EVANSTON

Civic Center Update

July 13, 2020
BACKGROUND INFORMATION - CIVIC CENTER

● Internal investigation completed on Civic Center operations
  ○ 6 departments
    ■ 30 FTE in-person (partial or full-time)
    ■ 130 FTE primarily remote
● Challenges
  ○ Clear separation of staff from public
BACKGROUND INFORMATION - MAIN LIBRARY

- Discussion of available space with library staff
  - Approximately 5,800 sq ft immediately available
CHALLENGES WITH STAFF RELOCATION

● The Library 3rd Floor East does not by itself have adequate space for relocating all Civic Center ops

● Additional issues
  ○ Most document storage will need to be relocated or contracted out
  ○ Some buildout required
    ■ Funding
    ■ Staff time
    ■ Public/staff safety
RELOCATION OPTIONS (3 - 36 MONTHS)

● Relocate all Civic Center staff - 15,000 sq ft
  ○ Still assumes staggered staff schedules/remote work
  ○ Does not include council chambers or public meeting rooms
  ○ Does not include document storage
  ○ Assumes some staff/storage relocated to other buildings
    (Service Center, Rec Centers)

● Phased relocation - 5,800 sq ft
  ○ Public-facing functions only
  ○ Remaining staff continue current work procedures
# RELOCATION DISCUSSION (3 - 36 MONTHS)

<table>
<thead>
<tr>
<th></th>
<th>Complete Relocation</th>
<th>Phased Relocation</th>
<th>No Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Resources</strong></td>
<td>Significant</td>
<td>Moderate</td>
<td>Moderate</td>
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<tr>
<td><strong>Staffing</strong></td>
<td>Indefinite remote work/staggered schedules</td>
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<tr>
<td><strong>Staff/Public Separation</strong></td>
<td>Moderate bldg changes</td>
<td>Minimal bldg changes</td>
<td>Substantial changes</td>
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<tr>
<td><strong>Other Advantages</strong></td>
<td>Provides one-stop customer service desk</td>
<td>Provides one-stop customer service desk</td>
<td>Allows staff to distance more easily</td>
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<tr>
<td><strong>Cleaning Effort</strong></td>
<td>Small space/Moderate staff = minimal effort</td>
<td>Small space/Min staff = minimal effort</td>
<td>Large space/Min staff = large effort</td>
</tr>
<tr>
<td><strong>Longevity of Commitment</strong></td>
<td>Requires permanent commitments</td>
<td>Allows flexibility to modify</td>
<td>Requires permanent commitments</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>Most expensive ($400/sf) plus land or lease</td>
<td>Least expensive ($75k)</td>
<td>More expensive ($125k/floor)</td>
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<tr>
<td>Department</td>
<td>Function</td>
<td>Notes</td>
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<tr>
<td>Community Development</td>
<td>Permit Desk</td>
<td>Temporarily at Crown, Relocate to Library</td>
<td></td>
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<tr>
<td>City Manager's Office</td>
<td>Administrative Adjudication</td>
<td>Relocate to Gibbs-Morrison</td>
<td></td>
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<tr>
<td>City Manager's Office</td>
<td>Property Tax Assessment Review</td>
<td>Relocate to Rec Center or Library</td>
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<tr>
<td>City Manager's Office</td>
<td>Collector’s Office</td>
<td>Temporarily at Crown, Relocate to Library</td>
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<tr>
<td>Health and Human Svcs</td>
<td>General Assistance</td>
<td></td>
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<tr>
<td>PRCS</td>
<td>Program Registration, Permits</td>
<td>Locate at Rec Centers/Library</td>
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CITY COUNCIL / PUBLIC MEETING AREAS

- Likely to stay virtual for the next several months
- Multiple long-term options:
  - Use Civic Center for public meetings in evening only
  - Utilize gym or large room at City recreation center
  - Utilize board meeting/auditorium space from a partner organization, such as school districts
STAFF RECOMMENDATION

- Relocate public facing operations to Library
  - Lowest cost option that allows for separation of staff and public
  - Provides one-stop customer service desk
  - Minimizes staff resources needed for implementation and maintenance (cleaning)
  - Allows flexibility to respond to changing conditions