



# MOORE COUNTY NORTH CAROLINA

## Space Needs Assessment and Comprehensive Facilities Master Plan

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### FINAL REPORT

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*prepared for:*  
MOORE COUNTY PROJECT ADVISORY COMMITTEE

*prepared by:*  
CHINN PLANNING, INC.  
*in association with*  
Ware Bonsall Architects



September 2012

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# **Introduction and Overview of Project**

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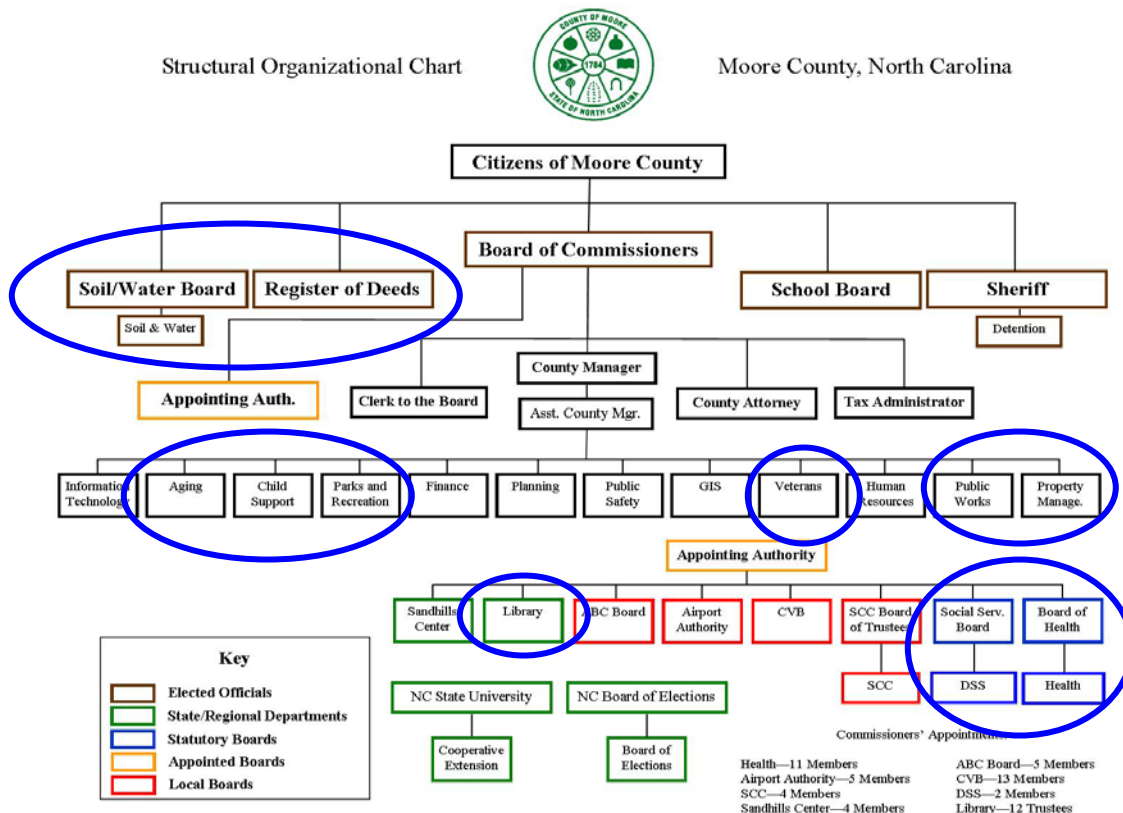
**INTRODUCTION**

In May 2012 Moore County, NC selected Chinn Planning, Inc. and Ware Bonsall Architects to develop a Comprehensive Facilities Master Plan. The County wanted to develop a long term vision to address future space needs in a comprehensive manner and take into account facility expansion that was either currently underway or recently planned. This includes a new Public Safety building under construction, a completed design for a new County Administration building, and a needs assessment and space allocation plan for a new Courthouse. The County also wanted to maximize the long term use of County owned buildings and eliminate lease payments for rental property that the County utilizes due to the lack of adequate County owned space. In addition, the County wanted a plan that would reflect the highest and best use of county owned space for near term expansion needs (space vacated when the Sheriff and Public Safety functions move into the new facility) and long term space needs for all of the functions that the County provides space for.

**OVERVIEW OF MOORE COUNTY ORGANIZATION AND DEPARTMENTS**

Figure 1-1 shows the organizational structure of Moore County government. The Departments that were assessed and included in the master planning process are circled on the organizational chart.

**Figure 1-1  
Moore County Government Organizational Structure**



## **WORK PLAN AND PROCESS**

The work plan to complete the Comprehensive Facilities Master Plan included the following Tasks:

<b><u>Project Work Plan</u></b>	
Task 1	- Meet with Project Advisory Committee
Task 2	- Profile County Departments/Functions
Task 3	- Facility Inventory and Evaluation
Task 4	- Develop Uniform Space & Office Equipment Standards
Task 5	- Forecast Future Personnel
Task 6	- Conduct Analysis of Record Retention Needs
Task 7	- Project Future Space Needs
Task 8	- Define Traffic, Transportation, and Parking Impacts
Task 9	- Develop Alternatives to Meet Future Expansion Needs
Task 10	- Develop Facility Recommendations and Capital Cost Estimates
Task 11	- Preparation of Comprehensive Space Needs Assessment & Master Plan Report

All of the Tasks shown in the work plan were completed for the Departments circled in the organizational chart. Previously developed space projections for county administrative and court functions were reviewed and included in Tasks 9-11 of the Work Plan for the development of the Comprehensive Facilities Master Plan.

During the study process the Consultant team met with Department heads to review a space needs survey and walk through office areas to assess operational, staffing, and space requirements. The Consultant team also toured 19 buildings with staff from Property Management to collect information that is presented in the Section IV Building Assessment. The interview schedule for Department Heads and the meeting schedule for the Project Review Committee are included in Appendix A.

## **PROJECT ADVISORY COMMITTEE**

A Project Advisory Committee was established to oversee the study process. The Project Advisory Committee met five times during the study process. These meetings included a project kick off; review of personnel projections and space standards; review of space forecasts and existing facilities assessment; options analysis and preliminary recommendations; and final recommendations and cost estimates. In addition, the Consultant team made a presentation of the DRAFT REPORT and recommendations to the Board of Moore County Commissioners. Project Advisory Committee Members Include:

**Project Advisory Committee Members**

1. Cary McSwain, County Manager
2. Ken Larking, Assistant County Manager
3. Rich Smith, Director of Property Management
4. Bobby Lake, Supervisor, Property Management
5. Carrie Neal, Chief Financial Officer
6. Terry Vuncannon, Purchasing Coordinator

**REPORT SECTIONS**

The report which follows summarizes the study process. Report sections include:

- Section I.....Introduction and Overview of Project
- Section II.....Growth Trends and Personnel Projections
- Section III..... Space Standards
- Section IV .....Building Assessments
- Section V ..... Space Forecasts
- Section VI ..... Recommendations, Cost Estimates, and Implementation Schedule
- Appendix A ..... Project Interview and Meeting Schedule
- Appendix B ..... Courthouse Space Allocation

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SECTION **II**

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## **Growth Trends and Personnel Projections**

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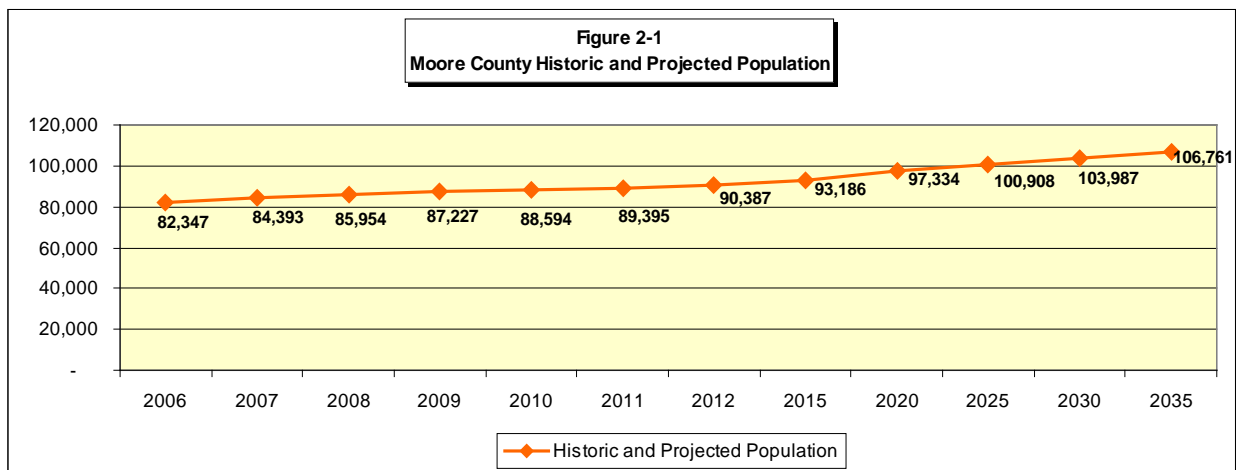
**INTRODUCTION**

In this Section growth trends in County population and County personnel are presented. This data was used in the development of future personnel projections. The personnel projection methodology and recommended personnel forecasts for each Department included in the needs assessment process are also presented in this Section. The recommended personnel forecasts were used in the development of the space forecasts presented in Section V.

**COUNTY GROWTH TRENDS**

**Moore County Population**

Figure 2-1 shows that Moore County population grew by 1.6% per year between 2006 and 2012. Moore County population is projected to grow at a slower rate, .8% per year, between 2012 and 2035.

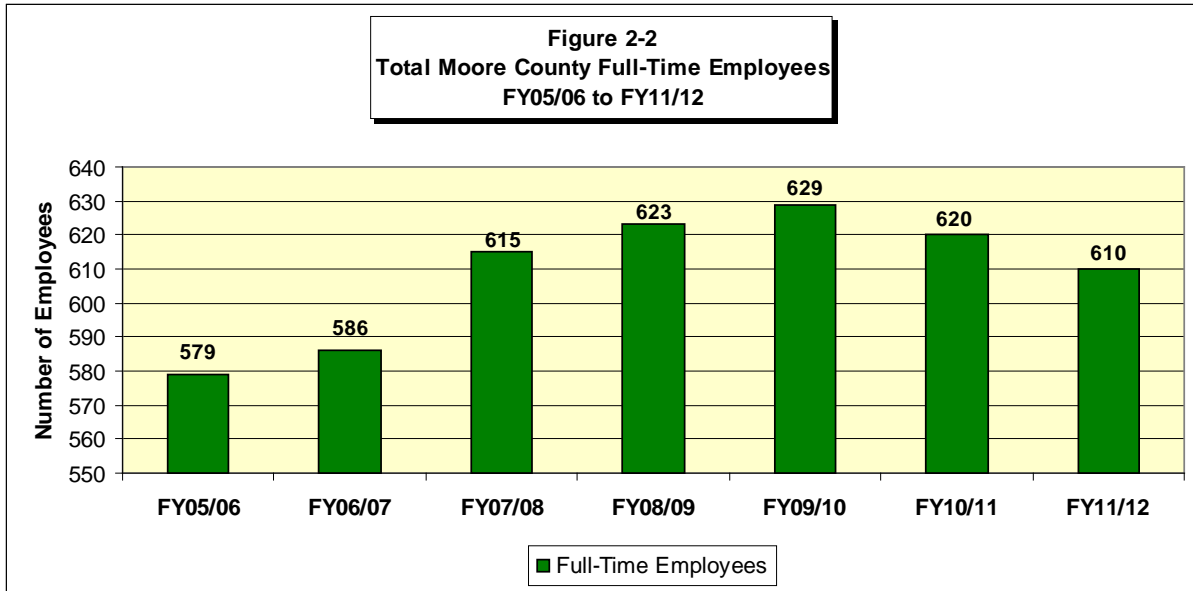


Source: North Carolina Office of State Budget and Management, 2012.

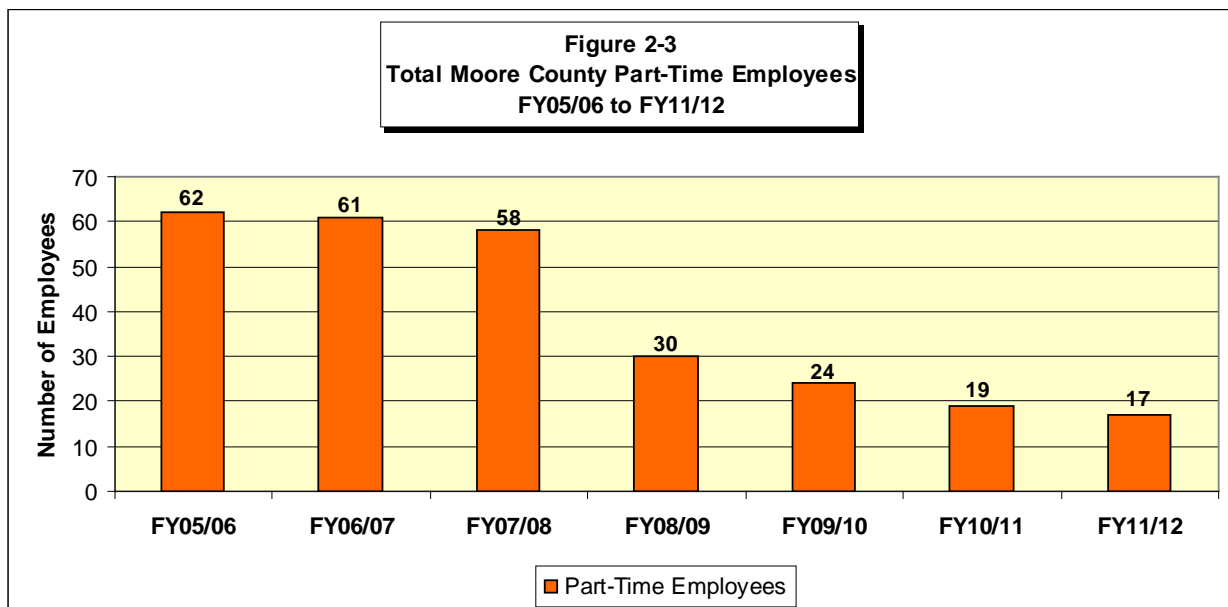
**Moore County Total Employees**

Figure 2-2 shows the growth trends in full-time employees between FY05/06 and FY11/12. Full-time employees increased by 5.3% during this time frame, although the number of full-time employees has steadily decreased since a peak in FY09/10. Figure 2-3 shows that the number of part-time employees has continually decreased since FY07/08. This is due, in part, to a reclassification of some part-time employees to a status of resource positions, which are basically contracted positions. Total current FTE's in Moore County is 619.5.





Source: Moore County Human Resources Department, 2012.



Source: Moore County Human Resources Department, 2012.

## PERSONNEL PROJECTIONS

### Personnel Projection Methodology

The forecast models detailed below were utilized to develop personnel projections. The first three models were completed for each Department. The fourth model is the Departments estimate of future growth. The personnel forecast recommended by Chinn Planning, Inc. is shown at the bottom of each individual Department projection Table.

❑ **Model 1 – Historic Staff Growth Model**

This model is the estimate of future growth based on the average actual number increase in staff per year for the Department. The average staff increase was calculated for the period of time from 2006 to 2012 in which data was available.

❑ **Model 2 – Staff Percent Growth**

This model is the rate of future growth based on the average percent increase in staff per year for the Department. The average staff percentage increase was calculated for the period of time from 2006 to 2012 in which data was available.

❑ **Model 3 – Ratio to County Population Model**

**Model 3A** uses the average ratio of staff per 10,000 County population for the period of time from 2006 to 2012 in which data was available. **Model 3B** uses the high ratio of staff per 10,000 County population to project future personnel growth.

❑ **Model 4 – Department Growth Estimates**

This model is the Department estimate of employee growth.

**Summary of Personnel Projections**

Table 2-1 shows the recommended personnel forecast for each Department included in the study, which is less than 1% per year total growth in personnel for Moore County. These personnel forecasts were utilized in the development of the space forecasts. It should be noted that the County provides space for all of the Departments shown below, but the following Department operations are not actually funded by the county:

- Soil-Water Conservation/USDA
- Day Reporting
- Keep Moore Beautiful/Drug Free Moore
- Department of Juvenile Justice
- Sandhills Community Action Program

<b>Table 2-1 Summary of Recommended Personnel Projections Moore County Space Needs Assessment and Comprehensive Facilities Master Plan</b>						
<b>DEPARTMENTS</b>	<b>Recommended Personnel Projections</b>					
	<b>2012</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>
1. Register of Deeds	10	10	11	11	11	11
2. Health Department - Clinic and Administration	60	64	65	67	68	69
3. Department of Social Services	106	108	110	113	115	118
4. Department of Social Services - Transportation	11	12	12	13	13	13
5. Cooperative Extension	8	9	9	10	10	10
6. Soil-Water Conservation/USDA	6	7	7	7	8	8
7. Veteran's Services	3	3	4	4	4	4
8. Library - Main Branch	9	10	10	11	11	11
9. Property Management/Fleet Maintenance	25	27	28	29	30	31
10. Board of Elections	4	4	4	4	5	5
11. Department of Aging	20	21	22	23	24	24
12. Parks & Recreation	5	6	6	6	6	6
13. Child Support	10	11	11	12	12	13
14. Day Reporting	1	1	1	1	1	1
15. Youth Services	1	2	2	2	3	3
16. Public Works/Utilities	41	42	44	45	47	48
17. Keep Moore Beautiful/Drug Free Moore	2	2	2	2	2	2
18. Department of Juvenile Justice	6	6	6	7	7	7
19. Sandhills Community Action Program	11	12	12	13	13	13
<b>TOTAL - PERSONNEL FORECAST</b>	<b>339</b>	<b>357</b>	<b>366</b>	<b>380</b>	<b>390</b>	<b>397</b>

Source: Chinn Planning, Inc.

**Department Personnel Projections**

The following Tables 2-2 to 2-20 show the personnel projections for each Department. The recommended forecast is shown at the bottom of each Table.

<b>Table 2-2 Register of Deeds Moore County, North Carolina</b>								
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	
Register of Deeds Historic Full-Time Staff	11	11	11	11	11	11	10	
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387	
ROD Staff/10,000 County Pop.	1.34	1.30	1.28	1.26	1.24	1.23	1.11	
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>			
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>				
Historic Staff	(1.00)	(0.17)	-9.1%	-1.5%	10.86			
ROD Staff/10,000 County Pop.	(0.23)	(0.04)	-17.2%	-2.9%	1.25			
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>			
Moore County Population	93,186	97,334	100,908	103,987	106,761			
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>			
(1) Actual Number Increase = -.17/year	10	9	8	7	6			
(2) Percentage Increase = -1.5%/year	10	9	8	7	7			
(3) Ratio to 10,000 County Population								
(A) Average Ratio = 1.25	12	12	13	13	13			
(B) High Ratio = 1.34	12	13	13	14	14			
(4) Department Projection	10	11	11	11	11			
<b>RECOMMENDED FORECAST:</b>								
<b>Model 4</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>			

Source: Chinn Planning, Inc.

7/1/2012

<b>Table 2-3 Health Department Moore County, North Carolina</b>								
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	
Health Department Historic Full-Time Staff	67	66	66	66	66	63	60	
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387	
Health Staff/10,000 County Pop.	8.14	7.82	7.68	7.57	7.45	7.05	6.64	
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>			
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>				
Historic Staff	(7.00)	(1.17)	-10.4%	-1.7%	64.86			
Health Staff/10,000 County Pop.	(1.50)	(0.25)	-18.4%	-3.1%	7.48			
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>			
Moore County Population	93,186	97,334	100,908	103,987	106,761			
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>			
(1) Actual Number Increase = -1.17/year	57	51	45	39	33			
(2) Percentage Increase = -1.7%/year	57	52	46	41	36			
(3) Ratio to 10,000 County Population								
(A) Average Ratio = 7.48	70	73	75	78	80			
(B) High Ratio = 8.14	76	79	82	85	87			
(4) Department Projection	64	65	67	68	69			
<b>RECOMMENDED FORECAST:</b>								
<b>Model 4</b>	<b>64</b>	<b>65</b>	<b>67</b>	<b>68</b>	<b>69</b>			

Source: Chinn Planning, Inc.

7/1/2012

<b>Table 2-4 Social Services Moore County, North Carolina</b>							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Social Services Historic Full-Time Staff	103	104	104	106	106	106	106
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Social Svcs. Staff/10,000 County Pop.	12.51	12.32	12.10	12.15	11.96	11.86	11.73
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>			
Historic Staff	3.00	0.50	2.9%	0.5%	105.00		
Social Svcs. Staff/10,000 County Pop.	(0.78)	(0.13)	-6.2%	-1.0%	12.09		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = .50/year	108	110	113	115	118		
(2) Percentage Increase = .5%/year	108	110	113	115	118		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 12.09	113	118	122	126	129		
(B) High Ratio = 12.51	117	122	126	130	134		
(4) Department Projection	110	110	113	113	116		
<b>RECOMMENDED FORECAST: Models 1 &amp; 2</b>	<b>108</b>	<b>110</b>	<b>113</b>	<b>115</b>	<b>118</b>		

Source: Chinn Planning, Inc.

7/1/2012

<b>Table 2-5 Social Services - Transportation Moore County, North Carolina</b>							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
SS Transportation Historic Full-Time Staff	11	10	10	10	12	12	11
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
SS Transport. Staff/10,000 County Pop.	1.34	1.18	1.16	1.15	1.35	1.34	1.22
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>			
Historic Staff	-	-	0.0%	0.0%	10.86		
SS Transport. Staff/10,000 County Pop.	(0.12)	(0.02)	-8.9%	-1.5%	1.25		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = 0/year	11	11	11	11	11		
(2) Percentage Increase = 0%/year	11	11	11	11	11		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 1.25	12	12	13	13	13		
(B) High Ratio = 1.35	13	13	14	14	14		
(4) Department Projection	30	35	45	55	60		
<b>RECOMMENDED FORECAST: Model 3A</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-6 Cooperative Extension Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Cooperative Extension Historic Full-Time Staff	8	8	8	8	8	8	8
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Cooperative Ext. Staff/10,000 County Pop.	0.97	0.95	0.93	0.92	0.90	0.89	0.89
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	-	-	0.0%	0.0%	8.00		
Cooperative Ext. Staff/10,000 County Pop.	(0.09)	(0.01)	-8.9%	-1.5%	0.92		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	8	8	8	8	8		
(2) Percentage Increase = 0%/year	8	8	8	8	8		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .92	9	9	9	10	10		
(B) High Ratio = .97	9	9	10	10	10		
(4) Department Projection	9	10	10	10	10		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-7 Soil and Water Conservation/USDA Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Soil & Water/USDA Historic Full-Time Staff	6	6	6	6	6	6	6
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Soil/USDA Staff/10,000 County Pop.	0.73	0.71	0.70	0.69	0.68	0.67	0.66
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	-	-	0.0%	0.0%	6.00		
Soil/USDA Staff/10,000 County Pop.	(0.06)	(0.01)	-8.9%	-1.5%	0.69		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	6	6	6	6	6		
(2) Percentage Increase = 0%/year	6	6	6	6	6		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .69	6	7	7	7	7		
(B) High Ratio = .73	7	7	7	8	8		
(4) Department Projection	7.5	7.5	7.5	7.5	7.5		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-8 Veteran's Services Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Veteran's Services Historic Full-Time Staff	3	3	3	3	3	3	3
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Veteran's Staff/10,000 County Pop.	0.36	0.36	0.35	0.34	0.34	0.34	0.33
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	-	-	0.0%	0.0%	3.00		
Veteran's Staff/10,000 County Pop.	(0.03)	(0.01)	-8.9%	-1.5%	0.35		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	3	3	3	3	3		
(2) Percentage Increase = 0%/year	3	3	3	3	3		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .35	3	3	3	4	4		
(B) High Ratio = .36	3	4	4	4	4		
(4) Department Projection	4	4	4	5	5		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-9 Library - Main Branch Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Library Historic Full-Time Staff	10	9	9	9	9	9	9
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Library Staff/10,000 County Pop.	1.21	1.07	1.05	1.03	1.02	1.01	1.00
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	(1.00)	(0.17)	-10.0%	-1.7%	9.14		
Library Staff/10,000 County Pop.	(0.22)	(0.04)	-18.0%	-3.0%	1.05		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = -.17/year	9	8	7	6	5		
(2) Percentage Increase = -1.7%/year	9	8	7	6	6		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 1.05	10	10	11	11	11		
(B) High Ratio = 1.21	11	12	12	13	13		
(4) Department Projection							
<b>RECOMMENDED FORECAST: Model 3A</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>		

Source: Chinn Planning, Inc.

7/1/2012

<b>Table 2-10 Property Management/Fleet Maintenance Moore County, North Carolina</b>							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Property/Fleet Historic Full-Time Staff	21	22	25	25	25	25	25
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Property Staff/10,000 County Pop.	2.55	2.61	2.91	2.87	2.82	2.80	2.77
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>			
Historic Staff	4.00	0.67	19.0%	3.2%	24.00		
Property Staff/10,000 County Pop.	0.22	0.04	8.5%	1.4%	2.76		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = .67/year	27	30	34	37	40		
(2) Percentage Increase = 3.2%/year	27	31	35	39	43		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 2.76	26	27	28	29	29		
(B) High Ratio = 2.91	27	28	29	30	31		
(4) Department Projection	27	27	30	30	32		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

Source: Chinn Planning, Inc.

7/1/2012

<b>Table 2-11 Board of Elections Moore County, North Carolina</b>							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Board of Elections Historic Full-Time Staff	4	4	4	4	4	3	4
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Elections Staff/10,000 County Pop.	0.49	0.47	0.47	0.46	0.45	0.34	0.44
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>			
Historic Staff	-	-	0.0%	0.0%	3.86		
Elections Staff/10,000 County Pop.	(0.04)	(0.01)	-8.9%	-1.5%	0.44		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = 0/year	4	4	4	4	4		
(2) Percentage Increase = 0%/year	4	4	4	4	4		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .44	4	4	4	5	5		
(B) High Ratio = .49	5	5	5	5	5		
(4) Department Projection							
<b>RECOMMENDED FORECAST: Model 3A</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>		

Source: Chinn Planning, Inc.

7/1/2012



Table 2-12 Department of Aging Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Department of Aging Historic Full-Time Staff	17	18	19	20	20	20	20
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Aging Staff/10,000 County Pop.	2.06	2.13	2.21	2.29	2.26	2.24	2.21
Forecast Period 2006-2012	# Change		% Change		2006-2012		
	Number	Per Year	Number	Per Year	Average		
Historic Staff	3.00	0.50	17.6%	2.9%	19.14		
Aging Staff/10,000 County Pop.	0.15	0.02	7.2%	1.2%	2.20		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = .5/year	22	24	27	29	32		
(2) Percentage Increase = 2.9%/year	22	25	28	31	34		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 2.20	21	21	22	23	23		
(B) High Ratio = 2.29	21	22	23	24	24		
(4) Department Projection	23.5	23.5	23.5	23.5	23.5		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>24</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-13 Parks and Recreation - Administration Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
P&R - Administration Historic Full-Time Staff	5	5	5	5	5	5	5
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
P&R Admin. Staff/10,000 County Pop.	0.61	0.59	0.58	0.57	0.56	0.56	0.55
Forecast Period 2006-2012	# Change		% Change		2006-2012		
	Number	Per Year	Number	Per Year	Average		
Historic Staff	-	-	0.0%	0.0%	5.00		
P&R Admin. Staff/10,000 County Pop.	(0.05)	(0.01)	-8.9%	-1.5%	0.58		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	5	5	5	5	5		
(2) Percentage Increase = 0%/year	5	5	5	5	5		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .58	5	6	6	6	6		
(B) High Ratio = .61	6	6	6	6	6		
(4) Department Projection	6	8	9	10	11		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-14 Child Support Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Child Support Historic Full-Time Staff	10	13	12	12	10	10	10
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Child Support Staff/10,000 County Pop.	1.21	1.54	1.40	1.38	1.13	1.12	1.11
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	-	-	0.0%	0.0%	11.00		
Child Support Staff/10,000 County Pop.	(0.11)	(0.02)	-8.9%	-1.5%	1.27		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	10	10	10	10	10		
(2) Percentage Increase = 0%/year	10	10	10	10	10		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 1.27	12	12	13	13	14		
(B) High Ratio = 1.54	14	15	16	16	16		
(4) Department Projection	11	11	12	12	13		
<b>RECOMMENDED FORECAST: Model 4</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>13</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-15 Day Reporting Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Day Reporting Historic Full-Time Staff	1	0	0	0	1	1	1
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Day Reporting Staff/10,000 County Pop.	0.12	-	-	-	0.11	0.11	0.11
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	-	-	0.0%	0.0%	0.57		
Day Reporting Staff/10,000 County Pop.	(0.01)	(0.00)	-8.9%	-1.5%	0.07		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	1	1	1	1	1		
(2) Percentage Increase = 0%/year	1	1	1	1	1		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .07	1	1	1	1	1		
(B) High Ratio = .12	1	1	1	1	1		
(4) Department Projection	4	5	5	6	6		
<b>RECOMMENDED FORECAST: Models 1, 2, 3A &amp; 3B</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-16 Youth Services Moore County, North Carolina							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Youth Services Historic Full-Time Staff	2	0	0	0	1	1	1
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Youth Services Staff/10,000 County Pop.	0.24	-	-	-	0.11	0.11	0.11
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>			
Historic Staff	(1.00)	(0.17)	-50.0%	-8.3%	0.71		
Youth Services Staff/10,000 County Pop.	(0.13)	(0.02)	-54.4%	-9.1%	0.08		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = -.17/year	1	0	-1	-2	-3		
(2) Percentage Increase = -8.3%/year	1	0	0	-1	-1		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .08	1	1	1	1	1		
(B) High Ratio = .24	2	2	2	3	3		
(4) Department Projection	3	4	4	4	5		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-17 Public Works/Utilities Moore County, North Carolina							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Public Works/Utilities Historic Full-Time Staff	35	35	40	41	41	41	41
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
PW - Utilities Staff/10,000 County Pop.	4.25	4.15	4.65	4.70	4.63	4.59	4.54
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012 Average</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>			
Historic Staff	6.00	1.00	17.1%	2.9%	39.14		
PW - Utilities Staff/10,000 County Pop.	0.29	0.05	6.7%	1.1%	4.50		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = 1/year	44	49	54	59	64		
(2) Percentage Increase = 2.9%/year	45	50	56	62	68		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 4.50	42	44	45	47	48		
(B) High Ratio = 4.70	44	46	47	49	50		
(4) Department Projection	43.5	45.5	47.5	49.5	51.5		
<b>RECOMMENDED FORECAST: Model 3A</b>	<b>42</b>	<b>44</b>	<b>45</b>	<b>47</b>	<b>48</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-18 Keep Moore Beautiful/Drug Free Moore Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Keep Moore Beautiful Historic Full-Time Staff	2	2	2	2	2	2	2
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
KMB/DFM Staff/10,000 County Pop.	0.24	0.24	0.23	0.23	0.23	0.22	0.22
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff	-	-	0.0%	0.0%	2.00		
KMB/DFM Staff/10,000 County Pop.	(0.02)	(0.00)	-8.9%	-1.5%	0.23		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Actual Number Increase = 0/year	2	2	2	2	2		
(2) Percentage Increase = 0%/year	2	2	2	2	2		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = .23	2	2	2	2	2		
(B) High Ratio = .24	2	2	2	3	3		
(4) Department Projection	2	2	2	2	2		
<b>RECOMMENDED FORECAST: Models 1, 2, 3A &amp; 4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>		

Source: Chinn Planning, Inc.

7/1/2012

Table 2-19 Department of Juvenile Justice Moore County, North Carolina							
Staffing	2006	2007	2008	2009	2010	2011	2012
Dept. of Juvenile Justice Historic Full-Time Staff							6
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Juvenile Justice Staff/10,000 County Pop.							0.66
Forecast Period 2006-2012	# Change		% Change		2006-2012 Average		
	Number	Per Year	Number	Per Year			
Historic Staff					6.00		
Juvenile Justice Staff/10,000 County Pop.					0.66		
Projection	2015	2020	2025	2030	2035		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
Forecast Models	2015	2020	2025	2030	2035		
(1) Ratio to 10,000 County Population							
(A) Average Ratio = .66	6	6	7	7	7		
(2) Department Projection	7	7	8	8	8		
<b>RECOMMENDED FORECAST: Model 1</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>		

Source: Chinn Planning, Inc.

7/1/2012

<b>Table 2-20 Sandhills Community Action Program Moore County, North Carolina</b>							
<b>Staffing</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Sandhills Community Action Historic Full-Time Staff	10	10	10	4	11	11	11
Historic Moore County Population	82,347	84,393	85,954	87,227	88,594	89,395	90,387
Sandhills Staff/10,000 County Pop.	1.21	1.18	1.16	0.46	1.24	1.23	1.22
<b>Forecast Period 2006-2012</b>	<b># Change</b>		<b>% Change</b>		<b>2006-2012</b>		
	<b>Number</b>	<b>Per Year</b>	<b>Number</b>	<b>Per Year</b>	<b>Average</b>		
Historic Staff	1.00	0.17	10.0%	1.7%	9.57		
Sandhills Staff/10,000 County Pop.	0.00	0.00	0.2%	0.0%	1.10		
<b>Projection</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
Moore County Population	93,186	97,334	100,908	103,987	106,761		
<b>Forecast Models</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>		
(1) Actual Number Increase = .17/year	12	12	13	14	15		
(2) Percentage Increase = 1.7%/year	12	12	13	14	15		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 1.10	10	11	11	11	12		
(B) High Ratio = 1.24	12	12	13	13	13		
(4) Department Projection	11.5	12	13	14	15		
<b>RECOMMENDED FORECAST: Model 3B</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>		

Source: Chinn Planning, Inc.

7/1/2012



SECTION 



**SPACE STANDARDS**



## **INTRODUCTION**

In order to plan for future space needs in a comprehensive and coordinated manner, space standards for various categories of personnel must be established and uniformly applied when facilities are being renovated or newly created. In this Section, the space standards that were utilized in the County Administration building design are presented and assessed. An assessment of Courthouse office space standards used in the recent space needs assessment study is also presented. Finally, the space standards recommended for use in the development of the space forecasts for all the Departments included in the needs assessment process are presented. These space standards were developed based on review of existing space, review of recent facility plans for the County, and the Consultant team's experience with national trends in office space standards.

## **SPACE STANDARDS USED IN COUNTY ADMINISTRATION BUILDING DESIGN**

Table 3-1 shows the space standards that were utilized in the development of the County Administration building design. The office space standards used in the development of the County Administration building design indicate a heavy reliance on individual office space. These space standards can be reduced, based on recent trends nationally that indicate a heavier reliance on open office landscape and system furniture. For example, as indicated in Table 3-1, Code Enforcement Officers were allocated 100 square feet offices in the building design. Typically this category of personnel would be allocated 48 square feet work stations, considering that most daily activity occurs in the field and an office space is not necessary. The overall building space program could be reduced by increasing the amount of office space that is configured in an open environment rather than enclosed offices, which would also allow for greater flexibility in the future to reconfigure office areas.

## **COURTHOUSE SPACE STANDARDS**

The office space standards used in the Courthouse Space Needs Study published in 2010 were reviewed. Office space standards that were used in the planning study also indicate a heavy reliance on enclosed office areas. For example, all of the clerks in the Clerk of Court office were allocated enclosed office areas. This is not typical for clerical functions, and clerks in the Clerk of Courts office are not currently in enclosed office areas. The total square footage requirements for a Courthouse facility can be reduced by reducing space allocated to various categories of personnel.

<b>Table 3-1 COUNTY ADMINISTRATION BUILDING SPACE STANDARDS</b>			
<b>DEPARTMENT</b>	<b>Office SF</b>	<b>DEPARTMENT</b>	<b>Office SF</b>
<b>Administration</b>		<b>Human Resources</b>	
> County Manager	250	> Director	175
> Assistant County Manager	175	> Office Assistant	115
> Administrative Assistant	150	> Personnel Technician	125
> Clerk to Board	175	> Personnel Analyst	150
> Deputy Clerk	115	> Risk Management/Benefits	150
<b>County Attorney</b>		<b>Planning</b>	
> Administrative Secretary	125	> Director	175
> Administrative Officer II	125	> Senior Planner	150
> Para Legal	150	> Planner	125
> Attorney	150	> Addressing Coordinator	125
> County Attorney	175	> GIS Planner	150
<b>Environmental Health</b>		> Administrative Assistant	110
> Environmental Health Supervisor	175	> Code Enforcement Supervisor	150
> Administrative Assistant	110	> Code Enforcement Officer	100
> Environmental Health Processing Agent	125	<b>Tax Department</b>	
> Environmental Health Specialist	100	> Director/Administrator	175
<b>Financial Services</b>		> Deputy Tax Administrator/Assist. Assessor	150
> Department Director	175	> Administrative Assistant	125
> Assistant Department Director	150	> Programmer	125
> Accountant	125	> Internal Auditor	125
> Accounting Technician	125	> Customer Service Collections/Supervisor	125
> Payroll Technician	125	> Delinquent Collector	115
> Administrative Assistant	150	> Title Search Specialist	115
> Internal Auditor	150	> Tax Assistant	125
> Purchasing Coordinator	125	> Chief Appraiser	125
> Budget Analyst/Grants	125	> Revaluation Coordinator/Appraiser	125
<b>Information Technology</b>		<b>GIS</b>	
> Director	175	> Director	175
> Network Administrator	125	> Analyst (Program, Data Base, Addressing)	150
> Systems Programmer	115	> Clerical/Technician	150
> Telecommunication Specialist	125		
> Info System Technician	100		
> Training Coordinator	125		

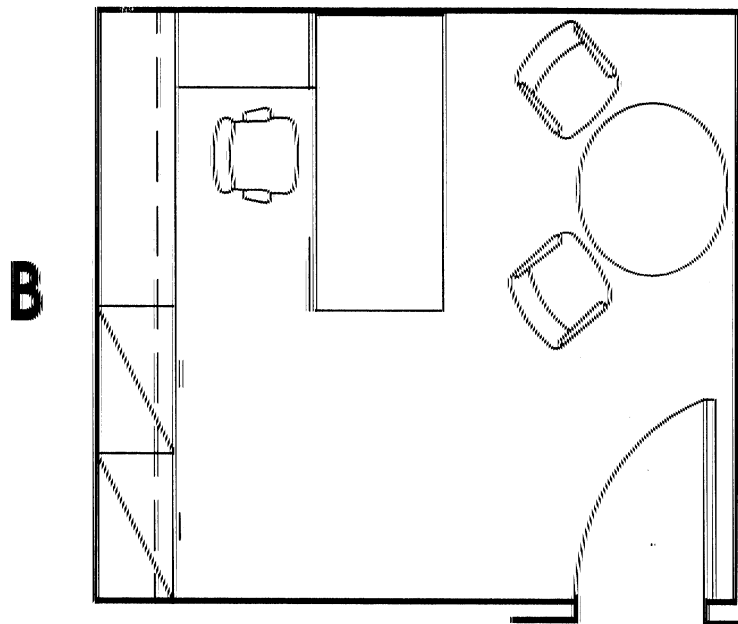
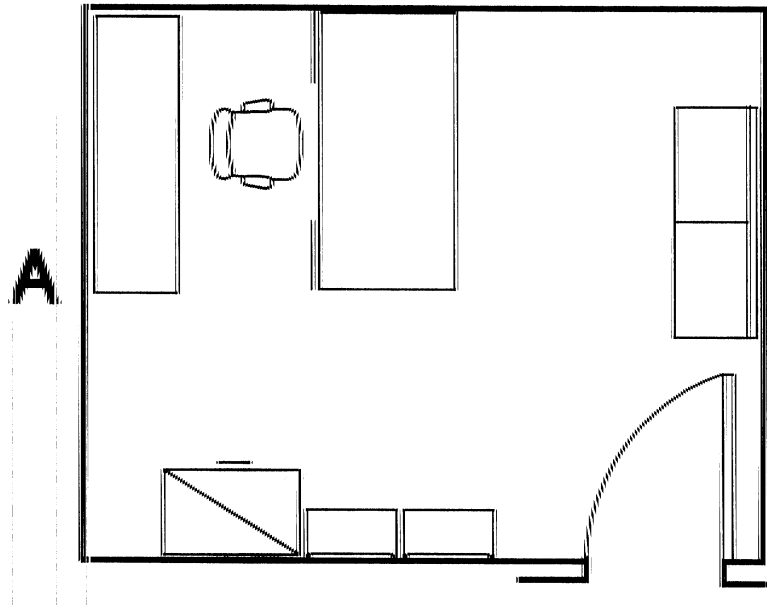
Source: LS3P Architects, April 2009.



**RECOMMENDED SPACE STANDARDS**

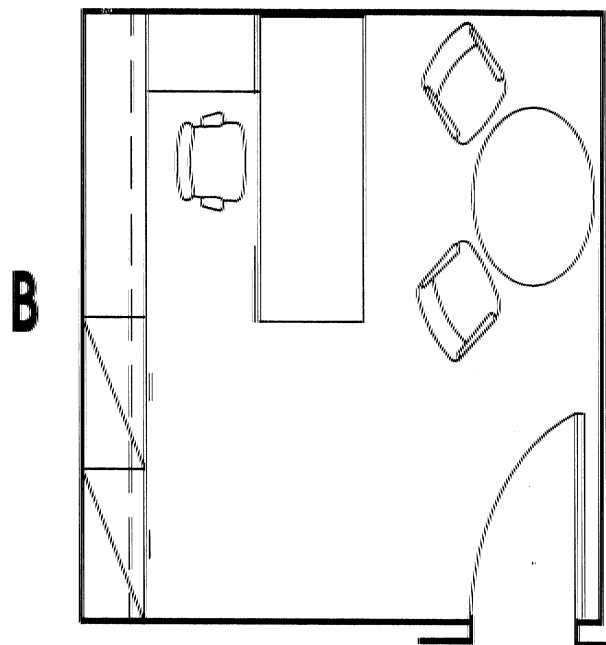
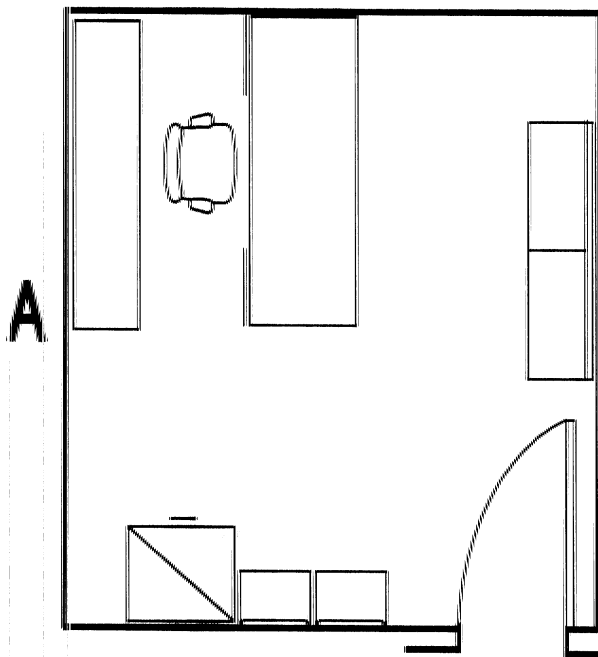
Based on an assessment of Moore County operations, staffing, and facilities, space standards were developed for various categories of personnel. The space standards are based on the functional requirements for each category of personnel. Currently, due to multiple office types, office space allocation varies within personnel categories. The space standards shown on the following pages were used to develop future space projections in Section V, and do not reflect (in all cases) current space allocation.

**Office 175 SF**  
• Department Director,  
Administrator or  
Officer



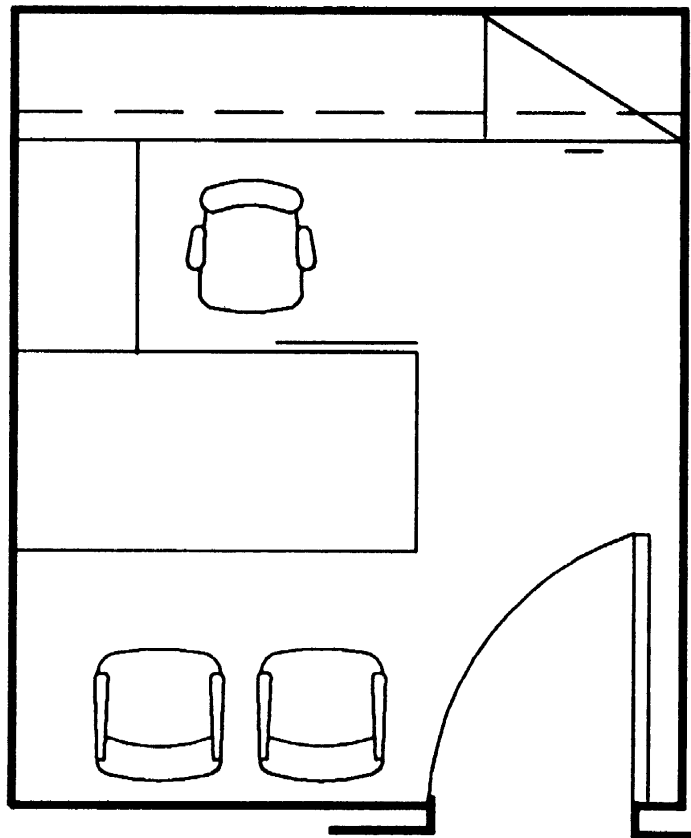
**Office 150 SF**

- Chief Court Counselor
- Public Health Nurse Director
- Income Maintenance Administrator
- Social Work Program Manager
- Transportation Manager
- Chief Assistant Register of Deeds
- Assistant Veterans Services Officer



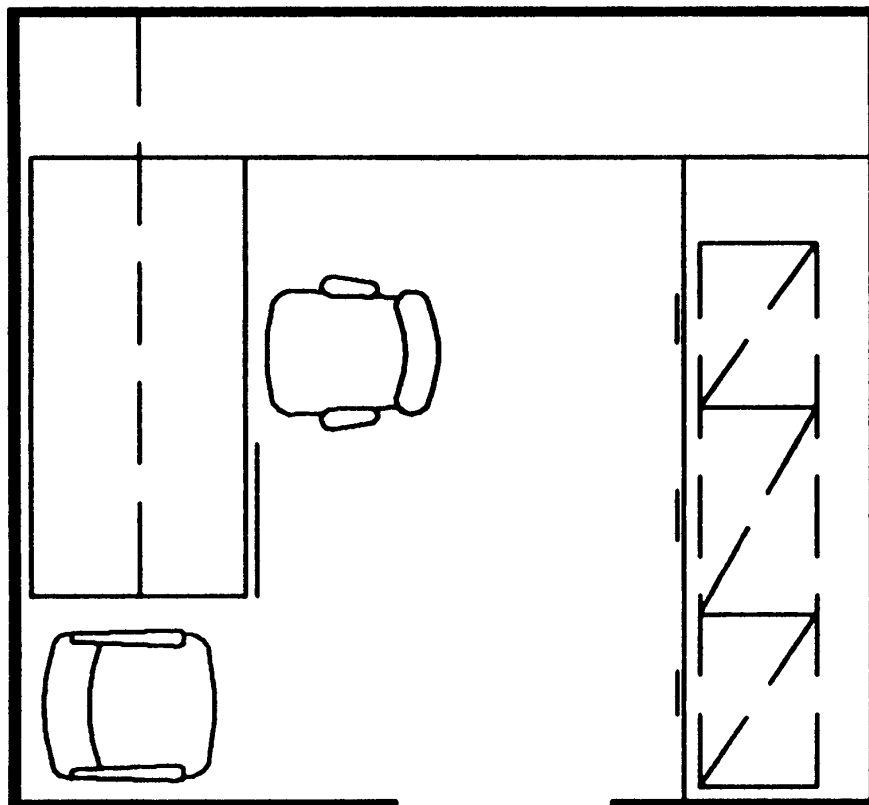
**Office 125 SF**

- Clinical Substance Abuse Supervisor
- Youth Services Coordinator
- Athletic Supervisor
- Administrative Officer
- HR Placement Specialist (DSS)
- Human Services Coordinator
- Care Manager
- Program Coordinator
- Engineer
- Assistant Register of Deeds
- CSBG Case Manager, Coordinator, Director, Specialist
- Veterans Service Assistant
- USDA Officer
- Natural Resource Specialist



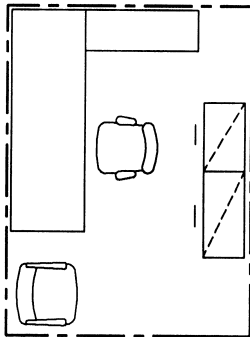
**Office 100 SF**

- Child Support Agent
- Extension Agent
- Nutritionist
- Public Health Educator
- Social Worker (Health, DSS)
- Family Care Advisor
- Quality Assurance RN (Aging)
- RSVP Director (Aging)
- Lead Custodian
- Lead Shelter Care and Animal Control Officer
- Bookkeeper
- Athletic Coordinator

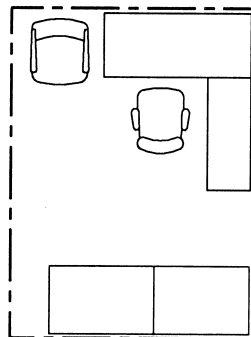


**Work Area 80 SF**

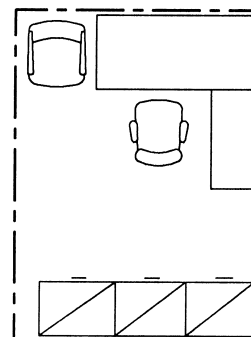
- Administrative/Office Assistant
- Secretary
- Community Service Assistant
- Computer System Administrator (DSS)
- Personnel Technician
- Fitness Room Coordinator
- Nutrition Site Manager
- Engineering Project Technician



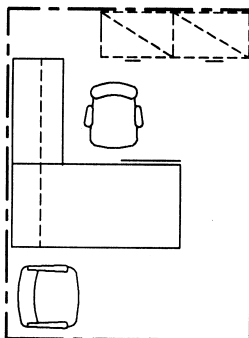
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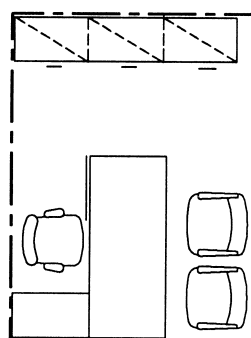
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**C**



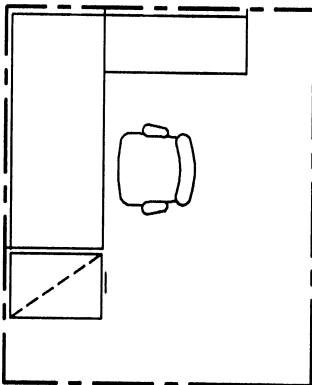
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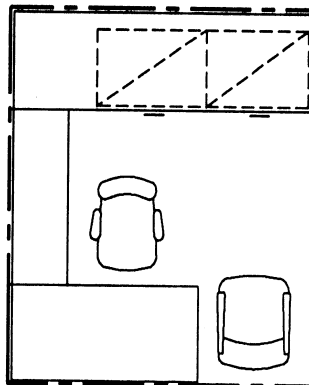
**E**

**Work Area 64 SF**

- Medical Office Assistant
- Processing Assistant (Health, DSS)
- Contact Center Specialist (DSS)
- Accounting Specialist/Technician
- Deputy Register of Deeds
- Maintenance Technician



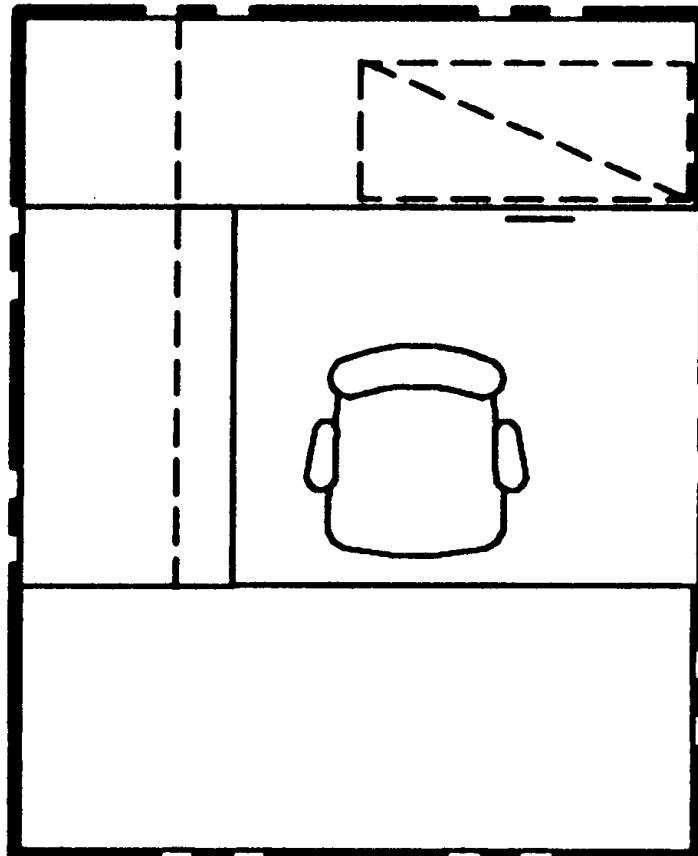
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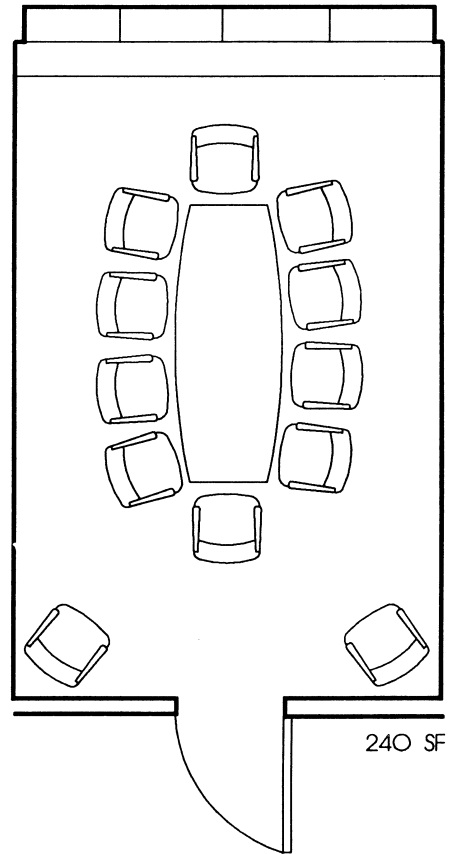
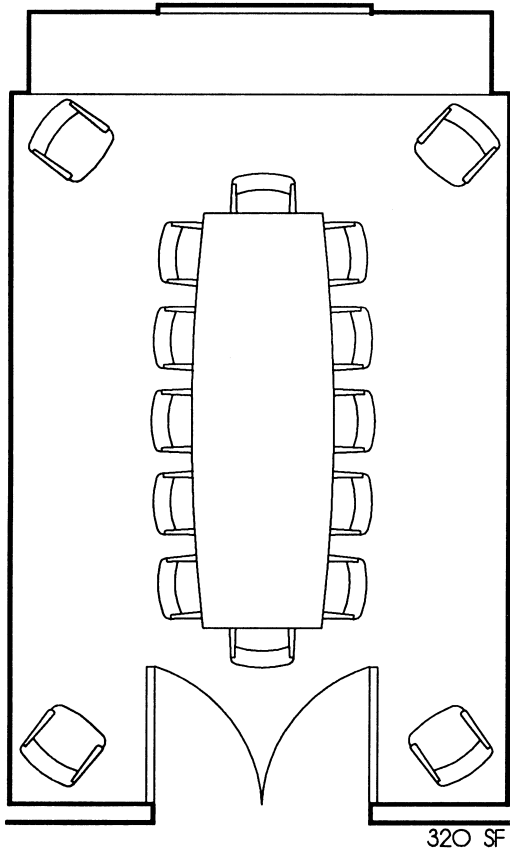


**B**

**Work Area 48 SF**

- Groundskeeper
- Nurse/LPN (Health)
- Medical Lab Technician
- Accounting Clerk
- Billing and Collections Clerk (Utilities)
- Inventory Supply Clerk (Utilities)





**Conference Rooms**  
➤ 20 square feet per person



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SECTION **IV**

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**BUILDING ASSESSMENT**

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**INTRODUCTION**

Assessments were made of 19 county-owned facilities and 3 facilities leased by the County. The purpose of the assessment was to observe the general physical condition of each facility with regard to site access, parking, expansion potential, handicap accessibility, life safety, building systems, building envelope, security and functionality. Where available, floor plans were reviewed and used to help determine the departmental area occupied by each agency/function and the gross area for each building.

Table 4-1 is a summary of departmental space available along with the total gross area of each building. The table also includes administrative space that will be available in the new Public Safety Building along with space planned to be available in the proposed new County Government Center.

**SUMMARY OF CURRENT FACILITIES AND SQUARE FOOTAGE**

<b>Table 4-1 Facility Space Summary Moore County Space Needs Assessment and Comprehensive Facilities Master Plan</b>			
<b>Building</b>	<b>DGSF</b>	<b>BGSF</b>	<b>Comment</b>
Agricultural Center	13,845	19,275	
Animal Center/Shelter	6,715	7,545	
Ayers Building	3,380	4,100	
Carriage Oaks	7,700	8,580	
Central Services	5,320	5,830	
Child Support	3,130	3,710	
Courts Facility	34,068	48,197	
Currie Building	8,790	13,440	
Board of Elections Building	4,815	5,500	
Health Center	13,500	21,170	excludes trailer
Historic Courthouse	17,575	31,200	
Property Management Annex	3,650	4,200	unoccupied
Public Works/Utilities	6,120	7,300	
Register of Deeds	9,650	12,285	
Social Services	28,500	32,500	
Public Safety Building <sup>1</sup>	37,225	46,960	levels B & 2 only
Government Center/Admin. <sup>2</sup>	64,837	89,646	
Library	6,900	7,735	
Property Management/Fleet	19,450	21,600	
Senior Center	22,390	31,210	
Parks & Recreation	1,500	1,800	estimated
<b>TOTAL</b>	<b>319,060</b>	<b>423,783</b>	
<b>Leased Space</b>			
DA Office	6,852		
Probation/Parole			areas not available
Intensive Probation/Parole			areas not available
<b>Note:</b>			
1. Excludes Magistrate and Jail Space. Total BGSF 147,000 (Magistrate is 2,560 sf)			
2. Includes Full Basement, Mechanical Equipment, and 20,400 sf of shell space in final design.			

**Agricultural Center**  
707 Pinehurst Avenue  
Carthage

**Owner:** Moore County

**Year Built:** 1989

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Cooperative Extension	5,035
Soil & Water Conservation	2,160
Farm Services	2,160
Meeting Room	4,490
<b>Total Departmental Area</b>	<b>13,845</b>
<b>Building Gross Area</b>	<b>19,275</b>



**Site:**

- Located at the 24.25 acre County Office Complex on Pinehurst Avenue
- Shares 215 parking spaces plus 4 handicap spaces with the Health Center and Property Management

**Exterior Envelope:**

- Brick
- Single glazed operable aluminum windows
- Stucco fascia and soffit, cracking
- Membrane roof (original)

**Interior:**

- Floors:
  - VCT in corridors and meeting rooms typical
  - Carpet in offices typical
- Walls:
  - Painted drywall typical
- Ceilings
  - 2x2 acoustic tile typical

**Accessibility:**

- Entrance and restrooms appear to be accessible
- Counter areas are not accessible

**Life Safety/Security:**

- Smoke/fire alarm system
- Damper missing at plenum return in mechanical room
- Multiple building entries

**Structure:**

- Steel frame with bar joist and metal roof deck

**Mechanical:**

- Central air handling units send cooled air to distributed VAV boxes with electric strip heaters
  - Electric strip heating is not energy efficient
- Air cooled condensing units serve air handlers (1 original), located very close to building

**Agricultural Center (*continued*)**

**Electrical:**

- Fluorescent lights typical
- Mercury lamps at public lobby

**General Comments:**

- Building is expandable
- Building is well maintained and in good condition
- Building lacks storage space for multipurpose room and offices
- Building lacks housekeeping space



**Animal Center**

5235 US Highway 15/501  
Carthage

**Owner:** Moore County

**Year Built:** 2002

**Space within the Building:**

Agency/Function	Area (sf)
Office	2,715
Kennel	4,000
<b>Total Departmental Area</b>	<b>6,715</b>
<b>Building Gross Area</b>	<b>7,545</b>



**Site:**

- Located on 10.38 acre site with Public Works
- 18 parking spaces plus 2 handicap spaces

**Exterior Envelope:**

- Metal exterior walls with a 2 foot high masonry base wall
- Metal roof
- Insulated aluminum operable windows

**Interior:**

- Floors: VCT typical
- Walls: painted drywall typical
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- Building complies with accessibility code requirements
- Life Safety/Security:
- No issues identified

**Structure:**

- Pre-engineered metal building system

**Mechanical:**

- Heat pump split system for office area
- Propane heaters for animal areas

**Electrical:**

- Fluorescent lighting typical

**General Comments:**

- Building appears well maintained and in good condition
- Expansion potential is limited by site
- Building location behind Public Works is difficult to find from Hwy 15/501

**Ayers Building**  
302 Monroe Street  
Carthage

**Owner:** Moore County

**Year Built:** unknown

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Transportation	1420
GIS	980
Veterans Services	980
<b>Total Departmental Area</b>	<b>3,380</b>
<b>Building Gross Area</b>	<b>4,100</b>



**Site:**

- Located on a .93 acre site on Highway 24/27
- 56 parking spaces for cars and transportation vehicles
- 1 handicap parking space

**Exterior Envelope:**

- Metal exterior wall with brick accent
- Single glazed aluminum windows at the front of the building
- Metal roof

**Interior:**

- Floors: VCT and carpet typical
- Walls: painted drywall/wood paneling typical
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- Building does not have handicap accessible restrooms

**Life Safety/Security:**

- Site has no fencing to secure transportation vehicles

**Structure:**

- Steel frame

**Mechanical:**

- Electric heat pump split systems for each individual office suite

**Electrical:**

- 2x2 fluorescent lights typical

**General Comments:**

- Floor plans are not available
- Building has had many uses and renovations prior to acquisition by the County
- Building lacks adequate storage for departments
- Site and building appear well suited for Transportation Services



**Carriage Oaks**

1040-1048 Carriage Oaks Drive  
Carthage

**Owner:** Moore County

**Year Built:** Original unknown, renovated in 2002

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Planning & Development	4,100
Environmental Health	1,800
Wellness Works	1,800
<b>Total Departmental Area</b>	<b>7,700</b>
<b>Building Gross Area</b>	<b>8,580</b>



**Site:**

- Located on 7.82 acre site adjoining 13.72 acre undeveloped county-owned parcel
- Access to US 15/501 and NC 24/27
- Property fronting 15/501 is undeveloped
- Property shared with Social Services
- Public parking as follows:
  - 163 spaces
  - 4 handicap spaces
- Staff parking (behind buildings) as follows:
  - 78 spaces
  - 2 handicap spaces

**Exterior Envelope:**

- Brick and stucco at front, painted CMU at side and back
- Insulated aluminum windows
- Metal siding at walls adjoining lower roofs
- Membrane roof

**Interior:**

- Floors: carpet and VCT typical
- Walls: painted drywall typical
- Ceilings: 2x2 acoustic tile

**Accessibility:**

- Restrooms typically do not comply with the accessibility code

**Life Safety/Security:**

- Wellness Works office has security alarm system

**Structure:**

- Bar joist and metal deck roof
- Load bearing masonry exterior walls
  - There are cracks in the north facing side wall that may be evidence of foundation settlement possibly caused by poor drainage

**Carriage Oaks (*continued*)**

**Mechanical:**

- Split system heat pump units (6) located on ground behind the building
  - System separately zoned for each office suite
- Electric hot water heaters

**Electrical:**

- Fluorescent lights typical

**General Comments:**

- Building was formerly a shopping center before it was acquired by the County and renovated
- Building has 4 tenant suites
- There is area on site for future expansion
- The property has good visibility from 15/501 but poor visibility from 24/27



**Central Services Building**

206 Ray Street  
Carthage

**Owner:** Moore County

**Year Built:**  
1964 – Originally the County Agriculture Center

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Information Technology	2,620
Finance	2,700
<b>Total Departmental Area</b>	<b>5,320</b>
<b>Building Gross Area</b>	<b>5,830</b>



**Site:**

- Located on 1.39 acre site with Child Support on Ray Street
- 29 staff and visitor parking spaces
- One handicap parking space
- Two 15 minute parking spaces

**Exterior Envelope:**

- Brick
- Metal fascia
- Cement plaster soffit
- Single glazed aluminum windows
- Gravel built-up roof over 20 years old

**Interior:**

- Floors:
  - Terrazzo at corridors typical
  - Carpet at offices typical
- Walls:
  - Painted CMU and drywall interior partitions
- Ceilings
  - 2x2 acoustic tile typical

**Accessibility:**

- Front entry does not comply with the NC Accessibility Code
- Side door serves as an accessible entrance with power actuated door
- Restrooms do not comply with the NC Accessibility Code
- Hardware does not comply with the NC Accessibility Code

**Central Services Building (*continued*)**

**Life Safety/Security:**

- Hallway air return can draw smoke in the event of a fire and pose a life safety risk

**Structure:**

- No apparent structural issues

**Mechanical:**

- Two 7.5 ton electric heat pump units
  - 1 installed in 1997
  - 1 installed in 2006
- 4 ton split system added to cool IT servers
- Hallway serves as the air return plenum

**Electrical:**

- 45 KW propane powered emergency generator for IT servers

**General Comments:**

- The building has been renovated several times
- Building is in fair condition
- Building has limited expansion potential
- Current occupants are planned to relocate to Government Center

**Child Support**

202 Ray Street  
Carthage

**Owner:** Moore County

**Year Built:**

Unknown (1950's) – Originally the Health Department Building

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Child Support	3,130
<b>Total Departmental Area</b>	<b>3,130</b>
<b>Building Gross Area</b>	<b>3,710</b>



**Site:**

- Located on 1.39 acre site with Central Services
- Located across Ray Street from the Currie Building and Library
- On-site parking for clients – 3 spaces
- Staff parking is located along a drive behind the building

**Exterior Envelope:**

- Brick walls
- Insulated aluminum replacement windows
- Flat ballasted built-up roof with 2 perimeter scuppers and 1 gutter and downspout
- Metal soffit and fascia

**Interior:**

- Floors: carpet typical
- Walls: painted drywall typical
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- No designated handicap parking
- Building has been remodeled to provide an accessible restroom in the office area
- Hardware does not comply with the NC Accessibility Code

**Life Safety/Security:**

- The public lobby has been remodeled to provide a secure waiting area with controlled access by electric strike
- Rear exit doors do not swing in direction of egress

**Structure:**

- No apparent structural issues

**Child Support (*continued*)**

**Mechanical:**

- Electric 7.5 ton heat pump
- Electric hot water heater
- Septic system has been abandoned
- Underground oil tank has been removed
- Air distribution is poor due to lack of space above lay-in ceiling for ductwork

**Electrical:**

- Fluorescent lighting typical

**General Comments:**

- The building has been renovated several times
- Building has limited expansion potential
- Public lobby is small and has no restrooms
- Building is well maintained and in fair condition

**Courts Facility**  
102 Monroe Street  
Carthage

**Owner:** Moore County

**Year Built:** 1979



**Space within the Building:**

<b>Agency/Function</b>	<b>Basement</b>	<b>1<sup>st</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>Total (sf)</b>
Superior Court		868	5,518	6,386
District Court		3,918	3,969	7,887
Clerk of Court	3,635	5,034		8,669
Probation/Parole			839	839
Sheriff's Office	7,616			7,616
Court Support	428		2,243	2,671
<b>Total Departmental Area</b>	<b>11,679</b>	<b>9,820</b>	<b>12,569</b>	<b>34,068</b>
<b>Building Gross Area</b>	<b>15,752</b>	<b>15,128</b>	<b>17,317</b>	<b>48,197</b>

**Site:**

- 1.58 acres site
- East Parking Lot – 14 spaces
  - 14 reserved spaces
- South Parking Lot – 55 spaces
  - 1 loading space
  - 3 handicap spaces
  - 27 reserved spaces
  - 24 undesignated spaces
- Boiler is located behind a screen wall on east side of the building
- Cooling tower and emergency generator are located behind screen walls south of the building

**Exterior Envelope:**

- Cast-in-place and precast concrete walls, soffits and fascias
- Double glazed aluminum framed windows
- Aluminum framed store front entrances
- Ballasted membrane roof installed in 2007

**Interior:**

- Floors:
  - Carpet typical
  - Masonry pavers at first floor lobby
  - Ceramic tile at restrooms
- Walls:
  - Painted gypsum board typical
  - Exposed concrete at lobby
  - Oak paneling at courtrooms

**Courts Facility (*continued*)**

- Ceilings
  - Acoustic tile typical
  - Exposed concrete in selected areas

**Accessibility**

- There is an accessible entrance near the handicap parking at the basement level of the building.
- The elevator appears to comply with accessibility requirements
- Public toilets on each level do not comply with the NC Accessibility Code
- Staff break rooms on each level do not comply with the NC Accessibility Code
- Courtrooms with raised witness platforms do not comply with the NC Accessibility Code
- Door hardware in various locations throughout the building does not comply with NC Accessibility Code

**Life Safety/Security**

- There are 2 security screening stations, 1 in the basement and 1 on the first floor
- There is a card access system controlling entry into court areas
- A vehicle sallyport allows for secure delivery of prisoners
- Prisoner holding on the second floor is across the private corridor to the courtrooms
- Exit doors are alarmed

**Structure**

- Cast-in-place concrete exterior basement walls
- Cast-in-place concrete interior columns
- Cast-in-place concrete pan-joint floor and roof system
- Cast-in-place concrete stair enclosures

**Mechanical**

- 90 ton air cooled chillers, replaced in 2008, are located to the NW outside the building
- Electric boiler is located to the NE outside the building
- Central air handling unit located in basement on south end of building
- Split system for cooling elevator equipment
- Elevator controls were recently updated
- The building is not equipped with a fire suppression system

**Electrical**

- Fluorescent lighting typical
- Electrical switchgear and panels located in basement at north end of the building
- Emergency generator

**General Comments:**

- There is only one elevator for the public, prisoners and court personnel.
- The primary public entrance to the building is not accessible.
- The two enclosed fire stairs do not discharge directly to the outside.
- The shallow 14 foot floor-to-floor height has limited space above ceiling for running services
- The building is well maintained and generally in good condition.
- The building is not readily expandable, particularly for court functions.
- The NC Building Code requires that the first 20% of funds spent on renovations must be spent on accessibility improvements. An accessibility plan that prioritizes accessibility improvements in accordance with the Building Code must be established as part of the renovation work.

**Currie Building**

105 W. Saunders St.  
Carthage

**Owner:** Moore County

**Year Built:** 1969



**Space within the Building:**

<b>Agency/Function</b>	<b>Basement</b>	<b>1<sup>st</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>Total (sf)</b>
Public Safety	2,750	1,770		4,520
Juvenile Services		1,035	275	1,310
SCAP			2,600	2,600
Guardian Ad Litem			360	360
<b>Total Departmental Area</b>	<b>2,750</b>	<b>2,805</b>	<b>3,235</b>	<b>8,790</b>
<b>Building Gross Area</b>	<b>4,480</b>	<b>4,480</b>	<b>4,480</b>	<b>13,440</b>

**Site:**

- Adjacent to the Library on a 2.48 acre site on West Saunders St. and Ray St.
- Located across Ray Street from Child Support and Central Services
- Site slopes downhill from front to back
- 36 parking spaces behind building
- 1 handicap space
- Parking for 5 Emergency Services trailers

**Exterior Envelope:**

- Brick
- Wood fascia
- Cement plaster soffits
- Single glazed wood windows

**Interior:**

- Floors:
  - VCT or carpet typical at offices
  - VCT typical at corridors
- Walls: painted CMU or drywall typical
- Ceilings; 2x2 acoustic tile typical

**Accessibility:**

- Basement entrance is handicap accessible
- Front entrance at first floor does not comply with the NC Accessibility Code
- There is no elevator in the building
- Restrooms do not comply with the NC Accessibility Code
- Breakrooms do not comply with the NC Accessibility Code
- Hardware does not comply with the NC Accessibility Code

**Currie Building (*continued*)**

**Life Safety/Security:**

- The building has a smoke detector/fire alarm system
- Doors exiting into fire stairs from corridors do not latch as required by the building code
- Building has two public entrances

**Structure:**

- Steel frame

**Mechanical:**

- Split system HVAC equipment located on the roof for first and second floor
- Split system HVAC equipment located on grade for the basement
- Air handling units are located on each floor

**Electrical:**

- 80 KW emergency generator is located at the back of the building serving the 911 center

**General Comments:**

- The entire basement level and half of the first floor will be vacated when the new Public Safety Building is completed.
- The building has no expansion potential
- The NC Building Code requires that the first 20% of funds spent on renovations must be spent on accessibility improvements. An accessibility plan that prioritizes accessibility improvements in accordance with the Building Code must be established as part of the renovation work.
  - The addition of an elevator at approximately \$125,000 may be required.
  - The building appears to have been renovated numerous times in the past and appears to be in fair condition.



**Board of Elections Building**

700 Pinehurst Avenue  
Carthage

**Owner:** Moore County

**Year Built:** 1995

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Board of Elections	4,815
<b>Total Departmental Area</b>	<b>4,815</b>
<b>Building Gross Area</b>	<b>5,500</b>



**Site:**

- Located across Pinehurst Avenue from the County Office Complex
- 49 parking spaces plus 3 handicap spaces

**Exterior Envelope:**

- Metal siding
- Metal roof with gutters and downspouts
- Insulated aluminum windows

**Interior:**

- Floors: VCT and carpet typical
- Walls: painted drywall typical, metal liner panel at the multipurpose room
- Ceilings: 2x2 acoustic tile

**Accessibility:**

- Public counter does not have handicap accessible station

**Life Safety/Security:**

- Site lighting has been added around the building for security

**Structure:**

- Pre-engineered metal building system

**Mechanical:**

- Split system heat pumps, 2 original plus 1 new supplemental unit

**Electrical:**

- Fluorescent lights typical

**General Comments:**

- Building is well maintained and in good condition
- There appears to be a need for additional storage space
- The building has limited expansion potential

**Health Center**

705 Pinehurst Avenue  
Carthage

**Owner:** Moore County

**Year Built:** 1989

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Health Department	13,500
<b>Total Departmental Area</b>	<b>13,500</b>
<b>Building Gross Area</b>	<b>21,170</b>



**Site:**

- Located at the 24.25 acre County Office Complex on Pinehurst Avenue
- Shares 215 parking spaces plus 4 handicap spaces with the Agricultural Center and Property Management

**Exterior Envelope:**

- Brick
- Single glazed operable aluminum windows
- Stucco fascia and soffit, cracking
- Membrane roof (original)

**Interior:**

- Floors:
  - VCT in corridors and treatment rooms typical
  - Carpet in offices typical
- Walls:
  - Painted drywall typical
- Ceilings
  - 2x2 acoustic tile typical

**Accessibility:**

- Entrance and restrooms appear to be accessible

**Life Safety/Security:**

- Smoke/fire alarm system
- Multiple building entries are secured
- Magnetic locks with card access system control interior doors

**Structure:**

- Steel frame with bar joist and metal roof deck

**Mechanical:**

- Central air handling units send cooled air to 36 distributed VAV boxes with electric strip heaters

**Health Center (*continued*)**

**Electrical:**

- Fluorescent lights typical

**General Comments:**

- Building is well maintained and in good condition
- The building has good expansion potential
- Building lacks negative pressure areas for disease containment
- Air cooled chillers are located very close to the building
- Electric strip heating is not energy efficient
- Medical records area is extremely crowded

**Historic Courthouse**

1 Courthouse Square  
Carthage

**Owner:** Moore County

**Year Built:**  
1922

Listed on the National Registry of Historic Places in  
1979



**Space within the Building:**

<b>Agency/Function</b>	<b>Basement</b>	<b>1<sup>st</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>3<sup>rd</sup> Floor</b>	<b>Total (sf)</b>
Tax	2,160	5,300			7,460
County Attorney			1,080	1,425	2,505
Human Resources			360	1,585	1,945
County Manager			1,825	240	2,065
Board of Commissioners			3,600		3,600
<b>Total Departmental Area</b>	<b>2,160</b>	<b>5,300</b>	<b>6,865</b>	<b>3,250</b>	<b>17,575</b>
<b>Building Gross Area</b>	<b>8,700</b>	<b>8,700</b>	<b>8,700</b>	<b>5,100</b>	<b>31,200</b>

**Site:**

- The building sits in the center of the Courthouse Square traffic circle facing west
- The site is well landscaped and well maintained
- There is neither on-site parking nor space for on-site deliveries
- On-street parking and remote parking is available for staff and public
- There are two designated crosswalks across the road on the west side of the building
- Access to the building across the busy streets is difficult
- There is a ramp to the building entrance on the west side, however it does not comply with accessibility standards

**Exterior Envelope:**

- The exterior is limestone
- Windows have been replaced with vinyl clad single hung wood windows with double glazed insulating glass
- The roof is a tar and gravel buildup roof

**Interior:**

- Floors:
  - Ceramic tile in public corridors typical (original tile)
  - Ceramic tile in restrooms
  - Carpet/VCT in offices typical (over original hardwood floors on sleepers)
- Walls:
- Marble wainscoting in public corridors
  - Painted plaster walls typical
- Ceilings
  - Painted plaster ceilings in public corridors
  - 2 x 2 acoustic tile in offices typical

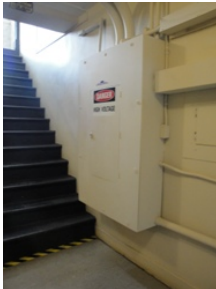
**Historic Courthouse (*continued*)**

**Accessibility:**

- There is an accessible entrance to the first floor (although it is not fully compliant)
- An elevator connecting the basement, first, second and third floors on the south side was added in 1999
- The dais area of the commissioners meeting room on the second floor is two steps up from the public seating area and is not accessible. This also prevents accessibility from the elevator on the south side of the building to the offices located on the north side
- The offices on the north side third floor are not accessible
- Public restrooms are only located on the basement level and are not handicap accessible
- Staff restrooms are not handicap accessible

**Life Safety/Security:**

- The building has four entrances, two open stairs and open elevator allowing free access within the building
- Offices are isolated from each other, particularly in the basement and on level 3
- There is no video surveillance or access control system
- Exit stairs are open between the basement and second levels posing potential fire and smoke hazard
- An electrical panel intrudes into the exit path of travel at the north stairway in the basement



**Structure:**

- The building is constructed of load-bearing masonry walls
- cast-in-place concrete floors
- steel roof framing
- The building has very few cracks and appears to be in good structural condition.

**Mechanical:**

- Two pipe heating and cooling system
  - Boiler is very old
- Cooling equipment is located on the roof
- Ventilation in the basement offices is poor
- There is no fire suppression system

**Historic Courthouse (*continued*)**

**Electrical:**

- The building is equipped with a smoke detector/fire alarm system
- Electrical panels are located in the public corridor in basement
- Communications/fire alarm room has water piping and waste lines running through



- Data/communications equipment are placed in storage closets
- Data/communications cabling is strung exposed along walls and ceilings in basement

**General Comments:**

- Because of its location in the middle of a busy traffic circle, access to the building is difficult and often hazardous
- Offices located in the basement have pipes hanging with less than six feet of clearance posing a hazard to occupants



- Basement window wells need regular maintenance to remove debris from clogging drains
- There is evidence of moisture penetration along east wall of basement around window wells
- Recent renovations have helped to preserve the building and maintain its historic character
- The building has no expansion potential

**Property Management Annex  
Pinehurst Avenue  
Carthage**

**Owner: Moore County**

**Year Built: Unknown**



**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Unoccupied	3,650
<b>Total Departmental Area</b>	<b>3,650</b>
<b>Building Gross Area</b>	<b>4,200</b>

**Site:**

- Located at the 24.25 acre County Office Complex on Pinehurst Avenue
- Connected to the Property Management Building

**Exterior Envelope:**

- Brick

**Interior:**

- Floors: VCT typical
- Walls: painted drywall typical
- Ceilings: 2x2 acoustic tile

**Accessibility:**

- Connector to Property Management Building does not meet accessibility standards
- Restrooms do not meet accessibility standards

**Life Safety/Security:**

- No issues identified

**Structure:**

- Steel frame

**Mechanical:**

- Split system heat pump units for office areas
- Toilet rooms appear to be original

**Electrical:**

- Fluorescent lights typical

**General Comments:**

- Building appears originally to have been the office for a manufacturing facility
- Exterior grade appears to be higher than the finish floor which has led to flooding in the past
- Building is presently vacant due to possible air quality issues
- The building has good expansion potential

**Public Works Building**

5227 US HWY 15/501  
Carthage

**Owner:** Moore County

**Year Built:** 1997

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Public Works	6,120
<b>Total Departmental Area</b>	<b>6,120</b>
<b>Building Gross Area</b>	<b>7,300</b>



**Site:**

- Located on 10.38 acre site with the Animal Center
- 45 parking spaces, 2 handicap spaces
- South side of building has mechanical and electrical equipment
- Public Works warehouse building and yard area is located behind the office building

**Exterior Envelope:**

- Metal, brick and stucco siding
- Insulated aluminum windows
- Stucco fascia
- Metal soffits
- Metal roof (pitched toward front)
  - Perimeter roof drains connect to downspouts located in brick columns
  - Stormwater collected in underground pipe and discharged at south end of site

**Interior:**

- Floors: carpet and VCT typical
- Walls: painted drywall typical
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- Handicap parking spaces do not comply with the accessibility code

**Life Safety/Security:**

- Building has a fire alarm system

**Structure:**

- Pre-engineered metal building system

**Mechanical:**

- Split system heat pump with condensers located on south side of the building
- 2 air handling units located inside mechanical room

**Electrical:**

- Fluorescent light fixtures typical

**General Comments:**

- Building is in good condition and is well maintained
- Office Building is also adjacent to a warehouse building used by Public Works



**Register of Deeds Building**

100 Dowd Street  
Carthage

**Owner:** Moore County

**Year Built:**

Original building is unknown  
Renovated and expanded in 1996 by the County



**Space within the Building:**

<b>Agency/Function</b>	<b>1<sup>st</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>Total (sf)</b>
Register of Deeds	3,800	5,850	9,650
<b>Total Departmental Area</b>	<b>3,800</b>	<b>5,850</b>	<b>9,650</b>
<b>Building Gross Area</b>	<b>5,300</b>	<b>6,985</b>	<b>12,285</b>

**Site:**

- Located on .89 acre site in Carthage
- Parking lot located south of the building has 48 spaces as follows:
  - 1 handicap
  - 6 reserved for the library
  - 6 reserved for the Sheriff
  - 3 reserved for the Register of Deeds
  - 10 reserved for county staff
  - 22 public spaces
- Building is built up to the property line along Dowd Street

**Exterior Envelope:**

- Brick
- Single glazed wood windows at original building
- Insulated aluminum windows at addition
- Membrane roof

**Interior:**

- Floors: carpet and VCT typical
- Walls: painted drywall and CMU typical
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- There is no delineated path of travel from the handicap parking to the public entrance
- There is an elevator
- Building appears to comply with accessibility code

**Register of Deeds Building (*continued*)**

**Life Safety/Security:**

- There is a fire alarm system
- There is a CCTV system to monitor the public viewing areas

**Structure:**

- Load bearing masonry with interior steel columns at new addition

**Mechanical:**

- Split system heat pump

**Electrical:**

- Fluorescent lights typical

**General Comments:**

- Original building was a bank
- New public entrance on Dowd Street is not prominent and hard to find
- Building is in excellent condition and well maintained
- The building appears to have adequate space for long-term needs

**Social Services Building**

1036 Carriage Oaks Drive  
Carthage

**Owner:** Moore County

**Year Built:**  
Original unknown, renovated in 2002

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Social Services	28,500
<b>Total Departmental Area</b>	<b>28,500</b>
<b>Building Gross Area</b>	<b>32,500</b>



**Site:**

- Located on 7.82 acre site adjoining 13.72 acre undeveloped county-owned parcel
- Access to US 15/501 and NC 24/27
- Property fronting 15/501 is undeveloped
- Property shared with Carriage Oaks
- Public parking in front as follows:
  - 163 spaces
  - 4 handicap spaces
- Staff parking (behind buildings) as follows:
  - 78 spaces
  - 2 handicap spaces

**Exterior Envelope:**

- Brick and stucco at front, painted CMU at back
- Metal siding above brick
- Insulated aluminum windows
- Metal siding at walls adjoining lower roofs
- Membrane roof
  - Has previously leaked at transition from lower to higher roof level

**Interior:**

- Floors: carpet and VCT typical
- Walls: vinyl wall covering typical
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- 2 staff restrooms at administration area do not comply with accessibility code
- Counter area at front lobby does not have a handicap accessible station



**Social Services Building (*continued*)**

**Life Safety/Security:**

- Building has a fire alarm system

**Structure:**

- Load bearing exterior walls with bar joist and metal deck roof
- Interior steel columns

**Mechanical:**

- Split system heat pumps
  - Over 22 condensing units located on ground and on roof
    - Platform for roof units needs safety rail
    - This type of system is high maintenance and not energy efficient
- Electric hot water heaters

**Electrical:**

- Fluorescent lights typical

**General Comments:**

- Building was formerly a grocery store before it was acquired by the County and renovated
- There is area adjacent to the building on the east for future expansion
- There is area on site for future expansion
- The property has good visibility from 15/501 but poor visibility from 24/27 because of commercial development along 24/27 frontage

**Moore County Library**  
101 West Saunders Street  
Carthage

**Owner:** Moore County

**Year Built:** 1969

**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Library	6,900
<b>Total Departmental Area</b>	<b>6,900</b>
<b>Building Gross Area</b>	<b>7,735</b>



**Site:**

- Adjacent to the Currie Building on a 2.48 acre site on West Saunders St. and Dowd St.
- Located across Saunders Street from The Register of Deeds parking lot
- Located across Dowd Street from the existing Jail site
- 4 parking spaces for staff are located off of a service drive at the rear of the building
- Landscape at front of the building is well maintained
- Asphalt parking and drive at rear of the building is in poor condition
- Public parking is available on the street along with 6 dedicated spaces in the county parking lot located across West Saunders Street

**Exterior Envelope:**

- Brick walls are in good condition
- Single glazed wood windows are in poor condition
- Wood fascia is in poor condition
- Cement plaster soffit is in poor condition
- The roof has been recently repaired

**Interior:**

- Floors: Carpet typical
- Walls:
  - Brick at exterior walls
  - Painted drywall interior partitions
- Ceilings: Textured gypsum ceiling typical (contains asbestos)

**Accessibility:**

- Handicap parking is located on the street in front of the building, however there is not an accessible approach from the parking space
- Front entrance is accessible
- Restrooms do not comply with the NC Accessibility Code
- Break area does not comply with the NC Accessibility Code
- Door hardware does not comply with the NC Accessibility Code

**Moore County Library (continued)**

**Life Safety/Security:**

- Observation of reading areas from the main desk is obscured by book shelves
- The two rear fire exits are a life safety hazard
  - Path of egress is through adjoining offices from main library area
  - Path of egress through offices is blocked by furniture



- Egress doors do not swing in direction of egress
- Egress doors do not have panic hardware for exiting library assembly space
- Egress doors exit to loading dock filled with material blocking path of egress



**Structure:**

- There are no apparent structural issues

**Mechanical:**

- Electric heat pump system
- Electric hot water system
- HVAC air distribution is through ductwork located under the floor slab along the perimeter of the building
  - Ventilation is poor throughout the building
  - Noticeable temperature variations around the building

**Electrical:**

- Fluorescent light fixtures are in poor condition, yellowed, broken and old T-12 lamps
- Building is not equipped to accommodate data/communication wiring for computer stations, cable is run across the floor creating a hazardous condition

**General Comments:**

- The overall building is in fair condition
- Asbestos abatement will be necessary as part of any major renovation
- Rear means of egress should be improved
- The Library has had a study looking at enhancing the program and potential improvements

**Property Management**

703 Pinehurst Avenue  
Carthage

**Owner:** Moore County

**Year Built:** Unknown



**Space within the Building:**

<b>Agency/Function</b>	<b>Area (sf)</b>
Property Management	950
Keep Moore Beautiful	640
Keep Moore Drug Free	160
Vehicle Maintenance Shop	9,400
Warehouse	8,300
<b>Total Departmental Office Area</b>	<b>19,450</b>
<b>Building Gross Area</b>	<b>21,600</b>

**Site:**

- Located at the 24.25 acre County Office Complex on Pinehurst Avenue

**Exterior Envelope:**

- Metal siding
- Insulated aluminum windows

**Interior:**

- Floors: VCT and carpet typical
- Walls: wood paneling and painted drywall typical
- Ceilings: 2x2 acoustic tile

**Accessibility:**

- Office areas appear to meet accessibility standards

**Life Safety/Security:**

- Multiple exterior entrances to individual offices

**Property Management (continued)**

**Structure:**

- Pre-engineered metal building system

**Mechanical:**

- Split system heat pump units for office areas
- toilet rooms appear to be original

**Property Management** *(continued)*

**Electrical:**

- Fluorescent lights typical
- 50 KVA emergency generator

**General Comments:**

- Building appears originally to have been a manufacturing plant (present warehouse area) connected to an office building (presently vacant) that was expanded with another pre-engineered metal building (present garage area)
- Offices have been added within the shell of the two pre-engineered metal buildings along the front, facing the parking area



**Senior Center**

8040 US Hwy 15/501  
Pinehurst

**Owner:** Moore County

**Year Built:**

Original building unknown, renovated in 2006



**Space within the Building:**

<b>Agency/Function</b>	<b>1<sup>st</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>Total (sf)</b>
Dept. of Aging Offices		2,265	2,265
Program areas	12,070	8,055	20,125
<b>Total Departmental Area</b>	<b>12,070</b>	<b>10,320</b>	<b>22,390</b>
<b>Building Gross Area</b>	<b>15,985</b>	<b>15,2255</b>	<b>31,210</b>

**Site:**

- 4.19 acres
- Paved drive goes around building
- 77 parking spaces as follows
  - 31 spaces in north lot
  - 7 spaces in northeast lot
  - 4 handicap spaces near public entry
  - 13 spaces in east lot
  - 22 spaces in south lot

**Exterior Envelope:**

- Front section
  - Painted siding and stone veneer
  - Insulated aluminum windows
  - Sloped shingle roof with gutters and downspouts
- Rear section
  - Brick
  - Insulated aluminum windows
  - 2 large rolling vehicle doors
  - White membrane roof
    - Perimeter edge of membrane is delaminating and needs repair

**Interior:**

- Floors: VCT and carpet typical
- Walls: painted CMU and drywall typical, vinyl wall covering at Assembly Room
- Ceilings: 2x2 acoustic tile typical

**Accessibility:**

- The building has an elevator connecting each level
- The building appears to comply with the accessibility code

**Life Safety/Security:**

- The building has a fire alarm system

**Senior Center (*continued*)**

**Structure:**

- Load bearing masonry exterior walls
- Steel tube interior columns
- Bar joist and metal deck floors and roof

**Mechanical:**

- There is a lift station
- Split system heat pumps with roof-top condensing units
  - one unit was destroyed by severe weather and replaced
- Propane heaters at storage area
- Odor of rubber flooring in aerobics room permeates lower level

**Electrical:**

- Propane powered emergency generator to operate lift station
- Fluorescent lights typical

**General Comments:**

- The building was originally an automotive center
- The building is in excellent condition and well maintained
- The building has limited expansion capability however appears to have adequate space for long-term needs

**Parks and Recreation Administration Building**

Hillcrest Park Lane  
Carthage

**Owner:**

Moore County

**Year Built:**

Unknown

**Parks & Recreation Administration:**

Agency occupies a house moved on site from another location, square footage is unknown



**Site:**

- Hillcrest Park

**Exterior Envelope:**

- Wood siding
- Fiberglass shingle roof

**Interior:**

- Floors: carpet typical
- Walls: painted drywall typical
- Ceilings: textured drywall typical

**Accessibility:**

- Ramp to entry does not comply with accessibility code
- Restroom does not comply with accessibility code

**Life Safety/Security:**

- Building is in secluded area and has been broken into

**Structure:**

- Wood frame over crawl space

**Mechanical/Electrical:**

- Split system heat pump
- Ductwork in attic

**General Comments:**

- Floor plans are not available
- Building is crowded and in poor condition

**District Attorney**  
101-A Monroe Street  
Carthage

**Owner:**  
Penn Landmark Corporation  
Second floor leased by Moore County

**Year Built:** Unknown

**District Attorney:**  
6,852 sf leased area



**Lease Terms:**

- Base rent of \$7.00/sf (47,964/year) starting 11/01/2007
- Renewable for 4 additional 1 year terms, expiring of 10/31/2013
- Rent escalation of 3%/year

**Site:**

- 14 parking spaces specified in lease

**Accessibility:**

- Building has handicap entrance with elevator for staff at the rear of the building
- The public entrance does not have an elevator

**Mechanical/Electrical:**

- Landlord responsible for maintaining equipment
- County responsible for paying all utilities
- County responsible for replacing air filters

**General Comments:**

- Floor plans are not available
- Suite provides ample space for attorney offices

**Probation and Parole Building**

14 Courthouse Square  
Carthage

**Owner:**

Conversion Center, Inc.  
Building leased by Moore County

**Year Built:**

Unknown

**Probation & Parole:**

Agency occupies entire building; square footage is not specified in the lease.



**Lease Terms:**

- Base rent of \$2,082.92/month (\$24,995/year) starting 7/1/2009
- 3 year term, expiring on 6/30/2012
- Rent escalation of 3%/year

**Site:**

- 21 parking spaces specified in lease

**Accessibility:**

- space has steps at the rear of the building
- restrooms are not accessible

**Mechanical/Electrical:**

- Landlord responsible for maintaining equipment
- Landlord responsible for paying all utilities except telephone
- Landlord responsible for interior maintenance

**General Comments:**

- Floor Plans are not available

**Maconaghie Building  
(Intensive Probation & Parole)**  
2 Courthouse Square  
Carthage

**Owner:**  
Penn Landmark Corporation  
Part of first floor leased by Moore County

**Year Built:** Unknown

**Intensive Probation & Parole:**  
Square footage is not specified in the lease



**Lease Terms:**

- Base rent of \$1,365.00/month (\$16,380/year) starting 3/01/2008
- Renewable for 3 additional 1 year terms, expiring on 2/28/2012
- Rent escalation of 3%/year

**Site:**

- No parking spaces specified in lease

**Accessibility:**

- Part of space is up several steps at the rear of the building
- Restrooms are not accessible

**Mechanical/Electrical:**

- Landlord responsible for maintaining equipment
- County responsible for paying all utilities
- County responsible for interior maintenance

**General Comments:**

- Two story building
- Floor plans are not available



**Public Safety and Detention Center  
Proposed County Administration Building  
Carthage**



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**MOORE COUNTY GOVERNMENT COMPLEX**  
MASTER PLAN | CARTHAGE, NORTH CAROLINA

WBA  
WARE BONSAALL  
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The Master Plan shown above illustrates the overall site development planned for the Moore County Government Complex in Carthage. The plan shows the new 147,000 sf Public Safety and Detention Center, scheduled to be completed in November 2012, and the proposed 89,646 sf County Administration Building. Although the Master Plan shows the proposed County Administration Building located on this site, the County has explored alternative locations for the building and has not made a decision regarding to how to proceed.

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SECTION **V**

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**SPACE FORECASTS**

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## INTRODUCTION

In this Section, a space forecast table is presented for each Department in Moore County that was included in the assessment. These space forecasts are then shown in a summary space forecast Table 5-1. In addition, the space requirements for the Courts and County administrative components are presented at the end of this Section. These square footages were developed based on review of recently completed space and building plans.

.All of the projected space requirements for the County presented in this Section will be used in the development of facility recommendations in Section VI. An estimate of parking requirements for the Departments included in the study process will also be presented at the end of this Section.

## SPACE ALLOCATION PROGRAM

Each Department space allocation table shows the following:

- Net Square Feet  
This is the useable space (inside wall to inside wall) for each component shown in the space tables. This is shown for personnel (current and projected), as well as all support space for each Department.
- Circulation Factor  
A factor is added to the total net square feet to account for circulation between spaces within each component (varies between components).
- Departmental Gross Square Feet  
This is the total square feet for all useable area and circulation within each Department. This is the total square footage shown on the recommended space forecast summary table in five year increments through 2035.

**SUMMARY SPACE FORECAST**

Table 5-1 presents a summary of the recommended space forecast for the Departments indicated. The summary table shows the space need by Department in five year increments through 2035. The recommended space forecast uses the personnel projections presented in Section II along with the space standards presented in Section III. The projected space requirement for the Departments shown in Table 5-1 by 2035 is **157,868** square feet.

<b>Table 5-1 Summary of Space Forecast (Dept. Gross Square Feet) Moore County Space Needs Assessment and Comprehensive Facilities Master Plan</b>						
<b>DEPARTMENTS</b>	<b>2012</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>
1. Animal Control/Shelter	6,716	6,716	6,716	6,716	6,716	6,716
2. Board of Elections	4,905	4,905	4,905	4,905	5,069	5,069
3. Child Support	3,496	3,630	3,630	3,765	3,765	3,899
4. Youth Services	1,088	1,250	1,250	1,250	1,413	1,413
5. Wellness Works	1,313	1,313	1,313	1,313	1,313	1,313
6. Veterans Service	1,298	1,298	1,493	1,493	1,493	1,493
7. Soil-Water Conservation/USDA	2,211	2,364	2,364	2,364	2,518	2,518
8. Sandhills Community Action Program	2,845	3,005	3,005	3,166	3,166	3,166
9. Register of Deeds	7,125	7,125	7,242	7,242	7,242	7,242
10. Public Works/Utilities	5,992	6,128	6,128	6,264	6,400	6,400
11. Property Management/Fleet Maintenance	22,041	22,150	22,150	22,150	22,260	22,260
12. Parks & Recreation	2,361	2,361	2,361	2,361	2,361	2,361
13. Library - Main Branch	13,384	13,451	13,451	13,518	13,518	13,518
14. Keep Moore Beautiful/Drug Free Moore	916	916	916	916	916	916
15. Health Department - Clinic and Administration	17,006	17,360	17,461	17,563	17,664	17,664
16. Department of Aging	16,795	16,795	16,795	16,940	16,940	17,085
17. Department of Juvenile Justice	1,702	1,702	1,702	1,843	1,843	1,843
18. Day Reporting	1,750	1,750	1,750	1,750	1,750	1,750
19. Cooperative Extension (With Meeting Room)	9,803	9,938	9,938	10,074	10,074	10,074
20. Department of Social Services	27,873	28,003	28,261	28,649	28,907	29,295
21. Department of Social Services - Transportation	1,741	1,875	1,875	1,875	1,875	1,875
<b>TOTAL DEPARTMENTAL GROSS SQUARE FEET</b>	<b>152,357</b>	<b>154,034</b>	<b>154,706</b>	<b>156,115</b>	<b>157,201</b>	<b>157,868</b>

Source: Chinn Planning, Inc.

**DEPARTMENT SPACE ALLOCATION TABLES**

Tables 5-2 to 5-22 present the space forecast for each Department included in the space study.

**Table 5-2**  
**Department: Animal Control/Shelter**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Director	175	1	175						3 Officers--see shared use space below  3 F/T and 3 P/T Attendants-see space below
Lead Animal Control Officer	100	1	100						
Animal Control Officers	-	-	-						
Lead Shelter Attendant	100	1	100						
Shelter Attendants	-	-	-						
<b>Subtotal Net Square Feet (NSF)</b>			<b>375</b>						
<b>Staff Required</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	Excludes animal control officers and shelter attendants
<b>Sqft/person</b>			125	125	125	125	125	125	
<b>Personnel Space Subtotal</b>			<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	
30% Circulation (Sqft)			113	113	113	113	113	113	
<b>Total Personnel Space</b>			<b>488</b>	<b>488</b>	<b>488</b>	<b>488</b>	<b>488</b>	<b>488</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	100	1	100	100	100	100	100	100	8-10 person
Counter Area	40	1	40	40	40	40	40	40	
Storage	150	1	150	150	150	150	150	150	
File Storage	80	1	80	80	80	80	80	80	
Operatory	150	1	150	150	150	150	150	150	
Washer/Dryer	100	1	100	100	100	100	100	100	
Copy File/Workroom	80	1	80	80	80	80	80	80	
Breakroom	150	1	150	150	150	150	150	150	with lockers, mailboxes, tables, chairs
Toilets	70	2	140	140	140	140	140	140	w/shower
Conference Room	200	1	200	200	200	200	200	200	10 person
Kennels/Shelter	4,000	1	4,000	4,000	4,000	4,000	4,000	4,000	40 cats, 60 dogs
Outdoor Run	-	-	-	-	-	-	-	-	adjacent to Shelter
<b>Support Space Subtotal</b>	-	-	<b>5,190</b>	<b>5,190</b>	<b>5,190</b>	<b>5,190</b>	<b>5,190</b>	<b>5,190</b>	
20% Circulation (Sqft)	-	-	1,038	1,038	1,038	1,038	1,038	1,038	
<b>Total Support Space Required</b>	-	-	<b>6,228</b>	<b>6,228</b>	<b>6,228</b>	<b>6,228</b>	<b>6,228</b>	<b>6,228</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>6,716</b>	<b>6,716</b>	<b>6,716</b>	<b>6,716</b>	<b>6,716</b>	<b>6,716</b>	

**Table 5-3  
Department: BOARD OF ELECTIONS**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Director	175	1	175						
Admin Assistant	80	1	80						
Voter Registration Supervisor	125	1	125						
Finance/Voting Equipment Supervisor	125	1	125						
<b>Subtotal Net Square Feet (NSF)</b>			<b>505</b>						
<b>Staff Required</b>		<b>4</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	
<b>Sqft/person</b>			126	126	126	126	126	126	
<b>Personnel Space Subtotal</b>			<b>505</b>	<b>505</b>	<b>505</b>	<b>505</b>	<b>631</b>	<b>631</b>	
30% Circulation (Sqft)			152	152	152	152	189	189	
<b>Total Personnel Space</b>			<b>657</b>	<b>657</b>	<b>657</b>	<b>657</b>	<b>821</b>	<b>821</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	1	150	150	150	150	150	150	150	w/public work stations; display information
Public Toilet	50	2	100	100	100	100	100	100	2 stations
Counter Area	40	1	40	40	40	40	40	40	view into waiting
File/Work Area	250	1	250	250	250	250	250	250	voting records; copier, fax, shredder, supplies
Secure Computer	100	1	100	100	100	100	100	100	w/fax, secure computer
Voting Machine Storage	2,000	1	2,000	2,000	2,000	2,000	2,000	2,000	
Conference Training Room	500	1	500	500	500	500	500	500	25-30 person
Kitchen	150	1	150	150	150	150	150	150	adjacent to conference Training
Restrooms	50	2	100	100	100	100	100	100	
Volunteer Room	150	1	150	150	150	150	150	150	w/seating, tables
Loading Dock	-	-	-	-	-	-	-	-	loading voting machines
<b>Support Space Subtotal</b>	-	-	<b>3,540</b>	<b>3,540</b>	<b>3,540</b>	<b>3,540</b>	<b>3,540</b>	<b>3,540</b>	
20% Circulation (Sqft)	-	-	708	708	708	708	708	708	
<b>Total Support Space Required</b>	-	-	<b>4,248</b>	<b>4,248</b>	<b>4,248</b>	<b>4,248</b>	<b>4,248</b>	<b>4,248</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>4,905</b>	<b>4,905</b>	<b>4,905</b>	<b>4,905</b>	<b>5,069</b>	<b>5,069</b>	

Note: Excludes Storage at Property Management.

**Table 5-4  
Department: CHILD SUPPORT**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Child Support Director	175	1	175						
Child Support Agent	100	4	400						
Administrative Assistant	80	2	160						
Lead Agent	100	3	300						
<b>Subtotal Net Square Feet (NSF)</b>			<b>1,035</b>						
<b>Staff Required</b>		<b>10</b>		<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>13</b>	
<b>Sqft/person</b>			104	104	104	104	104	104	
<b>Personnel Space Subtotal</b>			<b>1,035</b>	<b>1,139</b>	<b>1,139</b>	<b>1,242</b>	<b>1,242</b>	<b>1,346</b>	
30% Circulation (Sqft)			311	342	342	373	373	404	
<b>Total Personnel Space</b>			<b>1,346</b>	<b>1,480</b>	<b>1,480</b>	<b>1,615</b>	<b>1,615</b>	<b>1,749</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	150	1	150	150	150	150	150	150	10-12 person
Restrooms	50	2	100	100	100	100	100	100	at waiting
Counter Area	40	1	40	40	40	40	40	40	at waiting; 2 stations
Conference Room	400	1	400	400	400	400	400	400	20 person
Meeting Room	200	1	200	200	200	200	200	200	adjacent to waiting, also used for phone hearings
Secure File Storage	200	1	200	200	200	200	200	200	rolling files, secure
Copy/Workroom	100	1	100	100	100	100	100	100	copy, fax, shredder, printer
Storage	100	1	100	100	100	100	100	100	
Breakroom	150	1	150	150	150	150	150	150	4-6 person, sink, frig, microwave
Staff Restrooms	50	2	100	100	100	100	100	100	
Computer Room	80	1	80	80	80	80	80	80	county and state computer system
Inactive File Storage	100	1	100	100	100	100	100	100	
<b>Support Space Subtotal</b>	-	-	<b>1,720</b>	<b>1,720</b>	<b>1,720</b>	<b>1,720</b>	<b>1,720</b>	<b>1,720</b>	
25% Circulation (Sqft)	-	-	430	430	430	430	430	430	
<b>Total Support Space Required</b>	-	-	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>3,496</b>	<b>3,630</b>	<b>3,630</b>	<b>3,765</b>	<b>3,765</b>	<b>3,899</b>	

**Table 5-5**

**Department: YOUTH SERVICES**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Youth Services Coordinator	125	1	125						
<b>Subtotal Net Square Feet (NSF)</b>			<b>125</b>						
<b>Staff Required</b>		<b>1</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	
<b>Sqft/person</b>			125	125	125	125	125	125	
<b>Personnel Space Subtotal</b>			<b>125</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>375</b>	<b>375</b>	
30% Circulation (Sqft)			38	75	75	75	113	113	
<b>Total Personnel Space</b>			<b>163</b>	<b>325</b>	<b>325</b>	<b>325</b>	<b>488</b>	<b>488</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	4-6 person
Restroom	50	1	50	50	50	50	50	50	at waiting
Group Room	250	1	250	250	250	250	250	250	12-15 capacity
Probation Office	100	2	200	200	200	200	200	200	
Work/File/Workroom	100	1	100	100	100	100	100	100	w/work cubicle intern or volunteer
Storage	80	1	80	80	80	80	80	80	
<b>Support Space Subtotal</b>	-	-	<b>740</b>	<b>740</b>	<b>740</b>	<b>740</b>	<b>740</b>	<b>740</b>	
25% Circulation (Sqft)	-	-	185	185	185	185	185	185	
<b>Total Support Space Required</b>	-	-	<b>925</b>	<b>925</b>	<b>925</b>	<b>925</b>	<b>925</b>	<b>925</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>1,088</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>	<b>1,413</b>	<b>1,413</b>	

**Table 5-6**

**Department: WELLNESS WORKS**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Staff Office	125	1	125						
<b>Subtotal Net Square Feet (NSF)</b>			<b>125</b>						
<b>Staff Required</b>		<b>1</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Sqft/person</b>			125	125	125	125	125	125	
<b>Personnel Space Subtotal</b>			<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	
30% Circulation (Sqft)			38	38	38	38	38	38	
<b>Total Personnel Space</b>			<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	4-6 persons
Counter Area	40	1	40	40	40	40	40	40	2 stations at waiting
Exam Rooms	120	2	240	240	240	240	240	240	with sinks
Laboratory	150	1	150	150	150	150	150	150	with sink, frig, lab equipment
Toilets	50	2	100	100	100	100	100	100	w/pass through for samples
Storage	100	1	100	100	100	100	100	100	supplies, equipment
Work Room/Break Area	150	1	150	150	150	150	150	150	w/copier, shredder, printer, fax; sink, frig, microwave
File Room-Secure	80	1	80	80	80	80	80	80	
<b>Support Space Subtotal</b>	-	-	<b>920</b>	<b>920</b>	<b>920</b>	<b>920</b>	<b>920</b>	<b>920</b>	
25% Circulation (Sqft)	-	-	230	230	230	230	230	230	
<b>Total Support Space Required</b>	-	-	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>1,313</b>	<b>1,313</b>	<b>1,313</b>	<b>1,313</b>	<b>1,313</b>	<b>1,313</b>	

**Table 5-7**

**Department: VETERAN'S SERVICES**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Veterans Services Officer	175	1	175						
Asst. Veterans Service Officer	150	1	150						
Veterans Services Assistant	125	1	125						
<b>Subtotal Net Square Feet (NSF)</b>			<b>450</b>						
<b>Staff Required</b>		<b>3</b>		<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	
<b>Sqft/person</b>			150	150	150	150	150	150	
<b>Personnel Space Subtotal</b>			<b>450</b>	<b>450</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>	
30% Circulation (Sqft)			135	135	180	180	180	180	
<b>Total Personnel Space</b>			<b>585</b>	<b>585</b>	<b>780</b>	<b>780</b>	<b>780</b>	<b>780</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	4-6 person; handicap accessible
Toilet	70	1	70	70	70	70	70	70	handicap accessible
Counter Area	40	1	40	40	40	40	40	40	at waiting
Secure Files	100	1	100	100	100	100	100	100	
Conference	120	1	120	120	120	120	120	120	6 person
Storage	100	1	100	100	100	100	100	100	
Copy File/Workroom	80	1	80	80	80	80	80	80	
<b>Support Space Subtotal</b>	-	-	<b>570</b>	<b>570</b>	<b>570</b>	<b>570</b>	<b>570</b>	<b>570</b>	
25% Circulation (Sqft)	-	-	143	143	143	143	143	143	
<b>Total Support Space Required</b>	-	-	<b>713</b>	<b>713</b>	<b>713</b>	<b>713</b>	<b>713</b>	<b>713</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>1,298</b>	<b>1,298</b>	<b>1,493</b>	<b>1,493</b>	<b>1,493</b>	<b>1,493</b>	

**Table 5-8**

**Department: SOIL AND WATER CONSERVATION/USDA**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Natural Resource Administrator	175	1	175						
Natural Resource Specialist	125	1	125						
Administrative Assistant	80	1	80						
Secretary	80	1	80						
USDA Officers	125	2	250						
<b>Subtotal Net Square Feet (NSF)</b>			<b>710</b>						
<b>Staff Required</b>		<b>6</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	
<b>Sqft/person</b>			118	118	118	118	118	118	
<b>Personnel Space Subtotal</b>			<b>710</b>	<b>828</b>	<b>828</b>	<b>828</b>	<b>947</b>	<b>947</b>	
30% Circulation (Sqft)			213	249	249	249	284	284	
<b>Total Personnel Space</b>			<b>923</b>	<b>1,077</b>	<b>1,077</b>	<b>1,077</b>	<b>1,231</b>	<b>1,231</b>	
<b>Support Area/Equip.</b>	<b>Area SqFt</b>	<b>Quantity</b>	<b>Subtotal NSF</b>	<b>Net Area Required</b>					<b>Remarks</b>
Description				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	2-4 person
Counter Area	40	1	40	40	40	40	40	40	
File Room	200	1	200	200	200	200	200	200	w/map file
Storage	150	2	300	300	300	300	300	300	
Copy/Workroom	150	1	150	150	150	150	150	150	w/plotter, large map printer
Conference	200	1	200	200	200	200	200	200	10 person
File Server	80	1	80	80	80	80	80	80	USDA Server
Outdoor Storage	-	-	-	-	-	-	-	-	rental equipment
<b>Support Space Subtotal</b>	-	-	<b>1,030</b>	<b>1,030</b>	<b>1,030</b>	<b>1,030</b>	<b>1,030</b>	<b>1,030</b>	
25% Circulation (Sqft)	-	-	258	258	258	258	258	258	
<b>Total Support Space Required</b>	-	-	<b>1,288</b>	<b>1,288</b>	<b>1,288</b>	<b>1,288</b>	<b>1,288</b>	<b>1,288</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>2,211</b>	<b>2,364</b>	<b>2,364</b>	<b>2,364</b>	<b>2,518</b>	<b>2,518</b>	



**Table 5-9**

**Department: SANDHILLS COMMUNITY ACTION PROGRAM**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Executive Director	175	1	175						3 P/T Rotating positions
Admin Assistant	80	1	80						
Finance Manager	125	1	125						
Bookkeeper	100	1	100						
Receptionist	48	1	125						
Section 8 Director	125	1	125						
CSBG Program Director	125	1	125						
CSBG Case Manager	125	1	125						
CSBG Community Specialist	125	1	125						
CSBG Intake Specialist	125	1	125						
Family Self-Sufficiency Coordinator	125	1	125						
<b>Subtotal Net Square Feet (NSF)</b>			<b>1,355</b>						
<b>Staff Required</b>		<b>11</b>		<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	
<b>Sqft/person</b>			123	123	123	123	123	123	
<b>Personnel Space Subtotal</b>			<b>1,355</b>	<b>1,478</b>	<b>1,478</b>	<b>1,601</b>	<b>1,601</b>	<b>1,601</b>	
30% Circulation (Sqft)			407	443	443	480	480	480	
<b>Total Personnel Space</b>			<b>1,762</b>	<b>1,922</b>	<b>1,922</b>	<b>2,082</b>	<b>2,082</b>	<b>2,082</b>	
<b>Support Area/Equip.</b>	<b>Area</b>	<b>Quantity</b>	<b>Subtotal</b>	<b>Net Area Required</b>					<b>Remarks</b>
Description	SqFt		NSF	2015	2020	2025	2030	2035	
Waiting	75	1	75	75	75	75	75	75	5-6 person
Counter Area	40	1	40	40	40	40	40	40	
Conference	200	1	200	200	200	200	200	200	10 person
Copy/Workroom	80	1	80	80	80	80	80	80	
File Storage	100	1	100	100	100	100	100	100	
Storage	100	1	100	100	100	100	100	100	
Intern Workstation	36	2	72	72	72	72	72	72	
Break Area	100	1	100	100	100	100	100	100	
Restrooms	50	2	100	100	100	100	100	100	
<b>Support Space Subtotal</b>	-	-	<b>867</b>	<b>867</b>	<b>867</b>	<b>867</b>	<b>867</b>	<b>867</b>	
25% Circulation (Sqft)	-	-	217	217	217	217	217	217	
<b>Total Support Space Required</b>	-	-	<b>1,084</b>	<b>1,084</b>	<b>1,084</b>	<b>1,084</b>	<b>1,084</b>	<b>1,084</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>2,845</b>	<b>3,005</b>	<b>3,005</b>	<b>3,166</b>	<b>3,166</b>	<b>3,166</b>	

**Table 5-10**

**Department: REGISTER OF DEEDS**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Register of Deeds	175	1	175						
Chief Asst Register of Deeds	150	1	150						
Asst. Register of Deeds	125	1	125						
Deputy Register of Deeds	64	7	448						
<b>Subtotal Net Square Feet (NSF)</b>			<b>898</b>						
<b>Staff Required</b>		<b>10</b>		<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	
<b>Sqft/person</b>			90	90	90	90	90	90	
<b>Personnel Space Subtotal</b>			<b>898</b>	<b>898</b>	<b>988</b>	<b>988</b>	<b>988</b>	<b>988</b>	
30% Circulation (Sqft)			269	269	296	296	296	296	
<b>Total Personnel Space</b>			<b>1,167</b>	<b>1,167</b>	<b>1,284</b>	<b>1,284</b>	<b>1,284</b>	<b>1,284</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	75	1	75	75	75	75	75	75	5-6 person
Land Records	1,000	1	1,000	1,000	1,000	1,000	1,000	1,000	w/12 workstations and copier
Vault	200	1	200	200	200	200	200	200	
Map Room	200	1	200	200	200	200	200	200	
Conference Room	200	1	200	200	200	200	200	200	10 person
Vital Records	1,500	1	1,500	1,500	1,500	1,500	1,500	1,500	w/tables, chairs, copier
Index Scanning	400	1	400	400	400	400	400	400	
Recording	600	1	600	600	600	600	600	600	
Computer Server	60	1	60	60	60	60	60	60	
Vending Area	40	1	40	40	40	40	40	40	
Copy/Workroom	100	2	200	200	200	200	200	200	
Supply Storage	100	2	200	200	200	200	200	200	
Breakroom	150	1	150	150	150	150	150	150	
Restrooms	70	2	140	140	140	140	140	140	
<b>Support Space Subtotal</b>	-	-	<b>4,965</b>	<b>4,965</b>	<b>4,965</b>	<b>4,965</b>	<b>4,965</b>	<b>4,965</b>	
20% Circulation (Sqft)	-	-	993	993	993	993	993	993	
<b>Total Support Space Required</b>	-	-	<b>5,958</b>	<b>5,958</b>	<b>5,958</b>	<b>5,958</b>	<b>5,958</b>	<b>5,958</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>7,125</b>	<b>7,125</b>	<b>7,242</b>	<b>7,242</b>	<b>7,242</b>	<b>7,242</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
AND COMPREHENSIVE FACILITIES MASTER PLAN**

**SPACE FORECASTS**

**Table 5-11**

**Department: PUBLIC WORKS/UTILITIES**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Director	175	1	175						
Administrative Officer - II	125	1	125						
Utility Operations Manager	150	1	150						
County Engineer	125	1	125						
Administrative Service Manager	150	1	150						
Billing & Collections Clerk I-III	48	3	144						
Administrative Assistant - I	80	1	80						
Sr. Engineering Project Technician	80	1	80						
Engineering Project Technician	80	1	80						
Maintenance Supervisor/Water Quality	125	1	125						
Water System Operator									4 Field Staff
Field Service Supervisor	125	1	125						
Meter Technician									3 Field Staff
Utility Locator	-	-	-						1 Field Staff
Utility Field Service Technician									1 Field Staff
Maintenance Supervisor/Collections	125	1	125						
Utility Maintenance Technician/Collections									7 Field Staff
Maintenance Supervisor/Distributor	125	1	125						
Utility Maintenance Technician/Distributor									9 Field Staff
Maintenance Superintendent	125	1	125						
Utility Maintenance Technician									1 Field Staff
Inventory Supply (Warehouse)	48	1	48						
<b>Subtotal Net Square Feet (NSF)</b>			<b>1,782</b>						
<b>Staff Required</b>		<b>17</b>		<b>18</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>20</b>	Excludes Field Staff
<b>Sqft/person</b>			105	105	105	105	105	105	
<b>Personnel Space Subtotal</b>			<b>1,782</b>	<b>1,887</b>	<b>1,887</b>	<b>1,992</b>	<b>2,096</b>	<b>2,096</b>	
30% Circulation (Sqft)			535	566	566	597	629	629	
<b>Total Personnel Space</b>			<b>2,317</b>	<b>2,453</b>	<b>2,453</b>	<b>2,589</b>	<b>2,725</b>	<b>2,725</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	120	1	120	120	120	120	120	120	8-10 person
Counter Area	100	1	100	100	100	100	100	100	at waiting with work stations
Copy/Workroom	100	1	100	100	100	100	100	100	adjacent to counter area
File Area	200	1	200	200	200	200	200	200	
Conference/Training Room	600	1	600	600	600	600	600	600	25-30person
Conference/Meeting Room	300	1	300	300	300	300	300	300	
Equipment Storage	200	1	200	200	200	200	200	200	small equipment
Supply Storage	150	1	150	150	150	150	150	150	
Map Room	200	1	200	200	200	200	200	200	map files, work surface, larger printer and plotter
Engineering File Room	250	1	250	250	250	250	250	250	engineering project files
Computer Server	100	1	100	100	100	100	100	100	
Field Staff Workroom	200	1	200	200	200	200	200	200	w/work stations, tables
Breakroom	200	1	200	200	200	200	200	200	sink, frig, microwave, chairs, tables
Staff Toilets	70	2	140	140	140	140	140	140	
Janitor/Supplies	80	1	80	80	80	80	80	80	
Warehouse	-	-	-	-	-	-	-	-	2,000 sf, lockers, bathrooms, breakroom, W/D, clothing exchange, 2 vehicle bays
Pole Barn	-	-	-	-	-	-	-	-	1500 sf, adjacent to lay down yard, 2 vehicle bays
<b>Support Space Subtotal</b>	-	-	<b>2,940</b>	<b>2,940</b>	<b>2,940</b>	<b>2,940</b>	<b>2,940</b>	<b>2,940</b>	
25% Circulation (Sqft)	-	-	735	735	735	735	735	735	
<b>Total Support Space Required</b>	-	-	<b>3,675</b>	<b>3,675</b>	<b>3,675</b>	<b>3,675</b>	<b>3,675</b>	<b>3,675</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>5,992</b>	<b>6,128</b>	<b>6,128</b>	<b>6,264</b>	<b>6,400</b>	<b>6,400</b>	

**Table 5-12**

**Department: PROPERTY MANAGEMENT/FLEET MAINTENANCE**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Director's Office	175	1	175						
Administrative Assistant	80	1	80						
Property Management Supervisor	125	1	125						
Lead Maintenance Technician	64	1	64						workstation w/supplies
Electrical Maintenance Technician	64	1	64						
HVAC Maintenance Technician	64	1	64						workstation
Maintenance Technician's	-	-	-						4 technicians-see shared use space below
Lead Custodian	100	1	100						
Custodians	-	-	-						11 custodians-see shared use space below
Garage Supervisor	125	1	125						
Automobile Mechanic	-	-	-						2 mechanics-see shared use space below
<b>Subtotal Net Square Feet (NSF)</b>			<b>797</b>						
<b>Staff Required</b>		<b>8</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	Excludes technicians, custodians, mechanics
<b>Sqft/person</b>			100	100	100	100	100	100	
<b>Personnel Space Subtotal</b>			<b>797</b>	<b>897</b>	<b>897</b>	<b>897</b>	<b>996</b>	<b>996</b>	
30% Circulation (Sqft)			80	90	90	90	100	100	
<b>TOTAL PERSONNEL SPACE</b>			<b>877</b>	<b>986</b>	<b>986</b>	<b>986</b>	<b>1,096</b>	<b>1,096</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	3-4 person
Counter	40	1	40	40	40	40	40	40	view into waiting
Conference Room	500	1	500	500	500	500	500	500	25 person
File Area	100	1	100	100	100	100	100	100	adjacent to Admin. Asst
Personnel Files	80	1	80	80	80	80	80	80	secure; adjacent to Admin. Assist
Copy/Fax/Workroom	120	1	120	120	120	120	120	120	copier, fax, shredder, supplies, work surface
Building Plan Storage	200	1	200	200	200	200	200	200	plan storage; table for plan review
Warehouse	10,000	1	10,000	10,000	10,000	10,000	10,000	10,000	records, supplies, equipment, janitorial supplies
Vehicle Maintenance	7,500	1	7,500	7,500	7,500	7,500	7,500	7,500	3 lifts, parts storage; other shared use vehicle maintenance areas below
Shared Use Workroom/Breakroom	200	1	200	200	200	200	200	200	w/tables, chairs, vending
Clothing Exchange Area	100	1	100	100	100	100	100	100	
Washer/Dryer	100	1	100	100	100	100	100	100	w/shelving for supplies
Staff Locker/Restrooms	120	2	240	240	240	240	240	240	
Loading Dock	-	-	-	-	-	-	-	-	2 at warehouse
Pesticide Storage	-	-	-	-	-	-	-	-	at building exterior
Outdoor Vehicle Staging/Parking	-	-	-	-	-	-	-	-	adjacent to vehicle maintenance
<b>Support Space Subtotal</b>	-	-	<b>19,240</b>	<b>19,240</b>	<b>19,240</b>	<b>19,240</b>	<b>19,240</b>	<b>19,240</b>	
10% Circulation (Sqft)	-	-	1,924	1,924	1,924	1,924	1,924	1,924	
<b>Total Support Space Required</b>	-	-	<b>21,164</b>	<b>21,164</b>	<b>21,164</b>	<b>21,164</b>	<b>21,164</b>	<b>21,164</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>22,041</b>	<b>22,150</b>	<b>22,150</b>	<b>22,150</b>	<b>22,260</b>	<b>22,260</b>	

NOTE: Does not include 4,200sqft of storage at Property Management Annex.

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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**SPACE FORECASTS**

**Table 5-13**  
**Department: PARKS AND RECREATION**  
**Division: Administration**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Director	175	1	175						
Admin Assistant	80	1	80						
Athletic Supervisor	125	2	250						
Athletic Coordinator	100	1	100						
Groundskeeper (P/T)	48	1	48						
<b>Subtotal Net Square Feet (NSF)</b>			<b>653</b>						
<b>Staff Required</b>		<b>6</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	
<b>Sqft/person</b>			109	109	109	109	109	109	
<b>Personnel Space Subtotal</b>			<b>653</b>	<b>653</b>	<b>653</b>	<b>653</b>	<b>653</b>	<b>653</b>	
30% Circulation (Sqft)			196	196	196	196	196	196	
<b>Total Personnel Space</b>			<b>849</b>	<b>849</b>	<b>849</b>	<b>849</b>	<b>849</b>	<b>849</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting Area	180	1	180	180	180	180	180	180	12-14 person
Counter Area	40	1	40	40	40	40	40	40	2 stations at waiting
Restrooms	50	2	100	100	100	100	100	100	at waiting
Conference Room	240	1	240	240	240	240	240	240	12 person, also used for Board meetings
Interns/Volunteers/Summer staff Workroom	150	1	150	150	150	150	150	150	shared use; work stations and table
Safe	40	1	40	40	40	40	40	40	locked cabinet for registration, other fees collected
Copy/File/Workroom	140	1	140	140	140	140	140	140	printer, fax, shredder, copier; work surface; near front counter area
Promotional Item Storage	200	1	200	200	200	200	200	200	
Breakroom	120	1	120	120	120	120	120	120	frig, sink, microwave
Outdoor Shed Storage	-	-	-	-	-	-	-	-	equipment for Parks Maintenance, sporting equipment, (currently use 4 sheds)
<b>Support Space Subtotal</b>	-	-	<b>1,210</b>	<b>1,210</b>	<b>1,210</b>	<b>1,210</b>	<b>1,210</b>	<b>1,210</b>	
25% Circulation (Sqft)	-	-	303	303	303	303	303	303	
<b>Total Support Space Required</b>	-	-	<b>1,513</b>	<b>1,513</b>	<b>1,513</b>	<b>1,513</b>	<b>1,513</b>	<b>1,513</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>2,361</b>	<b>2,361</b>	<b>2,361</b>	<b>2,361</b>	<b>2,361</b>	<b>2,361</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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**SPACE FORECASTS**

**Table 5-14**  
**Department: LIBRARY**  
**Division: Main Branch**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Library Director	175	1	175						
Library Technician I and II	36	8	288						shared use work area with desks
<b>Subtotal Net Square Feet (NSF)</b>			<b>463</b>						
<b>Staff Required</b>		<b>9</b>		<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	
<b>Sqft/person</b>			51	51	51	51	51	51	
<b>Personnel Space Subtotal</b>			<b>463</b>	<b>514</b>	<b>514</b>	<b>566</b>	<b>566</b>	<b>566</b>	
30% Circulation (Sqft)			139	154	154	170	170	170	
<b>Total Personnel Space</b>			<b>602</b>	<b>669</b>	<b>669</b>	<b>736</b>	<b>736</b>	<b>736</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Entry Vestibule	100	1	100	100	100	100	100	100	
Collection	6,000	1	6,000	6,000	6,000	6,000	6,000	6,000	60,000 books and audiovisual materials
Public Seating	1,800	1	1,800	1,800	1,800	1,800	1,800	1,800	seating for 50 people; study/tutor; small group meeting
Public Computers	1,000	1	1,000	1,000	1,000	1,000	1,000	1,000	16 computers
Meeting Room	1,125	1	1,125	1,125	1,125	1,125	1,125	1,125	75 person
Staff Breakroom/Kitchen	200	1	200	200	200	200	200	200	adjacent to meeting room
Conference/Shared Work Area	200	1	200	200	200	200	200	200	for use by intenerate staff
Public Toilets	120	2	240	240	240	240	240	240	
Staff Toilets	50	2	100	100	100	100	100	100	
File Area	100	1	100	100	100	100	100	100	
Copy/Fax/Workroom	100	1	100	100	100	100	100	100	
Storage	150	1	150	150	150	150	150	150	
<b>Support Space Subtotal</b>	-	-	<b>11,115</b>	<b>11,115</b>	<b>11,115</b>	<b>11,115</b>	<b>11,115</b>	<b>11,115</b>	
15% Circulation (Sqft)	-	-	1,667	1,667	1,667	1,667	1,667	1,667	
<b>Total Support Space Required</b>	-	-	<b>12,782</b>	<b>12,782</b>	<b>12,782</b>	<b>12,782</b>	<b>12,782</b>	<b>12,782</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>13,384</b>	<b>13,451</b>	<b>13,451</b>	<b>13,518</b>	<b>13,518</b>	<b>13,518</b>	

**Table 5-15**

**Department: KEEP MOORE BEAUTIFUL/DRUG FREE MOORE**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Executive Director	175	1	175						
Drug Free Moore	150	1	150						
<b>Subtotal Net Square Feet (NSF)</b>			<b>325</b>						
<b>Staff Required</b>		<b>2</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<b>Sqft/person</b>			163	163	163	163	163	163	
<b>Personnel Space Subtotal</b>			<b>325</b>	<b>325</b>	<b>325</b>	<b>325</b>	<b>325</b>	<b>325</b>	
30% Circulation (Sqft)			98	98	98	98	98	98	
<b>Total Personnel Space</b>			<b>423</b>	<b>423</b>	<b>423</b>	<b>423</b>	<b>423</b>	<b>423</b>	
<b>Support Area/Equip.</b>	<b>Area</b>	<b>Quantity</b>	<b>Subtotal</b>	<b>Net Area Required</b>					<b>Remarks</b>
Description	SqFt		NSF	2015	2020	2025	2030	2035	
Waiting	45	1	45	45	45	45	45	45	2-3 person
Workroom	150	1	150	150	150	150	150	150	work assembly space; work tables; copier, printer, fax, shredder; files
Storage	200	1	200	200	200	200	200	200	print material, office supplies, promotional items, signs, banners, trash cans
<b>Support Space Subtotal</b>	-	-	<b>395</b>	<b>395</b>	<b>395</b>	<b>395</b>	<b>395</b>	<b>395</b>	
25% Circulation (Sqft)	-	-	99	99	99	99	99	99	
<b>Total Support Space Required</b>	-	-	<b>494</b>	<b>494</b>	<b>494</b>	<b>494</b>	<b>494</b>	<b>494</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>916</b>	<b>916</b>	<b>916</b>	<b>916</b>	<b>916</b>	<b>916</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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**SPACE FORECASTS**

**Table 5-16**

**Department:** HEALTH DEPARTMENT

**Division:** Health Clinic and Administration (Excludes Environmental Health and Animal Control)

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Health Director	175	1	175						
Admin Officer	125	1	125						
Admin Assistant	80	2	160						
LPN	48	1	48						
Medical Lab Tech - I and II	48	2	96						
Medical Office Assistant	64	4	256						
Nutritionist - I and II	100	2	200						
Office Assistant - IV	80	1	80						
Physician Extender - II	125	1	125						
Processing Assistant - III, IV, and V	64	12.5	800						
Public Health Educator - II	100	2	200						
Public Health Nurse Director	150	1	150						
Public Health Nurses - I, II, and III	48	6	288						
Social Work Supervisor	125	1	125						
Social Worker - II	100	4	400						
<b>Subtotal Net Square Feet (NSF)</b>			<b>3,228</b>						
<b>Staff Required</b>		<b>41.5</b>		<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>48</b>	Excludes Envir.Health and Animal Control
<b>Sqft/person</b>			<b>78</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>78</b>	
<b>Personnel Space Subtotal</b>			<b>3,228</b>	<b>3,500</b>	<b>3,578</b>	<b>3,656</b>	<b>3,734</b>	<b>3,734</b>	
30% Circulation (Sqft)			968	1,050	1,073	1,097	1,120	1,120	
<b>Total Personnel Space</b>			<b>4,196</b>	<b>4,550</b>	<b>4,651</b>	<b>4,753</b>	<b>4,854</b>	<b>4,854</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Entry Vestibule	80	1	80	80	80	80	80	80	
Public Waiting	400	1	400	400	400	400	400	400	30 capacity
Public Restrooms	120	2	240	240	240	240	240	240	w/child changing station
Counter Area	100	1	100	100	100	100	100	100	w/ 3 stations; view into waiting
Interview Stations	64	2	128	128	128	128	128	128	at waiting
Central Records	1,500	1	1,500	1,500	1,500	1,500	1,500	1,500	high density
Laboratory	250	1	250	250	250	250	250	250	
Lab Waiting	100	1	100	100	100	100	100	100	3-4 person
Clinic Waiting	300	1	300	300	300	300	300	300	20 capacity
Exam Rooms	150	6	900	900	900	900	900	900	with sink,negative air flow
Interview Rooms	150	4	600	600	600	600	600	600	
Weight and Measure Room	150	1	150	150	150	150	150	150	
Nurse Storage	150	1	150	150	150	150	150	150	wheel chair, walker, other equip
Secure Storage	150	1	150	150	150	150	150	150	vaccine supplies, frig
Exam Room Storage	80	1	80	80	80	80	80	80	
Pharmacy-Secure	200	1	200	200	200	200	200	200	
Nursing Support Area	150	1	150	150	150	150	150	150	
WIC Waiting	150	1	150	150	150	150	150	150	
WIC Training Room	600	1	600	600	600	600	600	600	30 capacity
WIC Storage	100	1	100	100	100	100	100	100	secure; formula other supplies
Copy/Fax/Workroom	100	3	300	300	300	300	300	300	admin, clinic, health education
Supply Storage	150	2	300	300	300	300	300	300	
Staff Break Room	250	1	250	250	250	250	250	250	
Staff Restrooms	70	2	140	140	140	140	140	140	



**Table 5-16 (continued)**

**Department:** HEALTH DEPARTMENT

**Division:** Health Clinic and Administration (Excludes Environmental Health and Animal Control)

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Board Room	400	1	400	400	400	400	400	400	20 capacity
Training Room	800	1	800	800	800	800	800	800	50 person;capability to subdivide
Training/Conference Storage	150	1	150	150	150	150	150	150	
File Area	100	3	300	300	300	300	300	300	admin, health education, WIC
Regional Staff Shared Use Workroom	200	1	200	200	200	200	200	200	
Public Health Preparedness	400	1	400	400	400	400	400	400	waiting, exam and screening
Public Health Preparedness Storage	200	1	200	200	200	200	200	200	
Print Material/Form Storage	150	1	150	150	150	150	150	150	
Bulk Storage	250	1	250	250	250	250	250	250	
Janitor Closet	40	2	80	80	80	80	80	80	
<b>Support Space Subtotal</b>	-	-	<b>10,248</b>	<b>10,248</b>	<b>10,248</b>	<b>10,248</b>	<b>10,248</b>	<b>10,248</b>	
25% Circulation (Sqft)	-	-	2,562	2,562	2,562	2,562	2,562	2,562	
<b>Total Support Space Required</b>	-	-	<b>12,810</b>	<b>12,810</b>	<b>12,810</b>	<b>12,810</b>	<b>12,810</b>	<b>12,810</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>17,006</b>	<b>17,360</b>	<b>17,461</b>	<b>17,563</b>	<b>17,664</b>	<b>17,664</b>	

**Table 5-17  
Department: DEPARTMENT OF AGING**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Director	175	1	175						large work area for 9 CNA-In home aid program
Admin Secretary	80	1	80						
Care Manager	125	1	125						
CNA I and II	200	1	200						
Family Caregiver Advisor	100	1	100						
Fitness Room Coordinator	80	1	80						
Nutrition Coordinator	80	1	80						
Nutrition Site Manager (P/T)	80	1	80						
Office Assistant	80	1	80						
Program Coordinator	125	1	125						
Quality Assurance RN Supervisor	125	1	125						
Quality Assurance RN	100	1	100						
RSVP Director	100	1	100						
<b>Subtotal Net Square Feet (NSF)</b>			<b>1,450</b>						
<b>Staff Required</b>		<b>13</b>		<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>15</b>	Excludes CNA In-Home Aides-see below
<b>Sqft/person</b>			112	112	112	112	112	112	
<b>Personnel Space Subtotal</b>			<b>1,450</b>	<b>1,450</b>	<b>1,450</b>	<b>1,562</b>	<b>1,562</b>	<b>1,673</b>	
30% Circulation (Sqft)			435	435	435	468	468	502	
<b>Total Personnel Space</b>			<b>1,885</b>	<b>1,885</b>	<b>1,885</b>	<b>2,030</b>	<b>2,030</b>	<b>2,175</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting Area	750	1	750	750	750	750	750	750	50 capacity; adjacent to Grand Hall
Public Toilets	120	2	240	240	240	240	240	240	at waiting
Information Desk	48	1	48	48	48	48	48	48	
Large Classroom	400	1	400	400	400	400	400	400	
Small Classroom	200	2	400	400	400	400	400	400	
Group Exercise Studio	1,500	1	1,500	1,500	1,500	1,500	1,500	1,500	
Grand Hall/Large Assembly	3,000	1	3,000	3,000	3,000	3,000	3,000	3,000	200 capacity
Kitchen	300	1	300	300	300	300	300	300	
Kitchen Storage	150	1	150	150	150	150	150	150	
CNA In-Home Aid Workroom	200	1	200	200	200	200	200	200	shared use work are
Staff Breakroom	200	1	200	200	200	200	200	200	
Staff Toilets	70	2	140	140	140	140	140	140	
Indoor Exercise Track	2,000	1	2,000	2,000	2,000	2,000	2,000	2,000	
File Room	150	1	150	150	150	150	150	150	
Copy/Workroom	100	1	100	100	100	100	100	100	
Conference Room	200	1	200	200	200	200	200	200	10 person
Supply Storage	150	1	150	150	150	150	150	150	
Bulk Storage	250	1	250	250	250	250	250	250	
Activity Rooms	400	4	1,600	1,600	1,600	1,600	1,600	1,600	
Print/Promotional Material Storage	150	1	150	150	150	150	150	150	
<b>Support Space Subtotal</b>	-	-	<b>11,928</b>	<b>11,928</b>	<b>11,928</b>	<b>11,928</b>	<b>11,928</b>	<b>11,928</b>	
25% Circulation (Sqft)	-	-	2,982	2,982	2,982	2,982	2,982	2,982	
<b>Total Support Space Required</b>	-	-	<b>14,910</b>	<b>14,910</b>	<b>14,910</b>	<b>14,910</b>	<b>14,910</b>	<b>14,910</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>16,795</b>	<b>16,795</b>	<b>16,795</b>	<b>16,940</b>	<b>16,940</b>	<b>17,085</b>	

**Table 5-18**

**Department: DEPARTMENT OF JUVENILE JUSTICE**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Chief Court Counselor	150	1	150						one as Intake Officer; 24 hour accessibility; may be youth in custody
Supervisor	125	1	125						
Court Counselors	100	3	300						
Secretary	80	1	80						
<b>Subtotal Net Square Feet (NSF)</b>			<b>655</b>						
<b>Staff Required</b>		<b>6</b>		<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	
<b>Sqft/person</b>			109	109	109	109	109	109	
<b>Personnel Space Subtotal</b>			<b>655</b>	<b>655</b>	<b>655</b>	<b>764</b>	<b>764</b>	<b>764</b>	
30% Circulation (Sqft)			197	197	197	229	229	229	
<b>Total Personnel Space</b>			<b>852</b>	<b>852</b>	<b>852</b>	<b>993</b>	<b>993</b>	<b>993</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting Area	60	1	60	60	60	60	60	60	4-6 person
Conference Room	160	1	160	160	160	160	160	160	8 person
Testing Room	100	1	100	100	100	100	100	100	2-4 capacity
Client Restroom	50	1	50	50	50	50	50	50	urine specimens
Copy/File/Workroom	100	1	100	100	100	100	100	100	copier, fax, shredder, printer, work surface
Storage Room	100	1	100	100	100	100	100	100	drug test kits, electronic monitors
File Storage	60	1	60	60	60	60	60	60	adjacent to secretary; secure files
Staff Restroom	50	1	50	50	50	50	50	50	
<b>Support Space Subtotal</b>	-	-	<b>680</b>	<b>680</b>	<b>680</b>	<b>680</b>	<b>680</b>	<b>680</b>	
25% Circulation (Sqft)	-	-	170	170	170	170	170	170	
<b>Total Support Space Required</b>	-	-	<b>850</b>	<b>850</b>	<b>850</b>	<b>850</b>	<b>850</b>	<b>850</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>1,702</b>	<b>1,702</b>	<b>1,702</b>	<b>1,843</b>	<b>1,843</b>	<b>1,843</b>	

**Table 5-19**

**Department: DAY REPORTING**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Clinical Sub. Abuse Supervisor	125	1	125						
<b>Subtotal Net Square Feet (NSF)</b>			<b>125</b>						
<b>Staff Required</b>		<b>1</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Sqft/person</b>			125	125	125	125	125	125	
<b>Personnel Space Subtotal</b>			<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	
30% Circulation (Sqft)			38	38	38	38	38	38	
<b>Total Personnel Space</b>			<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	counter area for check in
Restroom	50	2	100	100	100	100	100	100	at waiting
Group Rooms	300	2	600	600	600	600	600	600	15 capacity
GED Classroom/Training	240	1	240	240	240	240	240	240	w/computer stations; 12 capacity
Storage	80	1	80	80	80	80	80	80	
File/Copy/Workroom	100	1	100	100	100	100	100	100	w/work station for intern, volunteer
Restroom	50	1	50	50	50	50	50	50	staff
Coffee Station	40	1	40	40	40	40	40	40	adjacent to group rooms
<b>Support Space Subtotal</b>	-	-	<b>1,270</b>	<b>1,270</b>	<b>1,270</b>	<b>1,270</b>	<b>1,270</b>	<b>1,270</b>	
25% Circulation (Sqft)	-	-	318	318	318	318	318	318	
<b>Total Support Space Required</b>	-	-	<b>1,588</b>	<b>1,588</b>	<b>1,588</b>	<b>1,588</b>	<b>1,588</b>	<b>1,588</b>	
<b>TOTAL USABLE AREA REQUIRED</b> <i>(Personnel &amp; Support Areas)</i>	-	-	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
AND COMPREHENSIVE FACILITIES MASTER PLAN**

**SPACE FORECASTS**

**Table 5-20**

**Department: COOPERATIVE EXTENSION (Includes large meeting room)**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
County Extension Director	175	1	175						
Extension Agent	100	5	500						
Secretary	80	2	160						
<b>Subtotal Net Square Feet (NSF)</b>			<b>835</b>						
<b>Staff Required</b>		<b>8</b>		<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	
<b>Sqft/person</b>			104	104	104	104	104	104	
<b>Personnel Space Subtotal</b>			<b>835</b>	<b>939</b>	<b>939</b>	<b>1,044</b>	<b>1,044</b>	<b>1,044</b>	
30% Circulation (Sqft)			251	282	282	313	313	313	
<b>Total Personnel Space</b>			<b>1,086</b>	<b>1,221</b>	<b>1,221</b>	<b>1,357</b>	<b>1,357</b>	<b>1,357</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Public Lobby	400	1	400	400	400	400	400	400	w/vending, benches
Public Restrooms	120	2	240	240	240	240	240	240	
Large Meeting Room	4,500	1	4,500	4,500	4,500	4,500	4,500	4,500	300 capacity; capability to subdivide
Meeting Room Storage	200	1	200	200	200	200	200	200	adjacent to meeting room; tables/ chair storage
Demonstration Kitchen	600	1	600	600	600	600	600	600	with seating; mirror view over prep area
Kitchen Storage	200	1	200	200	200	200	200	200	adjacent to kitchen
Soil Testing/Lab	150	1	150	150	150	150	150	150	w/frig and sink; workstations, microscopes
Conference Room	200	1	200	200	200	200	200	200	10-12 person
Master Gardener Workroom	150	1	150	150	150	150	150	150	w/workstations and meeting table
File Room/Workroom	200	1	200	200	200	200	200	200	manuals, print material, files
Copy/Workroom	100	1	100	100	100	100	100	100	copier, fax, shredder, work surface, supplies
Print Material/Display Storage	200	1	200	200	200	200	200	200	clip boards, screens, coolers, display items
Supply Storage	150	1	150	150	150	150	150	150	office supplies
Lounge/Break Room	150	1	150	150	150	150	150	150	
Staff Restrooms	50	2	100	100	100	100	100	100	
Janitor Closet	40	1	40	40	40	40	40	40	
Outdoor Storage	-	-	-	-	-	-	-	-	pesticides, farm vehicles; outbuilding/storage required
<b>Support Space Subtotal</b>	-	-	<b>7,580</b>	<b>7,580</b>	<b>7,580</b>	<b>7,580</b>	<b>7,580</b>	<b>7,580</b>	
15% Circulation (Sqft)	-	-	1,137	1,137	1,137	1,137	1,137	1,137	
<b>Total Support Space Required</b>	-	-	<b>8,717</b>	<b>8,717</b>	<b>8,717</b>	<b>8,717</b>	<b>8,717</b>	<b>8,717</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>9,803</b>	<b>9,938</b>	<b>9,938</b>	<b>10,074</b>	<b>10,074</b>	<b>10,074</b>	

**Table 5-21  
Department: SOCIAL SERVICES**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Dept. of Social Service Director	175	1	175						
Account Specialist - I	64	1	64						
Accounting Clerk - V	48	1	48						
Accounting Technician - II	64	2	128						
Administrative Officer - II	125	1	125						
Community Social Service Assist.	80	1	80						
Computer System Admin - 1	80	1	80						
Contact Center Specialist	64	1	64						
HR Placement Specialist	125	1	125						
HR Coordinator	125	1	125						
Income Maint Caseworker - II & III	100	37	3700						
Income Maintenance Invest - II	100	1	100						
Income Maintenance Admin. - I	150	1	150						
Income Maintenance Supervisor - III	125	4	500						
Office Assistance - III	80	4	320						
Personnel Technician - II	80	1	80						
Processing Assistant - III and IV	64	7	448						
Social Work Program Manager	150	1	150						
Social Worker - II and III	100	19	1900						
Social Worker Inv/A&T	100	14	1400						
SW Supervisor - II and III	125	7	875						
<b>Subtotal Net Square Feet (NSF)</b>			<b>10,637</b>						
<b>Staff Required</b>		<b>107</b>		<b>108</b>	<b>110</b>	<b>113</b>	<b>115</b>	<b>118</b>	
<b>Sqft/person</b>			99	99	99	99	99	99	
<b>Personnel Space Subtotal</b>			<b>10,637</b>	<b>10,736</b>	<b>10,935</b>	<b>11,233</b>	<b>11,432</b>	<b>11,731</b>	
30% Circulation (Sqft)			3,191	3,221	3,281	3,370	3,430	3,519	
<b>Total Personnel Space</b>			<b>13,828</b>	<b>13,957</b>	<b>14,216</b>	<b>14,604</b>	<b>14,862</b>	<b>15,250</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	750	1	750	750	750	750	750	750	seating for 50
Public Toilets	120	2	240	240	240	240	240	240	w/child changing station
Counter Area	120	1	120	120	120	120	120	120	w/ 4 stations, view into waiting
Main File Room	1,000	1	1,000	1,000	1,000	1,000	1,000	1,000	
Copy/Workroom/Scanning Station	150	5	750	750	750	750	750	750	
Personnel File	150	1	150	150	150	150	150	150	secure; locate at Administration
Supply Rooms	150	4	600	600	600	600	600	600	
Sub Waiting Area	200	2	400	400	400	400	400	400	at children/adult service; Medicaid
Intern Work Stations	36	4	144	144	144	144	144	144	
Staff Lounge	200	2	400	400	400	400	400	400	sink, frig, microwave; one adjacent to training room
Staff Toilets	120	4	480	480	480	480	480	480	
Interview Rooms	100	4	400	400	400	400	400	400	one near front lobby
Child Visitation/Soft Room	200	1	200	200	200	200	200	200	
Interview Observation Rooms	80	2	160	160	160	160	160	160	between 2 interview rooms and child visitation
Child Visitation Storage/Washer/Dryer	150	1	150	150	150	150	150	150	adjacent to child/soft room; shower
Large Conference Room	1,000	1	1,000	1,000	1,000	1,000	1,000	1,000	50 person; capability to subdivide
Training Room	1,500	1	1,500	1,500	1,500	1,500	1,500	1,500	100 person; capacity to subdivide

**Table 5-21 (continued)**

**Department: SOCIAL SERVICES**

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Small Conference/Meeting	400	2	800	800	800	800	800	800	20 person; one serves as Board Room
Training/Conference Storage	200	1	200	200	200	200	200	200	adjacent to conference/training rooms
Bulk Storage	500	1	500	500	500	500	500	500	w/shelving
Record Scanning/Inactive Records	400	1	400	400	400	400	400	400	
File Server	80	2	160	160	160	160	160	160	
Janitor/Supplies	100	1	100	100	100	100	100	100	
Mail Room	200	1	200	200	200	200	200	200	mail sorting, supplies, staff mailboxes
<b>Support Space Subtotal</b>	-	-	<b>10,804</b>	<b>10,804</b>	<b>10,804</b>	<b>10,804</b>	<b>10,804</b>	<b>10,804</b>	
30% Circulation (Sqft)	-	-	3,241	3,241	3,241	3,241	3,241	3,241	
<b>Total Support Space Required</b>	-	-	<b>14,045</b>	<b>14,045</b>	<b>14,045</b>	<b>14,045</b>	<b>14,045</b>	<b>14,045</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>27,873</b>	<b>28,003</b>	<b>28,261</b>	<b>28,649</b>	<b>28,907</b>	<b>29,295</b>	

NOTE: 4,200SF of storage at Property Management Warehouse.

**Table 5-22**

**Department: SOCIAL SERVICES**

**Division: Transportation**

Personnel Description	Area SqFt	Current Staff 2012	Subtotal NSF	Projected Staff					Remarks
				2015	2020	2025	2030	2035	
Transportation Manager	150	1	150						
Office Assistant	80	2	160						
Drivers	-	-	-						20 full and part-time drivers (see shared use areas below)
<b>Subtotal Net Square Feet (NSF)</b>			<b>310</b>						
<b>Staff Required</b>		<b>3</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	Excludes Drivers
<b>Sqft/person</b>			103	103	103	103	103	103	
<b>Personnel Space Subtotal</b>			<b>310</b>	<b>413</b>	<b>413</b>	<b>413</b>	<b>413</b>	<b>413</b>	
30% Circulation (Sqft)			93	124	124	124	124	124	
<b>Total Personnel Space</b>			<b>403</b>	<b>537</b>	<b>537</b>	<b>537</b>	<b>537</b>	<b>537</b>	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required					Remarks
				2015	2020	2025	2030	2035	
Waiting	60	1	60	60	60	60	60	60	2-4 person
Counter Area	40	1	40	40	40	40	40	40	
Copy/Work Area	80	1	80	80	80	80	80	80	
File Area	100	1	100	100	100	100	100	100	secure; at office area
Storage	100	1	100	100	100	100	100	100	
Dispatch/Driver Workroom	400	1	400	400	400	400	400	400	w/workstations, tables, chairs, mail boxes, uniform exchange area
Kitchenette/Vending Area	150	1	150	150	150	150	150	150	
Restrooms	70	2	140	140	140	140	140	140	
<b>Support Space Subtotal</b>	-	-	<b>1,070</b>	<b>1,070</b>	<b>1,070</b>	<b>1,070</b>	<b>1,070</b>	<b>1,070</b>	
25% Circulation (Sqft)	-	-	268	268	268	268	268	268	
<b>Total Support Space Required</b>	-	-	<b>1,338</b>	<b>1,338</b>	<b>1,338</b>	<b>1,338</b>	<b>1,338</b>	<b>1,338</b>	
<b>TOTAL USABLE AREA REQUIRED (Personnel &amp; Support Areas)</b>	-	-	<b>1,741</b>	<b>1,875</b>	<b>1,875</b>	<b>1,875</b>	<b>1,875</b>	<b>1,875</b>	

**PARKING REQUIREMENTS**

Table 5-23 shows the estimated parking requirements for each Department included in the study. These parking requirements are estimates of staff, visitor and assigned vehicles for each Department. The first column shows projected staff. During the interview process Department heads indicated that the majority of staff drive their own vehicle to work, so for planning purposes the projected staff numbers should guide staff parking requirements.

Visitor parking shown in the second column in Table 5-23 is an estimate of an “average” number of visitors in each Department at a given time, based on recent and projected trends in the number of visitors/clients that visit each Department. It allows for some growth in the future, and is based on the best estimate given by each Department included in the study.

The number of vehicles assigned to Departments is also shown in Table 5-23. Parking space for most of these vehicles will be needed in close proximity to the office location.

<b>Table 5-23 Estimated Parking Requirements Moore County Space Needs Assessment and Comprehensive Facilities Master Plan</b>			
<b>Departments</b>	<b>Projected Staff (2035)</b>	<b>Estimated Visitors</b>	<b>Assigned Vehicles 2012</b>
• Animal Control/Shelter	12	20	5
• Board of Elections	5	50	0
• Child Support	13	25	0
• Youth Services	3	15	2
• Wellness Works	2	2	0
• Veterans Service	4	2	0
• Soil-Water Conservation/USDA	8	2	1
• Sandhills Community Action Program	13	5	2
• Register of Deeds	11	20	0
• Public Works/Utilities	48	15	48
• Property Management/Fleet Maintenance/Pool	31	5	22
• Parks & Recreation	6	20	4
• Library - Main Branch	11	20	1
• Keep Moore Beautiful/Drug Free Moore	2	2	0
• Health Department - Clinic and Administration	48	40	7
• Department of Aging	15	150	12
• Department of Juvenile Justice	7	2	4
• Day Reporting	1	25	0
• Cooperative Extension (and large meeting room)	10	200	1
• Department of Social Services	118	50	13
• Department of Social Services - Transportation	15	5	24
<b>TOTAL PARKING</b>	<b>383</b>	<b>675</b>	<b>146</b>

**SUMMARY OF COURTHOUSE SPACE REQUIREMENTS**

In March 2010 Solutions for Local Government completed a Comprehensive Space Needs Assessment of the Moore County Courthouse. Moore County asked the Consultant team selected for this project to review the study and meet with court officials to review the space allocation that was developed in the 2010 study.

Table 5-24 presents a summary of the revised courthouse space allocation. The individual space tables for each of the court components shown in Table 5-24 are included in Appendix B. The Consultant team revised the original 2010 space allocation tables to reflect updated staffing requirements, appropriate space standards, and appropriate building planning and circulation factors. The projected space requirement of 111,263 Gross Square Feet for the Courthouse will be included in the Section VI Recommendations and Comprehensive Facilities Master Plan.

<b>Table 5-24 Summary of Courthouse Space Allocation Moore County Space Needs Assessment and Comprehensive Facilities Master Plan</b>			
<b>DEPARTMENTS</b>	<b>Recommended Space Forecast</b>		
	<b>2012</b>	<b>2020</b>	<b>2030</b>
Clerk of Court	10,743	13,504	14,851
Superior Court	6,500	11,323	12,740
District Court	18,603	24,986	30,121
Court Support	12,570	13,962	15,738
District Attorney	6,318	9,035	10,075
Guardian Ad Litem	1,014	1,170	1,170
<u>Department of Corrections</u>			
• Community Corrections, Intake, Judicial Service	5,535	6,731	8,024
<b>TOTAL</b>	<b>61,283</b>	<b>80,711</b>	<b>92,719</b>
Building Grossing Factor - 20%	12,257	16,142	18,544
<b>Grand Total - BGSF</b>	<b>73,540</b>	<b>96,853</b>	<b>111,263</b>

Source: Chinn Planning, Inc. - May 2012.

**SUMMARY OF COUNTY ADMINISTRATION BUILDING SPACE REQUIREMENTS**

Table 5-25 presents a summary of Department space allocation for the recently designed County Administration building. The building program calls for a total of 52,067 Gross Square Feet of Departmental office areas. The final design also included a basement space and other shelled areas for future growth for a total of 89,646 Building Gross Square Feet.



<b>Table 5-25</b>	
<b>Administrative Building Summary</b>	
<b>Moore County Space Needs Assessment and Comprehensive Facilities Master Plan</b>	
<b>DEPARTMENT</b>	<b>Total Net Square Feet</b>
1. Administration	2,075
2. County Attorney	3,065
3. County Commissioners	5,635
4. Environmental Health	3,195
5. Financial Services	2,740
6. Information Technology	3,515
7. Human Resources	1,755
8. Planning	5,455
9. Tax Department	7,180
10. GIS Department	1,775
11. Building Services	1,340
<b>Total Net Square Feet</b>	<b>37,730</b>
<b>Grossing Factor (38%)</b>	<b>14,337</b>
<b>Total Gross Square Feet</b>	<b>52,067</b>

*Source: LS3P Architects, April 15, 2009.*

The space standards that were utilized in the development of the building program were reviewed in Section III. The Consultant team indicated that space standards could be reduced for various categories of personnel which would reduce the overall square footage required in a new County Administration building. For planning purposes, the space allocation shown in Table 5-25 was included in the Section VI Recommendations and Comprehensive Facilities Master Plan. However, future development of County administration space should reflect revisions to office space standards.

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SECTION **VI**

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**RECOMMENDATIONS,  
COST ESTIMATES, AND  
IMPLEMENTATION SCHEDULE**

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## **INTRODUCTION**

The recommendations presented in this Section are based on the following:

1. Projected space requirements;
2. Maximum reuse of County owned facilities based on the building assessment;
3. Elimination of County expenditures for leased space;
4. Near term relocation of functions into the space that will be vacated when the Public Safety building is occupied in late 2012;
5. Collocation of Departments/functions that would enhance service delivery to citizens of Moore County;
6. Adequate site area (building and parking) for growth beyond the projected requirements in 2030-2035;
7. Eventual phase out of Central Services, Child Support, and Library facilities due to building assessments that indicate these facilities are not worth maintaining in the long term, and,
8. Cost effectiveness in long term facility development and implementation.

## **COMPARISON OF CURRENT SPACE ALLOCATION WITH FUTURE SPACE REQUIREMENTS**

### **County Departments Included in Space Needs Assessment**

Table 6-1 compares the current usable Departmental Gross Square Feet (DGSF) with the projected 2035 space requirements for each of the Departments included in the needs assessment. As Table 6-1 indicates, the County will need approximately 11,000 additional square feet of space to meet the long term space requirements of the Departments that are shown. For some Departments and functions, such as the Register of Deeds and Aging for example, the current space allocation exceeds the projected space requirements. For many of the other Departments current space allocation will be sufficient well into the future. The comparison of current square footage to projected space required provides the basis for developing facility recommendations.

**Table 6-1  
COMPARISON OF CURRENT DGSF WITH 2035 SPACE ALLOCATION  
Moore County Space Needs Assessment and Comprehensive Facilities Master Plan**

DEPARTMENTS	Current DGSF	2035 DGSF
1. Animal Control/Shelter	6,715	6,716
2. Board of Elections	4,815	5,069
3. Child Support	3,130	3,899
4. Youth Services	600	1,413
5. Wellness Works	1,800	1,313
6. Veterans Service	980	1,493
7. Soil-Water Conservation/USDA	4,320	2,518
8. Sandhills Community Action Program	2,600	3,166
9. Register of Deeds	9,650	7,242
10. Public Works/Utilities	6,120	6,400
11. Property Management/Fleet Maintenance	19,450	22,260
12. Parks & Recreation	1,500	2,361
13. Library - Main Branch	6,900	13,384
14. Keep Moore Beautiful/Drug Free Moore	600	916
15. Health Department - Clinic and Administration	13,500	17,664
16. Department of Aging	22,390	17,085
17. Department of Juvenile Justice	1,310	1,843
18. Day Reporting	600	1,750
19. Cooperative Extension (includes mtg room)	9,525	10,074
20. Department of Social Services	28,500	29,295
21. Department of Social Services - Transportation	1,420	1,875
<b>TOTAL DEPARTMENTAL GROSS SQUARE FEET</b>	<b>146,425</b>	<b>157,737</b>

Note: Health Dept. SF excludes trailer.

### **County Administration Space Requirements**

The projected space requirement for Departments in the recently designed County Administration facility is 52,100 Building Gross Square Feet (BGSF). Currently the administrative functions of County government are located in various facilities and locations in the County, and ideally these functions would be collocated. This would enhance service delivery and foster better communication and coordination among the administrative Departments. In addition, administrative functions located in the Central Services building should be relocated because the building is not recommended for long term use, which was indicated in the building assessment Section of this report. The Historic Courthouse, which houses some County administrative functions, is not adequately sized or configured to house all of the County administrative Departments.

### **Courthouse Space Requirements**

The projected space requirement for Court functions is 111,260 BGSF. The current Court Facility building is 48,200 BGSF, which leaves a shortfall of approximately 63,000 BGSF. The assessment of the existing Court Facility building indicated a number of problems with long term use of the facility for court, including problems with circulation, security, site limitations including inadequate area for future expansion, handicap access, and inadequate square footage to meet long term space requirements. Although the building is not capable of accommodating either the current or projected needs of the Court, it is structurally sound and can be considered for other County uses.

The projected space requirement for a new Judicial Center can be reduced by locating only the Intake function of Probation and Parole with other court functions, and locating the remaining office and support space for Probation and Parole at a site other than the court facility. A court building is expensive to construct, and space that is needed for Probation and Parole can be located in less costly office space. In addition, the parking demand and client access requirements can be reduced without diminishing court process and functions. A total of 105,000 BGSF would be required to meet the long term space needs of all court functions if only the Intake component of Probation and Parole were included in a new Judicial Center.

### **SHORT TERM RECOMMENDATIONS**

When the Sheriff's Department vacates the Court Facility and relocates to the new Public Safety building approximately 7,600 square feet of usable space will be available in the existing Court Facility. All of the court functions are inadequately sized and configured in the existing Court Facility. The space made available when the Sheriff's Department vacates the building is not adequate to address the short term or long term needs of any of the components of the Courts currently located in the building.

The recommendation for the vacated space in the Court Facility is to do a minimal renovation and relocate the District Attorney's office into the space. This would eliminate the lease the County is currently paying for the District Attorney's space, which is approximately \$100,000 per year. The leased space is approximately 6,800 square feet, so the vacated space will be adequate to house the District Attorney's office at least in the short term. In addition, the move to the current Court Facility would only be required until a new Judicial Center is constructed at which time the District Attorney's office would relocate to the new building.

When the Public Safety functions move out of the Currie building and relocate to the new Public Safety building, 4,520 square feet of usable square feet will be available. The other tenants currently in the Currie building are Juvenile Justice, SCAP, and Guardian Ad Litem.

In order to eliminate the lease the County is currently paying for Probation and Parole space, the Consultant recommends that the Department of Probation and Parole move to the Currie building, with the exception of the Intake function which is currently located in the Court Facility. In order for this to occur, the Guardian Ad Litem, Department of Juvenile Justice and SCAP would have to vacate the building. The Property Management Annex building is currently not occupied and is recommended to be the short term and long term location for Juvenile Justice and SCAP. The two offices associated with the Guardian Ad Litem could relocate to the vacated space in the Court Facility building in space adjacent to the District Attorney's office.

These near term recommendations could be accomplished within a year, and would eliminate lease payments for Probation and Parole and the District Attorney's office that the County is currently paying.

An alternative short term solution would be to relocate the Clerk of Court from the current first floor location to the area vacated by the Sheriff's Department. The Guardian Ad Litem could also relocate to this area. The roughly 5,000 DGSF vacated by the Clerk of Court on the first floor could be renovated for a new courtroom and court support space. This would mean that the \$100,000 annual lease payment for the District Attorney's office would continue. This alternative option allows the County to delay a decision to construct a new Judicial Center. The down side of this option is that a new Judicial Center will be necessary in the future, and the money spent on renovating the existing court facility to do a temporary "fix" by moving the Clerk of Court and adding one courtroom does not address all of the functional and space problems associated with existing Court facility. The County would end up spending this money for a temporary fix, and then spend money to develop the appropriate space for a new Judicial Center.

## **LONG TERM VISION**

The long term vision for collocating various functions of government for Moore County is shown below.

1. Downtown Location:
  - Public Safety
  - Courts
  - County Administration
  
2. Carriage Oaks:
  - Human Services
    - Department of Social Services, Child Support, Youth Services, Wellness Works, and Veterans Services
    - No Future Expansion Required at Carriage Oaks
  
3. County Annex:
  - County Support Functions
    - Board of Elections, Cooperative Extension, Soil-Water Conservation, Sandhills Community Action, Property Management, Health Department, and Department of Juvenile Justice.
  - Future Expansion As Needed

This vision for the future grouping and location of government services is based on an understanding of government operations and services that need to be collocated; projection of future space requirements; assessment of existing facilities and their long term use potential, and the site and area needed for parking. Based on this vision, long term recommendations for meeting the space needs of county functions are presented below.

## **LONG TERM RECOMMENDATIONS**

### **1. Construct New Judicial Center**

- a. Current Court Facility is not adequate to meet the long term space needs of the Court
- b. 105,000 Building Gross Feet is required (assumes only Probation Intake located in new building)
- c. Site location for New Judicial Center should be in close proximity to Public Safety building

### **2. Renovate Existing Court Facility for County Administration facility**

- a. Extensive building renovation would result in 37,200 DGSF of available space
- b. The 2009 design included 37,730 NSF of space for County Administration functions
- c. Some reductions in programmed areas (office size) will reduce space requirements
- d. Meeting space in the existing Historic Courthouse could still be utilized to offset any space shortfall in the Court Facility when it becomes a County Administration facility (directly adjacent buildings)

### **3. SCAP and Juvenile Justice vacate Currie Building and Move to Property Management Annex**

- a. Existing Facility is 3,650 DGSF
- b. Space projected for these Departments is 5,000 DGSF
- c. Space requirements can be reduced by sharing waiting, counter, conference, break area, restrooms that were included in each space allocation table
- d. Building can also be expanded if necessary

### **4. Probation and Parole (excluding Intake) Relocates to Currie Building**

- a. Existing Facility is 8,790 DGSF
- b. Space projected for Probation and Parole (excluding Intake) is 7,000 DGSF

### **5. Youth Services, Child Support and Veterans Services Move to Carriage Oaks and Wellness Works and Department of Social Services Remain at Current Location at Carriage Oaks**

- a. Existing Facility is 7,700 DGSF
- b. Space projected for these Departments is 8,100 DGSF
- c. Carriage Oaks becomes County social service "campus" for the County
- d. These moves can't take place until Planning and Environmental Health move out of Carriage Oaks to the Administration building (Renovated Court Facility)
- e. No additional land will be needed for government functions at the Carriage Oaks location

### **6. Transportation Remains at Ayers Building**

### **7. Day Reporting Stays at Current Location**

- a. Program expansion available if the program is renewed
- b. Mixing of youth and adult population problem solved by relocating Youth Service

### **8. Expand Surface Parking at Senior Center for up to 100 spaces**

### **9. Historic Courthouse Vacated when Existing Court Facility Renovation is Complete**

- a. Optional Uses for Historic Courthouse-Historical Society or Museum offices, Non-Profit Agency office space, conference center, Keep Moore Beautiful/Drug Free Moore

- b. Commissioners large meeting room in Historic Courthouse continues to be used as large meeting room, which would reduce the amount of space required in renovated Courthouse building for County Administration

**10. Construct New Parks and Recreation Administration Building**

- a. Locate at County Park
- b. 2,800 Building Gross Square Feet required

**11. Renovation/Expansion at Health Center**

- a. Eliminate trailer, renovate and expand existing building for Public Health Preparedness
- b. Determine SF for expansion after renovation plan is developed

**12. Construct New Library Facility**

- a. Relocate to allow site to be used for parking for Court and County Administration
- b. Assumes 60,000 stacks and audiovisual materials
- c. 16,200 BGSF required

Table 6-2 presents a summary of the recommended location for each of the Departments listed above. A new Judicial Center should be located in proximity to the Public Safety building and County Administration will be consolidated at the renovated Courthouse building.

Table 6-2 RECOMMENDATIONS BY DEPARTMENT Moore County Space Needs Assessment and Comprehensive Facilities Master Plan			
DEPARTMENTS	Current DGFSF	2035 DGFSF	Recommended Location
1. Animal Control/Shelter	6,715	6,716	stay in current location
2. Board of Elections	4,815	5,069	stay in current location
3. Child Support	3,130	3,899	move to Carriage Oaks
4. Youth Services	600	1,413	move to Carriage Oaks
5. Wellness Works	1,800	1,313	stay at Carriage Oaks
6. Veterans Service	980	1,493	move to Carriage Oaks
7. Soil-Water Conservation/USDA	4,320	2,518	stay in current location
8. Sandhills Community Action Program	2,600	3,166	move to Property Management Annex
9. Register of Deeds	9,650	7,242	stay in current location
10. Public Works/Utilities	6,120	6,400	stay in current location
11. Property Management/Fleet Maintenance	19,450	22,260	stay in current location
12. Parks & Recreation	1,500	2,361	new Administration Building at Park
13. Library - Main Branch	6,900	13,384	new building
14. Keep Moore Beautiful/Drug Free Moore	600	916	stay in current location or move to Historic Courthouse
15. Health Department - Clinic and Administration	13,500	17,664	Renovation/Expansion (Eliminate Trailer)
16. Department of Aging	22,390	17,085	stay in current location; expand paved parking area
17. Department of Juvenile Justice	1,310	1,843	move to Property Management Annex
18. Day Reporting	600	1,750	stay in current location
19. Cooperative Extension (includes mtg room)	9,525	10,074	stay in current location
20. Department of Social Services	28,500	29,295	stay in current location at Carriage Oaks
21. Department of Social Services - Transportation	1,420	1,875	stay in Ayers Building
<b>TOTAL DEPARTMENTAL GROSS SQUARE FEET</b>	<b>146,425</b>	<b>157,737</b>	

Note: Health Dept. SF excludes trailer



**ESTIMATED COSTS**

Table 6-3 presents a cost estimate for each of the recommendations outlined above.

Estimated costs for construction have been developed for each project. Renovation costs include demolition, interior construction, plumbing, mechanical and electrical system improvements plus handicap accessibility improvements. New construction costs include site development, structure, exterior envelope, interior construction, plumbing, mechanical and electrical systems plus contingency. Parking lot costs include grading, drainage, paving, striping, landscaping, lighting, curb and gutter.

Project Budget includes the construction cost plus project related costs such as professional fees, expenses, and FF+E (furniture & equipment). The Project Budget for each project is determined by multiplying the estimated construction cost times a Factor, which varies from 1.1 to 1.2 depending on the extent anticipated for each project.

Table 6-3 Projected Cost for Master Plan Recommendations Moore County Space Needs Assessment and Comprehensive Facilities Master Plan						
Project	Area	\$/sf	Construction	Factor	Project Budget	Remarks
Court Facility Renovation I (Sheriff) - DA & GAL	7,600	\$ 30	\$ 228,000	1.15	\$ 262,200	minimal demo & upfit - 4 year use
New Judicial Center	105,000	\$ 200	\$ 21,000,000	1.20	\$ 25,200,000	new building/site development/FF+E
Court Facility Renovation II - County Administration	48,200	\$ 85	\$ 4,097,000	1.20	\$ 4,916,400	demo/upfit/ADA/MEPFP/FF+E
Property Management Annex Renovation - SCAP & DJJ	4,200	\$ 50	\$ 210,000	1.15	\$ 241,500	demo/upfit/site work
Currie Building Renovation - Probation/Parole	13,440	\$ 85	\$ 1,142,400	1.15	\$ 1,313,760	demo/upfit/ADA/MEPFP/exterior
Carriage Oaks Renovation - Youth/Child Support/Veterans	5,900	\$ 50	\$ 295,000	1.15	\$ 339,250	demo/upfit
Ayers Renovation - Transportation	1,960	\$ 50	\$ 98,000	1.15	\$ 112,700	demo/upfit
Historic Courthouse Renovation	31,200	\$ 75	\$ 2,340,000	1.15	\$ 2,691,000	minimal demo/ADA/MEPFP
New Parks & Recreation Administration Building	2,800	\$ 120	\$ 336,000	1.20	\$ 403,200	new building/FF+E
Health Center Expansion	5,000	\$ 175	\$ 875,000	1.15	\$ 1,006,250	new addition
New Library	16,000	\$ 145	\$ 2,320,000	1.20	\$ 2,784,000	new building/site development/FF+E
Central Services - Demolish	5,830	\$ 5	\$ 29,150	1.10	\$ 32,065	site can provide 80 parking spaces
Child Support - Demolish	3,710	\$ 5	\$ 18,550	1.10	\$ 20,405	site can provide 80 parking spaces
New 160 Space Parking Lot			\$ 320,000	1.10	\$ 352,000	curb, gutter, landscape, lighting, storm water
Library - Demolish	7,735	\$ 8	\$ 61,880	1.10	\$ 68,068	site can provide 120 parking spaces
New 120 Space Parking Lot			\$ 240,000	1.10	\$ 264,000	curb, gutter, landscape, lighting, storm water
New 100 space parking lot at Senior Center			\$ 400,000	1.10	\$ 440,000	curb, gutter, landscape, lighting, storm water
<b>TOTAL</b>			<b>\$ 34,010,980</b>		<b>\$ 40,446,798</b>	

**IMPLEMENTATION SCHEDULE**

Figure 6-1 illustrates the sequencing necessary to implement all of the recommendations presented in this report **over a 10 to 12 year timeframe**.

Timeframes include planning, programming, design, bidding, construction and occupancy. Where there is a critical path sequence, arrows show when the completion of one project leads to the initiation of the next project. Projects that are neither on a critical path nor inter-related with other projects are shown on the timeline based on priority or urgency of need.

**Figure 6-1  
Moore County Comprehensive Facilities Master  
Plan Recommendations – Project Sequencing**

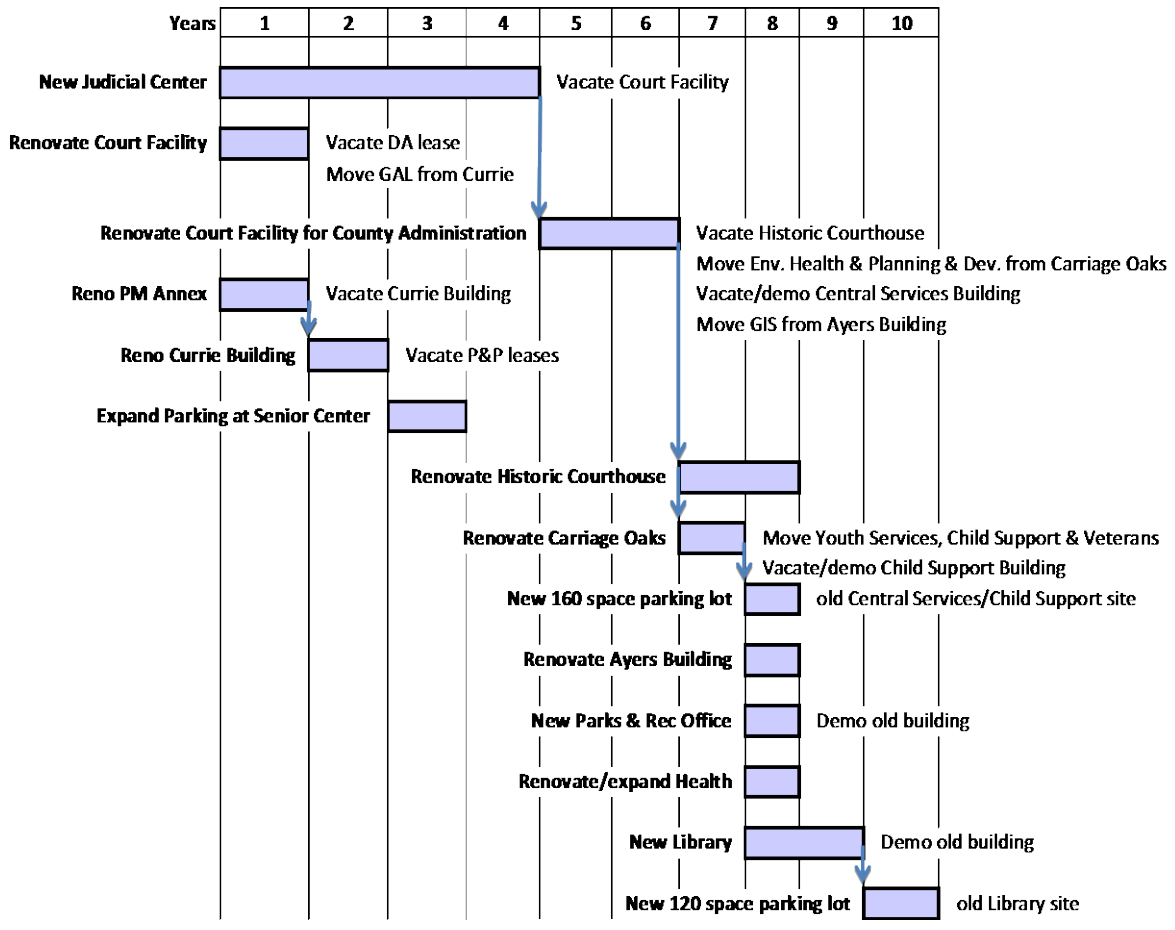
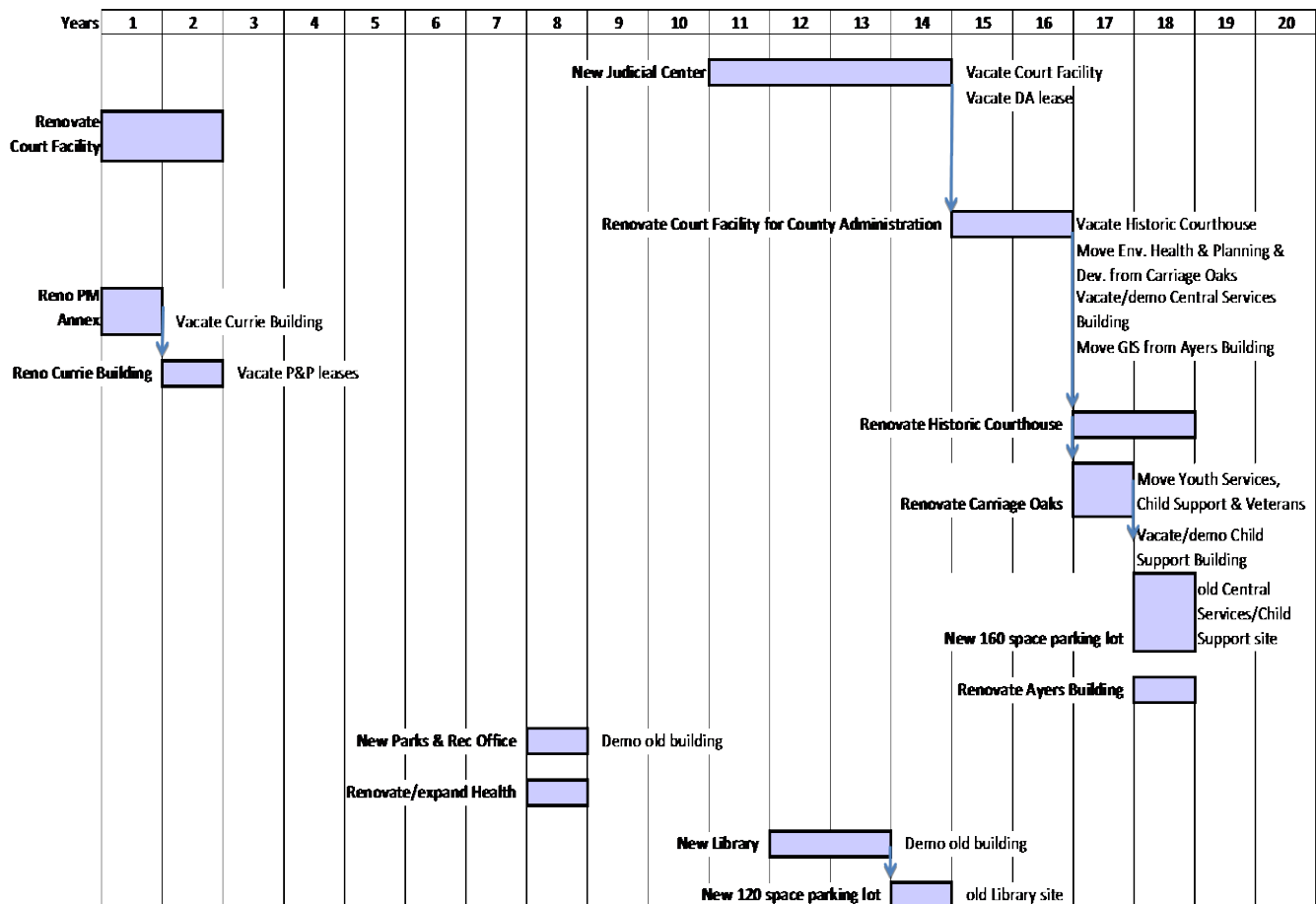


Figure 6-2 illustrates the sequencing for completing the long term recommendations **over a 20 to 22 year timeframe** versus a 10 to 12 year time frame shown in Figure 6-1. This assumes implementation of the alternative short term recommendation to move the Clerk of Court into the space vacated by the Sheriff, and renovation of the existing Clerk of Court space to develop one additional courtroom in the existing court facility. The sequencing shown in Figure 6-2 still calls for the development of a new Judicial Center in Moore County, but the planning for a new facility is delayed by ten years.

**Figure 6-2  
Moore County Comprehensive Facilities Master Plan  
Alternate Recommendations – Project Sequencing**



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APPENDIX **A**

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**PROJECT INTERVIEW AND  
MEETING SCHEDULE**

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**PROJECT INTERVIEW AND MEETING SCHEDULE**

<b>INTERVIEW/MEETING SCHEDULE</b>		
<b>Wednesday, May 9th</b>		
<b>Interviews</b>		
10:30am	Mike Dunn	DOC Probation and Parole
11:30am	Susan Hicks	Clerk of Court
	Judge Webb	Superior Court Judge
1:30pm	Terri Prots	Director, Aging
<b>Monday, May 14th</b>		
<b>Interviews</b>		
1:00pm	Judge Maness	Conference call (910)722-5012
<b>Friday, May 18th</b>		
<b>Interviews</b>		
9:30am	Linda Gore	Cooperative Extension
10:00am	Jonathon Russell	Soil and Water Conservation
10:30am	Kevin Williams	USDA-NRCS
11:00am	Robert Wittman	Health Department
12:00 Noon	Robert Wittman	
12:45pm	Joan Neal	Keep Moore County Beautiful
1:00pm	Rich Smith	Property Management
2:00pm	Glenda Clendenin	Elections
3:00pm	Jim Pedersen	Veteran's
3:30pm	Alice Thomas	Main Library
<b>Tuesday, May 22nd</b>		
<b>Interviews</b>		
cancelled	Lynn Dodge	Guardian Ad Litem
10:30am	Judy Martin	Register of Deeds
11:30am	Janet Parris	Child Support, Day Report, Juvenile
12:30am	Janet Parris	
1:00pm	Maureen Krueger	District Attorney
2:00pm	Nina Walker	SCAP
3:00pm	Randy Gould	Public Works/Utilities
3:45pm	Robert Wittman	Animal Control
4:15pm	Billy Ransom	Parks and Recreation
<b>Tuesday, May 29th</b>		
<b>Interviews</b>		
cancelled	Lynn Dodge	Guardian Ad Litem
10:00am	Emily Coltrain	Department of Juvenile Justice
10:30am	John Barton	Department of Social Services
<b>Date</b>		
<b>Project Advisory Committee Meetings</b>		
May 4th - 2:00pm	Kick-Off Meeting	
May 29th - 2:00pm	Space Courthouse Analysis	
June 12th -1:00pm	Personnel Projections, Space Standards and Building Assessment	
June 26th - 9:30am	Space Projections and Preliminary Development Options	
July 12th - 10:30am	Recommendations, Cost Estimates, and Schedule	
July 17th - 6:00pm	Presentation to Moore County Commissioners	

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APPENDIX **B**

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**COURTHOUSE  
SPACE ALLOCATION**

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COURTHOUSE ANALYSIS

Space Forecast from 2010 Moore County Courthouse Space Needs Assessment

Table 1 Summary of Moore County Court Space Needs Assessment - 2010					
DEPARTMENTS	DGSF				
	Current Space	2010 Need	Current Deficit	Additional 20-Yr. Need	Total 2030 Need
Clerk of Court	8,034	13,099	5,065	4,502	17,601
DOC/Community Services	882	2,519	1,637	874	3,393
District Attorney	4,396	6,532	2,136	3,370	9,902
District Court	7,646	17,871	10,225	11,736	29,607
Superior Court	5,903	6,066	163	5,836	11,901
Court Support	2,652	10,431	7,779	1,357	11,788
Courthouse Building Support	8,901	9,298	397	3,760	13,058
<b>Total DGSF</b>	<b>38,414</b>	<b>65,816</b>	<b>27,401</b>	<b>31,434</b>	<b>97,250</b>
Building Grossing Factor - 20%	-	13,163	-	-	19,450
<b>Grand Total - BGSF</b>	<b>-</b>	<b>78,980</b>	<b>-</b>	<b>-</b>	<b>116,700</b>

Source: Solutions for Local Government, Inc. - March 2010.

SPACE PROGRAM REVIEW

Revisions to the 2010 Court House Study

- Guardian Ad Litem Added
- Space Standards Reduced
- Private Office Space Reduced
- Future Growth Assumptions Reduced
- Circulation Factor increased to 30% (except Court Support/Lobby at 20%)

Table 2 Summary of Court Personnel and Space Forecast Moore County Space Needs Assessment			
DEPARTMENTS	Recommended Space Forecast		
	2012	2020	2030
Clerk of Court	10,743	13,504	14,851
Superior Court	6,500	11,323	12,740
District Court	18,603	24,986	30,121
Court Support	12,570	13,962	15,738
District Attorney	6,318	9,035	10,075
Guardian Ad Litem	1,014	1,170	1,170
<u>Department of Corrections</u>			
• Community Corrections, Intake, Judicial Service	5,535	6,731	8,024
<b>TOTAL</b>	<b>61,283</b>	<b>80,711</b>	<b>92,719</b>
Building Grossing Factor - 20%	12,257	16,142	18,544
<b>Grand Total - BGSF</b>	<b>73,540</b>	<b>96,853</b>	<b>111,263</b>

Source: Chinn Planning, Inc. - May 2012.

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
AND COMPREHENSIVE FACILITIES MASTER PLAN**

**APPENDIX B  
COURTHOUSE SPACE ALLOCATION**

Table 3 Department: CLERK OF COURT										
Personnel	Net	Current	Subtotal NSF	Additional Staff Requested						Remarks
				2020			2030			
				# Pers/ Spaces	NSF	Subtotal	# Pers/ Spaces	NSF	Subtotal	
Description	SqFt	Personnel	2012							
Clerk of Court	250	1	250							
Assistant Clerk of Court	120	5	600	3	120	360	1	120	120	
Deputy Clerk	48	23	1,104	3	48	144	2	48	96	
<b>Subtotal - Personnel NSF</b>		<b>29</b>	<b>1,954</b>	<b>6</b>	<b>-</b>	<b>504</b>	<b>3</b>	<b>-</b>	<b>216</b>	
Support Area/Equip.										
Description	Net	# of	Subtotal NSF	Additional Future NSF Requested						Remarks
				2020			2030			
				# of Spaces	NSF	Subtotal	# of Spaces	NSF	Subtotal	
Description	SqFt	Spaces	2012							
<b>Public Entry &amp; Queuing</b>										
Waiting Area	500	1	500	1	120	120	1	60	60	30-40 persons, with public workstations
Counter Area/ Work Stations	160	1	160	1	30	30	1	30	30	4-6 workstations at counter-view into waiting
<b>Subtotal - NSF</b>		<b>2</b>	<b>660</b>			<b>150</b>			<b>90</b>	
<b>Bookkeeping &amp; Cashiering</b>										
Meeting Room	150	1	150							shared use
Auditors	120	1	120							
Copy/Work Room	150	1	150							
Records/Book Shelving	100	1	100	1	80	80	1	80	80	
General Storage	100	1	100	1	80	80	1	60	60	
Safe/Money Room/Vault	125	1	125							
<b>Subtotal - NSF</b>		<b>6</b>	<b>745</b>			<b>160</b>			<b>140</b>	
<b>Estates</b>										
Subwaiting	150	1	150							10 person; public access
Meeting	150	1	150							
Accessible Files	200	1	200	1	160	160	1	120	120	shared use
Secure File Storage	100	1	100	1	100	100	1	100	100	
Copy/Work Room	150	1	150							
General Storage	100	1	100							
<b>Subtotal - NSF</b>		<b>6</b>	<b>850</b>			<b>260</b>			<b>220</b>	
<b>Criminal</b>										
Accessible Files	800	1	800	1	300	300	1	100	100	shared with civil
Copy/Work Room	150	1	150							
Storage-Evidence	175	1	175	1	125	125				
General Storage	100	1	100							
<b>Subtotal - NSF</b>		<b>4</b>	<b>1225</b>			<b>425</b>			<b>100</b>	
<b>Civil</b>										
Accessible Files	800	1	800	1	300	300	1	100	100	shared with criminal consolidate in one area?
Copy/Work Room										
Storage-Evidence	125	1	125	1	75	75				
General Storage	100	1	100							
<b>Subtotal - NSF</b>		<b>3</b>	<b>1025</b>			<b>375</b>			<b>100</b>	
<b>Juvenile</b>										
Accessible Files	200	1	200	1	200	200	1	120	120	shared use
Copy/Work Room										
General Storage	100	1	100							
<b>Subtotal - NSF</b>		<b>2</b>	<b>300</b>			<b>200</b>			<b>120</b>	
<b>Administrative Staff Support</b>										
Staff Entrance	80	1	80							
Coat Room	40	1	40							
Break Area	225	1	225							
Restrooms	135	2	270							
Supplies & Forms	150	1	150	1	50	50	1	50	50	
Janitor Closet	40	1	40							
Conference/Sm. Hearing Room	500	1	500							
Restroom (Visitor)	60	2	120							
IT/ Server Room	80	1	80							
<b>Subtotal - NSF</b>		<b>11</b>	<b>1505</b>			<b>50</b>			<b>50</b>	
Total Support Space	-	-	6,310			1,620			820	
Total Personnel & Support Areas			8,264			10,388			11,424	
30% Circulation (Sqft)	-	-	2,479			3,116			3,427	
<b>TOTAL DEPARTMENT GROSS SF</b>	-	-	<b>10,743</b>			<b>13,504</b>			<b>14,851</b>	



**MOORE COUNTY SPACE NEEDS ASSESSMENT  
AND COMPREHENSIVE FACILITIES MASTER PLAN**

**APPENDIX B  
COURTHOUSE SPACE ALLOCATION**

**Table 4**

**Department: SUPERIOR COURT**

Personnel	Net	Current	Subtotal NSF	Additional Staff Requested						Remarks
				2020			2030			
				# Pers/ Spaces	NSF	Subtotal	# Pers/ Spaces	NSF	Subtotal	
Description	SqFt	Personnel	2012							
Chief Resident Superior Court Judge	350	1	350							
Resident Superior Court Judge				1	350	350				
Visiting Superior Court Judge	250	1	250	1	250	250				
Judicial Assistant	100	2	200							
<b>Subtotal - Personnel NSF</b>		<b>4</b>	<b>800</b>	<b>2</b>	<b>-</b>	<b>600</b>				
Support Area/Equip.	Net	# of	Subtotal NSF	Additional Future NSF Requested						Remarks
				2020			2030			
				# of Spaces	NSF	Subtotal	# of Spaces	NSF	Subtotal	
Description	SqFt	Spaces	2012							
<b>Courtrooms</b>										
Courtroom	1650	1	1650	1	1650	1650				
Entry Vestibule	80	1	80	1	80	80				
Attorney/Client Meeting Room	100	2	200	2	100	200				
Public Waiting	500	1	500	1	500	500				50 capacity outside courtroom
Deliberation/Meeting Room	350	1	350	1	350	350				14 person capacity
Restrooms	75	2	150	2	75	150				
Equipment Room	80	1	80	1	80	80				
Evidence Room	100	1	100	1	100	100				included in Clerk space?
<b>Subtotal - NSF</b>		<b>10</b>	<b>3110</b>			<b>3110</b>				
<b>Judges Chambers (per 2 Judges)</b>										
Entry/Seating	90	1	90				1	90	90	6 person
Library/Conference	350	1	350				1	350	350	
Restroom	75	2	150				2	75	150	
Service Counter	40	1	40				1	40	40	
Copy Room & Supplies	100	1	100				1	100	100	
Clerk/Court Reporter Work Room	100	2	200				2	100	200	
Bailiff Scheduling/Work Area	80	2	160				2	80	160	
<b>Subtotal - NSF</b>		<b>10</b>	<b>1090</b>						<b>1090</b>	
<b>Total Support Space</b>	-	-	<b>4,200</b>			<b>3,110</b>			<b>1,090</b>	
<b>Total Personnel &amp; Support Areas</b>			<b>5,000</b>			<b>8,710</b>			<b>9,800</b>	
<b>30% Circulation (Sqft)</b>	-	-	<b>1,500</b>			<b>2,613</b>			<b>2,940</b>	
<b>TOTAL DEPARTMENT GROSS SF</b>	-	-	<b>6,500</b>			<b>11,323</b>			<b>12,740</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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**APPENDIX B  
COURTHOUSE SPACE ALLOCATION**

<b>Table 5</b>										
<b>Department: DISTRICT COURT</b>										
Personnel	Net	Current	Subtotal NSF	Additional Staff Requested						Remarks
				2020			2030			
				# Pers/ Spaces	NSF	Subtotal	# Pers/ Spaces	NSF	Subtotal	
Description	SqFt	Personnel	2012							
Chief District Court Judge				1	350	350				
Resident District Court Judge	350	2	700	1	350	350	1	350	350	
Visiting District Court Judge	250	2	500							
Judicial Assistant	100	1	100	1	100	100	1	100	100	
Family Court Administrator				1	140	140				
Family Court Coordinator	120	1	120				1	120	120	
Custody/Visitation Mediator	100	1	100				1	100	100	
<b>Subtotal - Personnel NSF</b>		<b>7</b>	<b>1,520</b>	<b>4</b>	<b>-</b>	<b>940</b>	<b>4</b>	<b>-</b>	<b>670</b>	
Support Area/Equip.	Net	# of	Subtotal NSF	Additional Future NSF Requested						Remarks
				2020			2030			
				# of Spaces	NSF	Subtotal	# of Spaces	NSF	Subtotal	
Description	SqFt	Spaces	2012							
<b>COURTROOMS</b>										
Administrative/Traffic Court	2400	1	2400							
Entry Vestibule	100	1	100							
Attorney/Client Meeting Room	100	2	200							
Public Waiting	500	1	500							50 capacity outside courtroom
Deliberation/Meeting Room	350	1	350							
Restrooms	60	2	120							
Equipment Storage	80	1	80							
Evidence Storage	100	1	100							
<b>Subtotal - NSF</b>		<b>10</b>	<b>3850</b>							
<b>Civil/Juvenile Court</b>										
Civil/Juvenile Court	1650	1	1650	1	1650	1650				
Entry Vestibule	80	1	80	1	80	80				
Attorney/Client Meeting Room	100	2	200	4	100	400				
Public Waiting	500	1	500	1	500	500				50 capacity outside courtroom
Deliberation/Meeting Room	350	1	350	1	350	350				
Restrooms	60	2	120	2	60	120				
Equipment Storage	80	1	80	1	80	80				
Evidence Storage	100	1	100	1	100	100				
<b>Subtotal - NSF</b>		<b>10</b>	<b>3080</b>			<b>3280</b>				
<b>Criminal Court</b>										
Criminal Court	1650	1	1650				1	1650	1650	
Entry Vestibule	80	1	80				1	80	80	
Attorney/Client Meeting Room	100	2	200				4	100	400	
Public Waiting	500	1	500				1	500	500	50 capacity outside courtroom
Deliberation/Meeting Room	350	1	350				1	350	350	
Restrooms	60	2	120				2	60	120	
Equipment Storage	80	1	80				1	80	80	
Evidence Storage	100	1	100				1	100	100	
<b>Subtotal - NSF</b>		<b>10</b>	<b>3080</b>						<b>3280</b>	
<b>Resident Judges Chambers (2/Judges)</b>										
Entry/Seating	90	1	90	90	1	90				
Library/Conference	350	1	350	350	1	350				
Restroom	75	2	150	75	2	150				
Service Counter	40	1	40							
Copy/Work Room	100	1	100	100	1	100				
<b>Subtotal - NSF</b>		<b>6</b>	<b>730</b>			<b>690</b>				
<b>Visiting/Judges Chambers (2/Judges)</b>										
Entry/Seating	120	1	120							
Library/Conference	350	1	350							
Restroom	75	2	150							
Service Counter	40	1	40							
Copy/Work Room	100	1	100							
<b>Subtotal - NSF</b>		<b>6</b>	<b>760</b>							
<b>Court Support</b>										
Entry/Seating	150	1	150							10 person
Small Meeting Room	160	1	160							
Arbitration-Meeting Room	400	1	400							20 person
Arbitration/Mediation-Breakout Rooms	120	4	480							
Copy/Work/Storage	100	1	100							
<b>Subtotal - NSF</b>		<b>8</b>	<b>1290</b>							
<b>Total Support Space</b>	-	-	<b>12,790</b>			<b>3,970</b>			<b>3,280</b>	
<b>Total Personnel &amp; Support Areas</b>			<b>14,310</b>			<b>19,220</b>			<b>23,170</b>	
<b>30% Circulation (Sqft)</b>	-	-	<b>4,293</b>			<b>5,766</b>			<b>6,951</b>	
<b>TOTAL DEPARTMENT GROSS SF</b>	-	-	<b>18,603</b>			<b>24,986</b>			<b>30,121</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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**APPENDIX B  
COURTHOUSE SPACE ALLOCATION**

Table 6 Department: COURT SUPPORT										
Support Area/Equip. Description	Net SqFt	# of Spaces	Subtotal NSF 2012	Additional Future NSF Requested						Remarks
				2020			2030			
				# of Spaces	NSF	Subtotal	# of Spaces	NSF	Subtotal	
<b>Jury Assembly</b>										
Check-In	180	1	180							12 person
Coat Room	80	1	80							
Assembly/Orientation	1250	1	1250							125 capacity
Restrooms	75	2	150							
Vending/Break	200	1	200							
Selected & Waiting	200	1	200				1	1000	1000	
<b>Subtotal - NSF</b>		<b>7</b>	<b>2060</b>						<b>1000</b>	
<b>Grand Jury</b>										
Reception/Bailiff	80	1	80							
Witness Waiting	150	1	150							
Attorney Conference	150	1	150							
Security/Entry Vestibule	80	1	80							
Hearing Room	720	1	720							
Evidence	80	1	80							
Break Area	150	1	150							
Restrooms	75	2	150							
<b>Subtotal - NSF</b>		<b>9</b>	<b>1560</b>							
<b>Inmate Holding</b>										
Vehicle Sallyport	600	1	600							
<b>Central Holding</b>										
> Group	160	2	320	1	160	160				
> Individual	60	4	240	2	60	120				
> Control Station	80	1	80							
> Officer Restroom	60	1	60							
> Service Counter	30	1	30							
> Security Vestibule	80	1	80							
<b>Remote Holding-at Courtrooms</b>										
> Group	160	2	320	1	160	160	1	160	160	
> Individual	60	4	240	2	60	120	2	60	120	
> Control Station	60	1	60							
> Security Vestibule	60	1	60							
> Visiting Booths	35	3	105							
<b>Subtotal - NSF</b>		<b>22</b>	<b>2195</b>			<b>560</b>			<b>280</b>	
<b>Attorney Lounge</b>										
Lounge	400	1	400							w/restroom
<b>Subtotal - NSF</b>		<b>1</b>	<b>400</b>							
<b>Law Enforcement Waiting</b>										
Waiting	150	1	150							w/restroom
<b>Subtotal - NSF</b>		<b>1</b>	<b>150</b>							
<b>Public Lobby/Building Support</b>										
Public Lobby/Waiting	2000	1	2000							
Public Restrooms	150	2	300							
Food/Vending Services	150	1	150							
Service Delivery/Receiving	150	1	150							
General Storage	1000	1	1000	1	600	600	1	200	200	
Janitorial & Maintenance	200	1	200							
<b>Security Station</b>										
Security Room	150	1	150							
Officer Restroom	60	1	60							
Equipment Room	100	1	100							
<b>Subtotal - NSF</b>		<b>10</b>	<b>4110</b>			<b>600</b>			<b>200</b>	
<b>Total Support Space</b>			<b>10,475</b>			<b>11,635</b>			<b>13,115</b>	
<b>20% Circulation (Sqft)</b>			<b>2,095</b>			<b>2,327</b>			<b>2,623</b>	
<b>TOTAL DEPARTMENT GROSS SF</b>			<b>12,570</b>			<b>13,962</b>			<b>15,738</b>	

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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**APPENDIX B  
COURTHOUSE SPACE ALLOCATION**

**Table 7**  
**Department: DISTRICT ATTORNEY**

Personnel	Net	Current	Subtotal NSF	Additional Staff Requested						Remarks			
				SqFt	Personnel	2012	2020				2030		
							# Pers/ Spaces	NSF	Subtotal		# Pers/ Spaces	NSF	Subtotal
District Attorney	250	1	250										
Assistant District Attorney	140	5	700	8	140	1,120	2	140	280				
Legal Assistants	100	2	200	4	100	400	2	100	200				
Investigator	100	2	200	1.5	100	150	1	100	100		one resource position		
Administrative Support	80	2	160	1	80	80					one resource position		
<b>Subtotal - Personnel NSF</b>		<b>12</b>	<b>1,510</b>	<b>14.5</b>	<b>-</b>	<b>1,750</b>	<b>5</b>	<b>-</b>	<b>580</b>				

Support Area/Equip.	Net	# of	Subtotal NSF	Additional Future NSF Requested						Remarks			
				SqFt	Spaces	2012	2020				2030		
							# of Spaces	NSF	Subtotal		# of Spaces	NSF	Subtotal
<b>Public Lobby &amp; Reception</b>													
Entry/Reception	225	1	225	1	120	120	1	100	100		15 person at waiting		
Public Counter/Window	40	1	40										
Public Restrooms	75	2	150										
Interview Room	100	2	200										
<b>Subtotal - NSF</b>		<b>6</b>	<b>615</b>			<b>120</b>			<b>100</b>				
<b>Victim Witness Entry/Waiting</b>													
Victim Witness Entry/Waiting	90	1	90								6 person		
Public Restroom	50	1	50										
Meeting Room	150	1	150								6 person		
Children Area	150	1	150										
Private Interview	100	2	200	1	100	100							
<b>Subtotal - NSF</b>		<b>6</b>	<b>640</b>			<b>100</b>							
<b>Administration &amp; Staff Support</b>													
Staff Entrance											combine w/victim witness entry		
Staff Restrooms	135	2	270										
Break Area	180	1	180										
Conference Room	400	1	400								20 person		
Resource/Multipurpose/Training	600	1	600								30 person		
File Storage-Current	225	1	225	1	80	80	1	80	80				
File Storage-Archive	300	1	300	1	40	40	1	40	40				
Small Meeting Room	120	1	120								6 person;adjacent to DA		
<b>Subtotal - NSF</b>		<b>8</b>	<b>2095</b>			<b>120</b>			<b>120</b>				

Total Support Space	-	-	3,350			340			220	
Total Personnel & Support Areas			4,860			6,950			7,750	
30% Circulation (Sqft)	-	-	1,458			2,085			2,325	
<b>TOTAL DEPARTMENT GROSS SF</b>	-	-	<b>6,318</b>			<b>9,035</b>			<b>10,075</b>	

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**APPENDIX B  
COURTHOUSE SPACE ALLOCATION**

**Table 8**  
**Department: GUARDIAN AD LITEM**

Personnel	Net SqFt	Current Personnel	Subtotal NSF 2012	Additional Staff Requested						Remarks
				2020			2030			
				# Pers/ Spaces	NSF	Subtotal	# Pers/ Spaces	NSF	Subtotal	
Program Supervisor	120	1	120	1	120	120				
<b>Subtotal - Personnel NSF</b>		<b>1</b>	<b>120</b>	<b>1</b>	<b>-</b>	<b>120</b>	<b>0</b>		<b>0</b>	

Support Area/Equip.	Net SqFt	# of Spaces	Subtotal NSF 2012	Additional Future NSF Requested						Remarks
				2020			2030			
				# of Spaces	NSF	Subtotal	# of Spaces	NSF	Subtotal	
Reception/Waiting	60	1	60							4-6 person
Copy/Workroom	100	1	100							w/work surface, copier, fax, shredder, storage
Training/Volunteer Workroom	200	1	200							10-12 person
Supply Storage	80	1	80							
Program Materials Storage	100	1	100							
File Storage	80	1	80							
Service Counter	40	1	40							sink, coffee supplies for volunteers
<b>Subtotal - NSF</b>		<b>7</b>	<b>660</b>							

Total Support Space	660	0	0
Total Personnel & Support Areas	780	900	900
30% Circulation (Sqft)	234	270	270
<b>TOTAL DEPARTMENT GROSS SF</b>	<b>1,014</b>	<b>1,170</b>	<b>1,170</b>

**MOORE COUNTY SPACE NEEDS ASSESSMENT  
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COURTHOUSE SPACE ALLOCATION**

<b>Table 9</b>										
<b>Department: DEPARTMENT OF CORRECTIONS</b>										
<b>Division: Community Corrections, Intake, Judicial Service</b>										
Personnel	Net	Current	Subtotal NSF	Additional Staff Requested						Remarks
				2020			2030			
				# Pers/ Spaces	NSF	Subtotal	# Pers/ Spaces	NSF	Subtotal	
Description	SqFt	Personnel	2012							
Chief	140	2	280				1	140	140	
Office Assistant	64	2	128				1	64	64	
Judicial Services Officers	80	2	160	1	80	80				
Probation/Parole Officer	80	16	1,280	5	80	400	2	80	160	
<b>Subtotal - Personnel NSF</b>		<b>22</b>	<b>1,848</b>	<b>6</b>	<b>-</b>	<b>480</b>	<b>4</b>	<b>-</b>	<b>364</b>	
Support Area/Equip.	Net	# of	Subtotal NSF	Additional Future NSF Requested						Remarks
				2020			2030			
				# of Spaces	NSF	Subtotal	# of Spaces	NSF	Subtotal	
Description	SqFt	Spaces	2012							
<b>Public Lobby &amp; Reception</b>										
Reception/Waiting	240	1	240	1	90	90	4	60	240	16 person at waiting
Public Counter	40	1	40							
Public Restrooms	75	2	150							
<b>Subtotal - NSF</b>		<b>4</b>	<b>430</b>			<b>90</b>			<b>240</b>	
<b>Administration &amp; Staff Support</b>										
Meeting/Interview Rooms	120	2	240	1	120	120	1	120	120	
Staff Restrooms	75	2	150							
Break Area	240	1	240							frig, sink, micro wave; area for staff lockers
Equipment Storage	100	1	100							
Supply Storage	100	1	100							
Urinalysis Storage/Supplies	80	1	80							testing kits, rig, supplies
Visitor Restroom	50	1	50							for UA testing
Training/Conference Rooms	600	1	600							30 capacity
Copy/Work Room	100	1	100	1	150	150	1	150	150	
File Room	240	1	240	1	80	80	1	120	120	
Computer/Server/IT	80	1	80							
<b>Subtotal - NSF</b>		<b>13</b>	<b>1980</b>			<b>350</b>			<b>390</b>	
<b>Total Support Space</b>	-	-	<b>2,410</b>			<b>440</b>			<b>630</b>	
<b>Total Personnel &amp; Support Areas</b>			<b>4,258</b>			<b>5,178</b>			<b>6,172</b>	
<b>30% Circulation (Sqft)</b>	-	-	<b>1,277</b>			<b>1,553</b>			<b>1,852</b>	
<b>TOTAL DEPARTMENT GROSS SF</b>	-	-	<b>5,535</b>			<b>6,731</b>			<b>8,024</b>	

NOTE: If Department of Corrections is not located in Courthouse need to include 2 offices and 1 workroom for Judicial Service Officers. Also need access to staff support areas.