



Evanston Civic Center
Space Study Report
13 April, 2007

SOM

© Copyright 2007 Skidmore, Owings & Merrill, LLP

Table of Contents

| | |
|-------------------|--|
| 1 | Goals and Objectives |
| 2 | Methodology |
| 3 | Standards |
| 4 | Assumptions |
| 5 | Summary of Space Needs |
| 6 | Detailed Summary of Space Needs |
| 7 | City Government and City Council Space Components |
| 8 | Staff Work Area/Public Components |
| 9 | Departmental Adjacency Diagram |
| 10 | Public Space Conceptual Model |
| 11 | Space Impacts for Further Evaluation |
| 12 | Potential Space Impact |
| Section 13 | Workspace Detail |
| Section 14 | Support Space and Storage Detail |
| Appendix | Source Data: Surveys Received |

Goals and Objectives

Evanston City Council Objectives

Study Response

| Community | | |
|----------------|--|--|
| | Support community activities | Development of a variety of large meeting room configuration options |
| | Facilitate interaction with City Government | Creation of smaller meeting rooms to meet with community members |
| | Establish a welcoming space for the Evanston community | Arrangement of public spaces into "zone," to increase accessibility and way-finding |
| | Support public interaction | Facilitate government - public interaction through adjacencies |
| | Create a customer oriented space; easy for public use | <i>Consolidate service points for customers</i> |
| Security | | |
| | Secure work environment for staff | Create distinct public and private areas while maintaining accessibility for the public |
| Workspace | | |
| | Enhance interdepartmental collaboration | <i>Create open work zones to support collaboration</i> |
| | Design workspaces that do not restrict organizational change | Create open work zones with a limited number of workspace types |
| Features | | |
| | Maintain openness of current space, "the feel of a park" | Apply appropriate public circulation factors |
| | Comply with ADA accessibility guidelines | |
| Fiscal Image | | |
| | Create a functional, not opulent building | Study is focused on functional needs |
| | | <i>Prioritize functional adjacencies and efficiencies to remove redundancy of space/services</i> |
| Environment | | |
| | Develop an environmentally conscious facility | Support alternative transportation Maintain circulation factors to provide potential for optimal daylight views |
| Site Amenities | | |
| | Consider parking needs, access to transportation | |

**Note Gray italics indicates issues that are policy dependent or dependent on a real estate solution. These are not reflected in this report.*

Methodology

Timeline:

| | |
|--------------------|---|
| Summer 2006 | Visioning session with Evanston City Council |
| Fall 2006 | Distribution of programming surveys to individual divisions |
| Winter 2006/2007 | Divisions complete programming surveys |
| Winter/Spring 2007 | Division interviews to clarify survey data received |
| Spring 2007 | Analysis of data and study completion |

Data Collection:

Survey data collected for the years 2006 (2007), 2009 and 2012

The survey and interview data identifies functional space requirements, not an inventory of existing space

The report focuses on the year 2012 and the projected space needs for the future.

Workspaces were defined rather than headcounts in order to accurately assess the required space needs. For example, workspace counts include hotelling and part-time/shared workspaces that are not occupied on a full-time basis, or are shared among two or more people.

ECC predicts growth patterns to be relatively flat between 2006 and 2012 resulting in an increase of only 16 workspaces including part-time and hotelling workspaces that do not currently exist.

This report is a neutral projection of functional space requirements. It is applicable to various real estate alternatives. The study allows for a comparative analysis of real estate alternatives such as:

1. Tenant space
2. New built-to suit
3. Existing building

Building Common Areas:

Because no specific building space has been identified as the future home of the ECC, to determine the building common space required, a 20-30% factor range is used to determine a square footage range that might be expected.

Standards

Workspace Standards:

| | | |
|---------------------------------|-----------------|---|
| Director Office | 15x15 225 SF | Department directors; includes small meeting space within office |
| Manager Office | 10x12 120 SF | Assistant directors, managers, and staff dealing with confidential/private information on a regular basis |
| Special Workstation | 8x8 64 SF | Staff in a supervisory role; staff needing a large surface area or space to roll out large plans |
| Workstation | 6x8 48 SF | Standard workstation size |
| Part-Time and Temp. Workstation | 6x6 36 SF | For summer interns, part time employees and temp positions |

Conference Room Standards:

| | |
|------------------------------|--------|
| 6-8 Person Conference Room | 300 SF |
| 10-12 Person Conference Room | 400 SF |
| 14-20 Person Conference Room | 525 SF |

Departmental Reception Space Standards:

| | |
|-----------|-------------------|
| 4 Chairs | 100 SF |
| 6 Chairs | 150 SF |
| 8+ Chairs | 200 SF or greater |

Building Common Spaces:

Includes: mechanical, and electrical rooms, freight / receiving, passenger and freight elevators, restrooms, staircases, and core circulation

20-30% range of total SF is used to determine an average size needed to support the required space

Shared Support Space Standards:

| | |
|---------------------------------|----------------------------------|
| Copy/Equipment/Supply Spaces | 1 : 30 Workspaces (120 SF/each) |
| Pantries | 1 : 100 Workspaces (120 SF/each) |
| Break room | 1/3 of Workspaces (20 SF/Person) |
| Large Conference/Training Rooms | 15 SF/Person |

Assumptions

- 1. Reception spaces:** Have been included as requested by the departments. Some reception spaces have been indicated as shared between departments where appropriate.
- 2. Shared spaces:** The report includes an assumed centralization of shared copy/equipment/supply rooms. Unique requirements for departments and divisions have been taken into account and identified as needed. There will likely be some redundancy of supply storage in the reported requirements. There is also an assumed centralization and distribution of pantries throughout the space for staff convenience.
- 3. Storage:** Storage and filing requirements are reported as requested by the divisions. No analysis has been done regarding whether or not the storage requested conforms to ECC records storage policies. There may be some redundancies reported within storage and filing needs. The report does not plan for the use of high-density storage systems. It is possible that the employment of high-density filing could reduce the total active and archival storage square footage requirements.
- 4. Ergonomics:** Taking into account sound ergonomic practices, the assumption was made to stack filing drawers no more than 4 high, and box storage no more than 3 high. This tactic is used as a safety measure for staff members when moving/lifting heavy files and boxes of paper. This assumption increases the square footage requirements for storage.
- 5. Conference Space:** It has been assumed that conference space needs that were indicated as "shared" by the departments can be accommodated in shared conference space managed by the ECC's meeting room tracking system. There have been a limited number of dedicated conference rooms allocated to departments that reported that they used conference space with high frequency and duration.
- 6. Sustainability:** Lockers have been included for employees using alternative forms of transportation (i.e. bike to work). Bike storage is assumed as a base building criterion.
- 7. Growth/Vacancy:** This report projects the space needs for the ECC through 2012. Little growth is indicated in the numbers based on the assumption that staff population will only increase slightly - if any - projecting out over the next five years (16 workspaces). The growth of 16 workspaces seen in the report is a combination of minimal growth, hotelling, and shared part-time workstations. A vacancy factor (10%) has been included to allow for the expansion/ contraction or relocation of departments and divisions in the future and to accommodate departmental adjacencies as required.



Projected Space Requirements Summary

Programmed Space

- City Clerk's Office
- City Government
- City Manager's Office
- Community Development
- Evanston Community Media Center (ECMC)
- Finance
- Human Resources (HR)
- Health & Human Services (HHS)
- Law Department
- Mgmt., Business, & Info. Systems (MBIS)
- Parks/Forestry and Recreation
- Department of Public Works
- Township Offices
- General Spaces
- Conference Space/Public

| | Workspace Count | Total SF |
|---|------------------|------------------------|
| 2012 Programmed Space Totals | 270 | 88,445 |
| 2012 Archival Storage Total* | | 4,979 - 5,975 |
| Building Common Spaces** | <i>Estimated</i> | 23,356 - 40,039 |
| Mechanical, Electrical, Core Circulation Freight/Receiving, Elevators, Restrooms, Stairs | | |
| Offsite | | 2,600 |
| Emergency Operations Center (EOC) and storage | | |

*Archival storage may be located either on or off-site. The range indicated includes the total reported archival storage as well as a larger number that accounts for potential policy changes: an increase of 20%.

**The SF for building common space was determined using a 20-30% factor range. This is a general number applicable to a variety of real estate options.

Summary of Projected Space Requirements - 2012

| Department | Division | Workspace | | Support Space SF | Storage Active SF | Total Dept/Division (excl. archive) | Storage Archive SF |
|---|---|-----------|------------|------------------------|-------------------------|---|-----------------------|
| | | qty | Total SF | | | | |
| City Clerk's Office | | 3 | 569 | 319 | 160 | 1,048 | 28 |
| City Government | | 2 | 455 | 6,896 | 17 | 7,368 | 0 |
| | <i>Mayor's Office / City Council / Chambers</i> | | | | | | |
| City Manager's Office | | 21 | 2,894 | 1,933 | 113 | 4,940 | 351 |
| | <i>Emergency Management / Human Relations</i> | | | | | | |
| Community Development | | 48 | 4,646 | 2,775 | 691 | 8,112 | 0 |
| | <i>General Admin / Building & Zoning / Planning / Property Standards</i> | | | | | | |
| Evanston Community Media Center (ECMC) | | 5 | 778 | 5,757 | 59 | 6,593 | 215 |
| Finance | | 26 | 2,760 | 896 | 1,508 | 5,163 | 1,872 |
| | <i>General Admin / Accounting / Budget / Payroll / Purchasing / Revenue</i> | | | | | | |
| Human Resources | | 11 | 1,554 | 1,382 | 200 | 3,136 | 386 |
| Health & Human Services | | 26 | 2,587 | 1,343 | 397 | 4,327 | 0 |
| | <i>Aging Services / Comm. Health Services / Community Intervention Services / Mental Health / Dental Clinic</i> | | | | | | |
| Law Department | | 10 | 1,357 | 215 | 245 | 1,816 | 933 |
| Mgmt., Business, & Info. Systems | | 36 | 3,816 | 1,815 | 43 | 5,674 | 0 |
| | <i>General Admin / GIS / IS / Hearings</i> | | | | | | |
| Parks/Forestry and Recreation | | 18 | 1,751 | 1,284 | 359 | 3,393 | 0 |
| Department of Public Works | | 27 | 2,407 | 1,618 | 523 | 4,548 | 1,194 |
| | <i>Transportation / Facilities Management</i> | | | | | | |
| Township Offices | | 12 | 1,578 | 1,790 | 205 | 3,572 | 0 |
| Common Spaces | | 0 | 0 | 11,463 | 0 | 11,463 | 0 |
| | <i>Central Services / Facilities / Staff Amenities</i> | | | | | | |
| Conference Space/Public | | 0 | 0 | 17,292 | 0 | 17,292 | 0 |
| Total projected workspaces | | | 270 | | | | |
| Subtotal projected space need USF/workspace | | | 27,151 | 56,775 | 4,519 | 88,445 | 328 |
| Archive | | | | | | | 4,979 - 5,975 |
| Building common area | | | | | | 23,356 - 40,039 | |
| Total projected space, including archive GSF/workspace | | | | | | 116,780 - 134,458 | 433 - 498 |
| Offsite - Emergency Operations Center (EOC) | | | | | | 2,600 | |

* Projected workspaces includes 10% vacancy factor (25 workstations)

City Government Components Summary

Office of the Mayor

Mayoral Office

Administrative Support workstation

Shared Spaces

Foyer/Ante space

6-8 Person Conference Room

Pantry

Coat Closet

Office equipment/supply/work area

City Council Suite

Aldermanic Library

(2) Hotelling workspaces

Council Chambers

Council Chambers Ante Space

Staff Work Areas

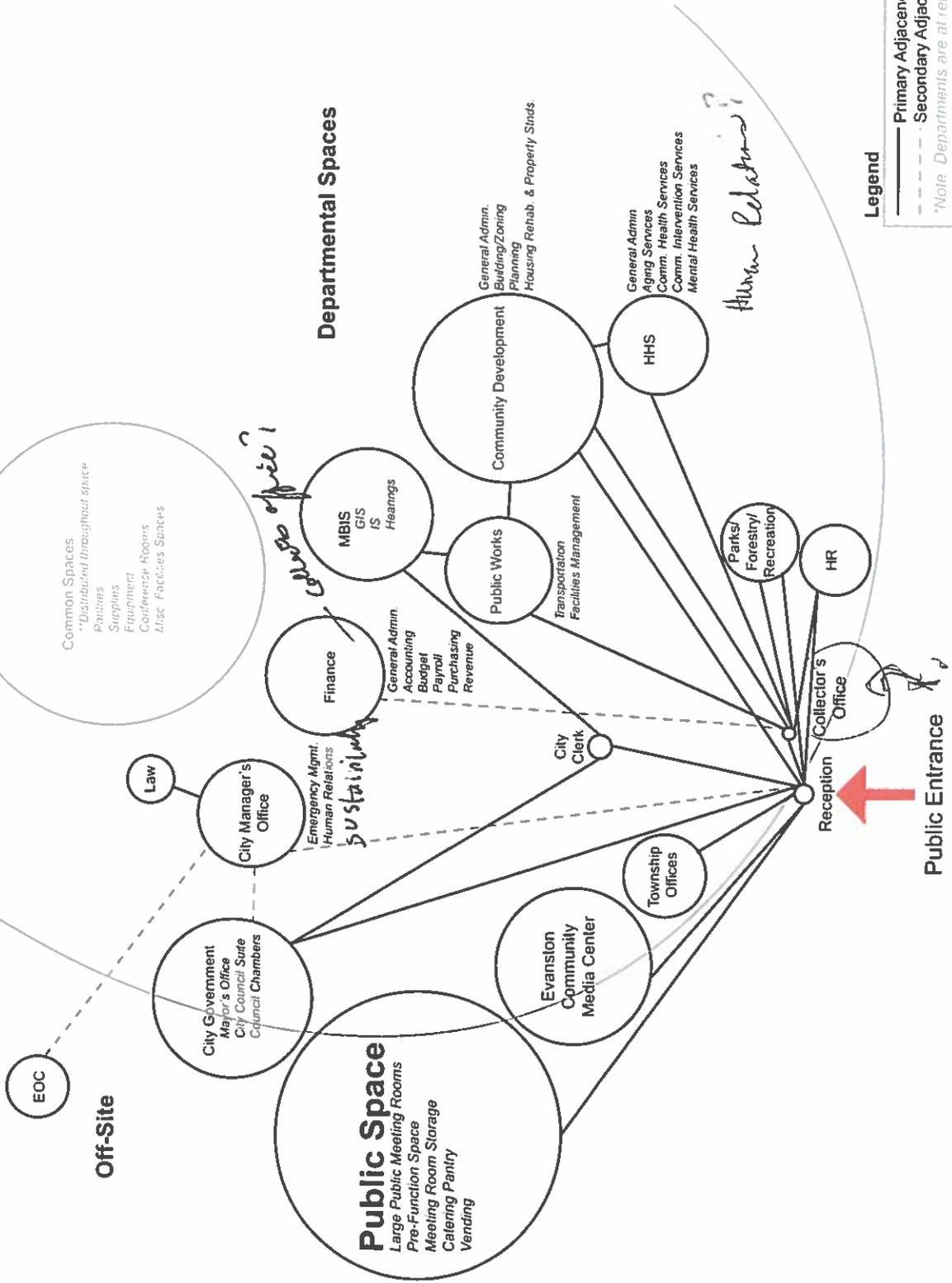
Access to break area/pantry within work zone
Breakroom (brown bag)
Locker room (Supplement fitness center, bike to work, etc.)
Bike rack (Assumed in building common area)
Work out room
Production areas

Public Amenities

Access to:
Public reception area (self-serve kiosks)
Restrooms (assumed in building common area)
Elevators (assumed in building common area)
Large multi-purpose meeting rooms
Catering pantry
Pre-function space
Vending
Potentially: central collections desk
Potentially: Consolidated reception areas



Adjacency Diagram

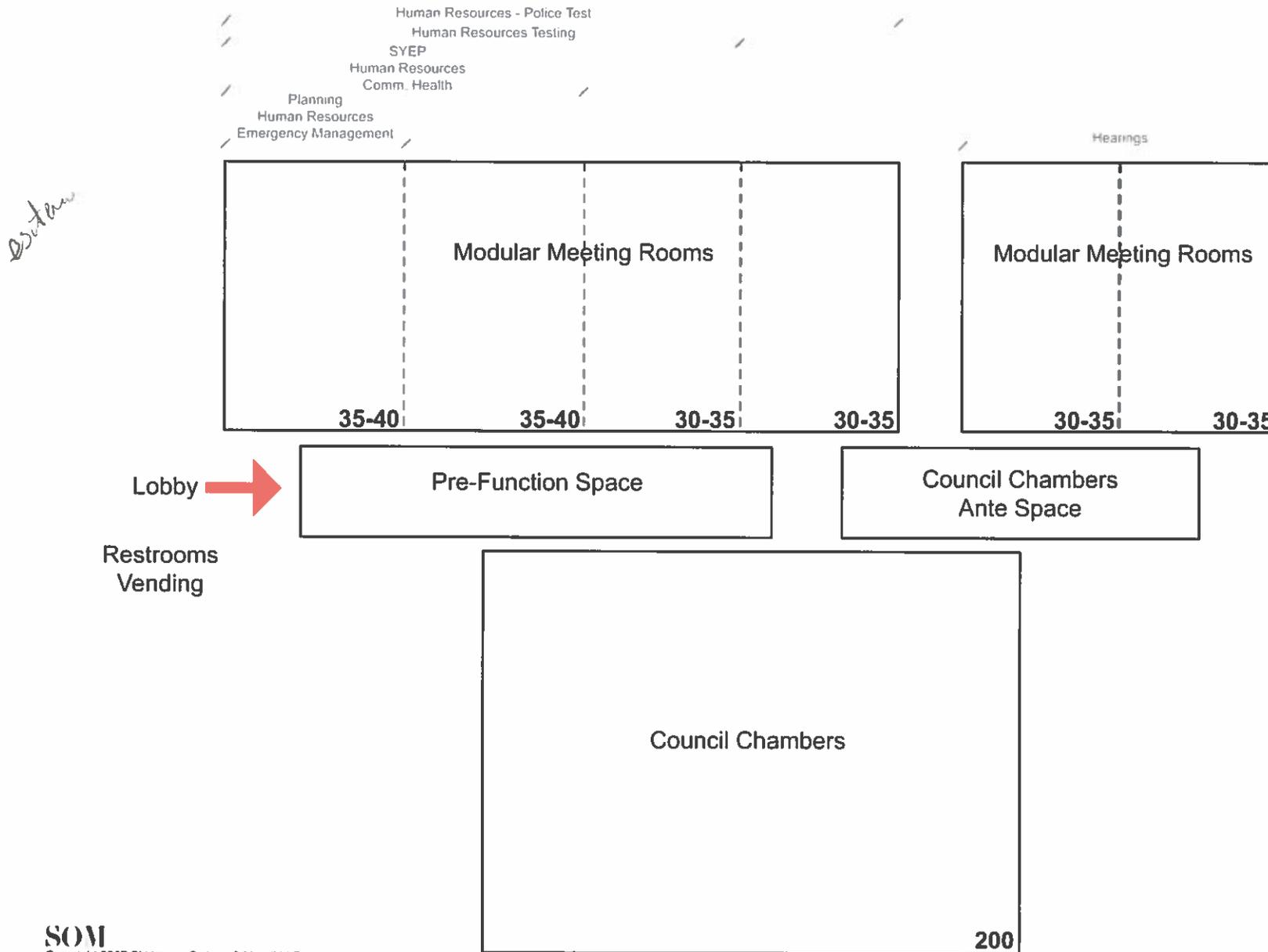


Legend

- Primary Adjacency
- - - Secondary Adjacency

**Note: Departments are at relative scale.*

Public Spaces: Conceptual Model



Space Impact Recommendations For Further Evaluation

1. Storage: active and archived documents

- A. Employment of "active" document storage policies
- B. Managed central or semi-central file systems
Potential use of high-density storage systems
- C. Regular management of archives
- D. Electronic document management systems
"Active" document management systems
Archival electronic storage methods

2. Adjacencies: reduction of duplicated space

- A. Co-location of divisions and/or departments
Sharing of temporary/part-time workspaces between divisions/departments
*Potential support of cross-training and/or teaming of job functions**
- B. Co-location of departments/divisions with similar needs
Reception, collections, and production spaces
- C. Creation of flexible "boundaries" between departments
Infrequently utilized support spaces (production, reception, teaming areas) may be shared
Lesser vacancy factor may be targeted
To expand and absorb unpredictable changes in departmental sizing or re-structuring

3. Public & conference spaces

- A. Co-location of public meeting spaces to reduce redundant public circulation
Increased security by separation of public and private spaces in the civic center
Increased management and efficiency of the operations and activities conducted in the civic center
Creation of an easier to use/more accessible space for the public
- B. Function-based allocation of conference spaces can increase shared access and efficiency of space

4. Operational policies

- A. Centralization of public services
Revenue/collections - centralized public interface
Reception areas - consolidate locations for public interface
- B. Centralization of staff support services
Mail, reprographics, stockroom/supply distribution, office and facility services
- C. Technology
Implementation of desktop facsimile services, electronic intake of documents/applications/bills

5. Other points for future evaluation/study

- A. Conference utilization studies: Collection of duration & number of attendees data for analysis
- B. Food service: On-site versus access to adjacent alternatives
- C. The ability of space to structurally support high-density storage systems will need to be evaluated
- D. Provision of childcare

**Gray italics indicates possible operational policy changes that may not impact space needs*

Potential Space Savings Impacts**

| | Potential % Reduction | Potential Space Reduction |
|--|-----------------------|---------------------------|
| 1. Storage: active and archived documents | | |
| A. Employment of "active" document storage policies | 10-30% | 450-1360 SF |
| B. Managed central or semi-central file systems - "active" | 10-30% | 450-1360 SF |
| Potential use of high-density storage systems - "active" | 10-30% | 450-1360 SF |
| C. Regular management of archives | 10-30% | 500-1500 SF |
| D. Electronic document management systems | | |
| "Active" documents | 5-10% | 225-450 SF |
| Archival documents | 10-30% | 500-1500 SF |
| 2. Adjacencies: reduction of duplicated space | | |
| A. Co-location of departments/divisions with similar needs | | |
| Reduction of requested 13 departmental reception spaces to 4 spaces* | 30% | 2300 SF |
| B. Creation of flexible "boundaries" between departments | | |
| Lesser vacancy factor may be used (5%) in lieu of current factor (10%) | 5% | 800 SF |
| 3. Building Efficiencies | | |
| A. Building configuration/floor plate may affect adjacencies and/or the overall efficiency of space. This could cause an increase in square footage. | 5-20% | 4,400-17,600 SF |

**In this scenario, designated reception spaces are maintained for the City Government City Manager's Office, Health & Human Services, and Human Resources departments. All other reception spaces are consolidated into the central reception space. The total SF for all 13 departments is 3300 SF. It would be reduced to 975 SF, an approximate 70% reduction in space.*

***The space savings indicated are to illustrate potential space savings or increases. They are not recommendations or conclusions drawn from the space study.*

Workspace Projections
2009

Comments

| Department/Division/Position | Current - 2006 | | | | | | 2009 | | | | | | 2012 | | | | | | |
|--|------------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|------------------------------------|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| | Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | |
| City Clerk's Office | | | | | | | | | | | | | | | | | | | |
| City Clerk | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Deputy City Clerk | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Clerk III | | | | | 1 | | | | | | 1 | | | | | | 1 | | |
| Temporary Clerk | | | | | | 0 | | | | | | 0 | | | | | | 0 | Covers vacation/illness. |
| Subtotal - Workspaces | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | |
| Total Workspaces | | | 3 | | | | | | 3 | | | | | | 3 | | | | |
| Subtotal - Workspace SF | 225 | 120 | 0 | 0 | 36 | 0 | 225 | 120 | 0 | 0 | 36 | 0 | 225 | 120 | 0 | 0 | 36 | 0 | |
| Total - Workspace SF plus 33% circulation | | | 381 | | | | | | 381 | | | | | | 381 | | | | |
| | | | 569 | | | | | | 569 | | | | | | 569 | | | | |
| City Government | | | | | | | | | | | | | | | | | | | |
| Mayor | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Assistant to the Mayor | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Hotelling Workspaces | | | 2 | | | | | | 2 | | | | | | 2 | | | | For 9 Aldermen |
| Subtotal - Workspaces | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | |
| Total Workspaces | | | 2 | | | | | | 2 | | | | | | 2 | | | | |
| Subtotal - Workspace SF | 225 | 0 | 80 | 0 | 0 | 0 | 225 | 0 | 80 | 0 | 0 | 0 | 225 | 0 | 80 | 0 | 0 | 0 | |
| Total - Workspace SF plus 33% circulation | | | 305 | | | | | | 305 | | | | | | 305 | | | | |
| | | | 455 | | | | | | 455 | | | | | | 455 | | | | |
| City Manager's Office | | | | | | | | | | | | | | | | | | | |
| City Manager | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Assistant City Manager | 2 | | | | | | 2 | | | | | | 2 | | | | | | |
| Consultant | | | | | 1 | | | | | | 1 | | | | | | 1 | | |
| Summer Youth Employee | | | | | | 0 | | | | | | 1 | | | | | | 1 | Every summer, June - August (SYEP) |
| College Intern | | | | | | 0 | | | | | | 1 | | | | | | 1 | Internships could last 1 - 2 years |
| Assistant to the City Manager | | 2 | | | | | | 2 | | | | | | 2 | | | | | |
| Executive Assistant | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Administrative Secretary | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Communications Coordinator | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Sustainability Manager | | 1 | | | | | | 1 | | | | | | 1 | | | | | |

| Department/Division/Position | Workspace Projections | | | | | | | | | | | | | | | | | | Comments |
|------------------------------------|------------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---|
| | Current - 2006 | | | | | | 2009 | | | | | | 2012 | | | | | | |
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| | Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | |
| Emergency Management | | | | | | | | | | | | | | | | | | | |
| Emergency Operations Head | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Assistant | | | | | 1 | | | | | | 1 | | | | | | 1 | | |
| Hotelling Workstations | | | | | | 2 | | | | | | 2 | | | | | | 2 | For volunteers (40-2006, 55-2009, 70-2012) |
| Human Relations | | | | | | | | | | | | | | | | | | | |
| Human Relations Specialist | | 2 | | | | | | 2 | | | | | | 2 | | | | | |
| Executive Secretary | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| YEP Coordinator | | | | | | 0 | | | | | | 0 | | | | | | 0 | 9-10 months, (total 1 person, most of time in field) |
| YEP Customer and Internal Service | | | | | | 0 | | | | | | 0 | | | | | | 0 | 7-8 months, (total 1 person, most of time in field) |
| YEP Supervisors & Support | | | | | | 2 | | | | | | 2 | | | | | | 2 | 3-4 mo., (10 ppl in 2006, 12 in 2009, 2012 share wksns) |
| YEP Participant | | | | | | 0 | | | | | | 0 | | | | | | 0 | 9-10 weeks, (2 people total, most of time in field) |
| Subtotal - Workspaces | 3 | 6 | 2 | 2 | 2 | 4 | 3 | 6 | 2 | 2 | 2 | 6 | 3 | 6 | 2 | 2 | 2 | 6 | |
| Total Workspaces | 19 | | | | | | 21 | | | | | | 21 | | | | | | |
| Subtotal - Workspace SF | 675 | 720 | 160 | 96 | 72 | 144 | 675 | 720 | 160 | 96 | 72 | 216 | 675 | 720 | 160 | 96 | 72 | 216 | |
| Total - Workspace SF | 1867 | | | | | | 1939 | | | | | | 1939 | | | | | | |
| plus 33% circulation | 2787 | | | | | | 2894 | | | | | | 2894 | | | | | | |
| Community Development | | | | | | | | | | | | | | | | | | | |
| General Administration | | | | | | | | | | | | | | | | | | | |
| Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Executive Secretary | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Building /Zoning Division | | | | | | | | | | | | | | | | | | | |
| Building Official | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Permit System Coordinator | | | | 1 | | | | | | 2 | | | | | | 2 | | | |
| Assistant Permit Coordinator | | | | 1 | | | | | | 2 | | | | | | 2 | | | |
| Plan Reviewer | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Plan Reviewer | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Plan Reviewer/Structural Inspector | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Coordinating Structural Inspector | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Structural Inspector | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Electrical Inspector I | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Electrical Inspector II | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Plumbing/Mechanical Inspector | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Fire Plan Reviewer | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Permit Coordinator Temporary | | | | | | 1 | | | | | | 1 | | | | | | 1 | 6 months a year |
| Zoning Administrator | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Zoning - Secretary II | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Zoning Planner | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Zoning Officer | | | | 2 | | | | | | 2 | | | | | | 2 | | | Should be accessible to the public |
| Zoning Intern | | | | | | 1 | | | | | | 1 | | | | | | 1 | |
| Planning Division | | | | | | | | | | | | | | | | | | | |
| Assistant Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Housing Planner | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| CDBG Administrator | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Neighborhood Planner | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Economic Development Planner | | | 1 | | | | | | 1 | | | | | | 1 | | | | |

| Department/Division/Position | Current - 2006 | | | | | | Workspace Projections 2009 | | | | | | 2012 | | | | | | Comments |
|--|-----------------------------------|----------------------------------|---|-------------------------------|--------------------------|----------------------------|--------------------------------|----------------------------------|---|-------------------------------|--------------------------|----------------------------|--------------------------------|----------------------------------|---|-------------------------------|--------------------------|----------------------------|----------|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A Director (15x15) 180sf | B Manager (10x12) 120sf | C Special Wkstn. (8x8) 80sf | D Wrkstn. (6x8) 48sf | E PT (6x6) 36sf | F Temp (6x6) 36sf | A Exec. (15x15) 180sf | B Manager (10x12) 120sf | C Special Wkstn. (8x8) 80sf | D Wrkstn. (6x8) 48sf | E PT (6x6) 36sf | F Temp (6x6) 36sf | A Exec. (15x15) 180sf | B Manager (10x12) 120sf | C Special Wkstn. (8x8) 80sf | D Wrkstn. (6x8) 48sf | E PT (6x6) 36sf | F Temp (6x6) 36sf | |
| Preservation Planner | | | 1 | | | | | 1 | | | | | | 1 | | | | | |
| General Planner | | | 1 | | | | | 1 | | | | | | 1 | | | | | |
| Executive Secretary | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Planning Intern | | | | | | 1 | | | | | 1 | | | | | | | 1 | |
| Workstations | | | | | | 3 | | | | | 3 | | | | | | | 3 | |
| Housing Rehab & Property Standards | | | | | | | | | | | | | | | | | | 3 | |
| Assistant Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Rehab Specialist | | | 1 | | | | | 1 | | | | | | 1 | | | | | |
| Rehab Secretary | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Property Standards Supervisor | | | 1 | | | | | 1 | | | | | | 1 | | | | | |
| Property Standards Inspector | | | | 5 | | | | | 6 | | | | | | 6 | | | | |
| Property Standards Secretary | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Property Standards Clerk | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Graffiti Technician | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Subtotal - Workspaces | 1 | 4 | 13 | 21 | 0 | 6 | 1 | 4 | 13 | 24 | 0 | 6 | 1 | 4 | 13 | 24 | 0 | 6 | |
| Total Workspaces | | | 45 | | | | | | 48 | | | | | | 48 | | | | |
| Subtotal - Workspace SF | 225 | 480 | 1040 | 1008 | 0 | 216 | 225 | 480 | 1040 | 1152 | 0 | 216 | 225 | 480 | 1040 | 1152 | 0 | 216 | |
| Total - Workspace SF plus 33% circulation | | | 2969 | | | | | | 3113 | | | | | | 3113 | | | | |
| | | | 4431 | | | | | | 4646 | | | | | | 4646 | | | | |
| Evanston Comm. Media Center (ECMC) | | | | | | | | | | | | | | | | | | | |
| Executive Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Operations Manager | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Programming Coordinator | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Education Coordinator | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Access Assistant | | | 1 | | | | | 1 | | | | | | 1 | | | | | |
| Bookkeeper | | | 0 | | | | | 0 | | | | | | 0 | | | | | |
| Engineer | | | 0 | | | | | 0 | | | | | | 0 | | | | | |
| Subtotal - Workspaces | 1 | 1 | 1 | 2 | 0 | 0 | 1 | 1 | 1 | 2 | 0 | 0 | 1 | 1 | 1 | 2 | 0 | 0 | |
| Total Workspaces | | | 5 | | | | | | 5 | | | | | | 5 | | | | |
| Subtotal - Workspace SF | 225 | 120 | 80 | 96 | 0 | 0 | 225 | 120 | 80 | 96 | 0 | 0 | 225 | 120 | 80 | 96 | 0 | 0 | |
| Total - Workspace SF plus 33% circulation | | | 521 | | | | | | 521 | | | | | | 521 | | | | |
| | | | 778 | | | | | | 778 | | | | | | 778 | | | | |
| Finance | | | | | | | | | | | | | | | | | | | |
| General Admin | | | | | | | | | | | | | | | | | | | |
| Finance Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Assistant Finance Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Administrative Assistant | | | | 1 | | | | | 1 | | | | | | 1 | | | | |
| Accounting | | | | | | | | | | | | | | | | | | | |
| Accounting Manager | | 1 | | | | | | 1 | | | | | | 1 | | | | | |

Access assts (2), bookkeeper, and engineer all share workstation and work bench among the 4 of them. All part time positions.

To be hired in 2007

Workspace Projections
2009

| Department/Division/Position | Current - 2006 | | | | | | 2009 | | | | | | 2012 | | | | | | |
|---|------------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|--|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| | Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | |
| Senior Accountant | | | 2 | | | | | | 2 | | | | | | 2 | | | | |
| Treasury Analyst | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Bookkeeper | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Accounts Payable | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Budget | | | | | | | | | | | | | | | | | | | |
| Budget Analyst | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| Payroll | | | | | | | | | | | | | | | | | | | |
| Payroll Manager | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Payroll Coordinator | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Payroll Assistant | | | | 0 | | | | | | 1 | | | | | | 1 | | | |
| Purchasing | | | | | | | | | | | | | | | | | | | |
| Manager | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Buyer | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| M/W/EBE Specialist | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Receptionist/Secretary | | | | 0 | | | | | | 1 | | | | | | 1 | | | Could be shared with other finance div., depending on adj. |
| Revenue | | | | | | | | | | | | | | | | | | | |
| Revenue Manger | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Operations Coordinator | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| License and Meas. Insp. | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Accounts Receivable Clerk III | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Water Billing Clerk II | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Parking/Ticket Clerk II | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Vehicle Sticker Clerk II | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Cashier/Phone Customer Service Clerk II | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Switchboard/Mail/Front Desk | | | | 0 | | | | | | 0 | | | | | | 0 | | | SEE GENERAL SPACES SECTION |
| Subtotal - Workspaces | 1 | 5 | 2 | 16 | 0 | 0 | 1 | 5 | 2 | 18 | 0 | 0 | 1 | 5 | 2 | 18 | 0 | 0 | |
| Total Workspaces | | | | 24 | | | | | | 26 | | | | | | 26 | | | |
| Subtotal - Workspace SF | 225 | 600 | 160 | 768 | 0 | 0 | 225 | 600 | 160 | 864 | 0 | 0 | 225 | 600 | 160 | 864 | 0 | 0 | |
| Total - Workspace SF | | | | 1753 | | | | | | 1849 | | | | | | 1849 | | | |
| plus 33% circulation | | | | 2616 | | | | | | 2760 | | | | | | 2760 | | | |
| Human Resources | | | | | | | | | | | | | | | | | | | |
| Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Assistant Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| HR Specialist | | 4 | | | | | | 4 | | | | | | 4 | | | | | |
| HR Assistant | | | | 2 | | | | | | 3 | | | | | | 3 | | | |
| Seasonal | | | | | | 1 | | | | | | 1 | | | | | | 1 | |
| Work/Study Student Employee | | | | | 0 | | | | | | 1 | | | | | | 1 | | |
| Subtotal - Workspaces | 1 | 5 | 0 | 2 | 0 | 1 | 1 | 5 | 0 | 3 | 1 | 1 | 1 | 5 | 0 | 3 | 1 | 1 | |
| Total Workspaces | | | | 9 | | | | | | 11 | | | | | | 11 | | | |
| Subtotal - Workspace SF | 225 | 600 | 0 | 96 | 0 | 36 | 225 | 600 | 0 | 144 | 36 | 36 | 225 | 600 | 0 | 144 | 36 | 36 | |
| Total - Workspace SF | | | | 957 | | | | | | 1041 | | | | | | 1041 | | | |
| plus 33% circulation | | | | 1428 | | | | | | 1554 | | | | | | 1554 | | | |

Workspace Projections
2009

| Department/Division/Position | Current - 2006 | | | | | | 2009 | | | | | | 2012 | | | | | | Comments |
|--|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|-----|---|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | | |
| Health & Human Services | | | | | | | | | | | | | | | | | | | |
| Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Executive Secretary | | | | 1 | | | | | | 1 | | | | | | 1 | | | Could be consolidated depending on agencies |
| Aging Services/Commission on Aging | | | | | | | | | | | | | | | | | | | |
| Long Term Care Ombudsman | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Secretary II (Program Secretary) | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Community Ombudsman | | 1 | | | | | | 1 | | | | | | 1 | | | | | Position to be verified |
| Ombudsman Intern | | | | | | 2 | | | | | | 2 | | | | | | 2 | |
| Community Health Svcs, - Food/Env. | | | | | | | | | | | | | | | | | | | |
| Chief | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Supervisor | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Environmental Health Practitioners (EHP) | | | | 2 | | | | | | 3 | | | | | | 3 | | | |
| Health Programs Coordinator | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Seasonal ENPs | | | | | | 2 | | | | | | 2 | | | | | | 2 | |
| Administrative Staff | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| License officer | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Community Intervention Services | | | | | | | | | | | | | | | | | | | |
| Coordinator | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Administrative Assistant | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Inclusion Specialist | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Outreach Specialist | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Intern | | | | | | 1 | | | | | | 1 | | | | | | 1 | year round |
| Intern | | | | | | 1 | | | | | | 1 | | | | | | 1 | year round |
| Mental Health Division | | | | | | | | | | | | | | | | | | | |
| Assistant Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Secretary II | | | | | | 0 | | | | | | 0 | | | | | | 0 | Accounted for under the Commission on Aging. Split. |
| Social Work Intern | | | | | | 1 | | | | | | 1 | | | | | | 1 | October - June |
| Dental Clinic | | | | | | | | | | | | | | | | | | | |
| Denlist Offices | | 2 | | | | | | 2 | | | | | | 2 | | | | | |
| Receptionist | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Subtotal - Workspaces | 1 | 5 | 1 | 11 | 0 | 7 | 1 | 5 | 1 | 12 | 0 | 7 | 1 | 5 | 1 | 12 | 0 | 7 | |
| Total Workspaces | | | 25 | | | | | | 26 | | | | | | 26 | | | | |
| Subtotal - Workspace SF | 225 | 600 | 80 | 528 | 0 | 252 | 225 | 600 | 80 | 576 | 0 | 252 | 225 | 600 | 80 | 576 | 0 | 252 | |
| Total - Workspace SF plus 33% circulation | | | 1685 | | | | | | 1733 | | | | | | 1733 | | | | |
| | | | 2515 | | | | | | 2587 | | | | | | 2587 | | | | |
| Law Department | | | | | | | | | | | | | | | | | | | |
| First Assistant Corporate Counsel | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Assistant Corporate Counsel | | 2 | | | | | | 2 | | | | | | 2 | | | | | |
| Staff Attorney | | 2 | | | | | | 2 | | | | | | 2 | | | | | |
| Executive Secretary | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| Summer Law Interns | | | | | | 3 | | | | | | 3 | | | | | | 3 | |
| Subtotal - Workspaces | 1 | 4 | 0 | 2 | 0 | 3 | 1 | 4 | 0 | 2 | 0 | 3 | 1 | 4 | 0 | 2 | 0 | 3 | |
| Total Workspaces | | | 10 | | | | | | 10 | | | | | | 10 | | | | |
| Subtotal - Workspace SF | 225 | 480 | 0 | 96 | 0 | 108 | 225 | 480 | 0 | 96 | 0 | 108 | 225 | 480 | 0 | 96 | 0 | 108 | |
| Total - Workspace SF plus 33% circulation | | | 909 | | | | | | 909 | | | | | | 909 | | | | |
| | | | 1357 | | | | | | 1357 | | | | | | 1357 | | | | |

| Department/Division/Position | Current - 2006 | | | | | | Workspace Projections 2009 | | | | | | 2012 | | | | | | Comments |
|---|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-------------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|------------|----------|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | | |
| Mgmt., Business, & Info. Systems | | | | | | | | | | | | | | | | | | | |
| <i>MBIS General Administration</i> | | | | | | | | | | | | | | | | | | | |
| Director | 1 | | | | | 1 | | | | | | 1 | | | | | | | |
| Management Analyst | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Administrative Assistant | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Risk Manager | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Safety Coordinator | 0 | | | | | | 1 | | | | | | 1 | | | | | | |
| Additional Clerical Support | | | 0 | | | | | | 1 | | | | | | 1 | | | | |
| Project Management Office - Manager | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Project Management - Administrator | | | 2 | | | | | | 2 | | | | | | 2 | | | | |
| <i>MBIS Administrative Hearings</i> | | | | | | | | | | | | | | | | | | | |
| Manager | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Admin Assistants | | | 2 | | | | | | 2 | | | | | | 2 | | | | |
| Hearing Officer | | 2 | | | | | | 2 | | | | | | 2 | | | | | |
| Aide (Intern) | | | | | 1 | | | | | | 1 | | | | | | 1 | | |
| <i>GIS Division</i> | | | | | | | | | | | | | | | | | | | |
| Manager | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Analyst | | | 2 | | | | | | 2 | | | | | | 2 | | | | |
| Intern | | | | | 1 | | | | | | 2 | | | | | | 2 | | |
| <i>IS Division</i> | | | | | | | | | | | | | | | | | | | |
| Information Systems Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Database Administration | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Network Administrator | | | 3 | | | | | | 3 | | | | | | 3 | | | | |
| Network Administrator | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Programmer Analyst | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Web Developer | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Technical Support Specialist | | | 5 | | | | | | 5 | | | | | | 5 | | | | |
| Operations Coordinator | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Telecom Coordinator | | | 0 | | | | | | 0 | | | | | | 0 | | | | |
| IS Trainer | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Subtotal - Workspaces | 1 | 5 | 8 | 16 | 0 | 2 | 1 | 6 | 8 | 17 | 0 | 3 | 1 | 6 | 8 | 18 | 0 | 3 | |
| Total Workspaces | 32 | | | | | | 35 | | | | | | 36 | | | | | | |
| Subtotal - Workspace SF | 225 | 600 | 640 | 768 | 0 | 72 | 225 | 720 | 640 | 816 | 0 | 108 | 225 | 720 | 640 | 864 | 0 | 108 | |
| Total - Workspace SF | 2305 | | | | | | 2509 | | | | | | 2557 | | | | | | |
| plus 33% circulation | 3440 | | | | | | 3745 | | | | | | 3816 | | | | | | |

Also to serve a reception function
6 H.O. share two special workstations
Summer intern and student intern during the school year.

Special configuration TBD. Bullpen configuration

Workspace Projections
2009

| Department/Division/Position | Current - 2006 | | | | | | 2009 | | | | | | 2012 | | | | | | Comments |
|---|------------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| | Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | |
| Parks/Forestry and Recreation | | | | | | | | | | | | | | | | | | | |
| Director of Parks/Forestry and Recreation | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Executive Secretary | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Recreation Superintendent | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Business Manager | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Bookkeeper | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Accountant/Payroll | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Public Information Specialist | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Assistant Public Info. | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Parks/Landscape Architect | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Recreation Supervisor | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Program Manager | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| Inclusion Manager | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Database Coordinator | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Sports Coordinator | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Registration Clerk | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Part-Time Clerk | | | | | 1 | | | | | | 1 | | | | | | 1 | | clerks need a counter/registration area |
| Management Analyst | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Workstations for off-site employees | | | | | | 2 | | | | | | 2 | | | | | | 2 | 10-15 people not all in office at the same time |
| Subtotal - Workspaces | 1 | 2 | 0 | 14 | 1 | 0 | 1 | 2 | 0 | 14 | 1 | 0 | 1 | 2 | 0 | 14 | 1 | 0 | |
| Total Workspaces | | | 18 | | | | | | 18 | | | | | | 18 | | | | |
| Subtotal - Workspace SF | 225 | 240 | 0 | 672 | 36 | 0 | 225 | 240 | 0 | 672 | 36 | 0 | 225 | 240 | 0 | 672 | 36 | 0 | |
| Total - Workspace SF | | | 1173 | | | | | | 1173 | | | | | | 1173 | | | | |
| plus 33% circulation | | | 1751 | | | | | | 1751 | | | | | | 1751 | | | | |
| Department of Public Works | | | | | | | | | | | | | | | | | | | |
| <i>Transportation</i> | | | | | | | | | | | | | | | | | | | |
| Transportation Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Senior Traffic Engineer | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Senior Engineer | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Parking Systems Manager | | | | 0 | | | | | | 1 | | | | | | 1 | | | |
| CE III | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| CE II | | | | 3 | | | | | | 4 | | | | | | 4 | | | Anticipate the hiring of CE II as PW permit Coordinator |
| CE I | | | | 1 | | | | | | 1 | | | | | | 1 | | | |

Workspace Projections
2009

| Department/Division/Position | Current - 2006 | | | | | | 2009 | | | | | | 2012 | | | | | | Comments |
|--------------------------------|------------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|---------------------------|-----------------------------|------------------------------------|--------------------------|---------------------|-----------------------|--|
| | Workplace Types | | | | | | Workplace Types | | | | | | Workplace Types | | | | | | |
| | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | |
| | Director (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | Exec. (15x15) 180sf | Manager (10x12) 120sf | Special Wkstn. (8x8) 80sf | Wrkstn. (6x8) 48sf | PT (6x6) 36sf | Temp (6x6) 36sf | |
| Traffic Technician | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Engineering Technician | | | | 3 | | | | | | 3 | | | | | | 3 | | | |
| Public Works Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Executive Secretary | | | | 2 | | | | | | 2 | | | | | | 2 | | | One for division director, one for public works director |
| Intern | | | | | | 2 | | | | | | 2 | | | | | | 2 | |
| Parking Systems Supervisor | | | 1 | | | | | | 1 | | | | | | 1 | | | | |
| Parking Clerks | | | | 3 | | | | | | 3 | | | | | | 3 | | | |
| Facilities Management | | | | | | | | | | | | | | | | | | | |
| Assistant Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Executive Secretary | | | | 1 | | | | | | 1 | | | | | | 1 | | | |
| Custodian | | | | | 0 | | | | | | 0 | | | | | | 0 | | One in the morning and one at night, works out of shop |
| Tradesman | | | | | 0 | | | | | | 0 | | | | | | 0 | | Works out of shop |
| Intern or summer student | | | | | | 1 | | | | | | 1 | | | | | | 1 | |
| Subtotal - Workspaces | 1 | 2 | 1 | 18 | 0 | 3 | 1 | 2 | 1 | 20 | 0 | 3 | 1 | 2 | 1 | 20 | 0 | 3 | |
| Total Workspaces | | | 25 | | | | | | 27 | | | | | | 27 | | | | |
| Subtotal - Workspace SF | 225 | 240 | 80 | 864 | 0 | 108 | 225 | 240 | 80 | 960 | 0 | 108 | 225 | 240 | 80 | 960 | 0 | 108 | |
| Total - Workspace SF | | | 1517 | | | | | | 1613 | | | | | | 1613 | | | | |
| plus 33% circulation | | | 2284 | | | | | | 2407 | | | | | | 2407 | | | | |
| Township Offices | | | | | | | | | | | | | | | | | | | |
| Director | 1 | | | | | | 1 | | | | | | 1 | | | | | | |
| Assistant Director | | 1 | | | | | | 1 | | | | | | 1 | | | | | |
| Workstations | | | 5 | | | | | | 5 | | | | | | 5 | | | | space for 2 guests |
| Receptionist | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| Workstations | | | | 2 | | | | | | 2 | | | | | | 2 | | | |
| Counselor | | 1 | | | | | | 1 | | | | | | 1 | | | | | needs private office |
| Subtotal - Workspaces | 1 | 2 | 5 | 4 | 0 | 0 | 1 | 2 | 5 | 4 | 0 | 0 | 1 | 2 | 5 | 4 | 0 | 0 | |
| Total Workspaces | | | 12 | | | | | | 12 | | | | | | 12 | | | | |
| Subtotal - Workspace SF | 225 | 240 | 400 | 192 | 0 | 0 | 225 | 240 | 400 | 192 | 0 | 0 | 225 | 240 | 400 | 192 | 0 | 0 | |
| Total - Workspace SF | | | 1057 | | | | | | 1057 | | | | | | 1057 | | | | |
| plus 33% circulation | | | 1578 | | | | | | 1578 | | | | | | 1578 | | | | |

TOTALS

| | Curr. -2006 | 2009 | 2012 |
|--|-------------|--------|--------|
| Total Workspace Needs | 229 | 244 | 245 |
| Planned Vacancy Factor Workstations (10%) | 23 | 24 | 25 |
| Planned Vacancy Factor SF (10%) | 0 | 2,331 | 2,340 |
| Total Workstations | 252 | 268 | 270 |
| Total Workplace SF including Circulation | 25,969 | 29,410 | 29,491 |

| Department/Division | Support Spaces | | | | | Storage Needs | | | | | | | |
|------------------------------|---------------------------------|----------------------|-------------|--------------|-----------------------|--|---------------------------------|----------------|------|-------------|--------------|----------|-------------------------------|
| | Space | Curr.- 2006 SF | 2009 SF | 2012 SF | Dedicated / Shared | Comments | Storage/Filling | Curr.- 2006 | 2009 | 2012 | | Comments | |
| | | | | | | | | | | Easy Access | Archive | | |
| | | | | | | | | | Unit | SF | Unit | SF | |
| City Clerk's Office | | | | | | | | | | | | | |
| | Supplies/Storage Closet | 114 | 114 | 114 | D | | File drawers | 52 | 52 | 52 | 58.5 | | |
| | Vault/Storage | 0 | 0 | 0 | D | 120 SF for city records; see LF filing for SF needs | Shelving - Vault/Fireproof - LF | 118 | 118 | 50 | 18.8 | 50 | 18.8 |
| | Reception Area/Publications | 127.5 | 100 | 100 | D | For 4 chairs | Shelving - main - LF | 143 | 80 | 80 | 30.0 | | |
| | Total SF | 241.5 | 214 | 214 | | | Total SF | | | | 107.3 | | 18.8 |
| | Total SF + 33% circ. | | | 319 | | | Total SF+33% circ. | | | | 160.1 | | 28.0 |
| City Government | | | | | | | | | | | | | |
| | Council Chambers (200 people) | 3000 | 3000 | 3000 | D | | File drawers - Mayor | 10 | 10 | 10 | 11.3 | | |
| | Council Chambers Ante Room | 0 | 400 | 400 | D | | | | | | | | |
| | Council Chamber Pantry | 0 | 120 | 120 | D | | | | | | | | |
| | Ante Room/Reception area | 0 | 100 | 100 | D | | | | | | | | |
| | Conference Room (4-6) | 0 | 300 | 300 | D | | | | | | | | |
| | Board Room/Aldermanic Library | 0 | 700 | 700 | D | | | | | | | | |
| | Total SF | 3000 | 4620 | 4620 | | | Total SF | | | | 11.3 | | 0.0 |
| | Total SF + 33% circ. | | | 6,896 | | | Total SF+33% circ. | | | | 16.8 | | 0.0 |
| City Manager's Office | | | | | | | | | | | | | |
| | Reception/Waiting Area | 150 | 150 | 150 | S | waiting area for 6 chairs | File Drawers | 34 | 34 | 9 | 10.1 | | |
| | Conference Room | 300 | 300 | 300 | S | 6-8 people; shared with Law | File Drawers - Archive | 45 | 23 | | | 23 | 25.9 |
| | Conference Room | 575 | 575 | 575 | S | 12-15 people; shared with Law | Supplies Storage | 0 | 0 | 0 | | | |
| | Production space | 120 | 120 | 120 | S | To be shared with Law dept. | | | | | | | |
| Emergency Mgmt. | | | | | | | | | | | | | |
| | training room | 0 | 0 | 0 | S | 30 people, 1x a month; see general spaces | File drawers | 4 | 4 | | | 8 | 9.0 |
| | conference room (15 ppl) | 0 | 0 | 0 | S | Shared w/ CMO or other. See gen. conf. spaces | | | | | | | |
| | reception area | 150 | 150 | 150 | S | Could be shared with an adjacent department | | | | | | | |
| | Emergency Operations Center | | | | | growth from 800-1600 SF | | | | | | | |
| | EOC Storage Room | | | | | growth from 400-1000 SF | | | | | | | |
| Human Relations | | | | | | | | | | | | | |
| | Conference room (6 people) | 0 | 0 | 0 | S | See general conference spaces | File Drawers | 15 | 19 | 19 | 21.4 | | |
| | Kiosks in reception (2) | 0 | 0 | 0 | D | See general reception space | Attic storage | 140 | 200 | | | | 200.0 |
| | | | | | | | miscellaneous storage | 0 | 44 | | 44.0 | | 6-8 shelves, 20" x 4' |
| | Total SF | 1295 | 1295 | 1295 | | | Total SF | | | | 75.5 | | 234.9 |
| | Total SF + 33% circ. | | | 1,933 | | | Total SF+33% circ. | | | | 112.7 | | 350.6 |
| Comm. Development | | | | | | | | | | | | | |
| General Admin. | | | | | | | | | | | | | |
| | Conference Room (10-12 people) | 400 | 400 | 400 | D | | File Drawers | 10 | 15 | 15 | 16.9 | | |
| Building/Zoning | | | | | | | | | | | | | |
| | Permit counter | 0 | 520 | 520 | S | Seats 5 people; large enough to look at plans | Flat file storage - drawers | 40 | 50 | 50 | 56.3 | | |
| | Test taking area for 4 people | 56 | 115 | 115 | S | | File Drawers | 14 | 20 | 20 | 22.5 | | |
| | Reception - permit desk queuing | 150 | 234 | 262 | S | writing counters (forms), kids area, & chairs | Storage bins for routing | 4 | 8 | 8 | 10.0 | | Assuming size of banker boxes |
| | Open teaming area | 0 | 225 | 225 | D | | Holding drawing cubbies | 140 | 200 | 200 | 0.0 | | Assuming on top of flat files |
| | Computer kiosk | 0 | 0 | 0 | D | Incl. in reception SF (28 SF/ea); 3 in '09, 4 in '12 | Zoning Stor./file record room | 100 | 200 | | 200.0 | | |

| Department/Division | Support Spaces | | | | | Storage Needs | | | | | | | | |
|-----------------------------|---|----------------------------|------------|------------|-----------------------|--|---|---------------------------|-------|-------------|---------|----------|-------|--|
| | Space | Curr.- 2006 SF | 2009 SF | 2012 SF | Dedicated / Shared | Comments | Storage/Filing | Curr.- 2006 | 2009 | 2012 | | Comments | | |
| | | | | | | | | | | Easy Access | Archive | | | |
| | | | | | | | | | Unit | SF | Unit | SF | | |
| Planning | Open teaming area/production | 0 | 225 | 225 | D | | File drawers | 40 | 50 | 50 | 56.3 | | | |
| | Reception (customer service) | 0 | 0 | 0 | S | | Flat files - drawers | 15 | 25 | 25 | 28.1 | | | |
| | Housing Rehab. & Prop. Standards | Microfiche/Central Records | 56 | 112 | 112 | D | Curr. 2 microfiche stations; add 2 DVD; total 4 | File drawers | 15 | 15 | 15 | 16.9 | | |
| | | | | | | | | Central Records - drawers | 50 | 50 | 50 | 56.3 | | |
| Total SF | | 662 | 1831 | 1859 | | | Total SF | | | | 463.1 | 0.0 | | |
| Total SF + 33% circ. | | | | 2,775 | | | Total SF+33% circ. | | | | 691.2 | 0.0 | | |
| ECMC | Master Control | 144 | 200 | 200 | D | | File Drawers | 28 | 28 | 28 | 31.5 | | | |
| | Studio "A" | 1160 | 1160 | 1160 | D | Main studio | repair parts, tools, etc - drawers | 7 | 7 | 7 | 7.9 | | | |
| | Control Room "A" | 224 | 224 | 224 | D | 8 ppl | archival storage | 144 | 144 | | | 144.0 | | |
| | Studio "B" | 476 | 476 | 476 | D | Could be eliminated if needed | | | | | | | | |
| | Control Room "B" | 144 | 144 | 144 | D | 4 ppl. | | | | | | | | |
| | Edit suite 1 | 84 | 84 | 84 | D | 3 person final cut pro HD edit suite | | | | | | | | |
| | Edit suite 2 | 91 | 91 | 91 | D | 3 person final cut pro HD edit suite | | | | | | | | |
| | Portable Edit Equipment Closet | 60 | 100 | 100 | D | portable cameras, all accessories and laptops. | | | | | | | | |
| | Portable Studio Equip. Closet | 30 | 50 | 50 | D | | | | | | | | | |
| | Tape Library and Duplication | 238 | 238 | 238 | D | | | | | | | | | |
| | Prop and Set Storage | 500 | 500 | 500 | D | | | | | | | | | |
| | Reception Area | 196 | 150 | 150 | S | currently no receptionist | | | | | | | | |
| | Green Room | 140 | 140 | 140 | D | | | | | | | | | |
| | Retired and used Equip. Storage | 300 | 300 | 300 | D | | | | | | | | | |
| | Conference room (6-8 people) | 0 | 0 | 0 | S | | | | | | | | | |
| | Total SF | | 3787 | 3857 | 3857 | | | Total SF | | | | 39.4 | 144.0 | |
| Total SF + 33% circ. | | | | 5,757 | | | Total SF+33% circ. | | | | 58.8 | 214.9 | | |
| Finance | General Admin | Conference/Auditors Room | 300 | 300 | 300 | D | | Active files -drawers | 50 | 60 | 60 | 67.5 | | |
| | | Waiting Area | 0 | 80 | 80 | D | 2-3 seats | | | | | | | |
| | Accounting | | | | | | | File drawers | 14 | 24 | 24 | 27.0 | | |
| | | | | | | | | Attic Storage - boxes | 200 | 200 | | 200 | 250.0 | |
| | | | | | | | | Archival boxes | 15 | 15 | 15 | 15 | 18.8 | |
| | Budget | | | | | | | File drawers | 2 | 10 | 10 | 11.3 | | |
| | | | | | | | | Cabinet - LF | 0 | 3 | 3 | 1.1 | | |
| | | | | | | | | Bookcase - LF | 0 | 3 | 3 | 1.1 | | |
| | | | | | | | | Archival storage - LF | 13.75 | 13.75 | | 13.75 | 5.2 | Budget books 50-60 historical 3" binders |
| | Payroll | Teaming Area | 0 | 0 | 0 | S | Use conference/auditors room for teaming area | Storage area | 400 | 400 | 400 | 400.0 | | |
| | | | | | | | Filing area | 100 | 100 | 100 | 100.0 | | | |
| | | | | | | | Archival storage - SF | 800 | 800 | 800 | | 800.0 | | |
| Purchasing | | | | | | | RFPs, RFQs - drawers | 10 | 10 | 10 | 11.3 | | | |
| | Meeting Area (30 person) | 0 | 0 | 0 | S | Public bid openings, 1-2 x/wk. See general space | Recent RFPs & RFQs - drawers | 10 | 10 | | 10 | 9.4 | | |

| Department/Division | Support Spaces | | | | | Storage Needs | | | | | | | |
|---------------------------|--------------------------------|----------------------|------------|--------------|-----------------------|--|----------------------------------|----------------|------|-------------|---------------|----------|---|
| | Space | Curr.- 2006 SF | 2009 SF | 2012 SF | Dedicated / Shared | Comments | Storage/Filing | Curr.- 2006 | 2009 | 2012 | | Comments | |
| | | | | | | | | | | Easy Access | Archive | | |
| | | | | | | | | | Unit | SF | Unit | SF | |
| Revenue | | | | | | | storage - SF | 300 | 300 | 300 | 300.0 | | |
| | | | | | | | Archive - boxes | 12 | 12 | | | 12 | 15.0 |
| | Secure storage area | 100 | 100 | 100 | D | safe/cash drawer/licensing equipment/supplies | Drawers | 73 | 73 | 73 | 82.1 | | |
| | Production space | 120 | 120 | 120 | S | | Office supplies - LF | 24 | 24 | 24 | 9.0 | | |
| | Collections Counter | 0 | 0 | 0 | S | See general spaces | attic storage - boxes | 125 | 125 | | | 125 | 156.3 |
| | Total SF | 520 | 600 | 600 | | | Total SF | | | | 1010.4 | | 1254.5 |
| | Total SF + 33% circ. | | | 896 | | | Total SF+33% circ. | | | | 1508.0 | | 1,872.4 |
| Human Resources | | | | | | | | | | | | | |
| | training room | 0 | 0 | 0 | S | See general training spaces | file drawers | 81 | 114 | 119 | 133.9 | | |
| | interview room 2-3 people | 0 | 300 | 300 | D | | file drawers - archive | 170 | 190 | | | 230 | 258.8 |
| | interview room 5-10 people | 0 | 300 | 300 | D | | supply storage | 0 | 0 | 0 | | | See general equipment/supply storage |
| | testing rooms | 0 | 0 | 0 | S | (1) 150 ppl, (1) 50 ppl.; See general training | | | | | | | |
| | reception area | 150 | 206 | 206 | D | 5-6 chairs | | | | | | | |
| | Applicant/employee kiosks | 0 | 0 | 0 | D | 3 Kiosks included in reception area SF | | | | | | | |
| | Production space | 120 | 120 | 120 | D | | | | | | | | |
| | Total SF | 270 | 926 | 926 | | | Total SF | | | | 133.9 | | 258.8 |
| | Total SF + 33% circ. | | | 1,382 | | | Total SF+33% circ. | | | | 199.8 | | 386.2 |
| HHS | | | | | | | | | | | | | |
| | Conference room (6-8 people) | 0 | 0 | 0 | S | See general conference spaces | | | | | | | |
| | division reception area | 500 | 500 | 500 | S | Excl. 100 SF for 2 wkstns, in wkspc ct. Size TBV | | | | | | | |
| Aging Services | | | | | | | Program files and info - drawers | 14 | 14 | 14 | 15.8 | | |
| Comm. Health Svcs | | | | | | | client files - drawers | 3 | 4 | 4 | 4.5 | | |
| | secure storage area | 300 | 300 | 300 | D | secured, fire proof cabinet, 24" deep shelving | Drawers | 27 | 15 | 17 | 19.1 | | Decrease in file drawers: anticipated Elect. DMS. |
| | small training/conference room | 0 | 0 | 0 | D | See general conference spaces | LF shelving | 102 | 125 | 149 | 0.0 | | In 300 SF secured storage area |
| | Training classroom (75 people) | 0 | 0 | 0 | D | See general conference spaces | | | | | | | |
| Comm. Intervention | Vestigial room | 0 | 100 | 100 | S | current space is larger | File cabinets - drawers | 37 | 37 | 37 | 41.6 | | |
| Mental Health | | | | | | | Drawers | 21 | 21 | 21 | 23.6 | | |
| | informal display area | 0 | 0 | 0 | S | included within reception | Book shelves, LF | 51 | 51 | 51 | 19.1 | | |

| Department/Division | Support Spaces | | | | | Storage Needs | | | | | | | |
|-------------------------------|---|----------------------|------------|------------|---|--|---------------------------|----------------|------|-------------|---------|----------|--------------------------------------|
| | Space | Curr.- 2006 SF | 2009 SF | 2012 SF | Dedicated / Shared | Comments | Storage/Filing | Curr.- 2006 | 2009 | 2012 | | Comments | |
| | | | | | | | | | | Easy Access | Archive | | |
| | | | | | | | Unit | SF | Unit | SF | | | |
| Dental Clinic | Patient Rooms (Quantity 3) | 240 | 240 | 240 | D | | Office supplies - shelves | 0 | 0 | 0 | 0.0 | | See general equipment/supply storage |
| | Lab | 144 | 144 | 144 | D | | Storage Room | 120 | 120 | | 120.0 | | Dental Materials |
| | Waiting Area (8 chairs) | 175 | 175 | 175 | D | | Dental Records - drawers | 20 | 20 | 20 | 22.5 | | |
| | Total SF | 800 | 900 | 900 | | | Total SF | | | | 266.3 | | 0.0 |
| | Total SF + 33% circ. | | | 1,343 | | | Total SF+33% circ. | | | | 397.4 | | 0.0 |
| Law Department | Sorting space /Production supply cabinets | 0 | 0 | 0 | S | See CMO production space; shared betwn department | Filing cabinets - drawers | 98 | 110 | 118 | 132.8 | | |
| | waiting room for 4 people | 144 | 144 | 144 | D | Verify this space is in addition to filing/storage require | 3'x2'x6 storage cabinets | 2 | 2 | 2 | 12.0 | | Assuming 6 sf per cabinet |
| | kitchenette | 0 | 0 | 0 | D | Shared with City Managers office waiting area | bookshelves | 51 | 51 | 51 | 19.1 | | |
| | Conference room (6-8 people) | 0 | 0 | 0 | S | See General spaces, shared pantries | boxes-storage | 300 | 400 | | | 500 | 625.0 |
| | Total SF | 0 | 0 | 0 | S | SF included with CMO - shared conference space | Total SF | | | | 163.9 | | 625.0 |
| Total SF + 33% circ. | 144 | 144 | 144 | | | Total SF+33% circ. | | | | 244.6 | | 932.8 | |
| MBIS | General Admin. | | | | | | | | | | | | |
| | Conference Room (12-15 person) | 0 | 0 | 0 | D | See general conference spaces | drawers | 15 | 15 | 15 | 16.9 | | |
| | Admin. Hearings | | | | | | | | | | | | |
| | hearing room (50-60 people) | 0 | 0 | 0 | S | See general conference spaces | filing - drawers | 14 | 10 | 8 | 9.0 | | |
| | reception area for the public | 100 | 100 | 100 | S | | supplies - LF | 6 | 2 | 2 | 0.8 | | |
| | Conference room (6-8) | 0 | 0 | 0 | S | See general conference spaces | | | | | | | |
| | waiting area for hearing room | 0 | 0 | 0 | S | shared with other space, location dep. on adjacency | shelving - LF | 5 | 5 | 5 | 1.9 | | |
| | GIS Division | | | | | | | | | | | | |
| | map production area | 80 | 160 | 160 | S | to be combined with plotter area | | | | | | | |
| | printer plotter area | 80 | 0 | 0 | S | | | | | | | | |
| | storage area | 100 | 100 | 100 | S | to be shared with IS | | | | | | | |
| | IS Division | | | | | | | | | | | | |
| | PC and printer storage | 120 | 120 | 120 | D | up to 50 boxes of PCs, printers, and network equip. | | | | | | | |
| spare parts and toner storage | 36 | 36 | 36 | D | | | | | | | | | |
| training room (12 person) | 400 | 400 | 400 | D | P/V/D needed for computer stations | | | | | | | | |
| training room (8 person) | 300 | 300 | 300 | D | P/V/D needed for computer stations | | | | | | | | |
| work bench | 0 | 0 | 0 | D | SF in workspace numbrs. See technicians | | | | | | | | |
| Data center | 0 | 0 | 0 | D | Accounted for in general space needs | | | | | | | | |
| Total SF | 1216 | 1216 | 1216 | | | Total SF | | | | 28.5 | | 0.0 | |
| Total SF + 33% circ. | | | 1,815 | | | Total SF+33% circ. | | | | 42.5 | | 0.0 | |

| Department/Division | Support Spaces | | | | | Storage Needs | | | | | | |
|--------------------------|---------------------------------|----------------------|------------|------------|-----------------------|--|----------------|----------------|------|-------------|---------|----------|
| | Space | Curr.- 2006 SF | 2009 SF | 2012 SF | Dedicated / Shared | Comments | Storage/Filing | Curr.- 2006 | 2009 | 2012 | | Comments |
| | | | | | | | | | | Easy Access | Archive | |
| | | | | | | | Unit | SF | Unit | SF | | |
| | Data Center | 144 | 144 | 144 | S | | | | | | | |
| | Shop / Office services | 960 | 960 | 960 | S | | | | | | | |
| | Total SF | 1968 | 7680 | 7680 | | | | | | | | |
| | Total SF + 33% circ. | | | 11,463 | | | | | | | | |
| | Total SF | | | | | | | | | | | |
| | Total SF+33% circ. | | | | | | | | | | | |
| Conference/Public | | | | | | | | | | | | |
| | League of Women Voters | 120 | 120 | 120 | D | Rent space in the building to this group | | | | | | |
| | 6-8 Conference Rooms (Qty. 4) | 1200 | 1200 | 1200 | S | 300 SF/each | | | | | | |
| | 10-12 Conference Rooms (Qty. 4) | 1600 | 1600 | 1600 | S | 400 SF/each | | | | | | |
| | 14-20 Conference Rooms (Qty. 4) | 2060 | 2060 | 2060 | S | 515 SF/ each | | | | | | |
| | Modular meeting rooms (Qty. 2) | 0 | 1200 | 1200 | S | 35-40 person @ 600 sf/ea. Min. 2 rooms with comp. tech. (training) | | | | | | |
| | Modular meeting rooms (Qty. 4) | 0 | 2100 | 2100 | S | 30-35 person @ 525 sf each | | | | | | |
| | Hearings Room (50-60 people) | 0 | 0 | 0 | S | Included in modular meeting rooms space | | | | | | |
| | Conf. room pre-function space | 525 | 525 | 525 | S | | | | | | | |
| | Dedicated stor. - meeting rooms | 150 | 150 | 150 | S | FM | | | | | | |
| | Collections Counter | 200 | 200 | 200 | S | part of finance, revenue division | | | | | | |
| | Catering Pantry | 0 | 800 | 800 | S | 20'x40' | | | | | | |
| | all employee meeting room | 0 | 0 | 0 | S | HR-accommodated in above meeting space | | | | | | |
| | conference coat storage | 0 | 90 | 90 | S | | | | | | | |
| | Vending | 0 | 180 | 180 | S | | | | | | | |
| | A/V Master Control Room | 0 | 150 | 150 | S | | | | | | | |
| | Total SF | 5855 | 10375 | 10375 | | | | | | | | |
| | Total SF + 40% circ. | | | 17,292 | | | | | | | | |
| | Total SF | | | | | | | | | | | |
| | Total SF+33% circ. | | | | | | | | | | | |

TOTALS

| | |
|------------------------------------|--------|
| Total SF Support Space 2012 | 56,775 |
|------------------------------------|--------|

| | |
|-------------------------------------|-------|
| Total SF Active Storage | 4,519 |
| Total SF Archive Storage | 4,979 |
| Potential policy change factor: 20% | 5,975 |

OFFSITE SPACE

| Emergency Operations Center (EOC) | EOC Center | 800 | 1600 | 1600 | | EOC Storage Space - SF | 400 | 1000 | 1000.0 | | Storage of emergency supplies |
|-----------------------------------|-----------------------------|-----|------|-------|--|---------------------------|-----|------|--------|-----|-------------------------------|
| | Total SF | 800 | 1600 | 1600 | | Total SF | | | 1000.0 | 0.0 | |
| | Total SF + 33% circ. | | | 2,388 | | Total SF+33% circ. | | | 1492.5 | 0.0 | |

NOTES

Boxes: Assuming 3H avg. stacked. (Box footprint at 30" x18")
 LF: Assuming 4H avg. shelving.
 Drawers: Assuming 4H avg. for filing.
 Flat Files: Assuming 12H avg.