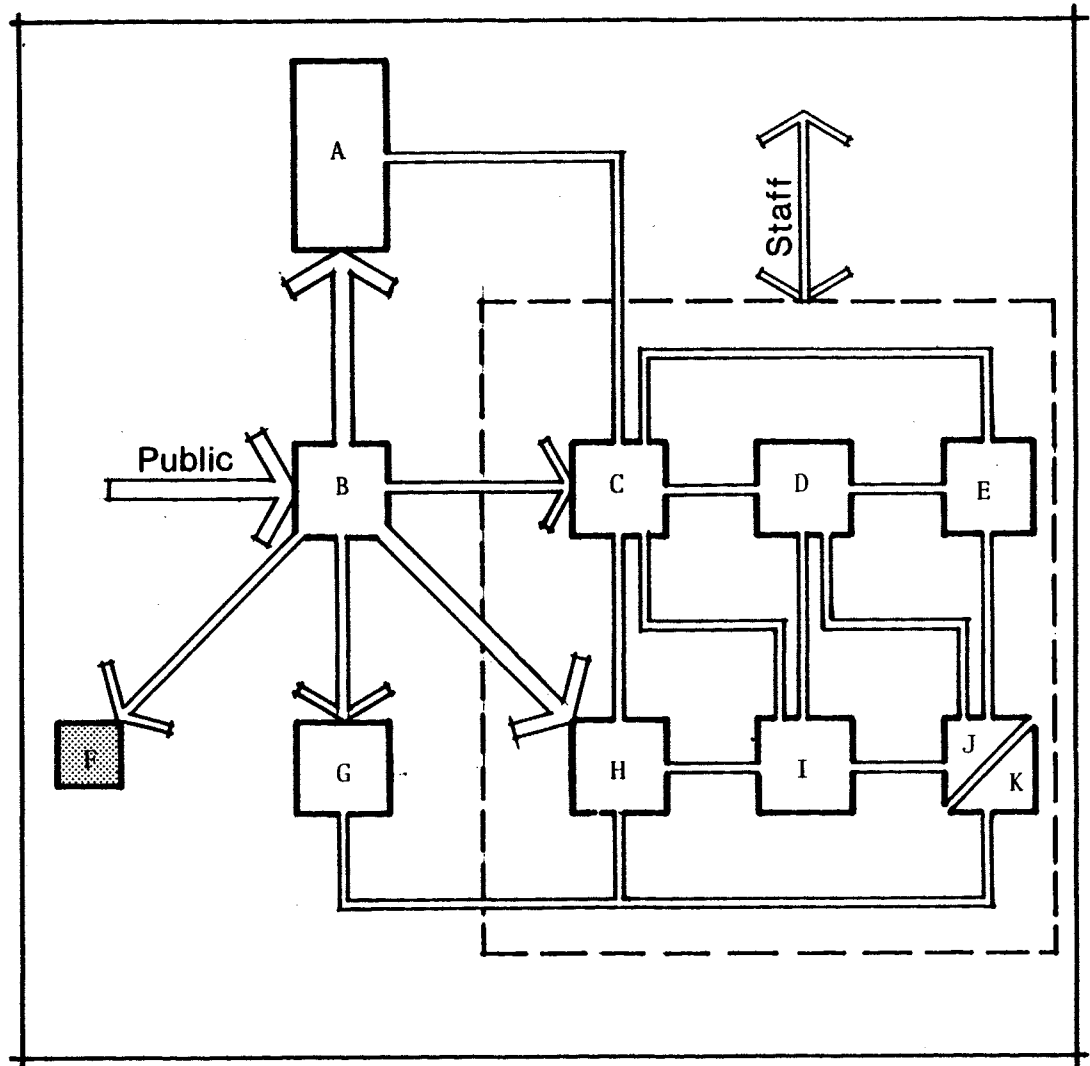
**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION



# Legend

- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

TITLE

JOB DEFINITION

REFERRAL CLERK

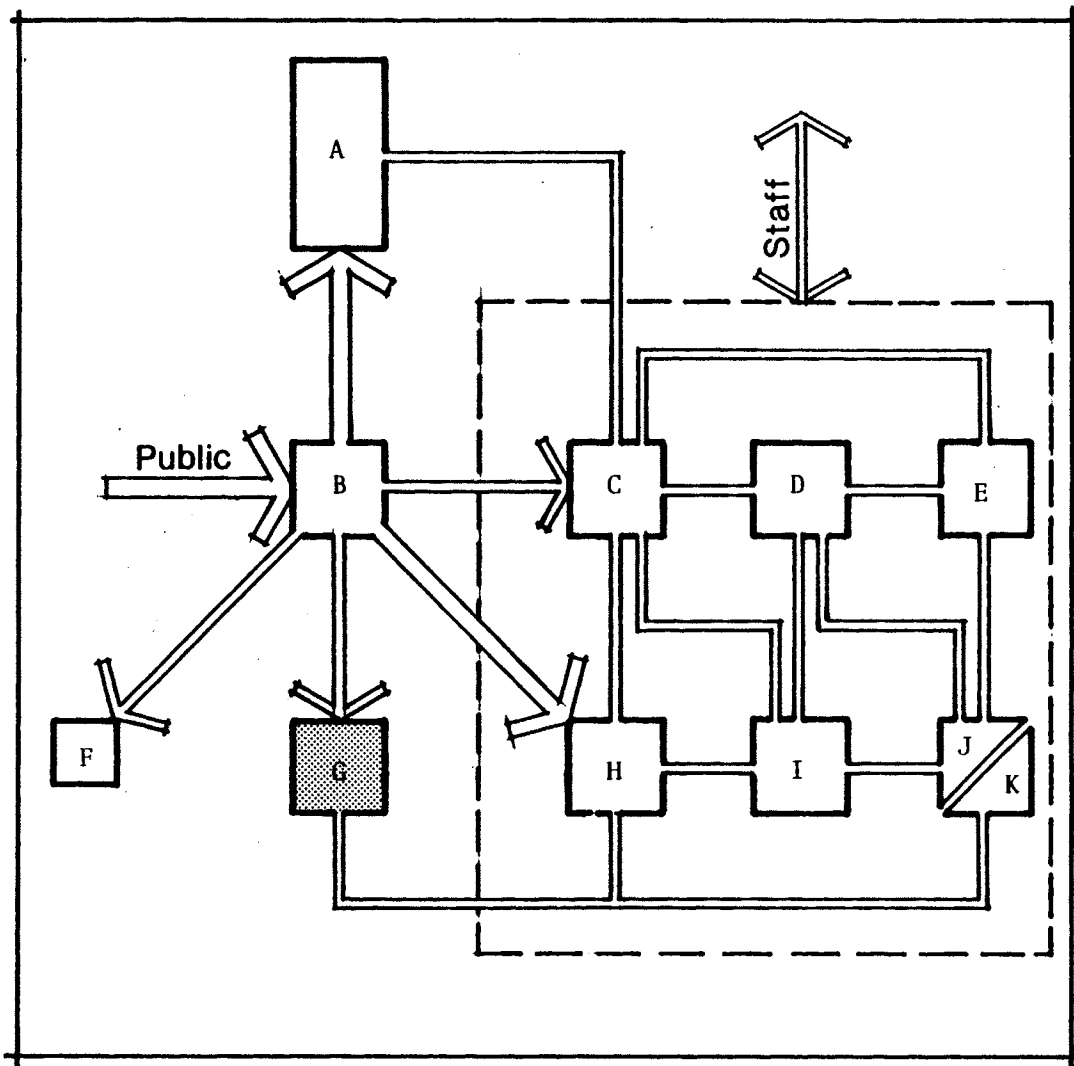
Responsible for receiving complaints or requests for service by phone or in person and assisting persons in obtaining information from the proper department or official by way of referring them to the appropriate department or official in the city organization or other agency; operating the central duplicating office, maintaining inventory and records for charging costs; maintaining central purchasing supplies; typing for the departments as needed; performing other duties as required; under the supervision of the Department of Finance.





# Legend

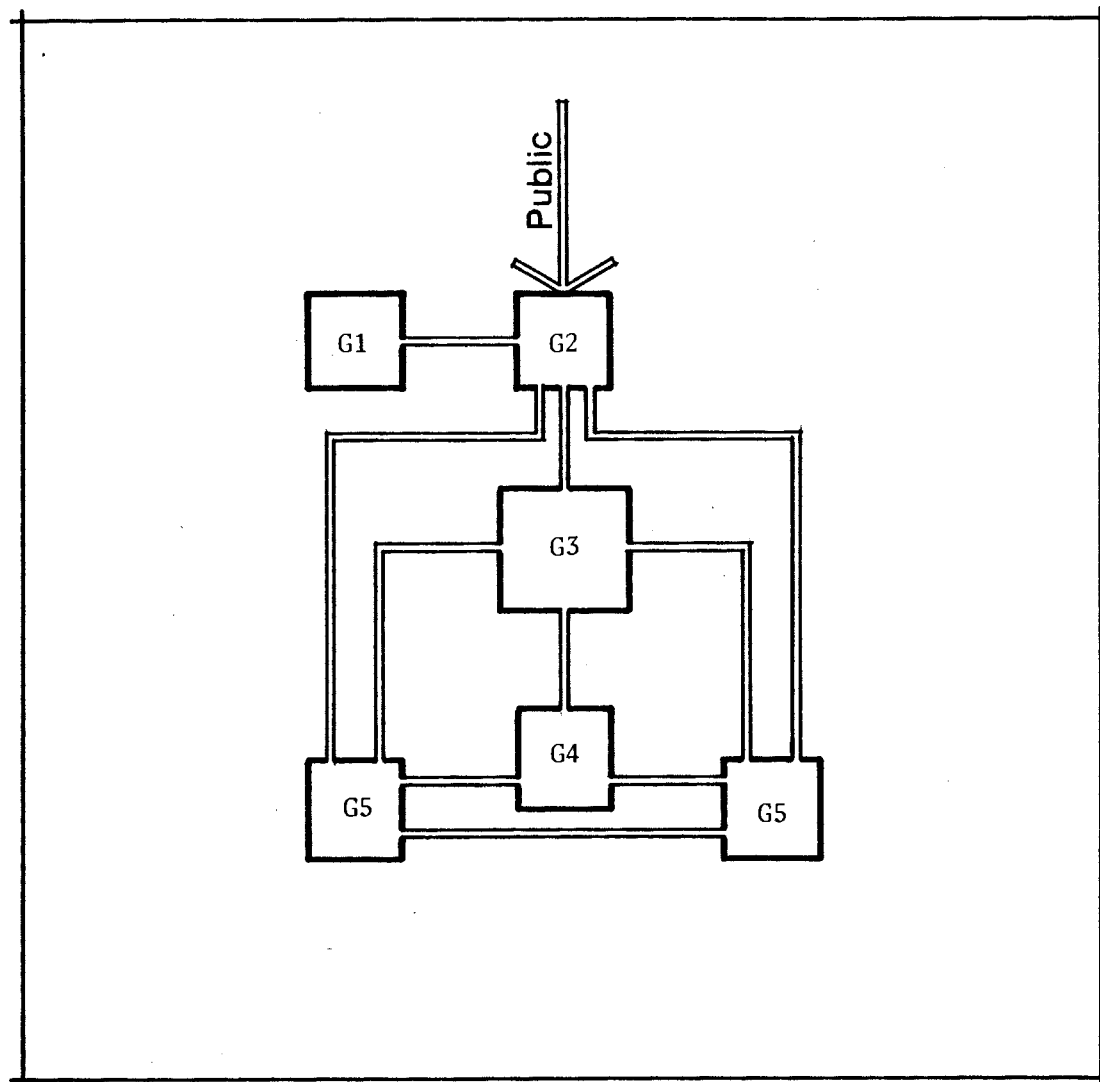
- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

## Legend

- G1 CONFERENCE ROOM
- G2 RECEPTION
- G3 PERSONNEL DIRECTOR
- G4 STORAGE
- G5 PERSONNEL TECHNICIAN



Spatial Relationship Diagram

TITLE

JOB DEFINITION

SECRETARY/RECEPTION

In the personnel department, performing a variety of responsible clerical duties which may include dealing with the public and employees and officers of the city with matters of moderate complexity; operating various office machines; preparing reports; assisting the supervisor.

PERSONNEL DIRECTOR

Directing the personnel program of the city; formulating and recommending to the city manager and commission personnel policies, rules, and procedures; maintaining official personnel records; administering the city's classification plan; recruiting employees; selecting employees; insuring compliance with equal employment opportunity requirements; participating in collective bargaining; advising the city manager in matters of organization and staffing.

PERSONNEL TECHNICIAN

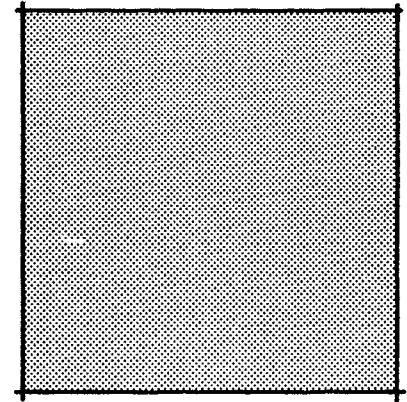
A personnel generalist; performing duties of the personnel activity such as recruiting, examining, classifying, or training; conducting surveys and analyzing data; performing a wide variety of research and program development activities; responsible for maintaining personnel records; handling fringe benefit programs; maintaining liaison between the employees and the personnel director; taking minutes of meetings as required; assuming additional responsibility for any personnel function assigned.

**Spatial:**

- Area: 250 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR EMPLOYEE MEETINGS, INTERVIEWS, AND CONFERENCES  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SOUNDPROOF WALL SYSTEM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)  
TRACK LIGHTING (INCANDESCENT)
- Furniture: 1 CONFERENCE TABLE, 10 CHAIRS
- Equipment: BULLETIN BOARD, WHITE MARKER BOARD
- H.V.A.C.: REQUIRED

**Finishes:**

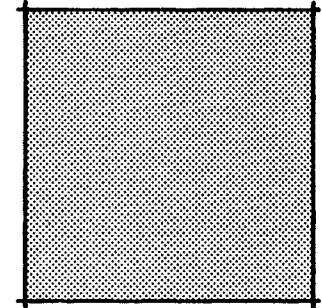
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

RECEPTION AREA FOR EMPLOYEES AND POTENTIAL EMPLOYEES  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

INVITING ATMOSPHERE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 5 VISITORS CHAIRS,  
1 TYPING TABLE
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

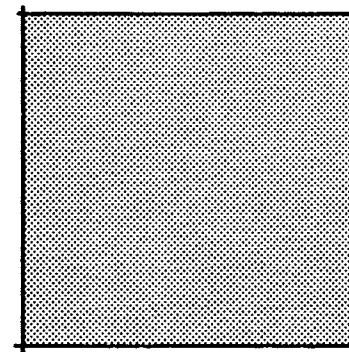
Reception

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR DEPARTMENT HEAD  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA, 3 VISITORS CHAIRS
- Equipment: 3 FILE CABINETS, 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

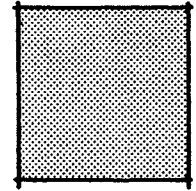
Director

**Spatial:**

- Area: 50 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

STORAGE AREA FOR FILES, RECORDS, AND SUPPLIES  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

EASY ACCESS TO ALL DEPARTMENT EMPLOYEES

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: NOT REQUIRED
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: 15 FEET LINEAR SHELVING, FILE CABINETS
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: TILE
- Ceiling: PAINTED/GYPSUM BOARD
- Wall: PAINTED/GYPSUM BOARD

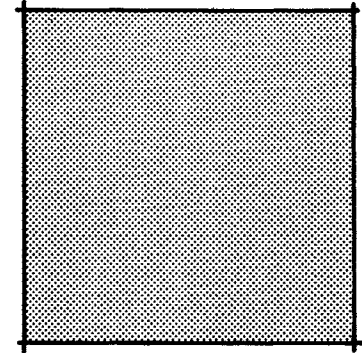
Storage

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR 2 PERSONNEL TECHNICIANS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SEMIPRIVATE OFFICE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: INDIRECT (FLUORESCENT)
- Furniture: 2 DESKS, 2 SECRETARIAL CHAIRS, 2 VISITORS CHAIRS,  
2 TYPING TABLES
- Equipment: 3 VERTICAL FILES, 12 FEET LINEAR SHELVING, 2 CRTS
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: PAINTED/GYPSUM BOARD
- Wall: TEXTURED/VINYL

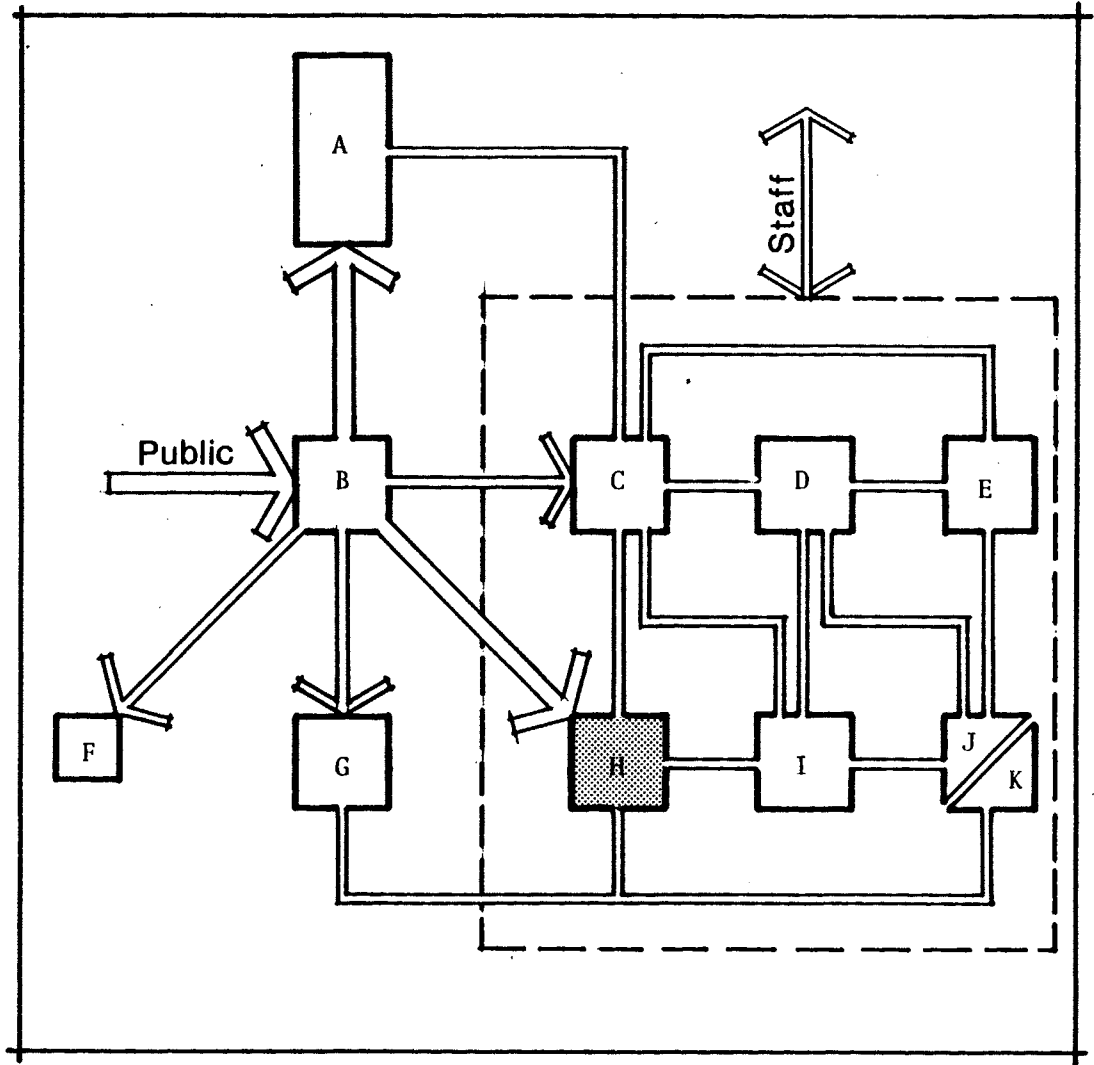
Technicians





# Legend

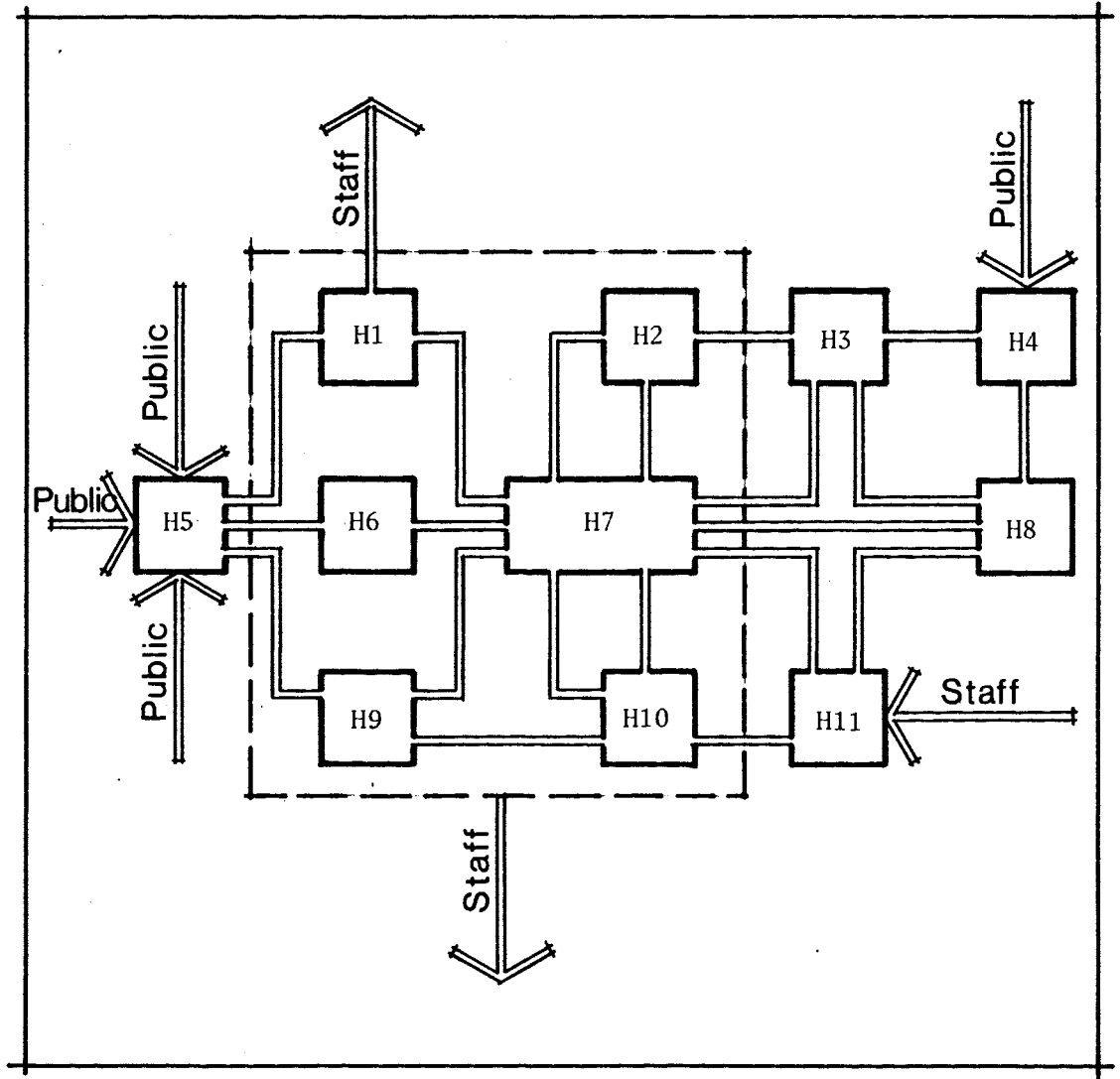
- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

# Legend

- H1 UTILITIES
- H2 PURCHASING
- H3 CONFERENCE ROOM
- H4 RECEPTION
- H5 CENTRAL CASHIERING
- H6 MUNICIPAL COURT
- H7 CITY ACCOUNTANT
- H8 FINANCE DIRECTOR
- H9 CITY CLERK
- H10 CITY TREASURER
- H11 CITY ARCHIVES/VAULT



Spatial Relationship Diagram

TITLE

JOB DEFINITION

ACCOUNT CLERK I

In the Finance Department, carrying out duties of a responsible nature and involving a working knowledge of figures, including some of the following: processing and reconciling purchase orders with invoices, requisitions and account numbers; preparing checks; receiving payments and issuing receipts; reconciling receipts; calculating adjustments to utility bills; handling fines and parking violations; entering data to a computer; handling parts inventories and checkouts; waiting on customers; and using the city's computer for such operations.

CITY ACCOUNTANT

Under the direction of the Finance Director, serving as the chief accountant for the city; supervising five to ten account clerks in the work; assisting in budget preparation; serving as purchasing agent.

FINANCE DIRECTOR

Directing the accounting, budgeting, purchasing, and record keeping activities of the central finance agency of the city; developing and recommending short and long term financial policies and strategies for the city; supervising the billing and collection of utilities.

CITY TREASURER

Responsible for placing and processing investments for all idle city funds, for handling all bond payments and records, for maintaining cash and bank accounts of city funds, and for preparing and issuing required financial reports; under the direction of the Finance Director.

TITLE

JOB DEFINITION

ACCOUNT CLERK III

As supervisor of the utilities office, providing direction to employees in the operation of the office, organizing work duties of others, dealing with customer complaints and questions, calculating the more complex utility bills, handling unusual problems, assisting in balancing new deposits and refunds each month, coordinating with other city departments as needed, and other duties as assigned.

SECRETARY

As an administrative assistant to the Director of Finance, performing a wide range of complex clerical duties requiring a high order of knowledge and experience, including complete knowledge of the operations of the department; ability to take and transcribe dictation at considerable speed and accuracy; typing complex and specialized material requiring judgement; handling confidential matters; writing letters based upon general direction; preparing agendas for meetings and recording and transcribing meetings, and supervising others as required.

CLERK TYPIST II

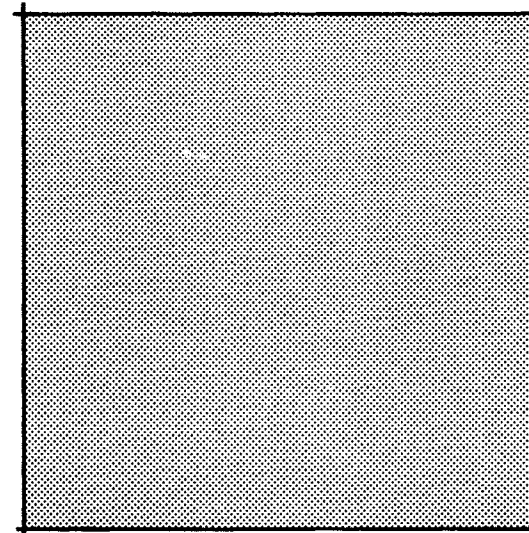
At an intermediate clerical level, processing various materials for use; using and modifying the filing system; processing reports; entering data into the computer; and performing typing and other work as may be assigned.

**Spatial:**

- Area: 475 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR CITY UTILITIES SERVICE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

OPEN OFFICE  
CLOSE TO EXIT FOR EASY METER READER ACCESS  
ACCESS TO COMPUTER ROOM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: INDIRECT (FLUORESCENT)
- Furniture: 5 DESKS, 5 SECRETARIAL CHAIRS, 2 CASHIER STOOLS
- Equipment: 2 ROLLING FILES, 2 CRTS, 5 VERTICAL FILES
- H.V.A.C.: REQUIRED

**Finishes:**

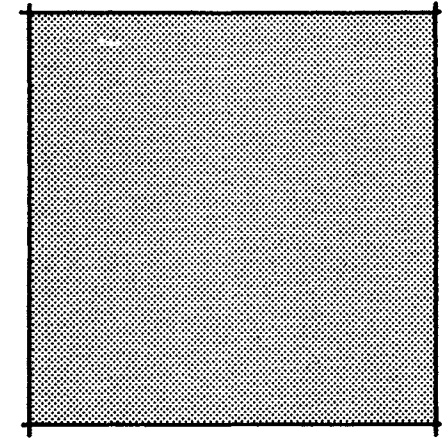
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: PAINTED/GYPSUM BOARD

**Spatial:**

- Area: 300 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR PURCHASES MADE BY CITY  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

OPEN OFFICE  
ACCESS TO COMPUTER ROOM  
STORAGE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 3 DESKS, 3 SECRETARIAL CHAIRS, 3 TYPING TABLES
- Equipment: 3 ROLLING FILES, 6 FILE CABINETS
- H.V.A.C.: REQUIRED

**Finishes:**

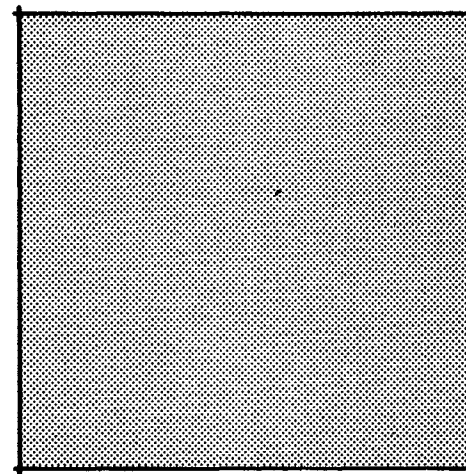
- Floor: CARPET
- Ceiling: ACOUSTIC PANELS
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 375 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR STAFF MEETINGS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIATRAM



**Special Considerations:**

SOUNDPROOF WALL SYSTEM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)  
TRACK LIGHTING (INCANDESCNET)
- Furniture: 1 CONFERENCE TABLE, 15 CHAIRS
- Equipment: BULLETIN BOARD, MARKER BOARD
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

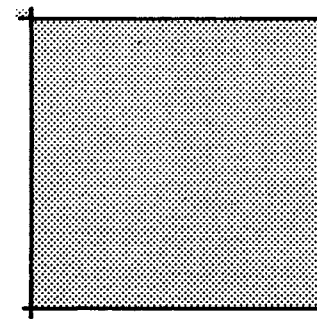


**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

RECEPTIONIST/SECRETARIAL AREA FOR DEPARTMENT HEAD  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

NONE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 1 TYPING TABLE,  
3 VISITORS CHAIRS
- Equipment: 3 FILE CABINETS, 8 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

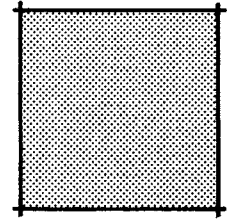
Reception

**Spatial:**

- Area: 75 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR CITY COLLECTION  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

NONE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 2 CASHIER STOOLS, 1 WORK TABLE, 1 SECRETARIAL CHAIR
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

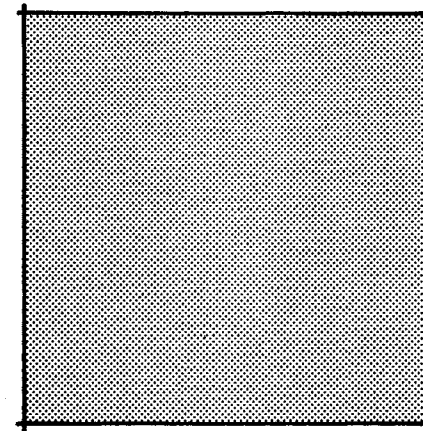
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 300 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR MUNICIPAL COURT TRANSACTIONS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

OPEN OFFICE  
EASY ACCESS TO CENTRAL CASHIERING

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 3 DESKS, 3 SECRETARIAL CHAIRS, 1 TYPING TABLE
- Equipment: 5 VERTICAL FILES
- H.V.A.C.: REQUIRED

**Finishes:**

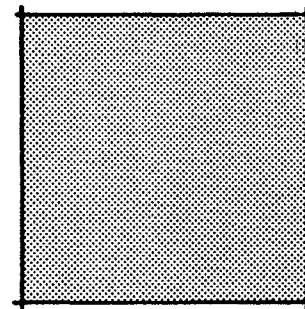
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR DEPARTMENT SUPERVISOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA  
ACCESS TO COMPUTER ROOM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 TYPING TABLE,  
2 VISITORS CHAIRS
- Equipment: 4 FILE CABINETS, 10 FEET LINEAR SHELVING  
1 ROLLING FILE
- H.V.A.C.: REQUIRED

**Finishes:**

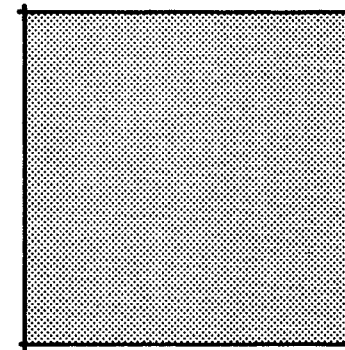
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE FOR DEPARTMENT HEAD  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE

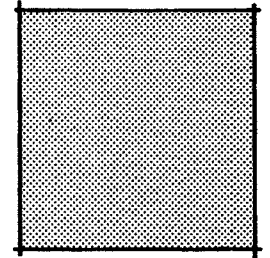
**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA,  
3 VISITORS CHAIRS
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

Finance Director



**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

GENERAL OFFICE AREA  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

OPEN OFFICE  
ACCESS TO COMPUTER ROOM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR
- Equipment: NONE
- H.V.A.C.: REQUIRED

**Finishes:**

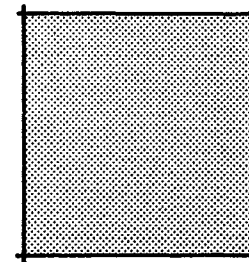
- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

GENERAL OFFICE AREA  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SCREENED FROM PUBLIC VIEW  
SEMIPRIVATE OFFICE  
ACCESS TO COMPUTER ROOM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 1 WORK TABLE  
1 VISITORS CHAIR
- Equipment: 6 FEET LINEAR SHELING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC PANEL
- Wall: ACOUSTIC PARTITION

**Spatial:**

- Area: 500 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

STORAGE FOR ALL CITY RECORDS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

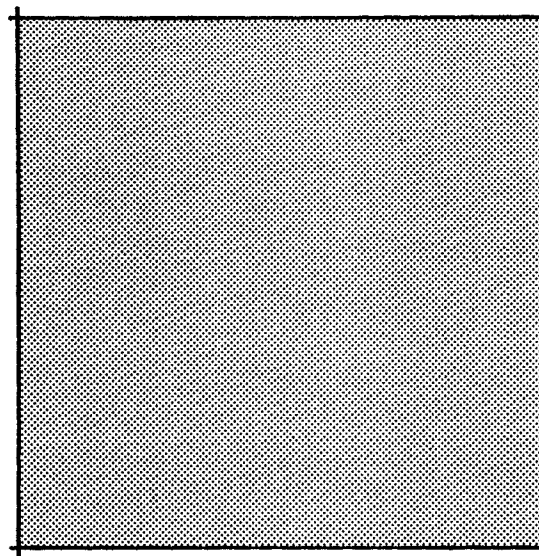
MAINTAINS RECORDS FOR 10 YEARS  
FIREPROOF  
SECURE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 3 WORK TABLES, 3 CHAIRS
- Equipment: FILE CABINETS, SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: TILE
- Ceiling: EXPOSED
- Wall: PAINTED/GYPSUM BOARD



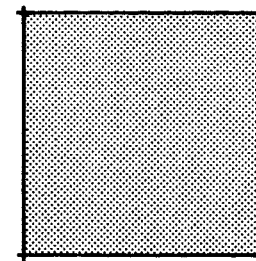


**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

STORAGE AREA FOR MONEY AND RECORDS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Vault

**Special Considerations:**

SCREENED FROM PUBLIC VIEW  
FIREPROOF  
SECURE

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: NOT REQUIRED
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: FILING CABINETS, SAFE
- H.V.A.C.: NOT REQUIRED

**Finishes:**

- Floor: CONCRETE
- Ceiling: CONCRETE
- Wall: CONCRETE

**Spatial:**

- Area: 500 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

AREA FOR EMPLOYEE RELAXATION  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**Special Considerations:**

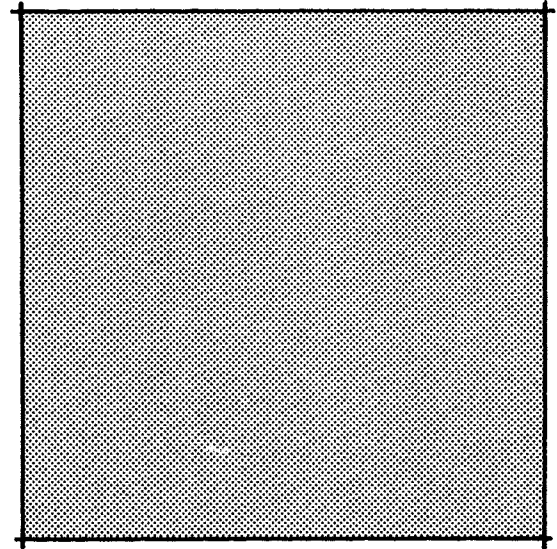
VISUAL AND PHYSICAL ACCESS TO EXTERIOR  
KITCHENETTE

**Systems:**

- Plumbing: REQUIRED (DOUBLE SINK)
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 8 FEET COUNTERSPACE, 2 TABLES, 8 CHAIRS,  
10 LOUNGING CHAIRS
- Equipment: REFRIGERATOR, MICROWAVE
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

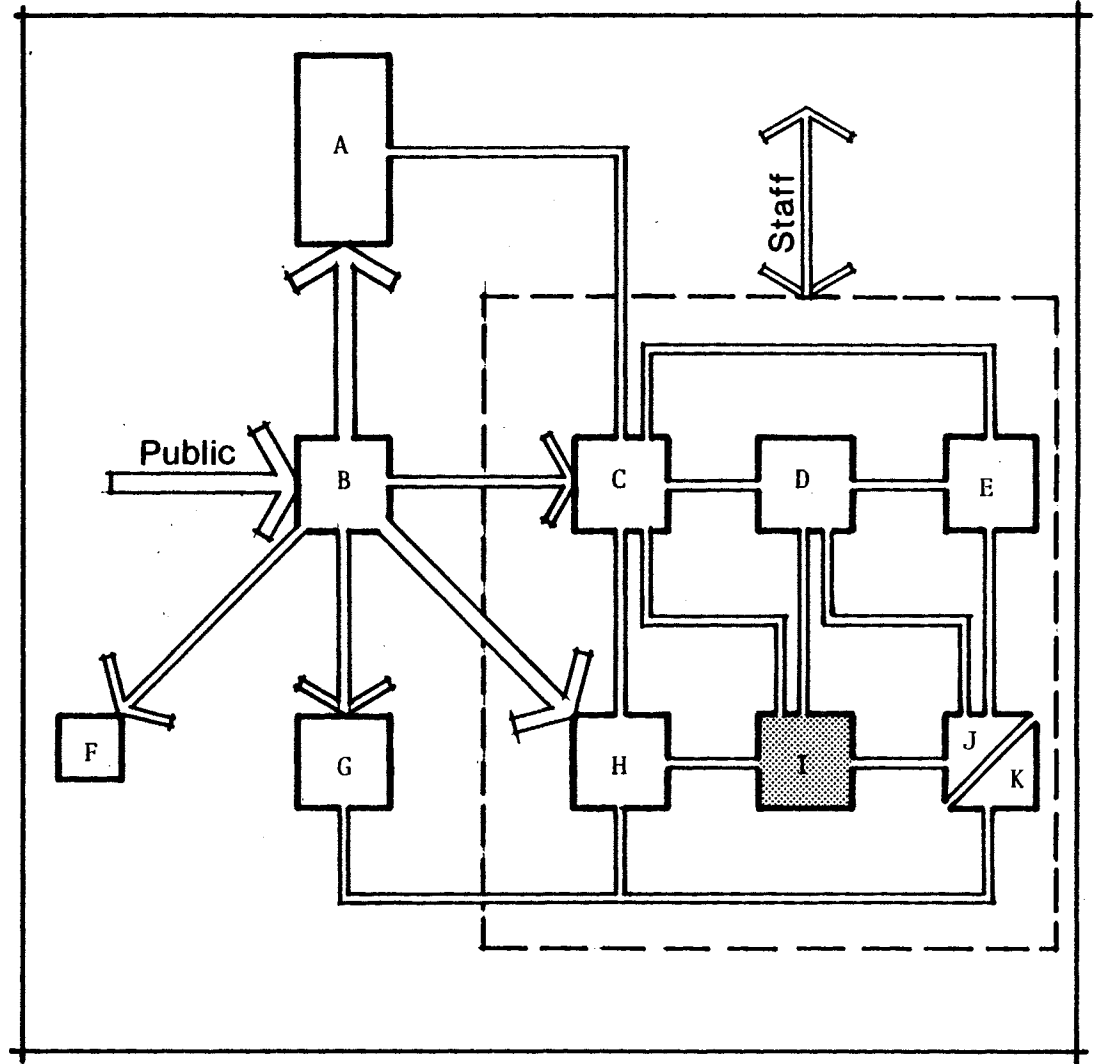


Employee Lounge



# Legend

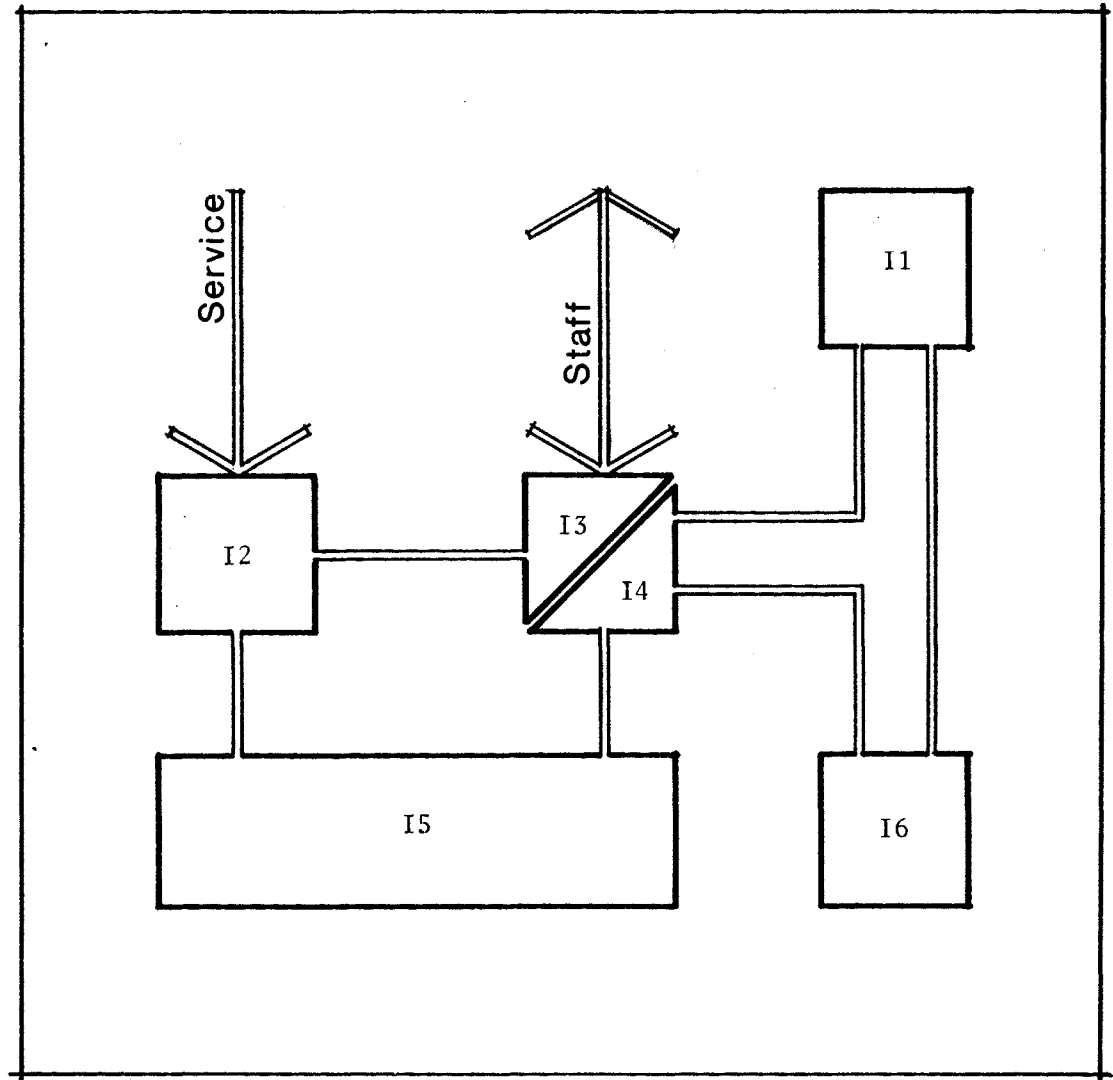
- A COUNCIL MEETING ROOM
- B ENTRANCE LOBBY
- C CITY MANAGER
- D ENGINEERING DEPARTMENT
- E CODES ENFORCEMENT DEPARTMENT
- F COMMUNICATIONS DEPARTMENT
- G PERSONNEL DEPARTMENT
- H FINANCE DEPARTMENT
- I DATA PROCESSING DEPARTMENT
- J BUILDING SUPPLY
- K SELF-SERVE COPYING



Departmental Relationship Diagram

# Legend

- I1 MANAGER
- I2 STORAGE/VAULT
- I3 RECEPTION/WORK AREA
- I4 OPERATOR
- I5 MACHINE ROOM
- I6 PROGRAMMER



Spatial Relationship Diagram

TITLE

JOB DEFINITION

DATA PROCESSING MANAGER

Managing the data processing program of the city; anticipating the city's data processing needs and planning applications and improving existing applications; supervising employees in the operation of the systems and hardware; making recommendations for data processing purchases and expansions.

COMPUTER OPERATOR

Responsible for day to day operation of the city's computers in providing service to other departments of the city, monitoring data storage, data processing and controlling and managing the flow of data within the department, including the issuance of reports; may supervise other employees; other duties as required.

PROGRAMMER

Performing a variety of duties relating to the computer systems and their operations in utility billing, accounting, payroll, file maintenance, and security; also responsible for recommending and implementing system and program changes and maintaining the library of the programs.

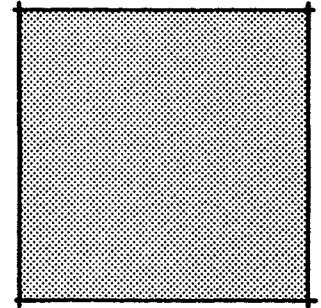
User Boles

**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET-0 INCHES

**Function:**

AN OFFICE AREA FOR THE DEPARTMENT HEAD  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
VISUAL ACCESS  
SOUNDPROOF WALL SYSTEM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 2 VISITORS CHAIRS,  
1 CREENZA
- Equipment: FILE CABINETS, 6 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

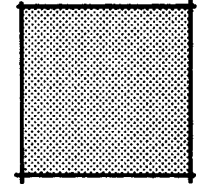
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 50 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

STORAGE AREA FOR SUPPLIES  
HOUSES VAULT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Storage

**Special Considerations:**

SERVICE (DELIVERY OF SUPPLIES)

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: NOT REQUIRED
- Lighting: GENERAL (FLUORESCENT)
- Furniture: NONE
- Equipment: 20 FEET LINEAR SHELVING  
VAULT (30 X 30 INCHES)
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: TILE
- Ceiling: PAINTED/GYPSUM BOARD
- Wall: PAINTED/GYPSUM BOARD

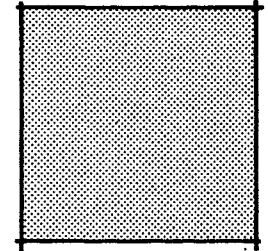


**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

WORK, CONFERENCE, AND RECEPTION AREA  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PARTIALLY SCREENED FROM PUBLIC VIEW  
VISUAL AND PHYSICAL ACCESS TO MACHINE ROOM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 2 WORK TABLES, 4 CHAIRS
- Equipment: 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

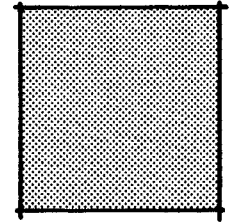
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 75 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

WORK AREA FOR MACHINE OPERATOR  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Operator

**Special Considerations:**

OPEN OFFICE  
SOUNDPROOF WALL SYSTEM  
VISUAL AND PHYSICAL ACCESS TO MACHINE ROOM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 WORK TABLE, 1 SECRETARIAL CHAIR
- Equipment: 8 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

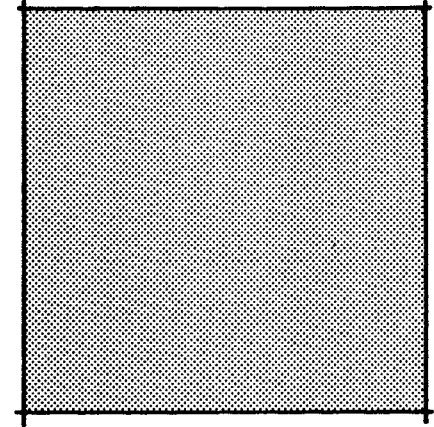
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 300 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

HOUSES MACHINERY AND COMPUTERS FOR THE DEPARTMENT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

SOUNDPROOF WALL SYSTEM  
RAISED FLOOR TO ALLOW FOR COMPUTER CABLES

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)  
1 DEDICATED 220 CIRCUIT
- Lighting: INDIRECT (FLUORESCENT)
- Furniture: 3 SECRETARIAL CHAIRS, 3 WORK TABLES
- Equipment: 3 CRTS, 1 PRINTER, 1 CPU UNIT, 1 BURSTER
- H.V.A.C.: INCREASE DESIGN LOAD TO COMPENSATE FOR HEAT GAIN

**Finishes:**

- Floor: CARPET (ANTI-STATIC)
- Ceiling: ACOUSTIC TILES
- Wall: PAINTED/GYPSUM BOARD

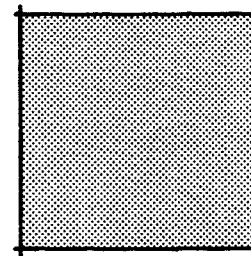
Machine Room

**Spatial:**

- Area: 100 SQUARE FEET
- Height: 8 FEET-0 INCHES

**Function:**

OFFICE AREA FOR COMPUTER PROGRAMMER  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



Programmer

**Special Considerations:**

SEMIPRIVATE OFFICE  
SOUNDPROOF WALL SYSTEM

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 SECRETARIAL CHAIR, 1 VISITORS CHAIR
- Equipment: FILE CABINET, 8 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL



TITLE

JOB DEFINITION

DIRECTOR OF WASTEWATER UTILITY	Directing the maintenance, repair, and construction of the wastewater system of the city, including the development and administration of plans to meet the long range needs of the community for sewer services; carrying out complex negotiations with other governmental agencies, coordinating with other departments; developing and administrating the annual departmental budget; recommending policies to the city manager.
PARK SUPERINTENDENT	Managing the parks program of the city, including the planning, construction and maintenance of the parks and the pools; developing and administering the annual departmental budget; supervising employees; dealing with the public.
POLICE CHIEF	Serving as commanding officer of the police department; directing both the day to day operations and managing the efforts of subordinates; providing liaison with other departments and with the city manager; preparing and administering the department's operating budget.
DIRECTOR OF WATER UTILITY	Directing the maintenance, repair, and construction of the water system of the city, including the development and administration of plans to meet the long range needs of the community for water service; carrying out complex negotiations with other governmental agencies, coordinating with other departments; developing and administering the annual departmental budget; recommending policies to the city manager.

TITLE

JOB DEFINITION

FIRE CHIEF

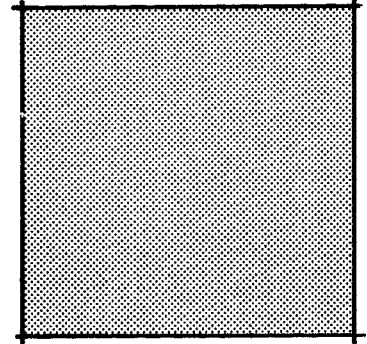
Serving as commanding officer of the fire department; managing the personnel and physical resources of the department in the prevention and extinguishment of fires; establishing departmental policies and regulations; developing and administering the department's budget; supervising both day to day operations and developing long range plans for the department.

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR DIRECTOR OF WASTEWATER UTILITY  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLOURESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA, 3 VISITORS CHAIRS
- Equipment: 3 FILE CABINETS, 10 FEET LINEAR SHELIVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

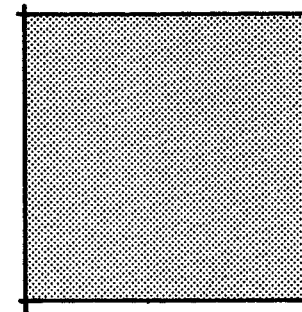


**Spatial:**

- Area: 150 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR PARK SUPERINTENDENT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLOURESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 2 VISITORS CHAIRS
- Equipment: FILE CABINETS, 6 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

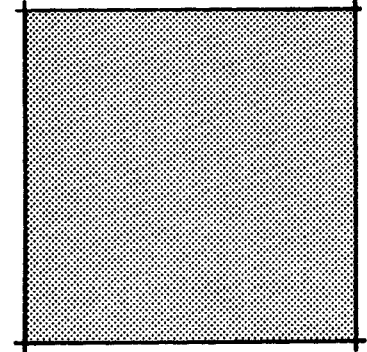
Park Superintendent

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR POLICE CHIEF  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA, 3 VISITORS CHAIRS
- Equipment: 3 FILE CABINETS, 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

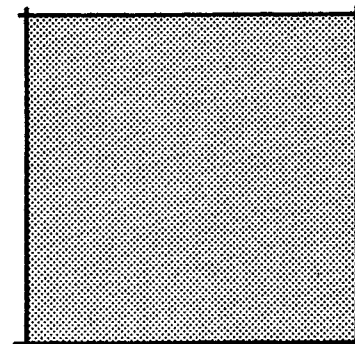
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR DIRECTOR OF WATER UTILITY  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA, 3 VISITORS CHAIRS
- Equipment: 3 FILE CABINETS, 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

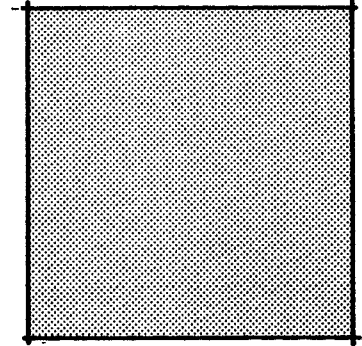
- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL

**Spatial:**

- Area: 200 SQUARE FEET
- Height: 8 FEET - 0 INCHES

**Function:**

OFFICE AREA FOR FIRE CHIEF  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**Special Considerations:**

PRIVATE OFFICE  
CONFERENCE AREA

**Systems:**

- Plumbing: NOT REQUIRED
- Electrical: TYPICAL (DUPLEX RECEPTACLES)
- Lighting: GENERAL (FLUORESCENT)
- Furniture: 1 DESK, 1 EXECUTIVE CHAIR, 1 CREDENZA, 3 VISITORS CHAIRS
- Equipment: 3 FILE CABINETS, 10 FEET LINEAR SHELVING
- H.V.A.C.: REQUIRED

**Finishes:**

- Floor: CARPET
- Ceiling: ACOUSTIC TILES
- Wall: TEXTURED/VINYL



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